



City of Wilsonville, Oregon

Adopted Budget FY 2018-19

- 50 Year Anniversary Edition -

City of Wilsonville, Oregon

FY 2018-19

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	\$ 7,488,596		\$ 9,410,803	90, 298-299
Other governments	4,861,760	1,485,118	-	93-103, 199
Charges for services	24,708,399	-	-	93-103
Debt issuance	-	-	3,000,000	307, 311
System Development Charges	-	7,568,851	-	103
All other revenues	12,467,850	403,716	675,444	93-103, 320
Beginning fund balance	59,835,447	30,953,075	31,335,132	53-55, 320-321
Total Resources	<u>\$ 109,362,052</u>	<u>\$ 40,410,760</u>	<u>\$ 44,421,379</u>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 18,470,231	\$ -	\$ -	109-196
Materials and services	21,766,517	39,307	1,744,314	109-194
Capital - equipment	1,682,395	-	-	109-194
Capital - projects	-	24,605,509	5,130,000	197-280, 305, 313, 318
Debt service	5,495,500	-	11,763,932	281-286, 301, 308, 317
Ending fund balance	51,907,515	25,805,838	25,695,133	53, 290
Total Requirements	<u>\$ 99,322,158</u>	<u>\$ 50,450,654</u>	<u>\$ 44,333,379</u>	
Net transfers in (out) of funds	\$ 10,039,894	\$ (10,039,894)	\$ 88,000	
<u>Other Facts:</u>				
Staffing (full time equivalent)	167.79			107
Debt outstanding (est June 2018)	\$ 32,003,000		\$ 30,913,708	282, 301, 308
Assessed value (FYE 2018)	\$ 3,622,671,036		\$ 1,093,302,597	90-91, 297
Permanent Tax rate (per \$1000)	\$ 2.5206			90-91
Bond rating - Revenue debt	Aa2	Moody's		
<u>Definitions and Explanations:</u>				
Accounting funds				52
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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, 2017

Christopher P. Morill

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, 2017. 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 2018-19

Budget Committee

Term Expires

William Amadon	Dec. 2020
Paul Bunn	Dec. 2018
Andrew Karr	Dec. 2018
Arthur Park	Dec. 2020
Sam Scull	Dec. 2019
Tim Knapp, Mayor	Dec. 2020
Scott Starr, Council President	Dec. 2018
Kristin Akervall, Councilor	Dec. 2020
Charlotte Lehan, Councilor	Dec. 2018
Susie Stevens, Councilor	Dec. 2020

City Manager
Bryan Cosgrove

Finance Director
Susan Cole

Assistant Finance Director
Cathy Rodocker

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City of Wilsonville

2018-19 Adopted Budget

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Boones Ferry 1954. Prior to completion of the Boone's Bridge on I-5, the Ferry made up to 30 trips per day.





May 18, 2018

Dear Budget Committee Members,

I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2018-19.

The City of Wilsonville turns 50 this year, and has grown from a City of about 1,000 in 1968 to just over 24,000 in 2018. Wilsonville has a proven history of creating exceptional neighborhoods, beginning with the planned residential development of Charbonneau soon after incorporation in the 1970s, more traditional neighborhoods like Meadows and Morey's, and now with Villebois, one of the largest master-planned communities in Oregon that includes a several regional parks, and is flanked on the south side by the outstanding Graham Oaks Nature Park. Next on the horizon is the Frog Pond area, beginning with what is known as Frog Pond West in the next year. Areas of Frog Pond East and South will follow, in the coming years after they are brought into the urban growth boundary.

Wilsonville has always been a transportation hub, from the days of the ferry across the Willamette River, to the current traffic challenges presented by a thriving community and growing region. The ferry, operated by descendants of the frontiersman Daniel Boone, landed at the end of S.W. Boones Ferry Road. It ceased operations after 107 years, in 1954, once the Boone Bridge and Interstate 5 were constructed. The Boone Bridge and Interstate 5 are tremendous assets to the City, allowing for its continuing prosperity and the movement of freight and people through the region. The bridge and the freeway have also presented challenges to the community, by causing congestion and bisecting the City. The City seeks to meet these challenges by focusing on building a connected network of roads, bicycle lanes, sidewalks; constructing improvements to the Wilsonville Road interchange; evaluating improvements to the Boeckman Road I-5 overcrossing; and by planning for a new bicycle/pedestrian I-5 overcrossing.

Currently, the City is working with the Oregon Department of Transportation to widen the Boone Bridge to allow for a southbound auxiliary lane between the Wilsonville Road and Charbonneau I-5 exits. The City is also actively pursuing an additional river crossing for bicycles, pedestrians, and emergency vehicles, known as the French Prairie Bridge. To better connect the City across I-5, the City is in the preliminary stages of planning for a bicycle/pedestrian I-5 overcrossing to connect Town Center to the SMART Central/WES station and Villebois. While these major construction projects will be years in the making, the projects should be viewed through the lens of Wilsonville's demonstrated history of investing in forward-thinking transportation improvements

The City is actively pursuing connectivity and improvements to its transportation network. An additional lane on the ramp to south-bound I-5 from Wilsonville Road is underway and should be completed in the summer of 2018. In the Old Town neighborhood, the City has begun pre-construction work, including design and alignment identification, for extending 5th Street from S.W. Boones Ferry Road, west across the railroad tracks, then curving north to join up with Kinsman Road. Tooze Road, to the north of Villebois, is under construction and will be improved to urban standards. To support the Frog Pond development, improvements to Boeckman Road east of Canyon Creek Road are currently under consideration, including a future bridge to remedy the steep "dip" across the canyon.

The City also connects its residents and business across town and throughout the region with its own bus system, the South Metro Area Regional Transit system, known as SMART. SMART was founded in 1989 when the City withdrew from TriMet. SMART is largely funded through a payroll tax on employers, in addition to Federal and State grants, and fares for out-of-town rides. In 2017, the State Legislature passed HB2017, which included a payroll tax on employees, to begin in July of 2018.

SMART currently connects Wilsonville with Salem to the South with direct routes, and municipalities to the north through connections with TriMet. SMART anticipates the funding from the new employee payroll tax to increase its connectivity with other communities such as Canby. Because this new employee payroll tax begins in July of 2018, and its guidelines are still emerging, SMART's budget for fiscal year 2018-19 does not significantly account for this new revenue source. As the revenues accrue and guidelines emerge, SMART's budget will be adjusted accordingly.

The City prides itself on its parks. Soon after incorporation in 1969, the City purchased approximately 61 acres that became Memorial Park. The park grew in 1987 with the purchase of an additional 41.5 acres from Nike. In 1993, the Boozier property was purchased, adding another 22 acres to the park.

Memorial Park is the City's largest and oldest park, and has a wide range of amenities. The park includes a trail system, athletic fields, sport courts, forested areas, a dog park, a community garden, playgrounds, a skate park, boat dock, Frisbee golf and picnic areas. Murase Plaza sits in the northwest corner of the park and includes an amphitheater and water feature, and is adjacent to the Stein-Boozier Barn, which is used for a variety of events.

The Master Plan for Memorial Park was recently updated in 2015. This update included new and expanded amenities to continue to serve the residents of Wilsonville, including upgrades to athletic fields and improving river access. While total cost estimates for all improvements, including important infrastructure such as better multi-modal access, parking and restrooms, hover around \$10 million, the City has allocated approximately \$700,000 in this upcoming budget to continue previously started projects of upgrading parking, relocating the dog off-leash area and improving the community garden space.

The City is proud of its Library, that not only serves City residents, but also surrounding communities. About 61% of the funding for the Library comes from Clackamas County, from the Clackamas County Library property tax levy. The Library was first established in 1982, and in 1987 residents passed a bond levy to build a library on the current site. In 2000, voters again passed a bond levy for the Library, to expand it almost four-fold. During FY 2017-18, the City Council opted to match a \$1 million grant from Clackamas County with \$350,000 General Fund sources in order to remodel and improve the Library, including reconfiguring and refreshing the interior spaces, ensuring restroom facilities are accessible, and improving the heating and ventilation system. This major renovation meant some Library programs were relocated temporarily to City Hall, and a pause was placed on enhancing the Library collections. Once the renovations are complete, scheduled for early summer of 2018, the Library will be back to normal operations.

Wilsonville also owns and operates two treatment plants. In 2002, construction was completed on the Willamette River Water Treatment Plant, securing a safe and reliable source for water and enabling the City to end its reliance on well water. The wells are now maintained for emergency purposes. In the final quarter of fiscal year 2017-18, the City completed an update to its Water Treatment Plant Master Plan, identifying needed improvements to its electrical system and forging a plan for the Plant's expansion. In 1972, the city constructed its wastewater treatment plant (WWTP), thereby phasing out the use of septic tanks. The plant

underwent major improvements in 2014, significantly increasing capacity as well as eliminating odors in the vicinity of the plant. The City is underway with a financial analysis of its water and wastewater utilities, to ensure these two utilities remain financially sustainable, are able to make necessary improvements and expansions to keep up with demand, while at the same time designing a rate structure that is equitable across all customer categories.

Operationally, staffing has grown and adjusted as the City has grown to maintain existing levels of service. One of the City's first financial audits, from fiscal year (FY) 1971-72, reported the City had one paid administrative worker. Staffing reached a peak in fiscal year 2011-12 at about 187 full-time equivalents (FTEs), when the City decided to contract out for the operations of its wastewater treatment plant. For FY 2018-19, the City is budgeting for just under 168 FTEs, about six more than in FY 2017-18. Additions include a City Engineer, a Public Works Operations Manager, a Transit Demand Management Technician, and additional seasonal labor.

The City of Wilsonville has a history of strong financial management, and this tradition continues into FY 2018-19. For the last 20 years, the City has received the Distinguished Budget Presentation Award from the Government Finance Officers Association. In order to receive this award, the City 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. Additionally, the City engages in forecasting its major operations and capital programs over the next five years, in order to evaluate trends and upcoming needs and make course corrections as necessary to ensure the City is financially sustainable for the next 5 years.

For this upcoming budget year, the City will continue to adhere to the Key Performance Areas and Council Goals as confirmed at the Council's biennial retreat, held in February of 2017. These can be found on the following pages in the Reader's Guide. Each Program Area has included how these Key Performance Areas and Council Goals link to their operations in the coming year, and can be found in the Program Expenditures section of this document.

The City's FY 2018-19 Adopted Budget totals \$185 million, all funds combined, including reserves and contingencies. Spending occurs from appropriated amounts for personnel, materials and services, capital outlay, debt service and interfund transfers, which total \$177.2 million. Contingencies and set-asides for future use total \$70.3 million, and unappropriated funds, which total \$7.8 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

For the upcoming year, the adopted budget includes an increase to the City's full-time equivalent positions by about six FTEs, as discussed above, to better meet demands and better serve the community. Budgets for salaries and wages include amounts for cost-of-living adjustments and merit increases, as specified by collective bargaining agreements and City policy. The contribution rate for the Public Employees Retirement System (PERS) remains the same in FY 2018-19 as in FY 2017-18, as the rates are set by PERS every two years. They are expected to increase again in FY 2019-20, and the City has built in estimated increases into its five-year forecast.

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

Overviews of revenues, specific budget details for departments, capital project lists, outstanding debt and the City's financial policies can be found within this budget document. The budget document contains tabbed sections for easy reference. The highest level of information can be found in the Fund Summaries

section of this document, where fund resources and requirements are aggregated by object classification (e.g. personnel services, materials and services, capital outlay) and offer easy comparison from year to year. More detailed information can be found in the Program Expenditure section of this document, which contains details on the proposed budgets for program areas within each department.

The following discussion focuses on three City funds that have been of the most interest in recent years; the first being the General Fund because it accounts for highly visible City services and the City's property taxes, and the next two – Community Development and Transit – because their financial positions are closely monitored year to year to ensure their financial sustainability.

General Fund

The proposed expenditures from General Fund for FY 2018-19 are balanced to the available resources.

The General Fund accounts for resources devoted to services most commonly associated with local government, including Police, Parks and Recreation, Library, Municipal Court, Administration and Public Works Administration and Facilities. The FY 2018-19 Proposed Budget for the General Fund, including reserves and contingencies, is \$37.75 million, an increase of \$2.8 million over the FY 2017-18 Budget of \$34.9 million. The majority of this increase is due to utilizing \$1.5 million of the General Fund's designated reserve to plan and design Garden Acres Road in the Coffee Creek area. The source of these funds was from the State, and related to project savings in constructing Coffee Creek Correctional Facility, and has been intended to help facilitate development in the area. Funding for other capital projects is increasing about \$655,000, for software replacements, phone system upgrades, facility and equipment upgrades, and park amenities. Details regarding capital expenditures can be found in the Capital Projects section of the document. Operations are increasing about \$488,000, about 3%, from the FY 2017-18 budget, to account for additional staffing, operational enhancements and inflation, as further explained in the Program Expenditures section of the document. The General Fund's reserves, in the form of contingency and unappropriated fund balance, are increasing about \$109,000.

External revenues to the General Fund, not including transfers from other funds, are increasing by \$915,123 in FY 2018-19 when compared to FY 2017-18. Property taxes, which make up 50% of external revenues, are estimated to increase approximately \$516,000, or 7.4%, in FY 2018-19 when compared to the amount budgeted in FY 2017-18. This increase reflects the steady 3% increase in assessed valuation allowed under the State constitution, as well as additions to assessed value due to new construction. Hotel/Motel tax is expected to stay at near the \$400,000 level. Intergovernmental revenue is also expected to remain relatively flat going into FY 2018-19. Charges for services are increasing 10%, about \$68,000, when compared to FY 2017-18, reflecting increased program fees and facility rentals from Parks and Recreation, and increased charges to Urban Renewal for project management. The City anticipates Municipal Court Fines increasing about \$29,000, or 10%, as a result of an additional Traffic Officer coming on board in March of 2018.

Internal revenues are transfers to the General Fund from other funds for services provided and management and oversight. For example, the Finance Department, housed in the General Fund, provides utility billing for Water and Sewer, so these utilities transfer funding from their respective funds to the General Fund for this service. Additionally, the functions of Human Resources, Accounting, Payroll, the City Manager and City Council reside in the General Fund, and so other funds transfer in resources to cover their portion of these activities. Transfers from other funds to the General Fund are increasing about 6%, or \$185,000, when compared to the budget FY 2017-18. This is due to fluctuations in the capital program and increased labor costs for administrative services.

The General Fund's fund balance will potentially be utilized to loan to the Urban Renewal Agency for capital improvements for the Tooze Road improvement project in the West Side Plan District, if necessary, depending upon how the project progresses over the year. This loan would be "overnight" and paid back from the tax increment of the West Side Plan District. Additionally, the General Fund's fund balance is being utilized to fund one-time capital improvements and technological upgrades. Fund balance can be viewed as a savings account, where funds are set aside for specific purposes, and also as a contingency to allow flexibility for future opportunities or unforeseen circumstances. The use of fund balance is treated as a one-time occurrence, and is not seen as an on-going source of funding. For FY 2018-19, approximately \$3.6 million in General Fund fund balance is proposed to be used to fund one-time items. Many of these items have been planned for, and funding has been specifically set aside in prior years. These items include: the previously mentioned project to plan and design Garden Acres Road, replacing the City's core financial software system, upgrading the City's phone system, completing the fiber ring to City buildings, building remodeling and repairs, various park amenities such as replacing play structures and covering the Town Center stage, and planning in the Arrowhead Creek area. More detail and descriptions of capital projects can be found in the Capital Projects section of the budget document, while designated purposes of the General Fund's fund balance can be found on page 254, in the Debt & Other section of the budget document. The General Fund's estimated ending fund balance for FY 2018-19 is approximately \$12.6 million.

Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$2.7 million at the end of FY 2018-19.

Community Development Fund

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building our community. Housed within this fund are CD Administration, Planning, Engineering, and Urban Renewal Administration. The FY 2018-19 Proposed Budget for the CD Fund, including reserves and contingencies, is \$6.77 million.

The Community Development Fund has been set up to operate as a business-type fund, where on-going revenues are enough to cover on-going expenditures. However, on a budgetary basis, this fund is showing a deficit in FY 2018-19, of approximately \$113,500. This is due to a lag in Engineering Permits as the Villebois neighborhood wraps up and the difficulty in predicting the timing of permits for Frog Pond West. The revenue for Engineering Permits is expected to drop by about 50% when compared to FY 2017-18, or \$228,000. The deficit is funded by the fund's fund balance, which is predicted to end FY 2018-19 at approximately \$2.3 million.

Additionally, the Community Development Department has been mindful of their expenditures and has held costs down, while at the same time successfully pursuing grants to fund important planning projects such as master planning the areas of Frog Pond and the Town Center, as well as attaining a Metro Enhancement Grant to become a Bee City, USA. In FY 2018-19, the department will conduct a housing study, funded from a Metro grant awarded in FY 2017-18. Although the Department has had minimal budget proposals over the last several years, the capital workload is leading to the addition of a City Engineer, which is 100% supported by the Capital Program. The City Engineer will also oversee the Big Pipe project, which will ultimately extend from the Wilsonville water treatment plant all the way to Hillsboro.

The CD Fund is projected to have an ending fund balance at the end of FY 2018-19 of \$2.3 million, well above the financial policy target of \$778,200. This target is set to equal 20% of operations. The remaining \$1.52 million is set aside in the fund's contingency, and provides a cushion to weather permit volume variances.

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 2018-19 Adopted Budget for SMART, including reserves and contingencies, is \$9.57 million.

The Transit Fund, while classified as a “special revenue fund”, is set up to operate as a business-type fund, where on-going revenues are enough to cover on-going expenditures. However, on a budgetary basis, this fund is showing a deficit in FY 2018-19, of approximately \$474,000. Part of this deficit is utilizing fund balance to replace and enhance SMART’s fleet, and part of the fund balance is for one-time expenditures related to improving the SMART facility, including security enhancements, parking lot improvements and the installation of a bus charging station. This use of fund balance provides a match that leverages Federal and State grants for such items. However, an estimated \$223,000 of fund balance use is for on-going operations. While sustainable in the short-term, the situation is evaluated annually to ensure the on-going viability of SMART. The ending fund balance at the end of FY 2018-19 is estimated to be \$2.8 million, well above the financial policy minimum of \$1.1 million.

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

During FY 2018-19, SMART will continue the implementation of the Transit Master Plan (TMP). This Plan will shape the direction of the agency for years to come. Development of the TMP included several outreach events to the community in the form of open houses and on-line surveys. The needs of both residents and employers were taken into account as the agency evaluated its various routes and services. Overall, the community is very supportive of SMART.

Also during FY 2018-19, SMART will continue to work on clarifying rules and uses for new revenues associated with HB2017, the transportation package that became effective in October of 2017. This package included a public transportation payroll tax of 0.1% (one-tenth of one percent) on employees, that becomes effective July 1, 2018. The funds will be disbursed to agencies through the State and TriMet, depending upon categories such as connecting communities. Grant agreements are expected to phase in beginning in January of 2019.

Capital Improvement Program

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.

In FY 2018-19, the City has an ambitious \$32.2 million in budgeted capital projects. Improving, connecting and maintaining the City’s network of streets will be a priority, as 42% of the capital budget, or \$13.4 million, is allocated for those purposes. Projects include improving Tooze Road, extending 5th Street to connect S.W. Boones Ferry Road with Kinsman Road, preparing Boeckman Road for the Frog Pond West development, and continued pre-construction work for Garden Acres Road. The City is allocating approximately \$4.7 million for park improvements, about 15% of the capital budget, with \$4.2 million of that related to growth, including about \$1.7 million for parks in the Villebois neighborhood. Continued work on implementing the Memorial Park Master Plan is budget at just over \$700,000, and new and improved trails are allocated \$430,000.

The City's utilities of Sewer, Water and Stormwater will undergo construction and maintenance projects in FY 2018-19. The City's Sewer utility projects account for \$4.1 million of budgeted capital projects, just under 13%, and includes continuing work on reconstructing the wastewater treatment outfall, while the project to relocate the Memorial Park Pump Station will commence. The City's water utility projects account for \$3.5 million of budgeted capital projects, about 11% of total capital projects budgeted. Approximately \$1.5 million is directed to improvements to the water treatment plant, including the surge tank and preliminary design needed to gear up for a future expansion. To reallocate potable water to better uses, irrigating Memorial Park will transition to well water with a project to rehabilitate the Nike Well. The Stormwater utility's budget capital projects for FY 2018-19 total just under \$1.7 million, about 5.3% of the capital program for the year. Projects include continued upgrades to storm facilities in Charbonneau, repairs to the outfalls to the Willamette River, and improvements to the Commerce Circle stormwater facility.

Facility and Information Systems projects combined account for about 11% of the City's capital program for FY 2018-19, totaling just under \$3.7 million. The City is actively preparing to replace its core financial and permitting business software, as well as to upgrade its phone system. City Hall is slated for improvements, including reconfiguring the first floor front counter for better visibility, and combining under-utilized conference rooms to make a more usable space. The City's transit facility will also benefit from security upgrades and parking lot improvements.

The City is continuing to plan for growth areas, including Frog Pond, Basalt Creek, Coffee Creek, and recently added Arrowhead Creek – the area surrounding the 5th Street extension project. The Frog Pond West area is on the verge of annexation and development, as the City moves forward with a request to Metro to add Frog Pond East and South into the Urban Growth Boundary area. Future growth in the Basalt Creek area will be outlined in a concept plan during FY 2018-19, and the Town Center Plan continues into FY 2018-19. These planning efforts mean future infrastructure projects in the City's capital program.

Conclusion

The FY 2018-19 Proposed Budget provides the framework for implementing and focusing on the goals, objectives, and performance areas established by the City Council for the coming year, as well as remaining fiscally sustainable. This budget addresses challenges presented by a growing community and aging infrastructure, while managing resources in the most efficient manner. Reflective of the overarching vision set forth in the Council Goals, this budget provides resources to maintain high-quality core services to residents and businesses while focusing on fiscal responsibility, priorities, and results.

Acknowledgements

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

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

In closing, I would like to thank the Finance team members including Susan Cole, Cathy Rodocker, Keith Katko, Katie Macadam and Jennifer Ortiz for their assistance in preparing this budget document, and 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

Budget Committee Changes from Proposed to Approved Budget

The Budget Committee amended the Proposed Budget in the following way:

- The Water Capital Improvement Program project #1111, Water Treatment Plant Surge Tank, was increased by \$711,407 to account for additional improvements once plant is shut down and anticipated inflationary increases.
- Project management fees and associated overhead for project #1111 increased \$74,447.
- Funding for Project #1111 is from the Water SDC Fund and the City of Sherwood.

City Council Changes from Approved to Adopted Budget

The City Council adopted the annual budget for FY 2018-19 as approved
by the Budget Committee



The City of Wilsonville celebrates 50 years of incorporation in 2018. In 1968, the Motor Trend car of the year was the Pontiac GTO, “Hey Jude” by the Beatles was the number one song, and the Boone Bridge over the Willamette River was only 14 years old. Wilsonville’s population was about 1,000 people.

Wilsonville’s population is now estimated to be 24,315. It is located along Interstate 5, mid-way between the State’s largest city, Portland – 20 miles to the north, and the State’s capital Salem – 30 miles to the south. Wilsonville has benefited from its location between these two cities and from having easy access to a major interstate. The City has a diverse economy, stable assessed valuation, and a mix of housing choices.

The City has seen substantial growth in its tax base over its 50 years. Since the year after incorporation – 1969 – until the year of this Proposed Budget, Fiscal Year (FY) 2018-19, Wilsonville’s assessed valuation is estimated to have grown by a multiple of 423 – by roughly \$3.8 billion. In fiscal year 1969-70, Wilsonville’s assessed valuation was just below \$9 million, at \$8,998,980, and FY 2018-19 is estimated to be just over \$3.8 billion, at \$3,813,846,841.

The property tax rate applied to the assessed valuation varied until Measure 50 passed in 1997. Prior to the passage of Measure 50, Wilsonville’s property tax levy was based on its budget need. For example, in FY 1970-71, the first year the City recorded a property tax rate, the City estimated its need to be about \$16,000 from property taxes. (Compared to FY 2018-19, where property taxes are estimated to be \$7.5 million.) This \$16,000 was divided by the assessed valuation of \$9.6 million, to come up with a rate of \$1.67 per thousand of assessed value. This tax rate varied, up to \$3.80 per \$1,000 of assessed value in FY 1973-74, and a low of \$0.82 per \$1,000 of assessed value in FY 1979-80. In 1997, voters passed Measure 50, which among other things established permanent property tax rates. After 1997, Wilsonville’s permanent property tax rate is \$2.5206 per \$1,000 of assessed value.

To compare Wilsonville’s assessed valuation, population and tax rates to other neighboring jurisdictions over time, please see the statistical tables following this Reader’s Guide introduction.

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 contains 23 public ports which provides easy access between U.S., Asian, and European markets, making it appealing to a wide range of businesses focused on international trading.

Wilsonville is located in two counties – on the western edge of Clackamas County and southeastern edge of Washington County. As mentioned above, it is located along Interstate 5, allowing residents, businesses and industries to connect with the region and to regional ports. The Portland International Airport is located about 30 miles to the north of Wilsonville, and the Port of Tillamook Bay, on the Oregon Coast, is about 85 miles to the west.

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. This urban growth boundary constrains growth south of the Willamette River. The City is pursuing annexation of land within the urban growth boundary area in the northeast quadrant of the City, referred to as Frog Pond West. To expand the City boundary further to the east, the urban growth boundary must be modified, and the City is working with the regional government Metro to have this occur.

The City is separated north and south by the Willamette River, with the City's first master-planned development, Charbonneau, located south of the 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, which operated for 107 years until the bridge was completed. 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 capital. 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:

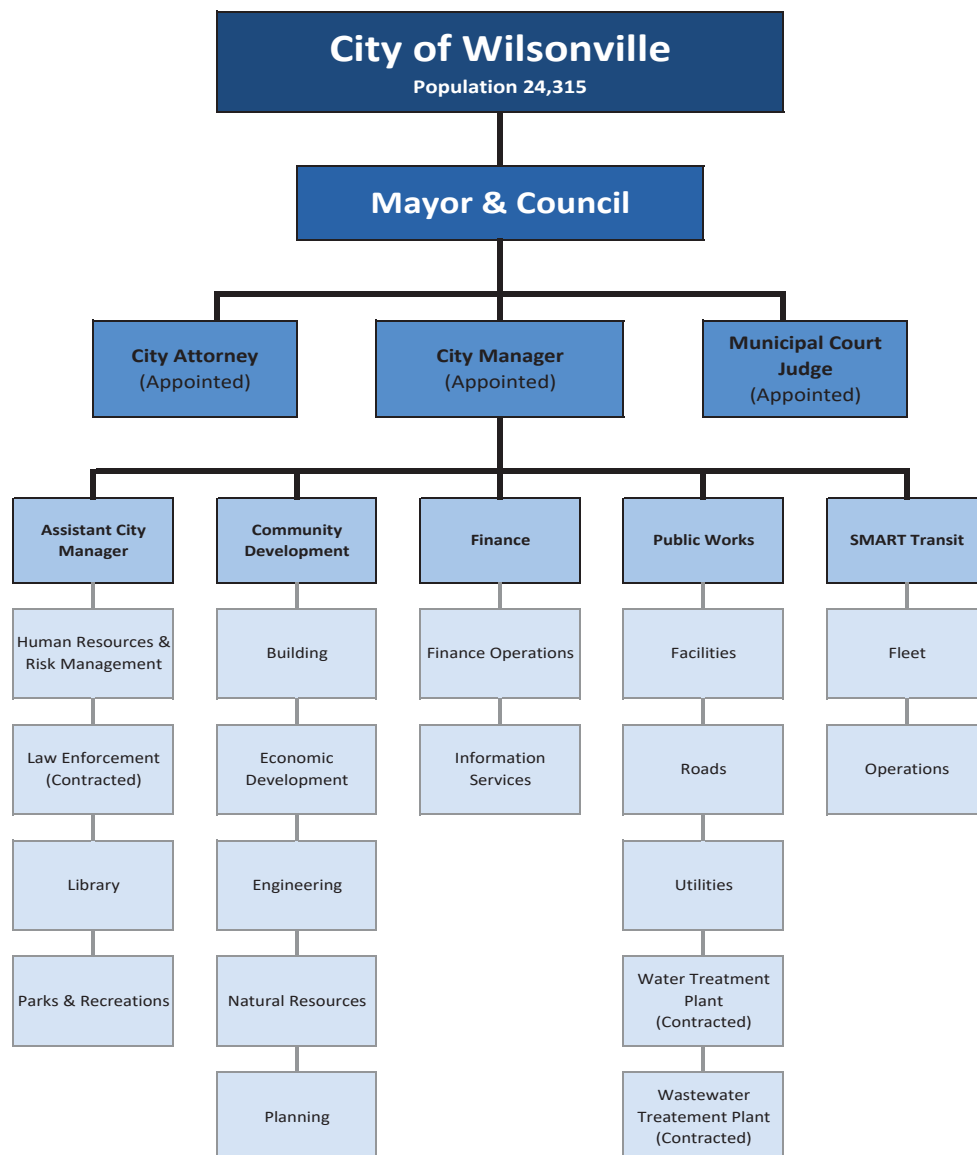
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these 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. Readers 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. 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 systems, 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 Agency - 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.



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

These Key Performance Areas are over-arching precepts to guide the achievement of the City's mission.

Quality Education: Wilsonville creates a life-long learning environment that prepares productive, successful citizens.

Fiscal Discipline: Wilsonville exercises fiscal discipline through strategic investments, adequate reserves, sound financial plans and policies with innovative service delivery.

Environmental Stewardship: The most important things for life are clean air, water and soil. Seven generations from now the people living in Wilsonville are thankful that prior decisions and actions preserved these elements as well as our natural systems.

Clear Vision and Community Design: Wilsonville's clear vision and community design engages citizens to ensure a cohesive community with a high quality of life, physically, economically and socially.

Thoughtful Land Use: Wilsonville balances land uses to create a sense of community that preserves our historical identity.

Well-Maintained Infrastructure: Wilsonville is innovative in proactively building and maintaining clean, attractive and cost effective infrastructure.

Community Amenities and Recreation: Wilsonville has opportunities and facilities for leisure activities, entertainment and social interaction that interest people of all ages.

Welcoming Engaged and Satisfied Residents: The City of Wilsonville embraces diversity and engages and communicates with residents, and responds to changing expectations as technology evolves.

Multi-Modal Transportation Network: Wilsonville's multi-modal transportation network is safe, inviting and easy to navigate, connecting the City's neighborhoods to each other and to its commercial areas, employment centers and public and recreational facilities.

Safe, Healthy and Aesthetically Pleasing Community: The ideas of public safety, healthy living and aesthetic values are intertwined in all decision making.

Economic Development: Wilsonville's economic development promotes an environment that enables existing and new business – small, medium and large – to flourish!

Regional Awareness and Influence: Wilsonville is proactively involved at county, regional, state and federal levels to influence decisions that impact the City.

Council Goals 2017-19

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.

- Revise the Development Code to streamline and modernize it.
- Promote stronger connectivity and access to the Willamette River.
- Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity.
- Promote and make available numerous options for convenient sustainable choices.
- Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities.
- Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels.
- Develop a robust, attractive, and viable commercial center with amenities to serve the community.
- Promote vibrant arts, cultural, and heritage programs and facilities.
- Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government.
- Promote farm and forest land protection.
- Promote a healthy urban forest.
- Enable and promote healthy living.
- Embrace technology proactively in future planning, operations, and customer service.

City History Timeline

1968	<ul style="list-style-type: none"> Wilsonville incorporates on October 17, 1968. 	1983	<ul style="list-style-type: none"> The current city hall building opens at Wilsonville Road and Town Center Loop. 	1995	<ul style="list-style-type: none"> Wilsonville High School opens.
1969		1984			<ul style="list-style-type: none"> Growth management ordinance overturned by Land Use Board of Appeals.
1970	<ul style="list-style-type: none"> Wilsonville citizens vote to adopt the City's first charter. 	1986	<ul style="list-style-type: none"> Voters approve a tax base amendment to incorporate a serial levy for senior services into the base. 	1996	
1971	<ul style="list-style-type: none"> Developers announce plans for a major residential subdivision known as ""Charbonneau. Population approximately 1,000. 	1987	<ul style="list-style-type: none"> Pete Wall is hired as Wilsonville's first city manager. 		<ul style="list-style-type: none"> Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.
1972	<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. City Council adopts a "General Plan" for growth. 	1988	<ul style="list-style-type: none"> Voters approve a bond measure to pay for a new library and park improvements. 	1998	
1973	<ul style="list-style-type: none"> Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law. 	1990	<ul style="list-style-type: none"> Recession ends, bringing an unprecedented boom in housing and population. 	1999	<ul style="list-style-type: none"> City Council imposes moratorium on new development approvals until new, long-term water supply is identified.
1975	<ul style="list-style-type: none"> Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies. 	1991	<ul style="list-style-type: none"> Wilsonville becomes Oregon's fastest-growing city. New library opens. 	2000	<ul style="list-style-type: none"> The State of Oregon sites its new women's prison complex in northwest Wilsonville. City voters approve the Willamette River as Wilsonville's new long-term water source.
1979	<ul style="list-style-type: none"> "City Hall" moves to a trailer on Parkway Avenue. 	1992	<ul style="list-style-type: none"> Census population: 7,705 Arlene Loble hired as City Manager. Town Center Shopping Center opens. 	2001	<ul style="list-style-type: none"> Construction begins on women's prison and on water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,615
1980	<ul style="list-style-type: none"> Construction begins on Inza R. Wood Middle School. City signs first contract with Clackamas County Sheriff's Office for police services. 	1993	<ul style="list-style-type: none"> Incredible Universe opens, pushing traffic to levels projected for the year 2010. 	2002	<ul style="list-style-type: none"> Construction underway on library expansion. Women's prison facility completed and begins accepting inmates.
1982	<ul style="list-style-type: none"> Wilsonville adopts its first Comprehensive Plan. Population: 2,920 Voters approve Wilsonville's first tax base: \$300,000. Wilsonville's first library opens. 	1994	<ul style="list-style-type: none"> Serial levy failure forces \$1 million budget cut, reorganization of departments. Voters approve creation of an urban renewal district and a bond measure for a new high school. In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance. Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit) 		<ul style="list-style-type: none"> Wilsonville's water treatment plant becomes operational. Expanded library opens.

City History Timeline

2003

- The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
- The newly constructed SMART Operations Center and Fleet facility opened in January.

2004

- Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet's WES Train.

2005

- Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
- Population: 16,510 (PSU Center for Population Research)

2006

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

2007

- Public Works and Police Department relocated to the remodeled old City Hall building.

2008

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

2009

- WES Commuter Rail begins Operations.

2010

- Fred Meyer/Old Town Square development broke ground in the Spring. Completion scheduled for 2011.
- Population: 19,525 (PSU Center for Population Research)

2011

- Fred Meyer's 210,000 square foot shopping center opens.

2012

- Oregon Institute of Technology opens its Wilsonville campus in a previously vacant office building.
- Lowrie Primary School K-5 opens for the 2012/2013

2014

- Wastewater Treatment Plant upgraded and expansion is completed.

2015

- Substantial work is underway on the Basalt Creek Concept Plan and Frog Pond Area Plan.
- The 2000 voter approved \$4 million library expansion bond was paid in full in December 2015.
- Advisory vote to form the Coffee Creek Urban Renewal Area passes and work is underway to draft the plan and form the district.

2016

- 360 new homes built within the city.
- TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County.

2017

- 5th Street/Kinsman Road extension began near Fred Meyer, formerly known as "The Old Town Escape".
- Wilsonville begins expansion of connector streets to relieve City congestion by (1) unanimously approving the Boones Ferry to Brown Road alignment; and, (2) beginning work on the Kinsman Road extension from Boeckman to Barber Roads.
- Meridian Middle School broke ground. Completion scheduled before the start of the 17/18 school year.
- Population: 23,740 (PSU Center for Population Research)

2018

- Meridian Creek Middle School's 97,000 sq. ft. facility opened for the 2018-19 school year with a full capacity of 700 students.
- The Council approved a \$1,054,000 major remodeling project for the Wilsonville Public Library. The renovation will include remodeled/reconfigured spaces, ADA-compliant restrooms, a completely upgraded HVAC system, and new furniture and carpet.
- 5th Street/Kinsman Road extension, which connects Barber Street to Boeckman Road, was completed five months early and on budget.
- Population: 24,315 (PSU Center for Population Research)



City of Wilsonville 'seedling in hand' logo used 1968-2015

About Wilsonville

Historical Population, Assessed Valuation, and Property Tax Rates of Wilsonville and Surrounding Jurisdictions

	1969-70	1974-75	1979-80	1984-85	1989-90
Beaverton					
Population	18,577	22,150	31,962	34,068	53,307
Assessed Valuation (AV)	\$172,717,026	\$328,512,018	\$821,806,943	\$1,417,341,200	\$2,056,032,534
Property tax rate, per \$1,000 of AV	\$2.81	\$4.830	\$4.270	\$5.520	\$4.5643
<i>per capita AV</i>	\$9,297	\$14,831	\$25,712	\$41,603	\$38,570
Lake Oswego					
Population	14,615	18,404	22,527	24,224	28,323
Assessed Valuation (AV)	\$149,300,319	\$284,802,643	\$583,540,526	\$1,064,767,230	\$1,447,032,567
Property tax rate, per \$1,000 of AV	\$5.18	\$7.280	\$5.100	\$4.020	\$5.3025
<i>per capita AV</i>	\$10,216	\$15,475	\$25,904	\$43,955	\$51,090
Milwaukie					
Population	16,379	16,800	17,931	17,624	18,670
Assessed Valuation (AV)	\$136,891,530	\$196,612,150	\$381,296,270	\$574,522,090	\$644,150,140
Property tax rate, per \$1,000 of AV	\$4.50	\$6.580	\$4.270	\$4.690	\$5.3869
<i>per capita AV</i>	\$8,358	\$11,703	\$21,265	\$32,599	\$34,502
Oregon City					
Population	9,176	12,460	14,673	14,505	14,698
Assessed Valuation (AV)	\$85,530,780	\$149,838,920	\$355,033,820	\$423,559,250	\$462,487,860
Property tax rate, per \$1,000 of AV	\$7.17	\$8.610	\$6.050	\$7.840	\$6.6793
<i>per capita AV</i>	\$9,321	\$12,026	\$24,196	\$29,201	\$31,466
Sherwood					
Population	1,396	1,820	2,386	2,736	3,093
Assessed Valuation (AV)	\$8,660,574	\$14,493,294	\$42,696,848	\$71,571,100	\$85,557,975
Property tax rate, per \$1,000 of AV	\$5.01	\$2.930	\$1.450	\$3.350	\$3.4745
<i>per capita AV</i>	\$6,204	\$7,963	\$17,895	\$26,159	\$27,662
Tigard					
Population	5,302	10,230	14,799	20,265	29,435
Assessed Valuation (AV)	\$67,225,016	\$153,602,774	\$420,475,002	\$852,748,700	\$1,423,135,772
Property tax rate, per \$1,000 of AV	\$1.50	\$0.940	\$0.630	\$1.060	\$2.7869
<i>per capita AV</i>	\$12,679	\$15,015	\$28,412	\$42,080	\$48,348
Tualatin					
Population	952	3,456	7,483	10,364	14,664
Assessed Valuation (AV)	\$16,459,161	\$59,822,604	\$184,375,664	\$418,903,110	\$653,165,898
Property tax rate, per \$1,000 of AV	\$0.30	\$1.760	\$0.810	\$3.510	\$4.7618
<i>per capita AV</i>	\$17,289	\$17,310	\$24,639	\$40,419	\$44,542
West Linn					
Population	7,091	8,804	11,358	12,950	16,389
Assessed Valuation (AV)	\$65,828,920	\$94,183,000	\$247,160,920	\$436,131,970	\$586,120,520
Property tax rate, per \$1,000 of AV	\$5.39	\$5.750	\$4.600	\$3.930	\$4.7342
<i>per capita AV</i>	\$9,283	\$10,698	\$21,761	\$33,678	\$35,763
Wilsonville					
Population	1,001	1,230	2,920	3,705	7,106
Assessed Valuation (AV)	\$8,998,980	\$26,502,748	\$151,399,519	\$346,999,950	\$496,528,059
Property tax rate, per \$1,000 of AV	\$0.00	\$3.100	\$0.820	\$1.960	\$2.1543
<i>per capita AV</i>	\$8,990	\$21,547	\$51,849	\$93,657	\$69,874

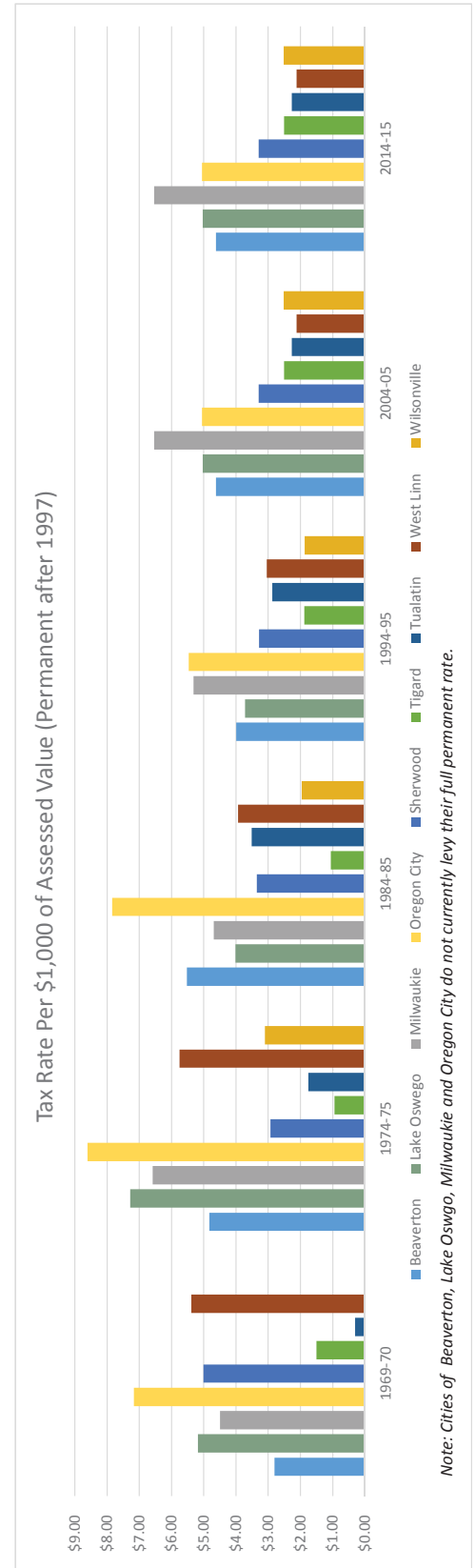
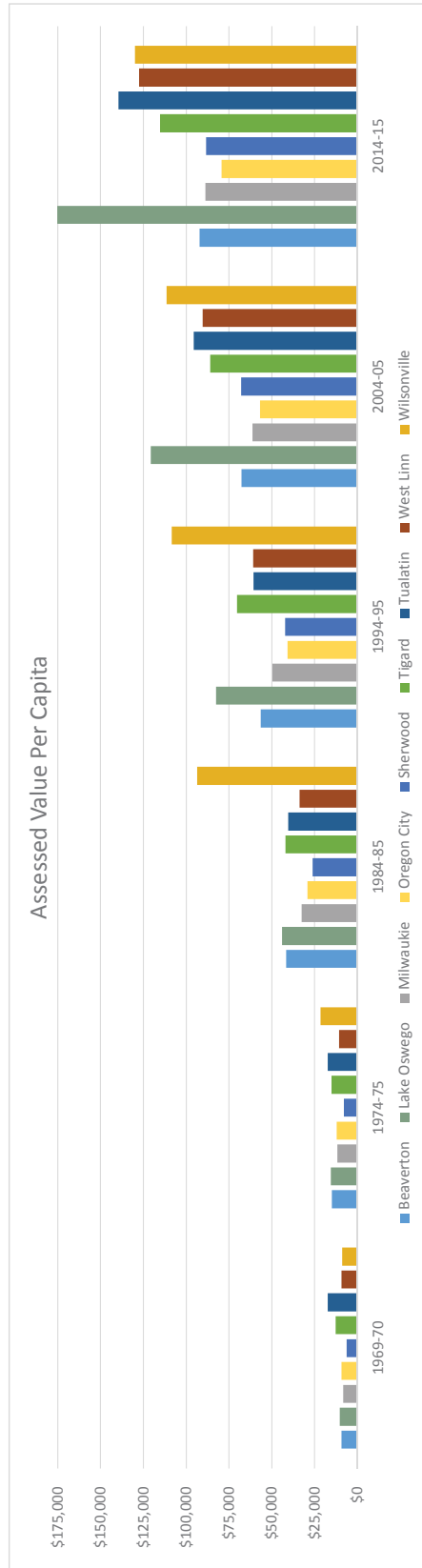
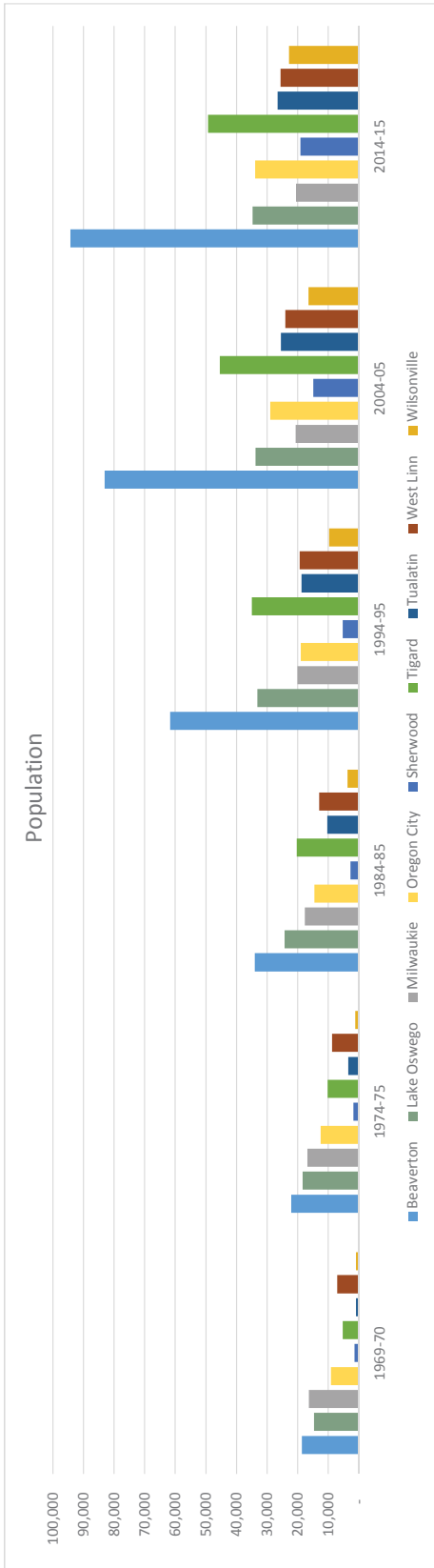
About Wilsonville

Historical Population, Assessed Valuation, and Property Tax Rates of Wilsonville and Surrounding Jurisdictions

1994-95	1999-00	2004-05	2009-10	2014-15	
Beaverton					
61,720	76,129	83,095	89,925	94,215	Population
\$3,479,665,037	\$4,443,624,335	\$5,622,286,649	\$7,392,623,769	\$8,682,935,155	Assessed Valuation (AV)
\$3.9926	\$4.6180	\$4.6180	\$4.6180	\$4.6180	Property tax rate, per \$1,000 of AV
\$56,378	\$58,370	\$67,661	\$82,209	\$92,161	<i>per capita AV</i>
Lake Oswego					
33,145	33,004	33,760	34,075	34,739	Population
\$2,735,154,916	\$3,108,744,201	\$4,074,085,752	\$5,154,778,323	\$6,120,450,699	Assessed Valuation (AV)
\$3.7150	\$5.0353	\$5.0353	\$5.0353	\$5.0353	Property tax rate, per \$1,000 of AV
\$82,521	\$94,193	\$120,678	\$151,277	\$176,184	<i>per capita AV</i>
Milwaukie					
20,015	20,940	20,655	20,291	20,505	Population
\$993,104,670	\$1,087,994,810	\$1,266,921,744	\$1,518,565,131	\$1,819,542,517	Assessed Valuation (AV)
\$5.3224	\$6.5379	\$6.5379	\$6.5379	\$6.5379	Property tax rate, per \$1,000 of AV
\$49,618	\$51,958	\$61,337	\$74,839	\$88,737	<i>per capita AV</i>
Oregon City					
18,980	25,754	28,965	31,859	33,940	Population
\$773,730,230	\$1,135,515,120	\$1,646,345,676	\$2,196,939,011	\$2,690,169,028	Assessed Valuation (AV)
\$5.4702	\$5.0571	\$5.0571	\$5.0571	\$5.0571	Property tax rate, per \$1,000 of AV
\$40,766	\$44,091	\$56,839	\$68,958	\$79,262	<i>per capita AV</i>
Sherwood					
5,320	11,791	14,940	18,194	19,080	Population
\$224,483,595	\$616,338,973	\$1,014,597,352	\$1,434,708,323	\$1,684,889,986	Assessed Valuation (AV)
\$3.2837	\$3.2975	\$3.2975	\$3.2975	\$3.2975	Property tax rate, per \$1,000 of AV
\$42,196	\$52,272	\$67,911	\$78,856	\$88,307	<i>per capita AV</i>
Tigard					
35,000	41,223	45,500	48,035	49,280	Population
\$2,458,738,549	\$3,033,029,082	\$3,908,208,975	\$4,914,142,310	\$5,683,006,297	Assessed Valuation (AV)
\$1.8781	\$2.5131	\$2.5131	\$2.5131	\$2.5131	Property tax rate, per \$1,000 of AV
\$70,250	\$73,576	\$85,895	\$102,303	\$115,321	<i>per capita AV</i>
Tualatin					
18,750	22,791	25,465	26,054	26,590	Population
\$1,138,788,488	\$1,726,074,147	\$2,433,378,873	\$3,227,698,540	\$3,711,702,679	Assessed Valuation (AV)
\$2.8702	\$2.2665	\$2.2665	\$2.2665	\$2.2665	Property tax rate, per \$1,000 of AV
\$60,735	\$75,735	\$95,558	\$123,885	\$139,590	<i>per capita AV</i>
West Linn					
19,370	22,261	24,075	25,109	25,605	Population
\$1,177,065,060	\$1,539,223,380	\$2,173,835,372	\$2,768,702,173	\$3,265,786,956	Assessed Valuation (AV)
\$3.0501	\$2.1200	\$2.1200	\$2.1200	\$2.1200	Property tax rate, per \$1,000 of AV
\$60,767	\$69,144	\$90,294	\$110,267	\$127,545	<i>per capita AV</i>
Wilsonville					
9,765	14,054	16,520	19,509	22,870	Population
\$1,058,759,967	\$1,405,512,472	\$1,842,204,529	\$2,460,780,015	\$2,972,397,516	Assessed Valuation (AV)
\$1.8642	\$2.5206	\$2.5206	\$2.5206	\$2.5206	Property tax rate, per \$1,000 of AV
\$108,424	\$100,008	\$111,514	\$126,136	\$129,969	<i>per capita AV</i>

About Wilsonville

Historical Statistics



Note: Cities of Beaverton, Lake Oswego, Milwaukie and Oregon City do not currently levy their full permanent rate.



Aden's Store 1959. The Wilsonville Post Office resided inside the store on Boones Ferry Road.



About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2017	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	215	7%	Parks Department
Parks	11	12	9%	Parks Department
Picnic shelters	9	10	11%	Parks Department
Water features	3	4	33%	Parks Department
Soccer fields	3	3	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	9	10	11%	Parks Department
Docks (city property)	1	1	0%	Parks Department
Community centers	1	1	0%	Community Services
Golf Courses (private)	1	1	0%	Business license
Movie screens (private)	9	9	0%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	54	67	24%	Business license
City utilities:				
Water:				
Production capacity	10 mgd	15 mgd	50%	Public Works
Peak capacity demand	6 mgd	12 mgd	100%	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	119	43%	Public Works
Customers	4,731	6,412	36%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	4 mgd	78%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	5%	Public Works
Miles of sewer pipeline	72	83	15%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	9	13%	Public Works
Stormwater:				
Average rainfall, inches	42	37	-12%	www.countrystudies.us
Miles of storm sewers	65	75	15%	Public Works
Stormwater catch basins	1,823	2,200	21%	Public Works
Manholes	1,723	2,151	25%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	2,206	2,839	29%	Public Works
Number of streetlight poles	2,050	2,383	16%	Public Works
Public Safety:				
Police calls	5,803	8,053	39%	Clackamas Co Sheriff
Citations issued	3,470	2,620	-24%	Municipal Court
Number of sworn officers	17	20	18%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2017	% Change	Source
Public Transportation:				
City operated:				
Fixed routes (daily)	7	8	14%	City Transit
Demand based trips (annually)	17,703	14,090	-20%	City Transit
Number of riders (annually)	306,721	304,976	-1%	City Transit
Miles driven (annually)	667,161	530,233	-21%	City Transit
Inter-City Connections:				
City of Canby - local trips (daily)	8	12	50%	City Transit
City of Salem - local trips (daily)	8	8	0%	City Transit
Tualatin P&R - daily round trips	N/A	35	100%	City Transit
Barbur TC-daily round trips	35	25	-29%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	443,408	45%	City Transit
Streets:				
Lane miles of paved	65	78	20%	Public Works
Signal lighted intersections	24	27	13%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	4	4	0%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	8,000	10,000	25%	Public Works
Signs	N/A	5,200	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	313	48%	Building Dept.
Commercial, value	\$19 mil	\$51 mil	253%	Building Dept.
Residential, units	40	334	735%	Building Dept.
Residential, value	\$7 mil	\$73 mil	1000%	Building Dept.

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

Principal Employers

Employer	Type of Business	2017-18	
		Number of Employees	Percentage of total City employment
Mentor Graphics Corporation	CAD software systems	986	5.9%
Xerox Corporation	Copiers and printers	687	4.1%
Sysco Portland Inc.	Warehouse & distribution center	545	3.3%
Rockwell Collins	Aerospace technology	475	2.9%
Coca Cola Bottling Company	Beverage distribution	366	2.2%
Precision Interconnect	Medical & Technical Equipment	359	2.2%
Costco	Wholesale retail	292	1.8%
Southern Wine & Spirits	Beverage distribution	283	1.7%
Fred Meyer	Superstore	261	1.6%
OptiMim LLC	Manufacturing	255	1.5%
		4,509	27.2%

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.

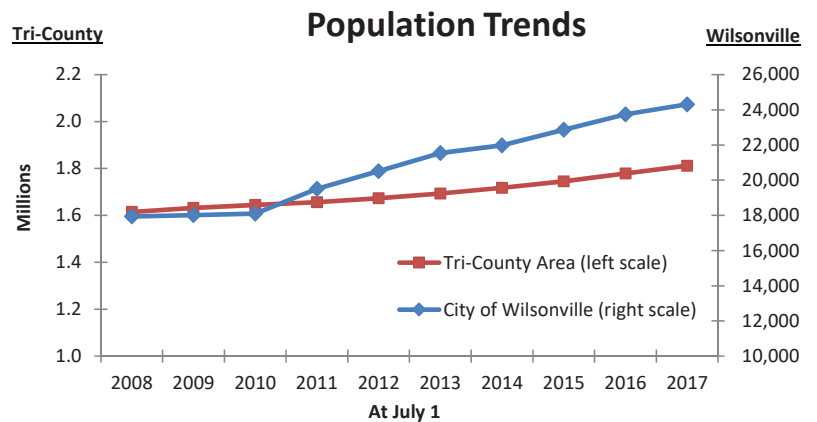
		From US Census:	<u>2000</u>	<u>2010</u>
Incorporated	1968			
Area in square miles	7.6	Population	13,991	19,509
Government	Council/Mgr	Adult education level:		
Registered voters 2016	13,634	High school or higher	93%	89%
Voted in November 2016	83%	Bachelor's degree or higher	38%	38%
		Race:		
Population (July 2017)	24,315	White	87%	79%
		Hispanic	7%	12%
Median home cost:		Asian	2%	4%
2000 census	\$227,900	Black or African Amer.	1%	2%
2014 (zillow.com)	\$336,200	Other	3%	3%
2015 (zillow.com)	\$369,900	Age and Gender:		
2016 (zillow.com)	\$402,000	0 to 19 years	27%	24%
2017 (zillow.com)	\$416,800			
2018 (zillow.com)	\$418,600	20 to 44 years	39%	39%
Assessed values (November 2017):		45 to 64 years	20%	24%
Residential	49%	65 years and over	14%	13%
Multi-family	12%	Median age (years)	35	36
Commercial	13%	Male	6,796	9,084
Industrial	26%	Female	7,195	10,425
Residential	\$1,773mil.	Income - Households:		
Multi-family	\$425 mil.	Less than \$25,000	18%	20%
Commercial	\$484 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$941 mil.	\$50,000 to \$74,999	20%	17%
Local businesses:		\$75,000 to \$99,999	15%	15%
Licenses issued (7/2017)	1,045	\$100,000 or more	18%	22%
Employees (est.)	16,589	Households:		
Annual payroll (est.)	\$978 mil.	Total Households	5,937	8,405
		with individuals <18 yrs	32%	28%
		with individuals >64 yrs	23%	25%
		Average household size	2.34	2.31

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

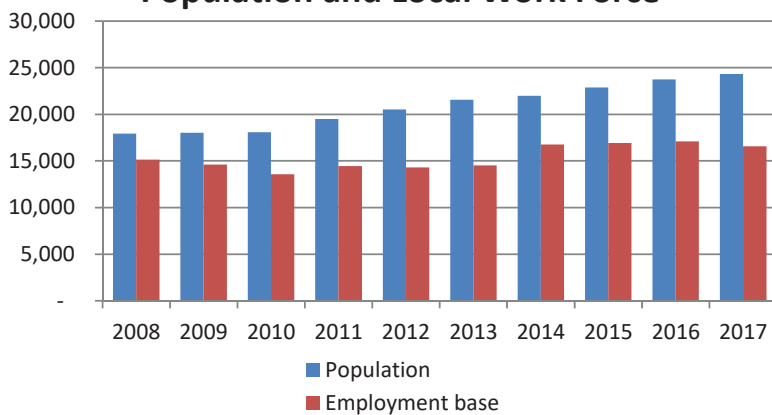
Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.4% per year, with accelerated growth between 2011-13 as the Villebois planned community developed. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1.3% 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



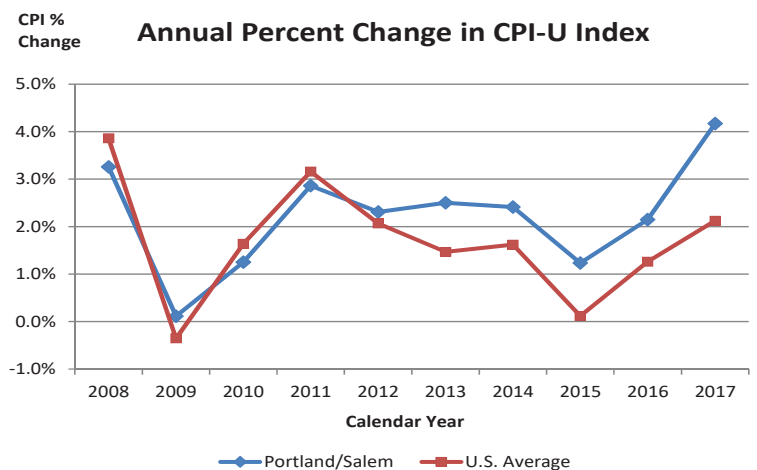
Wilsonville Population and Local Employment

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

Consumer Price Index, Portland/Salem vs National Average

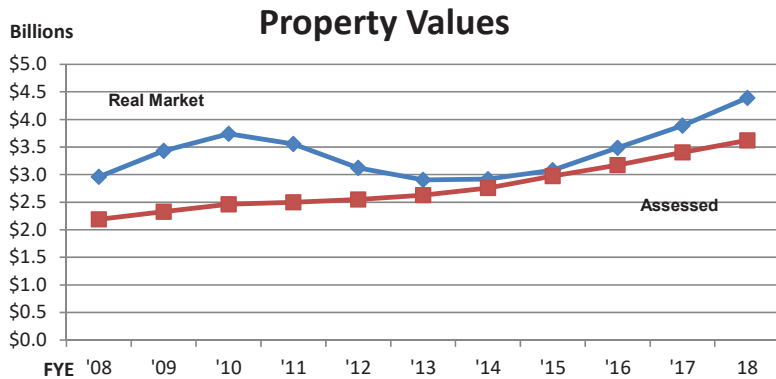
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Between 2008 and 2012, prices in the Portland area fell and then rose again similar to prices nation-wide. Since 2012, the change price levels in Portland have been greater than the changes nation-wide, and in 2017 increased sharply almost double the change in prices nation-wide.



Trends and Analysis

Property Taxes

Property Tax Values – Real Market vs Assessed

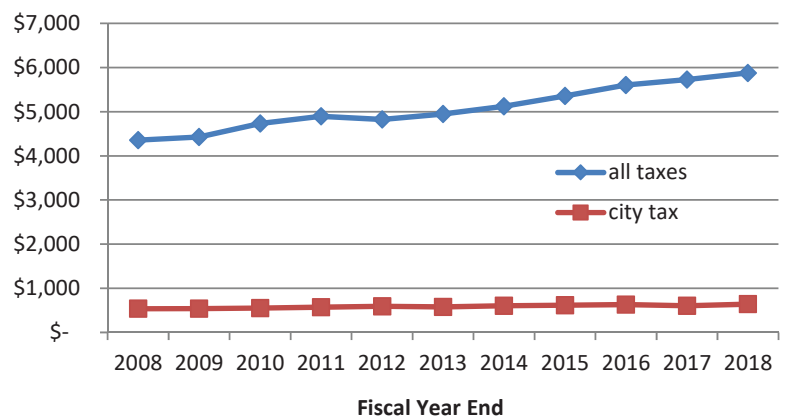


Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth 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 Fiscal Year 2018 assessed values are approximately 73.3% of real market value.

Tax Bill Growth Comparisons

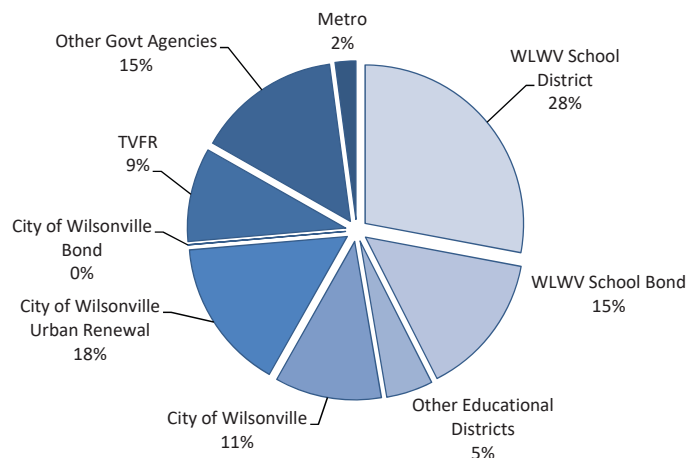
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2018 is just under 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter 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.

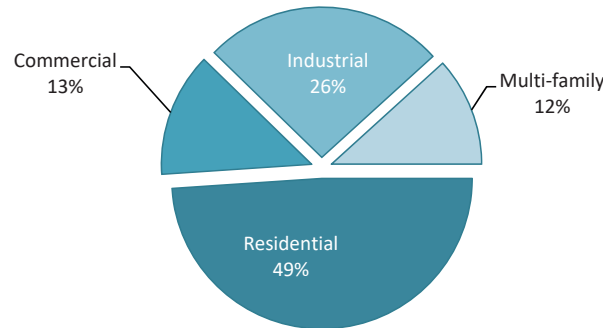
Property Taxes by Jurisdiction FY 2017-18



Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 40% of our taxes come from the commercial and industrial sectors. The ratios by property class have remained fairly consistent over the past ten years.

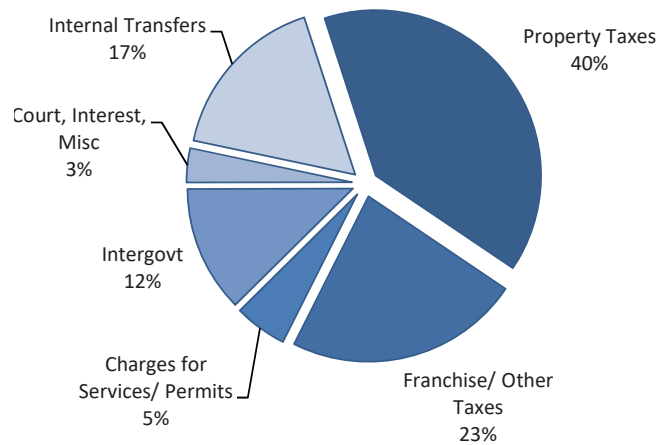
City Taxes 2018 - by Property Class



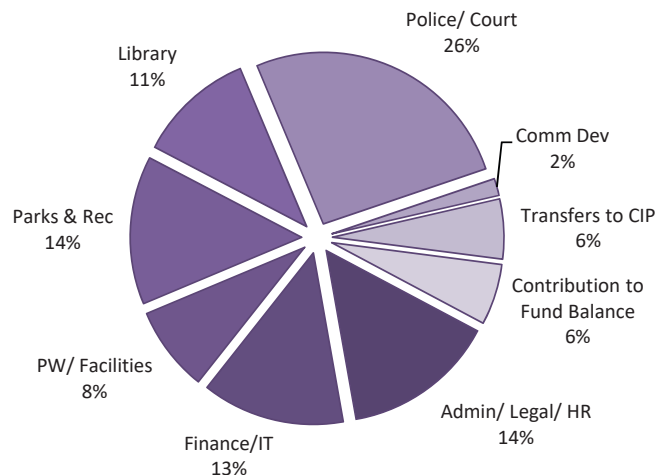
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 40% of total General Fund resources in Fiscal Year 2016-17.

The charts below display the percent share of resources that make up of the General Fund, and how those resources are used in Fiscal Year 2016-17.

General Fund Sources, FY 2016-17



General Fund Uses, FY 2016-17



The Budget Process

The City Budget Calendar

October 2017 through January 2018

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

January 2018

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled

February 2018

- PERS 101 presented to Budget Committee
- Review and analysis of departmental budget requests
- Computation of indirect costs and interfund transfers

March 2018

- Mid-Year Financial Review for FY 2017-18 presented to Budget Committee
- Internal meetings regarding departmental budget requests

April 2018

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

May 2018

- 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 2018

- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- 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 Official 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.

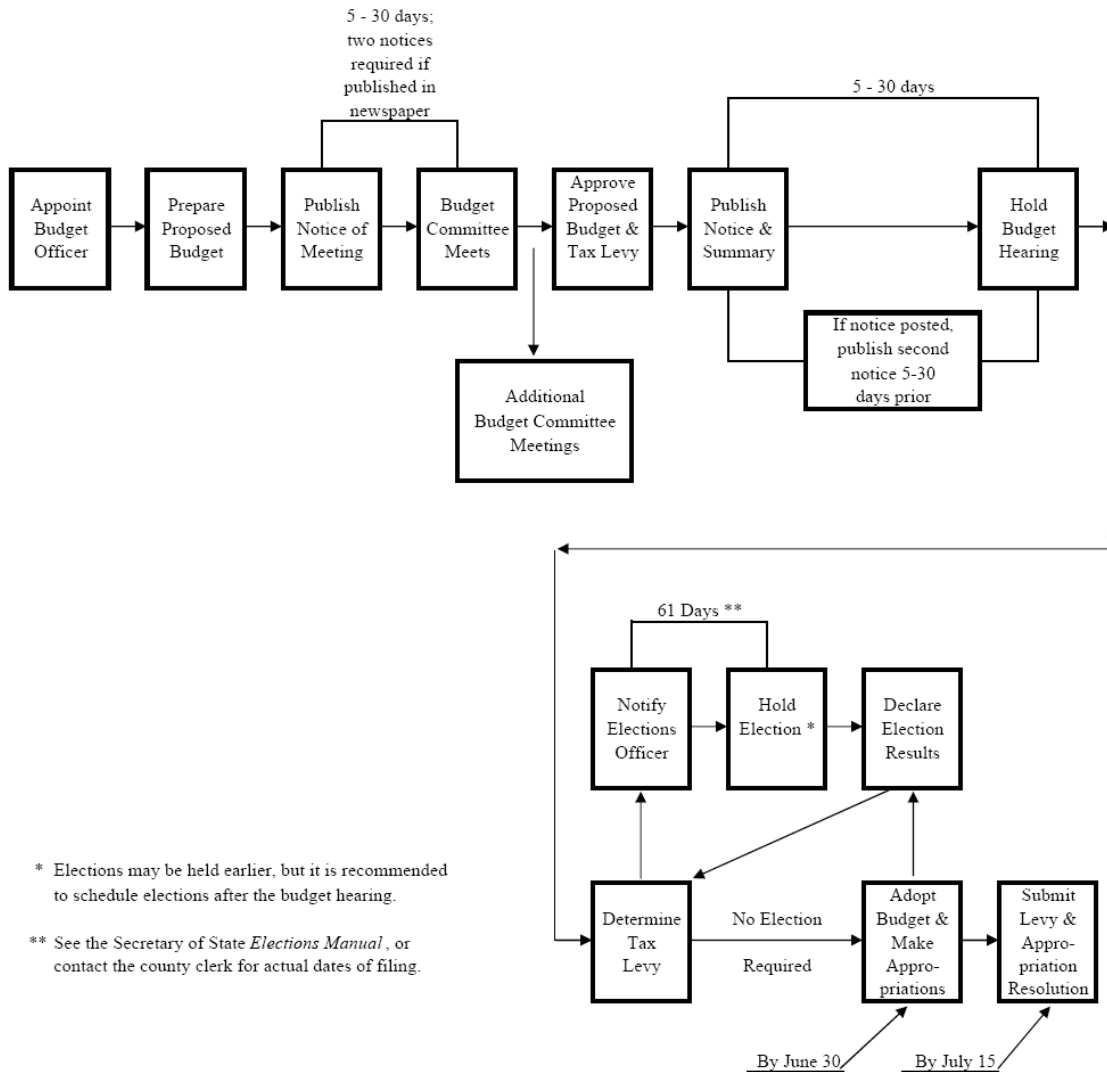
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

The Budget Process

Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental (ORS 294.471 to 294.473). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Certain 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)



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.

The Budget Committee

Oregon budgeting law requires the formation of a Budget Committee to review and approve the budget as proposed by the Budget Officer (ORS 294.414). The committee consists of the governing body (City Council) plus an equal number of voters within the municipality. The non-elected positions are appointed by the Council and serve three-year terms. Non-elected positions are limited to two three-year terms. Terms are staggered so that approximately one third of the terms of the appointed members end each year. Wilsonville has a Budget Committee consisting of ten members. Each member has an equal vote. Members receive no compensation for their services.

The Budget Committee receives the proposed budget as prepared by City staff and presented by the Budget Officer (City Manager). The committee may approve the proposed budget intact, or change part or all of it prior to final approval 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 2018-19 budget:

City Council Members

Tim Knapp, Mayor

Scott Starr, Council President

Kristin Akervall, Councilor

Charlotte Lehan, Councilor

Susie Stevens, Councilor

Citizen Members

Paul Bunn

Sam Scull

Andrew Karr

Arthur Park

William Amadon

The Budget Process

Budget Assumptions for FY 2018-19

The following assumptions were used in the development of the FY 2018-19 Budget.

Personnel Services:

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

Wages:

- The two unions are covered by collective bargaining agreements that are effective July 1, 2017 through June 30, 2020. Non-represented employees receive a cost-of-living adjustment and are eligible for merit increases.

Benefits:

- Health insurance premiums are budgeted to increase in January of 2019.
- Non-represented: Employees pay 10% of premium cost effective since 01/01/14
- WilMEA: Employees pay 10% of premium cost effective since 01/01/14
- SEIU: Employees pay 10% of premium cost effective 01/01/15
- Public Employees Retirement (PERS) rates are set every two years. FY 2018-19 is the second year of the biennium cycle for the PERS rates, from July 1, 2017 through June 30, 2019. Employer share for Tier 1 & 2 employees will be 20.73% and for OPSRP employees (Oregon Pension Service Retirement Plan) 13.46%, 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 2017-18 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%.
- 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 at the end of FY 2017-18, and is planning to do so again in FY 2018-19, to meet cash flow needs of capital improvements.
- Existing debt payments based on amortization schedules as detailed.
- In order to purchase land for a new Public Works facility, both the Stormwater Fund and the Road Operating Fund entered into a five-year inter-fund loan in FY 2016-17 with the Water Fund to pay their share of the land.

Indirect Cost Allocations:

- Administrative functions are allocated to benefiting funds and programs based on an equitable activity for each function. For example, Human Resources is allocated based on number of employees, Information Systems' 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:

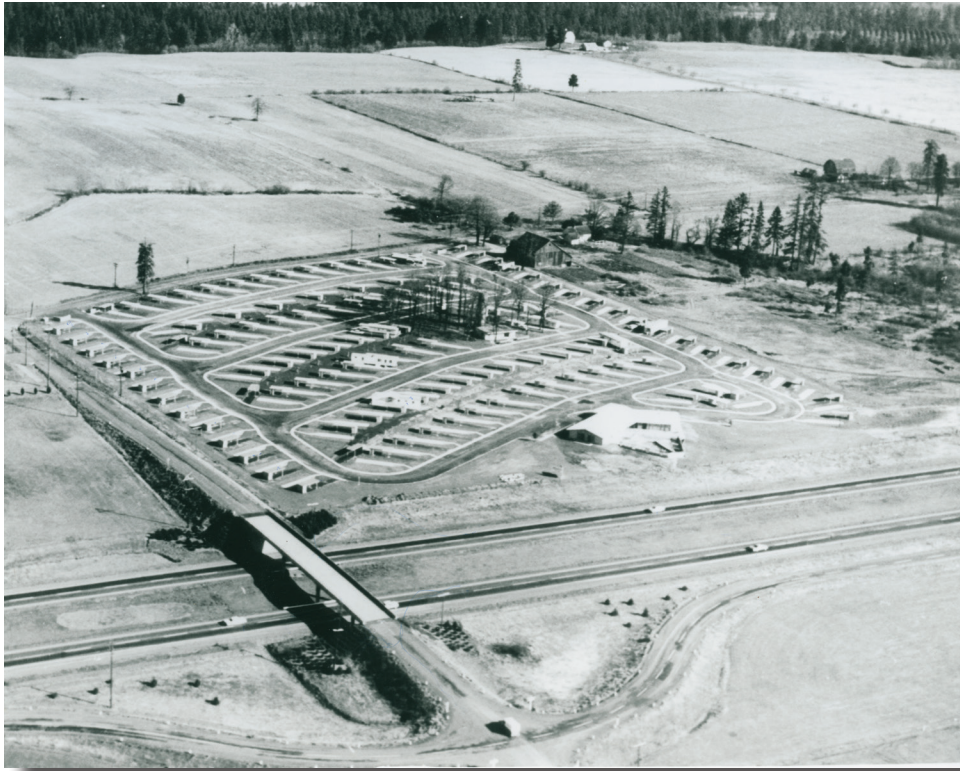
- Property tax revenues for the General Fund are estimated to increase approximately 8% over the amount budgeted in FY 2017-18. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates last increased by 2.25% effective 01/01/17, with no additional increases budgeted.
- Sewer rates last increased 01/01/14 with no additional increases budgeted.
- Stormwater rate will increase from \$9.95, per month, per equivalent dwelling unit (EDU), to \$10.60 monthly per EDU effective January, 2019.
- The Road Maintenance Fee was restructured and is 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 \$7.62, so a single family home pays \$7.62 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly.
- Transit tax wage base assumed growth of 2%.
- Investment income on available cash balances at 2%.

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 FY 2018-19 Proposed Budget balances recurring operating expenditures to recurring operating revenues. Non-recurring and one-time expenditures are funded from anticipated one-time resources, or resources carried over from the prior year.



Boeckman Bridge construction circa 1960. Thunderbird mobile court in the foreground.



Budget Committee Presentations


Budget Committee Mid-Year Financial Review

March 8, 2018



Agenda

- Budget Calendar for FY 2018-19
- Appropriation Levels
- Transit
- Building Fund
- Community Development Fund
- General Fund
- Public Works Funds
 - Roads
 - Sewer
 - Water
 - Storm



Calendar

May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Budget Delivered to Committee	18	19
20	21	22	23	24	25	26
27	28 Mem Day	29	30 1st Budget Committee	31		


Calendar

June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 2nd Budget Committee	7 3rd Budget Committee (tentative)	8	9
10	11	12	13	14	15	16
17	18 Budget Adoption	19	20	21	22	23
24	25	26	27	28	29	30

Appropriation Levels

- Oregon Budget Law, ORS 294:
 - Specifies legal spending limits are established by making appropriations for each separate fund in which spending is to occur
 - Specifies that expenditures cannot be made in excess of what is appropriated
 - Outlines a process by which appropriation levels can be changed through the governing body
- Municipal budgets will always be underspent
 - A 2% to 5% under-expenditure level is typical
 - If there's a risk of overspending, department asked to make adjustments, or City Manager brings forth a supplemental budget request to the City Council.



Transit Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Transit Tax	4,891,700	4,860,000	-31,700	-1%	Flat
Intergovernmental	733,832	363,240	-370,592	-51%	Based on expenditures; Grant funding will carry forward.
Charges for services	213,580	174,185	-39,395	-18%	Out of town routes only
Investment Revenue	15,000	40,000	25,000	167%	Higher interest & higher fund balance
Other Revenues	14,000	30,610	16,610	119%	Various refunds; Workers Comp rebate
Beginning Fund Balance	2,509,750	3,612,811	1,103,061	44%	Unanticipated 1-time pymnt in prior year; prior yr vacancies & other savings
Total Transit Fund	8,377,862	9,080,846	702,984	8%	

Budget Committee Presentations

Transit Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Total	5,811,672	5,122,646	689,026	12%	
Personnel	3,422,932	3,290,394	132,538	4%	Vacancies
Materials & Services	1,886,929	1,747,252	139,677	7%	Lower than anticipated fleet charges; delay in grant related expenditures - anticipated to carry forward to next year
Capital Outlay	501,811	85,000	416,811	83%	Cutaway bus delivered; 35 ft bus switching to alternative fuel so delayed
Transfers Out - Total	649,560	647,560	2,000	0%	
Transfer out - OH (IT, accounting, legal, payroll, HR,	509,560	509,560	0	0%	
Transfer Out - CIP	140,000	138,000	2,000	1%	On-track; for bus shelters & web page redesign
Reserves	1,916,630	0	1,916,630	100%	
Operating Contingency	872,130	0	872,130	100%	Set aside for grant match, fund sustainability & unforeseen events
Unappropriated Ending Fund Bal	1,044,500	0	1,044,500	100%	Working capital, results from year
Total Transit Fund	8,377,862	5,770,206	2,607,656	31%	
<i>Estimated Ending Fund Balance</i>			3,310,640		

Building Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Licenses & Permits	1,273,660	1,063,000	-210,660	-17%	Timing (\$100K more came in last year than expected)
Investment Revenue	35,000	55,000	20,000	57%	Higher interest rates
Other Revenue	49,977	49,977	0	0%	
Beginning Fund Balance	3,862,791	3,991,204	128,413	3%	
Total Building Insp Fund	5,221,428	5,159,181	-62,247	-1%	

Building Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Total	1,331,353	1,180,432	150,921	11%	On target
Personnel	1,014,270	990,281	23,989	2%	Contingency for benefits
Materials & Services	142,083	167,404	-25,321	-18%	Higher bank fees; more training
Capital Outlay	175,000	22,747	152,253	87%	Indadvertent double budget of business software
Transfers Out - Total	429,740	319,740	110,000	26%	
Transfer out - OH (CD, accounting, legal, payroll, HR,	279,740	279,740	0	0%	
Transfer out - Capital program	150,000	40,000	110,000	73%	Replacing business software delayed
Reserves	3,460,335	0	3,460,335	100%	
Operating Contingency	3,232,535	0	3,232,535	100%	Set aside for software upgrades, fund sustainability & unforeseen events
Unappropriated Ending Fund Bal	227,800	0	227,800	100%	Working capital
Total Building Inspection Fund	5,221,428	1,500,172	3,721,256	71%	
<i>Estimated Ending Fund Balance</i>			3,658,009		

Community Dev Fund Resources

Resources	Budget	YE Estimate	Balance Remaining	% Variance	Comments
By Category					
Licenses and Permits	724,000	742,237	18,237	3%	Revenue from land use fees & site design review a little higher
Charges for Services	660,900	790,532	129,632	20%	UR - 5th St ext; Toozee; Town Center; Subst. Amendmnt
Interest	20,000	38,000	18,000	90%	Interest rates up; FB higher
Transfers - Operating	665,163	665,163	0	0%	
Transfers - CIP OH	1,976,215	1,239,269	-736,946	-37%	Fewer CIP projects going forward than budgeted
Beginning Fund Balance	2,264,507	2,635,926	371,419	16%	Favorable results from prior year
Total CD Fund	6,310,785	6,111,127	-199,658	-3%	

Community Dev Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Admin - Total	960,138	886,687	73,451	16%	
Admin - Personnel	615,010	573,640	41,370	7%	Vacancy at start of FY; mix of benefit plan selection
Admin - Materials & Services	345,128	312,247	32,881	10%	Savings in supplies, printer expense, professional services
Admin - Capital Outlay	0	800	-800	0%	Office furniture
Engineering - Total	1,525,268	1,258,112	267,156	18%	
Engineering - Personnel	1,333,490	1,072,000	261,490	20%	Vacancies
Engineering - Materials & Services	181,778	179,568	2,210	1%	On-track
Engineering - Capital	10,000	6,544	3,456	35%	Survey Equipment

Community Dev Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Planning - Total	1,018,372	1,008,351	10,021	1%	
Planning - Personnel	891,700	899,048	-7,348	-1%	Code Enforcement position - will fix in upcoming Budget Supplemental
Planning - Materials & Services	126,672	109,303	17,369	14%	Less supplies & office equipment, less printing
Transfers Out - Total	560,797	560,797	0	0%	
Transfer out - OH (IT, accounting, legal, payroll, HR, etc)	560,797	560,797	0	0%	On track
Other	2,246,210	0	2,246,210	100%	
Operating Contingency	1,571,610	0	1,571,610	100%	Set aside for fund sustainability & unforeseen events
Unappropriated Ending Fund Bal	674,600	0	674,600	100%	Working capital
Total CD Fund	6,310,785	3,713,947	2,596,838	41%	
<i>Estimated Ending Fund Balance</i>			2,397,180		

Budget Committee Presentations

General Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Property Taxes	6,972,890	7,069,239	96,349	1%	
Hotel Motel (Transient Lodging)	400,000	376,185	-23,815	-6%	Budget figure is high
Franchise Fees	3,107,233	3,189,725	82,492	3%	PGE & Water more than projected
Intergovernmental	2,136,596	2,103,166	-33,430	-2%	State shared revenue a little more; Housing grant delayed until next year
Licenses & Permits	174,510	174,000	-510	0%	
Charges for Services	685,400	723,725	38,325	6%	Park program registrations & reservations up
Muni Court Fines	286,000	281,250	-4,750	-2%	

General Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Interest	115,000	200,000	85,000	74%	Interest rates up; FB higher
Miscellaneous	164,650	148,317	-16,333	-10%	Donations not as high as projected
Transfers - Operating	2,677,880	2,677,880	0	0%	
Transfers - CIP OH	377,028	505,416	128,388	34%	Higher than anticipated overhead from Road & Storm projects
Transfers - Loan repayment	3,406,020	406,020	-3,000,000	-88%	No loan to Urban Renewal
Beginning Fund Balance	14,403,061	16,048,040	1,644,979	11%	Favorable results from prior year
Total General Fund	34,906,268	33,902,963	-1,003,305	-3%	

General Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Admin - Total	1,640,439	1,519,120	121,319	7%	
Admin - Personnel	908,084	789,110	118,974	13%	Vacancies
Admin - Materials & Services	732,355	730,010	2,345	0%	
Finance - Total	1,467,981	1,393,084	74,897	5%	
Finance - Personnel	1,114,780	1,058,240	56,540	5%	Vacancies/Staff turnover
Finance - Materials & Services	353,201	334,844	18,357	5%	Audit less; copier supplies less
IS/GIS - Total	1,297,370	1,197,425	99,945	8%	
IS/GIS - Personnel	677,310	655,310	22,000	3%	Vacancies/Staff turnover
IS/GIS - Materials & Services	520,060	442,115	77,945	15%	Delays in various projects due to vacancies; Fiber Plan, Web Assessment; upgrades
IS/GIS - Capital Outlay	100,000	100,000	0	0%	Lighting upgrades
Legal - Total	572,560	538,875	33,685	6%	
Legal - Personnel	523,720	499,920	23,800	5%	Law clerk turnover
Legal - Materials & Services	48,840	38,955	9,885	20%	Outside legal services not anticipated

General Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
HR - Total	775,863	728,555	47,308	6%	
HR - Personnel	466,580	438,220	28,360	6%	No intern, benefit contingency
HR - Materials & Services	309,283	290,335	18,948	6%	Recruitment outsourcing less & labor attorney not necessary
Law Enforcement - Total	4,949,105	4,369,609	579,496	12%	
Law Enf - Materials & Services	4,949,105	4,369,609	579,496	12%	Vacancies/Personnel turnover
					Changed billing to actual
Court - Total	212,754	201,680	11,074	5%	
Court - Personnel	178,010	166,980	11,030	6%	Vacancies/ Staff turnover
Court - Materials & Services	34,744	34,700	44	0%	
PW Admin - Total	511,870	503,738	8,132	2%	
PW Admin - Personnel	414,970	410,425	4,545	1%	on-track
PW Admin - Materials & Services	84,900	81,313	3,587	4%	on-track
PW Admin - Capital Outlay	12,000	12,000	0	0%	

General Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
PW Bldg Mnt - Total	998,966	997,514	1,452	0%	
PW Bldg Mnt - Personnel	507,650	511,370	-3,720	-1%	Temp help necessary
PW Bldg Mnt - Materials & Serv	466,956	461,334	5,622	1%	
PW Bldg Mnt - Capital Outlay	24,360	24,810	-450	-2%	Tractor cost share; Tarp system for swaploader
Parks Mnt - Total	1,310,800	1,331,481	-20,681	-2%	
Parks Mnt - Personnel	665,510	660,620	4,890	1%	on-track
Parks Mnt - Materials & Serv	632,130	653,378	-21,248	-3%	Water utility over budget, seasonal mnt contract
Parks Mnt - Capital Outlay	13,160	17,483	-4,323	-33%	Tractor cost share, paint guns, storage container
Parks General - Total	1,575,588	1,478,386	97,202	6%	
Parks General - Personnel	889,560	790,730	98,830	11%	Vacancies
Parks General - Materials & Serv	641,028	643,955	-2,927	0%	Temp services
Parks General - Capital Outlay	45,000	43,701	1,299	3%	AV equipment upgrade

General Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Library - Total	1,984,477	1,888,639	95,838	5%	
Library - Personnel	1,517,410	1,493,250	24,160	2%	Staff turnover/Benefit contingency
Library - Materials & Serv	467,067	395,389	71,678	15%	Disruptions to operations due to Library renovation; savings to apply to renovation
Transfers Out - Total	2,160,913	1,603,961	556,952	26%	
Transfer to CD Fund	293,700	293,700	0	0%	
Transfer to Streets and Planning projects	329,652	249,711	79,941	24%	Projects delayed: Citywide Wayfinding, Basalt Creek
Transfer to Facility projects	1,171,486	862,375	309,111	26%	Project delays: PW/Police Bldg Seismic Upgrade, monument sign replacement, Financial software
Transfer to Parks projects	366,075	198,175	167,900	46%	Full allotment for Play Structures & Boeckman Creek Trail not used

Budget Committee Presentations

General Fund Requirements

<i>By Department</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Other	15,447,582	0	15,447,582	100%	
Loan to Urban Renewal	3,000,000	0	3,000,000	100%	
Operating Contingency	2,683,220	0	2,683,220	100%	Set aside for unforeseen events
Designated Contingency	7,240,462	0	7,240,462	100%	Set aside for software & phone upgrades, future planning areas, facility repairs
Unappropriated Ending Fund Bal	2,523,900	0	2,523,900	100%	Working capital
Total General Fund	34,906,268	17,752,067	17,154,201	49%	
<i>Estimated Ending Fund Balance</i>			16,150,896		

Agenda

- Public Works Funds
 - Roads
 - Water
 - Sewer
 - Storm



Road Operating Fund Resources

<i>By Category</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Gasoline Tax	1,432,078	1,475,955	43,877	3%	Tax proceeds higher than anticipated
Interest	10,000	17,000	7,000	70%	Interest rates up; FB higher
Other Revenues	2,000	2,211	211	11%	Unanticipated Insurance Reimbursement
Beginning Fund Balance	1,264,695	1,443,699	179,004	14%	Favorable results from prior year
Total Road Operating	2,708,773	2,938,865	230,092	8%	

Road Operating Fund Requirements

<i>By Department</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Total	970,951	953,594	17,357	2%	
Road Operating - Personnel	390,120	375,210	14,910	4%	Vacancies - Retirement
Road Operating - Materials & Services	486,121	465,384	20,737	4%	Savings in small tools & water
Road Operating - Capital Outlay	13,160	31,450	-18,290	-139%	Purchase of portable striping machine delayed from prior year to this year; replaced truck bed to increase productivity
Road Operating - Debt Service	81,550	81,550	0	0%	
Transfer Out - Total	842,416	920,528	-78,112	-9%	
Transfer out - OH (IT, accounting, legal, payroll, HR, etc)	196,990	196,990	0	0%	on track
Transfer to Streets and Streetscape projects	645,426	723,538	-78,112	-12%	I-5 Congestion improvements; proposed for March supplemental
Transfer to Facilities projects	0	0	0		
Other	895,406	0	895,406	100%	
Operating Contingency	721,606	0	721,606	-100%	Set aside for fund sustainability & unforeseen events
Unappropriated Ending Fund Bal	173,800	0	173,800	-100%	Working capital
Total Road Operating	2,708,773	1,874,122	834,651	31%	
<i>Estimated Ending Fund Balance</i>			1,064,743		

Water Operating Fund Resources

<i>By Category</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Charges for Service	8,255,500	8,907,918	652,418	8%	Increased sales/usage
Interest	80,000	90,000	10,000	13%	Interest rates up; FB higher
Other Revenues	195,550	196,483	933	0%	
Transfers In-Sewer SDC Debt Service	350,000	350,000	0	0%	
Beginning Fund Balance	10,210,358	11,231,518	1,021,160	10%	Favorable results from prior year
Total Water Operating Fund	19,091,408	20,775,919	1,684,511	9%	

Water Operating Fund Requirements

<i>By Department</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Water Distribution	1,449,297	1,380,273	69,024	5%	
Water Distribution - Personnel	567,590	545,040	22,550	4%	Vacancies
Water Distribution - Materials & Services	871,547	820,683	50,864	6%	Savings in infrastructure maintenance and electricity
Water Distribution - Capital Outlay	10,160	14,550	-4,390	-43%	Ventrac tractor and cover structure for new combination truck.
Water Treatment Plant - Total	3,456,418	3,453,976	2,442	0%	
Water Treatment Plant - Materials & Services	2,960,358	2,957,916	2,442	0%	
Water Treatment Plant - Capital Outlay	496,060	496,060	0	0%	
Debt Service - Total	1,870,000	1,850,000	20,000	1%	
Water Debt - Principal	1,700,000	1,680,000	20,000	1%	Budget a little high
Water Debt - Interest	170,000	170,000	0	0%	

Water Operating Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Transfer Out - Total	1,543,581	1,154,722	388,859	25%	
Transfer out - OH (IT, acctg, legal, payroll, HR, etc)	571,530	571,530	0	0%	
Transfer to Water projects	903,785	550,497	353,288	39%	Projects delayed: Annual Well Upgrades, Surge Tank and Pipe/ Valve/Hydrant Replacemnt projects
Transfer to Facility projects	68,266	32,695	35,571	52%	Project delayed: PW/Police Bldg Seismic Upgrades
Other	10,772,112	0	10,772,112	100%	
Operating Contingency	7,316,112	0	7,316,112	-100%	Reserve for software upgrades, fund sustainability & unforeseen events
Designated Contingency	2,583,000	0	2,583,000	-100%	Set aside for debt reserve, future repairs & treatment plant materials
Unappropriated Ending Fund Bal	873,000	0	873,000	-100%	Working capital
Total Water Operating Fund	19,091,408	7,838,971	11,252,437	59%	
Estimated Ending Fund Balance			12,936,948		

Sewer Operating Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Charges for Service	7,933,000	7,959,454	26,454	0%	Increased sales/usage
Interest	84,000	120,000	36,000	43%	Interest rates up; FB higher
Other Revenues	27,300	28,389	1,089	4%	
Transfers In-Sewer SDC Debt Service	600,000	600,000	0	0%	
Beginning Fund Balance	12,250,543	12,760,247	509,704	4%	Favorable results from prior year
Total Sewer Operating	20,894,843	21,468,090	573,247	3%	

Sewer Operating Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Wastewater Collection - Total	896,919	879,790	17,129	2%	
WW Collection - Personnel	266,200	255,460	10,740	4%	On track/Benefit contingency
WW Collection - Materials & Services	628,719	616,880	11,839	2%	On track
WW Collection - Capital Outlay	2,000	7,450	-5,450	-273%	Cover structure for new combination vacuum truck
Industrial Pretreatment - Total	130,069	124,316	5,753	4%	
Industrial Pretreatment - Personnel	107,100	101,490	5,610	5%	Benefit contingency
Industrial Pretreatment - Materials & Services	22,969	22,826	143	1%	
Wastewater Treatment Plant - Total	2,620,313	2,619,233	1,080	0%	
Wastewater Treatment Plant - Materials & Services	2,575,313	2,574,233	1,080	0%	On track
Wastewater Treatment Plant - Capital outlay	45,000	45,000	0	0%	

Sewer Operating Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Debt Service	2,980,000	2,980,000	0	0%	
Debt Service	2,980,000	2,980,000	0	0%	
Transfer Out - Total	2,770,410	1,261,851	1,508,559	54%	
Transfer out - OH (IT, accounting, legal, payroll, HR, etc)	469,730	469,730	0	0%	
Transfer to Sewer projects	2,232,414	759,426	1,472,988	66%	Projects delayed: Memorial Park pump station, Coffee Creek Interceptor, Treatment Plant Outfall
Transfer to Facilities projects	68,266	32,695	35,571	52%	Project delayed: PW/Police Bldg Seismic Upgrades
Other	11,497,132	0	11,497,132	100%	
Operating Contingency	5,438,732	0	5,438,732	-100%	Reserve for software upgrades, fund sustainability & unforeseen events
Designated Contingency	5,340,000	0	5,340,000	-100%	Set aside for debt reserve, future repairs & treatment plant materials
Unappropriated Ending Fund Bal	718,400	0	718,400	-100%	Working capital
Sewer Operating - Total	20,894,843	7,865,190	13,029,653	62%	
Estimated Ending Fund Balance			13,602,900		

Street Lighting Fund Resources

By Category	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Charges for Service	487,500	507,000	19,500	4%	Increased sales/usage
Interest	10,000	16,300	6,300	63%	Interest rates up; FB higher
Beginning Fund Balance	726,989	1,166,083	439,094	60%	Less than anticipated CIP expense in the prior year
Total Street Lighting	1,224,489	1,689,383	464,894	38%	

Street Lighting Fund Requirements

By Department	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Street Lighting	356,090	331,714	24,376	7%	
Street Lighting - Materials & Services	356,090	331,714	24,376	7%	Electrical rates did not change as anticipated; not as much repair needed
Transfer Out - Total	511,109	259,950	251,159	49%	
Transfer to Streetscape projects	511,109	259,950	251,159	49%	LED installs piloted at new developments
Other	357,290	0	357,290	100%	
Operating Contingency	285,990	0	285,990	-100%	
Unappropriated Ending Fund Bal	71,300	0	71,300	-100%	
Street Lighting - Total	1,224,489	591,664	632,825	52%	
Estimated Ending Fund Balance			1,097,719		

Budget Committee Presentations

Stormwater Fund Resources					
<i>By Category</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Charges for Service	2,667,192	2,758,126	90,934	3%	Increased rates & growth
Interest	12,000	30,000	18,000	150%	Interest rates up; FB higher
Beginning Fund Balance	1,507,196	2,131,424	624,228	41%	Favorable results from prior year
Total Stormwater Operating	4,186,388	4,919,550	733,162	18%	

Storm Operating Fund Requirements					
<i>By Department</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Stormwater Maintenance- Total	689,774	663,331	26,443	4%	
Stormwater Maintenance- Personnel	252,490	226,510	25,980	10%	Vacancy
Stormwater Maintenance- Materials & Services	437,284	433,821	3,463	1%	On Track
Stormwater Maintenance - Capital Outlay	0	3,000	-3,000		Cover structure for new combination vacuum truck
Debt Service	508,020	507,827	173	0%	
Debt Service	508,000	507,827	173	0%	

Storm Operating Fund Requirements					
<i>By Department</i>	Budget	YE Estimate	Balance Remaining	% Variance	Comments
Transfer Out - Total	1,939,729	1,939,286	443	0%	
Transfer out - OH (IT, accounting, legal, payroll, HR, etc)	210,330	210,330	0	0%	
Transfer out - Stormwater Mgmt in CD	289,043	289,043	0	0%	
Transfer to Stormwater projects	1,440,356	1,439,913	443	0%	On-track
Other	1,048,885	0	1,048,885	100%	
Operating Contingency	912,085	0	912,085	-100%	Set aside for unforeseen events
Unappropriated Ending Fund Bal	136,800	0	136,800	-100%	Working capital
Total Stormwater Operating	4,186,408	3,110,444	1,075,944	26%	
<i>Estimated Ending Fund Balance</i>			1,809,106		

Questions?

Budget Committee Presentations

Budget Committee

May 30, 2018
FY 2018-19
Proposed Budget



WILSONVILLE
OREGON

Budget Committee

- Call to Order
- Election of Budget Committee Chair
- Approval of Minutes
- Budget Message
- State Shared Revenue
- Public Hearings and Citizen Input
- Presentations

Questions welcome as presentations proceed

Budget Message

City Manager Introductory Comments

Budget Message

Wilsonville around 1970



Budget Message

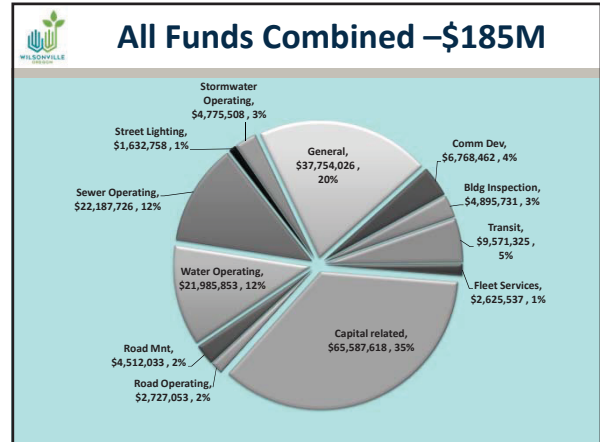
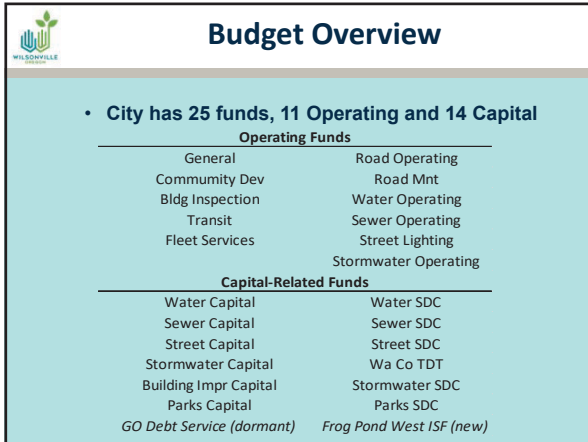
Wilsonville turns 50 –

- ❖ Population grown from 1,000 in 1968 to 24,000 (est.) in 2018
- ❖ Exceptional neighborhoods
 - Charbonneau
 - Meadows
 - Villebois
 - Frog Pond
- ❖ Transportation hub and connectivity
 - Challenges & opportunities of Willamette River and Interstate 5
 - Building new connections – roads, bike lanes, pathways
- ❖ SMART connects across town and to the region

Budget Message

- ❖ Cultural and recreational opportunities
 - Expanding amenities in park system
 - City Library
- ❖ Local utilities, state of the art treatment
 - Water Utility – no longer rely on wells, looking toward expansion
 - Wastewater Utility, nearly from incorporation
- ❖ Professional staff
 - From one paid administrative worker when City began to 168 full-time equivalents proposed for FY 2018-19, across a range of disciplines and professional designations
- ❖ Tradition of strong financial management and balanced budgets

Budget Committee Presentations

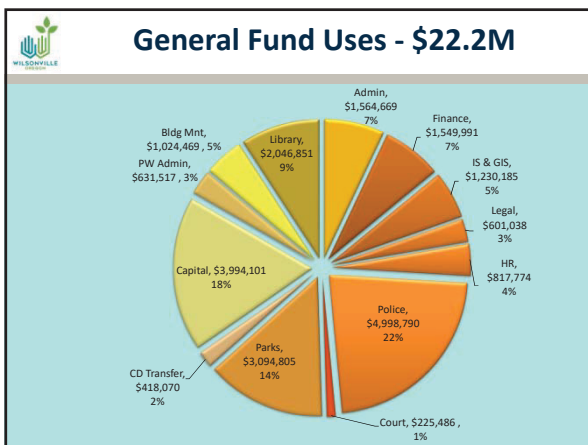
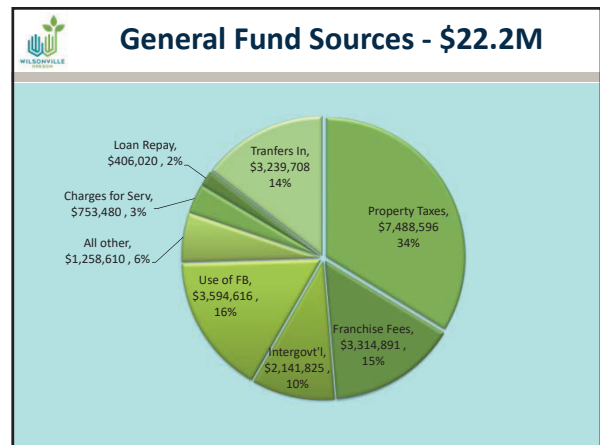


Positions

FY 2018-19 Proposed Budget

Full-Time Equivalent Positions	
Administration	27.30
Community Development	32.90
Public Works	26.00
Transportation	46.13
Parks & Rec	17.45
Library	16.36
Municipal Court	1.65
Total	167.79

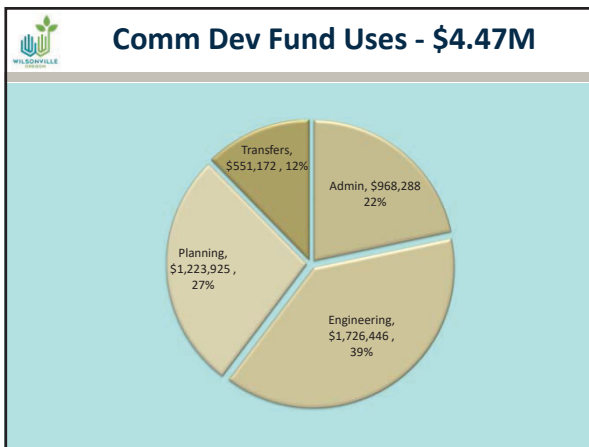
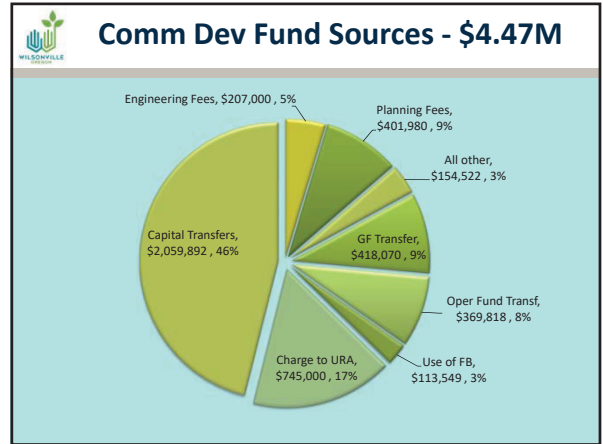
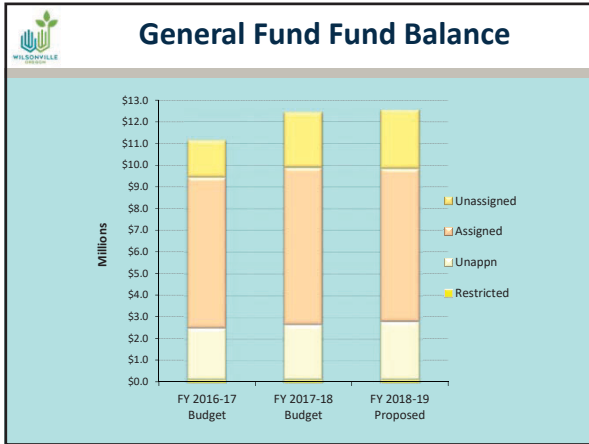
Contracted Positions	
Water Treatment Plant	9.50
Wastewater Treatment Plant	8.00
Police	20.00
Total	37.50



General Fund Fund Balance

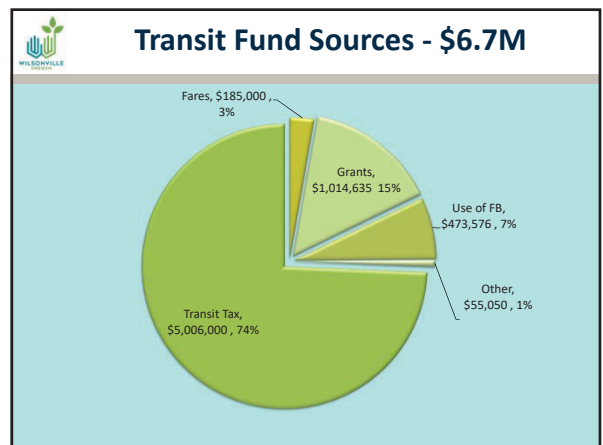
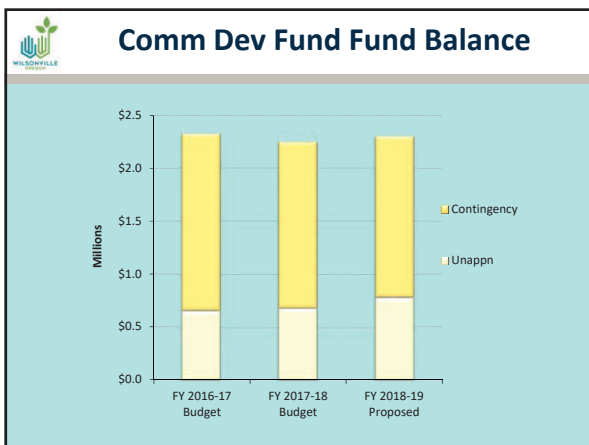
	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Proposed
Beg Fund Balance	\$12,829,219	\$14,403,061	\$16,150,896
Use of Fund Balance	(\$1,677,966)	(\$1,955,479)	(\$3,594,616)
GF Loan to URA	(\$1,000,000)	(\$3,000,000)	(\$3,000,000)
URA Loan Re-Pay	\$1,000,000	\$3,000,000	\$3,000,000
Ending Fund Balance	\$11,151,253	\$12,447,582	\$12,556,280

Budget Committee Presentations

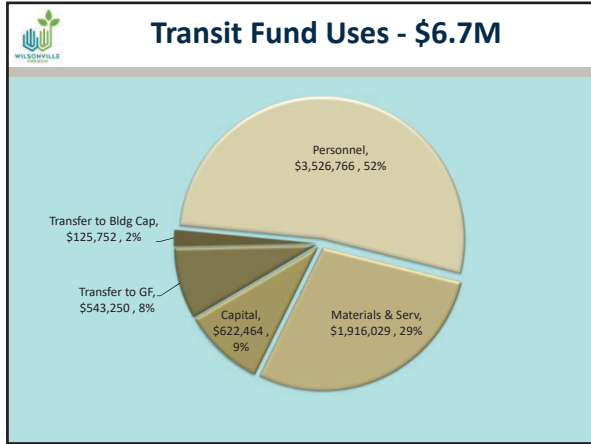


Comm Dev Fund Fund Balance

	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Proposed
Beg Fund Balance	\$2,431,905	\$2,264,507	2,412,180
Use of Fund Balance	(\$105,442)	(\$18,297)	(\$113,549)
Ending Fund Balance	\$2,326,463	\$2,246,210	\$2,298,631

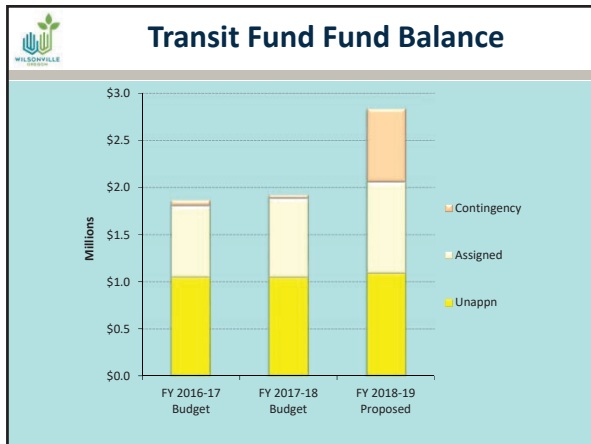


Budget Committee Presentations



Transit Fund Fund Balance

	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Proposed
Beg Fund Balance	\$2,564,441	\$2,509,750	\$3,310,640
Use of Fund Balance	(\$702,627)	(\$593,120)	(\$473,576)
Ending Fund Balance	\$1,861,814	\$1,916,630	\$2,837,064



- ### 2018-19 CIP Highlights
- 5th Street/Kinsman Extension – Streets, Sewer, Water, Parks
 - Garden Acres Road
 - Water Treatment Plant Master Plan
 - City Hall first floor remodel
 - Memorial Park improvements

State Shared Revenues

State Shared Revenues (ORS 221.760)

Gas tax	\$1,642,800
Liquor tax	\$360,000
State Revenue Sharing	\$290,000
Cigarette tax	\$28,000

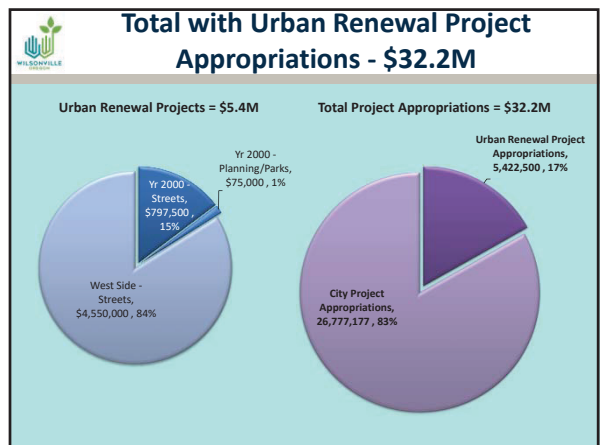
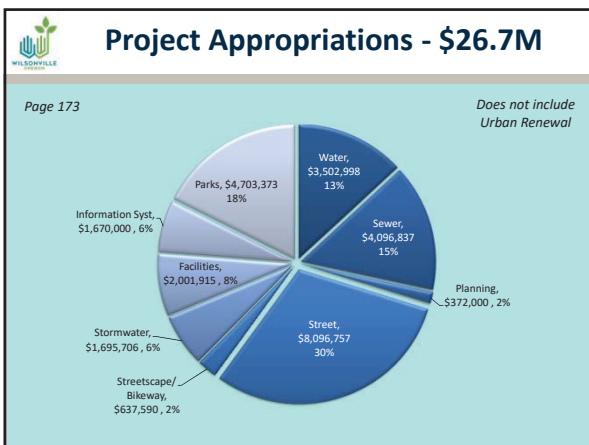
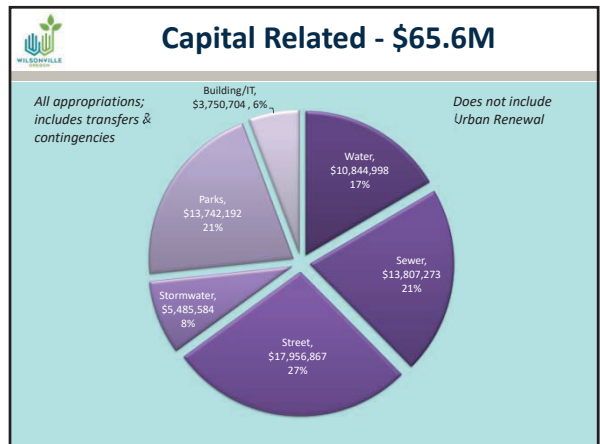
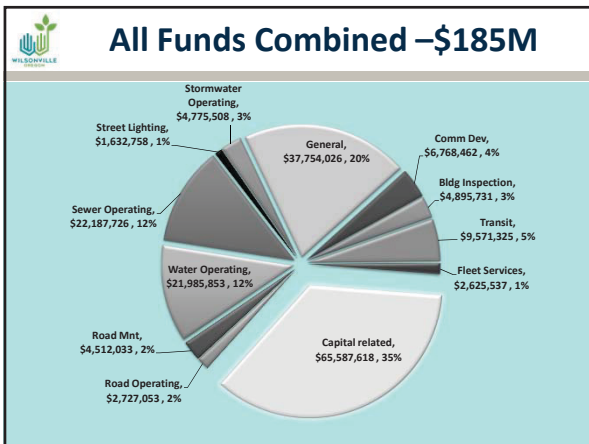
Four or more of the following:

<input checked="" type="checkbox"/> Police Protection	<input checked="" type="checkbox"/> Sanitary Sewers
<input type="checkbox"/> Fire Protection	<input checked="" type="checkbox"/> Utility Services
<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Storm Sewers
<input checked="" type="checkbox"/> Street Maint./Lighting/Constr	

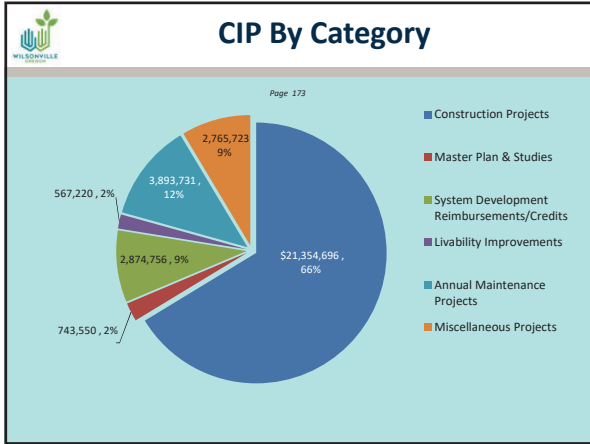
- ### Public Hearings/Citizen Input
- Public Hearing for the Proposed FY 2018-19 City of Wilsonville Budget
 - Public Hearing for State Shared Revenue
 - Citizen Input



FY2018-19 Capital Improvement Program Proposed Budget



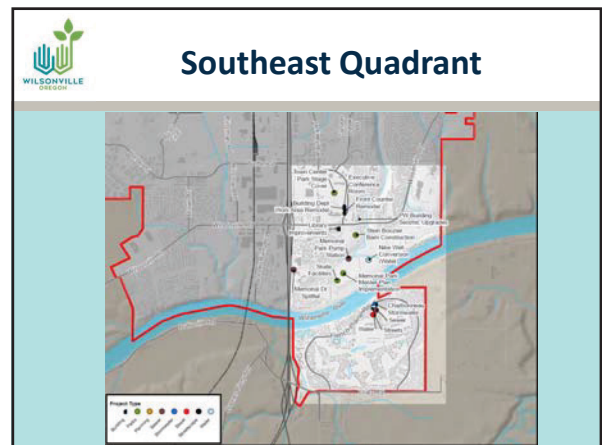
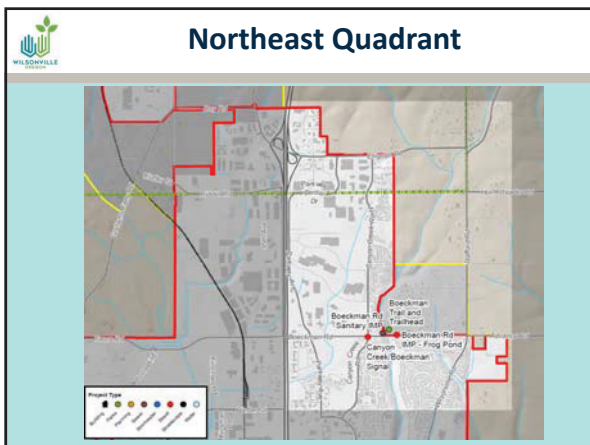
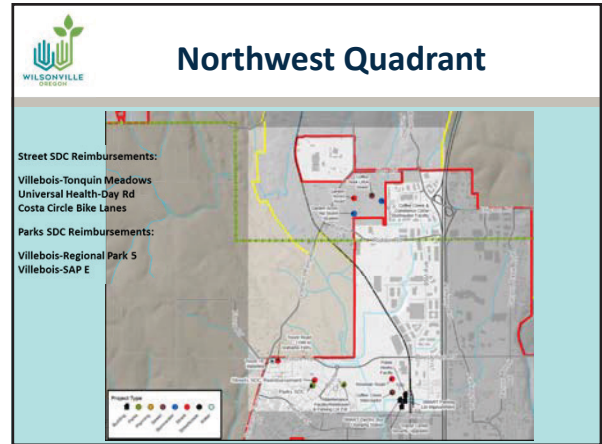
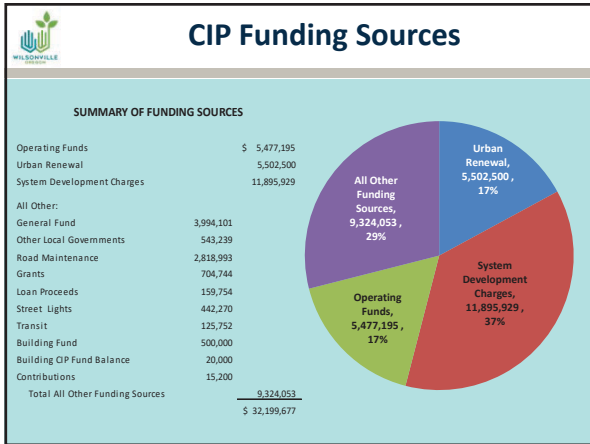
Budget Committee Presentations

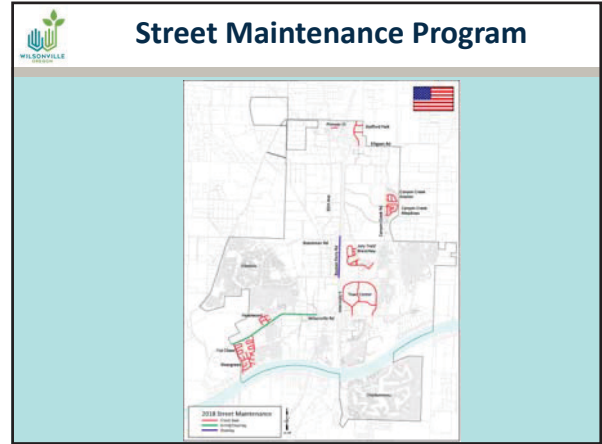
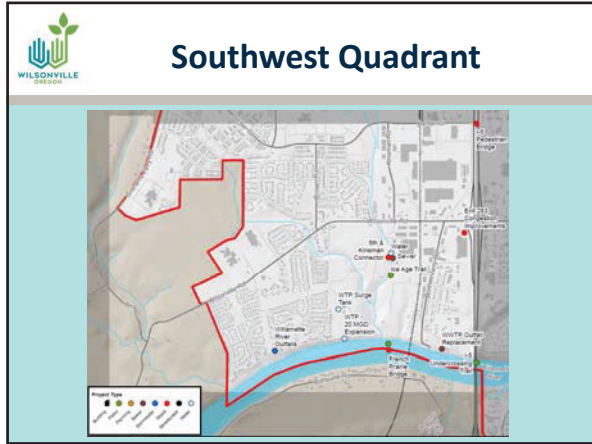


FY2018-19 CIP Program: 133 Projects

How do projects get on the CIP list?

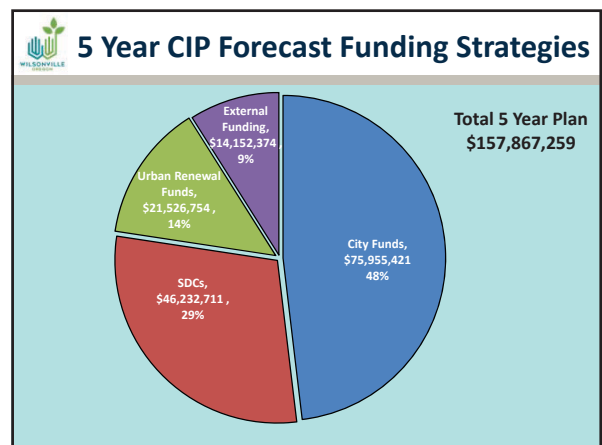
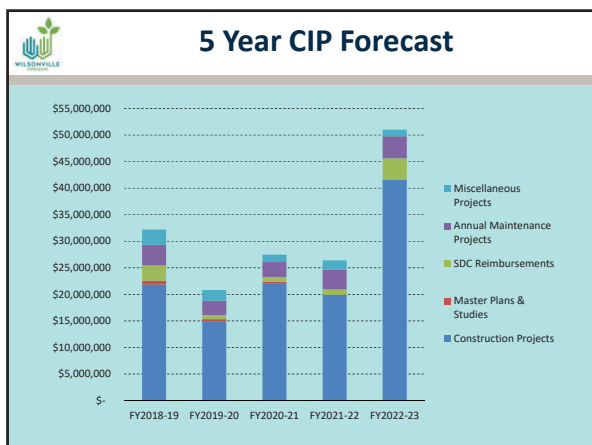
- **Health, Safety and Welfare**
Annual Repair, Maintenance & Replacement, Regulatory Drivers
- **Master Plans**
20 Year Budgets and Schedules for Major CIPS
- **Council Goals/Initiatives**





-
- Master Plans and Studies**
- Planning**
 - Basalt Creek Planning
 - Frog Pond Master Planning (East/South)
 - Coffee Creek Planning Area
 - Citywide Signage and Way-finding Plan
 - Town Center Concept Planning
 - Arrowhead Creek Planning Area
 - Water**
 - Water Rate and SDC Study
 - Distribution System Emergency Shutoff Plan
 - Sewer**
 - Sewer Rate and SDC Study
 - Streets**
 - Transportation Performance Modeling
 - Facilities Plan I-5 Boones Ferry
 - Stormwater**
 - Stormwater Rate and SDC Study
 - Parks**
 - Parks SDC Study
 - Urban Forest Management Plan

-
- Information Systems**
- Enterprise Resource Planning (ERP) Software Replacement
 - Wilsonville Maps Website Upgrade/Replacement
 - Citywide Phone System Replacement



Budget Committee Presentations



Department Presentations

May 30

- Public Works
- Transportation

June 6

- Policy & Administration
- Community Development
- Parks and Recreation
- Library
- Law Enforcement
- Municipal Court

Public Works

Beginning on Page 114

Program Areas

- Administration
- Facilities
- Roads
- Street Lighting
- Water – Treatment & Distribution
- Sewer – Treatment & Collection
- Stormwater

Public Works

Administration

Page 114

	Dollars	FTEs
FY 17-18 Budget	511,870	3.50
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	8,340	
Benefit true-up	1,640	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	1,107	
Capital Outlay:		
Prior Year's one time capital purchases	(12,000)	
FY 18-19 Baseline Changes, subtotal	(913)	
<i>Add-Packages</i>		
Personnel Services:		
1.0 FTE Operations Manager	120,560	1.0
FY 18-19 Add-Packages, subtotal	120,560	
FY 18-19 Proposed Budget	631,517	4.50

Public Works

Facilities

Page 116


	Dollars	FTEs
FY 17-18 Budget	998,966	5.00
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	22,110	
Benefit true-up	2,690	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	5,053	
Capital Outlay:		
Prior Year's one time capital purchases	(24,380)	
FY 18-19 Baseline Changes, subtotal	5,507	
<i>Add-Packages</i>		
Personnel Services:		
0.75 FTE Seasonal Maintenance Specialist	43,200	0.75
Materials & Services:		
Temporary Employees thru Employment Agency	(30,000)	
Capital Outlay:		
Brush Box for Facilities Swap Loader	6,800	
FY 18-19 Add-Packages, subtotal	20,000	
FY 18-19 Proposed Budget	1,024,469	5.75

Public Works

Roads

Page 118

	Dollars	FTEs
FY 17-18 Budget	889,401	3.80
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	10,250	
Benefit true-up	(3,700)	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	4,511	
Capital Outlay:		
Prior Year's one time capital purchases	(13,160)	
FY 18-19 Baseline Changes, subtotal	(2,099)	
<i>Add-Packages</i>		
Personnel Services:		
0.25 FTE Seasonal Utility Maintenance Worker	15,981	0.25
Materials & Services:		
Temporary Employees thru Employment Agency	(10,000)	
Capital Outlay:		
School Zone Flasher - Lowrie Primary	10,000	
Portion of Asphalt Hot Box	11,500	
Portion of Ford F450 Pickup Truck	40,000	
FY 18-19 Add-Packages, subtotal	67,481	
FY 18-19 Proposed Budget	954,783	4.05




Public Works

Street Lighting

Page 120

	Dollars
FY 17-18 Budget	356,090
<i>Baseline Changes</i>	
Materials & Services:	
Aggregate changes over multiple accts, less than \$5,000	3,561
FY 18-19 Baseline Changes, subtotal	
	3,561
FY 18-19 Proposed Budget	359,651




Public Works

Water - Distribution

Page 122

	Dollars	FTEs
FY 17-18 Budget	1,449,297	5.38
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	15,330	
Benefit true-up	(1,100)	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	10,043	
Capital Outlay:		
Prior Year's one time capital purchases	(10,160)	
FY 18-19 Baseline Changes, subtotal		
	14,113	
<i>Add-Packages</i>		
Materials & Services:		
Bank Charges	29,000	
Managing Agency for the Water Intake Facility	20,000	
Capital Outlay:		
Portion of Asphalt Hot Box	3,834	
FY 18-19 Add-Packages, subtotal		
	52,834	
FY 18-19 Proposed Budget	1,516,244	5.38




Public Works

Water - Treatment

Page 126

	Dollars	FTEs
FY 17-18 Budget	3,456,418	9.50
<i>Baseline Changes</i>		
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	3,126	
Annual Contract Increase	16,000	
Annual Increase in Utility Services	5,292	
Annual Increase in Chemicals- Non-Granulated Activated Carbon	5,107	
Capital Outlay:		
Prior Year's one time capital purchases	(496,069)	
FY 18-19 Baseline Changes, subtotal		
	(466,455)	
<i>Add-Packages</i>		
Capital Outlay:		
Granulated Activated Carbon Replacement	300,000	
WRSTP Plant Entry Gate Rebuild	40,000	
Flow Meter Replacement	85,000	
9-P-1 Variable Frequency Drive Replacement	175,000	
Administration Building MWAC Replacement	65,000	
Exterior Lighting Replacement and Upgrade	45,000	
Actiflow #1 Inject Mixer Replacement	60,000	
Concrete Tank Crank Repair	55,000	
9-P-4 Spare Motor	50,000	
FY 18-19 Add-Packages, subtotal		
	875,000	
FY 18-19 Proposed Budget	3,864,963	9.50

*Contracted Employees




Public Works

Wastewater – Pretreatment

Page 130

	Dollars	FTEs
FY 17-18 Budget	130,069	1.00
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	1,590	
Benefit true-up	900	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	367	
FY 18-19 Baseline Changes, subtotal		
	2,857	
FY 18-19 Proposed Budget	132,926	1.00




Public Works

Wastewater – Treatment

Page 134

	Dollars	FTEs
FY 17-18 Budget	2,620,313	8.00
<i>Baseline Changes</i>		
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	3,900	
Annual contract increase	119,727	
Capital Outlay:		
(Remove 1-time items) Capital equipment	(45,000)	
FY 18-19 Baseline Changes, subtotal		
	78,627	
FY 18-19 Proposed Budget	2,698,940	8.00

*Contracted Employees




Public Works

Wastewater – Collection

Page 138

	Dollars	FTEs
FY 17-18 Budget	896,919	2.63
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	9,650	
Benefit true-up	(1,910)	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	7,651	
Capital Outlay:		
Prior Year's one time capital purchases	(2,000)	
FY 18-19 Baseline Changes, subtotal		
	11,391	
<i>Add-Packages</i>		
Materials & Services:		
Bank Charges	34,000	
Capital Outlay:		
Portion of Portable Lateral Cleaner	6,000	
Portion of Asphalt Hot Box	3,833	
FY 18-19 Add-Packages, subtotal		
	43,833	
FY 18-19 Proposed Budget	954,143	2.63

Budget Committee Presentations




Public Works

Stormwater

Page 142

	Dollars	FTEs
FY 17-18 Budget	689,774	2.69
<i>Baseline Changes</i>		
Personnel Services:		
Wage & Salary	2,580	
Benefit true-up	4,200	
Materials & Services:		
Aggregate changes over multiple accts, less than \$5,000	8,757	
FY 18-19 Baseline Changes, subtotal		
	15,537	
<i>Add-Packages</i>		
Materials & Services:		
Bank Charges	28,000	
Capital Outlay:		
Vacuum Excavator	98,131	
Portion of Portable Lateral Cleaner	2,000	
Portion of Asphalt Hot Box Trailer	3,833	
Portion of Ford F450 Pickup Truck	20,000	
Ford F350 Pickup Truck for Utility Maintenance Specialist	38,000	
FY 18-19 Add-Packages, subtotal		
	189,964	
FY 18-19 Proposed Budget	895,275	2.69




Public Works

Five-Year Forecast

Five Operating Funds

- Road
- Street Lighting
- Water
- Sewer
- Stormwater

All funds remain in good health and estimated ending balances exceed financial policy minimums





Transportation

Beginning on Page 156

Program Areas

- SMART
- Fleet




Transportation

SMART

Page 156

	Dollars	FTEs
FY 17-18 Budget	5,811,672	37.00
<i>Baseline Changes</i>		
Personnel Services:		
Wages & salary	23,298	
Benefit true-up	(7,080)	
Materials & Services:		
Prof and tech services; completion of master plan	(12,822)	
Fees, dues, advertising	15,329	
Other	2,336	
Capital outlay (Remove 1-time items):		
Buses (grant funded)	(501,811)	
FY 18-19 Baseline Changes, subtotal		
	(475,750)	0.00
<i>Add-Packages</i>		
Personnel Services:		
Grant Funded: TDM Technician (2 year duration) & Intern	82,616	1.13
Materials & Services:		
Fleet service charge (includes add'l .40 FTE hostler)	22,609	
Utilities	1,648	
Capital outlay:		
Buses/vans/trolley/staff vehicle (grant funded)	622,464	
FY 18-19 Add-Packages, subtotal		
	729,337	1.13
FY 18-19 Proposed Budget	6,065,259	38.13

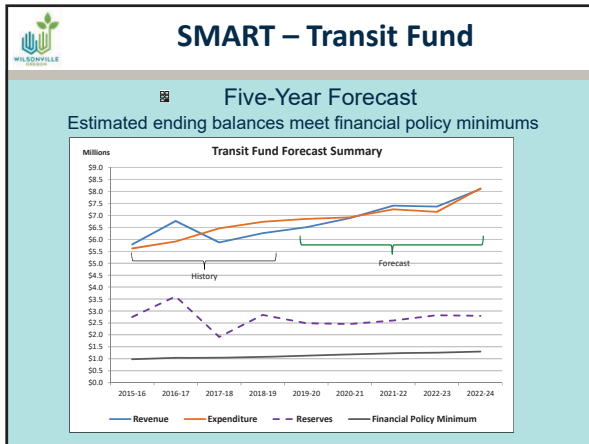


Transportation

Fleet

Page 160

	Dollars	FTEs
FY 17-18 Budget	1,429,779	7.60
<i>Baseline Changes</i>		
Personnel Services:		
Wages & salary	11,865	
Benefits	10,560	
Materials & Services:		
Supplies	9,572	
Fuel	2,270	
Utilities	4,007	
Other	(4,091)	
Capital Outlay:		
(Remove 1-time items) Reserve Replacement Vehicles	(152,000)	
FY 18-19 Baseline Changes, subtotal		
	\$ (117,817)	0.00
<i>Add-Packages</i>		
Personnel Services:		
Fleet Hostler increase	32,606	0.40
Materials & Services:		
Fuel	17,993	
Utilities; 2-way radio services increasing	4,533	
Capital Outlay:		
Reserve Vehicle Replacements	160,000	
New Vehicle for Hostler position	28,000	
FY 18-19 Baseline Changes, subtotal		
	243,112	0.40
FY 18-19 Proposed Budget	1,555,074	8.00



SMART – Transit Fund

Five-Year Forecast
Estimated ending balances meet financial policy minimums

TABLE 6 #260 - Transit Fund Forecast

	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	3,310,640	\$ 2,837,064	\$ 2,493,447	\$ 2,455,286	\$ 2,606,582	\$ 2,828,383
RESOURCES						
Revenues:						
Transit tax	\$ 5,006,000	\$ 5,106,120	\$ 5,208,242	\$ 5,312,407	\$ 5,418,655	\$ 5,527,029
HB2017 Employee tax (new)		400,000	800,000	1,200,000	1,224,000	1,248,480
Intergovernmental	1,014,635	741,291	621,291	637,291	461,291	1,053,891
Charges for services	185,000	187,775	190,592	193,450	196,352	199,298
Investment income	41,050	56,741	49,869	49,106	52,132	56,568
Miscellaneous	14,000	15,000	15,000	15,000	15,000	15,000
Revenue Total	\$ 6,260,685	\$ 6,506,928	\$ 6,884,994	\$ 7,407,255	\$ 7,367,431	\$ 8,100,265

SMART – Transit Fund

Five-Year Forecast
Estimated ending balances meet financial policy minimums

TABLE 6 #260 - Transit Fund Forecast

	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
REQUIREMENTS						
Personnel services	\$ 3,526,766	\$ 3,703,104	\$ 3,777,166	\$ 3,966,025	\$ 4,045,345	\$ 4,247,612
Materials & services	1,916,029	1,925,609	1,935,237	1,944,913	1,954,638	1,974,184
Capital outlay	622,464	570,000	420,000	440,000	220,000	960,750
Expenditures Subtotal	6,065,259	6,198,713	6,132,404	6,350,938	6,219,983	7,182,547
HB2017 Services (new)		75,000	200,000	300,000	306,000	312,120
Transfers to other funds:						
General Fund	543,250	556,831	570,752	585,021	599,646	614,638
Building Capital Fund	125,752	20,000	20,000	20,000	20,000	20,000
Transfers Subtotal	669,002	576,831	590,752	605,021	619,646	634,638
Expenditures Total	\$ 6,734,261	\$ 6,850,545	\$ 6,923,156	\$ 7,255,959	\$ 7,145,629	\$ 8,129,304
NET (Revenues less Expenditures)	(473,576)	(343,617)	(38,161)	151,296	221,801	(29,039)
NET, adjusting for capital & grants (on-going indicator)	(223,331)	(134,617)	265,839	559,296	591,801	495,231
Ending fund balance	\$ 2,837,064	\$ 2,493,447	\$ 2,455,286	\$ 2,606,582	\$ 2,828,383	\$ 2,799,343
Financial Policy Minimum	1,088,600	1,140,800	1,182,500	1,242,200	1,261,200	1,306,800

Questions & Discussion

WILSONVILLE OREGON

Adjourn until June 6, 2018




Budget Committee Presentations

Budget Committee

June 6, 2018

FY 2018-19
Proposed Budget






Public Hearings/Citizen Input

- Public Hearing for the Proposed FY 2018-19 City of Wilsonville Budget
- Citizen Input






Department Presentations

May 30

- Public Works
- Transportation

June 6


- Policy & Administration
- Community Development
- Parks and Recreation
- Library
- Law Enforcement
- Municipal Court
- 5 Year Forecasts for CD Fund, Building Fund and General Fund



Policy and Administration

- Program Areas
- Administration
- Finance
- Information Systems
- Legal
- HR/Risk Management

Beginning on Page 84




Policy and Administration

Administration

Page 84

	Dollars	FTEs
FY 17-18 Budget	1,640,439	6.00
<i>Baseline Changes</i>		
<i>Personnel Services:</i>		
Re-org Code Compliance to Planning	(46,958)	-1.00
Salary & Benefit adjustments	26,364	
<i>Materials & Services:</i>		
Metro Housing Grant, re-org to Planning	(62,500)	
Inflationary adjustments to various accounts	7,324	
<i>FY 18-19 Baseline Changes, subtotal</i>	<i>(75,770)</i>	<i>-1.00</i>
<i>Add-Packages</i>		
<i>FY 18-19 Add-Packages, subtotal</i>	<i>0</i>	<i>-</i>
FY 18-19 Proposed Budget	1,564,669	5.00

Budget Committee Presentations




Policy and Administration

Finance

Page 86

	Dollars	FTEs
FY 17-18 Budget	1,506,899	9.31
<i>Baseline Changes</i>		
Personnel Services:		
Salary & wage adjustments	32,060	
Benefit adj	13,810	
Materials & Services Changes		
Reduce accounts to reallocate to Employee Dev	(7,500)	
Increase to Employee Dev	7,500	
Computer contract increases	2,800	
Inflationary adjustments	3,542	
Additional bank charges	7,100	
FY 18-19 Baseline Changes, subtotal	59,312	-
<i>Add-Packages</i>		
Personnel Services:		
Increase Accounting Tech to full-time	23,087	0.19
FY 18-19 Add-Packages, subtotal	23,087	0.19
FY 18-19 Proposed Budget	1,589,298	9.50




Policy and Administration

Info Systems/GIS

Page 90

	Dollars	FTEs
FY 17-18 Budget	1,297,370	5.50
<i>Baseline Changes</i>		
Personnel Services:		
Salary & wage adjustments	20,530	
Benefit adjustments	10,030	
Materials & Services:		
Periodic upgrades/mnt contract pymts	(45,704)	
Periodic contract pymnts	11,500	
Inflationary adjustments	1,459	
Capital Outlay:		
Removal of one-time capital outlay	(100,000)	
FY 18-19 Baseline Changes, subtotal	(102,185)	-
<i>Add-Packages</i>		
Capital outlay:		
Upgrade broadcast equipment (PEG)	35,000	
FY 18-19 Add-Packages, subtotal	35,000	-
FY 18-19 Proposed Budget	1,230,185	5.50




Policy and Administration

Legal

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	Dollars	FTEs
FY 17-18 Budget	572,560	3.70
<i>Baseline Changes</i>		
Personnel Services:		
Salary & wage adjustments	20,990	
Benefit true-up	(5,600)	
Materials & Services:		
Inflationary increases	488	
FY 18-19 Baseline Changes, subtotal	15,878	-
<i>Add-Packages</i>		
Additional resources for P/T Legal Asst	8,000	
Replace aging furniture	4,600	
FY 18-19 Add-Packages, subtotal	12,600	-
FY 18-19 Proposed Budget	601,038	3.70



Policy and Administration

Human Resources

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	Dollars	FTEs
FY 17-18 Budget	775,863	3.60
<i>Baseline Changes</i>		
Personnel Services:		
Salary & wage adjustments	12,840	
Benefit adj	3,980	
Materials & Services:		
Reallocation of legal services due to 3-yr contract	(8,910)	
Insurance increase	18,018	
Inflationary Changes	3,983	
FY 18-19 Baseline Changes, subtotal	29,911	-
<i>Add-Packages</i>		
Prof & tech Services - Security Assmnt	12,000	
FY 18-19 Add-Packages, subtotal	12,000	-
FY 18-19 Proposed Budget	817,774	3.60





Community Development

Beginning on Page 100

Program Areas

- Administration
- Engineering
- Building Inspections
- Planning

Budget Committee Presentations




Community Development

Page 100

Administration

	Dollars	FTEs
FY 17-18 Budget	960,138	4.00
Baseline Changes		
Personnel Services:		
Salary adjustments	11,700	
Benefit plan adj	(11,140)	
Materials and Services:		
Reallocating resources from supplies	(1,734)	
Reallocating resources to training	1,950	
Fleet services correction for Storm Mngmt Program	3,000	
Inflationary adjustments to utilities, janitorial, etc.	3,374	
FY 18-19 Baseline Changes, subtotal	7,150	-
Add Packages		
Capital Outlay for aging furniture	1,000	
FY 18-19 Add-Packages, subtotal	1,000	-
FY 18-19 Proposed Budget	968,288	4.00




Community Development

Page 104

Engineering

	Dollars	FTEs
FY 17-18 Budget	1,525,268	10.50
Baseline Changes		
Personnel Services:		
Salary adjustments	26,110	
Benefit plan adj	10,120	
Materials & Services:		
Inflationary adjustments to various accounts	1,322	
Capital Outlay		
Remove 1-time funding for survey equipment	(10,000)	
FY 17-18 Baseline Changes, subtotal	27,552	-
Add Packages		
Personnel Services: City Engineer	166,626	1.00
Materials & Services:		
Supply increase for new position	1,000	
Employee development increase for new position	3,000	
Replace aging furniture	3,000	
FY 17-18 Add-Packages, subtotal	173,626	1.00
FY 18-19 Proposed Budget	1,726,446	11.50




Community Development

Building Inspections

Page 106

	Dollars	FTEs
FY 17-18 Budget	1,331,353	8.80
Baseline Changes		
Personnel Services:		
Salary adjustments	26,040	
Increase to on-call	7,100	
Benefit adjustments	(16,450)	
Materials & Services:		
Inflationary adjustments to various accounts	1,849	
Increased bank fees	15,000	
Capital Outlay:		
Remove 1-time funding for vehicle	(25,000)	
Remove double budget error for new permitting software	(150,000)	
FY 18-19 Baseline Changes, subtotal	(141,461.00)	-
Add Packages		
Materials & Services:		
Computer contract increase	1,745	
Fleet Services true-up for vehicle added in FY18	3,130	
Increased employee development budget; new State code, new staff	22,884	
FY 18-19 Add-Packages, subtotal	27,759	-
FY 18-19 Proposed Budget	1,217,651	8.80



Community Development

Planning

Page 110

	Dollars	FTEs
FY 17-18 Budget	1,018,372	7.60
Baseline Changes		
Personnel Services:		
Re-organizing Code Compliance from Admin	95,000	1.00
Salary adjustments	24,880	
Benefit plan adj	13,840	
Materials & Services:		
Removal of budget for form-based code	(26,849)	
Metro Housing Grant, re-org from Admin	62,500	
Inflationary adjustments to various accounts	882	
FY 18-19 Baseline Changes, subtotal	170,253	1.00
Add Packages		
Materials & Services:		
Code Compliance software, supplies	11,300	
Capital Outlay		
Vehicle for Code Compliance Officer	24,000	
FY 18-19 Add-Packages, subtotal	35,300	-
FY 18-19 Proposed Budget	1,223,925	8.60





Parks and Recreation

Beginning on Page 146

Program Areas

- General Services
- Park Maintenance


Budget Committee Presentations



Parks and Recreation

Page 146


General Services		Dollars	FTEs
FY 17-18 Budget		1,575,588	9.20
Baseline Changes			
Personnel Services:			
Reallocating staffing; decr Info Referral; incr Admin asst	(1,410)		
Other Salary & wage adj	19,740		
Benefit adj	(6,140)		
Materials & Services:			
Supply cost increases	3,860		
Fleet and janitorial increases	4,981		
Fees, dues, advertising	2,587		
Bank fees	2,882		
Inflationary adj	2,810		
Capital Outlay:			
Remove budget for audio-visual upgrade	(45,000)		
FY 18-19 Baseline Changes, subtotal		(15,690)	-
Add-Packages			
Materials & Services:			
Tourism promotion/Visitor profile study	93,125		
FY 18-19 Add-Packages, subtotal		93,125	-
FY 18-19 Proposed Budget		1,653,023	9.20



Parks and Recreation

Page 150


Park Maintenance		Dollars	FTEs
FY 17-18 Budget		1,310,800	7.00
Baseline Changes			
Personnel Service			
Salary & wage adjustments	24,380		
Benefit adj	11,720		
Materials & Services:			
Various inflationary adjustments	7,276		
Capital Outlay:			
Remove one-time equipment & storage outlay	(13,160)		
FY 18-19 Baseline Changes, subtotal		30,216	-
Add-Packages			
Personnel Services:			
Seasonal work force	63,400		1.25
Material & Services:			
Irrigation	37,366		
FY 18-19 Add-Packages, subtotal		100,766	1.25
FY 18-19 Proposed Budget		1,441,782	8.25

Library

Page 152

		Dollars	FTEs
FY 17-18 Budget		1,984,477	16.56
Baseline Changes			
Personnel Services:			
Reduce on-call staff for Science Adventure	(8,968)		-0.20
Salary & wage adjustments	54,038		
Benefit adj	10,530		
Materials & Services:			
Utility increases	3,424		
Various inflationary adjustments	3,350		
FY 18-19 Baseline Changes, subtotal		62,374	(0.20)
FY 18-19 Add-Packages, subtotal			
		-	-
FY 18-19 Proposed Budget		2,046,851	16.36

Law Enforcement

Beginning on Page 164

Program Areas

- Public Safety
- Municipal Court

Budget Committee Presentations

Law Enforcement

Public Safety Page 164

	Dollars	FTEs
FY 17-18 Budget	4,949,105	20.00
<i>Baseline Changes</i>		
Materials & Services:		
Anticipated increase in Police Contract	48,950	
Various inflationary adjustments	735	
FY 18-19 Baseline Changes, subtotal	49,685	
FY 18-19 Add-Packages, subtotal	-	
FY 18-19 Proposed Budget	4,998,790	20.00

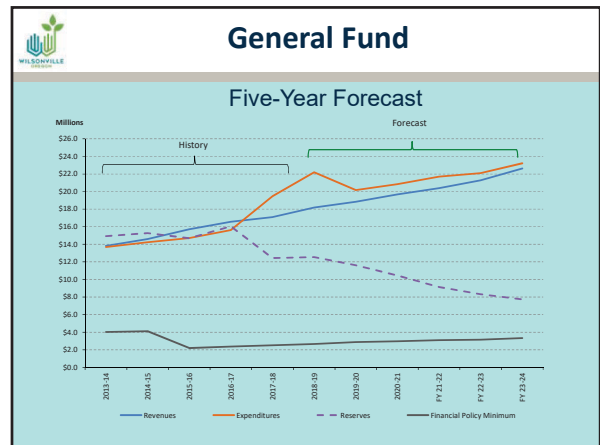
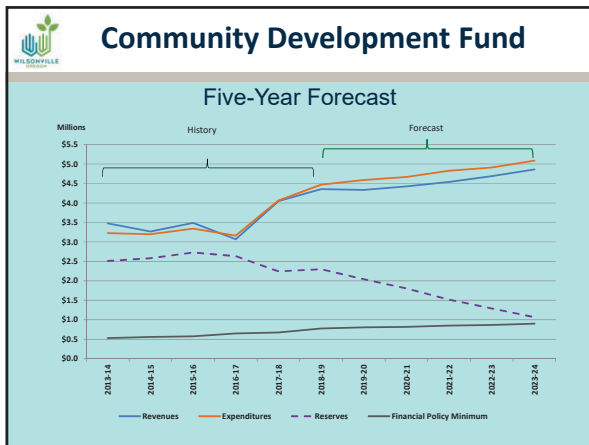
Law Enforcement


Municipal Court Page 168

	Dollars	FTEs
FY 17-18 Budget	212,754	1.65
<i>Baseline Changes</i>		
Personnel Services:		
Salary & wage adjustments	2,140	
Benefit adj	1,660	
Materials & Services:		
Inflationary increases	332	
FY 18-19 Baseline Changes, subtotal	4,132	
Materials & Services:		
Increase to Court security, language interpretation, collections	8,600	
FY 18-19 Add-Packages, subtotal	8,600	-
FY 18-19 Proposed Budget	225,486	1.65




- Five-Year Forecast Highlights**
- Separate document*
- Community Development Fund
(Five-Year Forecast, Pages 16-19)
 - General Fund
(Five-Year Forecast, Pages 5-15)






Conclusion

- Questions and Discussion
- Budget Amendment
 - ❖ Proposed Budget = \$185,023,630
 - ❖ Amended Budget = \$185,809,514
 - ✓ A change of \$785,884, for Water CIP Project #1111 and associated overhead




Amendment

- Additional resources for Water CIP Project #1111 (page 176):
 - ❖ Original project requires plant shut down
 - ❖ Fittings for future pump installation and modifications for finished water flow meter vault added to avoid future shut down of plant
 - ❖ Increased cost of steel
 - ❖ Additional construction inspection
 - ❖ Increase to project is \$785,884
 - ❖ Impacts 4 funds, due to project management fees, and legal and accounting support (overhead)




Amendment

	ADJUSTMENT					
	Proposed 2018-19	General Fund	CD Fund	Water CIP	Water SDC	Approved 2018-19
RESOURCES						
Property taxes	\$ 7,488,596	\$ -	\$ -	\$ -	\$ -	7,488,596
Other taxes	5,416,000	-	-	-	-	5,416,000
Licenses, franchise fees & permits	5,237,381	-	-	-	-	5,237,381
Other governments	6,109,743	-	-	237,135	-	6,346,878
Charges for services	24,708,399	-	-	-	-	24,708,399
System development fees	7,568,851	-	-	-	-	7,568,851
Fines and forfeitures	315,000	-	-	-	-	315,000
Interest earnings	1,075,115	-	-	-	-	1,075,115
Miscellaneous	238,500	-	-	-	-	238,500
Revenue subtotal	58,157,585	-	-	237,135	-	58,394,720
Interfund transfers	32,487,953	23,167	51,310	474,272	-	33,036,702
Interfund/agency loans	3,589,570	-	-	-	-	3,589,570
Beginning fund balance	90,788,522	-	-	-	-	90,788,522
Total Resources	\$185,023,630	\$ 23,167	\$ 51,310	\$ 711,407	\$ -	\$ 185,809,514



Amendment

	ADJUSTMENT					
	Proposed 2018-19	General Fund	CD Fund	Water CIP	Water SDC	Approved 2018-19
REQUIREMENTS						
Personnel services	\$ 18,470,231	\$ -	\$ -	\$ -	\$ -	18,470,231
Materials & services	21,805,824	-	-	-	-	21,805,824
Capital outlay	25,650,974	-	-	636,930	-	26,287,904
Debt service	5,495,500	-	-	-	-	5,495,500
Expenditures subtotal	71,422,529	-	-	636,930	-	72,059,459
Interfund/agency activity:						
Interfund transfers	32,487,953	-	-	74,477	474,272	33,036,702
Interfund/agency loans	3,000,000	-	-	-	-	3,000,000
Interfund/agency subtotal	35,487,953	-	-	74,477	474,272	36,036,702
Ending fund balance:						
Nonspendable	-	-	-	-	-	-
Restricted	125,000	-	-	-	-	125,000
Committed	7,782,300	-	-	-	-	7,782,300
Assigned	67,489,030	-	51,310	-	(474,272)	67,066,068
Unassigned	2,716,818	23,167	-	-	-	2,739,985
Ending fund balance	78,113,148	23,167	51,310	-	(474,272)	77,713,353
Total Requirements	\$185,023,630	\$ 23,167	\$ 51,310	\$ 711,407	\$ -	\$ 185,809,514



Conclusion

- Questions and Discussion
- Approve budget as amended, or recess to June 7, 2018


Urban Renewal Agency follows

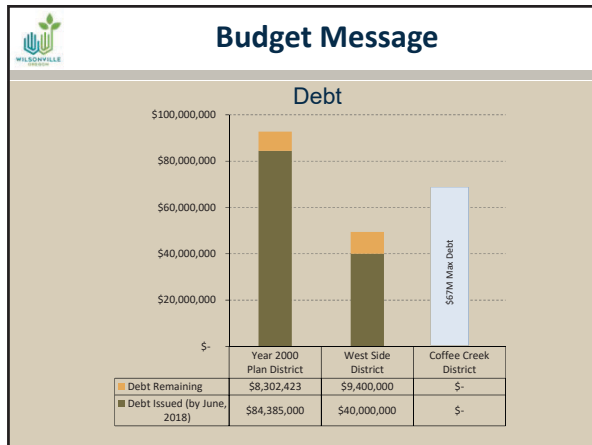
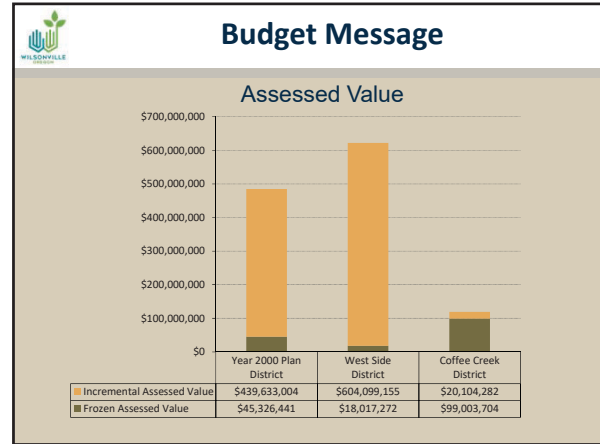
Budget Committee Presentations

Budget Committee Urban Renewal

June 6, 2018

FY 2018-19
Proposed Budget





BUDGET PRESENTATION

Urban Renewal Capital Projects

Project Title	Year 2000 Plan District <small>Page 279</small>	Year 2000 Program Inc <small>Page 280</small>	West Side District <small>Page 287</small>	West Side Program Inc <small>Page 287</small>
Tooze Road			750,000	3,800,000
5th Street/Kinsman Ext	797,500			
Art Tech School Siding		80,000		
Town Center Park Stage Cover	25,000			
Town Center Concept Planning	50,000			
Total	872,500	80,000	750,000	3,800,000

Capital Projects: 5 Year Plan


Project Title	Year 2000 Plan Urban Renewal District				
	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
5th Street/Kinsman Ext	\$ 797,500	\$ 3,988,868	\$ 6,565,575		\$ -
Town Center Park Stage Cover	25,000				
Town Cent Concept Plan	50,000				
Total	\$ 872,500	\$ 3,988,868	\$ 6,565,575	\$ -	\$ -

*Bridge on Boeckman Road over Dip has not yet been budgeted or scheduled

Project Title	West Side Urban Renewal District & Program Income				
	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Tooze Rd Improvements	4,550,000				
Brown Rd Improvements	-	168,822	2,120,000	2,277,005	
Total	\$ 4,550,000	\$ 168,822	\$ 2,120,000	\$ 2,277,005	\$ -


Project Title	Coffee Creek Urban Renewal District				
	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Garden Acres		3,680,587			
Total	\$ -	\$ 3,680,587	\$ -	\$ -	\$ -

Budget Committee Presentations



Capital Project Funds


Capital Projects Funds <i>Resources</i>	Year 2000 Plan		West Side	
	Capital Projects	Program Income	Capital Projects	Program Income
	Page 278	Page 280	Page 288	Page 289
Beg Fund Balance	3,354,767	2,093,576	652,538	3,755,370
Debt Proceeds	-	-	3,000,000	-
Interest/Other	155,100	167,000	13,000	52,530
Total	3,509,867	2,260,576	3,665,538	3,807,900
<i>Uses</i>				
Capital Projects	750,000	80,000	750,000	3,550,000
SDC Reimb			500,000	
Admin/Design/Engineering	561,774	50,000	382,540	250,000
Ending Fund Balance	2,198,093	2,130,576	2,032,998	7,900
Total	3,509,867	2,260,576	3,665,538	3,807,900




Debt Service Funds

Debt Service Funds <i>Resources</i>	Year 2000 Plan	West Side	Coffee Creek
	Page 276	Page 283	Page 291
	Beg Fund Balance	9,416,801	11,860,856
Tax Increment	4,075,000	5,080,000	255,803
Interest/Other	188,000	95,790	4,024
Total	13,679,801	17,036,646	461,051
<i>Uses</i>			
Principal	5,000,000	1,901,018	-
Interest	900,000	962,914	-
Short-Term Debt	-	3,000,000	-
Transfers Out	88,000	-	-
Ending Fund Balance	7,691,801	11,172,714	461,051
Total	13,679,801	17,036,646	461,051

*Year 2000 Plan under-levies and caps the increment at \$4 million.
*West Side is limited to \$5 million due to revenue share provisions

- 
- ## Public Hearings/Citizen Input
- Public Hearing for the Proposed FY 2018-19 Urban Renewal Agency Budget
 - Citizen Input



Questions & Discussion

***Approve Budget or
Adjourn until June 7, 2018***



Boones Ferry 1939



Fund Summaries

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

Fund Descriptions

State law requires all funds to be budgeted.

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

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

- **Water Operating** – Dedicated to operations, maintenance, and debt service on 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. Internal Service Funds account for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

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

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

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

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

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

Summary of Resources and Requirements

The table below summarizes the major resources and expenditures for all City funds exclusive of urban renewal. It also contains highlights for major revenue and expenditure categories.

BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Property taxes	\$ 6,472,389	\$ 6,534,486	\$ 6,972,890	\$ 7,488,596	\$ 7,488,596	\$ 7,488,596
Other taxes	6,448,470	7,436,230	5,291,700	5,416,000	5,416,000	5,416,000
Licenses, franchise fees & permits	6,129,294	5,789,733	5,281,403	5,237,381	5,237,381	5,237,381
Other governments	3,244,971	4,264,713	6,042,804	6,109,743	6,346,878	6,346,878
Charges for services	22,384,527	23,246,510	23,071,084	24,708,399	24,708,399	24,708,399
System development fees	7,968,624	9,759,007	12,900,766	7,568,851	7,568,851	7,568,851
Fines and forfeitures	187,448	237,009	286,000	315,000	315,000	315,000
Interest earnings	603,166	703,953	628,250	1,075,115	1,075,115	1,075,115
Miscellaneous	4,536,680	318,976	240,450	238,500	238,500	238,500
Revenue subtotal	57,975,569	58,290,617	60,715,347	58,157,585	58,394,720	58,394,720
Interfund transfers	9,151,078	12,466,759	32,162,299	32,487,953	33,036,702	33,036,702
Interfund/agency loans	4,406,020	1,489,273	3,589,570	3,589,570	3,589,570	3,589,570
Beginning fund balance	68,602,983	80,280,155	82,876,765	90,788,522	90,788,522	90,788,522
Total Resources	\$ 140,135,650	\$ 152,526,804	\$ 179,343,981	\$ 185,023,630	\$ 185,809,514	\$ 185,809,514
REQUIREMENTS						
Personnel services	\$ 14,589,971	\$ 14,397,909	\$ 17,419,821	\$ 18,470,231	18,470,231	18,470,231
Materials & services	17,044,568	17,199,451	20,882,022	21,805,824	21,805,824	21,805,824
Capital outlay	4,798,816	8,386,461	27,235,706	25,650,974	26,287,904	26,287,904
Debt service	10,271,061	5,352,196	5,439,550	5,495,500	5,495,500	5,495,500
Expenditures subtotal	46,704,416	45,336,017	70,977,099	71,422,529	72,059,459	72,059,459
Intefund/agency activity:						
Interfund transfers	9,151,078	12,466,759	32,162,299	32,487,953	33,036,702	33,036,702
Interfund/agency loans	4,000,000	900,000	3,000,000	3,000,000	3,000,000	3,000,000
Interfund/agency subtotal	13,151,078	13,366,759	35,162,299	35,487,953	36,036,702	36,036,702
Ending fund balance:						
Nonspendable	568,959	208,256	-	-	-	-
Restricted	182,000	176,671	125,000	125,000	125,000	125,000
Committed	5,684,300	6,170,600	6,508,000	7,782,300	7,782,300	7,782,300
Assigned	68,666,212	77,589,346	64,013,363	67,489,030	67,066,068	67,066,068
Unassigned	5,178,685	9,679,155	2,558,220	2,716,818	2,739,985	2,739,985
Ending fund balance	80,280,156	93,824,028	73,204,583	78,113,148	77,713,353	77,713,353
Total Requirements	\$ 140,135,650	\$ 152,526,804	\$ 179,343,981	\$ 185,023,630	\$ 185,809,514	\$ 185,809,514

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2018-19

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 7,488,596	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	410,000	-	-	5,006,000	-	-
Licenses, franchise fees & permits	3,491,401	608,980	1,135,000	-	-	-
Intergovernmental	2,141,825	62,500	-	1,014,635	1,642,800	-
Charges for services	753,480	797,682	8,600	185,000	-	1,792,369
System development fees	-	-	-	-	-	-
Fines and forfeitures	315,000	-	-	-	-	-
Interest earnings	206,000	39,140	56,650	41,050	17,510	27,268
Miscellaneous	151,100	200	-	14,000	2,000	-
Revenue Subtotal	14,957,402	1,508,502	1,200,250	6,260,685	1,662,310	1,819,637
Interfund transfers	3,262,875	2,899,090	36,472	-	-	-
Interfund loan/repayments	3,406,020	-	-	-	-	-
Beginning fund balance	16,150,896	2,412,180	3,659,009	3,310,640	1,064,743	2,692,396
Total Resources	\$ 37,777,193	\$ 6,819,772	\$ 4,895,731	\$ 9,571,325	\$ 2,727,053	\$ 4,512,033

REQUIREMENTS

Personnel services	\$ 8,347,532	\$ 3,177,336	\$ 1,030,960	\$ 3,526,766	\$ 412,651	\$ -
Materials & services	9,396,243	713,323	186,691	1,916,029	490,632	-
Capital outlay	41,800	28,000	-	622,464	51,500	-
Debt service	-	-	-	-	82,000	-
Expenditures Subtotal	17,785,575	3,918,659	1,217,651	6,065,259	1,036,783	-
Interfund transfers	4,412,171	551,172	900,660	669,002	659,035	2,818,993
Interfund /agency loans	3,000,000	-	-	-	-	-
Ending balances:						
Restricted	125,000	-	-	-	-	-
Committed	2,669,000	778,200	243,600	1,088,600	500,000	500,000
Assigned	7,045,462	1,571,741	2,533,820	1,748,464	531,235	1,193,040
Unassigned	2,739,985	-	-	-	-	-
Total Requirements	\$ 37,777,193	\$ 6,819,772	\$ 4,895,731	\$ 9,571,325	\$ 2,727,053	\$ 4,512,033

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2018-19 (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,488,596
-	-	-	-	-	-	-	5,416,000
-	-	-	-	-	2,000	-	5,237,381
-	-	-	-	-	1,485,118	-	6,346,878
8,384,355	7,996,145	518,250	2,928,917	1,343,601	-	-	24,708,399
-	-	-	-	-	-	7,568,851	7,568,851
-	-	-	-	-	-	-	315,000
100,000	127,602	16,789	30,900	23,690	50,882	337,634	1,075,115
31,000	27,000	-	-	-	13,200	-	238,500
8,515,355	8,150,747	535,039	2,959,817	1,367,291	1,551,200	7,906,485	58,394,720
350,000	600,000	-	-	-	25,888,265	-	33,036,702
183,550	-	-	-	-	-	-	3,589,570
12,936,948	13,436,979	1,097,719	1,815,691	1,258,246	1,682,092	29,270,983	90,788,522
\$ 21,985,853	\$ 22,187,726	\$ 1,632,758	\$ 4,775,508	\$ 2,625,537	\$ 29,121,557	\$ 37,177,468	\$ 185,809,514
\$ 581,820	\$ 383,530	\$ -	\$ 259,270	\$ 750,366	\$ -	\$ -	\$ 18,470,231
4,220,553	3,392,646	359,651	474,041	616,708	-	39,307	21,805,824
578,834	9,833	-	161,964	188,000	24,605,509	-	26,287,904
1,875,000	3,030,000	-	508,500	-	-	-	5,495,500
7,256,207	6,816,009	359,651	1,403,775	1,555,074	24,605,509	39,307	72,059,459
2,544,628	2,396,947	442,270	1,791,053	2,400	2,528,171	13,320,200	33,036,702
-	-	-	-	-	-	-	3,000,000
-	-	-	-	-	-	-	125,000
960,500	755,300	72,000	146,700	68,400	-	-	7,782,300
11,224,518	12,219,470	758,837	1,433,980	999,663	1,987,877	23,817,961	67,066,068
-	-	-	-	-	-	-	2,739,985
\$ 21,985,853	\$ 22,187,726	\$ 1,632,758	\$ 4,775,508	\$ 2,625,537	\$ 29,121,557	\$ 37,177,468	\$ 185,809,514

Fund Summaries

SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2018-19

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Stormwater SDC	Parks SDC	Grand Total
RESOURCES							
System development fees	\$ 1,109,187	\$ 1,377,727	\$ 2,977,620	\$ -	\$ 347,575	\$ 1,756,742	\$ 7,568,851
Interest earnings	57,680	82,400	92,700	4,944	40,170	59,740	337,634
Revenue Subtotal	1,166,867	1,460,127	3,070,320	4,944	387,745	1,816,482	7,906,485
Beginning fund balance	6,167,331	8,224,892	4,399,168	332,140	3,115,749	7,031,703	29,270,983
Total Resources	\$ 7,334,198	\$ 9,685,019	\$ 7,469,488	\$ 337,084	\$ 3,503,494	\$ 8,848,185	\$ 37,177,468
REQUIREMENTS							
Materials & services	\$ 9,891	\$ 6,388	\$ 16,382	\$ -	\$ 2,679	\$ 3,967	\$ 39,307
Interfund transfers	2,148,875	2,990,462	3,537,229	-	446,886	4,196,748	13,320,200
Ending balances:							
Assigned	5,175,432	6,688,169	3,915,877	337,084	3,053,929	4,647,470	23,817,961
Total Requirements	\$ 7,334,198	\$ 9,685,019	\$ 7,469,488	\$ 337,084	\$ 3,503,494	\$ 8,848,185	\$ 37,177,468

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

Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$141,990,512 from a *total appropriations budget* of \$178,027,214. The difference of \$36,036,702 is a result of interfund service charges and transfers. The working budget amount of \$141,990,512 represents the real cost of running the City of Wilsonville. The Program Expenditures section of this report focuses on the working budget and not the total budget.

Budget Matrix

BUDGET UNITS	OPERATING FUNDS						
	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance	Water Operating
Policy and Administration							
Administration	\$ 1,205,917	\$ 57,819	\$ 11,564	\$ 57,823	\$ 11,563	\$ -	\$ 115,629
Finance	674,474	60,351	27,763	162,958	22,933	-	184,660
Information & GIS Systems	660,051	158,228	101,230	79,996	38,565	-	80,321
Legal	376,853	28,876	4,125	12,376	4,125	-	98,995
Human Resources/Risk Mgmt	452,183	111,557	43,051	134,222	18,864	-	26,790
Total	3,369,478	416,831	187,733	447,374	96,049	-	506,395
Community Development							
Administration	-	39,001	84,195	-	-	-	-
Engineering	-	421,021	-	-	-	-	-
Building Inspections	-	36,472	1,181,179	-	-	-	-
Planning	-	1,223,925	-	-	-	-	-
Total	-	1,720,419	1,265,374	-	-	-	-
Public Works							
Administration	136,765	-	-	-	117,831	-	147,286
Facilities	753,962	83,469	20,868	89,476	6,100	-	56,360
Roads	-	-	-	-	954,783	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,516,244
Water Treatment Plant	-	-	-	-	-	-	3,864,963
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	890,727	83,469	20,868	89,476	1,078,714	-	5,584,852
Parks & Recreation							
Parks & Recreation	1,653,023	-	-	-	-	-	-
Parks Maintenance	1,417,512	-	-	-	-	-	24,270
Total	3,070,535	-	-	-	-	-	24,270
Library	2,046,851	-	-	-	-	-	-
Transportation							
Transit	-	-	-	6,065,259	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	6,065,259	-	-	-
Public Safety							
Law Enforcement	4,998,790	-	-	-	-	-	-
Municipal Court	225,486	-	-	-	-	-	-
Total	5,224,276	-	-	-	-	-	-
Total Operating Budget	14,601,867	2,220,719	1,473,975	6,602,109	1,174,763	-	6,115,517
Non-Operating Units							
Capital Improvements	3,541,097	-	599,843	89,425	380,560	2,571,800	1,644,136
Debt Service	-	-	-	-	82,000	-	1,525,000
Contingencies	9,910,447	1,571,741	2,533,820	1,748,464	531,235	1,193,040	11,224,518
Total Non-Operating Budget	13,451,544	1,571,741	3,133,663	1,837,889	993,795	3,764,840	14,393,654
Total Working Budget	28,053,411	3,792,460	4,607,638	8,439,998	2,168,558	3,764,840	20,509,171
Adjustments:							
Interfund Service & Transfers	7,054,782	2,249,112	44,493	42,727	58,495	247,193	516,182
Total Appropriations	35,108,193	6,041,572	4,652,131	8,482,725	2,227,053	4,012,033	21,025,353
Unappropriated Ending Balance	2,669,000	778,200	243,600	1,088,600	500,000	500,000	960,500
Total Uses	\$ 37,777,193	\$ 6,819,772	\$ 4,895,731	\$ 9,571,325	\$ 2,727,053	\$ 4,512,033	\$ 21,985,853
Revenues and Transfers In	\$ 21,626,297	\$ 4,407,592	\$ 1,236,722	\$ 6,260,685	\$ 1,662,310	\$ 1,819,637	\$ 9,048,905
Estimated 18/19 Beginning Balance	16,150,896	2,412,180	3,659,009	3,310,640	1,064,743	2,692,396	12,936,948
Total Estimated Resources	\$ 37,777,193	\$ 6,819,772	\$ 4,895,731	\$ 9,571,325	\$ 2,727,053	\$ 4,512,033	\$ 21,985,853

Budget Matrix (Continued)

OPERATING FUNDS (Continued)							CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Road Operating	Road Maintenance	Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs			
\$ 11,563	\$ -	\$ 115,629	\$ 69,387	\$ -	\$ 11,564	\$ -	\$ 23,404	\$ 1,564,669	110
22,933	-	184,660	182,270	-	94,153	-	179,736	1,589,298	112
38,565	-	80,321	64,040	-	47,754	-	-	1,230,185	116
4,125	-	98,995	24,752	-	4,125	-	46,810	601,038	120
18,864	-	26,790	17,485	-	13,623	-	-	817,774	122
96,049	-	506,395	357,934	-	171,220	-	249,950	5,802,964	
-	-	-	-	-	285,623	-	559,469	968,288	126
-	-	-	-	-	-	-	1,305,425	1,726,446	130
-	-	-	-	-	-	-	-	1,217,651	132
-	-	-	-	-	-	-	-	1,223,925	136
-	-	-	-	-	285,623	-	1,864,894	5,136,310	
117,831	-	147,286	147,306	-	58,923	-	23,406	631,517	140
6,100	-	56,360	10,168	-	4,067	-	-	1,024,469	142
954,783	-	-	-	-	-	-	-	954,783	144
-	-	-	-	359,651	-	-	-	359,651	146
-	-	1,516,244	-	-	-	-	-	1,516,244	148
-	-	3,864,963	-	-	-	-	-	3,864,963	152
-	-	-	132,926	-	-	-	-	132,926	156
-	-	-	2,698,940	-	-	-	-	2,698,940	160
-	-	-	954,143	-	-	-	-	954,143	164
-	-	-	-	-	895,275	-	-	895,275	168
1,078,714	-	5,584,852	3,943,483	359,651	958,265	-	23,406	13,032,911	
-	-	-	-	-	-	-	-	1,653,023	172
-	-	24,270	-	-	-	-	-	1,441,782	176
-	-	24,270	-	-	-	-	-	3,094,805	
-	-	-	-	-	-	-	-	2,046,851	178
-	-	-	-	-	-	-	-	6,065,259	182
-	-	-	-	-	-	1,555,074	-	1,555,074	186
-	-	-	-	-	-	1,555,074	-	7,620,333	
-	-	-	-	-	-	-	-	4,998,790	190
-	-	-	-	-	-	-	-	225,486	194
-	-	-	-	-	-	-	-	5,224,276	
1,174,763	-	6,115,517	4,301,417	359,651	1,415,108	1,555,074	2,138,250	41,958,450	Operating
380,560	2,571,800	1,644,136	1,799,395	405,000	1,139,451	-	12,434,802	24,605,509	
82,000	-	1,525,000	2,430,000	-	508,500	-	950,000	5,495,500	
531,235	1,193,040	11,224,518	12,219,470	758,837	1,433,980	999,663	25,805,838	69,931,053	
993,795	3,764,840	14,393,654	16,448,865	1,163,837	3,081,931	999,663	39,190,640	100,032,062	
2,168,558	3,764,840	20,509,171	20,750,282	1,523,488	4,497,039	2,554,737	41,328,890	141,990,512	Working
58,495	247,193	516,182	682,144	37,270	131,769	2,400	24,970,135	36,036,702	
2,227,053	4,012,033	21,025,353	21,432,426	1,560,758	4,628,808	2,557,137	66,299,025	178,027,214	Approx.
500,000	500,000	960,500	755,300	72,000	146,700	68,400	-	7,782,300	
\$ 2,727,053	\$ 4,512,033	\$ 21,985,853	\$ 22,187,726	\$ 1,632,758	\$ 4,775,508	\$ 2,625,537	\$ 66,299,025	\$ 185,809,514	Total Uses
\$ 1,662,310	\$ 1,819,637	\$ 9,048,905	\$ 8,750,747	\$ 535,039	\$ 2,959,817	\$ 1,367,291	\$ 35,345,950	\$ 95,020,992	
1,064,743	2,692,396	12,936,948	13,436,979	1,097,719	1,815,691	1,258,246	30,953,075	90,788,522	
\$ 2,727,053	\$ 4,512,033	\$ 21,985,853	\$ 22,187,726	\$ 1,632,758	\$ 4,775,508	\$ 2,625,537	\$ 66,299,025	\$ 185,809,514	

Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
Policy and Administration							
Administration	\$ 3,785	\$ 4,487	\$ 7,926	\$ 1,806	\$ 820	\$ 4,580	\$ 23,404
Finance	22,712	26,923	47,558	10,833	4,922	27,481	140,429
Information & GIS Systems	-	-	-	-	-	-	-
Legal	7,571	8,974	15,853	3,611	1,641	9,160	46,810
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	34,068	40,384	71,337	16,250	7,383	41,221	210,643
Community Development							
Administration	91,439	91,682	174,145	51,078	16,790	134,335	559,469
Engineering	213,357	213,924	406,337	119,183	39,176	313,448	1,305,425
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Total	304,796	305,606	580,482	170,261	55,966	447,783	1,864,894
Public Works							
Administration	3,785	4,488	7,927	1,807	820	4,579	23,406
Building Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	3,785	4,488	7,927	1,807	820	4,579	23,406
Parks & Recreation							
General Services	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Library							
	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	342,649	350,478	659,746	188,318	64,169	493,583	2,098,943
Non-Operating Units							
Capital Improvements	1,017,007	(163,162)	234,000	(20,000)	1,161,823	13,200	2,242,868
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	78,101	108,751	1,101,021	250,289	174,023	275,692	1,987,877
Total Non-Operating Budget	1,095,108	(54,411)	1,335,021	230,289	1,335,846	288,892	4,230,745
Total Working Budget	1,437,757	296,067	1,994,767	418,607	1,400,015	782,475	6,329,688
Adjustments:							
Interfund Service & Transfers	2,784,450	3,826,187	8,155,528	1,563,483	2,350,689	4,111,532	22,791,869
Total Appropriations	4,222,207	4,122,254	10,150,295	1,982,090	3,750,704	4,894,007	29,121,557
Unappropriated Ending Balance							
Total Uses	\$ 4,222,207	\$ 4,122,254	\$ 10,150,295	\$ 1,982,090	\$ 3,750,704	\$ 4,894,007	\$ 29,121,557
Revenues and Transfers In	\$ 4,214,920	\$ 4,096,837	\$ 9,121,694	\$ 1,710,847	\$ 3,589,116	\$ 4,706,051	27,439,465
Estimated 18/19 Beginning Balance	7,287	25,417	1,028,601	271,243	161,588	187,956	1,682,092
Total Estimated Resources	\$ 4,222,207	\$ 4,122,254	\$ 10,150,295	\$ 1,982,090	\$ 3,750,704	\$ 4,894,007	\$ 29,121,557

Detail of Capital Project Funds

CAPITAL PROJECT FUNDS - SDCs							TOTAL	COMBINED
Water	Sewer	Streets	WaCo TDT	Stormwater	Parks	SDC FUNDS	CIP & SDC FUNDS	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,404
9,891	6,388	16,382	-	2,679	3,967	39,307	-	179,736
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	46,810
-	-	-	-	-	-	-	-	-
9,891	6,388	16,382	-	2,679	3,967	39,307	-	249,950
-	-	-	-	-	-	-	-	559,469
-	-	-	-	-	-	-	-	1,305,425
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	1,864,894
-	-	-	-	-	-	-	-	23,406
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
9,891	6,388	16,382	-	2,679	3,967	39,307	-	2,138,250
1,065,837	2,026,792	3,113,040	-	354,409	3,631,856	10,191,934	-	\$ 12,434,802
350,000	600,000	-	-	-	-	950,000	-	950,000
5,175,432	6,688,169	3,915,877	337,084	3,053,929	4,647,470	23,817,961	-	25,805,838
6,591,269	9,314,961	7,028,917	337,084	3,408,338	8,279,326	34,959,895	-	39,190,640
6,601,160	9,321,349	7,045,299	337,084	3,411,017	8,283,293	34,999,202	-	41,328,890
733,038	363,670	424,189	-	92,477	564,892	2,178,266	-	24,970,135
7,334,198	9,685,019	7,469,488	337,084	3,503,494	8,848,185	37,177,468	-	66,299,025
-	-	-	-	-	-	-	-	-
\$ 7,334,198	\$ 9,685,019	\$ 7,469,488	\$ 337,084	\$ 3,503,494	\$ 8,848,185	\$ 37,177,468	\$ -	\$ 66,299,025
\$ 1,166,867	\$ 1,460,127	\$ 3,070,320	\$ 4,944	\$ 387,745	\$ 1,816,482	\$ 7,906,485	-	\$ 35,345,950
6,167,331	8,224,892	4,399,168	332,140	3,115,749	7,031,703	29,270,983	-	30,953,075
\$ 7,334,198	\$ 9,685,019	\$ 7,469,488	\$ 337,084	\$ 3,503,494	\$ 8,848,185	\$ 37,177,468	\$ -	\$ 66,299,025



Circa 1950. Looking North on Boones Ferry Road. On Right: Young's Garage and Feed store, On Left: the railroad lots, station master's house, and wigwam.



Summary of Funds

The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 52.

Resources include all revenues, transfers and beginning fund balances.

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

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

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

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

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

Committed: Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 15% operating cost of 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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Property taxes	\$ 6,189,679	\$ 6,534,486	\$ 6,972,890	\$ 7,488,596	\$ 7,488,596	\$ 7,488,596
Hotel/Motel taxes	469,972	476,687	400,000	410,000	410,000	410,000
Franchise fees	3,161,069	3,328,724	3,107,233	3,314,891	3,314,891	3,314,891
Licenses & permits	167,124	186,811	174,510	176,510	176,510	176,510
Intergovernmental	2,001,507	2,050,515	2,136,596	2,141,825	2,141,825	2,141,825
Charges for services	661,915	669,324	685,400	753,480	753,480	753,480
Municipal court fines	187,448	237,009	286,000	315,000	315,000	315,000
Investment income	133,836	152,059	115,000	206,000	206,000	206,000
Miscellaneous revenue	216,377	164,818	164,650	151,100	151,100	151,100
Revenue Subtotal	<u>13,188,927</u>	<u>13,800,433</u>	<u>14,042,279</u>	<u>14,957,402</u>	<u>14,957,402</u>	<u>14,957,402</u>
Transfers from other funds:						
Building Inspection Fund	106,883	132,689	197,320	211,800	211,800	211,800
Community Development Fund	449,523	518,495	520,020	514,700	514,700	514,700
Transit Fund	500,348	511,319	509,560	543,250	543,250	543,250
Road Operating Fund	175,120	190,236	196,990	223,180	223,180	223,180
Fleet Services Fund	2,400	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	526,015	555,268	571,530	746,310	746,310	746,310
Sewer Operating Fund	446,612	457,750	469,730	527,410	527,410	527,410
Stormwater Fund	199,797	211,246	210,330	236,610	236,610	236,610
Water Capital Fund	10,628	8,726	28,683	37,854	61,021	61,021
Sewer Capital Fund	9,577	15,303	71,072	44,872	44,872	44,872
Streets Capital Fund	64,754	67,026	176,123	79,263	79,263	79,263
Stormwater Capital Fund	19,558	24,795	44,271	18,055	18,055	18,055
Building Capital Fund	-	62,287	-	8,203	8,203	8,203
Park Capital Fund	14,101	7,342	56,879	45,801	45,801	45,801
Transfers Subtotal	<u>2,525,316</u>	<u>2,764,882</u>	<u>3,054,908</u>	<u>3,239,708</u>	<u>3,262,875</u>	<u>3,262,875</u>
Interfund/agency loan repayments	<u>2,406,020</u>	<u>406,020</u>	<u>3,406,020</u>	<u>3,406,020</u>	<u>3,406,020</u>	<u>3,406,020</u>
Beginning fund balance	<u>15,281,538</u>	<u>14,692,906</u>	<u>14,403,061</u>	<u>16,150,896</u>	<u>16,150,896</u>	<u>16,150,896</u>
TOTAL RESOURCES	\$ 33,401,801	\$ 31,664,241	\$ 34,906,268	\$ 37,754,026	\$ 37,777,193	\$ 37,777,193
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 6,581,325	\$ 6,652,066	\$ 7,863,584	\$ 8,347,532	\$ 8,347,532	\$ 8,347,532
Materials & services	6,995,167	7,413,172	9,239,669	9,396,243	9,396,243	9,396,243
Capital outlay	302,235	349,243	194,520	41,800	41,800	41,800
Expenditures Subtotal	<u>13,878,727</u>	<u>14,414,481</u>	<u>17,297,773</u>	<u>17,785,575</u>	<u>17,785,575</u>	<u>17,785,575</u>
Transfers to other funds:						
Community Development Fund	243,000	267,000	293,700	418,070	418,070	418,070
Streets Capital Projects Fund	317,531	388,512	329,652	1,803,000	1,803,000	1,803,000
Building Capital Projects Fund	217,538	514,280	1,171,486	1,699,676	1,699,676	1,699,676
Park Capital Projects Fund	52,099	31,928	366,075	491,425	491,425	491,425
Transfers Subtotal	<u>830,168</u>	<u>1,201,720</u>	<u>2,160,913</u>	<u>4,412,171</u>	<u>4,412,171</u>	<u>4,412,171</u>
Interfund/Interagency loans:						
Stormwater Capital Projects Fund	2,000,000	-	-	-	-	-
Urban Renewal Agency	2,000,000	-	3,000,000	3,000,000	3,000,000	3,000,000
Interfund/agency Loan Subtotal	<u>4,000,000</u>	<u>-</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>3,000,000</u>
Ending fund balance						
Nonspendable	568,959	208,256	-	-	-	-
Restricted	182,000	176,671	125,000	125,000	125,000	125,000
Committed (unappropriated)	2,206,000	2,371,400	2,523,900	2,669,000	2,669,000	2,669,000
Assigned (designated)	6,557,262	6,940,362	7,240,462	7,045,462	7,045,462	7,045,462
Unassigned	5,178,685	6,351,351	2,558,220	2,716,818	2,739,985	2,739,985
Ending balance Subtotal	<u>14,692,906</u>	<u>16,048,040</u>	<u>12,447,582</u>	<u>12,556,280</u>	<u>12,579,447</u>	<u>12,579,447</u>
TOTAL REQUIREMENTS	\$ 33,401,801	\$ 31,664,241	\$ 34,906,268	\$ 37,754,026	\$ 37,777,193	\$ 37,777,193

Proposed Budget FY 18-19 reflects use of fund balance for one time capital outlay and improvement expenditures.

Fund Summaries

COMMUNITY DEVELOPMENT FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Permits						
Engineering	\$ 854,770	\$ 443,262	\$ 435,000	\$ 207,000	207,000	207,000
Planning	406,893	353,685	289,000	401,980	401,980	401,980
Permit subtotal	1,261,663	796,947	724,000	608,980	608,980	608,980
Intergovernmental	-	-	-	62,500	62,500	62,500
Charges for services						
Urban renewal	570,435	640,530	561,800	745,000	745,000	745,000
Other	74,798	183,121	98,600	52,682	52,682	52,682
Charges for services Subtotal	645,233	823,651	660,400	797,682	797,682	797,682
Investment income	20,015	22,692	20,000	39,140	39,140	39,140
Miscellaneous Revenue	253	284	500	200	200	200
Revenue Subtotal	1,927,164	1,643,574	1,404,900	1,508,502	1,508,502	1,508,502
Transfers from other funds:						
General Fund	243,000	267,000	293,700	418,070	418,070	418,070
Building Fund	81,616	77,214	82,420	84,195	84,195	84,195
Stormwater Operating Fund	60,569	62,533	289,043	285,623	285,623	285,623
Water Capital Fund	114,779	113,073	181,275	304,795	356,105	356,105
Sewer Capital Fund	58,057	62,244	364,988	305,606	305,606	305,606
Streets Capital Fund	773,484	532,627	724,101	775,482	775,482	775,482
Stormwater Capital Fund	155,392	110,144	236,587	170,261	170,261	170,261
Building Capital Fund	12,334	24,913	30,600	55,965	55,965	55,965
Park Capital Fund	63,626	174,343	438,664	447,783	447,783	447,783
Transfers Subtotal	1,562,857	1,424,091	2,641,378	2,847,780	2,899,090	2,899,090
Beginning fund balance	2,579,978	2,728,150	2,264,507	2,412,180	2,412,180	2,412,180
TOTAL RESOURCES	\$ 6,069,999	\$ 5,795,815	\$ 6,310,785	\$ 6,768,462	\$ 6,819,772	\$ 6,819,772
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,444,590	\$ 2,277,931	\$ 2,840,200	\$ 3,177,336	\$ 3,177,336	\$ 3,177,336
Materials & services	447,736	359,615	653,578	713,323	713,323	713,323
Capital outlay	-	3,848	10,000	28,000	28,000	28,000
Expenditures Subtotal	2,892,326	2,641,394	3,503,778	3,918,659	3,918,659	3,918,659
Transfers to other funds:						
General Fund	449,523	518,495	520,020	514,700	514,700	514,700
Building Inspection Fund	-	-	40,777	36,472	36,472	36,472
Transfers Subtotal	449,523	518,495	560,797	551,172	551,172	551,172
Ending fund balance						
Committed (unappropriated)	625,000	652,700	674,600	778,200	778,200	778,200
Assigned (contingency)	2,103,150	1,983,226	1,571,610	1,520,431	1,571,741	1,571,741
Ending balance Subtotal	2,728,150	2,635,926	2,246,210	2,298,631	2,349,941	2,349,941
TOTAL REQUIREMENTS	\$ 6,069,999	\$ 5,795,815	\$ 6,310,785	\$ 6,768,462	\$ 6,819,772	\$ 6,819,772

Fund Summaries

BUILDING INSPECTION FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Permits	\$ 1,538,088	\$ 1,477,251	\$ 1,273,660	\$ 1,135,000	\$ 1,135,000	\$ 1,135,000
Investment income	27,445	17,309	35,000	56,650	56,650	56,650
Charges for Services- U.R.	-	-	9,200	8,600	8,600	8,600
Revenue subtotal	1,565,533	1,494,560	1,317,860	1,200,250	1,200,250	1,200,250
Transfers from other funds:						
Community Development Fund	-	-	40,777	36,472	36,472	36,472
Beginning fund balance	2,925,295	3,522,050	3,862,791	3,659,009	3,659,009	3,659,009
TOTAL RESOURCES	\$ 4,490,828	\$ 5,016,610	\$ 5,221,428	\$ 4,895,731	\$ 4,895,731	\$ 4,895,731
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 686,956	\$ 693,270	\$ 1,014,270	\$ 1,030,960	\$ 1,030,960	\$ 1,030,960
Materials & services	93,323	118,386	142,083	186,691	186,691	186,691
Capital outlay	-	3,848	175,000	-	-	-
Expenditures Subtotal	780,279	815,504	1,331,353	1,217,651	1,217,651	1,217,651
Transfers to other funds:						
Community Development	84,449	77,214	82,420	84,195	84,195	84,195
General Fund	104,050	132,688	197,320	211,800	211,800	211,800
Building CIP Fund	-	-	150,000	604,665	604,665	604,665
Transfers Subtotal	188,499	209,902	429,740	900,660	900,660	900,660
Ending fund balance						
Committed (unappropriated)	152,000	163,400	227,800	243,600	243,600	243,600
Assigned (designated)	500,000	500,000	350,000	-	-	-
Assigned (contingency)	2,870,050	3,327,804	2,882,535	2,533,820	2,533,820	2,533,820
Ending balance Subtotal	3,522,050	3,991,204	3,460,335	2,777,420	2,777,420	2,777,420
TOTAL REQUIREMENTS	\$ 4,490,828	\$ 5,016,610	\$ 5,221,428	\$ 4,895,731	\$ 4,895,731	\$ 4,895,731

Fund Summaries

TRANSIT FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Transit tax	\$ 4,638,597	\$ 5,552,582	\$ 4,891,700	\$ 5,006,000	\$ 5,006,000	\$ 5,006,000
Intergovernmental	918,358	988,447	733,832	1,014,635	1,014,635	1,014,635
Charges for services	190,235	179,887	213,580	185,000	185,000	185,000
Investment income	23,390	19,851	15,000	41,050	41,050	41,050
Miscellaneous	16,282	26,603	14,000	14,000	14,000	14,000
Revenue Subtotal	5,786,862	6,767,370	5,868,112	6,260,685	6,260,685	6,260,685
Beginning fund balance	2,585,074	2,754,842	2,509,750	3,310,640	3,310,640	3,310,640
TOTAL RESOURCES	\$ 8,371,936	\$ 9,522,212	\$ 8,377,862	\$ 9,571,325	\$ 9,571,325	\$ 9,571,325
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,952,481	\$ 2,907,133	\$ 3,422,932	\$ 3,526,766	\$ 3,526,766	\$ 3,526,766
Materials & services	1,744,271	1,670,727	1,886,929	1,916,029	1,916,029	1,916,029
Capital outlay	419,995	820,222	501,811	622,464	622,464	622,464
Expenditures Subtotal	5,116,747	5,398,082	5,811,672	6,065,259	6,065,259.0	6,065,259.0
Transfers to other funds:						
General Fund	500,347	511,319	509,560	543,250	543,250	543,250
Building Capital Fund	-	-	140,000	125,752	125,752	125,752
Transfers Subtotal	500,347	511,319	649,560	669,002	669,002	669,002
Ending fund balance						
Committed (unappropriated)	986,000	1,046,200	1,044,500	1,088,600	1,088,600	1,088,600
Assigned (designated)	833,015	756,788	836,425	965,262	965,262	965,262
Assigned (contingency)	935,827	1,809,823	35,705	783,202	783,202	783,202
Ending balance Subtotal	2,754,842	3,612,811	1,916,630	2,837,064	2,837,064	2,837,064
TOTAL REQUIREMENTS	\$ 8,371,936	\$ 9,522,212	\$ 8,377,862	\$ 9,571,325	\$ 9,571,325	\$ 9,571,325

Proposed Budget FY2018-19, reflects use of assigned fund balance for local match of grant funded capital outlay.

Fund Summaries

ROAD OPERATING FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Gasoline Tax	\$ 1,339,901	\$ 1,406,961	\$ 1,432,078	\$ 1,642,800	\$ 1,642,800	\$ 1,642,800
Investment income	7,681	13,067	10,000	17,510	17,510	17,510
Miscellaneous	664	5,526	2,000	2,000	2,000	2,000
Revenue Subtotal	1,348,246	1,425,554	1,444,078	1,662,310	1,662,310	1,662,310
Beginning fund balance	1,324,439	1,223,124	1,264,695	1,064,743	1,064,743	1,064,743
TOTAL RESOURCES	\$ 2,672,685	\$ 2,648,678	\$ 2,708,773	\$ 2,727,053	\$ 2,727,053	\$ 2,727,053
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 324,271	\$ 339,027	\$ 390,120	\$ 412,651	\$ 412,651	\$ 412,651
Materials & services	385,628	353,935	486,121	490,632	490,632	490,632
Capital outlay	1,753	14,556	13,160	51,500	51,500	51,500
Debt service	-	81,446	81,550	82,000	82,000	82,000
Expenditures Subtotal	711,652	788,964	970,951	1,036,783	1,036,783	1,036,783
Transfers to other funds:						
General Fund	175,119	190,235	196,990	223,180	223,180	223,180
Streets Capital Projects Fund	562,790	223,607	645,426	435,855	435,855	435,855
Building Capital Projects Fund	-	2,173	-	-	-	-
Transfers/Interfund Subtotal	737,909	416,015	842,416	659,035	659,035	659,035
Ending fund balance						
Committed (unappropriated)	161,000	172,200	173,800	500,000	500,000	500,000
Assigned (contingency)	1,062,124	1,271,499	721,606	531,235	531,235	531,235
Ending balance Subtotal	1,223,124	1,443,699	895,406	1,031,235	1,031,235	1,031,235
TOTAL REQUIREMENTS	\$ 2,672,685	\$ 2,648,678	\$ 2,708,773	\$ 2,727,053	\$ 2,727,053	\$ 2,727,053

Fund Summaries

ROAD MAINTENANCE FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Usage charge	\$ 699,448	\$ 880,206	\$ 868,182	\$ 1,792,369	\$ 1,792,369	\$ 1,792,369
Investment income	6,107	14,985	12,000	27,268	27,268	27,268
Revenue Subtotal	705,555	895,191	880,182	1,819,637	1,819,637	1,819,637
Beginning fund balance	735,972	1,228,424	1,575,424	2,692,396	2,692,396	2,692,396
TOTAL RESOURCES	\$ 1,441,527	\$ 2,123,615	\$ 2,455,606	\$ 4,512,033	\$ 4,512,033	\$ 4,512,033

REQUIREMENTS

Transfers to other funds:						
Streets Capital Projects Fund	\$ 213,103	\$ 299,584	\$ 1,115,000	\$ 2,818,993	2,818,993	2,818,993
Ending fund balance						
Committed (unappropriated)	-	-	-	500,000	500,000	500,000
Assigned (contingency)	1,228,424	1,824,031	1,340,606	1,193,040	1,193,040	1,193,040
Ending balance Subtotal	1,228,424	1,824,031	1,340,606	1,693,040	1,693,040	1,693,040
TOTAL REQUIREMENTS	\$ 1,441,527	\$ 2,123,615	\$ 2,455,606	\$ 4,512,033	\$ 4,512,033	\$ 4,512,033

Fund Summaries

WATER OPERATING FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Usage charge	\$ 7,020,755	\$ 6,967,411	\$ 6,991,000	\$ 7,124,355	\$ 7,124,355	\$ 7,124,355
Sherwood usage	1,094,122	1,037,345	990,000	1,000,000	1,000,000	1,000,000
Connection fees	114,128	122,037	109,000	109,000	109,000	109,000
Turn-off charge	12,435	8,825	11,000	11,000	11,000	11,000
User fee - fire charge	138,724	152,602	135,000	140,000	140,000	140,000
Investment income	74,930	96,840	80,000	100,000	100,000	100,000
Miscellaneous	57,740	31,272	31,500	31,000	31,000	31,000
Bond sale proceeds	4,059,000	-	-	-	-	-
Revenue Subtotal	<u>12,571,834</u>	<u>8,416,332</u>	<u>8,347,500</u>	<u>8,515,355</u>	<u>8,515,355</u>	<u>8,515,355</u>
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Interfund loan repayments:						
Road Operating Fund	-	81,446	81,550	81,550	81,550	81,550
Stormwater Operating Fund	-	101,807	102,000	102,000	102,000	102,000
Interfund Loan Rpymts Subtotal	<u>-</u>	<u>183,253</u>	<u>183,550</u>	<u>183,550</u>	<u>183,550</u>	<u>183,550</u>
Beginning fund balance	7,814,062	10,258,642	10,210,358	12,936,948	12,936,948	12,936,948
TOTAL RESOURCES	<u>\$ 20,735,896</u>	<u>\$ 19,208,227</u>	<u>\$ 19,091,408</u>	<u>\$ 21,985,853</u>	<u>\$ 21,985,853</u>	<u>\$ 21,985,853</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 493,779	\$ 536,668	\$ 567,590	\$ 581,820	\$ 581,820	\$ 581,820
Materials & services	3,096,298	3,122,746	3,831,905	4,220,553	4,220,553	4,220,553
Capital outlay	278,070	288,472	506,220	578,834	578,834	578,834
Debt service	5,910,481	1,827,023	1,870,000	1,875,000	1,875,000	1,875,000
Expenditures Subtotal	<u>9,778,628</u>	<u>5,774,909</u>	<u>6,775,715</u>	<u>7,256,207</u>	<u>7,256,207</u>	<u>7,256,207</u>
Transfers to other funds:						
General Fund	526,016	555,268	571,530	746,310	746,310	746,310
Water Capital Fund	172,610	283,178	903,785	1,635,156	1,635,156	1,635,156
Building Capital Fund	-	463,354	68,266	163,162	163,162	163,162
Transfers Subtotal	<u>698,626</u>	<u>1,301,800</u>	<u>1,543,581</u>	<u>2,544,628</u>	<u>2,544,628</u>	<u>2,544,628</u>
Interfund loans:						
Streets Capital Projects Fund	-	400,000	-	-	-	-
Stormwater Capital Projects Fund	-	500,000	-	-	-	-
Interfund Subtotal	<u>-</u>	<u>900,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending fund balance						
Committed (unappropriated)	761,000	797,100	873,000	960,500	960,500	960,500
Assigned (designated)	2,733,000	2,833,000	2,583,000	2,683,000	2,683,000	2,683,000
Assigned (contingency)	6,764,642	7,601,418	7,316,112	8,541,518	8,541,518	8,541,518
Ending balance Subtotal	<u>10,258,642</u>	<u>11,231,518</u>	<u>10,772,112</u>	<u>12,185,018</u>	<u>12,185,018</u>	<u>12,185,018</u>
TOTAL REQUIREMENTS	<u>\$ 20,735,896</u>	<u>\$ 19,208,227</u>	<u>\$ 19,091,408</u>	<u>\$ 21,985,853</u>	<u>\$ 21,985,853</u>	<u>\$ 21,985,853</u>

Fund Summaries

SEWER OPERATING FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Usage charge	\$ 7,427,307	\$ 7,614,099	\$ 7,458,000	\$ 7,546,145	\$ 7,546,145	\$ 7,546,145
High strength surcharge	419,570	499,524	475,000	450,000	450,000	450,000
Investment income	117,052	75,196	84,000	127,602	127,602	127,602
Miscellaneous	62,618	58,374	27,300	27,000	27,000	27,000
Revenue Subtotal	<u>8,026,547</u>	<u>8,247,193</u>	<u>8,044,300</u>	<u>8,150,747</u>	<u>8,150,747</u>	<u>8,150,747</u>
Transfers from other funds:						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	10,425,174	11,635,384	12,250,543	13,436,979	13,436,979	13,436,979
TOTAL RESOURCES	<u>\$ 19,051,721</u>	<u>\$ 20,482,577</u>	<u>\$ 20,894,843</u>	<u>\$ 22,187,726</u>	<u>\$ 22,187,726</u>	<u>\$ 22,187,726</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 301,174	\$ 302,302	\$ 373,300	\$ 383,530	\$ 383,530	\$ 383,530
Materials & services	2,882,166	2,938,304	3,227,001	3,392,646	3,392,646	3,392,646
Capital outlay	365	1,773	46,990	9,833	9,833	9,833
Debt Service	3,582,520	2,935,900	2,980,000	3,030,000	3,030,000	3,030,000
Expenditures Subtotal	<u>6,766,225</u>	<u>6,178,279</u>	<u>6,627,291</u>	<u>6,816,009</u>	<u>6,816,009</u>	<u>6,816,009</u>
Transfers to other funds:						
General Fund	446,611	457,750	469,730	527,410	527,410	527,410
Sewer Capital Fund	203,501	622,947	2,232,414	1,706,375	1,706,375	1,706,375
Building Capital Fund	-	463,354	68,266	163,162	163,162	163,162
Transfers Subtotal	<u>650,112</u>	<u>1,544,051</u>	<u>2,770,410</u>	<u>2,396,947</u>	<u>2,396,947</u>	<u>2,396,947</u>
Ending fund balance						
Committed (unappropriated)	513,000	702,300	718,400	755,300	755,300	755,300
Assigned (designated)	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000
Assigned (contingency)	5,782,384	6,717,947	5,438,742	6,879,470	6,879,470	6,879,470
Ending balance Subtotal	<u>11,635,384</u>	<u>12,760,247</u>	<u>11,497,142</u>	<u>12,974,770</u>	<u>12,974,770</u>	<u>12,974,770</u>
TOTAL REQUIREMENTS	<u>\$ 19,051,721</u>	<u>\$ 20,482,577</u>	<u>\$ 20,894,843</u>	<u>\$ 22,187,726</u>	<u>\$ 22,187,726</u>	<u>\$ 22,187,726</u>

Fund Summaries

STREET LIGHTING FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Usage charge	\$ 476,299	\$ 498,652	\$ 487,500	\$ 518,250	\$ 518,250	\$ 518,250
Investment income	6,785	12,316	10,000	16,789	16,789	16,789
Revenue Subtotal	483,084	510,968	497,500	535,039	535,039	535,039
Beginning fund balance	959,726	1,057,587	726,989	1,097,719	1,097,719	1,097,719
TOTAL RESOURCES	\$ 1,442,810	\$ 1,568,555	\$ 1,224,489	\$ 1,632,758	\$ 1,632,758	\$ 1,632,758
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 283,520	\$ 321,171	\$ 356,090	\$ 359,651	\$ 359,651	\$ 359,651
Transfers to other funds:						
Streets Capital Projects Fund	101,703	81,301	511,109	442,270	442,270	442,270
Ending fund balance						
Committed (unappropriated)	56,000	70,400	71,300	72,000	72,000	72,000
Assigned (contingency)	1,001,587	1,095,683	285,990	758,837	758,837	758,837
Ending balance Subtotal	1,057,587	1,166,083	357,290	830,837	830,837	830,837
TOTAL REQUIREMENTS	\$ 1,442,810	\$ 1,568,555	\$ 1,224,489	\$ 1,632,758	\$ 1,632,758	\$ 1,632,758

Fund Summaries

STORMWATER OPERATING FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 2,186,329	\$ 2,534,577	\$ 2,667,192	\$ 2,928,917	\$ 2,928,917	\$ 2,928,917
Investment income	4,708	16,117	12,000	30,900	30,900	30,900
Revenue Subtotal	2,191,037	2,550,694	2,679,192	2,959,817	2,959,817	2,959,817
Beginning fund balance	489,896	1,266,749	1,507,196	1,815,691	1,815,691	1,815,691
TOTAL RESOURCES	\$ 2,680,933	\$ 3,817,443	\$ 4,186,388	\$ 4,775,508	\$ 4,775,508	\$ 4,775,508
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 269,775	\$ 158,707	\$ 252,490	\$ 259,270	\$ 259,270	\$ 259,270
Materials & services	400,552	376,910	437,284	474,041	474,041	474,041
Capital outlay	-	47,330	-	161,964	161,964	161,964
Debt service	406,020	507,827	508,000	508,500	508,500	508,500
Expenditures Subtotal	1,076,347	1,090,774	1,197,774	1,403,775	1,403,775	1,403,775
Transfers to other funds:						
General Fund	199,798	211,246	210,330	236,610	236,610	236,610
Community Development Fund	60,568	62,533	289,043	285,623	285,623	285,623
Stormwater Capital Fund	77,471	319,589	1,440,356	1,248,820	1,248,820	1,248,820
Building Capital Fund	-	1,877	-	20,000	20,000	20,000
Transfers Subtotal	337,837	595,245	1,939,729	1,791,053	1,791,053	1,791,053
Ending fund balance						
Committed (unappropriated)	170,000	136,800	136,800	146,700	146,700	146,700
Assigned (contingency)	1,096,749	1,994,624	912,085	1,433,980	1,433,980	1,433,980
Ending balance Subtotal	1,266,749	2,131,424	1,048,885	1,580,680	1,580,680	1,580,680
TOTAL REQUIREMENTS	\$ 2,680,933	\$ 3,817,443	\$ 4,186,388	\$ 4,775,508	\$ 4,775,508	\$ 4,775,508

Fund Summaries

FLEET SERVICES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
RESOURCES						
Revenues:						
Charges for services:						
General Fund	\$ 142,750	\$ 140,690	\$ 142,340	\$ 148,263	\$ 148,263	\$ 148,263
Community Development	23,590	9,180	21,790	26,940	26,940	26,940
Building Fund	10,790	21,390	9,830	12,960	12,960	12,960
Transit Fund	1,014,680	44,040	1,019,780	1,038,037	1,038,037	1,038,037
Road Operating Fund	44,810	984,660	44,620	43,067	43,067	43,067
Water Operating Fund	42,830	42,060	44,270	45,286	45,286	45,286
Sewer Operating Fund	4,782	8,280	18,360	18,796	18,796	18,796
Stormwater Operating Fund	13,795	8,070	9,640	10,252	10,252	10,252
Charges for service subtotal	1,298,027	1,258,370	1,310,630	1,343,601	1,343,601	1,343,601
Investment income	10,889	11,977	10,700	23,690	23,690	23,690
Miscellaneous	61,194	32,064	-	-	-	-
Revenue Subtotal	1,370,110	1,302,411	1,321,330	1,367,291	1,367,291	1,367,291
Beginning fund balance	1,284,447	1,479,301	1,090,827	1,258,246	1,258,246	1,258,246
TOTAL RESOURCES	\$ 2,654,557	\$ 2,781,712	\$ 2,412,157	\$ 2,625,537	\$ 2,625,537	\$ 2,625,537

REQUIREMENTS

Expenditures:						
Personnel services	\$ 535,617	\$ 530,805	\$ 695,335	\$ 750,366	\$ 750,366	\$ 750,366
Materials & services	549,305	510,431	582,444	616,708	616,708	616,708
Capital outlay	87,934	437,183	152,000	188,000	188,000	188,000
Expenditures Subtotal	1,172,856	1,478,419	1,429,779	1,555,074	1,555,074	1,555,074
Transfers to other funds:						
General Fund	2,400	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	54,300	58,100	63,900	68,400	68,400	68,400
Assigned (designated)	923,046	499,820	626,926	618,387	618,387	618,387
Assigned (contingency)	501,955	742,973	289,152	381,276	381,276	381,276
Ending balance Subtotal	1,479,301	1,300,893	979,978	1,068,063	1,068,063	1,068,063
TOTAL REQUIREMENTS	\$ 2,654,557	\$ 2,781,712	\$ 2,412,157	\$ 2,625,537	\$ 2,625,537	\$ 2,625,537

Fund Summaries

GENERAL OBLIGATION DEBT SERVICE FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Property taxes - current year	\$ 277,767	\$ -	\$ -	\$ -	\$ -	\$ -
Property taxes - prior year	4,943	-	-	-	-	-
Investment income	1,262	-	-	-	-	-
Revenue Subtotal	283,972	-	-	-	-	-
Beginning fund balance	88,068	-	-	-	-	-
TOTAL RESOURCES	\$ 372,040	\$ -	\$ -	\$ -	\$ -	\$ -
REQUIREMENTS						
Debt service						
Principal	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	17,040	-	-	-	-	-
Debt service total	372,040	-	-	-	-	-
Ending fund balance						
Restricted	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 372,040	\$ -	\$ -	\$ -	\$ -	\$ -

Outstanding bond is fully retired in 2016.

Fund Summaries

WATER CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Intergovernmental	\$ 119,560	\$ 7,302	\$ 255,923	\$ 543,239	\$ 780,374	\$ 780,374
Investment income	204	368	650	515	515	515
Revenue Subtotal	119,764	7,670	256,573	543,754	780,889	780,889
Transfers from other funds:						
Water Operating Fund	172,610	283,178	903,785	1,635,156	1,635,156	1,635,156
Water Development Fund (SDC)	138,022	112,358	1,001,851	1,324,603	1,798,875	1,798,875
Transfers Subtotal	310,632	395,536	1,905,636	2,959,759	3,434,031	3,434,031
Beginning fund balance	42,697	42,902	43,302	7,287	7,287	7,287
TOTAL RESOURCES	\$ 473,093	\$ 446,108	\$ 2,205,511	\$ 3,510,800	\$ 4,222,207	\$ 4,222,207
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 304,784	\$ 281,039	\$ 1,919,724	\$ 3,090,050	3,726,980	3,726,980
Transfers to other funds:						
General Fund	10,628	8,726	28,683	37,854	61,021	61,021
Community Development Fund	114,779	113,073	181,275	304,795	356,105	356,105
Transfers Subtotal	125,407	121,799	209,958	342,649	417,126	417,126
Ending fund balance						
Assigned (contingency)	42,902	43,270	75,829	78,101	78,101	78,101
TOTAL REQUIREMENTS	\$ 473,093	\$ 446,108	\$ 2,205,511	\$ 3,510,800	\$ 4,222,207	\$ 4,222,207

Fund Summaries

SEWER CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Investment income	\$ 75	\$ 58	\$ 200	\$ -	\$ -	\$ -
Transfers from other funds:						
Sewer Operating Fund	203,501	622,947	1,846,514	1,706,375	1,706,375	1,706,375
Sewer Development Fund (SDC)	143,301	742,075	2,795,967	2,390,462	2,390,462	2,390,462
Transfers Subtotal	346,802	1,365,022	4,642,481	4,096,837	4,096,837	4,096,837
Beginning fund balance	15,483	15,558	15,658	25,417	25,417	25,417
TOTAL RESOURCES	\$ 362,360	\$ 1,380,638	\$ 4,658,339	\$ 4,122,254	\$ 4,122,254	\$ 4,122,254
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 279,168	\$ 1,287,475	\$ 4,133,814	\$ 3,663,025	\$ 3,663,025	\$ 3,663,025
Transfer to other funds:						
General Fund	9,577	15,303	71,072	44,872	44,872	44,872
Community Development Fund	58,057	62,244	364,988	305,606	305,606	305,606
Transfers Subtotal	67,634	77,547	436,060	350,478	350,478	350,478
Ending fund balance						
Assigned (contingency)	15,558	15,616	88,465	108,751	108,751	108,751
TOTAL REQUIREMENTS	\$ 362,360	\$ 1,380,638	\$ 4,658,339	\$ 4,122,254	\$ 4,122,254	\$ 4,122,254

Fund Summaries

STREETS CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Intergovernmental	\$ 205,546	\$ 91,000	\$ 245,000	\$ 69,000	\$ 69,000	\$ 69,000
Investment income	5,789	10,867	12,000	15,347	15,347	15,347
Miscellaneous	1,853	-	-	-	-	-
Revenue Subtotal	213,188	101,867	257,000	84,347	84,347	84,347
Transfers from other funds:						
General Fund	317,531	388,511	329,652	1,803,000	1,803,000	1,803,000
Road Operating Fund	562,790	223,608	645,426	435,855	435,855	435,855
Road Maintenance Fund	213,103	299,584	1,115,000	2,818,993	2,818,993	2,818,993
Sewer Operating Fund	-	-	-	-	-	-
Street Lighting Fund	101,703	81,301	511,109	442,270	442,270	442,270
Streets Development (SDC)	1,330,872	1,322,475	7,908,622	3,537,229	3,537,229	3,537,229
Transfers Subtotal	2,525,999	2,315,479	10,509,809	9,037,347	9,037,347	9,037,347
Interfund loans:						
Water Operating Fund	-	400,000	-	-	-	-
Beginning fund balance	965,492	971,281	1,014,979	1,028,601	1,028,601	1,028,601
TOTAL RESOURCES	\$ 3,704,679	\$ 3,788,627	\$ 11,781,788	\$ 10,150,295	\$ 10,150,295	\$ 10,150,295
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,895,159	\$ 1,806,826	\$ 9,715,423	\$ 8,104,400	\$ 8,104,400	\$ 8,104,400
Transfers to other funds:						
General Fund	64,755	67,026	176,123	79,263	79,263	79,263
Community Development Fund	773,484	532,627	724,101	775,482	775,482	775,482
Building Capital Projects Fund	-	368,447	55,675	90,129	90,129	90,129
Transfers Subtotal	838,239	968,100	955,899	944,874	944,874	944,874
Ending fund balance						
Assigned (contingency)	971,281	1,013,701	1,110,466	1,101,021	1,101,021	1,101,021
TOTAL REQUIREMENTS	\$ 3,704,679	\$ 3,788,627	\$ 11,781,788	\$ 10,150,295	\$ 10,150,295	\$ 10,150,295

Fund Summaries

STORMWATER CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Investment income	\$ 6,710	\$ 15,792	\$ 10,000	\$ 15,141	\$ 15,141	\$ 15,141
Transfers from other funds:						
Stormwater Fund	77,471	319,589	1,440,356	1,248,820	1,248,820	1,248,820
Stormwater Development (SDC)	91,727	4,217	243,738	446,886	446,886	446,886
Transfers/Interfund Subtotal	169,198	323,806	1,684,094	1,695,706	1,695,706	1,695,706
Interfund loans:						
General Fund	2,000,000	-	-	-	-	-
Water Operating Fund	-	500,000	-	-	-	-
Transfers/Interfund Subtotal	2,000,000	500,000	-	-	-	-
Beginning fund balance	10,376	1,452,552	1,169,052	271,243	271,243	271,243
TOTAL RESOURCES	\$ 2,186,284	\$ 2,292,150	\$ 2,863,146	\$ 1,982,090	\$ 1,982,090	\$ 1,982,090
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 558,782	\$ 708,414	\$ 2,494,440	\$ 1,473,860	\$ 1,473,860	\$ 1,473,860
Transfers to other funds:						
General Fund	19,558	24,795	44,271	18,055	18,055	18,055
Community Development Fund	155,392	110,144	236,587	170,261	170,261	170,261
Building Capital Projects Fund	-	276,335	41,755	69,625	69,625	69,625
Transfers Subtotal	174,950	411,274	322,613	257,941	257,941	257,941
Ending fund balance						
Assigned (contingency)	1,452,552	1,172,462	46,093	250,289	250,289	250,289
TOTAL REQUIREMENTS	\$ 2,186,284	\$ 2,292,150	\$ 2,863,146	\$ 1,982,090	\$ 1,982,090	\$ 1,982,090

Fund Summaries

FACILITIES AND INFORMATION SYSTEMS CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 1,000,000	\$ 1,239,375	\$ 635,744	\$ 635,744	\$ 635,744
Investment income	1,388	5,728	2,000	17,201	17,201	17,201
Revenue Subtotal	1,388	1,005,728	1,241,375	652,945	652,945	652,945
Transfers from other funds:						
General Fund	217,538	514,280	1,171,486	1,699,676	1,699,676	1,699,676
Transit Fund	-	-	140,000	125,752	125,752	125,752
Building Inspection Fund	-	-	150,000	604,665	604,665	604,665
Road Operating Fund	-	2,173	-	-	-	-
Water Operating Fund	-	463,354	68,266	163,162	163,162	163,162
Sewer Operating Fund	-	463,354	68,266	163,162	163,162	163,162
Stormwater Operating Fund	-	1,876	-	20,000	20,000	20,000
Streets Capital Projects Fund	-	368,447	55,675	90,129	90,129	90,129
Stormwater Capital Projects Fund	-	276,335	41,755	69,625	69,625	69,625
Transfers Subtotal	217,538	2,089,819	1,695,448	2,936,171	2,936,171	2,936,171
Beginning fund balance	183,888	185,276	187,175	161,588	161,588	161,588
TOTAL RESOURCES	\$ 402,814	\$ 3,280,823	\$ 3,123,998	\$ 3,750,704	\$ 3,750,704	\$ 3,750,704
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 205,204	\$ 2,002,619	\$ 2,904,223	\$ 3,512,513	\$ 3,512,513	\$ 3,512,513
Transfers to other funds:						
General Fund	-	62,287	-	8,203	8,203	8,203
Community Development Fund	12,334	24,913	30,600	55,965	55,965	55,965
Transfers Subtotal	12,334	87,200	30,600	64,168	64,168	64,168
Ending fund balance						
Assigned (contingency)	185,276	1,191,004	189,175	174,023	174,023	174,023
TOTAL REQUIREMENTS	\$ 402,814	\$ 3,280,823	\$ 3,123,998	\$ 3,750,704	\$ 3,750,704	\$ 3,750,704

Fund Summaries

PARKS CAPITAL PROJECTS FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2017-18	Adopted 2017-18
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 127,449	\$ -	\$ -	\$ -	\$ -
Tree Mitigation	1,350	-	2,000	2,000	2,000	2,000
Investment income	8	425	700	2,678	2,678	2,678
Miscellaneous	-	-	500	13,200	13,200	13,200
Revenue Subtotal	1,358	127,874	3,200	17,878	17,878	17,878
Transfers from other funds:						
General Fund	52,100	31,928	366,075	491,425	491,425	491,425
Parks Development Fund (SDC)	490,639	482,441	4,671,693	4,196,748	4,196,748	4,196,748
Transfers Subtotal	542,739	514,369	5,037,768	4,688,173	4,688,173	4,688,173
Beginning fund balance	57,408	58,411	59,011	187,956	187,956	187,956
TOTAL RESOURCES	\$ 601,505	\$ 700,654	\$ 5,099,979	\$ 4,894,007	\$ 4,894,007	\$ 4,894,007
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 465,367	\$ 333,613	\$ 4,468,371	\$ 4,124,731	\$ 4,124,731	\$ 4,124,731
Transfers to other funds:						
General Fund	14,101	7,342	56,879	45,801	45,801	45,801
Community Development Fund	63,626	174,343	438,664	447,783	447,783	447,783
Transfers Subtotal	77,727	181,685	495,543	493,584	493,584	493,584
Ending fund balance						
Assigned (contingency)	58,411	185,356	136,065	275,692	275,692	275,692
TOTAL REQUIREMENTS	\$ 601,505	\$ 700,654	\$ 5,099,979	\$ 4,894,007	\$ 4,894,007	\$ 4,894,007

Fund Summaries

WATER DEVELOPMENT CHARGES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
System development charges	\$ 1,504,082	\$ 1,782,340	\$ 2,890,907	\$ 1,109,187	\$ 1,109,187	\$ 1,109,187
Investment income	17,030	34,117	40,000	57,680	57,680	57,680
Revenue Subtotal	1,521,112	1,816,457	2,930,907	1,166,867	1,166,867	1,166,867
Beginning fund balance	2,256,787	3,283,180	5,111,805	6,167,331	6,167,331	6,167,331
TOTAL RESOURCES	\$ 3,777,899	\$ 5,099,637	\$ 8,042,712	\$ 7,334,198	\$ 7,334,198	\$ 7,334,198
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 6,697	\$ 4,465	\$ 9,793	\$ 9,891	\$ 9,891	\$ 9,891
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	138,022	112,358	1,001,851	1,324,603	1,798,875	1,798,875
Transfers Subtotal	488,022	462,358	1,351,851	1,674,603	2,148,875	2,148,875
Ending fund balance						
Assigned (contingency)	3,283,180	4,632,814	6,681,068	5,649,704	5,175,432	5,175,432
TOTAL REQUIREMENTS	\$ 3,777,899	\$ 5,099,637	\$ 8,042,712	\$ 7,334,198	\$ 7,334,198	\$ 7,334,198

Fund Summaries

SEWER DEVELOPMENT CHARGES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
System development charges	\$ 1,519,276	\$ 1,526,940	\$ 2,152,412	\$ 1,377,727	\$ 1,377,727	\$ 1,377,727
Investment income	52,574	59,241	50,000	82,400	82,400	82,400
Revenue Subtotal	1,571,850	1,586,181	2,202,412	1,460,127	1,460,127	1,460,127
Beginning fund balance	7,497,963	8,321,194	8,443,566	8,224,892	8,224,892	8,224,892
TOTAL RESOURCES	\$ 9,069,813	\$ 9,907,375	\$ 10,645,978	\$ 9,685,019	\$ 9,685,019	\$ 9,685,019
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 5,318	\$ 2,365	\$ 6,325	\$ 6,388	\$ 6,388	\$ 6,388
Transfers to other funds:						
Sewer Operating Fund (debt)	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	143,301	742,075	2,410,067	2,390,462	2,390,462	2,390,462
Transfers Subtotal	743,301	1,342,075	3,010,067	2,990,462	2,990,462	2,990,462
Ending fund balance						
Assigned (contingency)	8,321,194	8,562,935	7,629,586	6,688,169	6,688,169	6,688,169
TOTAL REQUIREMENTS	\$ 9,069,813	\$ 9,907,375	\$ 10,645,978	\$ 9,685,019	\$ 9,685,019	\$ 9,685,019

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

Fund Summaries

STREETS DEVELOPMENT CHARGES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
System development charges	\$ 2,578,879	\$ 3,999,189	\$ 4,210,374	\$ 2,977,620	\$ 2,977,620	\$ 2,977,620
Traffic impact fees	-	-	-	-	-	-
Investment income	40,136	49,904	40,000	92,700	92,700	92,700
Miscellaneous	60,698	35	-	-	-	-
Revenue Subtotal	2,679,713	4,049,128	4,250,374	3,070,320	3,070,320	3,070,320
Beginning fund balance	5,461,081	6,662,477	5,762,013	4,399,168	4,399,168	4,399,168
TOTAL RESOURCES	\$ 8,140,794	\$ 10,711,605	\$ 10,012,387	\$ 7,469,488	\$ 7,469,488	\$ 7,469,488
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 147,445	\$ 3,729	\$ 16,220	\$ 16,382	\$ 16,382	\$ 16,382
Transfers to other funds:						
Washington County TDT Fund	-	323,755	-	-	-	-
Streets Capital Projects Fund	1,330,872	1,322,476	7,908,622	3,537,229	3,537,229	3,537,229
Transfers Subtotal	1,330,872	1,646,231	7,908,622	3,537,229	3,537,229	3,537,229
Ending fund balance						
Assigned (contingency)	6,662,477	9,061,645	2,087,545	3,915,877	3,915,877	3,915,877
TOTAL REQUIREMENTS	\$ 8,140,794	\$ 10,711,605	\$ 10,012,387	\$ 7,469,488	\$ 7,469,488	\$ 7,469,488

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

Fund Summaries

WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
Transportation Development Tax	\$ -	\$ -	\$ 1,051,290	\$ -	\$ -	\$ -
Investment income	-	3,585	4,000	4,944	4,944	4,944
Revenue Subtotal	-	3,585	1,055,290	4,944	4,944	4,944
Transfers from other funds:						
Roads SDC Fund	-	323,755	-	-	-	-
Beginning fund balance	-	-	454,613	332,140	332,140	332,140
TOTAL RESOURCES	\$ -	\$ 327,340	\$ 1,509,903	\$ 337,084	\$ 337,084	\$ 337,084
REQUIREMENTS						
Ending fund balance						
Assigned (contingency)	-	327,340	1,509,903	337,084	337,084	337,084
TOTAL REQUIREMENTS	\$ -	\$ 327,340	\$ 1,509,903	\$ 337,084	\$ 337,084	\$ 337,084

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

Fund Summaries

STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2017-18	Adopted 2017-18
RESOURCES						
Revenues:						
System development charges	\$ 562,168	\$ 844,784	\$ 853,419	\$ 347,575	\$ 347,575	\$ 347,575
Investment income	11,825	21,800	25,000	40,170	40,170	40,170
Revenue Subtotal	573,993	866,584	878,419	387,745	387,745	387,745
Beginning fund balance	1,473,812	1,954,372	2,403,382	3,115,749	3,115,749	3,115,749
TOTAL RESOURCES	\$ 2,047,805	\$ 2,820,956	\$ 3,281,801	\$ 3,503,494	\$ 3,503,494	\$ 3,503,494
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,707	\$ 813	\$ 2,652	\$ 2,679	\$ 2,679	\$ 2,679
Transfers to other funds:						
Stormwater Cap Proj Fund	91,726	4,217	243,738	446,886	446,886	446,886
Ending fund balance						
Assigned (contingency)	1,954,372	2,815,926	3,035,411	3,053,929	3,053,929	3,053,929
TOTAL REQUIREMENTS	\$ 2,047,805	\$ 2,820,956	\$ 3,281,801	\$ 3,503,494	\$ 3,503,494	\$ 3,503,494

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

Fund Summaries

PARKS DEVELOPMENT CHARGES FUND

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES						
Revenues:						
System development charges	\$ 1,804,219	\$ 1,605,754	\$ 1,742,364	\$ 1,756,742	\$ 1,756,742	\$ 1,756,742
Investment income	33,327	49,659	40,000	59,740	59,740	59,740
Revenue Subtotal	1,837,546	1,655,413	1,782,364	1,816,482	1,816,482	1,816,482
Beginning fund balance	4,144,327	5,485,793	6,546,068	7,031,703	7,031,703	7,031,703
TOTAL RESOURCES	\$ 5,981,873	\$ 7,141,206	\$ 8,328,432	\$ 8,848,185	\$ 8,848,185	\$ 8,848,185
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 5,441	\$ 2,682	\$ 3,928	\$ 3,967	\$ 3,967	\$ 3,967
Transfers to other funds:						
Parks Capital Fund	490,639	482,441	4,671,693	4,196,748	4,196,748	4,196,748
Ending fund balance						
Assigned (contingency)	5,485,793	6,656,083	3,652,811	4,647,470	4,647,470	4,647,470
TOTAL REQUIREMENTS	\$ 5,981,873	\$ 7,141,206	\$ 8,328,432	\$ 8,848,185	\$ 8,848,185	\$ 8,848,185

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



Chevron Standard Products service station circa 1960. Located at Wilsonville Road and Interstate 5, on the south west side. Behind and to the right sat Mr. Robert's Café which had the iconic coffee cup sign.



Summary of Program Revenues

Summary of Program Revenues

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
General Fund	\$ 13,188,927	\$ 13,800,433	\$ 14,042,279	\$ 14,925,402	\$ 14,925,402	\$ 14,925,402
Special Revenue Funds						
Community Development	1,927,164	1,643,574	1,404,900	1,508,502	1,508,502	1,508,502
Building	1,565,533	1,494,560	1,317,860	1,200,250	1,200,250	1,200,250
Transit	5,786,862	6,767,370	5,868,382	6,260,685	6,260,685	6,260,685
Road Operating	1,348,246	1,425,554	1,444,078	1,662,310	1,662,310	1,662,310
Road Maintenance	705,555	895,191	880,182	1,819,637	1,819,637	1,819,637
TOTAL Spec Rev Funds	11,333,360	12,226,249	10,915,132	12,451,384	12,451,384	12,451,384
Enterprise Funds						
Water Operating	8,512,834	8,416,332	8,347,500	8,515,355	8,515,355	8,515,355
Sewer Operating	8,026,547	8,247,193	8,044,300	8,150,747	8,150,747	8,150,747
Street Lighting Operating	483,084	510,968	497,500	535,039	535,039	535,039
Stormwater Operating	2,191,037	2,550,694	2,679,192	2,959,817	2,959,817	2,959,817
TOTAL Enterprise Funds	19,213,502	19,725,187	19,568,492	20,160,958	20,160,958	20,160,958
Internal Service Fund						
Fleet Services	1,370,111	1,302,411	1,321,330	1,367,291	1,367,291	1,367,291
GRAND TOTAL	\$ 45,105,900	\$ 47,054,280	\$ 45,847,233	\$ 48,905,035	\$ 48,905,035	\$ 48,905,035

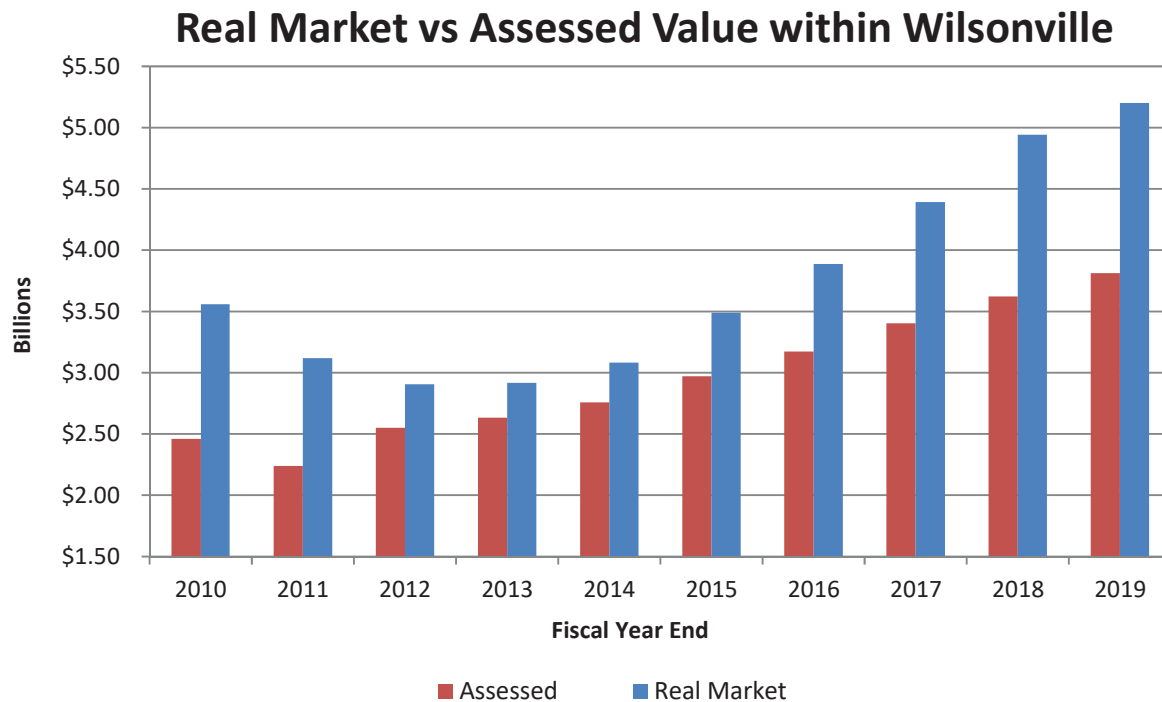
Property Tax Summary

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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Estimated Real Market Value						
Within Clackamas County	\$ 3,475,325,348	\$ 3,967,804,210	\$ 4,454,500,821	\$ 4,699,498,366	\$ 4,699,498,366	\$ 4,699,498,366
Within Washington County	411,589,209	424,854,827	487,913,139	502,550,533	502,550,533	502,550,533
Total Estimated Real Market Value	\$ 3,886,914,557	\$ 4,392,659,037	\$ 4,942,413,960	\$ 5,202,048,899	\$ 5,202,048,899	\$ 5,202,048,899

Assessed Values

Within Clackamas County	\$ 2,881,983,635	\$ 3,104,752,955	\$ 3,299,826,937	\$ 3,481,317,419	\$ 3,481,317,419	\$ 3,481,317,419
Within Washington County	290,790,949	298,259,067	322,844,099	332,529,422	332,529,422	332,529,422
Total Assessed Values	3,172,774,584	3,403,012,022	3,622,671,036	3,813,846,841	332,529,422	332,529,422
Less urban renewal excess	(664,205,632)	(741,200,995)	(720,552,830)	(743,314,282)	(743,314,282)	(743,314,282)
Net available for general and bonded debt	\$ 2,508,568,952	\$ 2,661,811,027	\$ 2,902,118,206	\$ 3,070,532,559	\$ 3,070,532,559	\$ 3,070,532,559

Tax Rate per \$1,000 of Assessed Value

						\$ -
General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1327	-	-	-	-	-
Total	\$ 2.6533	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206

Taxes Levied

						\$ -
General taxes	\$ 6,323,339	\$ 6,738,374	\$ 7,318,369	\$ 7,739,882	\$ 7,739,882	\$ 7,739,882
Bonded debt	326,772	-	-	-	-	-
Total taxes levied	\$ 6,650,111	\$ 6,738,374	\$ 7,318,369	\$ 7,739,882	\$ 7,739,882	\$ 7,739,882

Taxes Paid (net of discounts, delinquencies)

						\$ -
General taxes	\$ 6,088,572	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,390,596	\$ 7,390,596
Bonded debt	282,710	-	-	-	-	-
Total taxes paid	\$ 6,371,282	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,390,596	\$ 7,390,596
% paid vs levied	96%	95%	94%	95%	95%	95%

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



Cars cross the intersection of Boones Ferry and Wilsonville Roads.



General Fund Revenues

Assumptions for General Fund Revenues

- Property Taxes: 8% increase when compared to the FY 2017-18 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 \$14,957,402. This equates to a 6.3% increase from the FY 2017-18 budget.

Property taxes comprise 50% 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 2018-19 budget assumes a 5.0% growth in assessed value, when compared to the FY 17-18 Adopted Budget, as new construction – including new homes in the Villebois area – are added to the tax rolls. Taxes for FY 2018-19 will be billed in late October 2018, 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 22% 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. This revenue source has hovered around \$3 million each year for the last three years, and for FY 2018-19 is expected increase to approximately \$3.3 million, reflecting population growth.

The current franchise fee and privilege tax rates charged on gross receipts of the utilities are:

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

Intergovernmental revenues originate from state and county shared revenues, 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 \$678,000 or 4.5%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2018-19 reflect the State of Oregon's overall projections.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2018-19 this allocation is anticipated to be \$1,244,000, which is about a 3% increase over what was budgeted for FY 17-18. Allocations are based on a combination of service area population and assessed value.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. Being as the Agency does not have staff, City administration charges for providing these services. For FY 2018-19 the fees are approximately 2.8% of the General Fund's total revenue.

General Fund Revenues

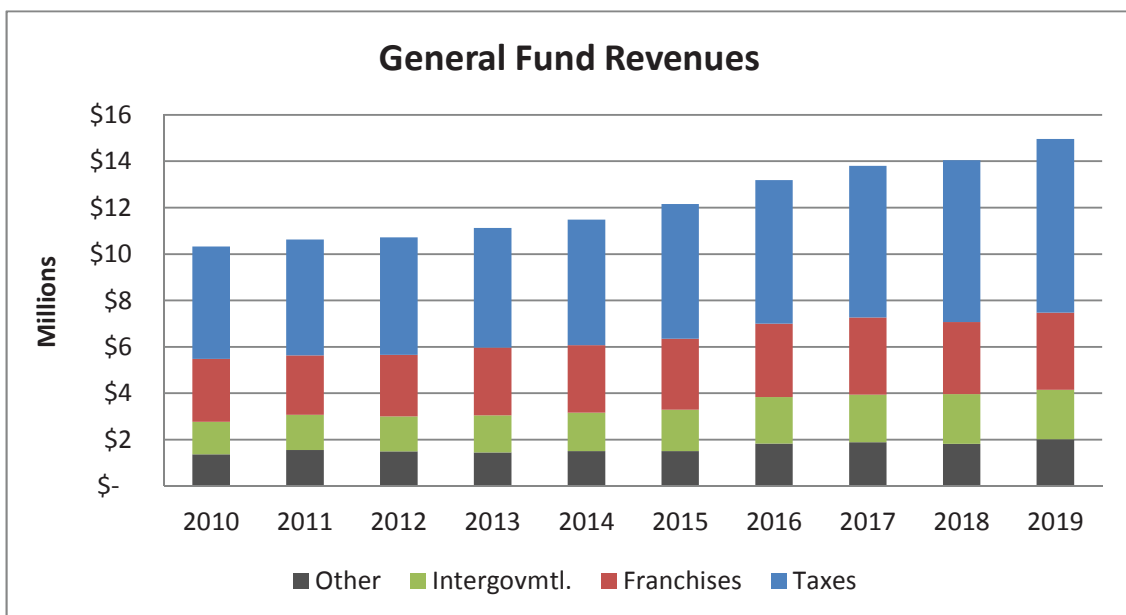
Summary of Program Revenues

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Taxes						
Current property taxes	\$ 6,088,572	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,390,596	\$ 7,390,596
Prior year property taxes	101,107	127,025	98,000	98,000	98,000	98,000
Total property taxes	6,189,679	6,534,486	6,972,890	7,488,596	7,488,596	7,488,596
Hotel/Motel tax	469,972	476,687	400,000	410,000	410,000	410,000
Franchise and privilege fees						
Portland General Electric	1,021,398	1,006,332	1,050,625	1,050,625	1,050,625	1,050,625
NW Natural Gas	296,612	341,796	316,000	340,000	340,000	340,000
United Disposal	160,421	192,882	143,000	190,000	190,000	190,000
Comcast Cable	384,891	372,681	300,000	370,000	370,000	370,000
Sewer utilities	301,780	308,346	298,320	304,286	304,286	304,286
Water utilities	272,028	272,992	278,000	299,880	299,880	299,880
Stormwater	84,088	97,484	106,688	115,000	115,000	115,000
Charbonneau Water Company	19,088	17,652	15,000	15,000	15,000	15,000
Telecomm - Privilege tax	620,763	718,559	599,600	630,100	630,100	630,100
Total franchise and privilege fees	3,161,069	3,328,724	3,107,233	3,314,891	3,314,891	3,314,891
Licenses & permits						
Professional and occupation	164,624	182,791	172,510	172,510	172,510	172,510
Alcoholic beverages	2,400	2,875	2,000	2,000	2,000	2,000
Other	100	1,145	-	2,000	2,000	2,000
Total licenses & permits	167,124	186,811	174,510	176,510	176,510	176,510
Intergovernmental/Other agencies						
Alcoholic beverages tax	349,368	359,513	341,455	360,000	360,000	360,000
Cigarette tax	29,549	29,578	28,000	28,000	28,000	28,000
State shared revenue	312,478	285,525	282,516	290,000	290,000	290,000
County shared revenue - Library	1,076,327	1,142,220	1,211,625	1,244,000	1,244,000	1,244,000
Clack. Co. - Title III	52,374	51,986	38,000	50,000	50,000	50,000
Federal grants	-	200	500	-	-	-
State grants - Parks	4,037	3,100	3,100	-	-	-
State grants - Library	3,776	4,293	3,900	3,900	3,900	3,900
Other local governments	173,598	174,100	227,500	165,925	165,925	165,925
Total intergov./Other agencies	2,001,507	2,050,515	2,136,596	2,141,825	2,141,825	2,141,825
Municipal court fines	187,448	237,009	286,000	315,000	315,000	315,000
Investment income	133,836	152,059	115,000	206,000	206,000	206,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Charges for services						
Services provided to Urban Renewal	\$ 311,020	\$ 337,600	\$ 388,100	\$ 410,980	\$ 410,980	\$ 410,980
Class registrations	117,031	111,367	85,000	89,000	89,000	89,000
Parks reservations/Facility rental	109,041	98,453	107,000	152,000	152,000	152,000
Sports camp/Youth special services	31,149	42,335	30,000	35,500	35,500	35,500
New book sales	1,787	1,652	1,000	1,500	1,500	1,500
Library fees	29,670	27,600	31,000	25,000	25,000	25,000
Photocopying	7,539	9,763	7,000	9,000	9,000	9,000
Non-resident fees - library	2,626	2,233	1,800	1,000	1,000	1,000
Lost/damaged books	2,809	3,764	3,500	2,000	2,000	2,000
Library room rental	7,407	6,253	6,000	6,000	6,000	6,000
Lien search fees	33,920	27,160	20,000	20,000	20,000	20,000
Other charges	7,916	1,144	5,000	1,500	1,500	1,500
Total charges for services	661,915	669,324	685,400	753,480	753,480	753,480
Miscellaneous revenue						
Gifts	61,634	48,540	59,050	53,300	53,300	53,300
Meals on Wheels	7,863	6,231	4,000	4,000	4,000	4,000
Senior lunch revenue	14,324	14,133	15,000	15,000	15,000	15,000
Cable receipts	70,563	49,202	68,000	64,000	64,000	64,000
Other	61,993	46,712	18,600	14,800	14,800	14,800
Total miscellaneous revenue	216,377	164,818	164,650	151,100	151,100	151,100
TOTAL REVENUES	\$ 13,188,927	\$ 13,800,433	\$ 14,042,279	\$ 14,957,402	\$ 14,957,402	\$ 14,957,402



Summary of Fund Revenues

Building Inspection Fund

Assumptions for Building Inspection Revenues

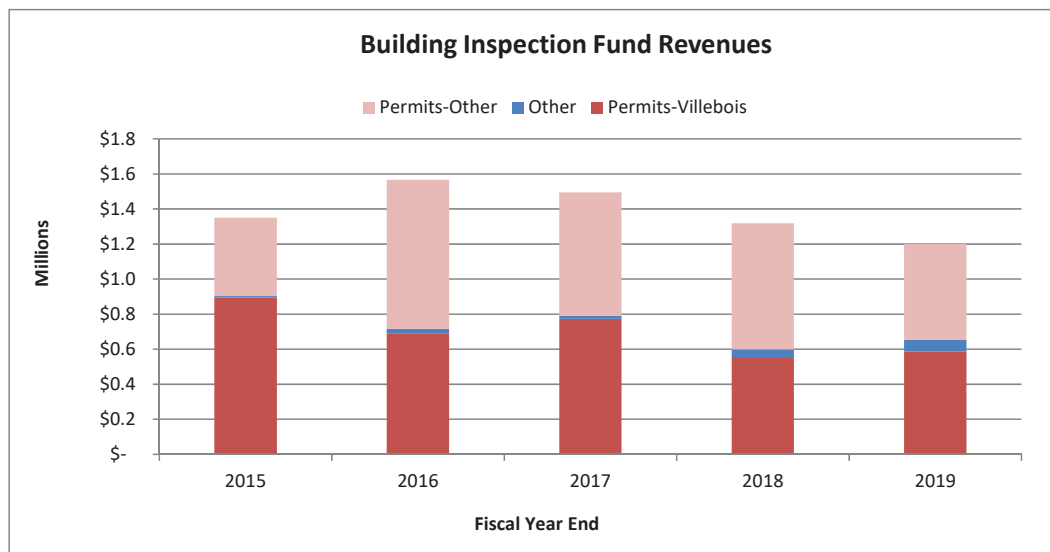
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

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.

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

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

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues:						
Permits	\$ 1,538,088	\$ 1,477,251	\$ 1,273,660	\$ 1,135,000	\$ 1,135,000	\$ 1,135,000
Charges for services	-	-	9,200	8,600	8,600	8,600
Investment income	27,445	17,309	35,000	56,650	56,650	56,650
Total Revenues	\$ 1,565,533	\$ 1,494,560	\$ 1,317,860	\$ 1,200,250	\$ 1,200,250	\$ 1,200,250



Summary of Fund Revenues

Community Development Fund

Assumptions for Community Development Fund Revenues

- Inspection and Permit Fees: In early 2017, Planning and Land Use Fees were restructured to better capture the costs involved in issuing permits. Permit revenue estimates are based on this restructure, as well as the volume of permits anticipated for FY 2018-19, which are expected to be lower than FY 2017-18.
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

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

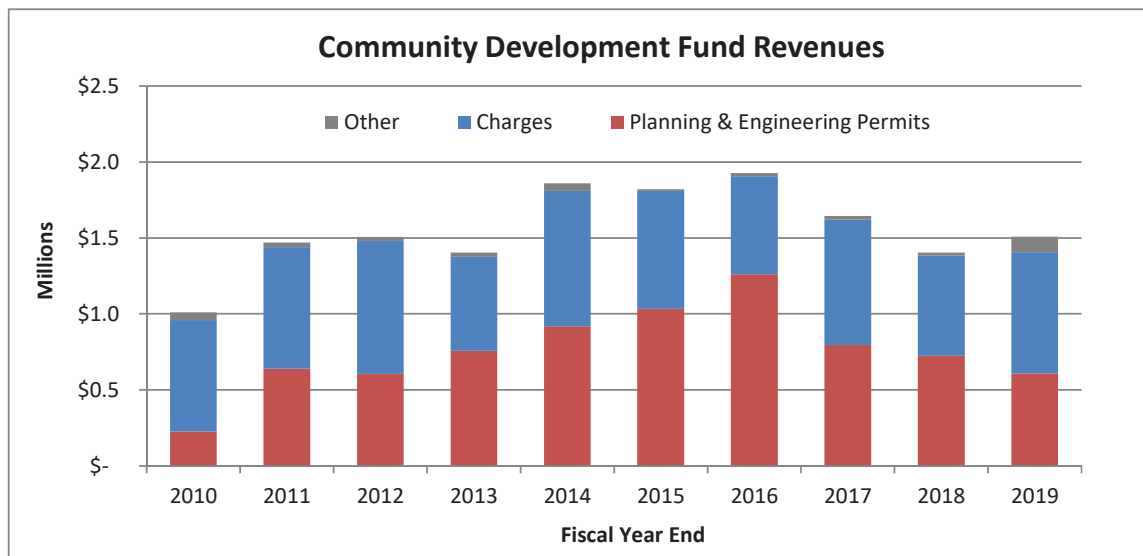
One of the primary revenue sources are the engineering and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. In the Spring of 2017, the City Council voted to restructure the Planning Fees. This restructure is included in the estimates, however, it is anticipated the permit volume will continue to decline from a peak of FY 2016-17 as Villebois nears build out and other areas, such as Frog Pond, are in the early stages.

The other primary revenue source for the Community Development Fund is charges for services from to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY2018-19, 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.

In FY 2017-18, the City anticipated receiving a grant from Metro to study housing options. This project has been delayed to FY 2018-19, and the grant is seen in the Intergovernmental category.

Other income includes investment income on cash balances and miscellaneous revenues.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues:						
Permits	\$ 1,261,663	\$ 796,947	\$ 724,000	\$ 608,980	\$ 608,980	\$ 608,980
Intergovernmental	-	-	-	62,500	62,500	62,500
Charges for services	645,233	823,651	660,400	797,682	797,682	797,682
Investment income	20,015	22,692	20,000	39,140	39,140	39,140
Miscellaneous revenues	253	284	500	200	200	200
Total Revenues	\$ 1,927,164	\$ 1,643,574	\$ 1,404,900	\$ 1,508,502	\$ 1,508,502	\$ 1,508,502



Summary of Fund Revenues

Transit Fund

Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (2% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2018-19
- Charges for services: Estimates for fares collected for out-of-town routes

The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with TriMet's WES Commuter Rail which began servicing Wilsonville in February 2009. While WES is run by TriMet, the City contributes approximately \$340,000 towards its annual operating costs. In response to the commuter rail, the City added a new bus line and modified all existing routes to coordinate service with the arrival and departure of trains. The City receives no revenues from commuter rail customers.

The payroll tax is due quarterly and covers employment within City limits. Payroll tax revenue is projected to increase, as the local economy grows with new businesses relocating to the City. Transit taxes are estimated at approximately \$5.0 million in FY2018-19.

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	SMART	TriMet	Canby	Sandy	South Clackamas Transit District	Lane Transit
2018	0.5000%	0.7537%	0.6000%	0.6000%	0.5000%	0.7200%
2019	0.5000%	0.7637%	0.6000%	0.6000%	0.5000%	0.7200%
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 the payroll tax rate.

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 2018-19 can be found under the Transit program, in the Program Expenditures section of this document.

For FY 2018-19, transit fares are budgeted as Charges for Services and are projected to decrease slightly. Fares are collected for all bus routes outside of the City limits. Interest income is increasing due to the interest rate increasing from 1% to 2%.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Transit tax	\$ 4,638,598	\$ 5,552,582	\$ 4,891,700	\$ 5,006,000	\$ 5,006,000	\$ 5,006,000
Intergovernmental	918,358	988,447	733,832	1,014,635	1,014,635	1,014,635
Charges for svcs	190,235	179,887	213,850	185,000	185,000	185,000
Investment income	23,390	19,851	15,000	41,050	41,050	41,050
Miscellaneous	16,281	26,603	14,000	14,000	14,000	14,000
Total Revenues	\$ 5,786,862	\$ 6,767,370	\$ 5,868,382	\$ 6,260,685	\$ 6,260,685	\$ 6,260,685

Summary of Fund Revenues

Road Operating Fund

Assumptions for Road Operating Fund Revenues

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

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

The 2009 Oregon Legislative Session approved HB 2001 which increased fees and gas taxes. The higher fees and taxes have been phased in over 2011 and 2012. A key component of the bill was a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY 2017-18 budget reflects an 8% increase in gas tax revenues, based on the assumption that there will be an increase in gas consumption in the coming fiscal year.

In 2017, the 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 the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Gas tax	\$ 1,339,901	\$ 1,406,961	\$ 1,432,078	\$ 1,642,800	\$ 1,642,800	\$ 1,642,800
Investment income	7,681	13,067	10,000	17,510	17,510	17,510
Miscellaneous	664	5,526	2,000	2,000	2,000	2,000
Total Revenues	<u>\$ 1,348,246</u>	<u>\$ 1,425,554</u>	<u>\$ 1,444,078</u>	<u>\$ 1,662,310</u>	<u>\$ 1,662,310</u>	<u>\$ 1,662,310</u>

Road Maintenance Regulatory Fund

Assumptions for Road Maintenance Regulatory Fund Revenues

- User Charge: Based on historical trends

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

Effective April 2017, the Road Maintenance Fee has been restructured and 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 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 \$7.62, so a single family home pays \$7.62 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. This restructured fee, together with account growth, is expected to double the revenue and enable the City to keep up on road maintenance.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Usage charge	\$ 699,448	\$ 880,206	\$ 868,182	\$ 1,792,369	\$ 1,792,369	\$ 1,792,369
Investment income	6,107	14,985	12,000	27,268	27,268	27,268
Total Revenues	<u>\$ 705,555</u>	<u>\$ 895,191</u>	<u>\$ 880,182</u>	<u>\$ 1,819,637</u>	<u>\$ 1,819,637</u>	<u>\$ 1,819,637</u>

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 January 2014, Council approved a revenue neutral rate adjustment that aligned the rates per customer class based on the most current cost of services analysis. The Council also approved a three-year series of 2.25% rate increases. The last of the approved increases went into effect January 1, 2017. The growth in User Charges reflects account growth.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Usage charge	\$ 7,033,190	\$ 6,976,236	\$ 7,002,000	\$ 7,135,355	\$ 7,135,355	\$ 7,135,355
Usage-Sherwood	1,094,122	1,037,345	990,000	1,000,000	1,000,000	1,000,000
Connection fees	114,128	122,037	109,000	109,000	109,000	109,000
User fee- fire charge	138,724	152,602	135,000	140,000	140,000	140,000
Investment income	74,930	96,840	80,000	100,000	100,000	100,000
Miscellaneous	57,740	31,272	31,500	31,000	31,000	31,000
Total Revenues	\$ 8,512,834	\$ 8,416,332	\$ 8,347,500	\$ 8,515,355	\$ 8,515,355	\$ 8,515,355

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

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

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

In December 2012, the City issued \$39 million in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils approved a series of rate hikes since November 2005. The last in a series of approved rate increases went into effect January 1, 2014 at 10%. An updated rate study will be completed during FY 2018-19, and the results will be presented to the City Council.

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

	Actual 2015-16	Actual 2016-16	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Usage charge	\$ 7,427,307	\$ 7,614,099	\$ 7,458,000	\$ 7,546,145	\$ 7,546,145	\$ 7,546,145
High strength surcharge	419,570	499,524	475,000	450,000	450,000	450,000
Investment income	117,052	75,196	84,000	127,602	127,602	127,602
Miscellaneous	62,619	58,374	27,300	27,000	27,000	27,000
Total Revenues	\$ 8,026,547	\$ 8,247,193	\$ 8,044,300	\$ 8,150,747	\$ 8,150,747	\$ 8,150,747

Summary of Fund Revenues

Street Lighting Operating Fund

Assumptions for Street Lighting Fund Revenues

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Usage charge	\$ 476,299	\$ 498,652	\$ 487,500	\$ 518,250	\$ 518,250	\$ 518,250
Investment income	6,786	12,316	10,000	16,789	16,789	16,789
Total Revenues	<u>\$ 483,084</u>	<u>\$ 510,968</u>	<u>\$ 497,500</u>	<u>\$ 535,039</u>	<u>\$ 535,039</u>	<u>\$ 535,039</u>

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 over recent years due primarily to the completion of two emergency maintenance related projects. Staff has also recently completed a 20-year Stormwater Capital Improvement Plan that identified extensive repair work in the Charbonneau area. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The table below shows the Stormwater rate effective calendar years 2018 through 2021:

Stormwater Rates:

Effective Date	Monthly Rate/ERU
January 1, 2018	\$9.95
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Stormwater charges	\$ 2,186,329	\$ 2,534,577	\$ 2,667,192	\$ 2,928,917	\$ 2,928,917	\$ 2,928,917
Investment income	4,708	16,117	12,000	30,900	30,900	30,900
Total Revenues	<u>\$ 2,191,037</u>	<u>\$ 2,550,694</u>	<u>\$ 2,679,192</u>	<u>\$ 2,959,817</u>	<u>\$ 2,959,817</u>	<u>\$ 2,959,817</u>

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 2018-19. 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.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Charges for services						
General Fund	\$ 142,750	\$ 140,690	\$ 142,340	\$ 148,263	\$ 148,263	\$ 148,263
CD Fund	23,590	9,180	21,790	26,940	26,940	26,940
Building Fund	10,790	21,390	9,830	12,960	12,960	12,960
Transit Fund	1,014,680	44,040	1,019,780	1,038,037	1,038,037	1,038,037
Road Op Fund	44,810	984,660	44,620	43,067	43,067	43,067
Water Op Fund	42,830	42,060	44,270	45,286	45,286	45,286
Sewer Op Fund	4,782	8,280	18,360	18,796	18,796	18,796
Stormwater Fund	13,795	8,070	9,640	10,252	10,252	10,252
Charges subtotal	1,298,027	1,258,370	\$ 1,310,630	1,343,601	1,343,601	1,343,601
Investment income	10,889	11,977	10,700	23,690	23,690	23,690
Miscellaneous	61,195	32,064	-	-	-	-
Total Revenues	\$ 1,370,111	\$ 1,302,411	\$ 1,321,330	\$ 1,367,291	\$ 1,367,291	\$ 1,367,291

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 only transferred to the Capital Projects Fund when specific improvement project costs have been incurred. The SDC budgets are based on known and anticipated capacity expansion projects that will begin construction during the next fiscal year. SDCs are expected to decline next year as the Villebois neighborhood build-out wraps up, and development in other parts of the City has not yet begun.

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Water Development Charges Fund						
System Development Charges	\$ 1,504,082	\$ 1,526,940	\$ 2,890,907	\$ 1,109,187	\$ 1,109,187	\$ 1,109,187
Investment income	17,030	59,241	40,000	57,860	57,860	57,860
Total Revenues	1,521,112	1,586,181	2,930,907	1,167,047	1,167,047	1,167,047
Sewer Development Charges Fund						
System Development Charges	1,519,276	1,526,940	2,152,412	1,377,727	1,377,727	1,377,727
Investment income	52,574	59,241	50,000	82,400	82,400	82,400
Total Revenues	1,571,850	1,586,181	2,202,412	1,460,127	1,460,127	1,460,127
Streets Development Charges Fund						
System Development Charges	2,578,879	3,999,189	4,210,374	2,977,620	2,977,620	2,977,620
Traffic impact fees	-	-	-	-	-	-
Investment income	40,136	49,904	40,000	92,700	92,700	92,700
Other	60,698	35	-	-	-	-
Total Revenues	2,679,713	4,049,128	4,250,374	3,070,320	3,070,320	3,070,320
Washington County TDT Fund						
System Development Charges	-	-	1,051,290	-	-	-
Investment income	-	3,585	4,000	4,944	4,944	4,944
Transfer from Streets SDC Fund	-	-	-	-	-	-
Total Revenues	-	3,585	1,055,290	4,944	4,944	4,944
Stormwater Development Charges Fund						
System Development Charges	562,168	844,784	853,419	347,575	347,575	347,575
Investment income	11,825	21,800	25,000	40,170	40,170	40,170
Total Revenues	573,993	866,584	878,419	387,745	387,745	387,745
Parks Development Charges Fund						
System Development Charges	1,804,219	1,605,754	1,742,364	1,756,742	1,756,742	1,756,742
Investment and other income	33,327	49,659	40,000	59,740	59,740	59,740
Total Revenues	1,837,546	1,655,413	1,782,364	1,816,482	1,816,482	1,816,482



Looking North on Boones Ferry Road where Adens, D&W Cash Grocery, Young's Garage and Feed store resided during the 1950's.



Program Budget Organization

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

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

Sources of funding for each operating program are summarized in the Budget Summary on page 83.

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

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In addition to these operating programs, three other categories comprise the balance of the City's budget: **Capital Projects** consists of large dollar expenditures for buildings, infrastructure and parks. The detail for capital projects is provided in a separate section of the budget document beginning on page 197.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 281.

Contingencies include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 288.

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.

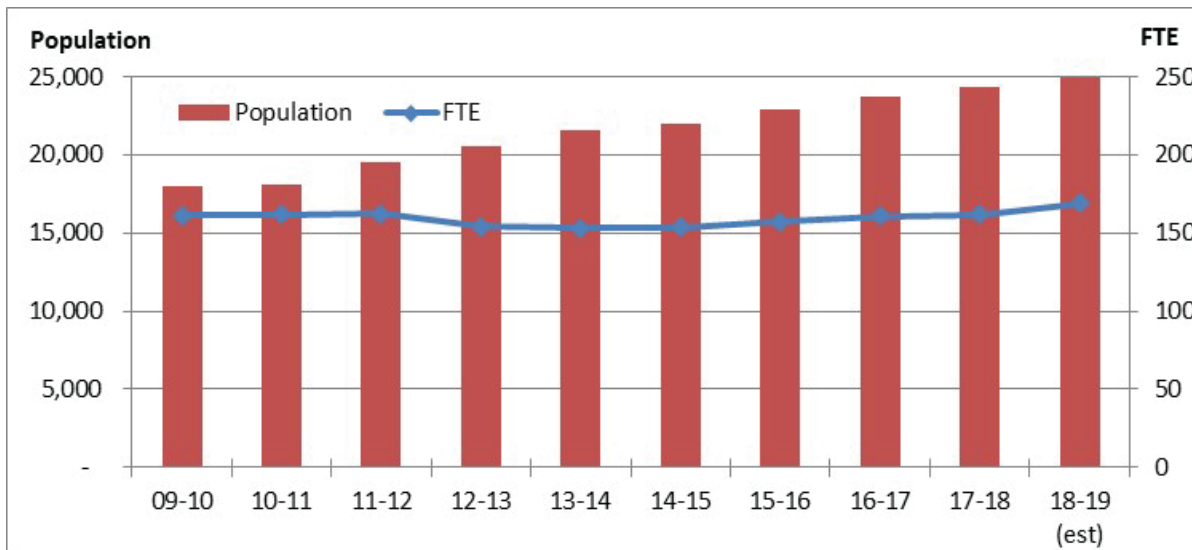
Staffing levels for FY18-19 are increasing by 5.77 to 167.79 full-time equivalents (FTEs), as explained in further detail in the following Program Expenditure narratives. The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated under contract with Veolia Water North America. The Wastewater Treatment Plant and lift stations are operated and maintained by CH2M HILL under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions. Both current union contracts will expire June 30, 2020.

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 Fiscal Year (FY) 2009-10, the City employed approximately one (1.0) full-time equivalent for every 100 people, whereas for FY 2018-19, the City will employ about two-thirds (67%, or 0.67) 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.

It is important to note that the City contracts with other agencies for the provision of law enforcement services and to operate its water treatment plant and wastewater treatment plant. The figures below do not include personnel for those contracted services.

Ratio of FTE to Population



Summary of Workforce Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Administration				
Administration	5.00	5.00	6.00	5.00
Finance	9.20	9.31	9.31	9.50
Information Systems/Geographic Information	4.50	5.50	5.50	5.50
Legal	3.00	3.70	3.70	3.70
Human Resources/Risk Management	3.35	3.35	3.60	3.60
	25.05	26.86	28.11	27.30
Community Development				
Administration	4.50	3.50	4.00	4.00
Engineering	9.50	9.50	10.50	11.50
Building Inspections	5.60	5.60	8.80	8.80
Planning	7.60	7.60	7.60	8.60
Natural Resources/Stormwater Management	3.00	3.00	0.00	0.00
	30.20	29.20	30.90	32.90
Public Works				
Administration	3.50	3.50	3.50	4.50
Facilities	5.75	5.75	5.00	5.75
Roads	4.05	4.05	3.80	4.05
Water Distribution and Sales	5.38	5.67	5.38	5.38
Wastewater Collection	2.13	2.63	2.63	2.63
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.94	2.69	2.69	2.69
	23.75	25.29	24.00	26.00
Transportation				
SMART Transit	37.00	37.50	37.00	38.13
Fleet	6.60	6.60	7.60	8.00
	43.60	44.10	44.60	46.13
Parks & Recreation				
General Services	8.20	9.20	9.20	9.20
Parks Maintenance	8.25	8.25	7.00	8.25
	16.45	17.45	16.20	17.45
Library	16.46	16.46	16.56	16.36
	16.46	16.46	16.56	16.36
Public Safety				
Municipal Court	1.70	1.65	1.65	1.65
	1.70	1.65	1.65	1.65
Total FTE's	157.21	161.01	162.02	167.79



Wilsonville Methodist church circa 1911



Expenditure Summaries

By Program

Excluding Interfund Service and Transfers

Program	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Policy and Administration:						
Administration	\$ 1,472,429	\$ 1,313,762	\$ 1,640,439	\$ 1,564,669	\$ 1,564,669	\$ 1,564,669
Finance	1,235,042	1,241,987	1,506,899	1,589,298	1,589,298	1,589,298
Information Systems	681,124	799,759	1,297,370	1,230,185	1,230,185	1,230,185
Geographic Info Systems	215,788	198,500	-	-	-	-
Legal	488,563	429,023	572,560	601,038	601,038	601,038
HR / Risk Management	615,022	647,581	775,863	817,774	817,774	817,774
<i>Policy and Administration</i>	\$ 4,707,968	\$ 4,630,612	\$ 5,793,131	\$ 5,802,964	5,802,964	5,802,964
Community Development:						
C.D. Administration	615,003	544,247	960,138	968,288	968,288	968,288
Engineering	1,223,216	1,126,999	1,525,268	1,726,446	1,726,446	1,726,446
Building Inspection	780,279	815,505	1,331,353	1,217,651	1,217,651	1,217,651
Planning	915,240	829,960	1,018,372	1,223,925	1,223,925	1,223,925
Natural Res/Strmwtr Mgmt	351,445	286,185	-	-	-	-
<i>Community Development</i>	\$ 3,885,183	\$ 3,602,896	\$ 4,835,131	\$ 5,136,310	5,136,310	5,136,310
Public Works:						
P.W. Administration	426,075	453,440	511,870	631,517	631,517	631,517
Facilities	804,339	877,829	998,966	1,024,469	1,024,469	1,024,469
Road Operations	711,652	707,518	889,401	954,783	954,783	954,783
Street Lighting	283,521	321,171	356,090	359,651	359,651	359,651
Water Distribution	1,256,518	1,295,742	1,449,297	1,516,244	1,516,244	1,516,244
Water Treatment Plant	2,611,629	2,652,143	3,456,418	3,864,963	3,864,963	3,864,963
Wastewater Collection	773,918	676,509	896,919	954,143	954,143	954,143
Industrial Pretreatment	101,992	121,268	130,069	132,926	132,926	132,926
Wastewater Trtmt Plant	2,307,796	2,444,602	2,620,313	2,698,940	2,698,940	2,698,940
Stormwater Maintenance	457,749	436,950	689,774	895,275	895,275	895,275
<i>Public Works</i>	\$ 9,735,189	\$ 9,987,172	\$ 11,999,117	\$ 13,032,911	\$ 13,032,911	\$ 13,032,911
Parks & Recreation:						
Parks & Recreation	1,114,461	1,096,679	1,575,588	1,653,023	1,653,023	1,653,023
Parks Maintenance	1,068,303	1,219,316	1,310,800	1,441,782	1,441,782	1,441,782
<i>Parks & Recreation</i>	\$ 2,182,764	\$ 2,315,995	\$ 2,886,388	\$ 3,094,805	3,094,805	3,094,805
Library	\$ 1,719,814	\$ 1,823,558	\$ 1,984,477	\$ 2,046,851	2,046,851	2,046,851
Transportation:						
Transit	5,116,747	5,398,082	5,811,672	6,065,259	6,065,259	6,065,259
Fleet	1,172,857	1,478,419	1,429,779	1,555,074	1,555,074	1,555,074
<i>Transportation</i>	\$ 6,289,604	\$ 6,876,501	\$ 7,241,451	\$ 7,620,333	7,620,333	7,620,333
Public Safety:						
Law Enforcement	3,899,289	4,146,245	4,949,105	4,998,790	4,998,790	4,998,790
Municipal Court	165,573	180,855	212,754	225,486	225,486	225,486
<i>Public Safety</i>	\$ 4,064,862	\$ 4,327,100	\$ 5,161,859	\$ 5,224,276	5,224,276	5,224,276
Total Operating Budget	\$ 32,585,384	\$ 33,563,834	\$ 39,901,554	\$ 41,958,450	\$ 41,958,450	\$ 41,958,450

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

BY MAJOR COST CATEGORY - *Excluding interfund services, transfers, and Capital Projects*

Category	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services	\$ 14,589,971	\$ 14,397,909	\$ 17,419,821	\$ 18,470,231	\$ 18,470,231	\$ 18,470,231
Materials and Services	16,905,061	17,199,450	20,882,022	21,805,824	21,805,824	21,805,824
Capital Outlay	1,090,352	1,966,475	1,599,711	1,682,395	1,682,395	1,682,395
Total Operating Budget	\$ 32,585,384	\$ 33,563,834	\$ 39,901,554	\$ 41,958,450	\$ 41,958,450	\$ 41,958,450

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, 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, Kitakata Sister City Program, and Metro Enhancement 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.

Key Performance Areas

Financial Discipline

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

Welcoming, Engaged and Satisfied Residents

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens’ concerns in a timely and professional manner
- Provide opportunities for the public to interact with Council and staff
- Continue to educate citizens through the Wilsonville Citizens Academy and encourage students to participate
- Continue efforts to promote and grow HEAL (Healthy Eating Active Living) efforts within the community
- Expand Community Outreach through the Boones Ferry Messenger, Social Media, and updated website

Economic Development

- Facilitate City Council and Community decision making concerning the future growth and development of the City
- Work on public policy issues that impact the City at regional, state, and federal levels
- Continue to implement the City’s Economic Development Strategic Plan

Council Goals

Promote and make available numerous options for convenient sustainable choices

- Promote and facilitate community events such as Shred Day and Bulky Waste Day
- Continue City partnership with Republic Services and consider curbside composting options

Pursue a balanced housing mix with a variety of choices to meet the needs of residents of varying financial levels

- Hold public forums regarding various challenges facing the City, such as traffic and affordable housing
- Conduct a housing affordability study and begin policy development, including addressing housing mix

Promote vibrant arts, cultural, and heritage programs and facilities

- 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
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition

Promote farm and forest land protection

- Continue to work with local and state legislators to ensure the City is actively participating in policy related discussions

Full Time Equivalent Position

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	0.00	1.00	1.00
Community Outreach Specialist	1.00	1.00	0.00	0.00
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	0.00	1.00	0.00
	5.00	5.00	6.00	5.00

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	473,408	481,514	\$ 547,580	\$ 523,000	\$ 523,000	\$ 523,000
Employee benefits	287,186	295,302	360,504	364,490	364,490	364,490
Total	760,594	776,816	908,084	887,490	887,490	887,490
Materials and Services						
Supplies	48,897	52,558	56,198	56,760	56,760	56,760
Prof and tech services	156,847	132,227	311,828	314,946	314,946	314,946
Utility services	7,579	5,210	8,940	9,030	9,030	9,030
Comm svcs programs	133,356	188,955	215,316	154,970	154,970	154,970
Rents and leases	-	1,573	-	-	-	-
Employee development	44,583	56,611	50,378	50,882	50,882	50,882
Fees, dues, advertising	33,030	29,347	31,828	32,146	32,146	32,146
Meetings & Council	42,638	50,841	57,867	58,445	58,445	58,445
Total	466,930	517,322	732,355	677,179	677,179	677,179
Capital Outlay						
Machinery & equipment	244,905	-	-	-	-	-
Computer & IS equip	-	19,624	-	-	-	-
Total	244,905	19,624	-	-	-	-
Total Department	\$ 1,472,429	\$ 1,313,762	\$ 1,640,439	\$ 1,564,669	\$ 1,564,669	\$ 1,564,669

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Interfund charges	\$ 271,556	\$ 289,155	\$ 303,337	\$ 335,973	\$ 335,973	\$ 335,973
Urban renewal charges	146,200	157,600	161,600	114,800	114,800	114,800
General Fund	1,054,673	867,007	1,175,502	1,113,896	1,113,896	1,113,896
Total	\$ 1,472,429	\$ 1,313,762	\$ 1,640,439	\$ 1,564,669	\$ 1,564,669	\$ 1,564,669

Budget Highlights

Personnel Services

- The Code Compliance Officer was re-organized to the Planning Division within Community Development.
- Other changes include adjusting salaries and benefits for cost-of-living and benefit plan changes.

Materials and Services

- Materials and services are increasing to account for inflationary adjustments.
- Community Service programs are decreasing, reflecting the reorganization of the Metro Housing Grant to the Planning Division within Community Development.

Capital Outlay

- No capital outlay items are proposed.

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.

KEY PERFORMANCE AREAS

Welcoming, Engaged and Satisfied Residents

- Provide excellent customer service in person and over the phone to utility customers and others that visit or contact City Hall
- Continue to promote the use of paperless billing system, credit card and auto pay remittance options to utility customers and electronic payment system to vendors

Fiscal Discipline

- 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

Other Program Objectives

- Prepare the Comprehensive Annual Financial Report (CAFR) 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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Financial Operations Manager	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	2.50	2.50	3.50	3.50
Accounting Technician	1.80	2.00	1.81	2.00
Administrative Assistant III	0.90	0.00	0.00	0.00
Administrative Assistant I	0.00	0.81	0.00	0.00
	9.20	9.31	9.31	9.50

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 624,049	\$ 647,234	\$ 703,650	\$ 749,560	\$ 749,560	\$ 749,560
Employee benefits	295,677	312,174	411,130	434,177	434,177	434,177
Total	919,726	959,408	1,114,780	1,183,737	1,183,737	1,183,737
Materials and Services						
Supplies	29,668	32,338	39,222	38,520	38,520	38,520
Prof and tech services	134,195	108,092	181,526	180,248	180,248	180,248
Utility services	38,047	38,838	48,740	49,369	49,369	49,369
Fleet services	4,260	4,160	4,210	4,227	4,227	4,227
Repairs & maintenance	27,217	25,338	27,854	28,731	28,731	28,731
Rents & leases	1,310	1,310	6,286	6,349	6,349	6,349
Insurance	4,028	3,429	3,840	3,948	3,948	3,948
Employee development	21,446	18,456	13,159	20,927	20,927	20,927
Fees, dues, advertising	8,905	8,998	9,793	8,648	8,648	8,648
Meeting expenses	762	1,984	535	540	540	540
Misc. services & supplies	45,471	39,636	56,954	64,054	64,054	64,054
Total	315,309	282,579	392,119	405,561	405,561	405,561
Total Department	\$ 1,235,035	\$ 1,241,987	\$ 1,506,899	\$ 1,589,298	\$ 1,589,298	\$ 1,589,298

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2018-19	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Interfund charges	\$ 999,099	\$ 1,116,280	\$ 872,279	\$ 679,606	\$ 679,606	\$ 679,606
Urban renewal charges	63,600	77,500	122,800	150,400	150,400	150,400
General Fund	172,336	48,207	511,820	759,292	759,292	759,292
Total	\$ 1,235,035	\$ 1,241,987	\$ 1,506,899	\$ 1,589,298	\$ 1,589,298	\$ 1,589,298

Budget Highlights

Personnel Services

- The Finance Department is proposing to increase an Accounting Technician from 80% time to full-time in order to maintain high levels of customer service as the City grows. Additionally, the Finance Department is preparing to replace core business software systems and additional help is needed to maintain daily functions as other staff are redirected toward that project.

Materials and Services

- Funding has been reallocated among various accounts in order to increase employee development in order to train staff on new software programs, and to keep current on various accounting standards and pronouncements.
- The increase in miscellaneous services and supplies is due to increased bank charges as more customers are choosing to pay their utility bills and other charges with credit cards.

Performance Measurements

Goal: Deliver efficient, effective financial services

<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Actual cost to deliver financial services financial services	\$ 1,438,989	\$ 1,235,042	\$ 1,241,987	\$ 1,404,554	\$ 1,671,046
Costs to deliver financial services as percentage of total City operating budget	4.1%	3.5%	3.3%	3.6%	4.0%

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

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

Goal: Maintain the City's financial health

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

Performance Measurements Outcome

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



Aerial looking West



The Information Systems Division (IS) is organized within the Finance Department, and 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, IS provides training and special project assistance to departments. The IS Division utilizes an Information Technology Strategic plan that is updated each year to ensure the City’s infrastructure and applications are positioned to meet future demands in an efficient way. The primary goal of the IS Division is to provide excellent technology services to both City staff and the public. GIS works with City staff across the organization to identify projects and priorities and provide tools and analysis. Shown separately in years past, beginning in Fiscal Year 2017-18 the functional area of GIS has been folded into the Information Systems budget to present as one unit.

In early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Fiscal Discipline

- 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

Well Maintained Infrastructure

- Maintain operation and inventory of hardware, software, and network systems
- Develop a well maintained and robust fiber infrastructure

Welcoming, Engaged, and Satisfied Residents

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

Economic Development and Clear Vision and Community Design

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

Council Goals

Embrace technology proactively in future planning, operations, and customer service.

- The Fiber Business Plan was completed and presented to Council in fiscal year 2017-18.
- 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
- The City’s webpage underwent a re-design in fiscal year 2017-18 and is anticipated to go live at the start of fiscal year 2018-19.

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant I	0.00	1.00	1.00	1.00
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
	4.50	5.50	5.50	5.50

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 262,899	\$ 243,265	\$ 424,710	\$ 445,240	\$ 445,240	\$ 445,240
Employee benefits	136,183	124,580	252,600	262,630	262,630	262,630
Total	\$ 399,082	\$ 367,845	\$ 677,310	\$ 707,870	\$ 707,870	\$ 707,870
Materials and Services						
Supplies	72,823	86,241	233,893	187,178	187,178	187,178
Prof and tech services	142,135	159,090	250,959	263,764	263,764	263,764
Utility services	13,009	6,842	15,546	15,703	15,703	15,703
Repairs & maintenance	5,912	4,632	7,295	7,368	7,368	7,368
Employee development	6,641	3,972	8,990	9,892	9,892	9,892
Fees, dues, advertising	655	680	2,852	2,880	2,880	2,880
Meeting expenses	168	229	525	530	530	530
Total	\$ 241,343	\$ 261,686	\$ 520,060	\$ 487,315	\$ 487,315	\$ 487,315
Capital Outlay						
Computer & IS equipment	-	98,522	-	-	-	-
Machinery & equipment	40,699	71,706	100,000	35,000	35,000	35,000
Total	40,699	170,228	100,000	35,000	35,000	35,000
Total Department	\$ 681,124	\$ 799,759	\$ 1,297,370	\$ 1,230,185	\$ 1,230,185	\$ 1,230,185

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Interfund charges	\$ 296,026	\$ 370,047	\$ 573,286	\$ 574,485	\$ 574,485	\$ 574,485
Urban renewal charges	-	-	11,500	12,380	12,380	12,380
General Fund	385,098	429,712	712,584	643,320	643,320	643,320
Total	\$ 681,124	\$ 799,759	\$ 1,297,370	\$ 1,230,185	\$ 1,230,185	\$ 1,230,185

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- The supplies line item decreases this year due the removal of budget that accounted for one-time purchases of software made in fiscal year 2017-18, including email archiving software and network audit software.
- Software maintenance contracts, budgeted in the professional and technical services line item, typically have a three year service period. Several maintenance contracts are due this year creating a slight increase from the prior year.
- Employee development was increased to send the Network Administrator to a specialized training.

Capital Outlay

- One-time funding for lighting upgrade planned for fiscal year 2017-18 is removed.
- \$35,000 in one-time funding is added, related to Public Education & Government Network Maintenance, including upgrades to broadcast hardware production.

Performance Measurements		Actual	Actual	Actual	Estimate	Forecast
Strategy	Measure	2014-15	2015-16	2016-17	2017-18	2018-19
Identify and track workload indicators	Users supported	136	136	141	142	142
	Personal computers supported (staff & public use)	207	215	215	217	220
	Physical servers supported	14	16	19	17	17
	Virtual servers supported	21	23	27	31	36
	Other equipment supported	108	108	149	151	151
	Applications supported	72	67	69	68	68
	% of survey respondents that use GIS for job duties	65%	66%	66%	66%	70%
% of survey respondents that use online mapping tools	n/a*	66%	75%	75%	75%	
Effectiveness indicator	Network up-time	99.7%	99.7%	99.4%	99.8%	99.7%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

Every year, the IS Division conducts an IT survey. In prior years separate surveys were performed for both IS and GIS but this year were combined. The overall customer satisfaction for the department continues to be excellent and the goal is to keep this high rating during several major projects that are planned for the next fiscal year.

The slight fluctuations in users and computers supported are partially explained by a change in how those numbers are recorded. Changes were made to help provide a more accurate number moving forward. The number of servers supported continues to grow as the City continues to adopt new technology and adheres to best practices.

The number of supported devices is up significantly with the increase of smartphones and tablets. Several departments have leveraged the mobile capability of existing software to become more productive in the field.

The number of users that report using GIS in their daily activities increased slightly over last year. Of those who use GIS on a regular basis, roughly one quarter use desktop GIS products and three quarters use the online tool WilsonvilleMaps.com. This trend is expected as GIS continues to develop the online tools to support wider and wider audiences.

Finally, network uptime calculations continue to be extremely conservative, accounting for server “reboots” and other incidental activity taking place during normal working hours.

The Geographic Information Systems division has been re-organized into Information Systems.
Please see preceding pages for narrative.

Geographic Information Systems Prior Years Detail

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Budget 2018-19
Personnel Services				
Salaries and wages	\$ 92,498	\$ 92,448	\$ -	\$ -
Employee benefits	52,621	53,205	-	-
Total	145,119	145,653	-	-
Materials and Services				
Supplies	13,729	17,573	-	-
Prof and tech services	50,181	32,270	-	-
Utility services	181	146	-	-
Employee development	4,495	651	-	-
Fees, dues, advertising	2,079	2,207	-	-
Meeting expenses	4	-	-	-
Total	70,669	52,847	-	-
Total Department	\$ 215,788	\$ 198,500	\$ -	\$ -

Resources Summary	Actual 2015-16	Actual 2016-17	Proposed 2017-18	Budget 2018-19
Interfund charges	\$ 174,000	\$ 175,280	\$ -	\$ -
Urban renewal charges	11,020	11,100	-	-
General Fund	30,768	12,120	-	-
Total	\$ 215,788	\$ 198,500	\$ -	\$ -

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

Key Performance Areas

Other Program Objectives

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

Council Goals

- 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.

Full Time Equivalent Positions

Position	Budget	Budget	Budget	Budget
	2015-16	2016-17	2017-18	2018-19
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
Legal Assistant	0.00	0.50	0.50	0.50
Law Clerk	0.00	0.20	0.20	0.20
	3.00	3.70	3.70	3.70

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 330,586	\$ 289,571	\$ 359,270	\$ 388,260	\$ 388,260	\$ 388,260
Employee benefits	133,312	117,223	164,450	158,850	158,850	158,850
Total	463,898	406,794	523,720	547,110	547,110	547,110
Materials and Services						
Supplies	8,976	9,333	11,882	16,600	16,600	16,600
Prof and tech services	2,215	-	19,630	19,826	19,826	19,826
Utility services	848	819	945	954	954	954
Employee development	9,902	9,694	12,720	12,848	12,848	12,848
Fees, dues, advertising	2,724	2,351	3,559	3,595	3,595	3,595
Meeting expenses	-	32	104	105	105	105
Total	24,665	22,229	48,840	53,928	53,928	53,928
Total Department	\$ 488,563	\$ 429,023	\$ 572,560	\$ 601,038	\$ 601,038	\$ 601,038

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Interfund charges	\$ 148,112	\$ 170,775	\$ 143,838	\$ 195,825	\$ 195,825	\$ 195,825
Urban renewal charges	82,600	87,000	88,200	130,200	\$ 130,200	\$ 130,200
General Fund	257,851	171,248	340,522	275,013	275,013	275,013
Total	\$ 488,563	\$ 429,023	\$ 572,560	\$ 601,038	\$ 601,038	\$ 601,038

Budget Highlights

Personnel Services

- Additional funding is proposed for the Part-Time Legal Assistant added in the prior year. A tightening labor market has made recruitment difficult and this additional funding will allow the Legal Department more flexibility.
- Other changes include annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Supplies are increasing on a one-time basis to enable the Legal Department to replace aging furniture.

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 Assistant. The Assistant City Manager serves as the Human Resources Director, and provides management oversight to four other operating departments: Parks and Recreation, Library, Police (contract) 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 health and dental insurance to public employers.

Key Performance Areas

- 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 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.75	0.75	1.00	1.00
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	3.35	3.35	3.60	3.60

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 282,453	\$ 272,174	\$ 312,050	\$ 324,890	\$ 324,890	\$ 324,890
Employee benefits	121,122	122,393	154,530	158,510	158,510	158,510
Total	403,575	394,567	466,580	483,400	483,400	483,400
Materials and Services						
Supplies	2,058	795	3,124	3,155	3,155	3,155
Prof and tech services	19,349	30,338	67,046	70,597	70,597	70,597
Utility services	2,046	1,628	2,607	2,633	2,633	2,633
Rents & leases	1,180	-	-	-	-	-
Insurance	129,836	148,353	161,030	179,048	179,048	179,048
Employee development	31,789	48,853	48,499	49,210	49,210	49,210
Fees, dues, advertising	3,617	446	4,121	4,162	4,162	4,162
Flex plan admin	3,391	3,185	4,474	4,519	4,519	4,519
Recognition expenses	17,787	18,429	17,342	20,000	20,000	20,000
Meeting expenses	394	987	1,040	1,050	1,050	1,050
Total	211,447	253,014	309,283	334,374	334,374	334,374
Total Department	\$ 615,022	\$ 647,581	\$ 775,863	\$ 817,774	\$ 817,774	\$ 817,774

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Interfund charges	\$ 286,729	\$ 305,391	\$ 346,550	\$ 369,766	\$ 369,766	\$ 369,766
General Fund revenues	328,293	342,190	429,313	448,008	448,008	448,008
Total	\$ 615,022	\$ 647,581	\$ 775,863	\$ 817,774	\$ 817,774	\$ 817,774

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

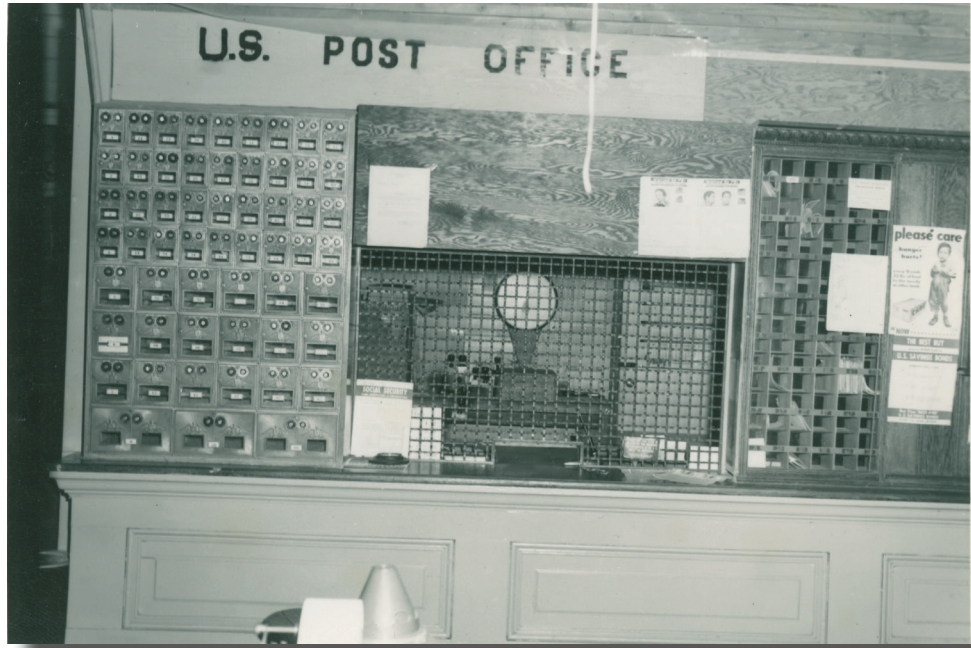
- In the Professional and Technical Services category, \$12,000 was added to conduct a comprehensive security assessment of all city facilities. This is offset by a reduction of approximately \$9,000 in outside legal assistance for labor negotiations. Because the City entered into a three year collective bargaining agreement last year, legal assistance is not anticipated to be needed in fiscal year 2018-19.
- The insurance category is increasing about 11%. This category reflects property and liability coverage for the entire City.
- Recognition expenses are increasing about \$2,600, or 15%, when compared to the prior year, reflecting inflation and program enhancements.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	153.90	155.30	152.80	162.02	167.79
	Employee turnover per year (percent of workforce)	6.5	11	12.1	10	7
	Recruitments	24	41	59	40	35
	Applications processed	1,266	728	2,101	1,200	1,050
	1 st interviews held	135	238	315	225	285
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	6	12	10	7	5
	Total paid losses	\$16,218	\$34,318	\$42,470	\$19,500	\$15,000
	Experience modification history	0.68	0.78	0.78	0.81	0.78

Performance Measurements Outcome

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



Post office mailboxes inside the Aden's store.



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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Fiscal Discipline

- Track resources and costs associated with Community Development Department duties
- Track and update utility rates and system development charges

Environmental Stewardship

- Implement the NPDES MS4 permit requirements and stormwater management plan
- Educate and engage the public about protecting natural resources and wildlife through restoration projects, planting and interpretive programs, and other events

Well Maintained Infrastructure

- Implement the City’s Master Plans and Street Maintenance Program and ensure infrastructure is constructed to meet the Public Works Standards and the Clean Water Act regulations and for resiliency

Multiple-Modal Transportation Network

- Plan and design the network to maximize connectivity for all modes

Economic Development

- Implement Coffee Creek Urban Renewal Plan; assemble funding for Garden Acres Road

Regional Awareness and Influence

- Participate in regional transportation and land use planning and funding coordination
- Continue to seek support and funding for a South Metro I-5 Corridor Study the southbound I-5 ramp-to-ramp lane between Wilsonville Road and the Canby-Hubbard exit
- Coordinate with Willamette Water Supply Program

Council Goals

Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity

- Complete the French Prairie Bridge project development; begin design for I-5 Bike-Ped and Boeckman Dip bridges.

Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government

- Begin design for I-5 Bike-Ped and Boeckman Dip bridges; assemble funding for the 5th Street/Kinsman Road Extensions
- Install Intertwine signage along existing sections of the Ice Age Tonquin Trail

Promote a healthy urban forest

- Develop an urban forestry program
- Continue the Bee Stewards Program

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Community Development Director	1.00	1.00	1.00	1.00
Natural Resources Program Manager	0.00	0.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	0.00	0.00	1.00	1.00
Real Property Specialist	1.00	0.00	0.00	0.00
Administrative Assistant I	1.50	1.50	0.00	0.00
	4.50	3.50	4.00	4.00

410-Comm Dev

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 294,550	\$ 274,868	\$ 392,370	\$ 404,070	404,070	\$ 404,070
Employee benefits	138,774	117,222	222,640	211,500	211,500	211,500
Total	433,324	392,090	615,010	615,570	615,570	615,570
Materials and Services						
Supplies	43,964	30,694	51,783	50,049	50,049	50,049
Prof and tech services	55,940	28,897	166,333	167,393	167,393	167,393
Utility services	37,214	37,554	48,914	49,469	49,469	49,469
Fleet services	2,990	2,920	5,090	8,224	8,224	8,224
Repairs & maintenance	26,121	24,787	42,614	43,999	43,999	43,999
Rents & leases	1,689	1,689	2,194	2,216	2,216	2,216
Insurance	4,031	3,435	4,170	4,240	4,240	4,240
Community service programs	-	16,777	10,730	10,837	10,837	10,837
Employee development	7,417	3,074	9,127	11,076	11,076	11,076
Meeting expenses	2,055	2,011	2,576	2,602	2,602	2,602
Fees, dues, advertising	258	319	1,597	1,613	1,613	1,613
Total	181,679	152,157	345,128	351,718	351,718	351,718
Capital Outlay						
Office Equip/Furn	-	-	-	1,000	1,000	1,000
Total Department	\$ 615,003	\$ 544,247	\$ 960,138	\$ 968,288	\$ 968,288	\$ 968,288

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Urban renewal charges	\$ 295,382	\$ 295,382	\$ 425,000	\$ 274,700	\$ 274,700	\$ 274,700
CD Fund	319,621	248,865	535,138	693,588	693,588	693,588
Total	\$ 615,003	\$ 544,247	\$ 960,138	\$ 968,288	\$ 968,288	\$ 968,288

Budget Highlights

Personnel Services

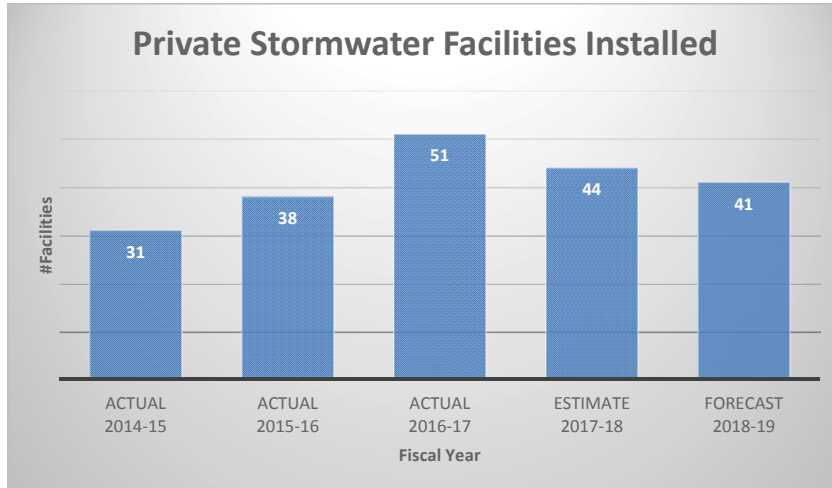
- Personnel changes include truing up the salary/wage and benefit line items due to staff turnover

Materials & Services

- Fleet services is increasing by approximately \$3,000 in recognizing the costs for a vehicle for the storm water management program.
- Resources were re-allocated from Supplies category to Employee development to reflect increased training needs.

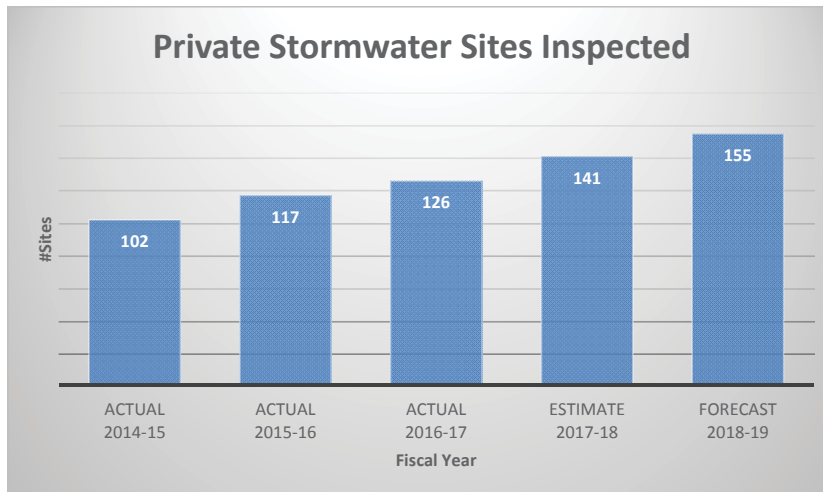
Goal: Protect and improve the water quality of local streams and the Willamette River by removing pollution from stormwater runoff

Measure: Track the number of stormwater facilities installed to control and treat stormwater runoff



Goal: Assure the long-term functionality and effectiveness of private stormwater facilities

Measure: Monitor and inspect private stormwater facilities to verify proper operation and maintenance procedures



Performance Measurements Outcome

In conjunction with the Engineering Division, the Natural Resources Program reviews and approves private stormwater facilities. Annually, staff inspects private stormwater facilities to ensure they are meeting the design requirements and properly functioning.

The Natural Resources/Stormwater Management division has been re-organized into Community Development Administration. Please see preceding pages for narrative.

Natural Resources/Stormwater Management Prior Years Detail

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Budget 2018-19
Personnel Services				
Salaries and wages	\$ 151,116	\$ 138,169	\$ -	\$ -
Employee benefits	88,691	80,091	-	-
Total	239,807	218,260	-	-
Materials and Services				
Supplies	1,892	1,603	-	-
Prof and tech services	84,016	60,194	-	-
Utility services	1,272	1,226	-	-
Fleet services	2,390	2,110	-	-
Repairs & maintenance	15,610	860	-	-
Insurance	290	303	-	-
Comm svcs programs	4,751	94	-	-
Employee development	830	1,107	-	-
Fees, dues, advertising	587	428	-	-
Total	111,638	67,925	-	-
Total Department	\$ 351,445	\$ 286,185	\$ -	\$ -

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Budget 2018-19
Stormwater Fund	212,578	212,578	-	-
CD Fund	138,867	73,607	-	-
Total	\$ 351,445	\$ 286,185	\$ -	\$ -

Community Development

engineering

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

In early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Fiscal Discipline

- Continue to identify ways to make internal contracting, permitting, plan review, and project management processes more efficient
- Monitor capital projects to ensure they remain within budget and on schedule

Thoughtful Land Use

- Perform land use application reviews and prepare conditions of approval to ensure proposed developments are consistent with current and planned infrastructure

Well-Maintained Infrastructure

- Complete Master Plans and other infrastructure studies and analyses that allow the City to plan for and proactively maintain existing infrastructure in a safe and reliable condition
- Monitor Pavement Condition Index to ensure City roads are kept up to standard

Multi-Modal Transportation Network

- Continuously evaluate gaps and potential improvements to the City-wide pedestrian, bicycle, and transit services network to ensure it is safe, easy to navigate, and connects the City’s neighborhoods to each other and to its commercial areas, employment centers and public and recreational facilities

Council Goals

Promote stronger connectivity and access to the Willamette River

- Develop type, size, and location and make progress on design for the French Prairie Bicycle/Pedestrian/Emergency Bridge

Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government

- Complete design and obtain environmental permits for 5th Street/Kinsman Road Extensions
- Complete design work and seek funding for the I-5 pedestrian and bicycle bridge

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
City Engineer	0.00	0.00	0.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Civil Engineer	2.00	2.00	3.00	3.00
Engineering Inspector	3.00	3.00	3.00	3.00
Engineering Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	9.50	9.50	10.50	11.50

engineering

Community Development

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 689,597	\$ 646,273	\$ 848,180	\$ 993,290	\$ 993,290	\$ 993,290
Employee benefits	352,680	349,831	485,310	543,056	543,056	543,056
Total	1,042,277	996,104	1,333,490	1,536,346	1,536,346	1,536,346
Materials and Services						
Supplies	19,690	16,579	21,057	22,268	22,268	22,268
Prof and tech services	114,349	71,559	107,327	108,400	108,400	108,400
Utility services	7,797	6,411	7,503	7,578	7,578	7,578
Fleet services	19,040	16,950	17,270	16,947	16,947	16,947
Repairs & maintenance	1,000	489	2,525	2,550	2,550	2,550
Rents & leases	563	-	1,220	1,232	1,232	1,232
Insurance	2,441	2,546	2,720	2,747	2,747	2,747
Employee development	9,678	6,370	12,120	15,241	15,241	15,241
Meeting expenses	547	1,278	648	655	655	655
Fees, dues, advertising	5,834	4,866	9,388	9,482	9,482	9,482
Total	180,939	127,048	181,778	187,100	187,100	187,100
Capital Outlay						
Office Equip & Furniture	-	3,847	10,000	3,000	3,000	3,000
Total Department	\$ 1,223,216	\$ 1,126,999	\$ 1,525,268	\$ 1,726,446	\$ 1,726,446	\$ 1,726,446

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2018-19	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Urban renewal charges	\$ 149,265	\$ 158,200	\$ 94,900	\$ 45,200	\$ 45,200	\$ 45,200
CD Fund	1,073,951	968,799	1,430,368	1,681,246	1,681,246	1,681,246
Total	\$ 1,223,216	\$ 1,126,999	\$ 1,525,268	\$ 1,726,446	1,726,446	1,726,446

Budget Highlights

Personnel Services

- The City added a City Engineer in the last quarter of FY 2017-18, and that funding is carried into FY 2018-19. The City Engineer will be tasked with leading the Engineering Division and overseeing large capital programs and projects.

Materials and Services

- Supplies and Employee development are increasing due to the addition of the City Engineer.

Capital Outlay

- Capital outlay reflects replacing aging and broken office furniture.

The Building Inspections Division is responsible for reviewing plans, issuing permits and inspecting building construction to ensure compliance with the State of Oregon Specialty Codes and Fire Life Safety Codes. The specialty codes include Building, Residential, Fire, Plumbing and Mechanical Codes, in addition to other State of Oregon administrative Rules and Statutes. The Division also enforces pertinent requirements of the City of Wilsonville Code. The Building Division is managed by the Building Official and is comprised of Plans Examiners, Building Inspectors, 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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Fiscal Discipline

- Manage and operate efficiently to maintain long-term fiscal health of the department

Safe Healthy & Aesthetically Pleasing Community

- Manage and operate effectively to meet the adopted division operating plan and program standards of the State Building Code Division

Council Goals

Enhance tourism, recreation, resiliency, economic development, and connectivity

- Promote innovative, timely, and predictable permitting services in pursuit of project success. Timely and predictable permitting services delivered in a customer friendly manner are attractive to businesses looking to expand and/or relocate

Enable and promote healthy living

- Recognize and meet the adopted Division operating plan and program standards mandated through the State Building Codes Division and Oregon Administrative Rule
- Respond to public building safety concerns within 48 hours from date received and coordinate with Code Enforcement

Embrace technology proactively in future planning, operations, and customer service

- Implement inspection, plan review, and permitting technologies for the public to obtain construction approval services and conduct business entirely online if desired
- Implement increased use of mobile technology to enhance services

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	0.00	0.00	1.00	1.00
Inspector/Examiner III	1.00	1.00	2.00	2.00
Inspector /Examiner I	2.00	2.00	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	0.00	0.00	2.00	2.00
Intern	0.00	0.00	0.20	0.20
	5.60	5.60	8.80	8.80

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 463,357	\$ 470,385	\$ 644,720	\$ 677,860	\$ 677,860	\$ 677,860
Employee benefits	223,600	222,885	369,550	353,100	353,100	353,100
Total	686,957	693,270	1,014,270	1,030,960	1,030,960	1,030,960
Materials and Services						
Supplies	7,914	12,893	15,185	15,335	15,335	15,335
Prof and tech services	41,771	51,997	78,195	80,720	80,720	80,720
Utility services	4,095	3,149	7,353	7,425	7,425	7,425
Fleet services	10,790	9,180	9,830	12,960	12,960	12,960
Insurance	1,107	1,154	1,240	1,787	1,787	1,787
Employee development	4,028	12,102	8,080	31,044	31,044	31,044
Fees, dues, advertising	255	444	2,000	2,020	2,020	2,020
Misc. service & supplies	23,362	27,469	20,200	35,400	35,400	35,400
Total	93,322	118,388	142,083	186,691	186,691	186,691
Capital Outlay						
Vehicles	-	-	25,000	-	-	-
Office Equipment	-	3,847	-	-	-	-
Computer & IS equipment	-	-	150,000	-	-	-
Total	-	3,847	175,000	-	-	-
Total Department	\$ 780,279	\$ 815,505	\$ 1,331,353	\$ 1,217,651	\$ 1,217,651	\$ 1,217,651

Resources Summary	Actual 2016-17	Actual 2016-17	Adopted 2018-19	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Urban renewal charges	\$ -	\$ -	\$ 9,200	\$ 8,600	\$ 8,600	\$ 8,600
Building Inspection Fund	780,279	815,505	1,322,153	1,209,051	1,209,051	1,209,051
Total	\$ 780,279	\$ 815,505	\$ 1,331,353	\$ 1,217,651	\$ 1,217,651	\$ 1,217,651

Budget Highlights

Personnel Services

- With the reorganization of the Building Division completed in 2017, the change in FY 2018-19 is overall relatively flat at 2% which accommodates increases negotiated by the union contract and changes in benefit costs. The reorganization is functioning very well. It provides a progressive salary structure for cross-trained staff to better align with state certifications and to promote employee growth and retention. This also provides more streamlined customer services through use of multi-certified and multi-disciplined individuals.
- The 8 regular Building Division staff and 4 part-time on-call staff are all professionally certified by the International Code Council and cumulatively possess 146 State and National ICC certifications.

Materials & Services

- The supplies budget reflects the continuation of an increase for a department outreach project to include scanning/archiving large paper plans and returning paper plans in a community welcome package to new homeowners.
- The fleet increase of 32%, or \$3,130, reflects the reserve component and additional operational needs of the vehicle added in FY 2017-18.
- The increase in employee development budget reflects training increases, necessitated due to the additional staffing added in Fiscal Year 2017-18, as well as moving into a state code change cycle. It also reflects conference costs for attending the national code change hearings, the software conference, and training for the new permitting system.
- The miscellaneous services & supplies increase by 75% is due to an increase in bank charges.

Capital Outlay

- No capital outlay is planned for FY 2018-19.

Performance Measurements

Council Goal/Value	Performance Measure						
In a timely manner, meet the needs of citizens and the development community in the land use review process.	Percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued.	Actual 14/15	Actual 15/16	Actual 16/17	YTD 17/18	Estimate 17/18	Forecast 18/19
	Total Combined %	18%	18%	20%	26%	28%	30%
	Number of contractor trips saved to City Hall	217	228	253	162	220	230

Plumbing ePermits	51	32	40	24		
Plumbing Permits	793	730	727	360		
Percentage of Plumbing ePermits	6%	4%	6%	7%		
Mechanical ePermits	166	196	213	138		
Mechanical Permits	438	512	556	273		
Percentage of Mechanical ePermits	38%	38%	38%	51%		
Total ePermits	217	228	253	162	220	230
Total Trades Permits	1231	1242	1283	633		

Performance Measurements Outcome

Percentage of permits issued online

- Measure definition:** This is a measure that 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 exceed expectations with an average of 20% issued online for FY 2016-17. Contractors are increasing their overall usage rate of online services vs. a visit to City Hall to obtain permits. 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 26% which is on target for FY 2017-18. A growing trend is anticipated with the future purchase of a web-based permitting system which will provide a better customer experience and more user-friendly customer interface for conducting business. Additional outreach to plumbers and mechanical contractors could also see this measure increase, particularly as technology investments are made and mobile technology continues to improve.



Mobile gas station, formerly known as Bruck's Service Station which was established in 1927 at the intersection known as "Four Corners".



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 staff works 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, inspection services and land-use code enforcement. Long-Range Planning staff works with 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 compliance with regional and state law and coordinates with Metro on regional issues such as Urban Growth Boundary (UGB) expansions and Regional Transportation Plan (RTP) updates.

In early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Fiscal Discipline

- Restructured the fee schedule for Land Use Development and Planning Review Fees in 2017, to increase cost recovery of services provided from an average of 45% to 84%

Clear Vision and Community Design

- Engage the community in establishing a 21st century vision for the Town Center area

Thoughtful Land Use

- Adopt a concept plan for the Basalt Creek area to create opportunities for businesses and jobs

Multi-modal Transportation Network

- Create and adopt a city-wide signage and wayfinding program

Council Goals

Revise the Development Code to streamline and modernize it

- Complete form-based code work currently underway

Promote stronger connectivity and access to the Willamette River

- Within the next two to three years, conduct a study of the Arrowhead Creek Area considering river access options, transportation, and land use issues

Pursue a balanced housing mix with a variety of choices to meet the needs of residents of varying financial levels

- Evaluate the results of the housing affordability study and begin policy development, including addressing housing mix

Develop a robust, attractive, and viable commercial center with amenities to serve the community

- Complete the Town Center Master Plan, including an International Square

Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government

- Develop a wayfinding program

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
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	0.00	0.00	0.00	1.00
Administrative Assistant II	0.60	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	7.60	7.60	7.60	8.60

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 561,584	\$ 518,701	\$ 585,590	\$ 670,470	\$ 670,470	\$ 670,470
Employee benefits	269,324	231,752	306,110	354,950	354,950	354,950
Total	830,908	750,453	891,700	1,025,420	1,025,420	1,025,420
Materials and Services						
Supplies	6,750	4,436	13,564	24,999	24,999	24,999
Prof and tech services	55,743	53,805	90,113	126,049	126,049	126,049
Utility services	1,905	1,740	2,137	2,158	2,158	2,158
Fleet services	1,560	1,520	1,560	1,769	1,769	1,769
Insurance	350	364	390	432	432	432
Employee development	6,300	9,233	9,538	9,634	9,634	9,634
Fees, dues, advertising	11,241	5,451	8,529	8,615	8,615	8,615
Meeting expenses	483	2,958	841	849	849	849
Total	84,332	79,507	126,672	174,505	174,505	174,505
Capital Outlay						
Vehicles	-	-	-	24,000	24,000	24,000
Total Department	\$ 915,240	\$ 829,960	\$ 1,018,372	\$ 1,223,925	\$ 1,223,925	\$ 1,223,925

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2017-18
Urban renewal charges	38,300	39,200	41,900	52,600	52,600	52,600
CD Fund	876,940	790,760	976,472	1,171,325	1,171,325	1,171,325
Total	\$ 915,240	\$ 829,960	\$ 1,018,372	\$ 1,223,925	\$ 1,223,925	\$ 1,223,925

Budget Highlights

Personnel Services

- The increase in the Personnel Services category reflects the re-organization of the Code Compliance Officer from City Administration to Planning. This position will cover code compliance and associated community outreach efforts.

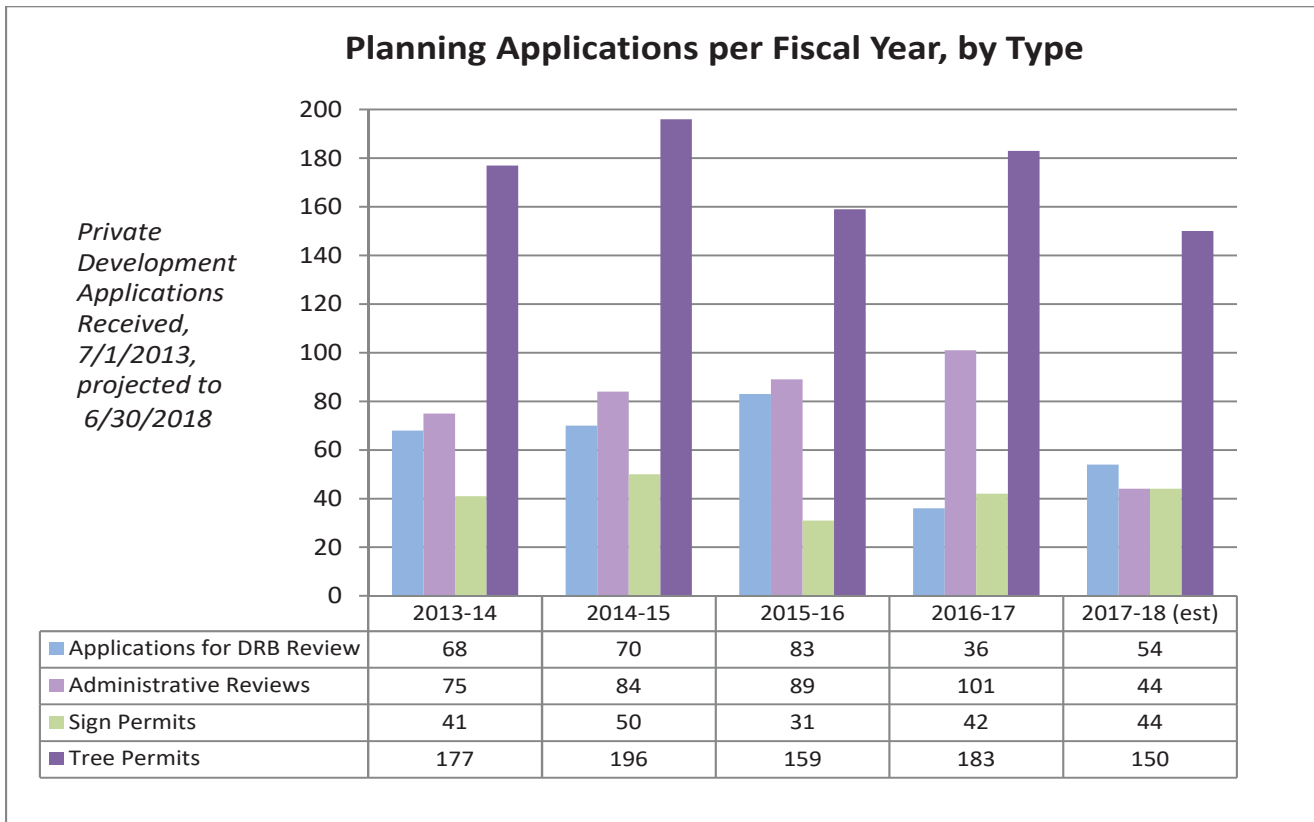
Materials and Services

- Supplies are increasing by 84%, or \$11,435, reflecting the addition of one-time computer software and equipment for the new Code Compliance Coordinator.
- Professional and Technical Services show a net change of \$36,000 when compared to the FY 2017-18 budget, reflecting the removal of funds for work related to the now completed form based code, and the addition of funds reflecting re-organization of work related to the Metro Housing Grant from City Administration to Planning.

Capital Outlay

- Capital outlay reflects the purchase of a vehicle for the new Code Compliance Coordinator.

Performance Measurements



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

Performance Measurements Outcome

In 2017, the City of Wilsonville issued a total of 624 building permits representing \$89.6 million in value for all new private and public sector construction activity. While new construction has slowed from the boom experienced after the great recession, construction activity remained above the average valuation of the past 10 years (\$86.3 million), particularly for residential development and renovations of existing buildings.

A break-out of building-permit values shows:

New Residential Construction —\$62 million: Home-builders received 266 building permits in 2017 for new single-family dwellings—mostly in Villebois—with a total valuation of \$62 million. The 2017 new single-family home building value was nearly 200% greater than the average of \$35.7 million over the past 10 years. For the second year in a row, no new multi-family dwelling permits were issued in 2017.

New Commercial/ Industrial Construction — \$2 million: Following a year of commercial and industrial construction that far exceeded the 10-year average, building permits slowed for major non-residential projects. One permit was issued for Marion’s Carpet Warehouse at just over \$2 million.

Commercial, Industrial and Multi-Family Complexes Renovations — \$24.5 million: The City continues to see significant investment in existing commercial, industrial and multi-family buildings, issuing a total of 312 permits for alterations and tenant improvements. In addition, another 45 permits were issued for single-family additions and alterations. This represents the second highest valuation of the past decade and well above the 10-year average of \$18.7 million. Business growth appears strong, with numerous buildings being remodeled for new and growing businesses including Al’s Garden Center, Energy Storage Systems, Machine Sciences, Dealer Spike, Oregon Community Credit Union, and the new headquarters for DW Fritz.



Church aerial dated March, 2007



Public Works

administration

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

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

Key Performance Areas

Environmental Stewardship

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

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

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

Welcoming, Engaged and Satisfied Residents

- Support various community events, celebrations and festivals

Other Program Objectives

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

Council Goals

Embrace technology proactively in future planning, operations and customer service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	0.00	0.00	0.00	1.00
Utility Manager	0.00	0.00	0.00	0.00
Public Works Analyst	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	3.50	3.50	3.50	4.50

administration

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 230,140	\$ 260,007	\$ 266,360	\$ 354,700	\$ 354,700	\$ 354,700
Employee benefits	122,190	129,474	148,610	186,685	186,685	186,685
Total	352,330	389,481	414,970	541,385	541,385	541,385
Materials and Services						
Supplies	11,699	12,499	21,713	22,530	22,530	22,530
Prof and tech services	10,920	5,105	10,256	10,359	10,359	10,359
Utility services	18,126	17,339	23,499	25,518	25,518	25,518
Fleet services	9,150	8,950	8,790	8,873	8,873	8,873
Repairs & maintenance	8,554	8,552	9,290	9,610	9,610	9,610
Insurance	1,881	1,745	1,900	1,920	1,920	1,920
Employee development	2,916	7,312	6,065	7,901	7,901	7,901
Fees, dues, advertising	1,519	1,092	1,930	1,949	1,949	1,949
Meeting expenses	1,285	1,366	1,457	1,472	1,472	1,472
Total	66,050	63,960	84,900	90,132	90,132	90,132
Capital Outlay						
Machinery & equipment	-	-	12,000	-	-	-
Office Equipment	7,695	-	-	-	-	-
Total	7,695	-	12,000	-	-	-
Total Department	\$ 426,075	\$ 453,441	\$ 511,870	\$ 631,517	\$ 631,517	\$ 631,517

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
General Fund	426,075	453,441	511,870	631,517	631,517	631,517
Total	\$ 426,075	\$ 453,441	\$ 511,870	\$ 631,517	\$ 631,517	\$ 631,517

Budget Highlights

Personnel Services

- As a result of robust growth and development in Wilsonville, an Operations Manager is proposed to provide necessary project management and contract oversight. The addition of an Operations Manager will allow existing supervisory staff to actively manage projects in the field, fostering efficiency and completion of more in-house projects.
- Other changes include annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Utility services are increasing to reflect increases in rates
- Employee development is increasing to reflect additional training for the new position
- There is a slight increase in supplies to provide the new position with needed tools.

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, interactive water features and the indoor public spaces at the Willamette River Water Treatment Plant.

Key Performance Areas

Environmental Stewardship

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

Well Maintained Infrastructure

- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds
- Utilize Asset Management Program for the condition assessment of assets and generation of work orders

Safe Healthy & Aesthetically Pleasing Community

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

Council Goals

Embrace technology proactively in future planning, operations and customer service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works 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
Seasonal Utility Worker	0.75	0.75	0.00	0.75
	5.75	5.75	5.00	5.75

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 266,173	\$ 288,571	\$ 308,860	\$ 368,980	\$ 368,980	\$ 368,980
Employee benefits	143,374	165,575	198,790	205,980	205,980	205,980
Total	409,547	454,146	507,650	574,960	574,960	574,960
Materials and Services						
Supplies	55,206	56,428	59,028	60,318	60,318	60,318
Prof and tech services	55,887	46,714	79,250	50,044	50,044	50,044
Utility services	10,871	15,538	18,202	18,385	18,385	18,385
Fleet services	34,640	34,290	35,710	36,063	36,063	36,063
Repairs & maintenance	221,330	191,652	259,329	261,919	261,919	261,919
Rents & leases	567	-	3,122	3,153	3,153	3,153
Insurance	2,503	2,607	2,780	3,197	3,197	3,197
Employee development	5,566	8,016	7,401	7,475	7,475	7,475
Fees, dues, advertising	447	513	1,614	1,630	1,630	1,630
Meeting expenses	9	17	520	525	525	525
Total	387,026	355,775	466,956	442,709	442,709	442,709
Capital Outlay						
Building	-	-	3,000	-	-	-
Equipment	-	24,172	21,360	6,800	6,800	6,800
Vehicles	7,766	43,735	-	-	-	-
Total	7,766	67,907	24,360	6,800	6,800	6,800
Total Department	\$ 804,339	\$ 877,828	\$ 998,966	\$ 1,024,469	\$ 1,024,469	\$ 1,024,469

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Urban renewal charges	3,200	3,200	3,200	3,200	3,200	3,200
General Fund	801,139	874,628	995,766	1,021,269	1,021,269	1,021,269
Total	\$ 804,339	\$ 877,828	\$ 998,966	\$ 1,024,469	\$ 1,024,469	\$ 1,024,469

Budget Highlights

Personnel Services

- In fiscal year 2017-18, the City piloted a program to use an employment agency to facilitate the hiring of temporary employees for the Facilities program. The pilot project did not work as expected so the City will resume hiring seasonal employees directly. This change results in a reduction in Material and Services line item of Professional and Technical Services and an increase to Personnel Services.

Materials and Services

- Reallocation of funds from the Professional and Technical Services to Personnel Services are to resume the direct hiring of Seasonal personnel.
- Insurance costs have increased due to rate adjustments.

Capital Outlay

- Equipment purchases for FY 2018/2019 include a brush box for the Facilities Swap Loader truck. The box will be used for leaf pickup during the Fall and Winter months and as a general debris container other times of the year.

Public Works

roads

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

The Roads program is involved in various efforts associated with public rights-of-way, such as: enforcement of City sign codes within City right-of-way; maintenance of guardrails, bikeways and pedestrian pathways; maintenance of street trees, landscaped medians and roadway landscapes; providing support to community groups which volunteer their services to the Adopt-A-Road Program; sanding streets during inclement weather; graffiti removal; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs and pavement markings; and providing oversight of street sweeping contractor.

Key Performance Areas

Well Maintained Infrastructure

- Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow
- Utilize Asset Management Program to track asset condition and generate work orders

Safe Healthy & Aesthetically Pleasing Community

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

Council Goals

Promote a healthy urban forest

- Develop and implement a street tree replacement program

Embrace technology proactively in future planning, operations and customer service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works Supervisor	0.80	0.80	0.80	0.80
Roads Maintenance Specialist	2.50	3.00	3.00	3.00
Utility Worker	0.00	0.00	0.00	0.00
Seasonal Utility Worker	0.75	0.25	0.00	0.25
	4.05	4.05	3.80	4.05

Operating Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
Personnel Services						
Salaries and wages	\$ 210,364	\$ 217,947	\$ 234,870	\$ 255,416	\$ 255,416	\$ 255,416
Employee benefits	113,907	121,079	155,250	157,235	\$ 157,235	157,235
Total	324,271	339,026	390,120	412,651	412,651	412,651
Materials and Services						
Supplies	10,804	10,281	17,646	17,255	17,255	17,255
Prof and tech services	21,949	22,238	36,743	27,678	27,678	27,678
Utility services	107,518	89,814	112,447	114,869	114,869	114,869
Fleet services	44,810	44,040	44,620	43,067	43,067	43,067
Repairs & maintenance	189,078	178,978	262,334	274,958	274,958	274,958
Rents & leases	467	-	1,105	1,116	1,116	1,116
Insurance	2,622	2,700	2,880	3,259	3,259	3,259
Employee development	7,395	5,675	7,629	7,706	7,706	7,706
Fees, dues, advertising	892	210	634	640	640	640
Meeting expenses	93	-	83	84	84	84
Total	385,628	353,936	486,121	490,632	490,632	490,632
Capital Outlay						
Building	-	-	3,000	-	-	-
Machinery & equipment	-	8,646	10,160	51,500	51,500	51,500
Vehicles	1,753	5,910	-	-	-	-
Total	1,753	14,556	13,160	51,500	51,500	51,500
Total Department	\$ 711,652	\$ 707,518	\$ 889,401	\$ 954,783	\$ 954,783	\$ 954,783

Resources Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
Road Operating Fund	\$ 711,652	\$ 707,518	\$ 889,401	\$ 954,783	\$ 954,783	\$ 954,783
Total	\$ 711,652	\$ 707,518	\$ 889,401	\$ 954,783	\$ 954,783	\$ 954,783

Budget Highlights

Personnel Services

- In fiscal year 2017-18, the City piloted a program to use an employment agency to facilitate the hiring of temporary employees for the Facilities program. The pilot project did not work as expected so the City will resume hiring seasonal employees directly. This change results in a reduction in Material and Services line item of Professional and Technical Services and an increase to Personnel Services.

Materials and Services

- Reallocation of funds from the Professional and Technical Services to Personnel Services are to resume the direct hiring of Seasonal personnel.
- The Repair and maintenance category is increasing to fund new school flashers. The existing school flashers at Lowrie Primary School no longer receive technical support from the manufacturer. This increase in funding is to provide controls via cellular service and is complimentary to the Signal Improvements capital improvement project.
- Insurance costs have increased due to rate adjustments.

Capital Outlay

- Vehicle purchase is for a F450 Pickup Truck with a swap loader bed. Previously two of the Public Works Supervisors shared one truck and then borrowed other staff vehicles when available. Sharing of one vehicle between two field staff is problematic and prevents both Supervisors from effectively performing their duties.
- Equipment purchase for FY 2018-19 includes an Asphalt Hot Box. Currently, the Public Works Department has no means to perform permanent repair of paved surfaces. A trailer mounted asphalt hot box would allow current employees within the Roads, Utilities, Sewer, and Stormwater departments to perform in-house repairs on compromised pavement. Repair jobs would be completed on a more consistent basis and provide a better level of service to our citizens.

Public Works

street lighting

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

Based on the recommendations from an alternative analysis, a transition plan for the conversion of High Pressure Sodium (HPS) and Mercury Vapor (MV) street lights to Light Emitting Diodes (LED) will start implementation this fiscal year. Please see the Capital Improvement Program for Streetscapes for more information.

Key Performance Areas

Environmental Stewardship

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

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Provide adequate lighting of roadways and sidewalks

Council Goals

Embrace technology proactively in future planning, operations and customer service

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

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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Materials and Services						
Utility services	\$ 272,931	\$ 313,393	\$ 344,610	\$ 348,056	\$ 348,056	\$ 348,056
Repairs & maintenance	10,590	7,778	11,480	11,595	11,595	11,595
Total Department	\$ 283,521	\$ 321,171	\$ 356,090	\$ 359,651	\$ 359,651	\$ 359,651

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Street Lighting Fund	\$ 476,299	\$ 476,299	\$ 487,500	\$ 518,250	\$ 518,250	\$ 518,250
Total	\$ 476,299	\$ 476,299	\$ 487,500	\$ 518,250	\$ 518,250	\$ 518,250

Budget Highlights

The Street Lighting Program anticipates only a slight 1% increase in the overall operating budget.

Public Works

water distribution

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.

Key Performance Areas

Well Maintained 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

Safe Healthy & Aesthetically Pleasing Community

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics
- 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 O&M best practices
- Provide adequate storage and water pressure for fire protection through operation and maintenance of distribution system
- Respond 24 hour a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks

Council Goals

Embrace Technology Proactively in Future Planning, Operations, and Customer Service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works Supervisor	0.55	0.55	0.55	0.55
Water Distribution Technician	4.00	4.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Attorney	0.00	0.29	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	5.38	5.67	5.38	5.38

water distribution

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 320,216	\$ 356,318	\$ 358,920	\$ 374,250	\$ 374,250	\$ 374,250
Employee benefits	173,563	180,350	208,670	207,570	207,570	207,570
Total	493,779	536,668	567,590	581,820	581,820	581,820
Materials and Services						
Supplies	157,600	158,658	152,594	154,619	154,619	154,619
Prof and tech services	112,806	75,115	112,316	133,915	133,915	133,915
Utility services	51,266	71,461	77,338	78,112	78,112	78,112
Fleet services	42,830	42,060	44,270	45,286	45,286	45,286
Repairs & maintenance	48,294	47,769	98,445	98,230	98,230	98,230
Insurance	11,314	11,759	12,290	12,691	12,691	12,691
Community programs	41	324	408	412	412	412
Employee development	7,149	6,491	5,510	5,765	5,765	5,765
Fees, dues, advertising	3,036	2,519	2,522	3,047	3,047	3,047
Meeting expenses	136	119	204	206	206	206
Franchise fee	272,028	272,992	300,000	303,000	303,000	303,000
Miscellaneous Services	55,874	68,034	65,650	95,307	95,307	95,307
Total	762,374	757,301	871,547	930,590	930,590	930,590
Capital Outlay						
Machinery & equipment	-	-	10,160	3,834	3,834	3,834
Vehicles	365	1,773	-	-	-	-
Total Department	\$ 1,256,518	\$ 1,295,742	\$ 1,449,297	\$ 1,516,244	\$ 1,516,244	\$ 1,516,244
Resources Summary						
Water Operating Fund	\$ 1,256,518	\$ 1,295,742	\$ 1,449,297	\$ 1,516,244	\$ 1,516,244	\$ 1,516,244
Total	\$ 1,256,518	\$ 1,295,742	\$ 1,449,297	\$ 1,516,244	\$ 1,516,244	\$ 1,516,244

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments

Material and Services

- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles
- Fees and dues increasing to match state agency certification fees.
- Professional and Technical Services increasing by City's proportionate share of costs for the Managing Agency which will handle the business affairs of the Willamette Intake Facilities (WIF) Commission as part of the Willamette Governance Group (WGG) Intergovernmental Agreement (IGA). Services include administrative duties related to the support of the commission and committees for management, finance and operations.
- Employee development increased slightly for purchase of confined space barriers.
- Miscellaneous Services increase due to anticipated increase in bank charges.
- Insurance costs have increased due to rate adjustments.

Capital Outlay

- Equipment purchases for FY2018-19 include the Water Distribution portion of an enclosed equipment shelter for the City's combination sewer truck.

Performance Measurements

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

Strategy	Measure	Actual	Actual	Actual	Actual	Forecast
		2014-15	2015-16	2016-17	2017-18	2018-19
Annual maintenance programs	Percent completion of annual maintenance program benchmarks	89%	90%	92%	90%	94%

Performance Measurements Outcome

The water distribution program 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 Program. 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 Program performance.

The Water Distribution Division currently operates and maintains approximately 119 miles of water mains, 1,160 fire hydrants, 4,186 water valves, 6,210 water meters, 4 reservoirs and 2 chlorine booster stations. The City also maintains eight groundwater wells which may be used during a water system emergency. In addition, the Utility Division administers the Backflow Prevention Program which fulfills regulatory requirements aimed at preventing cross contamination between private plumbing and the City’s public water system. The Backflow Program tracks annual testing and regulatory compliance for approximately 4,970 backflow assemblies.

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

Infrastructure Tracking	2014-15	2015-16	2016-17	2017-18	2018-19
Miles of water main	108	110	118	119	121
Number of water meters	5,464	5,865	6,030	6,210	6,645
Number of hydrants	1,074	1,107	1,129	1,160	1,206
Number of valves	3,101	3,334	4,064	4,186	4,389
Number of backflow devices	4,147*	4,177*	4,220*	4,257	4,280
Water service work orders	3,773	4,350	3,897*	3,978	4,058

**revised data*

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.



A look inside the Aden's store and Post Office



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

Key Performance Areas

Regional Awareness and Influence

- Engage in partnership with members of the Willamette Water Intake Facility

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant

Safe Healthy & Aesthetically Pleasing Community

- Ensure adequate, safe, high-quality water

Fiscal Discipline

- Provide efficient operation of the Willamette River Water Treatment Plant

Other Program Objectives

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

Contracted Employees: Full-time equivalents

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	9.50	9.50	9.50	9.50

water treatment plant

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Materials and Services						
Supplies	\$ 169,324	\$ 198,453	\$ 510,659	\$ 815,766	\$ 815,766	\$ 815,766
Prof and tech services	1,507,170	1,564,506	1,714,290	1,731,433	1,731,433	1,731,433
Utility services	405,381	407,666	529,104	534,396	534,396	534,396
Repairs & maintenance	225,203	166,690	176,851	178,619	178,619	178,619
Insurance	23,654	23,246	24,180	24,422	24,422	24,422
Fees, dues, advertising	3,193	4,883	5,274	5,327	5,327	5,327
Total	2,333,925	2,365,444	2,960,358	3,289,963	3,289,963	3,289,963
Capital Outlay						
Machinery & equipment	277,704	286,699	496,060	575,000	575,000	575,000
Total Department	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963
Resources Summary						
	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Water Operating Fund	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963
Total	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963

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 Water North America

Materials and Services

- The increase in supplies is due to the biennial granular activated carbon replacement at the treatment facility.
- Two of the four Granular Activated Carbon (GAC) Filters in service at the Water Treatment Plant are due for replacement. Based on the findings in the annual GAC Evaluation Report, Filter #3 & #4 should be replaced in FY 2018-19 thereby requiring increased funding for supplies

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 FY2018-19 funding is requested for replacement of: flow meters; 9-P-1 variable frequency drive; administration building HVAC; Actiflo #1 inject mixer; and exterior lighting. Additional funds are needed for the repair of concrete tank, purchase of a spare 9-P-4 motor and the rebuild of the plant entry gate.

Performance Measurements

Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
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)	Compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	100%	100%	100%	100%	100%



Public Works crew working on Wilsonville Road underpass (circa 1981-1984)



Public Works

industrial pretreatment

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

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

Key Performance Areas

Environmental Stewardship

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities and strategies
- Implement a Drug Take Back Program
- Minimizing contaminants at their source through the Fats, Oil and Grease (FOG) program to prevent sanitary sewer overflows (SSOs) associated with excessive amounts of FOG
- Coordinate with other state, regional and local agency programs regarding environmental protection

Other Program Objectives

- Engage in educational activities about pretreatment/FOG/pollution prevention at schools, conferences and businesses
- Protection of human health and safety of workers in the collection system
- Involvement in the Western States Alliance efforts of the Preferred Pumper Program related to FOG

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

industrial pretreatment

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 56,794	\$ 77,515	\$ 71,630	\$ 73,220	\$ 73,220	\$ 73,220
Employee benefits	29,877	30,137	35,470	36,370	36,370	36,370
Total	86,671	107,652	107,100	109,590	109,590	109,590
Materials and Services						
Supplies	1,463	1,899	1,398	1,412	1,412	1,412
Prof and tech services	7,426	5,097	13,350	13,483	13,483	13,483
Utility services	1,244	1,069	891	900	900	900
Fleet services	2,880	2,820	2,820	2,958	2,958	2,958
Repairs & maintenance	-	-	400	404	404	404
Insurance	360	375	400	431	431	431
Employee development	1,041	1,671	2,460	2,485	2,485	2,485
Fees, dues, advertising	804	678	1,040	1,051	1,051	1,051
Meeting expenses	103	7	210	212	212	212
Total	15,321	13,616	22,969	23,336	23,336	23,336
Total Department	\$ 101,992	\$ 121,268	\$ 130,069	\$ 132,926	\$ 132,926	\$ 132,926
Resources Summary						
	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Sewer Operating Fund	\$ 101,992	\$ 121,268	\$ 130,069	\$ 132,926	\$ 132,926	\$ 132,926
Total	\$ 101,992	\$ 121,268	\$ 130,069	\$ 132,926	\$ 132,926	\$ 132,926

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments

Materials and Services

- Insurance costs have increased due to rate adjustments

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	22	16	10	10	10
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	8	8	7	8
	Number of minor violations	4	8	4	4	3
	Number of major violations	0	0	0	0	0

Performance Measurements Outcome

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



Upgrades being completed to the Wilsonville Road underpass.



Public Works

wastewater treatment plant

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

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

Key Performance Areas

Environmental Stewardship

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

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant and lift stations

Fiscal Discipline

- Provide efficient operation of the Wastewater Treatment Plant

Safe Healthy & Aesthetically Pleasing Community

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

Contracted Employees: Full-time equivalents

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	0.00	1.00	1.00	1.00
Wastewater Operator	5.00	4.00	4.00	4.00
Lab Technician	1.50	1.00	1.00	1.00
Intern	0.50	1.00	1.00	1.00
	8.00	8.00	8.00	8.00

wastewater treatment plant

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Materials and Services						
Supplies	\$ 169,324	\$ 198,453	\$ 510,659	\$ 815,766	\$ 815,766	\$ 815,766
Prof and tech services	1,507,170	1,564,506	1,714,290	1,731,433	1,731,433	1,731,433
Utility services	405,381	407,666	529,104	534,396	534,396	534,396
Repairs & maintenance	225,203	166,690	176,851	178,619	178,619	178,619
Insurance	23,654	23,246	24,180	24,422	24,422	24,422
Fees, dues, advertising	3,193	4,883	5,274	5,327	5,327	5,327
Total	2,333,925	2,365,444	2,960,358	3,289,963	3,289,963	3,289,963
Capital Outlay						
Machinery & equipment	277,704	286,699	496,060	575,000	575,000	575,000
Total Department	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Water Operating Fund	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963
Total	\$ 2,611,629	\$ 2,652,143	\$ 3,456,418	\$ 3,864,963	\$ 3,864,963	\$ 3,864,963

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 (formerly CH2M HILL)

Materials and Services

- Professional and Technical Service funding is increasing due to the following items;
 - o Per the contract with Jacobs (previously CH2M HILL) 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 Employment Cost Index.
 - o As part of the Design-Build-Operate (DBO) agreement, a Triennial Asset Investigation occurs every third year during the Term of the contract. The purpose of the inspection and review is to ascertain on a comprehensive and focused basis the extent to which the Managed Assets are being properly maintained, repaired and replaced in accordance with the Contract Standards. The last inspection occurred in 2015.
 - o A requirement of the City's National Pollutant Discharge Elimination System (NPDES) is to submit results of an updated mixing zone study within two years of the installation of the new WWTP outfall that will be complete within FY 2018-19. The study is to confirm the modeled dilutions of effluent in the river are as predicted during the design of the outfall to ensure the protection of public health and the environment.

Performance Measurements

Goal: Protect the water quality of the Willamette River and the health of the community by removing pollutants from wastewater.

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Contract with Jacobs (formerly CH2M) 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.	Compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits and the 'performance measures' contract provisions	100%	100%	100%	100%	100%



Daydream Ranch near Memorial Park prior to housing construction.



Public Works

wastewater collection

The Wastewater Collection program protects the water quality of the Willamette River and the health of the community by effectively maintaining and operating the City’s wastewater collection system. The wastewater collection system is completely separate from the stormwater system and transports sanitary waste streams from properties within the City limits to the Wastewater Treatment Plant on Tauchman Road.

Key Performance Areas

Environmental Stewardship

- 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)

Well Maintained 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, Healthy & Aesthetically Pleasing 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

Council Goals

Embrace Technology Proactively in Future Planning, Operations, and Customer Service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works Supervisor	0.30	0.30	0.30	0.30
Vactor Operator	1.50	2.00	2.00	1.00
Utility Maintenance Specialist	0.00	0.00	0.00	1.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
	2.13	2.63	2.63	2.63

wastewater collection

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 140,787	\$ 113,463	\$ 156,020	\$ 165,670	\$ 165,670	\$ 165,670
Employee benefits	73,715	81,187	110,180	108,270	108,270	108,270
Total	214,502	194,650	266,200	273,940	273,940	273,940
Materials and Services						
Supplies	24,115	19,125	30,982	31,292	31,292	31,292
Prof and tech services	128,938	54,424	125,267	126,996	126,996	126,996
Utility services	9,799	8,560	12,169	12,290	12,290	12,290
Fleet services	1,902	5,460	15,540	15,838	15,838	15,838
Repairs & maintenance	37,548	14,276	59,025	59,616	59,616	59,616
Insurance	609	628	670	1,421	1,421	1,421
Employee development	2,903	2,849	3,830	3,869	3,869	3,869
Fees, dues, advertising	-	1,070	636	642	642	642
Franchise fees	301,780	308,346	320,000	323,200	323,200	323,200
Miscellaneous Services	51,457	65,348	60,600	95,206	95,206	95,206
Total	559,051	480,086	628,719	670,370	670,370	670,370
Capital Outlay						
Building	-	-	2,000	-	-	-
Equipment				9,833	9,833	9,833
Vehicles	365	1,773	-	-	-	-
Total	365	1,773	2,000	9,833	9,833	9,833
Total Department	\$ 773,918	\$ 676,509	\$ 896,919	\$ 954,143	\$ 954,143	\$ 954,143
Resources Summary						
Sewer Operating Fund	\$ 773,918	\$ 676,509	\$ 896,919	\$ 954,143	\$ 954,143	\$ 954,143
Total	\$ 773,918	\$ 676,509	\$ 896,919	\$ 954,143	\$ 954,143	\$ 954,143

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments

Materials and Services

- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles.
- Insurance is projected to increase between 3.68% and 7.3% per notification of insurance carrier and the addition of new equipment last fiscal year.
- Miscellaneous Services increase due to anticipated credit card collection fees.

Capital Outlay

- Equipment Capital Outlay is for the sewer portion of an equipment shelter which will house the City's new combination sewer cleaning truck.

Performance Measurements

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

Strategy	Measure	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	LF cleaned annually	70,000	64,000	72,000	80,000	95,000
	LF of sewer main	427,680	433,000	438,240	443,520	448,800
	Number of manholes	1,826	1,902	1,966	2,121	2,163
	Percent of lines cleaned	17.4%	16.4%	14.8%	18.0%	20.9%

Performance Measurements Outcome

The City maintains approximately 84 miles of public sewer main along with 2,121 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 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.



Boones Ferry Road at current Fred Meyer Center location



Public Works

stormwater maintenance

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.

Key Performance Areas

Environmental Stewardship

- 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
- Regularly maintain stormwater systems to reduce the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality

Well Maintained 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

Safe Healthy & Aesthetically Pleasing 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

Council Goals

Embrace Technology Proactively in Future Planning, Operations, and Customer Service

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

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Public Works Supervisor	0.35	0.35	0.35	0.35
Vactor Operator	0.50	0.00	0.00	0.00
Utility Maintenance Specialist	0.84	2.34	2.34	2.34
Seasonal Utility Worker	0.25	0.00	0.00	0.00
	1.94	2.69	2.69	2.69

stormwater maintenance

Public Works

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 110,415	\$ 49,930	\$ 147,330	\$ 149,910	\$ 149,910	\$ 149,910
Employee benefits	57,635	29,802	105,160	109,360	109,360	109,360
Total	168,050	79,732	252,490	259,270	259,270	259,270
Materials and Services						
Supplies	11,085	10,869	14,442	14,587	14,587	14,587
Prof and tech serv	20,312	31,537	43,689	44,601	44,601	44,601
Utility services	2,061	4,113	5,828	5,886	5,886	5,886
Fleet services	11,405	5,960	7,510	10,252	10,252	10,252
Repairs & maintenance	133,095	126,637	233,100	235,132	235,132	235,132
Rents & leases	1,242	-	-	-	-	-
Insurance	-	-	-	1,241	1,241	1,241
Comm svcs programs	-	-	202	204	204	204
Employee development	508	396	3,027	3,357	3,357	3,357
Fees, dues, advertising	175	1,066	906	915	915	915
Franchise fees	84,088	97,484	106,688	107,755	107,755	107,755
Miscellaneous Services	25,728	31,826	21,892	50,111	50,111	50,111
Total	289,699	309,888	437,284	474,041	474,041	474,041
Capital Outlay						
Machinery & equipment	-	47,330	-	161,964	161,964	161,964
Total Department	\$ 457,749	\$ 436,950	\$ 689,774	\$ 895,275	\$ 895,275	\$ 895,275

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Stormwater Operating Fund	\$ 457,749	\$ 436,950	\$ 689,774	\$ 895,275	\$ 895,275	\$ 895,275
Total	\$ 457,749	\$ 436,950	\$ 689,774	\$ 895,275	\$ 895,275	\$ 895,275

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments

Materials and Services

- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles
- Employee development increase due to state agency fee increases for training that is required for license renewals of employees.
- Miscellaneous services reflects increases in bank card fees as more customers are paying with credit cards

Capital Outlay

- Machinery & equipment costs are for purchase of a trailer mounted vacuum excavator for cleaning catch basins and manholes and for the stormwater portion of an equipment shelter to cover the City's new combination sewer truck.

Performance Measurements**Goal: Clean 33% of public catch basins annually.**

Strategy	Measure	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	565	600	750	875	1,000
	Total number of catch basins	2,260	2,300	2,415	2,463	2,512
	Percentage of catch basins cleaned	27%	27%	31%	35%	39%

Performance Measurements Outcome

The operations and maintenance goals of the Stormwater Maintenance Program are multifaceted and involve a variety of tasks and resources. At a minimum, the program seeks to clean 30% of City maintained catch basins each year. Properly operating and maintaining the City's stormwater system ensures a safe, healthy and aesthetically pleasing community while protecting the Wilsonville's superb natural resources.

The City maintains approximately 75 miles of pipelines, 2,463 standard catch basins, 2,194 manholes, 497 inlets, 199 outlets and various other stormwater treatment facilities such as filtered catch basins and water quality manholes. The City also manages a 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.

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; responding to hazardous and non-hazardous spills; managing the public street sweeping program and sweeping City facility parking lots.



Completion of the Charbonneau Village Center



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.”

The Parks and Recreation Department is comprised of two functional areas: General Services and Parks Maintenance.

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

Key Performance Areas

Clear Vision and Community Design

- Complete a design for 10 acre Frog Pond Community Park

Community Amenities and Recreation

- Implement Comprehensive Parks and Recreation Master Plan
- Develop strategy for implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan
- 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

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

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

Council Goals

Promote stronger connectivity and access to the Willamette River

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan

Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan
- Frog Pond Community Park design and development and continued development of Villebois Regional Park System

Promote vibrant arts, cultural, and heritage programs and facilities

- Explore the establishment of an Arts and Culture Commission
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition.

Promote a healthy urban forest

- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation.

Enable and promote healthy living

- Continue to improve access and opportunities to promote healthy living

Position	Full Time Equivalent Positions			
	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
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	1.00	1.00	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
Administrative Assistant II	2.00	2.50	2.50	3.00
Building Monitor	0.19	0.19	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	8.20	9.20	9.20	9.20

general services

Parks and Recreation

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 495,698	\$ 452,281	\$ 585,040	\$ 603,370	\$ 603,370	\$ 603,370
Employee benefits	229,813	193,411	304,520	298,380	298,380	298,380
Total	725,511	645,692	889,560	901,750	901,750	901,750
Materials and Services						
Supplies	100,808	82,850	92,562	96,422	96,422	96,422
Prof and tech services	36,536	41,708	18,830	17,834	17,834	17,834
Utility services	47,888	55,493	60,492	62,230	62,230	62,230
Insurance	3,418	4,313	4,460	4,968	4,968	4,968
Repairs & maintenance	26,166	31,018	31,946	36,927	36,927	36,927
Rents & leases	376	-	-	-	-	-
Comm svcs programs	138,151	164,925	388,707	483,220	483,220	483,220
Employee development	9,312	36,882	14,488	14,633	14,633	14,633
Fees, dues, advertising	7,657	4,804	11,051	13,662	13,662	13,662
Meeting expenses	170	418	312	315	315	315
Misc. services & supplies	18,468	20,881	18,180	21,062	21,062	21,062
Total	388,950	443,292	641,028	751,273	751,273	751,273
Capital Outlay						
Machinery & equipment	-	7,695	45,000	-	-	-
Total Department	\$ 1,114,461	\$ 1,096,679	\$ 1,575,588	\$ 1,653,023	\$ 1,653,023	\$ 1,653,023

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2018-19	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Charges for services	\$ 261,742	\$ 261,742	\$ 225,500	\$ 277,000	\$ 277,000	\$ 277,000
Grants and donations	183,305	183,305	67,250	158,925	158,925	158,925
General Fund revenues	669,414	651,632	1,282,838	1,217,098	1,217,098	1,217,098
Total	\$ 1,114,461	\$ 1,096,679	\$ 1,575,588	\$ 1,653,023	\$ 1,653,023	\$ 1,653,023

Budget Highlights

Personnel Services

- A reorganization of duties has resulted in the Information Referral Specialist position decreasing to half-time, and the Administrative Assistant increasing to full-time.
- Other changes include annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Supplies are increasing about 4%, or \$3,900, to account for cost increases, especially in the nutrition program.
- Repairs and maintenance are increasing approximately \$5,000, representing a 16% increase, in recognition of higher janitorial costs. Additionally, Fleet charges have been allocated to this Program Area in recognition of usage of the motor pool vehicles.
- Community services programs are increasing about \$94,500, representing a 24%, in order to conduct a Visitor Profile Study. This Study is part of the Tourism Promotion Committee's work plan for fiscal year 2018-19, and funded by the Transient Lodging Tax (also referred to as the Hotel/Motel Tax).
- Fees, dues and advertising are increasing approximately \$2,600, representing a 24% increase, by reallocating resources from other accounts in order enhance outreach efforts for Parks programs and events.
- Miscellaneous services are increasing just under \$3,000, or 16%, to account for higher bank fees as more patrons use their credit cards for payment.

Capital Outlay

- No capital outlay is planned for fiscal year 2018-19.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Create a Parks and Recreation system that offers a mix of active and passive recreation opportunities	Parks and Recreation planning projects	11	9	11	11	10
Promote a connected and active community by providing special events	City sponsored events	11	11	10	11	12
	Event attendance	5,507	6,663	6,600	6,700	6,800
Provide social opportunities through the Community Center meal program	Congregate meals	7,998	5,537	5,055	5,488	5,900
	Home-delivered meals	4,512	6,175	6,957	8,037	8,400
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	126	149	237	244	250
	Stein Boozier Barn rentals	14	33	54	55	55

Performance Measurements Outcome

Park planning projects will remain steady as park facility growth continues.

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

The nutrition program at the Community Center has seen consistent development over recent years. A focused effort by kitchen staff to provide great tasting healthy meals and increased Community Center programming has all contributed to the growth in citizens served. While overall meal numbers are increasing slightly, the demand for home-delivered meals has dramatically increased and is projected to continue. Resources will be monitored to be sure budgeted materials and staffing levels are adequate to continue to serve this population.

Rental totals showed a dramatic increase as facility improvements and additional available facilities were added to the rental inventory. Barn rentals will likely plateau as available rental dates reach their maximum capacity. Future improvements to the Forest Shelter will likely result in another rental spike. The potential for online facility reservations will be explored for future implementation.

Parks and Recreation staff continue to look for new and innovative program offerings. Program attendance numbers have remained consistent over the last 3 years. New partnerships and independent contract instructors will keep the public active and draw new participants.



Wilsonville Road at Boones Ferry



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. Additionally, the City intends to take over maintenance responsibilities of three neighborhood parks (previously HOA maintained, yet City-owned) while continuing oversight of additional HOA maintained parks.

Key Performance Areas

Fiscal Discipline

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

Environmental Stewardship

- Organize a large annual park clean-up aimed at improving trails, removing invasive species and other related maintenance projects
- Partner with community based non-profits, service clubs and community special interest groups to perform a variety of park maintenance and improvement projects throughout the year
- Provide the most current, practical, and environmentally friendly management strategies
- Continue implementation and fine tuning of weather and soil moisture based irrigation scheduling to provide healthier plants and reduced irrigation consumption.

Well Maintained Infrastructure

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

Safe, Healthy and Aesthetically Pleasing Community

- Continued effort to reduce chemical inputs within the overall park maintenance agronomic plan while striving to provide a superior, safer, and healthier product

Council Goals

Promote stronger connectivity and access to the Willamette River

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan

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- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan
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Promote vibrant arts, cultural, and heritage programs and facilities.

- Explore the establishment of an Arts and Culture Commission
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition.

Promote a healthy urban forest

- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation

Enable and promote healthy living

- Continue to improve access and opportunities to promote healthy living

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	0.00	1.00	1.00	1.00
Parks Maintenance Specialist	4.00	4.00	5.00	5.00
Utility Worker	0.00	0.00	0.00	0.00
Seasonal Utility Worker	3.25	2.25	0.00	1.25
	8.25	8.25	7.00	8.25

parks maintenance

Parks & Recreation

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 351,050	\$ 376,264	\$ 400,040	\$ 473,420	\$ 473,420	\$ 473,420
Employee benefits	173,678	193,537	265,470	291,590	291,590	291,590
Total	524,728	569,801	665,510	765,010	765,010	765,010
Materials and Services						
Supplies	29,862	30,294	36,468	36,832	36,832	36,832
Prof and tech services	36,381	58,029	40,708	41,115	41,115	41,115
Utility services	199,045	200,413	246,353	286,366	286,366	286,366
Fleet services	87,698	86,280	86,700	87,943	87,943	87,943
Repairs & maintenance	160,834	178,442	190,695	192,609	192,609	192,609
Rents & leases	11,510	11,331	10,711	10,818	10,818	10,818
Insurance	9,752	10,060	10,540	11,035	11,035	11,035
Employee development	6,572	9,669	8,653	8,739	8,739	8,739
Meeting expenses	-	216	312	315	315	315
Fees, dues, advertising	750	1,586	990	1,000	1,000	1,000
Total	542,404	586,320	632,130	676,772	676,772	676,772
Capital Outlay						
Building	-	-	3,000	-	-	-
Machinery & equip	-	23,300	10,160	-	-	-
Vehicles	1,171	39,895	-	-	-	-
Total	1,171	63,195	13,160	-	-	-
Total Department	\$ 1,068,303	\$ 1,219,316	\$ 1,310,800	\$ 1,441,782	\$ 1,441,782	\$ 1,441,782

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Approved 2018-19
General Fund revenues	1,068,303	1,219,316	1,310,800	1,441,782	1,441,782	1,441,782
Total	\$ 1,068,303	\$ 1,219,316	\$ 1,310,800	\$ 1,441,782	\$ 1,441,782	\$ 1,441,782

Budget Highlights

Personnel Services

- Parks Maintenance has been continually aligning staffing resources with a growing parks system, and continues to enhance recruiting efforts in a tightening labor market. In the prior year, the City overall piloted a program to enter into employment contracts for seasonal labor, with limited success. As a result, Parks Maintenance converted a portion of their seasonal labor dollars to a year-round position in fiscal year 2017-18. For fiscal year 2018-19, seasonal labor will be hired directly by the City, and additional funding is added to ensure that maintenance resources are able to keep up with the growing system and increased popularity of the system.
- Other changes include annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Utility services are increasing approximately \$40,000, or 16%. The majority of this increase is for water, as the Parks system continues to add additional acreage. Additionally, hot, dry summers have caused water usage to increase and so resources are increased to allow for additional irrigation.

Capital Outlay

- No capital outlay is planned for fiscal year 2018-19.

Library Services

library

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

In the early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Quality Education

- 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
- Review collections to ensure that the Library provides desired material in appropriate format

Welcoming Engaged and Satisfied Residents

- Comprehensively promote library services to the community
- Expand and promote residents' connection to online tools

Community Amenities and Recreation

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

Fiscal Discipline

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

Council Goals

Organize Library archives; capture history as it happens and before it changes, including coordinating photography

- Help reorganize the Wilsonville Historical Society and provide administrative support
- Help the Historical Society form near term goals, including organizing library archives and capturing history

Position	Full Time Equivalent Positions			
	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
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	0.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	0.55	1.00	0.58	0.58
Outreach Librarian	0.50	0.50	0.60	0.60
Program Coordinator	1.00	1.00	1.00	0.90
Program Librarian	1.23	1.16	1.16	1.13
Reference Librarian	2.03	2.56	2.03	2.03
Support Services Coordinator	1.77	1.86	1.86	1.86
Library Clerk III	0.90	0.00	0.00	0.00
Administrative Assitant I	0.00	0.50	0.47	0.50
Library Clerk II	0.90	0.96	0.96	0.86
Library Clerk I	3.08	3.42	3.40	3.40
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	16.46	16.46	16.56	16.36
Volunteers	6.00	6.00	6.00	6.00

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 885,754	\$ 941,469	\$ 972,280	\$ 1,017,350	\$ 1,017,350	\$ 1,017,350
Employee benefits	446,645	450,293	545,130	555,660	555,660	555,660
Total	1,332,399	1,391,762	1,517,410	1,573,010	1,573,010	1,573,010
Materials and Services						
Supplies	231,719	239,353	249,504	252,136	252,136	252,136
Prof and tech services	2,923	3,017	6,714	6,782	6,782	6,782
Utility services	54,194	54,531	78,993	82,417	82,417	82,417
Repairs & maintenance	53,912	54,288	61,960	62,210	62,210	62,210
Insurance	9,957	10,078	10,490	10,595	10,595	10,595
Comm svcs programs	25,547	35,151	41,100	41,250	41,250	41,250
Employee development	5,255	10,002	13,761	13,861	13,861	13,861
Fees, dues, advertising	1,964	1,707	2,020	2,040	2,040	2,040
Misc serv & supplies	1,944	3,074	2,525	2,550	2,550	2,550
Total	387,415	411,201	467,067	473,841	473,841	473,841
Capital Outlay						
Office Equipment/Furniture	-	20,595	-	-	-	-
Total Department	\$ 1,719,814	\$ 1,823,558	\$ 1,984,477	\$ 2,046,851	\$ 2,046,851	\$ 2,046,851

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
County shared taxes	\$ 1,076,327	\$ 1,142,220	\$ 1,211,625	\$ 1,244,000	\$ 1,244,000	\$ 1,244,000
Charges for services	51,838	52,332	51,800	46,000	46,000	46,000
Grants and donations	54,191	49,822	56,800	56,000	56,000	56,000
General Fund revenues	537,458	579,184	664,252	700,851	700,851	700,851
Total	\$ 1,719,814	\$ 1,823,558	\$ 1,984,477	\$ 2,046,851	\$ 2,046,851	\$ 2,046,851

Budget Highlights

Personnel Services

- Overall, the Full-Time Equivalent (FTE) level is reduced by 0.2 FTE, reflecting the elimination of on-call staff to support the Library’s Science Adventure initiative, supported by the Wilsonville Public Library Foundation. Other changes to personnel services include annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- There are no significant increases in the Materials and Services budget. Utilities are anticipated to increase approximately \$3,400, or about 4%.

Resources

- County shared taxes (Library District revenue) accounts for approximately 61% of the funding for the Library.

Library Services

library

Performance Measurements

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

Strategy	Measure	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	130,315	130,259	130,876	124,359	125,000	125,000
	Service area population, December estimate	24,602	25,071	26,011	26,174	27,000	28,000
	Items per capita	5.30	5.20	5.03	4.75	4.63	4.46
Annually weed approximately 5% of materials in the collection	Items deleted	10,885	12,340	11,628	15,256	12,000	12,000
Add at least 10,000 items to collection	Items added	12,820	13,798	14,279	10,672	8,000	12,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.06	5.07	5.13	5.10	5.00	5.17

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

Strategy	Measure						
Increase reference volume by 5%	Reference questions answered	17,662	19,319	20,391	20,077	21,000	21,000
	Percentage change	10%	9%	6%	-2%	5%	0%

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

Strategy	Measure						
Provide high quality programming	Number of children's programs	397	392	383	347	350	380
	Attendance at children's programs	25,197	29,393	26,950	22,369	20,000	25,000
	Number of Young Adult programs	44	42	41	28	25	25
	Attendance at Young Adult Programs	1,405	1,200	1,924	763	1,000	1,000
	Number of adult programs	82	128	121	114	80	120
	Attendance at adult programs	3,022	2,572	3,170	2,837	2,000	3,000

Performance Measurements, Continued

<i>Strategy</i>	<i>Measure</i>	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
<i>Goal: Create a high level of public awareness and usage of library resources.</i>							
<i>Strategy</i>	<i>Measure</i>						
	Annual print and A/V circulation	490,163	460,211	476,578	439,474	435,000	435,000
	Annual e-book and other downloadable circulation	17,175	21,793	24,346	26,770	30,000	36,000
Increase circulation by at least 5% over prior year	Total Circulation	507,338	482,004	500,924	466,244	465,000	471,000
	Percentage change in circulation from previous year	-2%	-5%	4%	-7%	0%	1%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	20.62	19.23	19.26	17.81	17.22	16.82
Maintain a high level of loans to other libraries	Annual interlibrary loans	168,407	178,413	170,364	167,654	160,000	175,000
<i>Goal: Provide high quality resource collections while maximizing benefits per dollar spent.</i>							
<i>Strategy</i>	<i>Measure</i>						
Maximize efficiency of Library staff	Total loans (print circulation plus interlibrary loans) per FTE	42,369	40,616	41,285	38,985	38,438	39,729
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$2.33	\$2.42	\$2.56	\$2.88	\$2.97	\$2.88
	Number of hours worked	11,987	12,725	12,750	11,795	12,500	12,000
Increase volunteer hours worked to at least 6 FTE	FTE	5.8	6.1	6.1	5.7	6.0	5.8

Performance Measurements Outcome

The Library renovation has caused a significant drop in both circulation of physical materials and programming attendance. The drop in physical circulation is part of a longer trend, but is offset by increases in circulation of downloadable material (ebooks and downloadable audiobooks). The Library will be working to respond to these trends over FY19, both at the local and countywide level, which will address both levels of spending for collections and the range of materials that are offered online.

With the renovation completed, Library staff will also begin refocusing library outreach and programming to meet the goals of the library’s strategic plan, which will be in its last year.

Transportation

SMART transit

South Metro Area Regional Transit (SMART) provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels. SMART's Fleet Division (see next section) provides efficient and effective services to all City departments in the acquisition, maintenance and repair of City-owned vehicles and equipment. SMART provides overall administration for transit operations including fixed-route bus service, demand-response, dispatch and a comprehensive training program for bus drivers. The SMART Options Program carries out commuter and community based initiatives to promote active transportation and reduce traffic congestion.

Notable activities during the 2017-18 budget year included receiving an award of \$1.45 million in federal funding for two new electric buses; implementing the updated Transit Master Plan; completing an onboard demographics survey; and planning the process associated with new HB2017 funding.

Anticipated projects during the 2018-19 budget year include constructing electric bus charging infrastructure; purchasing additional CNG cutaways; completing bus shelter upgrades; and planning for transit service to the areas of Basalt Creek, Frog Pond and Coffee Creek.

Council Goals

Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity

- 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

Promote and make available numerous options for convenient sustainable choices

- Continue Ride Connection partnership to provide free travel training for senior and/or disabled persons
- Facilitate and support the integration of vanpool programs for employer worksites
- Maintain free in-town service

Develop a robust, attractive, and viable commercial center with amenities to serve the community

- Continue Shopper Shuttle from Villebois and Charbonneau to Town Center

Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government

- Implement 2017 Transit Master Plan (TMP)
- Research the feasibility of providing neighborhood circular service
- Collaborate with planning for the development of Town Center, Coffee Creek, Basalt Creek and Frog Pond

Enable and promote healthy living

- Expand SMART Options program through weekly walks at lunch and bike projects or campaigns
- Hire a Transportation Demand Management Technician in the fall to assist with the Options Program

Embrace technology proactively in future planning, operations, and customer service

- Develop on board technology for arrival times and passenger information
- Implement departure/arrival time electronic boards at SMART Central and heavily-used bus stops
- Obtain planning and scheduling software for operations
- Work toward an all alternative fuel fleet

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	3.00	3.00	3.00	3.00
Drivers	26.70	26.70	26.70	26.70
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	0.00	0.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Management Analyst	0.00	0.00	1.00	1.00
TDM Technician (2 yr grant)				1.00
Administrative Assistant II	0.00	0.50	0.00	0.00
Intern	0.30	0.30	0.30	0.43
	37.00	37.50	37.00	38.13

SMART transit

Transportation

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2017-18	Adopted 2017-18
Personnel Services						
Salaries and wages	\$ 1,937,373	\$ 1,928,278	\$ 2,120,712	\$ 2,200,165	\$ 2,200,165	\$ 2,200,165
Employee benefits	1,015,108	978,856	1,302,220	1,326,601	1,326,601	1,326,601
Total	2,952,481	2,907,134	3,422,932	3,526,766	3,526,766	3,526,766
Materials and Services						
Supplies	30,766	35,117	65,127	65,529	65,529	65,529
Prof and tech services	161,346	123,074	192,645	179,823	179,823	179,823
Utility services	82,440	76,526	97,590	100,732	100,732	100,732
Repairs & maintenance	36,775	22,496	36,455	36,822	36,822	36,822
Fleet services	1,014,680	984,660	1,035,390	1,053,803	1,053,803	1,053,803
Rents & leases	1,644	1,719	2,229	2,251	2,251	2,251
Insurance	56,669	58,089	62,150	62,772	62,772	62,772
Commuter rail service	318,098	322,195	330,500	333,805	333,805	333,805
Comm svcs programs	1,173	1,600	1,561	1,577	1,577	1,577
Employee development	13,630	24,389	27,211	27,483	27,483	27,483
Fees, dues, advertising	23,020	17,555	32,855	48,184	48,184	48,184
Meeting expenses	4,030	3,305	3,216	3,248	3,248	3,248
Total	1,744,271	1,670,725	1,886,929	1,916,029	1,916,029	1,916,029
Capital Outlay						
Machinery & equipment	168,338	-	-	-	-	-
Vehicles	251,657	820,223	501,811	622,464	622,464	622,464
Total	419,995	820,223	501,811	622,464	622,464	622,464
Total Department	\$ 5,116,747	\$ 5,398,082	\$ 5,811,672	\$ 6,065,259	\$ 6,065,259	\$ 6,065,259
Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2017-18	Adopted 2017-18
Payroll taxes	\$ 4,638,597	\$ 5,552,582	\$ 4,891,700	\$ 5,006,000	\$ 5,006,000	\$ 5,006,000
Intergovernmental grants	918,358	988,447	733,832	1,014,635	1,014,635	1,014,635
Other revenues	229,906	206,490	242,580	199,000	199,000	199,000
Total	\$ 5,786,861	\$ 6,747,519	\$ 5,868,112	\$ 6,219,635	\$ 6,219,635	\$ 6,219,635

Budget Highlights

Personnel Services

- FY 2018-19 involves the addition of a Transit Demand Management Technician to the Options program to focus on bike and pedestrian outreach and education in local schools. Additionally, a GIS/Design intern is proposed to assist with the Transit Master Plan implementation and mapping.

(continued on the next page)

Budget Highlights, (continued)

Materials and Services

- Professional and technical services are reducing by 7%, about \$13,000, reflecting completion of transit master plan and completion of labor contract negotiations.
- Utility services are increasing, reflecting road maintenance increase particular to SMART Central Park and Ride.
- Fees, dues and advertising expenses are increasing about \$15,000, or 47%, in order to enhance advertising for the Portland and Salem areas.

Capital Outlay

- The addition of two cutaway buses, two vans, one trolley, and a staff vehicle.

Anticipated Grants for 2018-19

Operation & Capital Outlay (Transit Fund) Grants:

- **Elderly & Disabled (E&D) Transportation:** State Transportation Formula (STF) funding of \$98,128 is anticipated for out of town medical (Dial-A-Ride) trips to Portland.
- **Travel Training Program Grant:** Federal funds of \$22,200 plus \$5,500 in local match (20%) will support the program in collaboration with Ride Connections to teach older adults and people with disabilities to travel independently and safely on public transit.
- **Clackamas County Agreement:** Anticipated funding in the amount \$65,000 for service in Villebois.
- **Options Program Grant:** Federal funds of \$164,043 plus \$18,775 in local match (10.27%) will support SMART Options program staffing, including the addition of a full-time, limited duration TDM Technician and a GIS Summer intern to assist with TMP implementation.
- **Integration Grant:** Federal funds of \$40,000 plus \$10,000 in local match (20%) will be used for implementation support of the TMP.
- **Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$38,293 plus \$9,573 (20%) in local match for a new .4 hostler/maintenance worker and for technology maintenance agreements.
- **Federal Formula Grants (Buses / Vehicles):** Federal funding of \$497,971 plus \$124,493 in local match (20%) for two cutaways, two vans, one trolley, and a staff vehicle.

Capital Improvement Project (Building CIP Fund) Grants:

- **Low/No Emission Grant:** Although this award is for \$1.45M for two electric buses, SMART will expend \$103,500 in federal funds plus \$11,500 in local match (10%) for installation consultants in this budget period.
- **Federal Formula Grants (5307):** Federal funding is anticipated in the amounts of \$90,800 plus \$22,700 in local match for bus shelters; \$73,490 plus \$18,373 in local match for SMART parking lot improvements; and \$172,000 plus \$60,875 local match for facilities upgrades.

Performance Measurements

Fixed Route

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$12.68	\$15.02	\$14.31	\$14.67	\$16.38
	Cost per service hour	\$102.39	\$104.47	\$106.49	\$106.94	\$111.83
	Cost per mile	\$1.45	\$1.52	\$1.20	\$1.27	\$1.23
	Passenger trips per service hour	9.6	8.4	9	8.8	8.2
	Passenger trips per mile	0.65	0.59	0.49	0.5	0.44
Increase ridership within the community	Number of passenger trips	325,921	287,186	278,707	257,589	235,000
	Annual total hours	33,878	34,182	31,009	29,252	28,500
	Annual total miles	489,487	489,090	570,130	511,493	540,000
	Total operating cost	\$ 4,190,463	\$ 4,313,593	\$ 3,989,012	\$ 3,778,754	\$ 3,850,000

Dial-a-Ride Service

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$61.56	\$36.07	\$39.94	\$51.03	\$40.01
	Cost per service hour	\$67.63	\$72.12	\$81.52	\$85.16	\$95.45
	Cost per mile	\$1.35	\$1.43	\$2.24	\$1.58	\$2.14
	Passenger trips per service hour	1.7	3.0	2.5	2.9	3.4
	Passenger trips per mile	0.16	0.28	0.32	0.25	0.35
Increase ridership within the community	Number of passenger trips	17,872	30,500	27,548	21,561	27,500
	Annual total hours	10,457	10,094	11,119	7,488	8,200
	Annual total miles	111,932	109,074	86,609	86,088	78,000
	Total operating cost	\$ 858,287	\$ 883,507	\$ 1,100,167	\$ 773,962	\$ 950,000

Performance Measurements Outcome

Moving into the 2018-19 fiscal year, SMART estimates a continual downward trend of ridership as related to the previous three years. This pattern follows transit ridership trends across the nation and is in part, due to low prices for owning and operating an automobile, in addition to new transit options in the market such as Uber and Lyft. As an effective countermeasure to the expected decrease in ridership, SMART will deploy a strategy of using smaller transit vehicles where ridership dictates. In addition, to maintain low operating costs and decrease the cost per passenger trip, mile, and hour, SMART is utilizing planning and scheduling software to schedule trips in the most efficient manner while providing the same level of service for 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, repairs and maintains vehicles and equipment, manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments.

Fleet personnel are responsible for the repair and ongoing maintenance of 256 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 the early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Well Maintained Infrastructure

- Provide safe and clean vehicles and equipment

Safe, Healthy, and aesthetically pleasing community

- Fleet staff are responsible for the placement of the City’s mobile speed radar monitoring trailer, working with citizens to help control vehicle speed in their neighborhoods.

Fiscal Discipline

- Monitor and adjust vehicle allocations to ensure efficient utilization of assets
- Extend vehicle service life through quality maintenance
- Maximize return on investments through effective vehicle purchase and disposal procedures

Council Goals

Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities

- Supply and maintain equipment in support of parks maintenance activities

Promote and make available numerous options for convenient sustainable choices

- Continue exploration and implementation of fuel saving strategies, including the implementation of alternative fuel vehicles
- Provide support to the SMART transit system, in the form of vehicle maintenance and availability

Full Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Fleet Services Manager	1.00	1.00	1.00	1.00
Lead Mechanic/Supervisor	0.00	0.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Mechanic I	2.00	2.00	2.00	2.00
Fleet Hostler	1.60	1.60	1.60	2.00
	6.60	6.60	7.60	8.00

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 345,595	\$ 341,077	\$ 427,415	\$ 463,511	\$ 463,511	\$ 463,511
Employee benefits	190,022	189,728	267,920	286,855	286,855	286,855
Total	535,617	530,805	695,335	750,366	750,366	750,366
Materials and Services						
Supplies	213,550	187,288	205,783	215,355	215,355	215,355
Fuel	194,522	213,069	239,737	260,000	260,000	260,000
Utility services	73,006	73,938	76,407	84,927	84,927	84,927
Repairs & maintenance	60,921	30,962	41,310	41,723	41,723	41,723
Insurance	2,907	2,086	3,030	3,078	3,078	3,078
Employee development	4,400	3,088	16,177	11,625	11,625	11,625
Total	549,306	510,431	582,444	616,708	616,708	616,708
Capital Outlay						
Vehicles	87,934	437,183	152,000	188,000	188,000	188,000
Total Department	\$ 1,172,857	\$ 1,478,419	\$ 1,429,779	\$ 1,555,074	\$ 1,555,074	\$ 1,555,074

Resources Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Fleet charges	\$ 1,298,027	\$ 1,258,370	\$ 1,310,630	\$ 1,343,601	\$ 1,343,601	\$ 1,343,601
Assigned contingencies	87,934	437,183	152,000	188,000	188,000	188,000
Total	\$ 1,385,961	\$ 1,695,553	\$ 1,462,630	\$ 1,531,601	\$ 1,531,601	\$ 1,531,601

Budget Highlights

Personnel Services

- The changes to personnel services represents the reclassification of a Lead Mechanic position to a Supervisory position, an increase of 0.4 FTE for a hostler/bus stop maintenance position, as well as annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Supplies are increasing about 5%, about \$9,600, to ensure adequate resources are available to maintain a growing fleet.
- Fuel cost projections indicate a likely upward trend in the coming year. The fuel budget has been increased 8% to absorb the anticipated increase.
- In the Utility Services category, two-way radio service charges are increasing, driving the 6% increase in the category. This is due in large part to tower upgrades in the Washington County communications system, of which the City is a member.
- Employee development costs are decreasing, as we have utilized partnerships with neighboring agencies to reduce travel and fees associated with employee training

Capital Outlay

- Vehicle replacement costs for Transit are reflected in the SMART budget pages. Vehicle replacements for all other departments appear in the Fleet budget. Vehicle purchases are planned replacements, based upon age, condition, repair needs, and suitability to assigned task. These purchases are funded through department contributions to the vehicle replacement. Vehicles slated for replacement are as follows:
 - › Three utility trucks in Public Works, at an estimated cost of \$112,000
 - › One City Hall shared staff car, at an estimated cost of \$26,000
 - › One Engineering Inspector vehicle, at an estimated cost of \$25,000
- Fleet is proposing to add a vehicle for the Fleet Hostler position.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	71%	69%	71%	73%	73%
Preventative maintenance	Percent completed on time	89%	88%	90%	91%	90%
Track number of road calls	Number of road calls per year	47	51	50	38	40

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. We have seen a sharp decline in road calls, which we believe is a direct result of the investment made in newer, more carefully chosen transit buses.

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.



Intersection of Boones Ferry and Wilsonville Roads looking East.



Public Safety

law enforcement

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A Lieutenant serves as the City’s Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes two Traffic Enforcement Officers, 11 Patrol Officers, a Community Service Officer, a School Resource Officer and a Detective. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, K9 Team, SWAT/HNT team, Behavioral Health Unit (BHU), and bomb squad.

Key Performance Areas

Safe, Healthy & Aesthetically Pleasing Community

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

Contracted Employees: Full-time equivalents

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	1.00	1.00	1.00	1.00
Traffic Officer	1.00	1.00	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	11.00
	19.00	19.00	20.00	20.00

law enforcement

Public Safety

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Materials and Services						
Supplies	\$ 6,339	\$ 9,051	\$ 8,578	\$ 8,665	\$ 8,665	\$ 8,665
Prof and tech services	3,858,930	4,104,680	4,898,032	4,947,012	4,947,012	4,947,012
Utility services	16,141	15,436	20,745	20,987	20,987	20,987
Fleet services	7,160	7,010	6,930	6,930	6,930	6,930
Repairs & maintenance	9,107	8,493	9,290	9,610	9,610	9,610
Insurance	1,479	1,326	1,450	1,465	1,465	1,465
Employee development	133	249	4,080	4,121	4,121	4,121
Total Department	\$ 3,899,289	\$ 4,146,245	\$ 4,949,105	\$ 4,998,790	\$ 4,998,790	\$ 4,998,790

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2018-19	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
General Fund revenues	3,899,289	4,146,245	4,949,105	4,998,790	4,998,790	4,998,790
Total	\$ 3,899,289	\$ 4,146,245	\$ 4,949,105	\$ 4,998,790	\$ 4,998,790	\$ 4,998,790

Budget Highlights

Materials and Services

- The budget for Law Enforcement is increasing to account for inflationary adjustments

Public Safety

law enforcement

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2015	Actual 2016	Actual 2017	Estimate 2018	Forecast 2019
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	22,870	23,740	24,315	25,044	25,796
	Calls for service	6,689	7,369	8,053	7,373	8,053
	Average number of calls for service per day	18	20	22	22	24
	Calls per Deputy	557	614		732	789
	Officers per thousand population	0.70	0.67	0.66	0.68	0.66
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	328	336	334	335	336
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement	Traffic stops	3,587	3,488	4,077	4,666	5,366
	Traffic citations	1,669	1,685	2,336	3,036	3,836

*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



Wilsonville population 14,170, circa 2000



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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

Key Performance Areas

Safe, Healthy & Aesthetically Pleasing Community

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

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

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

Full-Time Equivalent Positions

Position	Budget 2015-16	Budget 2016-17	Budget 2017-18	Budget 2018-19
Court Clerk	1.50	1.50	1.50	1.50
Interpreter	0.05	0.00	0.00	0.00
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.70	1.65	1.65	1.65

Operating Summary	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 94,022	\$ 96,480	\$ 108,900	\$ 111,040	\$ 111,040	\$ 111,040
Employee benefits	50,796	53,620	69,110	70,770	70,770	70,770
Total	144,818	150,100	178,010	181,810	181,810	181,810
Materials and Services						
Supplies	1,995	2,573	5,388	5,442	5,442	5,442
Prof and tech services	11,051	19,576	14,530	23,175	23,175	23,175
Utility services	1,102	874	1,141	1,236	1,236	1,236
Employee development	1,381	1,312	4,140	4,181	4,181	4,181
Fees, dues, advertising	370	844	1,010	1,021	1,021	1,021
Meetings expenses	1,363	1,593	2,374	2,398	2,398	2,398
Misc services & supplies	3,493	3,983	6,161	6,223	6,223	6,223
Total	20,755	30,755	34,744	43,676	43,676	43,676
Total Department	\$ 165,573	\$ 180,855	\$ 212,754	\$ 225,486	\$ 225,486	\$ 225,486

Resources Summary	Actual 2015-16	Actual 2016-17	Adopted 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Fines	\$ 187,448	\$ 237,008	\$ 286,000	\$ 315,000	\$ 315,000	\$ 315,000
Total	\$ 187,448	\$ 237,008	\$ 286,000	\$ 315,000	\$ 315,000	\$ 315,000

Budget Highlights

Personnel Services

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Professional and technical service expense is increasing from a combination of language interpretation, security, and collection service cost increases.
- Utility service expense increasing from the addition of a dedicated phone line for credit card transaction processing.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18	Forecast 2018-19
Effeciency	Total violations	2,224	1,811	2,251	2,700	3,105
	Violations per Court Clerk (FTE)	1,711	1,207	1,501	1,800	2,070

Performance Measurements Outcome

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

Capital Projects

The City budgets its major construction activities in one of nine capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2018-19 are presented below.

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Capital Projects

Impact of Capital Projects on Operating Costs

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

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	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
Tooze Rd Waterline	2,000	2,000	2,000	2,000	2,000	10,000
Meter Replacements	20,500	20,500	20,500	20,500	20,500	102,500
FireFlow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Streets						
Kinsman Rd Extension - Barber to Boeckman	39,000	39,000	39,000	39,000	39,000	195,000
Tooze Rd - 110th to Grahams Ferry Rd	15,000	15,000	15,000	15,000	15,000	75,000
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
Information Systems						
Citywide Phone System Replacements	25,000	25,000	25,000	25,000	25,000	125,000
Villebois Parks						
	20,700	40,500	40,500	40,500	40,500	182,700
	<u>\$ 132,350</u>	<u>\$ 152,150</u>	<u>\$ 152,150</u>	<u>\$ 152,150</u>	<u>\$ 152,150</u>	<u>\$ 740,950</u>

Summary of Appropriations

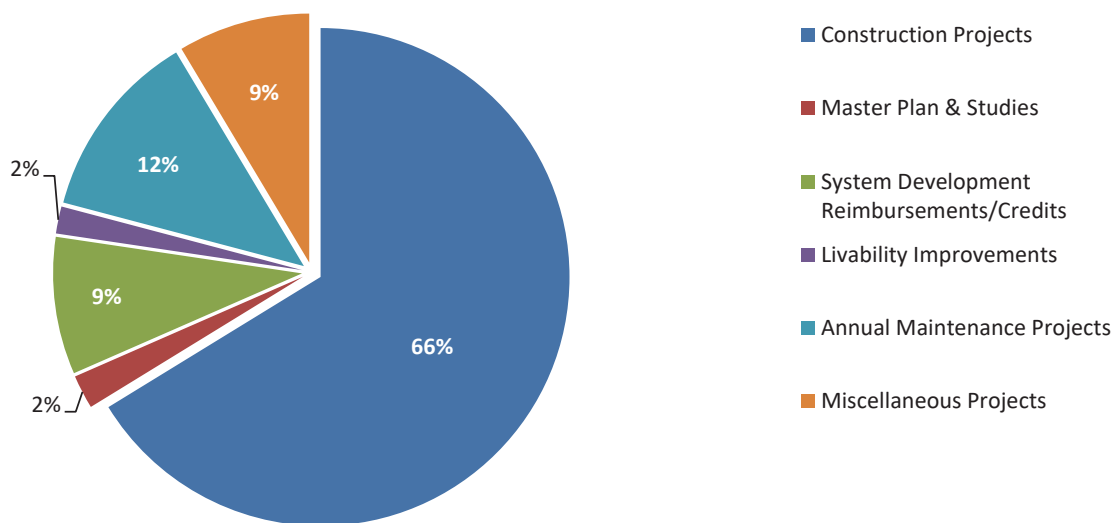
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Capital Project Expense	\$3,090,050	\$3,663,025	\$234,000	\$12,318,400	\$577,000	\$1,473,860	\$1,932,513	\$1,660,000	\$4,149,731	\$29,098,579
Project Management Fees	304,795	305,606	188,000	919,587	40,395	170,261	45,965	10,000	447,783	2,432,392
General Fund Overhead Fees	108,153	128,206	-	206,270	20,195	51,585	23,438	-	130,860	668,707
	<u>\$3,502,998</u>	<u>\$4,096,837</u>	<u>\$422,000</u>	<u>\$13,444,257</u>	<u>\$637,590</u>	<u>\$1,695,706</u>	<u>\$2,001,915</u>	<u>\$1,670,000</u>	<u>\$4,728,373</u>	<u>\$32,199,677</u>

Summary of Resources

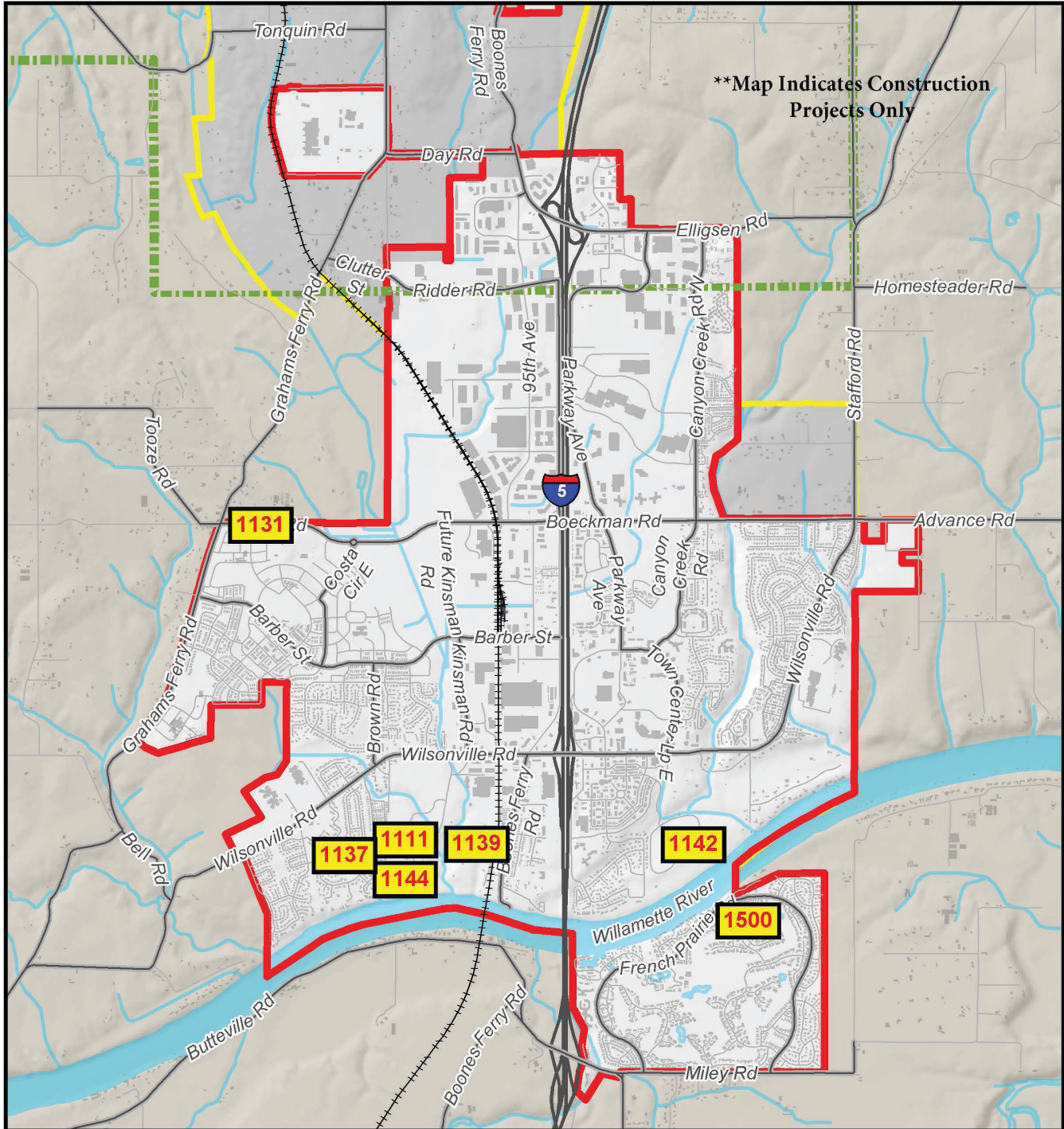
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Operating Funds	\$ 1,635,156	\$ 1,706,375	\$ -	\$ 242,805	\$ 193,050	\$ 1,248,820	\$ 350,989	\$ 100,000	\$ -	\$ 5,477,195
SDCs										
Improvement	1,324,603	2,390,462	-	3,534,959	2,270	446,886	-	-	4,196,748	11,895,929
Other Local Governments	543,239	-	-	-	-	-	-	-	-	543,239
Contributions	-	-	-	-	-	-	-	-	15,200	15,200
Grants	-	-	69,000	-	-	-	635,744	-	-	704,744
Street Lights	-	-	-	-	442,270	-	-	-	-	442,270
Road Maintenance	-	-	-	2,818,993	-	-	-	-	-	2,818,993
Loan Proceeds	-	-	-	-	-	-	159,754	-	-	159,754
Transit	-	-	-	-	-	-	125,752	-	-	125,752
Building Fund	-	-	-	-	-	-	-	500,000	-	500,000
Building CIP Fund Reserves	-	-	-	-	-	-	20,000	-	-	20,000
General Fund-Coffee Creek Reserves	-	-	-	1,500,000	-	-	-	-	-	1,500,000
General Fund	-	-	303,000	-	-	-	629,676	1,070,000	491,425	2,494,101
Subtotal	<u>3,502,998</u>	<u>4,096,837</u>	<u>372,000</u>	<u>8,096,757</u>	<u>637,590</u>	<u>1,695,706</u>	<u>1,921,915</u>	<u>1,670,000</u>	<u>4,703,373</u>	<u>26,697,177</u>
Urban Renewal	-	-	50,000	5,347,500	-	-	80,000	-	25,000	5,502,500
Total City Resources	<u>3,502,998</u>	<u>4,096,837</u>	<u>422,000</u>	<u>13,444,257</u>	<u>637,590</u>	<u>1,695,706</u>	<u>2,001,915</u>	<u>1,670,000</u>	<u>4,728,373</u>	<u>32,199,677</u>
Funding sources administered by the Oregon Department of Transportation on behalf of the City										
Federal Transportation Funds	-	-	-	-	-	-	0	-	653,000	653,000
Total Available Funding Sources	<u>\$ 3,502,998</u>	<u>\$ 4,096,837</u>	<u>\$ 422,000</u>	<u>\$ 13,444,257</u>	<u>\$ 637,590</u>	<u>\$ 1,695,706</u>	<u>\$ 2,001,915</u>	<u>\$ 1,670,000</u>	<u>\$ 5,381,373</u>	<u>\$ 32,852,677</u>






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 Plans & Studies, System Development Reimbursements/Credits, Livability Improvements, Annual Maintenance Projects and Miscellaneous Projects.

Projects by Type



Water Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>  City Limits  County Boundary  UGB </p>	<p>  4/19/2017  0 Miles 0.5 </p>
<p>Wilsonville Boundaries</p>		

2018-19 Funding Sources

Proj.	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
Construction Projects						
1111	Water Treatment Plant Surge Tank	\$ -	\$ 1,066,667	\$ -	\$ 533,333	\$1,600,000
1114	Water System Telemetry	227,000	-	-	-	227,000
1131	Tooze Rd 18" Waterline	-	146,095	-	-	146,095
1137	WTP Life Safety and Seismic Upgrades	-	18,917	-	9,458	28,375
1139	5th St / Kinsman Extension Water Line	-	113,500	-	-	113,500
1142	Nike Well Irrigation Conversion	374,550	-	-	-	374,550
1144	WTP 20 MGD Expansion	139,375	232,292	-	185,833	557,500
1500	Water Ops Allocation to Charbonneau	61,063	-	-	-	61,063
Master Plan and Studies						
1123	Water Rate and SDC Study	18,025	18,025	-	-	36,050
1141	Distribution System Emergency Shutoff Plan	34,050	-	-	-	34,050
System Development Reimbursements/Credits						
1994	Water SDC Reimbursements/Credits	-	11,350	-	-	11,350
Annual Maintenance Projects						
1048	Annual - Water Distribution System Miscellaneous Improvements	46,575	-	-	-	46,575
1083	Annual - Well Facility Rehab and Upgrade	226,955	-	-	-	226,955
1120	Annual - Meter Replacements	51,750	-	-	-	51,750
1121	Annual - Pipe/Valve/Hydrant Replacement	207,000	-	-	-	207,000
1128	Annual - Well Upgrades and Maintenance (Downhole)	149,820	-	-	-	149,820
Miscellaneous Projects						
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	5,175	-	-	-	5,175
1126	Segment 3B Waterline Mitigation Site	6,399	5,235	-	-	11,634
1127	WWSP Coordination	30,000	149,375	51,750	-	231,125
1129	Annual - GIS and Water Model Updates	2,794	2,794	-	-	5,588
1990	CD Department Support for Miscellaneous Projects	20,000	-	-	-	20,000
1993	Water CIP's - Final Closeout from Prior Years	1,250	1,250	-	-	2,500
1995	Early Planning - Future Water Projects	2,500	2,500	-	-	5,000
1998	5-Year & Annual Water CIP Budget Development	2,500	2,500	-	-	5,000
1999	Project Design & Development	28,375	28,375	-	-	56,750
		<u>\$ 1,635,156</u>	<u>\$ 1,798,875</u>	<u>\$ 51,750</u>	<u>\$ 728,624</u>	<u>\$4,214,405</u>

Water Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

Project #1111: Water Treatment Plant Surge Tank

This project constructs a 1500 gallon hydropneumatic surge tank to protect the finished water pumps and transmission line from damage due to unexpected pressure surges.

Priority: Medium

Justification: City Growth

FY2018-19 Funding Source: Water SDC/City of Sherwood

Status: Continued from FY2011-12

Estimated Date of Completion: FY2018-19

Operations Impact: To be maintained by Veolia

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 21,347	\$ 175,000	\$ 1,448,430	\$ -	\$ 1,644,777
Project Management Fees	10,215	14,000	100,000	-	124,215
General Fund Overhead Fees	747	6,125	51,570	-	58,442
	<u>\$ 32,309</u>	<u>\$ 195,125</u>	<u>\$ 1,600,000</u>	<u>\$ -</u>	<u>\$ 1,827,434</u>

Project #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. Replace SCADA computer at PW; upgrade software. New SCADA computer at WRWTP. Integrate chlorine monitoring for Charbonneau station.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Source: Water Operating

Status: Continued from FY2011-12

Estimated Date of Completion: FY2020-21

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 22,193	\$ 90,000	\$ 200,000	\$ 418,000	\$ 730,193
Project Management Fees	3,778	20,000	20,000	41,800	85,578
General Fund Overhead Fees	312	3,150	7,000	14,630	-
	<u>\$ 26,283</u>	<u>\$ 113,150</u>	<u>\$ 227,000</u>	<u>\$ 474,430</u>	<u>\$ 815,771</u>

Project #1131: Tooze Rd Waterline

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

Priority: High

Justification: City growth

FY2018-19 Funding Source: Water SDC

Status: Continued from FY2014-15

Estimated Date of Completion: FY2018-19

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 186,000	\$ 117,000	\$ -	\$ 303,000
Project Management Fees	-	14,880	25,000	-	39,880
General Fund Overhead Fees	-	6,510	4,095	-	10,605
	<u>\$ -</u>	<u>\$ 207,390</u>	<u>\$ 146,095</u>	<u>\$ -</u>	<u>\$ 353,485</u>

Project #1137 – Water Treatment Plant Life Safety and Seismic Upgrades

This project funds safety, structural, and/or seismic improvements to the internal components of Willamette River Water Treatment Plant, as identified in the 2017 Master Plan Update.

Priority: High

Justification: Aging Infrastructure

FY2018-19 Funding Source: Water SDC/City of Sherwood

Status: Continued from FY2017-18

Estimated Date of Completion: FY2021-22

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 100,000	\$ 25,000	\$ 728,136	\$ 853,136
Project Management Fees	-	4,000	2,500	72,814	79,314
General Fund Overhead Fees	-	3,500	875	25,485	29,860
	<u>\$ -</u>	<u>\$ 107,500</u>	<u>\$ 28,375</u>	<u>\$ 826,434</u>	<u>\$ 962,309</u>

Project #1139 – 5TH St / 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

FY2018-19 Funding Source: Water SDC

Status: Continued from FY2017-18

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 70,000	\$ 100,000	\$ 1,394,354	\$ 1,564,354
Project Management Fees	165	7,000	10,000	139,435	156,600
Engineering Administration	-	2,450	3,500	48,802	54,752
	<u>\$ 165</u>	<u>\$ 79,450</u>	<u>\$ 113,500</u>	<u>\$ 1,582,592</u>	<u>\$ 1,775,707</u>

Project #1142 – Nike Well Irrigation Conversion

This project provides funding to convert the existing Nike Well (pump) into an irrigation source for Memorial Park and Murase Plaza, and includes the piping and other hardware retrofits. The cost recovery for this project will be roughly 6 years.

Priority: High

Justification: Water Conservation

FY2018-19 Funding Source: Water Operating

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: To be determine at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000
Project Management Fees	-	-	33,000	-	33,000
General Fund Overhead Fees	-	-	11,550	-	11,550
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 374,550</u>	<u>\$ -</u>	<u>\$ 374,550</u>

Water Projects

Project #1144 – Water Treatment Plant 20 MGD Expansion

The water treatment plant will be expanded from a 16-MGD to 20-MGD design capacity. Site electrical equipment will be replaced and renovated.

Priority: High

Justification: City Growth

FY2018-19 Funding Source: Water Operating/Water SDC/City of Sherwood

Status: New Project

Estimated Date of Completion: FY2020-21

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 500,000	\$16,187,093	\$ 16,687,093
Project Management Fees	-	-	40,000	1,294,967	1,334,967
General Fund Overhead Fees	-	-	17,500	566,548	584,048
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 557,500</u>	<u>\$18,048,609</u>	<u>\$ 18,606,109</u>

Project #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

FY2018-19 Funding Source: Water Operating

Status: Continued from FY2015-16

Estimated Date of Phase 1 Completion: FY2022-23

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 134,982	\$ -	\$ 53,800	\$ 608,301	\$ 797,083
Project Management Fees	25,775	1,350	5,380	60,830	93,335
General Fund Overhead Fees	4,720	-	1,883	21,291	27,894
	<u>\$ 165,477</u>	<u>\$ 1,350</u>	<u>\$ 61,063</u>	<u>\$ 690,422</u>	<u>\$ 918,312</u>

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

#1123 – Water Rate Study and SDC Update

This project evaluates and updates the water utility rates and SDC rate structure. Funds budgeted for FY 18/19 will also include rate analysis related to the 2018 Water Treatment Plant Master Plan.

Priority: High

Justification: City Growth

FY2018-19 Funding Source: Water Operating/Water SDC

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 20,000	\$ 30,000	\$ -	\$ 50,000
Project Management Fees	-	5,000	5,000	-	10,000
General Fund Overhead Fees	-	700	1,050	-	1,750
	<u>\$ -</u>	<u>\$ 25,700</u>	<u>\$ 36,050</u>	<u>\$ -</u>	<u>\$ 61,750</u>

Project #1141 – Distribution System Emergency Shutoff Plan

A capacity analysis and map was prepared in 2017 by Keller Associates identifying the subareas of the City that could be served by individual backup wells in the event of a power outage at the Water Treatment Plant. This project will expand upon this information and map the specific valves that would need to be opened, or closed, to isolate individual subareas of the City operating off each well.

Priority: High

Justification: Emergency Operations

FY2018-19 Funding Source: Water Operating

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Project Management Fees	-	-	3,000	-	3,000
General Fund Overhead Fees	-	-	1,050	-	1,050
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,050</u>	<u>\$ -</u>	<u>\$ 34,050</u>

PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

Project #1994: Water SDC Reimbursements/Credits

Beginning in FY2016, all SDC reimbursements/credits are being accrued under this project number. Previously, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. A chart at the end of this section details anticipated reimbursements.

Priority: High

Justification: City growth

FY2018-19 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 79,220	\$ 60,000	\$ 10,000	\$ 634,740	\$ 783,960
Project Management Fees	1,594	1,575	1,000	63,474	\$ 67,643
General Fund Overhead Fees	1,234	2,100	350	22,216	25,900
	<u>\$ 82,048</u>	<u>\$ 63,675</u>	<u>\$ 11,350</u>	<u>\$ 720,430</u>	<u>\$ 877,503</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

Project #1048: Water Distribution System Miscellaneous Improvements

This 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 or included in the Pipeline, Valve and Hydrant Replacement project, CIP#1121.

Priority: Medium

Justification: Aging infrastructure

FY2018-19 Funding Sources: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 30,000	\$ 45,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		1,050	1,575		
	<u>\$ -</u>	<u>\$ 31,050</u>	<u>\$ 46,575</u>	<u>\$ -</u>	<u>\$ -</u>

Water Projects

Project #1083: Well Facility Rehab and Upgrades

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The City's 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address upgrades and repairs needed to correct deficiencies in the surface facilities (building, piping, standby power controls, etc.) for the wells to remain operationally connected to the distribution system and can be brought on-line quickly, if needed. This a companion project with Well Upgrades and Maintenance (Down-Hole) project, CIP#1128.

Priority: Medium

Justification: Aging infrastructure/public safety

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 213,000	Annual	Annual
Project Management Fees		-	6,500		
General Fund Overhead Fees		-	7,455		
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 226,955</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1120: Meter Replacements

The City has an active meter testing and leak detection programs. The City's 2012 Water Master Plan recommended increased meter testing and meter replacement to identify and eliminate sources of water loss. This annual program provides for testing, calibration and replacement of residential and commercial meters, as needed.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Maintenance costs estimated at \$20,500 per year

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 42,000	\$ 50,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		1,470	1,750		
	<u>\$ -</u>	<u>\$ 43,470</u>	<u>\$ 51,750</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1121: Pipeline, Valve & Hydrant Replacement

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

Priority: High

Justification: Aging infrastructure and public safety

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 170,000	\$ 200,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		5,950	7,000		
	<u>\$ -</u>	<u>\$ 175,950</u>	<u>\$ 207,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The 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 project is a companion project with the Water Distribution System Miscellaneous Improvements, CIP# 1083.

Priority: Medium

Justification: Aging infrastructure and public safety

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 132,000	Annual	Annual
Project Management Fees		-	13,200		
General Fund Overhead Fees		-	4,620		
	\$ -	\$ -	\$ 149,820	\$ -	\$ -

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

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

This 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

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

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

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 5,000	\$ 5,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		175	175		
	\$ -	\$ 5,175	\$ 5,175	\$ -	\$ -

Project #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 FY2019-20.

Priority: High

Justification: Regulatory requirement

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Continued from FY2013-14

Estimated Date of Completion: FY2019-20

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ 20,193	\$ 13,100	\$ 10,250	\$ 10,558	\$ 54,101
Project Management Fees	7,291	1,025	1,025	1,056	10,397
General Fund Overhead Fees	700	459	359	370	1,888
	\$ 28,184	\$ 14,584	\$ 11,634	\$ 11,983	\$ 66,385

Water Projects

Project #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 River Water Supply Coordination (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

FY2018-19 Funding Source: Water Operating/Water SDC/WWSP

Status: Continued from FY2013-14

Estimated Date of Completion: FY2022-23

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 122,953	\$ 3,216	\$ 175,000	\$ 834,816	\$ 1,135,985
Project Management Fees	86,567	32,000	50,000	200,000	368,567
General Fund Overhead Fees	4,303	113	6,125	29,219	39,760
	<u>\$ 213,823</u>	<u>\$ 35,329</u>	<u>\$ 231,125</u>	<u>\$ 1,064,035</u>	<u>\$ 1,544,312</u>

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

Priority: High

Justification: City growth

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 2,500	\$ 2,500	Annual	Annual
Project Management Fees		3,000	3,000		
General Fund Overhead Fees		88	88		
	<u>\$ -</u>	<u>\$ 5,588</u>	<u>\$ 5,588</u>	<u>\$ -</u>	<u>\$ -</u>

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

This project funds as-needed Engineering / Community Development staff support for Water Operations repair or replacement projects. Prior to Fiscal Year 15/16, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2018-19 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		8,000	20,000		
General Fund Overhead Fees		-	-		
	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

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

Priority: High

Justification: Aging Infrastructure

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		1,000	2,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 1,000	\$ 2,500	\$ -	\$ -

Project #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

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		-	5,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ -	\$ 5,000	\$ -	\$ -

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

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

Priority: High

Justification: Fiscal planning for CIP's

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		5,000	5,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -

Water Projects

Project #1999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2018-19 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Project Management Fees		-	5,000		
General Fund Overhead Fees		-	1,750		
		<u>\$ -</u>	<u>\$ 56,750</u>	<u>\$ -</u>	<u>\$ -</u>

Five Year Water CIP Forecast FY2018-19 thru FY2021-22

Project Name	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Water Treatment Plant Surge Tank	Water SDC and City of Sherwood	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -
Water System Telemetry	Water Operations	227,000	233,810	240,620	-	-
Tooze Rd 18" Waterline (110th to Grahams Ferry)	Water SDC	146,095	-	-	-	-
WTP Life Safety and Seismic Upgrade	Water SDC and City of Sherwood	28,375	30,000	36,202	760,232	-
5th Street / Kinsman Extension Water Line	Water SDC	113,500	1,582,592	-	-	-
Water Ops Allocation to Charbonneau	Water Operations	61,063	42,203	130,416	104,663	413,140
Nike Well Conversion	Water Operations	374,550	-	-	-	-
WTP 20 MGD Extension	Water Operations/SDC/ City of Sherwood	557,500	-	-	-	-
16" Willamette River Crossing to Charbonneau District	Water Operations	-	-	201,572	1,462,603	-
Coffee Creek UR Water Line	Water SDC	-	-	-	599,500	-
Master Plan and Studies						
Water Treatment Plant Master Plan Update	Water Operations/Water SDC	36,050	-	-	-	-
Distribution System Emergency Shutoff Plan	Water Operations	34,050	-	-	-	-
Distribution System Master Plan and WMCP Update	Water Operations/Water SDC	-	-	137,800	-	-
System Development Reimbursements/Credits						
Water SDC Reimbursements/Credits	Water SDC	11,350	70,143	72,186	74,229	503,872
Annual Maintenance Projects						
Water Distribution System Misc. Improvements	Water Operations	46,575	50,893	53,948	56,680	60,480
Well facility rehabilitation and upgrade	Water Operations	226,955	56,393	58,035	59,678	61,320
Meter replacements	Water Operations	51,750	53,303	54,855	56,408	57,960
Pipe/Valve/Hydrant Replacement	Water Operations	207,000	213,210	219,420	225,630	231,840
Well Upgrades and Maintenance (Down Hole)	Water Operations	149,820	56,114	57,749	59,383	61,018
Miscellaneous Projects						
Fire Flow Data Collection for System Capacity & Growth	Water Operations	5,175	5,330	5,486	5,641	5,796
Segment 3B Water Line Mitigation Site	Water Operations/Water SDC	11,634	11,983	-	-	-
Willamette River Water Supply Coordination	Water Operations/Water SDC/WWSP	231,125	254,874	262,297	269,721	277,144
GIS and Water Model Updates	Water Operations/Water SDC	5,588	5,756	5,923	6,091	6,259
CD Department Support for Miscellaneous Projects	Water Operations	20,000	20,600	21,200	21,800	22,400
Water CIP's Final Closeout	Water Operations/Water SDC	2,500	2,575	2,650	2,725	2,800
Early Planning - Future Water Projects	Water Operations/Water SDC	5,000	8,240	8,480	8,720	8,960
5 Year and Annual Budget Development	Water Operations/Water SDC	5,000	5,150	5,300	5,450	5,600
Project Design and Development	Water Operations/Water SDC	56,750	53,303	54,855	56,408	57,960
Total 5 Year Projections		<u>\$ 4,214,405</u>	<u>\$ 2,756,471</u>	<u>\$ 1,628,993</u>	<u>\$ 3,835,560</u>	<u>\$ 1,776,548</u>
Funding Sources						
Water Operations		\$ 1,635,156	\$ 814,189	\$ 1,190,148	\$ 2,132,640	\$ 996,314
Water SDC		1,798,875	1,753,870	243,169	661,205	586,233
WWSP		51,750	178,411	183,608	188,804	194,001
City of Sherwood		728,624	10,000	12,067	253,411	-
Coffee Creek Urban Renewal District		-	-	-	599,500	-
Total Funding Sources		<u>\$ 4,214,405</u>	<u>\$ 2,756,471</u>	<u>\$ 1,628,993</u>	<u>\$ 3,835,560</u>	<u>\$ 1,776,548</u>

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Water Projects

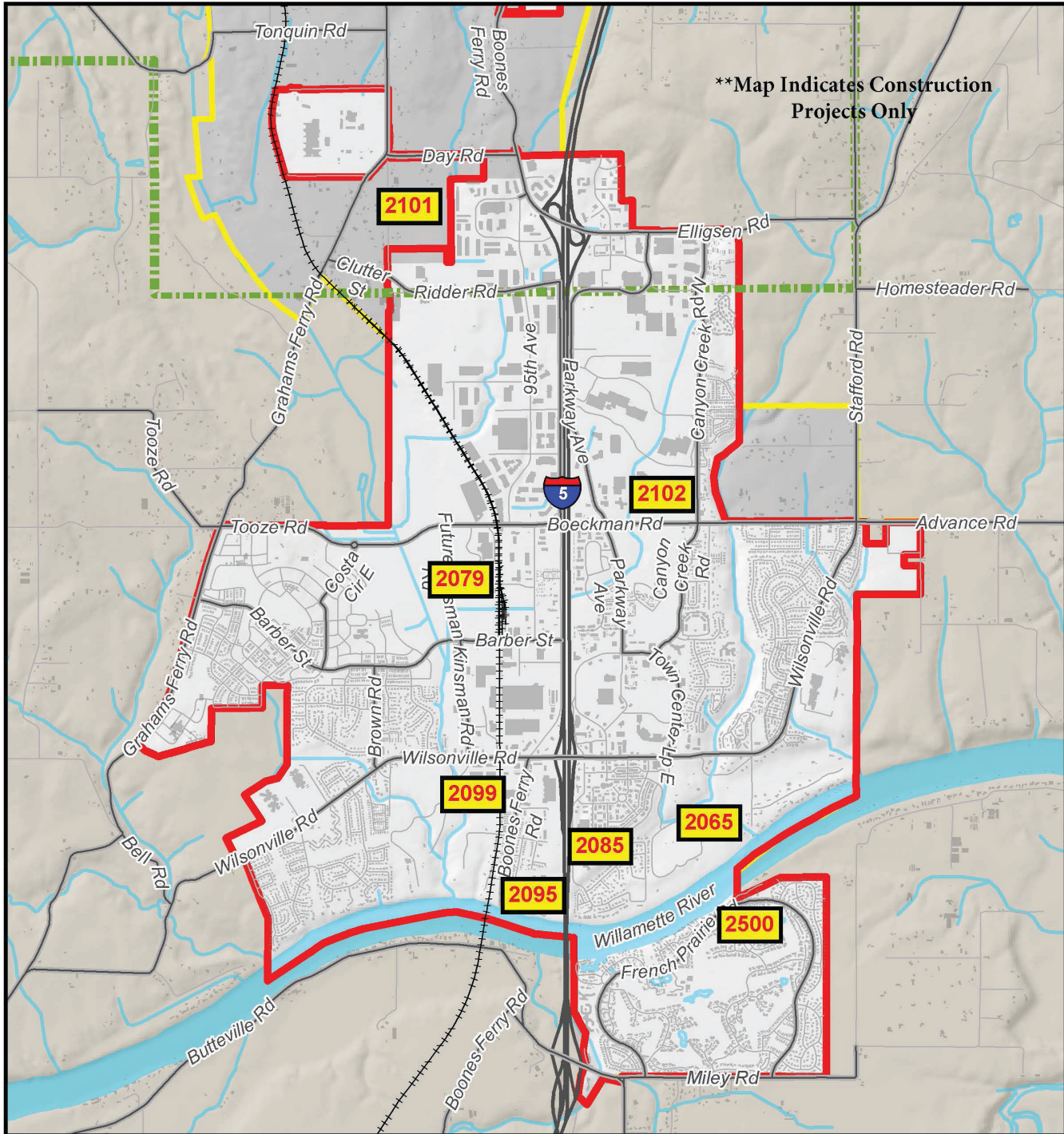
Five Year Water CIP Forecast FY2017-18 thru FY2021-22, con't






Projects Available for Future Funding	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
WTP 20 MGD Extension	Water Operations/SDC/ City of Sherwood	\$ -	\$ 10,133,351	\$ 7,915,258	\$ -	\$ -
WTP Seismic Upgrades	Water Operations, SDC, Sherwood	-	-	238,223	1,250,669	-
WTP Repair & Replace	Water Operations, SDC, Sherwood	-	2,392,238	1,738,320	15,703	5,799,639
WTP Capacity Increase to 22.5MGD (3rd Treatment Train)	Water SDC and City of Sherwood	-	-	-	-	5,040,000
West Side Level B Reservoir and Off-Site Improvements	Water SDC	-	-	-	3,464,020	3,686,480
	Total Unfunded 5 Year Projections	\$ -	\$ 12,525,589	\$ 9,891,801	\$ 4,730,392	\$ 14,526,119
Funding Sources						
	Water Operations	\$ -	\$ 4,128,193	\$ 3,296,510	\$ 844,248	\$ 3,866,426
	Water SDC	-	4,222,185	3,298,024	3,464,020	7,046,480
	City of Sherwood	-	4,175,211	3,297,267	422,124	3,613,213
	Total Unfunded Funding Sources	\$ -	\$ 12,525,589	\$ 9,891,801	\$ 4,730,392	\$ 14,526,119

Five Year Detailed Forecast: Water SDC Reimbursements/Credits FY2018-19 thru FY2022-23

Project Name	FY2018-19	FY2019-20	FY2020-21	FY2021-23	FY2022-23
Coffee Creek Waterlines	\$ -	\$ -	\$ -	\$ -	\$ 427,600
Basalt Creek Waterlines	-	58,453	60,155	61,858	63,560
Annual - Non-Specific SDC Reimbursements	11,350	11,691	12,031	12,372	12,712
	<u>\$ 11,350</u>	<u>\$ 70,143</u>	<u>\$ 72,186</u>	<u>\$ 74,229</u>	<u>\$ 503,872</u>

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>4/19/2017</p> 

Sewer Projects

2018-19 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
Construction Projects				
2065	Memorial Park Pump Station Relocation	\$ 663,975	\$ 811,525	\$ 1,475,500
2079	Coffee Creek Interceptor - Kinsman Rd	39,958	59,938	99,896
2085	Memorial Drive Splitter	90,342	-	90,342
2095	WWTP Outfall Repair / Replacement	331,437	851,647	1,183,084
2099	5th Street / Kinsman Extension Sewer Trunk	-	113,500	113,500
2101	Coffee Creek UR Sewer	-	200,000	200,000
2102	Boeckman Rd Sanitary Improvements	-	271,040	271,040
2500	Sewer Ops Allocation to Charbonneau	312,125	-	312,125
Master Plan and Studies				
2066	Sewer System Rate Study Update	28,375	28,375	56,750
System Development Reimbursements/Credits				
2994	Sewer SDC Reimbursements/Credits	-	11,350	11,350
Annual Maintenance Projects				
2060	Miscellaneous Small Sewer Projects	103,500	-	103,500
2097	Collection System Rehab Projects (non Charbonneau)	103,500	-	103,500
Miscellaneous Projects				
2990	CD Department Support for Miscellaneous Projects	8,000	-	8,000
2993	Sewer CIPs Closeout from Prior Years	975	525	1,500
2995	Early Planning - Future Sewer Projects	2,750	2,750	5,500
2998	5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	1,575	2,925	4,500
2999	Project Design and Development	19,863	36,887	56,750
		<u>\$ 1,706,375</u>	<u>\$ 2,390,462</u>	<u>\$ 4,096,837</u>

Sewer Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

Project #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 for 17/18 are for preliminary design and engineering, with construction planned for FY2018-FY21.

Priority: High

Justification: City growth and regulatory requirements

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY 2020-21

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 108,155	\$ 200,000	\$ 1,300,000	\$ 5,165,000	\$ 6,773,155
Project Management Fees	67,007	20,000	130,000	516,500	733,507
General Fund Overhead Fees	4,746	7,000	45,500	180,775	238,021
	<u>\$ 179,908</u>	<u>\$ 227,000</u>	<u>\$ 1,475,500</u>	<u>\$ 5,862,275</u>	<u>\$ 7,744,683</u>

Project #2079: Coffee Creek Interceptor – Kinsman Rd

Phase 1 constructs an upsized sewer main along a new alignment under the Kinsman Road Extension project from Barber Street to Boeckman Road (project #4004) and will provide additional capacity for future growth.

Priority: High

Justification: Aging Infrastructure and City Growth

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2010-11

Estimated Date of Completion: FY2018-19

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 899,804	\$ 660,000	\$ 88,000	\$ -	\$ 1,647,804
Project Management Fees	28,417	23,100	8,816	-	60,333
General Fund Overhead Fees	1,734	2,500	3,080	-	7,314
	<u>\$ 929,955</u>	<u>\$ 685,600</u>	<u>\$ 99,896</u>	<u>\$ -</u>	<u>\$ 1,715,451</u>

Project #2085: Memorial Drive Splitter

Most of the sewage flows for the east half of the city enter a large manhole in Memorial Drive where the flow is split between two parallel sewer lines under I-5. This splitter manhole needs rehabilitation/replacement to maintain equalized flow, and avoid potential overflows and septic conditions.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of Completion: FY2018-19

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 26,764	\$ -	\$ 77,625	\$ -	\$ 104,389
Project Management Fees	16,371	5,000	10,000	-	31,371
General Fund Overhead Fees	937	-	2,717	-	3,654
	<u>\$ 44,072</u>	<u>\$ 5,000</u>	<u>\$ 90,342</u>	<u>\$ -</u>	<u>\$ 139,414</u>

Project #2095: Wastewater Treatment Plant Outfall Repair/Replacement

Temporary repairs to the damaged WWTP outfall were completed in October 2014. The State Dept of Environmental Quality (DEQ) issued a letter in 2015 requiring a new, upsized outfall to meet new discharge compliance requirements.

Priority: High

Justification: Aging infrastructure and regulatory requirements

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2015-16

Estimated Date of Completion: FY2018-19

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 733,165	\$ 380,000	\$ 1,090,400	\$ -	\$ 2,203,565
Project Management Fees	50,264	5,000	54,520	-	109,784
General Fund Overhead Fees	25,661	3,500	38,164	-	67,325
	<u>\$ 809,090</u>	<u>\$ 388,500</u>	<u>\$ 1,183,084</u>	<u>\$ -</u>	<u>\$ 2,380,674</u>

Project #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).

Priority: High

Justification: City Growth

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2016-17

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 162,000	\$ 100,000	\$ 1,276,376	\$ 1,538,376
Project Management Fees	2,228	16,200	10,000	127,638	156,066
Engineering Administration	-	5,670	3,500	44,673	53,843
	<u>\$ 2,228</u>	<u>\$ 183,870</u>	<u>\$ 113,500</u>	<u>\$ 1,448,687</u>	<u>\$ 1,748,285</u>

Project #2101: Coffee Creek Sewer Facilities

This project provides funding for preliminary design of sanitary sewer facilities required for future development within the recently created Coffee Creek Urban Renewal area.

Priority: Medium

Justification: City Growth

FY2018-19 Funding Sources: Sewer SDC

Status: Continued from FY2017-18

Estimated Date of Completion: FY2021-22

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 63,000	\$ 180,000	\$ 2,633,480	\$ 2,876,480
Project Management Fees	-	6,300	13,700	263,348	283,348
General Fund Overhead Fees	-	2,205	6,300	92,172	100,677
	<u>\$ -</u>	<u>\$ 71,505</u>	<u>\$ 200,000</u>	<u>\$ 2,989,000</u>	<u>\$ 3,260,505</u>

Sewer Projects

Project #2102: Boeckman Rd Sanitary Improvements – Frog Pond

This project will construct the initial segment of sanitary sewer extension from Boeckman Creek up to the southwest corner of the Frog Pond West Neighborhood. Initial segment is scheduled to be completed in FY2018-19. The Frog Pond Master Plan stipulates that the City has accepted responsibility for design and construction of Boeckman Road and the sanitary sewer main; development within Frog Pond West will pay an Infrastructure Supplemental Fee that will be charged with each building permit.

Priority: Medium

Justification: City Growth

FY2018-19 Funding Sources: Sewer SDC

Status: Continued from FY2017-18

Estimated Date of Completion: FY2020-21

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 30,000	\$ 242,000	\$ 436,208	\$ 708,208
Project Management Fees	-	6,000	20,570	43,621	70,191
General Fund Overhead Fees	-	1,050	8,470	15,267	24,787
	<u>\$ -</u>	<u>\$ 37,050</u>	<u>\$ 271,040</u>	<u>\$ 495,096</u>	<u>\$ 803,186</u>

Project #2500: Sewer Operations Allocation to Charbonneau

This project provides an annual budget for planning, design and construction of needed sewer rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP #1500, #4500 and CIP #7500.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Sources: Sewer Operating

Status: Continued from FY2015-16

Estimated Date of Completion: FY2022-23

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 157,289	\$ 210,000	\$ 275,000	\$ 1,724,352	\$ 2,366,641
Project Management Fees	26,169	12,600	27,500	172,435	238,704
General Fund Overhead Fees	5,505	7,350	9,625	60,352	82,832
	<u>\$ 188,963</u>	<u>\$ 229,950</u>	<u>\$ 312,125</u>	<u>\$ 1,957,140</u>	<u>\$ 2,688,178</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

Project #2066: Sewer System Rate and SDC Study Update

This project evaluates and updates the sewer utility rates and SDC rate structure. Funds budgeted for FY2018/19 will include the rate analysis related to the 2015 Collection System Master Plan.

Priority: High

Justification: City Growth

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Periodic Rate Review

Estimated Date of Completion: FY 2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 37,565	\$ 25,000	\$ 50,000	\$ -	\$ 112,565
Project Management Fees	3,969	5,000	5,000	-	13,969
General Fund Overhead Fees	1,315	875	1,750	-	3,940
	<u>\$ 42,849</u>	<u>\$ 30,875</u>	<u>\$ 56,750</u>	<u>\$ -</u>	<u>\$ 130,474</u>

PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

Project #2994: Sewer SDC Reimbursements/Credits

All SDC Reimbursements/Credits are being accrued under this project number. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects.

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 240,000	\$ 10,000	Annual	Annual
Project Management Fees		9,552	1,000		
General Fund Overhead Fees		8,400	350		
		<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

Project #2060: Miscellaneous Small Sewer Projects

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

Priority: Medium

Justification: Aging infrastructure

FY2018-19 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 50,000	\$ 100,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		1,750	3,500		
		<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2097: Collection System Rehabilitation Projects

As the City's collection system ages it will need work to remain an efficient and dependable system. This project provides an annual budget for planning, design and construction of priority rehabilitation projects.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 50,000	\$ 100,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		1,750	3,500		
		<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ -</u>

Sewer Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

Project #2990 CD Department 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

FY2018-19 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		2,500	8,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 2,500	\$ 8,000	\$ -	\$ -

Project #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

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		-	1,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ -	\$ 1,500	\$ -	\$ -

Project #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

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		500	5,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 500	\$ 5,500	\$ -	\$ -

Project #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

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		3,500	4,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 3,500	\$ 4,500	\$ -	\$ -

Project #2999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2018-19 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Project Management Fees		-	5,000		
General Fund Overhead Fees		-	1,750		
	\$ -	\$ -	\$ 56,750	\$ -	\$ -

Sewer Projects

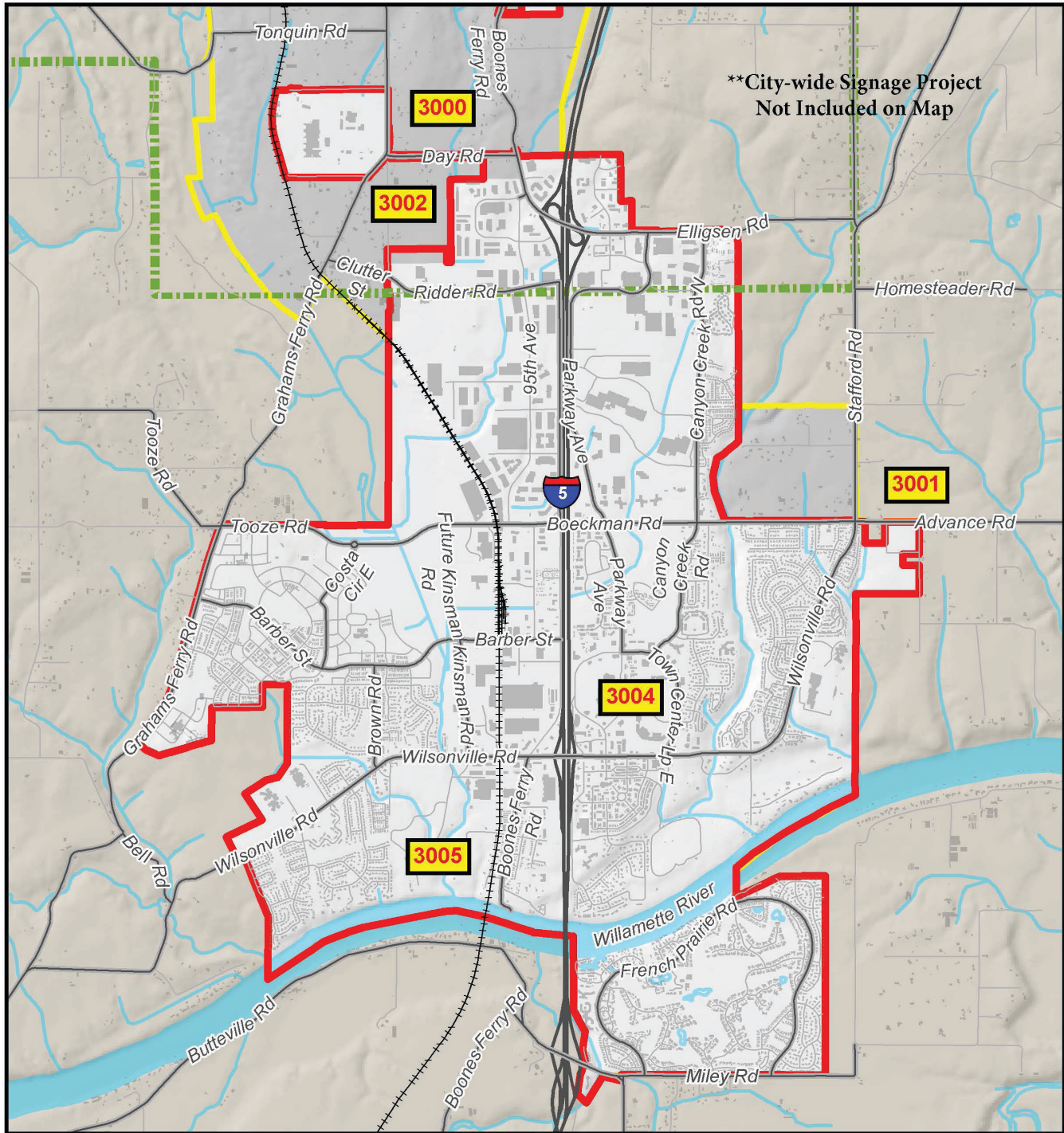
Five Year Sewer CIP Forecast FY2018-19 thru FY2021-22






Project Name	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Boeckman Creek Sewer Line Replacement	Sewer Operations/Sewer SDC	-	\$ 266,410	\$ 2,120,000	\$ 2,180,000	\$ -
Memorial Park Pump Station Relocation	Sewer Operations/Sewer SDC	1,475,500	-	-	-	-
Coffee Creek Interceptor - Kinsman Rd	Sewer Operations/Sewer SDC	99,896	-	-	-	-
Memorial Drive Splitter	Sewer Operations	90,342	-	-	-	-
Wastewater Treatment Plant Outfall Repair / Replacement	Sewer Operations/Sewer SDC	1,183,084	-	-	-	-
5th Street / Kinsman Extension Sewer Trunk	Sewer Operations/Sewer SDC	113,500	1,448,687	-	-	-
Boberg Diversion Structure	Sewer Operations	-	-	180,465	-	-
Coffee Creek Sewer Facilities	Sewer SDC/Future Urban Renewal	200,000	1,030,000	106,000	1,853,000	-
Sewer Operations Allocation to Charbonneau	Sewer Operations	312,125	440,849	256,501	1,019,659	240,130
Coffee Creek Interceptor Railroad Undercrossing	Sewer Operations/Sewer SDC	-	-	-	59,950	610,176
Coffee Creek Interceptor Phase II	Sewer Operations/Sewer SDC	-	-	-	109,000	1,568,000
Boeckman Rd Sanitary Improvements	Sewer SDC/Frog Pond Dev Fee	271,040	121,128	373,968	-	-
Master Plan and Studies						
Sewer System Rate Study Update	Sewer Operations/Sewer SDC	56,750	-	-	-	-
System Development Reimbursements/Credits						
Sewer SDC Reimbursements/Credits	Sewer SDC	11,350	128,596	490,865	754,662	1,411,032
Annual Maintenance Projects						
Miscellaneous Small Sewer Projects	Sewer Operations	103,500	72,918	75,042	77,165	79,289
Pump Station Improvements	Sewer Operations	-	269,834	265,000	272,500	280,000
Collection System Rehab Projects (non-Charbonneau)	Sewer Operations	103,500	106,605	109,710	112,815	115,920
Miscellaneous Projects						
CD Dept Support for Miscellaneous Sewer Operations	Sewer Operations	8,000	8,240	8,480	8,720	8,960
Sewer CIPs Closeout from Prior Years	Sewer Operations/Sewer SDC	1,500	1,545	1,590	1,635	1,680
Early Planning - Future Sewer Projects (All CD OH)	Sewer Operations/Sewer SDC	5,500	5,665	5,830	5,995	6,160
5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	Sewer Operations/Sewer SDC	4,500	6,695	6,890	7,085	7,280
Project Design and Development (1/3-2/3 split w/Ops)	Sewer Operations/Sewer SDC	56,750	58,453	60,155	61,858	63,560
Total 5 Year Projections		\$ 4,096,837	\$ 3,965,625	\$ 4,060,496	\$ 6,524,044	\$ 4,392,188
Funding Sources						
Sewer Operations		\$ 1,706,375	\$ 978,368	\$ 1,346,611	\$ 2,022,631	\$ 1,624,536
Sewer SDC		2,390,462	2,912,763	2,483,893	4,501,414	2,767,652
Frog Pond Development Fee		-	74,494	229,990	-	-
Total Funding Sources		\$ 4,096,837	\$ 3,965,625	\$ 4,060,496	\$ 6,524,044	\$ 4,392,188
Projects Available for Future Funding						
Memorial Park Pump Station Relocation	Sewer Operations/Sewer SDC	\$ -	\$ 5,260,725	\$ 601,550	\$ -	\$ -
Total Unfunded 5 Year Projections		\$ -	\$ 5,260,725	\$ 601,550	\$ -	\$ -
Funding Sources						
Sewer Operations		\$ -	\$ 2,367,326	\$ 270,698	\$ -	\$ -
Sewer SDC		-	2,893,399	330,852	-	-
Total Unfunded Funding Sources		\$ -	\$ 5,260,725	\$ 601,550	\$ -	\$ -

Five Year Detailed Forecast: Sewer SDC Reimbursements/Credits FY2018-19 thru FY2021-22

Project Name	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Coffee Creek Sewer Line Improvements	\$ -	\$ -	\$ 358,524	\$ 618,575	\$ 1,271,200
Basalt Creek Sewer Line Improvements	-	116,905	120,310	123,715	127,120
Annual - Non - Specific Sewer SDC Reimburements	11,350	11,691	12,031	12,372	12,712
Total 5 Year Projections: Sewer SDC Reimbursements/Credits	<u>\$ 11,350</u>	<u>\$ 128,596</u>	<u>\$ 490,865</u>	<u>\$ 754,662</u>	<u>\$ 1,411,032</u>

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>4/19/2017</p>  <p>0 Miles 0.5</p>

2018-19 Funding Sources

Proj.	Project Name	General Fund	Grants	Year 2000 URA	Total Resources
Master Plan and Studies					
3000	Basalt Creek Planning	\$ 30,000	\$ -	\$ -	\$ 30,000
3001	Frog Pond Master Planning (East/South)	25,000	-	-	25,000
3002	Coffee Creek Area Planning	13,000	-	-	13,000
3003	Citywide Signage and Way-finding Plan	85,000	-	-	85,000
3004	Town Center Concept Planning	-	69,000	50,000	119,000
3005	Arrowhead Creek Planning Area	150,000	-	-	150,000
		<u>\$ 303,000</u>	<u>\$ 69,000</u>	<u>\$ 50,000</u>	<u>\$ 422,000</u>

PROJECT SUMMARIES: MASTER PLANS & STUDIES

Project #3000: Basalt Creek Planning

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

Priority: High

Justification: Future growth and economic development

Status: Continued from FY2013-14

Estimated Date of Completion: FY2020-21

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 48,764	\$ -	\$ -	\$ 220,800	\$ 269,564
Project Management Fees	328,059	71,514	30,000	22,080	451,653
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 376,823</u>	<u>\$ 71,514</u>	<u>\$ 30,000</u>	<u>\$ 242,880</u>	<u>\$ 721,217</u>

Project #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. FY2018-19 will begin the planning of the East and South side of the area.

Priority: High

Justification: Future growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2020-21

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 409,769	\$ 26,835	\$ -	\$ 207,500	\$ 644,104
Project Management Fees	339,477	10,500	25,000	20,750	395,727
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 749,246</u>	<u>\$ 37,335</u>	<u>\$ 25,000</u>	<u>\$ 228,250</u>	<u>\$ 1,039,831</u>

Planning Projects

Project #3002: Coffee Creek Area Planning

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

Priority: High

Justification: Future growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 151,636	\$ 7,000	\$ 10,000	\$ -	\$ 168,636
Project Management Fees	158,454	34,000	3,000	-	195,454
General Fund Overhead Fees	4,051	-	-	-	4,051
	<u>\$ 314,141</u>	<u>\$ 41,000</u>	<u>\$ 13,000</u>	<u>\$ -</u>	<u>\$ 368,141</u>

Project #3003: Citywide Signage and Way-finding Plan

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

Priority: High

Justification: Council Goal

Status: Continued from FY2015-16

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 55,000	\$ -	\$ 105,000
Project Management Fees	158,454	30,000	30,000	-	218,454
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 158,454</u>	<u>\$ 80,000</u>	<u>\$ 85,000</u>	<u>\$ -</u>	<u>\$ 323,454</u>

Project #3004: Town Center Concept Planning

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

Priority: Medium

Justification: Future Growth

Status: Continued from FY2015-16

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Grant/Year 2000 Urban Renewal

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 190,113	\$ 215,000	\$ 69,000	\$ -	\$ 474,113
Project Management Fees	158,454	160,000	50,000	-	368,454
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 348,567</u>	<u>\$ 375,000</u>	<u>\$ 119,000</u>	<u>\$ -</u>	<u>\$ 842,567</u>

Planning Projects

Project #3005: Arrowhead Creek Planning Area

City Council established a goal to “Complete a study of the Arrowhead Creek area considering river access options, transportation and land use issues. This project will address the City Council goal

Priority: Medium

Justification: Future Growth

Status: New Project

Estimated Date of Completion: FY2019-20

FY2018-19 Funding Sources: General Fund

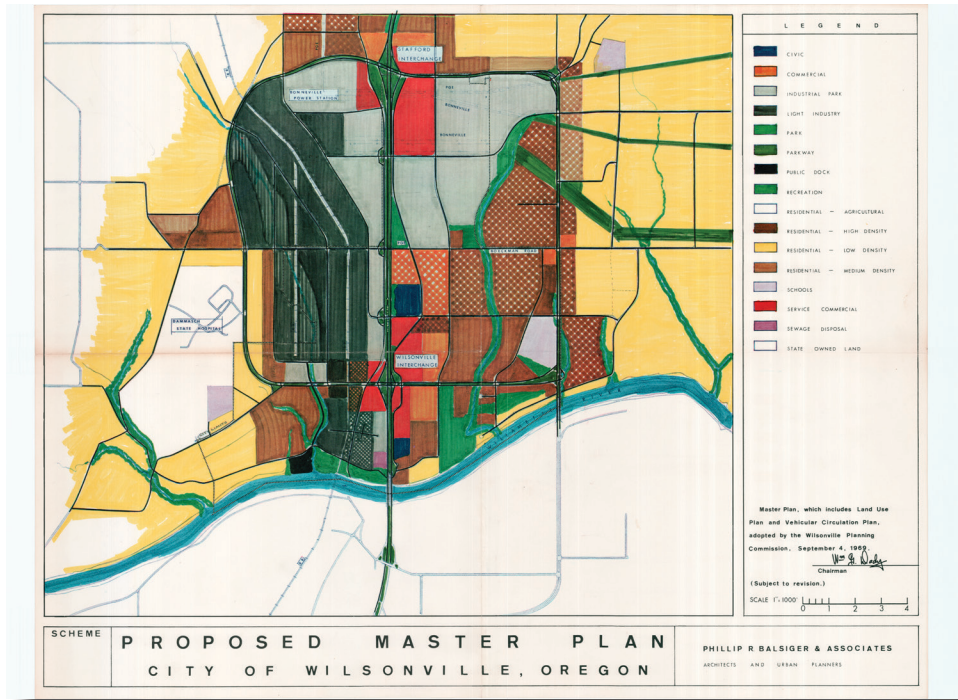
Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ 154,500	\$ 254,500
Project Management Fees	-	-	50,000	15,450	65,450
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 169,950</u>	<u>\$ 319,950</u>

Planning Projects

Five Year Planning CIP Forecast FY2018-19 thru FY2022-23

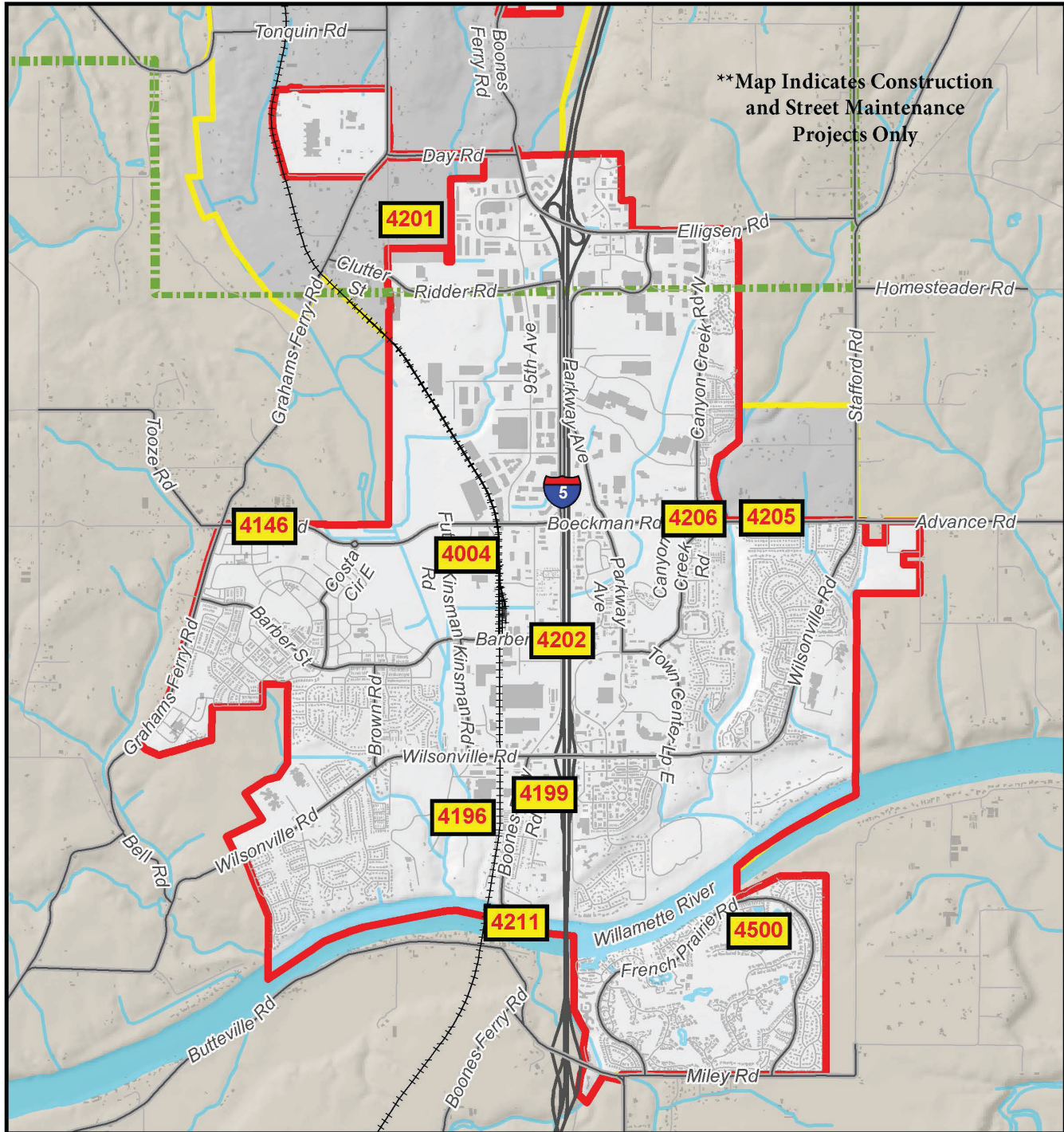
Project Name	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Master Plan and Studies						
Basalt Creek Planning	General Fund	\$ 30,000	\$ 67,980	\$ 174,900	\$ -	\$ -
Frog Pond Master Planning Area	General Fund	\$ 25,000	\$ 169,950	\$ 58,300		
Coffee Creek Planning Area	General Fund	13,000	-	-	-	-
Citywide Signage and Way-finding Plan	General Fund	85,000	-	-	-	-
Town Center Concept Planning	Grant/Year 2000 Urban Renewal	119,000	-	-	-	-
Arrowhead Creek Planning Area	General Fund	150,000	169,950	-	-	-
	Total 5 Year Projections	<u>\$ 422,000</u>	<u>\$ 407,880</u>	<u>\$ 233,200</u>	<u>\$ -</u>	<u>\$ -</u>
Funding Sources						
	General Fund	303,000	407,880	233,200	-	-
	Grant	69,000	-	-	-	-
	Year 2000 Urban Renewal	50,000	-	-	-	-
	Total Funding Sources	<u>\$ 422,000</u>	<u>\$ 407,880</u>	<u>\$ 233,200</u>	<u>\$ -</u>	<u>\$ -</u>








Proposed City of Wilsonville Master Plan dated September 3, 1969

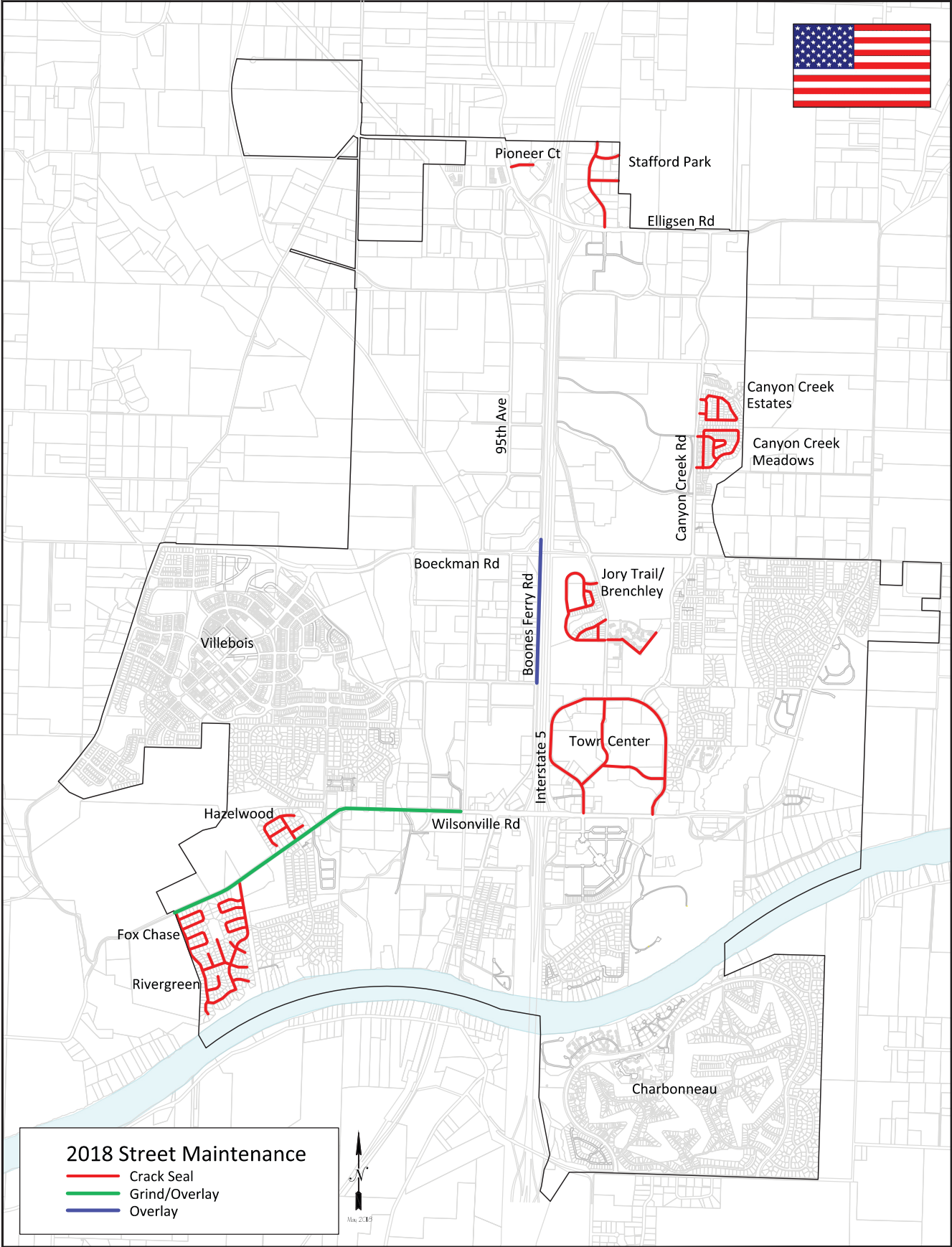


Streets Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p> City Limits  County Boundary  UGB</p>	<p> WILSONVILLE OREGON 4/19/2017  0 Miles 0.5</p>
<p>Wilsonville Boundaries</p>		

Streets Projects



Streets Projects

2018-19 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDC	Coffee Creek Reserve	Year 2000 Urban Renewal	West Side Urban Renewal	West Side Program Income	Total Resources
Construction Projects									
4004	Kinsman Rd Extension-Barber to Boeckman	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
4146	Tooze Road - 110th to Grahams Ferry	-	-	-	-	-	750,000	3,800,000	4,550,000
4196	5th Street / Kinsman Extension	-	-	-	-	797,500	-	-	797,500
4199	Exit 283 Congestion Improvements	-	-	108,500	-	-	-	-	108,500
4201	Garden Acres Road - Ridder to Day	-	-	-	1,500,000	-	-	-	1,500,000
4202	I-5 Pedestrian Bridge	-	-	1,741,000	-	-	-	-	1,741,000
4205	Boeckman Rd Street Improvements - Frog Pond	-	-	500,000	-	-	-	-	500,000
4206	Canyon Creek/Boeckman Traffic Signal	-	-	80,850	-	-	-	-	80,850
4211	French Prairie Bridge	-	-	223,000	-	-	-	-	223,000
4500	Road Maintenance Allocation to Charbonneau	421,993	-	-	-	-	-	-	421,993
Master Plan & Studies									
4192	Transportation Performance Modeling	-	-	62,425	-	-	-	-	62,425
4204	Facilities Plan I-5 Boones Ferry	-	-	5,000	-	-	-	-	5,000
System Development Reimbursements/Credits									
4207	Villebois - Tonquin Meadows SDC Reimbursement	-	-	113,500	-	-	-	-	113,500
4208	Universal Health - Day Rd SDC Reimbursement	-	-	454,000	-	-	-	-	454,000
4209	Costa Circle Bike Lanes SDC Reimbursement	-	-	11,350	-	-	-	-	11,350
Annual Maintenance Projects									
4014	Street Maintenance	2,397,000	-	-	-	-	-	-	2,397,000
4118	Signal Improvements	-	227,000	-	-	-	-	-	227,000
Miscellaneous Projects									
4183	ADA Compliance	-	5,000	-	-	-	-	-	5,000
4194	5 Year Monitoring: Barber Rd	-	-	18,160	-	-	-	-	18,160
4210	5 Year Monitoring: Kinsman Extension	-	-	16,179	-	-	-	-	16,179
4993	Annual - Closeout From Prior Years	-	375	7,125	-	-	-	-	7,500
4995	Annual - Early Planning-Future Street Projects	-	1,535	13,815	-	-	-	-	15,350
4998	Annual - 5-Year and Annual Budget Planning	-	950	8,550	-	-	-	-	9,500
4999	Annual - Project Design & Construction	-	7,945	71,505	-	-	-	-	79,450
		<u>\$ 2,818,993</u>	<u>\$ 242,805</u>	<u>\$3,534,959</u>	<u>\$1,500,000</u>	<u>\$ 797,500</u>	<u>\$ 750,000</u>	<u>\$ 3,800,000</u>	<u>\$ 13,444,257</u>

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

Project #4004: Kinsman Rd Extension – Barber to Boeckman

This project funds continuation/completion of construction of the extension of Kinsman Road from Barber Street to Boeckman Road in order to improve the roadway grid system west of I-5, and provide a west side truck route. This project has been funded by a combination of Street SDCs and Federal Funds. The Federal Funds have been administered through Oregon Department of Transportation on behalf of the City.

Priority: High

Justification: Currently under contract and City growth

FY2018-19 Funding Sources: Street SDC/Federal Funds

Status: Continued from FY2007-08

Estimated Date of Completion: FY2018-19

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 1,043,199	\$ 3,140,000	\$ 88,100	\$ -	\$ 4,271,299
Project Management Fees	407,337	50,100	8,816	-	466,253
General Fund Overhead Fees	63,847	109,900	3,084	-	176,831
	<u>\$ 1,514,383</u>	<u>\$ 3,300,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 4,914,383</u>
Federal Funds/ODOT Managed	1,000,000	1,800,000	-	-	2,800,000
	<u>\$ 2,514,383</u>	<u>\$ 5,100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 7,714,383</u>

Streets Projects

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

This is the second phase of the Boeckman Road extension and will improve Tooze Road from the end of the first phase of the Boeckman project which is slightly west of 110th to the intersection with Graham's Ferry Road. This project will include construction of bike lanes and sidewalks, new turn lanes and a signal at Graham's Ferry Road. This project accommodates future residential development in the area, improves freight mobility between Wilsonville and communities to the west, and fulfills the terms of an Intergovernmental Agreement entered into with ODOT for the first part of the Boeckman Road Extension.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2018-19 Funding Sources: West Side Program Income/West Side Urban Renewal

Status: Continued from FY2008-09

Estimated Date of Completion: FY2018-19

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 333,383	\$ 1,200,000	\$ 4,300,000	\$ -	\$ 5,833,383
Project Management Fees	223,655	50,000	250,000	-	523,655
General Fund Overhead Fees	8,371	5,907	-	-	14,278
	\$ 565,409	\$ 1,255,907	\$ 4,550,000	\$ -	\$ 6,371,316

Project #4196: 5th Street/Kinsman Rd 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. Construction is planned to begin in FY2019/20.

Priority: High

Justification: City growth and Council Goal

Status: Continued from FY2015-16

Estimated Date of Completion: FY2020-21

FY2018-19 Funding Sources: Year 2000 Urban Renewal

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 394,173	\$ 825,000	\$ 725,000	\$ 9,594,948	\$ 11,539,121
Project Management Fees	89,435	85,000	72,500	959,495	1,206,430
General Fund Overhead Fees	-	-	-	-	-
	\$ 483,608	\$ 910,000	\$ 797,500	\$ 10,554,443	\$ 12,745,551

Project #4199: Exit 283 Congestion Improvements

This project implements various modification and widening projects in the vicinity of the Wilsonville Road entrance/exit to Interstate 5 and includes projects both on and off ODOT Right-of-Way. Taken together, the projects are designed to minimize traffic congestion on Boones Ferry Road and Wilsonville Road to the extent possible.

Priority: High

Justification: City growth and Council Goal

FY2018-19 Funding Sources: Street SDC

Status: Continued from FY16-17

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 105,464	\$ 1,200,000	\$ 100,000	\$ -	\$ 1,405,464
Project Management Fees	15,822	35,000	5,000	-	55,822
General Fund Overhead Fees	3,691	42,000	3,500	-	49,191
	\$ 124,977	\$ 1,277,000	\$ 108,500	\$ -	\$ 1,510,477

Streets Projects

Project #4201: Garden Acres Road – Ridder to Day

Garden Acres Road has been identified as the primary Collector Street through the Coffee Creek Industrial Area and is a key project needed to promote development in the recently created Coffee Creek Urban Renewal area.

Priority: Medium

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2019-20

FY2018-19 Funding Sources: Coffee Creek Reserve

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 289	\$ 250,000	\$ 1,400,000	\$ 3,242,808	\$ 4,893,097
Project Management Fees	3,137	55,000	100,000	324,281	482,418
General Fund Overhead Fees	10	8,750	-	113,498	122,258
	<u>\$ 3,436</u>	<u>\$ 313,750</u>	<u>\$ 1,500,000</u>	<u>\$ 3,680,587</u>	<u>\$ 5,497,773</u>

Project #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

Status: Continued from FY2017-18

Estimated Date of Completion: To be determined

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs*	Total
Design & Construction	\$ -	\$ 20,000	\$ 1,534,000	\$ 5,625,991	\$ 7,179,991
Project Management Fees	-	30,000	153,310	562,599	745,909
General Fund Overhead Fees	-	700	53,690	196,910	251,300
	<u>\$ -</u>	<u>\$ 50,700</u>	<u>\$ 1,741,000</u>	<u>\$ 6,385,500</u>	<u>\$ 8,177,200</u>

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

Project #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 Rd 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

Status: Continued from FY2017-18

Estimated Date of Completion: FY2020-21

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 450,000	\$ 2,666,685	\$ 3,116,685
Project Management Fees	-	10,000	34,250	266,669	310,919
General Fund Overhead Fees	-	-	15,750	93,334	109,084
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 500,000</u>	<u>\$ 3,026,688</u>	<u>\$ 3,536,688</u>

Project #4206: Canyon Creek/Boeckman Traffic Signal

This project is identified as part of project UU-01 in the Transportation Systems Plan. Recent traffic studies show that the current 4-way stop is approaching LOS E and that a signalized intersection is needed to accommodate traffic growth in this area.

Priority: High

Justification: City growth

Status: Continued from FY2017-18

Estimated Date of Completion: FY2019-20

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 70,000	\$ 248,330	\$ 318,330
Project Management Fees	-	-	8,400	24,833	33,233
General Fund Overhead Fees	-	-	2,450	8,692	11,142
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,850</u>	<u>\$ 281,855</u>	<u>\$ 362,705</u>

Project #4211: French Prairie Bridge

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

Priority: Low

Justification: City growth

Status: New Project (Project began as a Parks Project)

Estimated Date of Completion: To be determined

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs*	Total
Design & Construction	\$ -	\$ -	\$ 200,000	\$ 1,894,273	\$ 2,094,273
Project Management Fees	-	-	16,000	189,427	205,427
General Fund Overhead Fees	-	-	7,000	66,300	73,300
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 223,000</u>	<u>\$ 2,150,000</u>	<u>\$ 2,373,000</u>

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

Project #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, #2500, and CIP #7500.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2017-18

Estimated Date of Completion: FY2022-23

FY2018-19 Funding Sources: Road Maintenance

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 371,800	\$ 2,911,797	\$ 3,283,597
Project Management Fees	-	-	37,180	291,180	328,360
General Fund Overhead Fees	-	-	13,013	101,913	114,926
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 421,993</u>	<u>\$ 3,304,890</u>	<u>\$ 3,726,883</u>

Streets Projects

PROJECT SUMMARIES: MASTER PLANS AND STUDIES

Project #4192: Transportation Performance Modeling

This project will track and monitor the performance of the City's transportation system to determine: If the planning efforts are leading to the desired outcomes, monitor key intersections and roadways in the City to track local and regional growth, monitor bicycle, pedestrian, transit use and system expansion to support Active Transportation Planning efforts and identify when additional operational and infrastructure improvements are needed. It is recommended to complete the monitoring process on a regular basis.

Priority: High

Justification: Regulatory Requirement

Status: Reoccurring Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	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>\$ 62,425</u>

Project #4204: Facilities Plan I-5 Boones Ferry

ODOT and the City partnered to develop a Facility Plan for the bottle-neck on southbound I-5 between the Wilsonville Road on-ramp and the Canby-Hubbard off ramp.

Priority: High

Justification: City growth

Status: Continued from FY2017-18

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 38,000	\$ 4,000	\$ -	\$ 42,000
Project Management Fees	-	5,670	860	-	6,530
General Fund Overhead Fees	-	1,330	140	-	1,470
	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>

PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

Project #4207-Villebois-Tonquin SDC Reimbursements

This project is to provide the funding for the Streets SDC Reimbursement for the Tonquin Meadow project.

Priority: High

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Project Management Fees	-	-	10,000	-	10,000
General Fund Overhead Fees	-	-	3,500	-	3,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 113,500</u>	<u>\$ -</u>	<u>\$ 113,500</u>

Streets Projects

Project #4208-Universal Health- Day Rd SDC Reimbursements

This project is to provide the funding for the Streets SDC Reimbursement for the Universal Health-Day Rd project.

Priority: High

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Project Management Fees	-	-	40,000	-	40,000
General Fund Overhead Fees	-	-	14,000	-	14,000
	\$ -	\$ -	\$ 454,000	\$ -	\$ 454,000

Project #4209-Costa Circle SDC Reimbursements

This project is to provide the funding for the Streets SDC Reimbursement for the Costa Circle Bike Lane project.

Priority: High

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Project Management Fees	-	-	1,000	-	1,000
General Fund Overhead Fees	-	-	350	-	350
	\$ -	\$ -	\$ 11,350	\$ -	\$ 11,350

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six year rotation schedule. The projects for FY2018-19 will include grind and pavement inlay of Wilsonville Road between Kinsman Road and the west end of town.

Priority: High

Justification: Aging infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Maintenance Fees

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 600,000	\$ 2,200,000	Annual	Annual
Project Management Fees		90,000	120,000		
General Fund Overhead Fees		21,000	77,000		
	\$ -	\$ 711,000	\$ 2,397,000	\$ -	\$ -

Streets Projects

Project #4118: Signal Improvements

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

Priority: Medium

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Operating Fund

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 96,500	\$ 200,000	Annual	Annual
Project Management Fees		13,000	20,000		
General Fund Overhead Fees		3,378	7,000		
	\$ -	\$ 112,878	\$ 227,000	\$ -	\$ -

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

Project #4183-ADA Compliance

This project provides a nominal annual budget to address ADA deficiencies as identified in the ADA Transition Plan completed in FY2014/15.

Priority: High

Justification: Regulatory requirement

FY2018-19 Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		-	5,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ -	\$ 5,000	\$ -	\$ -

Project #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 FY2019-20.

Priority: High

Justification: Regulatory requirement

FY2018-19 Funding Sources: Street SDC

Status: Continued from FY2015-16

Estimated Date of Completion: FY2021-22

Operations Impact: Not applicable

Project Costs:	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 1,220	\$ 51,864	\$ 16,000	\$ 37,022	\$ 106,106
Project Management Fees	4,236	1,900	1,600	3,702	11,438
General Fund Overhead Fees	43	1,815	560	1,296	3,714
	\$ 5,499	\$ 55,579	\$ 18,160	\$ 42,020	\$ 121,258

Streets Projects

Project #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

FY2018-19 Funding Sources: Street SDC

Status: New Project

Estimated Date of Completion: FY2022-23

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 14,500	\$ 57,175	\$ 71,675
Project Management Fees	-	-	1,171	5,718	6,889
General Fund Overhead Fees	-	-	508	2,001	2,509
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,179</u>	<u>\$ 64,894</u>	<u>\$ 81,073</u>

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

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

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		4,500	7,500		
General Fund Overhead Fees		-	-		
	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ 7,500</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4995: Early Planning – Future Street Projects

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

Priority: Medium

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Project Management Fees		2,000	5,000		
General Fund Overhead Fees		-	350		
	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 15,350</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

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

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

Priority: High

Justification: Fiscal planning for CIPs

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,500	9,500	-	-
	\$ -	\$ 9,500	\$ 9,500	\$ -	\$ -

Project #4999: Project Design & Construction

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

Priority: High

Justification: Unanticipated and emergency projects

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 70,000	Annual	Annual
Engineering Administration	-	-	9,450	-	-
	\$ -	\$ -	\$ 79,450	\$ -	\$ -

Five Year Streets CIP Forecast FY2018-19 thru FY2022-23

Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Kinsman Rd Extension - Barber to Boeckman	Street SDC	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Tooze Rd - 110th to Grahams Ferry Rd	West Side Urban Renewal/Program Income	4,550,000	-	-	-	-
S1-01 & P2 Clutter/Grahams Ferry/RR	Street SDC/Developers Contribution	-	70,040	24,062	495,623	5,040,000
5th Street / Kinsman Extension	Year 2000 Urban Renewal	797,500	3,988,868	6,565,575	-	-
Exit 283 Congestion Improvements	Street SDC/Road Operating	108,500	-	-	-	-
Garden Acres Road - Ridder to Day	Street SDC/Coffee Creek Urban Renewal District	1,500,000	-	-	-	-
I-5 Pedestrian Bridge	Street SDC	1,741,000	-	-	-	-
Boeckman Rd Street Improvements - Frog Pond	Street SDC and Frog Pond Development Fee	500,000	512,198	2,514,490	-	-
Canyon Creek/Boeckman Signal	Street SDC	80,850	281,854	-	-	-
French Prairie Bridge	Street SDC	223,000	-	-	-	-
Street Maintenance Allocation to Charbonneau	Road Maintenance	421,993	922,838	873,451	898,171	610,430
Boeckman Rd Improvements-Parkway to Boberg	Developer Contribution	-	-	-	-	298,732
Brown Rd Improvements	West Side Urban Renewal	-	168,822	2,120,000	2,277,005	-
Day Rd Improvements	Street SDC /DevContribution/UR	-	578,680	2,406,200	-	-
Boeckman Rd/Frog Pond Bridge UU-01	Street SDC	-	-	60,155	1,329,800	-
Master Plans and Studies						
Transportation Performance Modeling	Street SDC	62,425	-	-	-	-
Facilities Plan I-5 Boones Ferry	Street SDC	5,000	-	-	-	-
System Development Reimbursements/Credits						
Villebois - Tonquin Meadows SDC Reimbursement	Street SDC	113,500	-	-	-	-
Universal Health - Day Rd SDC Reimbursement	Street SDC	454,000	-	-	-	-
Costa Circle Bike Lanes SDC Reimbursement	Street SDC	11,350	-	-	-	-
Annual - Street SDC Reimbursements/Credits	Street SDC	-	116,905	120,310	123,715	2,033,920
Annual Maintenance Projects						
Street Maintenance	Road Maintenance	2,397,000	1,388,440	1,296,380	1,333,070	1,369,760
Signal Improvements	Road Operating	227,000	140,286	144,372	148,458	152,544
Miscellaneous Projects						
ADA Compliance	Road Operating	5,000	5,150	5,300	5,450	5,600
5 Year Monitoring: Barber Rd Mitigation	Street SDC	18,160	15,783	17,205	9,032	-
5 Year Monitoring: Kinsman Extension	Street SDC	16,179	16,094	16,563	16,602	15,635
Annual - Closeout From Prior Years	Street SDC/Road Operating	7,500	7,725	7,950	8,175	8,400
Annual - Early Planning-Future Street Projects	Street SDC/Road Operating	15,350	15,811	16,271	16,732	17,192
Annual - 5-Year and Annual Budget Planning	Street SDC/Road Operating	9,500	9,785	10,070	10,355	10,640
Annual - Project Design/Development	Street SDC/Road Operating	79,450	81,834	84,217	86,601	88,984
Total 5 Year Projections		\$ 13,444,257	\$ 8,321,111	\$ 16,282,569	\$ 6,758,787	\$ 9,651,837
Funding Sources						
Road Operating		\$ 242,805	\$ 156,565	\$ 161,125	\$ 165,685	\$ 170,246
Street SDC		3,534,959	880,744	1,570,107	2,084,856	7,202,670
Road Maintenance		2,818,993	2,311,278	2,169,831	2,231,241	1,980,190
Streets TDT		-	289,340	1,203,100	-	-
Coffee Creek Area Designated Reserve		1,500,000	-	-	-	-
Contributions		-	115,736	481,240	-	298,732
Frog Pond Development Fee		-	409,758	2,011,592	-	-
Year 2000 Urban Renewal		797,500	3,988,868	6,565,575	-	-
Westside Urban Renewal		750,000	168,822	2,120,000	2,277,005	-
Westside Program Income		3,800,000	-	-	-	-
Total Funding Sources		\$ 13,444,257	\$ 8,321,111	\$ 16,282,569	\$ 6,758,787	\$ 9,651,837
Projects Available for Future Funding						
Garden Acres Road - Ridder to Day	Street SDC/Coffee Creek Urban Renewal District	\$ -	\$ 3,680,587	\$ -	\$ -	\$ -
I-5 Pedestrian Bridge	Street SDC	-	1,529,550	1,574,100	1,618,650	1,663,200
French Prairie Bridge	Street SDC	-	515,000	530,000	545,000	560,000
Total Unfunded Funding Sources		\$ -	\$ 5,725,137	\$ 2,104,100	\$ 2,163,650	\$ 2,223,200

Streets Projects

Five Year Detailed Forecast: Streets SDC Reimbursements/Credits FY2018-19 thru FY2022-23

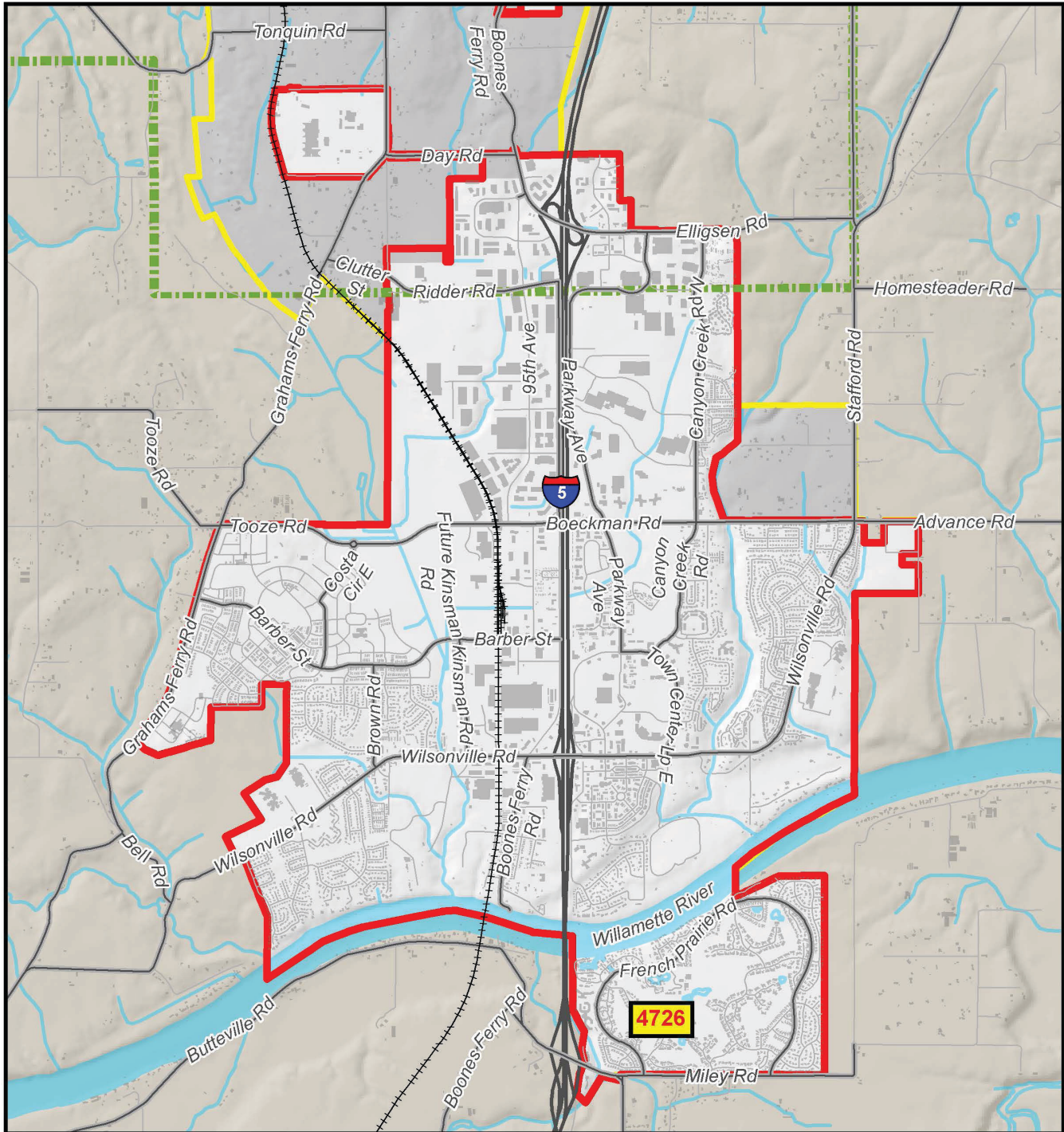
Project Name	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Villebois Tonquin	\$ 113,500	\$ -	\$ -	\$ -	\$ -
Universal Health - Day Road	454,000	-	-	-	-
Costa Circle Bike Lanes	11,350	-	-	-	-
Basalt Creek Street Improvements	-	116,905	120,310	123,715	127,120
Elligsen Industrial - Parkway	-	-	-	-	1,906,800
Total 5 Year Projections: Streets SDC Reimbursements/Credits	<u>\$ 578,850</u>	<u>\$ 116,905</u>	<u>\$ 120,310</u>	<u>\$ 123,715</u>	<u>\$ 2,033,920</u>








Historical township map dated 1852



Streetscape/Bikeway 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>4/19/2017</p>  <p>0 Miles 0.5</p>

Streetscape/Bikeway Projects

2018-19 Funding Sources

Proj.	Project Name	Streetlight Fund	Road Operating	Street SDC	Total Resources
Livability Improvements					
4717	Pedestrian Enhancements	\$ -	\$ 22,700	\$ -	\$ 22,700
4722	LED Street Light Conversion	383,250	-	-	383,250
4725	Crosswalk Flasher Replacement	-	136,200	-	136,200
4726	Charbonneau Path Pilot	-	25,070	-	25,070
Annual Maintenance Projects					
4696	Annual - Streetlight Infill	59,020	-	-	59,020
Miscellaneous Projects					
4799	Streetscape Project Design	-	9,080	2,270	11,350
		<u>\$ 442,270</u>	<u>\$ 193,050</u>	<u>\$ 2,270</u>	<u>\$ 637,590</u>

PROJECT SUMMARIES-LIVABILITY PROJECTS

Project #4717: Pedestrian Enhancements

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

Priority: High

Justification: Council Goal

FY2018-19 Funding Sources: Road Operating Fund

Status: Annual

Estimated Date of Completion: Annual

Operational Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 35,000	\$ 20,000	\$ 230,678	\$ 285,678
Project Management Fees	-	3,500	2,000	23,068	28,568
General Fund Overhead Fees	-	1,225	700	8,074	9,999
	<u>\$ -</u>	<u>\$ 39,725</u>	<u>\$ 22,700</u>	<u>\$ 261,820</u>	<u>\$ 324,245</u>

Project #4722: LED Street Light Conversion

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

Priority: Medium

Justification: Environmental Stewardship and Cost Savings

FY2018-19 Funding Sources: Streetlight Fund

Status: Continued from FY2016-17

Estimated Date of Completion: FY2018-19

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 100,000	\$ 350,000	\$ -	\$ 450,000
Project Management Fees	-	4,000	21,000	-	25,000
General Fund Overhead Fees	-	3,500	12,250	-	15,750
	<u>\$ -</u>	<u>\$ 107,500</u>	<u>\$ 383,250</u>	<u>\$ -</u>	<u>\$ 490,750</u>

Streetscape/Bikeway Projects

Project #4725: Crosswalk Flasher Replacement

This project will evaluate pedestrian crosswalk flashers and upgrade flashers as needed with newer equipment.

Priority: Medium

Justification: Safety

FY2018-19 Funding Sources: Road Operating

Status: Continued from FY2017-18

Estimated Date of Completion: FY2020-21

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 120,000	\$ 250,800	\$ 370,800
Project Management Fees	-	300	12,000	25,080	37,380
General Fund Overhead Fees	-	-	4,200	8,778	12,978
	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ 136,200</u>	<u>\$ 284,658</u>	<u>\$ 421,158</u>

Project #4726: Charbonneau Path Pilot

This project will evaluate reconfiguration of French Prairie Drive by incorporating a temporary multi-use path for pedestrian and bike safety improvements as part of a demonstration project. This work involves planning necessary for Transportation System Plan project BW-10.

Priority: Medium

Justification: Safety

FY2018-19 Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 22,000	\$ -	\$ 22,000
Project Management Fees	-	-	2,300	-	2,300
General Fund Overhead Fees	-	-	770	-	770
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,070</u>	<u>\$ -</u>	<u>\$ 25,070</u>

PROJECT SUMMARIES-ANNUAL MAINTENANCE PROJECTS

Project #4696: Annual Streetlight Infill

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

Priority: Medium

Justification: Infrastructure Improvement

FY2018-19 Funding Sources: Streetlight Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 142,163	\$ 55,000	Annual	Annual
Project Management Fees		5,311	2,095		
General Fund Overhead Fees		4,976	1,925		
	<u>\$ -</u>	<u>\$ 152,450</u>	<u>\$ 59,020</u>	<u>\$ -</u>	<u>\$ -</u>

Streetscape/Bikeway Projects

PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

Project #4799: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2018-19 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

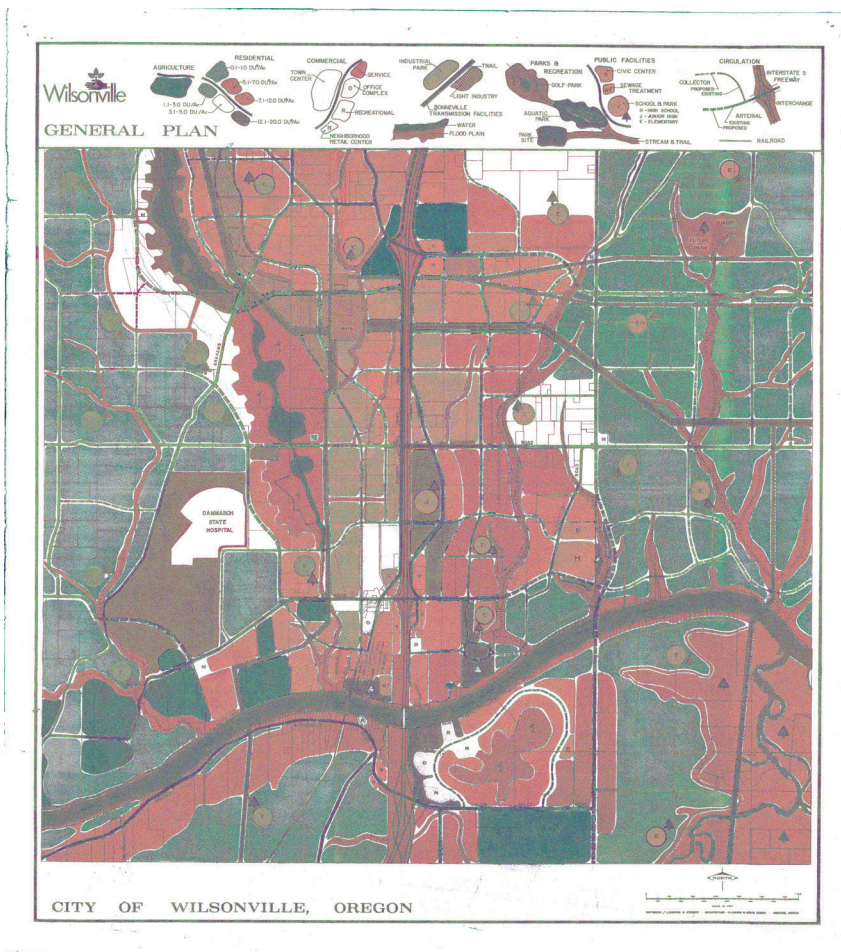
Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Project Management Fees		-	1,000		
General Fund Overhead Fees		-	350		
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>

Streetscape/Bikeway Projects

Five Year Streetscape/Bikeway CIP Forecast FY2018-19 thru FY2022-23

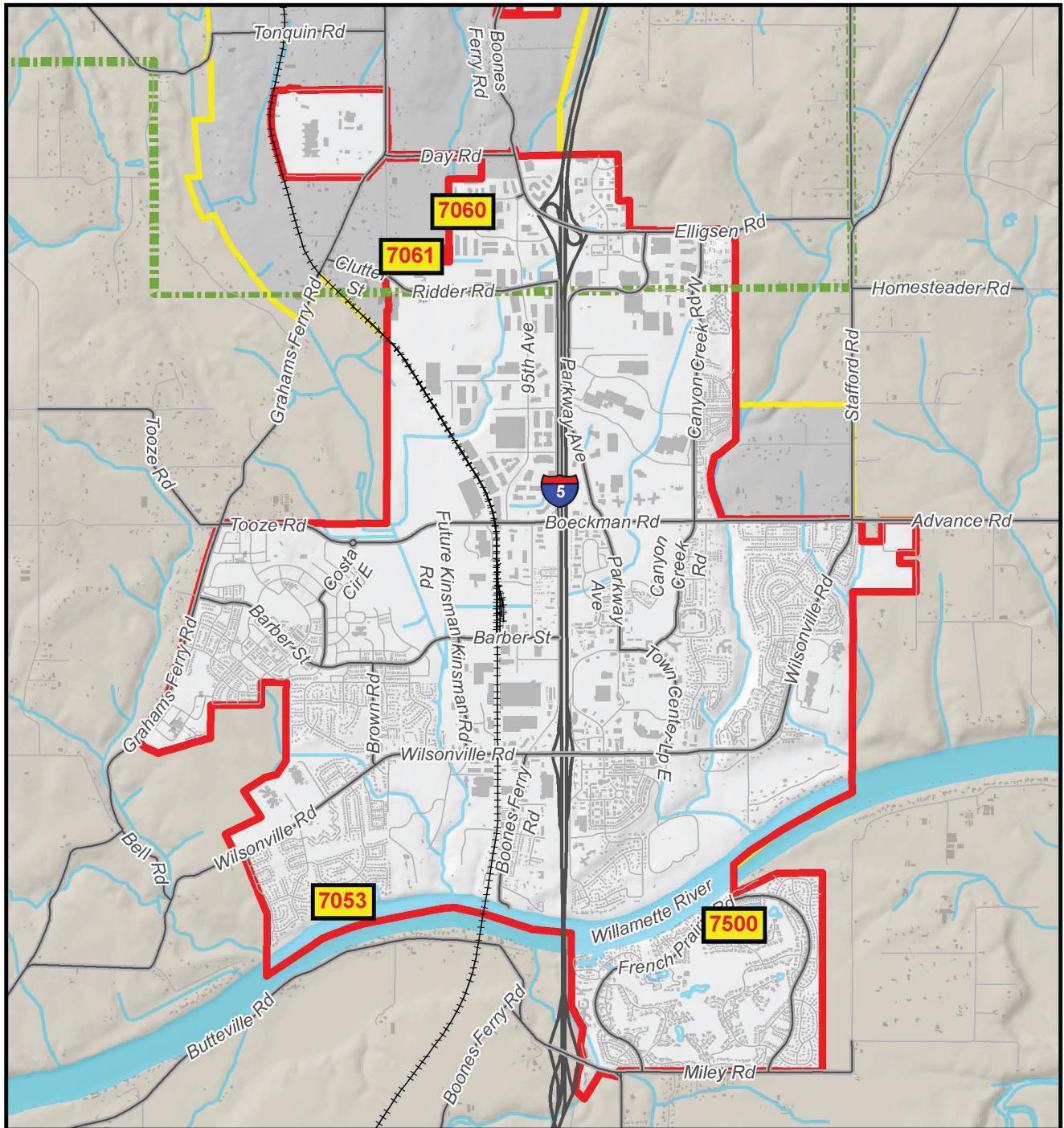
Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Livability Improvements						
Pedestrian Enhancements	Road Operating	\$ 22,700	\$ 127,205	\$ -	\$ 134,615	\$ -
LED Street Light Conversion	Streetlight fund	383,250	-	-	-	-
Crosswalk Flasher Replacement	Road Operating	136,200	140,286	144,372	-	-
Charbonneau Path Pilot	Road Operating	25,070	-	-	-	-
Annual Maintenance Projects						
Annual - Sidewalk Infill	Street SDCs	-	-	185,712	-	196,224
Annual - Streetlight Infill	Streetlight Fund	59,020	60,791	62,561	64,332	66,102
Miscellaneous Projects						
Streetscape Project Design	Street SDC/Road Operating	11,350	11,691	12,031	12,372	12,712
Total 5 Year Projections		<u>637,590</u>	<u>339,973</u>	<u>404,676</u>	<u>211,319</u>	<u>275,038</u>
Funding Sources						
Road Operating		\$ 193,050	\$ 276,843	\$ 153,997	\$ 144,512	\$ 10,170
Streets SDC's		2,270	2,338	188,118	2,474	198,766
Streetlight Fund		442,270	60,791	62,561	64,332	66,102
Total Funding Sources		<u>\$ 637,590</u>	<u>\$ 339,973</u>	<u>\$ 404,676</u>	<u>\$ 211,319</u>	<u>\$ 275,038</u>








City of Wilsonville General Plan circa 1970



Stormwater Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none">  City Limits  County Boundary  UGB 	
<p>Wilsonville Boundaries</p>	<p>4/19/2017</p>  <p>0 Miles 0.5</p>	

2018-19 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
Construction Projects				
7053	Willamette River Outfalls	\$ 250,875	\$ 83,625	\$ 334,500
7060	Coffee Creek & Commerce Circle Stormwater Facility	49,985	199,942	249,927
7061	Garden Acres Road Storm System	-	102,150	102,150
7500	Storm Ops Allocation to Charbonneau	833,998	-	833,998
Master Plan and Studies				
7059	Stormwater Rate and SDC Study	-	36,050	36,050
Annual Maintenance Projects				
7048	City Wide Storm Sewer Replacements (non Charbonneau)	73,744	-	73,744
Miscellaneous Projects				
7051	Morey's / Rivergreen Channel Monitoring	2,962	-	2,962
7990	CD Dept Support for Miscellaneous Projects	6,000	-	6,000
7993	Stormwater CIP's Closeout from Prior Years	4,050	450	4,500
7995	Early Planning - Future Stormwater Projects	15,000	5,000	20,000
7998	5-Year & Annual Stormwater CIP Budget Development	2,275	1,225	3,500
7999	Project Design & Development	9,931	18,444	28,375
		<u>\$ 1,248,820</u>	<u>\$ 446,886</u>	<u>\$1,695,706</u>

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

Project #7053: Willamette River Outfalls

This project funds ongoing efforts to repair three stormwater outfalls that discharge to the Willamette River, and will also prevent further eroding of the Willamette River bank. The outfalls are located in the Rivergreen and Morey's Landing subdivisions.

Priority: High

Justification: Erosion Control

Status: Continued from FY2015-16

Estimated Date of Completion: FY2019-20 (Construction)

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 381,572	\$ 189,000	\$ 300,000	\$ 654,374	\$ 1,524,946
Project Management Fees	69,092	28,930	24,000	65,437	187,459
General Fund Overhead Fees	13,356	6,615	10,500	22,903	53,374
	<u>\$ 464,020</u>	<u>\$ 224,545</u>	<u>\$ 334,500</u>	<u>\$ 742,714</u>	<u>\$ 1,765,779</u>

Stormwater Projects

Project #7060: Coffee Creek & Commerce Industrial Area Regional Stormwater Facility

The Coffee Creek Industrial Area (CCIA) Infrastructure Plan (2011) identified the need for a semi-regional stormwater facility. The facility would be located to the west of Basalt Creek and manage stormwater runoff from the northern and eastern portions of the CCIA, as well as provide a limited amount of additional flood storage

Priority: High

Justification: City Growth

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 220,200	\$ -	\$ 220,200
Project Management Fees	-	-	22,020	-	22,020
General Fund Overhead Fees	-	-	7,707	-	7,707
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 249,927</u>	<u>\$ -</u>	<u>\$ 249,927</u>

Project #7061: Garden Acres Road Storm System

Identified as part of the Garden Acres roadway design, the existing stormwater pipeline serving the developed area in and around the Ridder Road and Garden Acres area needs to be upsized to serve the build out of the Garden Acres roadway between Ridder and Day Roads and development of adjacent lands within the Coffee Creek Industrial Area. This project funds planning, design and upsizing of the stormwater pipeline south of Ridder Road to the outfall just south of the Portland & Western Railroad tracks.

Priority: High

Justification: Erosion Control

Status: Continued from FY2015-16

Estimated Date of Completion: FY2019-20

FY2018-19 Funding Sources: Stormwater SDC

Operations Impact: Maintenance costs estimated at \$4,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 29,000	\$ 90,000	\$ 515,000	\$ 634,000
Project Management Fees	-	3,000	9,000	51,500	63,500
General Fund Overhead Fees	-	1,015	3,150	18,025	22,190
	<u>\$ -</u>	<u>\$ 33,015</u>	<u>\$ 102,150</u>	<u>\$ 584,525</u>	<u>\$ 719,690</u>

Project #7500: Stormwater Ops 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, #2500 and CIP #4500.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2015-16

Estimated Date of Completion: FY2022-23 (Phase I)

FY2018-19 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 816,949	\$ 1,931,947	\$ 734,800	\$ 4,262,700	\$ 7,746,396
Project Management Fees	124,298	149,030	73,480	426,270	773,078
General Fund Overhead Fees	28,593	55,772	25,718	149,195	259,278
	<u>\$ 969,840</u>	<u>\$ 2,136,749</u>	<u>\$ 833,998</u>	<u>\$ 4,838,165</u>	<u>\$ 8,778,752</u>

PROJECT SUMMARIES: MASTER PLANS AND STUDIES

Project #7059: Stormwater Rate and SDC Study

This project evaluates and updates the Stormwater SDC rate structure. Funds budgeted for FY2018-19 will include the rate analysis related to the recent adjustments made to the Stormwater System Master Plan.

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Stormwater SDC

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Project Management Fees	-	-	5,000	-	5,000
General Fund Overhead Fees	-	-	1,050	-	1,050
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,050</u>	<u>\$ -</u>	<u>\$ 36,050</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

Project #7048: Citywide Storm Sewer Pipe Replacements (Not Charbonneau)

As a part of routine maintenance, stormwater lines throughout the City undergo video inspection to establish current conditions and identify priority repairs. This project funds repair or replacement of those lines identified as Priority One projects, except for Charbonneau District storm sewer projects, which are prioritized and budgeted separately under CIP #7500. Charbonneau Drive parking lot & stormwater system rebuild; Argyle Square broken storm main; Willamette Way West 'bubbler' redesign and channel earthwork; replace Willamette Way East storm main; Rose Land culvert replacement; rebuild Montebello outfall with riparian zone enhancements; Miley Road outfall repair (not Charbonneau).

Priority: High

Justification: Aging Infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 30,000	\$ 71,250	Annual	Annual
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	1,050	2,494	-	3,544
	<u>\$ -</u>	<u>\$ 31,050</u>	<u>\$ 73,744</u>	<u>\$ -</u>	<u>\$ 3,544</u>

Stormwater Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

Project #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 2020.

Priority: High

Justification: Regulatory requirement

Status: Continued from FY2015-16

Estimated Date of Completion: FY2019-20

FY2018-19 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 8,680	\$ 1,500	\$ 2,610	\$ 2,688	\$ 15,478
Project Management Fees	-	150	261	269	680
General Fund Overhead Fees	304	53	91	94	542
	<u>\$ 8,984</u>	<u>\$ 1,703</u>	<u>\$ 2,962</u>	<u>\$ 3,051</u>	<u>\$ 16,700</u>

Project #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. Prior to FY2015-16, Engineering/CD support for Stormwater Operations was programmed into individual Stormwater Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2018-19 Funding Source: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		4,000	6,000		
General Fund Overhead Fees		-	-		
	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #7993: Stormwater CIP's Closeout from Prior Years

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

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		1,000	4,500		
General Fund Overhead Fees		-	-		
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 4,500</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7995: Early Planning – Future Stormwater Projects

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

Priority: Medium

Justification: City growth

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		4,000	20,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 4,000	\$ 20,000	\$ -	\$ -

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

This project funds staff time expenditures for developing and planning the annual capital project budget and the 5-year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		3,000	3,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 3,000	\$ 3,500	\$ -	\$ -

Project #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

FY2018-19 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 25,000	Annual	Annual
Project Management Fees		-	2,500		
General Fund Overhead Fees		-	875		
	\$ -	\$ -	\$ 28,375	\$ -	\$ -

Stormwater Projects

Five Year Stormwater CIP Forecast FY2018-19 thru FY2022-23

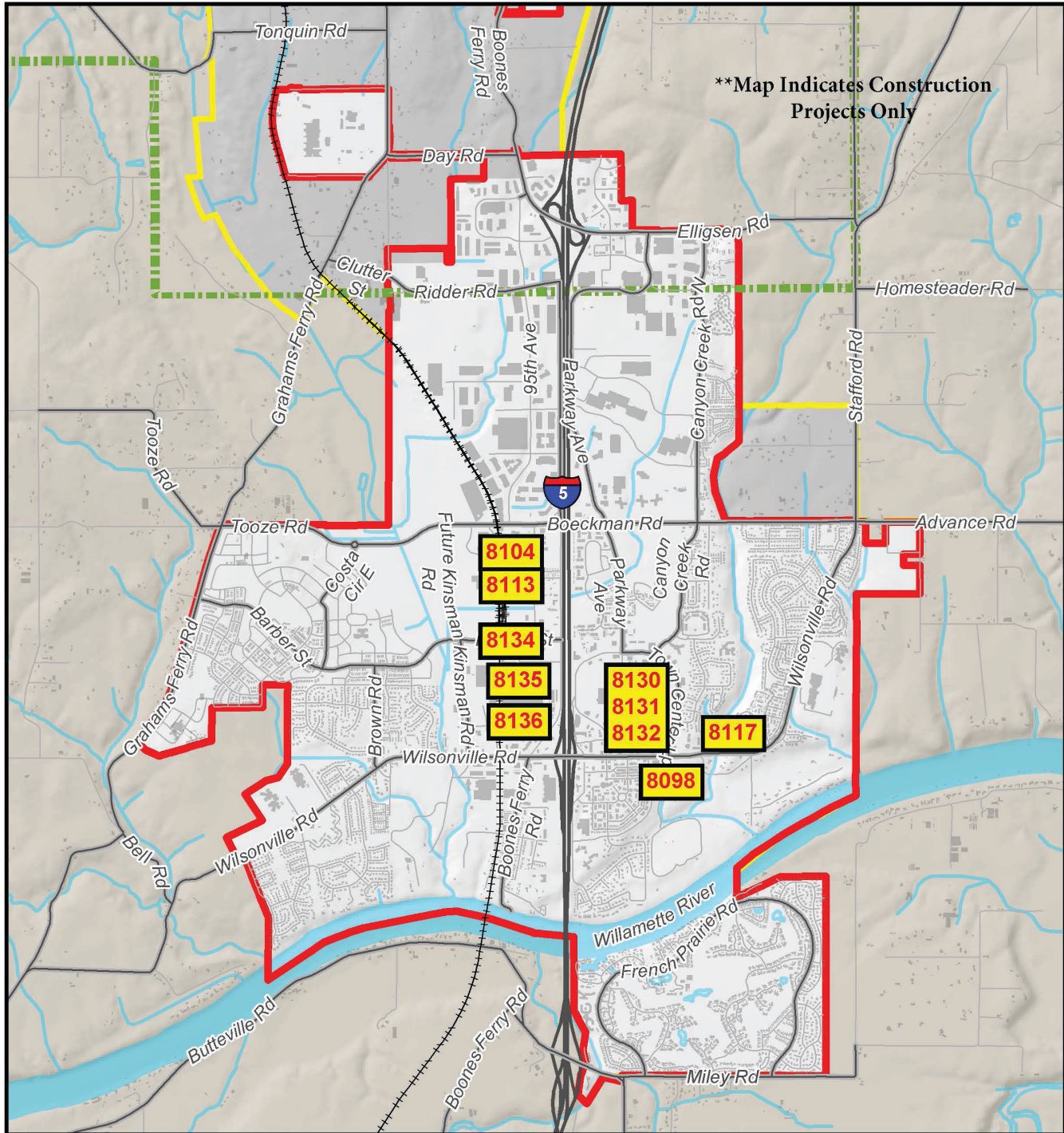
Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Willamette River Outfalls	Stormwater Operating/Stormwater SDC	\$ 334,500	\$ 736,828	\$ 1,908	\$ 1,962	\$ 2,016
Gesellschaft Water Well Channel Restoration	Stormwater Operating/Stormwater SDC	-	-	-	-	201,600
Coffee Creek Industrial Area Regional Stormwater Facility Study	Stormwater Operating/Stormwater SDC	249,927	-	-	-	-
Garden Acres Storm System	Stormwater SDC	102,150	584,525	-	-	-
Storm Operations Allocation to Charbonneau	Stormwater Operating	833,998	1,144,080	636,054	1,704,997	1,353,034
95th Ave storm pipe repairs (Coordinate with WWSP Pipe)	Stormwater Operating	-	206,000	-	-	-
Commerce Circle Channel Project (CLC-3)	Stormwater Operating/Stormwater SDC	-	-	-	612,142	-
System Development Reimbursements/Credits						
Annual - Stormwater SDC Reimbursements/Credits	Stormwater SDC	-	233,810	240,620	61,858	63,560
Master Plans and Studies						
Stormwater Rate and SDC Study	Stormwater SDC	36,050	-	-	-	-
Annual Maintenance Projects						
City Wide Storm Sewer Pipe Replacements (non-Charbonneau)	Stormwater Operating	73,744	113,300	116,600	119,900	123,200
Miscellaneous Projects						
Morey's/Rivergreen Channel's Monitoring	Stormwater Operating	2,962	3,051	-	-	-
Annual - CD Department Support for Misc Projects	Stormwater Operating	6,000	6,180	6,360	6,540	6,720
Annual - Stormwater CIP Closeout from Prior Years	Stormwater Operating/Stormwater SDC	4,500	4,635	4,770	4,905	5,040
Annual - Early Planning - Future Storm Projects	Stormwater Operating/Stormwater SDC	20,000	20,600	21,200	21,800	22,400
Annual - 5 Yr and Annual Storm CIP Budget Development	Stormwater Operating/Stormwater SDC	3,500	5,150	5,300	5,450	5,600
Annual - Project Design and Development	Stormwater Operating/Stormwater SDC	28,375	29,226	30,078	30,929	31,780
Total 5 Year Projections		<u>\$ 1,695,706</u>	<u>\$ 3,087,385</u>	<u>\$ 1,062,890</u>	<u>\$ 2,570,483</u>	<u>\$ 1,814,950</u>
Funding Sources						
Stormwater Operating	Stormwater Operating	1,248,820	2,058,430	797,750	2,327,147	1,681,845
Stormwater SDC	Stormwater SDC	446,886	1,028,955	265,139	243,335	133,105
Total Funding Sources		<u>\$ 1,695,706</u>	<u>\$ 3,087,385</u>	<u>\$ 1,062,890</u>	<u>\$ 2,570,483</u>	<u>\$ 1,814,950</u>






Stormwater Projects

Five Year Detailed Forecast: Stormwater SDC Reimbursements/Credits FY2018-19 thru FY2022-23

Project Name	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Elligsen Industrial Stormwater Improvements	\$ -	\$ -	\$ 180,465	\$ -	\$ -
Basalt Creek Stormwater Improvements	-	58,453	60,155	61,858	63,560
Parkway Woods (Xerox)	-	175,358	-	-	-
Total 5 Year Projections: Stormwater SDC Reimbursements/Credits	\$ -	\$ 233,810	\$ 240,620	\$ 61,858	\$ 63,560

Facilities and Transit Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p> City Limits  County Boundary  UGB</p>	
<p>Wilsonville Boundaries</p>	<p>4/19/2017  0 Miles 0.5</p>	

Facilities and Transit Projects

2018-19 Funding Sources

Proj.	Project Name	General Fund	Facilities CIP Fund	Building Fund	Grants	Transit	Year 2000 Program Income	Water Ops	Sewer Ops	Loan Proceeds	Total Resources
Construction Projects											
8098	Library Improvements	\$ 105,000	\$20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
8104	Transit Shelters & ADA Improvements	-	-	-	90,800	22,700	-	-	-	-	113,500
8113	Public Works Facility	37,500	-	-	-	-	-	62,500	62,500	87,500	250,000
8117	Public Works/Police Building Seismic Upgrades	137,188	-	-	204,234	-	-	60,662	60,662	72,254	535,000
8130	Building Dept Work Area Remodel	-	-	40,544	-	-	-	-	-	-	40,544
8131	Executive Conference Room	33,284	-	33,284	-	-	-	-	-	-	66,568
8132	City Hall Downstairs Front Counter Remodel	30,837	-	30,837	-	-	-	-	-	-	61,674
8134	Transit Security Upgrades	-	-	-	172,000	60,875	-	-	-	-	232,875
8135	Smart Parking Lot Improvements	-	-	-	73,490	18,372	-	-	-	-	91,862
8136	Smart Electric Bus Charging Stations Phase 1	-	-	-	95,220	23,805	-	-	-	-	119,025
Annual Maintenance Projects											
8106	City Facility Repairs	52,500	-	-	-	-	-	-	-	-	52,500
8111	HVAC Replacements	195,367	-	-	-	-	-	-	-	-	195,367
Miscellaneous Projects											
8119	Human Resource Offices Improvements	30,000	-	-	-	-	-	-	-	-	30,000
8133	Art Tech Siding Replacement	-	-	-	-	-	80,000	-	-	-	80,000
8990	CD Support for Miscellaneous Projects	8,000	-	-	-	-	-	-	-	-	8,000
		<u>\$ 629,676</u>	<u>\$20,000</u>	<u>\$ 104,665</u>	<u>\$ 635,744</u>	<u>\$ 125,752</u>	<u>\$ 80,000</u>	<u>\$123,162</u>	<u>\$123,162</u>	<u>\$159,754</u>	<u>\$ 2,001,915</u>

PROJECT SUMMARIES-CONSTRUCTION PROJECTS

Project #8098 Library Improvements

The City was awarded a \$1 million grant from the Clackamas County library district to construct improvements to the City's library. The primary use of the money is targeted on refreshing the look and feel of the library, resolving handicap accessibility issues with the restrooms, and reprogramming the central core space to make the layout more efficient and usable.

Priority: High

Justification: Aging infrastructure and city growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund/Building CIP Fund

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 109,168	\$ 1,200,000	\$ 120,000	\$ -	\$ 1,429,168
Project Management Fees	17,340	45,000	5,000	-	67,340
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 126,508</u>	<u>\$ 1,245,000</u>	<u>\$ 125,000</u>	<u>\$ -</u>	<u>\$ 1,496,508</u>

Facilities and Transit Projects

Project #8104: Transit Shelters and ADA Improvements

This grant-funded project will provide new transit shelters in needed areas, and remedy ADA deficiencies at transit stops throughout the city.

Priority: Medium

Justification: Aging infrastructure

Status: Continued from FY2014-15

Estimated Date of Completion: FY2022-23

FY2018-19 Funding Sources: Transit/Grant

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

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ 32,861	\$ 90,000	\$ 100,000	\$ 430,000	\$ 652,861
Project Management Fees	6,789	-	10,000	43,000	59,789
General Fund Overhead Fees	-	-	3,500	15,050	18,550
	<u>\$ 39,650</u>	<u>\$ 90,000</u>	<u>\$ 113,500</u>	<u>\$ 488,050</u>	<u>\$ 731,200</u>

Project #8113: Public Works Facility

Property Acquisition was completed in 2016. The project will kick-off the initial planning phase including the layout, concept planning and space planning efforts prior to design efforts in future years.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2016-17

Estimated Date of Completion: FY2022-23

FY2018-19 Funding Sources: Multiple Sources

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

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$1,779,633	\$ 100,000	\$ 250,000	\$16,976,500	\$19,106,133
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	62,287	-	-	-	62,287
	<u>\$1,841,920</u>	<u>\$ 100,000</u>	<u>\$ 250,000</u>	<u>\$16,976,500</u>	<u>\$19,168,420</u>

Project #8117: Public Works/Police Building Seismic Upgrades

This project will perform seismic rehabilitation work to upgrade the facility to Building Risk Category IV - Immediate Occupancy Performance Level. A portion of the repair work will be funded with grant proceeds and the balance of the project will be funded by the General Fund, Road Operating Fund, Water Operating Fund, Sewer Operating Fund and the Stormwater Operating Fund.

Priority: High

Justification: Public Safety

Status: Continued from FY2016-17

FY2018-19 Funding Sources: Grant/Various Funding Sources

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ 12,553	\$ 85,500	\$ 535,000	\$ -	\$ 633,053
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ 12,553</u>	<u>\$ 85,500</u>	<u>\$ 535,000</u>	<u>\$ -</u>	<u>\$ 633,053</u>

Facilities and Transit Projects

Project #8130: Building Department Work Area Remodel

This project remodels staff offices and the file storage and retrieval system in the building department to provide more efficient space utilization. The file storage system will be moved into the windowless office area currently used as office space for building inspectors. Concurrently, the area vacated by the file system will be converted to office space.

Priority: Medium

Justification: Infrastructure Renewal

Status: New Project

FY2018-19 Funding Sources: Building Fund

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 35,722	\$ -	\$ 35,722
Project Management Fees	-	-	3,572	-	3,572
General Fund Overhead Fees	-	-	1,250	-	1,250
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,544</u>	<u>\$ -</u>	<u>\$ 40,544</u>

Project #8131: Executive Conference Room

This project remodels and converts the City Hall first floor Corral Creek and Mill Creek conference rooms into a larger, up-scale conference room with enhanced video and computer technology. The primary purpose of the new conference room is to provide first floor meeting space outside of staff areas to host high level business development meetings and will also provide additional secure space for court activities.

Priority: Medium

Justification: Infrastructure Renewal

Status: New Project

FY2018-19 Funding Sources: General Fund/Building Fund

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 58,650	\$ -	\$ 58,650
Project Management Fees	-	-	5,865	-	5,865
General Fund Overhead Fees	-	-	2,053	-	2,053
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,568</u>	<u>\$ -</u>	<u>\$ 66,568</u>

Project #8132: Front Counter Remodel

This project remodels the City Hall first floor front counter area to add security features, remove non-load bearing columns that restrict receptionist view of the entry doors, provide additional counter space, and create desk area for front counter

Priority: Medium

Justification: Infrastructure Renewal

Status: New Project

FY2018-19 Funding Sources: General Fund/Building Fund

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 54,338	\$ -	\$ 54,338
Project Management Fees	-	-	5,434	-	5,434
General Fund Overhead Fees	-	-	1,902	-	1,902
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,674</u>	<u>\$ -</u>	<u>\$ 61,674</u>

Facilities and Transit Projects

Project #8134: Transit Security Upgrades

This project include 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

Status: New Project

FY2018-19 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2018-19

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	7,875	-	7,875
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 232,875</u>	<u>\$ -</u>	<u>\$ 232,875</u>

Project #8135: SMART Parking Lot Improvements

This project expands the parking with 10 additional spaces and includes the clearing, excavation, sidewalk, curbs, striping and landscaping restoration. Also includes a 12x12 deck and seating area at the entrance for visitors. Federal Grant 5307 will fund 80% of project.

Priority: Medium

Justification: Aging Infrastructure

Status: New Project

FY2018-19 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2018-19

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 80,936	\$ -	\$ 80,936
Project Management Fees	-	-	8,094	-	8,094
General Fund Overhead Fees	-	-	2,832	-	2,832
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 91,862</u>	<u>\$ -</u>	<u>\$ 91,862</u>

Project #8136: SMART Electric Bus Charging Stations Phase I

SMART will need to fund two electric bus charging stations prior to receiving the two electric buses that were awarded in the LoNo grant. Federal 5339c funds will fund 90% of project.

Priority: High

Justification: Energy Efficiencies

Status: New Project

FY2018-19 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2019-20

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 115,000	\$ 57,222	\$ 172,222
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	4,025	2,003	6,028
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 119,025</u>	<u>\$ 59,225</u>	<u>\$ 178,250</u>

Facilities and Transit Projects

PROJECT SUMMARIES-ANNUAL MAINTENANCE PROJECTS

Project #8106: City Facilities 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

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: General Fund

Operations Impact: Ongoing maintenance costs to remain the same

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 71,583	\$ 52,500	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		-	-		
	\$ -	\$ 71,583	\$ 52,500	\$ -	\$ -

Project #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

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: General Fund

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 158,000	\$ 195,367	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		-	-		
	\$ -	\$ 158,000	\$ 195,367	\$ -	\$ -

PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

Project #8119: Human Resource Office Improvements

The Facilities Master Plan identifies the need to improve the level of soundproofing in the HR Offices in order to ensure conversations stay confidential and protect employee privacy. The project would require sheet rock removal, sound barrier installation, new sheet rock and paint, and ceiling insulation.

Priority: Medium

Justification: Privacy

FY2018-19 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Facilities and Transit Projects

Project #8133: Art Tech Siding Replacement

This project funds the siding replacement for the Art Tech Building.

Priority: Medium

Justification: Aging Infrastructure

FY2018-19 Funding Sources: Year 2000 Urban Renewal

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ 80,000</u>

Project #8990: Annual – CD Department Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for miscellaneous Facilities Project as required. Prior to Fiscal Year 15/16, Engineering/CD support for Building Projects was programmed into individual Transit/Building CIPs.

Priority: High

Justification: Fiscal planning for CIPs

FY2018-19 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		12,000	8,000		
General Fund Overhead Fees		-	-		
	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

Facilities and Transit Projects

FY2018-19 thru FY2022-23

Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Library Improvements	General Fund/Facilities CIP	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Transit Shelters & ADA Improvements	Transit/Grant	113,500	116,905	120,310	123,715	127,120
Public Works Facility	Various	250,000	-	-	4,087,500	12,880,000
Public Works/Police Building Seismic Upgrades	Grant/Various	535,000	-	-	-	-
SMART Electric Bus Charging Station Phase I	Transit/Grant	119,025	59,225	-	-	-
Building Dept Work Area Remodel	Building	40,544	-	-	-	-
Executive Conference Room	General Fund/Building	66,568	-	-	-	-
City Hall Downstairs Front Counter Remodel	General Fund/Building	61,674	-	-	-	-
Transit Security Upgrades	Transit/Grant	232,875	-	-	-	-
Police Building Renovation	General Fund	-	-	-	-	1,871,520
City Hall Expansion	General Fund	-	-	-	-	3,808,000
SMART Transit Center Mixed-Use Facility	Transit/Grant	-	-	-	-	6,720,000
Fleet Facility Construction Phase II	Transit/Grant	-	-	-	-	5,720,400
Annual Maintenance Projects						
City Facility Repairs	General Fund	52,500	54,075	55,650	57,225	58,800
HVAC Replacements	General Fund	195,367	54,075	55,650	1,092,725	1,252,160
Miscellaneous Projects						
City Wide ReKey	Various	-	64,375	-	-	-
Human Resource Offices Improvements	General Fund	30,000	-	-	-	-
Art Tech School Siding Replacement	Year 2000 Urban Renewal	80,000	-	-	-	-
CD Support for Miscellaneous Projects	General Fund	8,000	8,240	8,480	8,720	8,960
SMART Parking Lot Repair	Transit/Grant	91,862	-	-	-	-
Flooring Replacement-City Hall	General Fund	-	180,250	-	-	-
Community Center Siding Replacement/Paint	General Fund	-	154,500	-	-	-
Public Works/Police Building Window Replacements	General Fund	-	123,600	-	-	-
SMART Breakroom Siding Repair	Transit	-	6,695	-	-	-
Water Sites Lighting Fixture Retro Fit	Water Operations	-	10,300	-	-	-
CNG Compressor Replacemtn	Transit/Grant	-	154,500	178,763	187,701	197,086
City Hall Exterior Brick Reseal	General Fund	-	-	15,900	-	-
Public Works/Police Building Parking Lot Repair	General Fund	-	-	-	137,340	-
Library Parking Lot Repair	General Fund	-	-	-	10,900	-
Community Center Parking Lot Repair	General Fund	-	-	-	109,000	-
Total 5 Year Projections		\$ 2,001,914	\$ 986,740	\$ 434,753	\$ 5,814,826	\$ 32,644,046
Funding Sources						
General Fund		629,676	639,115	135,680	2,029,035	8,931,440
Building CIP Fund		20,000	-	-	-	-
Building Fund		104,665	-	-	-	-
Transit		125,752	72,821	59,815	62,283	2,552,921
Transit Grants		431,510	264,504	239,258	249,133	10,211,685
Seismic Upgrade State Grant		204,234	-	-	-	-
Water Operations		123,162	10,300	-	1,021,875	3,220,000
Sewer Operations		123,162	-	-	1,021,875	3,220,000
Loan Proceeds		159,754	-	-	1,430,625	4,508,000
Year 2000 Urban Renewal		80,000	-	-	-	-
Total Funding Sources		\$ 2,001,914	\$ 986,740	\$ 434,753	\$ 5,814,826	\$ 32,644,046

Information Systems Projects

2018-19 Funding Sources

Proj.	Project Name	General Fund	Building Fund	Water Operations	Sewer Operations	Stormwater Operations	Total Resources
Miscellaneous Projects							
8093	Fiber Connectivity Project	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
8122	Copier Replacement Plan	20,000	-	-	-	-	20,000
8124	Wilsonville Maps Website Upgrade/Replacement	35,000	-	-	-	-	35,000
8126	ERP Replacement	450,000	500,000	40,000	40,000	20,000	1,050,000
8127	Annual Network Upgrades	45,000	-	-	-	-	45,000
8128	Citywide Phone System Replacement	220,000	-	-	-	-	220,000
8129	Security Access System	100,000	-	-	-	-	100,000
		<u>\$ 1,070,000</u>	<u>\$ 500,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 20,000</u>	<u>\$ 1,670,000</u>

PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

Project #8093: Fiber Connectivity Project

City growth and changes of technology are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure IT connections. This project continues efforts begun in FY 13/14 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

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 150,000	\$ 190,000	Annual	Annual
Project Management Fees		5,000	10,000		
General Fund Overhead Fees		-	-		
		<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>

Information Systems Projects

Project #8122: Copier Replacement Plan

This project provides annual funding for replacement of office copiers throughout the City. The Library staff copier will be replaced in FY17-18. The five year plan includes replacements throughout the City as the copiers reach the end of the equipment life cycle.

Priority: High

Justification: Equipment Life Cycle

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 9,925	\$ 20,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		-	-		
		<u>\$ -</u>	<u>\$ 9,925</u>	<u>\$ 20,000</u>	<u>\$ -</u>

Project #8124: Wilsonville Maps Website Upgrade/Replacement

This project is for the implementation of an up-to-date website infrastructure that will assist in furthering the integration of the City's enterprise asset management, permitting and financial systems. In return the GIS system will continue to provide customer service enhancements to staff, customers, and citizens of the City of Wilsonville.

Priority: Medium

Justification: Council Goal

Status: Continued from FY2017-18

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 2,500	\$ 35,000	\$ -	\$ 37,500
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 37,500</u>

Project #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

Status: Continued from FY 2017-18

Estimated Date of Completion: Implementation to be completed by FY2021-22

FY2018-19 Funding Sources: Various Funds

Operations Impact: To be determined during the negotiation of contract

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 100,000	\$ 1,050,000	\$ 477,000	\$ 1,627,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 1,050,000</u>	<u>\$ 477,000</u>	<u>\$ 1,627,000</u>

Information Systems Projects

Project #8127: Annual Network Upgrades

This project provides annual funding for the annual network upgrades required throughout the City.

Priority: High

Justification: Equipment Life Cycle

Status: Annual

Estimated Date of Completion: Annual

FY2018-19 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 45,000	\$ 45,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		-	-		
	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -

Project #8128: Citywide Phone System Replacement

This project will replace the City's current phone system, Cisco Voice over IP (VoIP) system originally installed in 2004. The software portion of the system has been maintained over the years but the physical phones are starting to show wear and tear and becoming increasingly difficult to replace. In addition, advancements in phone system technology have occurred over the last 15 years that would benefit staff.

Priority: High

Justification: Equipment Life Cycle

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund

Operations Impact: Maintenance costs estimated to be \$25,000 annually

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000

Project #8129: Security Access System

This project will fund the implementation of the security needs identified in Security Access report. The assessment will look at a number of items but it is believed that several City systems have not kept pace with the City's growth. The City's Card Access and Security Camera systems will be identified as a high priority to update. There may also be opportunities to tie the City's security camera system into an update as well. The Security Assessment report will ultimately provide the master plan for the upgrades need for City facility security.

Priority: High

Justification: High

Status: New Project

Estimated Date of Completion: FY2018-19

FY2018-19 Funding Sources: General Fund

Operations Impact: To be determined during the negotiation of contract

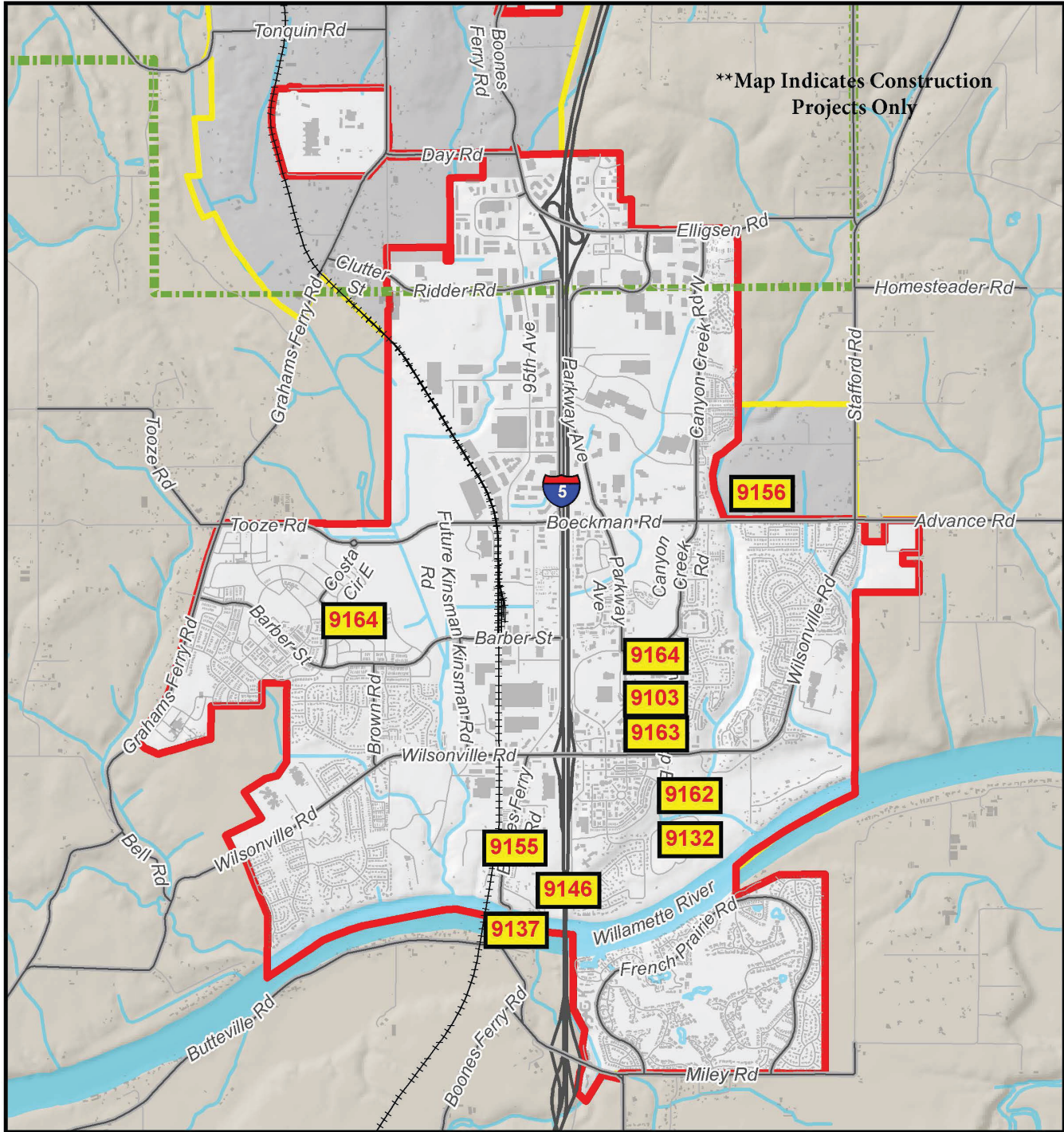
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-
	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000






Information Systems Projects

Five Year Information Systems CIP Forecast FY2018-19 thru FY2022-23

Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Miscellaneous Projects						
Fiber Connectivity Project	General Fund	\$ 200,000	\$ 56,650	\$ 58,300	\$ 59,950	\$ 61,600
Copier Replacement Plan	General Fund/Various	20,000	41,200	37,100	49,050	11,200
Wilsonville Maps Website Upgrade/Replacement	General Fund	35,000	-	-	-	-
ERP Replacement	Various	1,050,000	154,500	159,000	163,500	-
Annual Network Upgrades	General Fund	45,000	46,350	47,700	49,050	50,400
Security Access System	General Fund	100,000	-	-	-	-
Citywide Phone System Replacement	General Fund	220,000	-	-	-	-
Fuel Management Software	Fleet	-	20,600	-	-	-
SAN Refresh	General Fund	-	103,000	-	-	-
Enterprise Event, Facility, Volunteer Management System	General Fund	-	41,200	42,400	43,600	44,800
Total 5 Year Projections		<u>1,670,000</u>	<u>463,500</u>	<u>344,500</u>	<u>365,150</u>	<u>168,000</u>
Funding Sources						
General Fund		1,070,000	355,350	238,500	272,500	168,000
Transit		-	10,300	-	-	-
Building Fund		500,000	77,250	79,500	81,750	-
Water Operating		40,000	-	-	-	-
Sewer Operating		40,000	-	-	-	-
Stormwater Operating		20,000	-	-	-	-
Fleet		-	20,600	-	-	-
Community Development		-	-	26,500	10,900	-
Total Funding Sources		<u>\$ 1,670,000</u>	<u>\$ 463,500</u>	<u>\$ 344,500</u>	<u>\$ 365,150</u>	<u>\$ 168,000</u>

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>4/19/2017</p>  <p>0 Miles 0.5</p>

2018-19 Funding Sources

Proj.	Project Name	Parks SDC	Contributions	Year 2000 Urban Renewal	General Fund	Total Resources	Federal Funds
Construction Projects							
9103	Skate Facilities	\$ 103,500	\$ -	\$ -	\$ -	\$ 103,500	\$ -
9132	Memorial Park Master Plan Implementation	709,375	-	-	-	709,375	-
9137	French Prairie Bridge	363,050	-	-	-	363,050	653,000
9146	I-5 Undercrossing Trail	202,892	-	-	-	202,892	-
9155	Ice Age Tonquin Trail	227,000	-	-	-	227,000	-
9162	Stein-Boozier Barn Construction	-	-	-	50,000	50,000	-
9163	Town Center Park Stage Cover	100,000	-	25,000	82,000	207,000	-
9164	Maintenance Facility/Restroom & Parking Lot Ext	170,250	-	-	-	170,250	-
Master Plan and Studies							
9161	Parks SDC Study	36,225	-	-	-	36,225	-
9165	Urban Forest Management Plan	-	-	-	55,000	55,000	-
System Development Reimbursements/Credits							
9156	Boeckman Trail and Trailhead	590,200	-	-	-	590,200	-
9166	Villebois Park Imp - RP5 SDC Reimbursement	548,006	-	-	-	548,006	-
9167	Villebois Park Imp - SAP E Parks SDC Reimbursement	1,135,000	-	-	-	1,135,000	-
Miscellaneous Projects							
9087	Tree Mitigation-Other than White Oak	-	2,000	-	-	2,000	-
9088	Tree Mitigation-White Oak	-	13,200	-	9,300	22,500	-
9148	Boeckman Trail Slope Stabilization	-	-	-	30,000	30,000	-
9152	Play Structure Replacement	-	-	-	258,375	258,375	-
9990	CD Support for Miscellaneous Projects	3,250	-	-	3,250	6,500	-
9993	Parks CIP closeout from Prior Years	3,000	-	-	2,000	5,000	-
9995	Early Planning - Future Parks Projects	3,000	-	-	1,000	4,000	-
9998	5 Year and Annual Parks CIP Budget Development	2,000	-	-	500	2,500	-
		<u>\$ 4,196,748</u>	<u>\$ 15,200</u>	<u>\$ 25,000</u>	<u>\$ 491,425</u>	<u>\$ 4,728,373</u>	<u>\$ 653,000</u>

PROJECT SUMMARIES-CONSTRUCTION PROJECTS

Project #9103: Skate Facilities

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

Priority: High

Justification: City growth

Status: Continued from FY2007-08

Estimated Date of Completion: Design phase completed in FY2018-19

FY2018-19 Funding Sources: Parks SDC

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

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ 5,000	\$ -	\$ 100,000	\$ -	\$ 105,000
Project Management Fees	23,957	-	-	-	23,957
General Fund Overhead Fees	182	-	3,500	-	3,682
	<u>\$ 29,139</u>	<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ 132,639</u>

Parks Projects

Project #9132: Memorial Park Master Plan Implementation

This project funds a wide variety of physical improvements to Memorial Park, as identified in the Memorial Park Master Plan. For example, East Parking Lot improvements and Bicycle pump track. Future costs are eligible for Park SDC funding.

Priority: High

Justification: City Growth

FY2018-19 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2021-22

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 115,555	\$ 110,000	\$ 625,000	\$ 8,974,972	\$ 9,825,527
Project Management Fees	-	30,000	62,500	897,497	989,997
General Fund Overhead Fees	3,312	3,850	21,875	314,124	343,161
	<u>\$ 118,867</u>	<u>\$ 143,850</u>	<u>\$ 709,375</u>	<u>\$10,186,593</u>	<u>\$11,158,685</u>

Project #9137: French Prairie Bridge

This project funds the project development and preliminary engineering efforts to construct a bike, pedestrian, and emergency vehicle access bridge across the Willamette.

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Parks SDC/Federal Funds

Status: Carryover from FY2013-14

Estimated Date of Completion: Project development to be completed FY2018-19

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 76,912	\$ 180,000	\$ 234,831	\$ -	\$ 491,743
Project Management Fees	194,343	40,482	120,000	-	354,825
General Fund Overhead Fees	1,864	6,300	8,219	-	16,383
	<u>\$ 273,119</u>	<u>\$ 226,782</u>	<u>\$ 363,050</u>	<u>\$ -</u>	<u>\$ 862,951</u>
Federal Funds/ODOT Managed	-	250,000	653,000	-	903,000
	<u>\$ 273,119</u>	<u>\$ 476,782</u>	<u>\$ 1,016,050</u>	<u>\$ - #</u>	<u>\$ 1,765,951</u>

Project #9146: I-5 Undercrossing Trail

This project will reconstruct and widen a pedestrian and bicycle trail starting in the Kalyca Terrace subdivision, passing under the I-5 Boone Bridge, and ending at Boones Ferry Park.

Priority: High

Justification: Aging infrastructure

FY2018-19 Funding Sources: Parks SDC

Status: Carryover from FY2014-15

Estimated Date of Completion: FY2018-19

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ 131,556	\$ 320,000	\$ 191,200	\$ -	\$ 642,756
Project Management Fees	58,786	50,000	5,000	-	113,786
General Fund Overhead Fees	4,604	11,200	6,692	-	22,496
	<u>\$ 194,946</u>	<u>\$ 381,200</u>	<u>\$ 202,892</u>	<u>\$ -</u>	<u>\$ 779,038</u>

Project #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

FY2018-19 Funding Sources: Parks SDCs

Status: Continued from FY2016-17

Estimated Date of Completion: FY2019-20

Operations Impact: Minimal Impact is anticipated

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 100,000	\$ 200,000	\$ 1,358,049	\$ 1,658,049
Project Management Fees	-	10,000	20,000	135,805	165,805
General Fund Overhead Fees	3,489	3,500	7,000	47,532	61,521
	<u>\$ 3,489</u>	<u>\$ 113,500</u>	<u>\$ 227,000</u>	<u>\$ 1,541,386</u>	<u>\$ 1,885,375</u>

Project #9162: Stein-Boozier Barn Construction

This project funds the construction at the Stein-Boozier Barn as recommended by the Structural assessment completed in FY2017-18.

Priority: Medium

Justification: Aging Infrastructure

FY2018-19 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Minimal Impact is anticipated

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	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>\$ 50,000</u>

Project #9163: Town Center Park Stage Cover

The project will provide the funding for the cost of a stage cover for Town Center Park which will also double as another shelter that the public will be able to reserve.

Priority: High

Justification:

FY2018-19 Funding Sources: Various

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Minimal Impact is anticipated

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 207,000</u>	<u>\$ -</u>	<u>\$ 207,000</u>

Parks Projects

Project #9164: Maintenance Facility/Restroom & Parking Lot Extension

This project will provide the funding for a maintenance facility and restroom for Regional Park 7/8 and Phase II of the parking lot expansion.

Priority: Medium

Justification: City Growth

FY2018-19 Funding Sources: Parks SDCs

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Minimal Impact is anticipated

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Project Management Fees	-	-	15,000	-	15,000
General Fund Overhead Fees	-	-	5,250	-	5,250
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,250</u>	<u>\$ -</u>	<u>\$ 170,250</u>

PROJECT SUMMARIES-MASTER PLANS AND STUDIES

Project #9161: Parks SDC Rate Study

This project evaluates and updates the Stormwater SDC rate structure. Funds budgeted for FY18-19 will include the rate analysis related to the recent adjustments made to the Citywide Parks and Recreation Comprehensive Master Plan.

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Parks SDC

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Project Management Fees	-	-	-	-	-
General Fund Overhead Fees	-	-	1,225	-	1,225
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,225</u>	<u>\$ -</u>	<u>\$ 36,225</u>

Project #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

FY2018-19 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Project Management Fees	-	-	5,000	-	5,000
General Fund Overhead Fees	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>

PROJECT SUMMARIES-SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS**Project #9156: Boeckman Trail and Trailhead**

This project funds the City portion of a planned linear park and trail along Boeckman Creek north of Boeckman Road and extending into the Frog Pond development. The park and trail is expected to be constructed by a Developer, with this CIP project providing cash through SDC Reimbursement to the Developer

Priority: Medium

Justification: City Growth

FY2018-19 Funding Sources: Parks SDCs

Status: Continued from FY2017-18

Estimated Date of Completion: FY2018-19

Operations Impact: Minimal Impact is anticipated

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 520,000	\$ -	\$ 570,000
Project Management Fees	-	5,000	52,000	-	57,000
General Fund Overhead Fees	-	1,750	18,200	-	19,950
	<u>\$ -</u>	<u>\$ 56,750</u>	<u>\$ 590,200</u>	<u>\$ -</u>	<u>\$ 646,950</u>

Project #9166: Villebois Parks Improvements: Regional Park 5-SDC Reimbursements

The project is to provide the funding for Parks SDC Reimbursement for the Villebois Park Regional Park No. 5.

Priority: Medium

Justification: City growth

FY2018-19 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 482,825	\$ -	\$ 482,825
Project Management Fees	-	-	48,283	-	48,283
General Fund Overhead Fees	-	-	16,899	-	16,899
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 548,006</u>	<u>\$ -</u>	<u>\$ 548,007</u>

Project #9167: Villebois Parks Improvements: SAP E 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

FY2018-19 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
Project Management Fees	-	-	100,000	-	100,000
General Fund Overhead Fees	-	-	35,000	-	35,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,135,000</u>	<u>\$ -</u>	<u>\$ 1,135,000</u>

Parks Projects

PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

Project #9087: Tree Mitigation – Other than White Oak

Funds paid by developers to replenish or replace trees throughout the City during the development process.

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 2,000	\$ 2,000	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		-	-		
	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -

Project #9088: Tree Mitigation – White Oak

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

Priority: High

Justification: City growth

FY2018-19 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 500	\$ 20,500	Annual	Annual
Project Management Fees		-	2,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 500	\$ 22,500	\$ -	\$ -

Project #9148: Boeckman Trail Slope Stabilization

This project provides an ongoing budget to repair the Boeckman Trail Slope if required.

Priority: High

Justification: Safety

FY2018-19 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2017-18	2018-19	Year Costs	Total
Design & Construction	Annual	\$ 15,000	\$ 30,000	Annual	\$ 45,000
Project Management Fees		-	-		
General Fund Overhead Fees		525	-		
	\$ -	\$ 15,525	\$ 30,000	\$ -	\$ 45,000

Project #9152: Annual – Play Structure Replacement

This project provides an annual budget to replace old and worn playground equipment in City Parks.

Priority: High

Justification: Safety

FY2018-19 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ 150,000	\$ 258,375	Annual	Annual
Project Management Fees		-	-		
General Fund Overhead Fees		5,250	-		
	\$ -	\$ 155,250	\$ 258,375	\$ -	\$ -

Project #9990: CD 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

FY2018-19 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		8,000	6,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 8,000	\$ 6,500	\$ -	\$ -

Project #9993: Parks CIP's Closeout from Prior Years

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

Priority: High

Justification: City Growth

FY2018-19 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		3,000	5,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 3,000	\$ 5,000	\$ -	\$ -

Parks Projects

Project #9995: Early Planning – Future Parks

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

Priority: Medium

Justification: City growth

FY2018-19 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		4,000	4,000		
General Fund Overhead Fees		-	-		
	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -

Project #9998: 5-Year & Annual Parks CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2018-19 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2017-18	Budget 2018-19	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Project Management Fees		2,500	2,500		
General Fund Overhead Fees		-	-		
	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -

Five Year Parks CIP Forecast FY2018-19 thru FY2022-23

Project Title	Funding Source	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Construction Projects						
Skate Facilities	Parks SDC	\$ 103,500	\$ -	\$ -	\$ -	\$ -
Memorial Park Master Plan Implementation	Parks SDC	709,375	-	-	-	-
Advance Road Sports Fields	Parks SDC	-	-	-	-	-
French Prairie Bridge	Parks SDC	363,050	-	-	-	-
I-5 Undercrossing Trail	Parks SDC	202,892	-	-	-	-
Ice Age Tonquin Trail	Parks SDC	227,000	-	-	-	-
Stein-Boozier Barn Structural Repair	General Fund	50,000	-	-	-	-
Town Center Park Stage Cover	Various	207,000	-	-	-	-
Maintenance Facility/Restroom/Parking Lot Expansion at Villebois Regional Park #6	Parks SDC	170,250	-	-	-	-
Boones Ferry Master Plan Implementation	Parks SDC	-	103,000	106,000	109,000	112,000
Tauchman House Remodel	General Fund	-	-	2,762,360	-	-
Master Plan and Studies						
Parks SDC Study	Parks SDC	36,225	-	-	-	-
Urban Forest Management Plan	General Fund	55,000	-	-	-	-
System Development Reimbursements/Credits						
Boeckman Trail and Trailhead	Parks SDC	590,200	-	-	-	-
Villebois Parks Improvement. RP5 SDC Reimbursement	Parks SDC	548,006	-	-	-	-
Villebois Parks Improvement. SAP E SDC Reimbursement	Parks SDC	1,135,000	-	-	-	-
Parks SDC Reimbursements/Credits	Parks SDC	-	233,810	-	-	-
Miscellaneous Projects						
Tree Mitigation-Other than White Oak	Contribution	2,000	2,060	2,120	2,180	2,240
Tree Mitigation-White Oak	Contribution/General Fund	22,500	18,062	12,753	6,743	7,119
Play Structure Replacement	General Fund	258,375	118,450	121,900	125,350	128,800
Boeckman Trail Slope Stabilization	General Fund	30,000	-	-	32,700	-
CD Support for Miscellaneous Projects	Parks SDC/General Fund	6,500	6,695	6,890	7,085	7,280
Parks CIP closeout from Prior Years	Parks SDC/General Fund	5,000	5,150	5,300	5,450	5,600
Early Planning - Future Parks Projects	Parks SDC/General Fund	4,000	4,120	4,240	4,360	4,480
5 Year and Annual Parks CIP Budget Development	Parks SDC/General Fund	2,500	2,575	2,650	2,725	2,800
Total 5 Year Projections		\$ 4,728,373	\$ 493,922	\$ 3,024,213	\$ 295,593	\$ 270,319
Funding Sources						
Parks SDC		4,196,748	348,398	117,925	121,263	124,600
General Fund		491,425	143,465	2,904,168	172,150	143,479
Contributions		15,200	2,060	2,120	2,180	2,240
Year 2000 Urban Renewal Fund		25,000	-	-	-	-
Total Funding Sources		\$ 4,728,373	\$ 493,922	\$ 3,024,213	\$ 295,593	\$ 270,319
Future Projects Eligible for Park SDC Funding						
Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Memorial Park Master Plan Implementation	Parks SDC	-	876,788	947,442	-	8,362,363
Ice Age Tonquin Trail	Parks SDC	-	1,541,386	-	-	-
Boeckman Trail and Trailhead	Parks SDC	-	1,393,590	-	-	-
Advance Road Sports Fields	Parks SDC	-	10,300,000	-	-	-
Total Eligible Park SDC		-	14,111,764	947,442	-	8,362,363

Parks Projects

Five Year Detailed Forecast: Parks SDC Reimbursements/Credits FY2018-19 thru FY2021-22

Project Name	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Villebois Parks Improvements - RP-6	\$ -	\$ 233,810	\$ -	\$ -	\$ -
Total 5 Year Projections: Parks SDC Reimbursements/Credits	\$ -	\$ 233,810	\$ -	\$ -	\$ -



Murase Plaza playground renovation

Debt and Other

Debt Service Overview

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

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

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

Revenue bonds are 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's general obligation debt rating by Moody's Investor's Service is Aa2. The sewer related full faith and credit obligation of 2011 is rated AA+ by Standard and Poor's and Aa3 by Moody's. The water revenue bonds have an underlying rating of Aa3. Moody's ratings reflect their Global Scale Rating implementation.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at www.emma.msrb.org.

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2018

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	2,170,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	29,905,000
Revenue Bonds:				
Water Revenue Refunding, Series 2016	1.98%	4,059,000	6/1/2020	2,073,000
				<u>\$ 34,148,000</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, 2018

Statutory Debt Limitation Estimated as of June 30, 2018

Real Market Value		<u>\$ 4,942,413,960</u>
Debt capacity at 3%		148,272,419
Less outstanding debt	\$ -	

Overlapping General Obligation Debt as of June 30, 2017

Jurisdiction	General Obligation Bonded Debt Outstanding	Percent Overlapping	Amount Applicable to Government ¹
Direct:			
City of Wilsonville	\$ -	100.00%	\$ -
Total Direct	-		-
Overlapping:			
Clackamas County Community College	\$102,608,913	8.33%	\$8,551,427
Clackamas County	\$155,330,136	6.10%	\$9,482,749
Clackamas County ESD	\$22,820,637	6.67%	\$1,523,141
Clackamas County School District No.3J (W.Linn-Wilsonville)	\$229,668,066	35.41%	\$81,322,476
Clackamas County School District No. 86 (Canby)	\$60,820,573	13.53%	\$8,229,449
Metro	\$183,510,000	1.63%	\$2,999,287
Portland Community College	\$302,090,000	0.20%	\$606,899
Tualatin Valley Fire & Rescue	\$48,820,000	5.84%	\$2,851,137
Washington County	\$232,130,277	0.50%	\$1,165,990
Washington County School District No. 88J (Sherwood)	\$220,719,911	6.27%	\$13,842,229
Total Overlapping	1,558,518,513		130,574,784

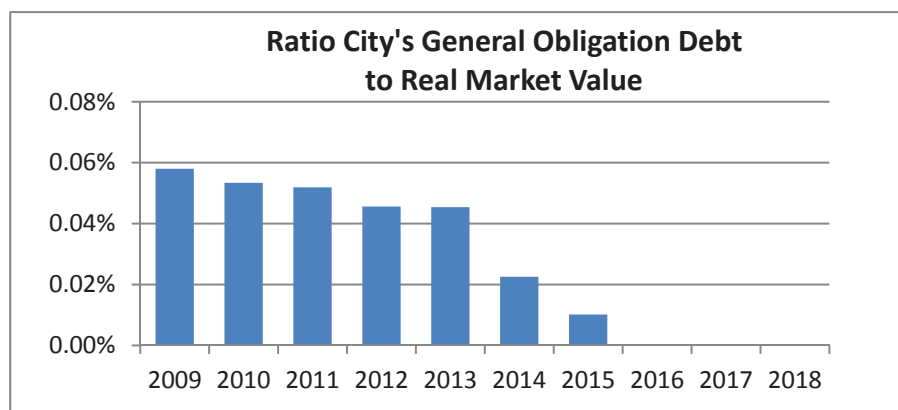
Overlapping debt is important because it measures the ability of the community's tax base to repay the debt obligations issued by all of the overlapping governmental jurisdictions.

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

Source: Debt Management Division, Oregon State Treasury

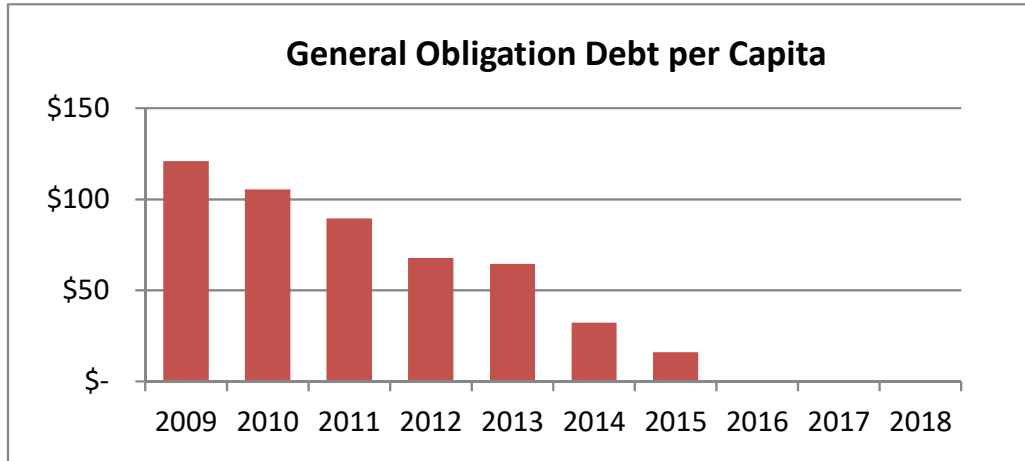
Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. 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 does not plan to issue debt in FY 2018-19.

Debt Service Activity All City Funds, Fiscal Year 2018-19

<u>Fund/Bond or Debt Issue</u>	<u>Principal Balance 6/30/2018</u>	<u>New Debt Issuance</u>	<u>Scheduled Principal</u>	<u>Scheduled Interest</u>	<u>Principal Balance 6/30/2019</u>
Water Operating Fund					
Water Refunding Note, Series 2007	\$ 2,170,000	\$ -	\$ 695,000	\$ 70,166	\$ 1,475,000
Water Refunding Bond, Series 2016	2,073,000	-	1,026,000	41,045	1,047,000
Total Water Operating Fund	<u>4,243,000</u>	<u>-</u>	<u>1,721,000</u>	<u>111,212</u>	<u>2,522,000</u>
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2011	29,905,000	-	1,850,000	1,092,263	28,055,000
Total Sewer Operating Fund	<u>29,905,000</u>	<u>-</u>	<u>1,850,000</u>	<u>1,092,263</u>	<u>28,055,000</u>
TOTAL ALL FUNDS	<u>\$ 34,148,000</u>	<u>\$ -</u>	<u>\$ 3,571,000</u>	<u>\$ 1,203,475</u>	<u>\$ 30,577,000</u>

Water Fund Debt

Revenue Supported

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

Purpose of issuance:

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

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

Security:

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

FY	Principal	Interest	Total
2018-19	695,000	70,166	765,166
2019-20	725,000	42,831	767,831
2020-21	750,000	14,438	764,438
Total	\$ 2,170,000	\$ 127,435	\$ 2,297,435

Issue Title: Water Refunding Bond, Series 2016			
Issue Date:	April 16, 2016	Amount:	\$4,059,000
Average interest rate:	1.98%	Insurance:	none
Bond rating:	Bank placement	First principal due:	June 1, 2017
CUSIPs:	none	Last principal due:	June 1, 2020

Purpose of issuance:

The City refunded a 2006 Bond in April of 2016 with Columbia State Bank because of a favorable interest rate environment, dropping the interest rate from 4% to 1.98%, saving approximately \$150,000 for the Water Fund. The 2006 Bond was the result of refunding the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

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

Security:

The security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
2018-19	1,026,000	41,045	1,067,045
2019-20	1,047,000	20,731	1,067,731
Total	\$ 2,073,000	\$ 61,776	\$ 2,134,776

Revenue Supported

Sewer Fund Debt

Issue Title:	Full Faith and Credit Obligations, Series 2011		
Issue Date:	November 17, 2011	Amount:	\$38,940,000
Average interest rate:	3.43%	Insurance:	none
Bond rating:	S&P: AA+, Moody's: Aa3	First principal due:	June 1, 2013
CUSIPs:	972478FQ9-GH8	Last principal due:	June 1, 2031

Purpose of issuance:

The proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the city's wastewater treatment plant. Construction began in 2012. The expansion 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
2018-19	1,850,000	1,092,263	2,942,263
2019-20	1,925,000	1,018,263	2,943,263
2020-21	1,980,000	960,513	2,940,513
2021-22	2,060,000	881,313	2,941,313
2022-23	2,145,000	798,913	2,943,913
2023-24	2,210,000	734,563	2,944,563
2024-2026	4,625,000	1,257,063	5,882,063
2026-2031	13,110,000	1,601,250	14,711,250
Total	\$ 29,905,000	\$ 8,344,141	\$ 38,249,141



Aerial circa 1973



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.

Records management systems: Acquisition of related software.

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.

Phone system replacement: The City's phone system is aging and soon needs to be replaced.

Park Improvements; structures and 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.

Coffee Creek Area planning: Resource with funds originating from prison infrastructure cost savings, to be applied to community planning and City infrastructure in the Coffee Creek area.

Sustainability Reserve: Reserves available for unanticipated circumstances and necessary to maintain critical operations.

Building Inspection Fund

Software: Reserve for permit software replacement.

Transit Fund

Bus and Capital needs: Reserve for future capital needs, including the purchase of rolling stock.

Water Operating Fund

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

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

Sewer Operating Fund

Plant major repair and replacement: Reserve for the replacement of plant equipment, amount required by contract with operator.

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

Fleet Fund

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

Assigned Balances - Designated Purpose

	July 1, 2018 Balance	Increases	Decreases	June 30, 2019 Balance
General Fund				
Computers, office equipment, software, fiber:				
Financial systems software	\$ 650,000	\$ 850,000	(1,000,000)	\$ 500,000
Operating systems, servers	200,000	-	-	200,000
Other business software systems		200,000		200,000
City web sites/wireless improvements	200,000	-	-	200,000
Records management systems	56,700	-	-	56,700
Conduit, fiber, communications	150,000	100,000	-	250,000
Office equipment replacement		200,000		200,000
Phone system upgrade	300,000	-	(200,000)	100,000
Facilities and park infrastructure:				
Park Improvements; structures & amenities		150,000		150,000
Parking Lot Improvements		200,000		200,000
Building repairs/remodeling	750,000	250,000	-	1,000,000
Future expansion, relocation	1,000,000	500,000	-	1,500,000
Emergency management				
Equipment and major supplies	225,000	-	-	225,000
Future program costs:				
Coffee Creek Area planning	1,708,762	55,000	(1,500,000)	263,762
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 7,240,462</u>	<u>\$ 2,505,000</u>	<u>\$ (2,700,000)</u>	<u>\$ 7,045,462</u>
Building Inspection Fund				
Software	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ (500,000)</u>	<u>\$ -</u>
Transit Fund				
Bus, building, capital needs	<u>\$ 939,755</u>	<u>\$ 150,000</u>	<u>\$ (124,493)</u>	<u>\$ 965,262</u>
Water Operating Fund				
Plant repair and replacement reserve	700,000	100,000	-	800,000
Maximum annual debt service ¹	1,883,000	-	-	1,883,000
	<u>\$ 2,583,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 2,683,000</u>
Sewer Operating Fund				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service ¹	2,940,000	-	-	2,940,000
	<u>\$ 5,340,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,340,000</u>
Fleet Fund				
Vehicle replacement	<u>\$ 626,926</u>	<u>\$ 179,461</u>	<u>\$ (188,000)</u>	<u>\$ 618,387</u>

¹ Not a bond requirement

Ending Fund Balances

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

Restricted Fund Balances

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

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

Unrestricted Fund Balances

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

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

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

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

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

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

The following tables present the components of ending balance.

Restricted Fund Balances

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

Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Unappropriated	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

2018-19 Proposed Budget

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Urban Renewal Agency Quick Facts

	Year 2000 Plan	Westside District	Coffee Creek
District Formation Date	May, 1992	November, 2003	October, 2016
Frozen tax base	45,326,441	18,017,272	99,003,704
Incremental assessed value	439,633,004	604,099,155	20,104,282
Total district assessed value as of FY 2018-19	484,959,445	622,116,427	119,107,986
FY 2018-19 Taxes Available	5,935,046	7,853,289	255,803
FY 2018-19 Taxes Levied	4,000,000	5,000,000	255,803
Maximum debt limit	92,687,423	49,400,000	67,000,000
Debt issued or authorized	84,385,000	40,000,000	-
Remaining debt limit	8,302,423	9,400,000	67,000,000
Amount of debt principal outstanding, June 30, 2017	5,515,000	25,398,708	-
Authorized but not issued	-	-	-

Urban Renewal Budget Committee
City of Wilsonville
FY 2018-19

Urban Renewal Budget Committee

Paul Bunn Andrew Karr
Sam Scull Arthur Park
William Amadon

Urban Renewal Agency Board

Tim Knapp, Chair

Kristin Akervall Charlotte Lehan
Scott Starr Susie Stevens

Executive Director

Bryan Cosgrove
City Manager

Economic Development Manager

Jordan Vance

Finance Director

Susan Cole

Urban Renewal Agency

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



May 18, 2018

Members of the Budget Committee,

I am pleased to present the Adopted Budget for Fiscal Year 2018-19, for the Urban Renewal Agency. The Urban Renewal Agency is made up of six distinct areas: The Year 2000 Plan, the Westside Plan, the new Coffee Creek Plan, and three single property areas referred to as Tax Increment Finance Zones. The Year 2000 Plan District and Westside Plan District have been quite successful. When the Year 2000 Plan District was formed, its frozen assessed value was \$44 million. In tax year 2017-18, the total assessed valuation of the area is estimated to be \$461 million, an increase of nearly 10 times the original amount. When the Westside Plan District was formed, its frozen base was \$16.5 million. In tax year 2017-18, the total assessed valuation of the area is estimated to be \$544 million, nearly 33 times the frozen amount. The new Coffee Creek Plan area has a frozen value of approximately \$99 million, and received its first increment in the fall of 2017, budgeted to be about \$53,000. The three Tax Increment Finance Zones were formed in 2014, to incentivize private sector investment on those specific properties.

The Year 2000 Plan District, located primarily on the east side of town, continues two projects into FY 2018-19: 1) design, permitting and right-of-way acquisition for the 5th Street/Kinsman Road Extension (formerly known as the Old Town Escape), and 2) continuing the concept planning for the Town Center. One last important milestone for this District is adding one more project – a bridge on Boeckman Road spanning a severe dip. To build this bridge, the District Plan needs to be substantially amended in order to add the project and increase the District's maximum indebtedness by approximately \$14.5 million to fund the project. The Urban Renewal Task Force was supportive of this change. The District sought and received concurrence from those jurisdictions representing 75% of the permanent rate levies that overlay the District, which included the West Linn/Wilsonville School District, Clackamas County, and the City. This important project will improve safety and add multi-modal functionality to this narrow, steep sloping road. This increase to the maximum indebtedness adds to the existing remaining debt of \$11.3 million, which is scheduled to fund the 5th Street/Kinsman Road Extension, other road improvements in Old Town, and planning for Town Center.

The West Side District is benefiting from the construction of a large volume of single family homes in the Villebois neighborhood. The main project for FY 2018-19 is improving Tooze Road, to bring it up to an urban standard. This project is mainly funded from the West Side District's Program Income Fund, derived from property sale proceeds. The West Side District has issued \$40 million in debt, which brought it up to its original maximum indebtedness. However, a substantial amendment was passed in February 2016 that added another \$9.4 million to the District's maximum indebtedness, in order to ensure funding for improvements to Tooze Road and Brown Road.

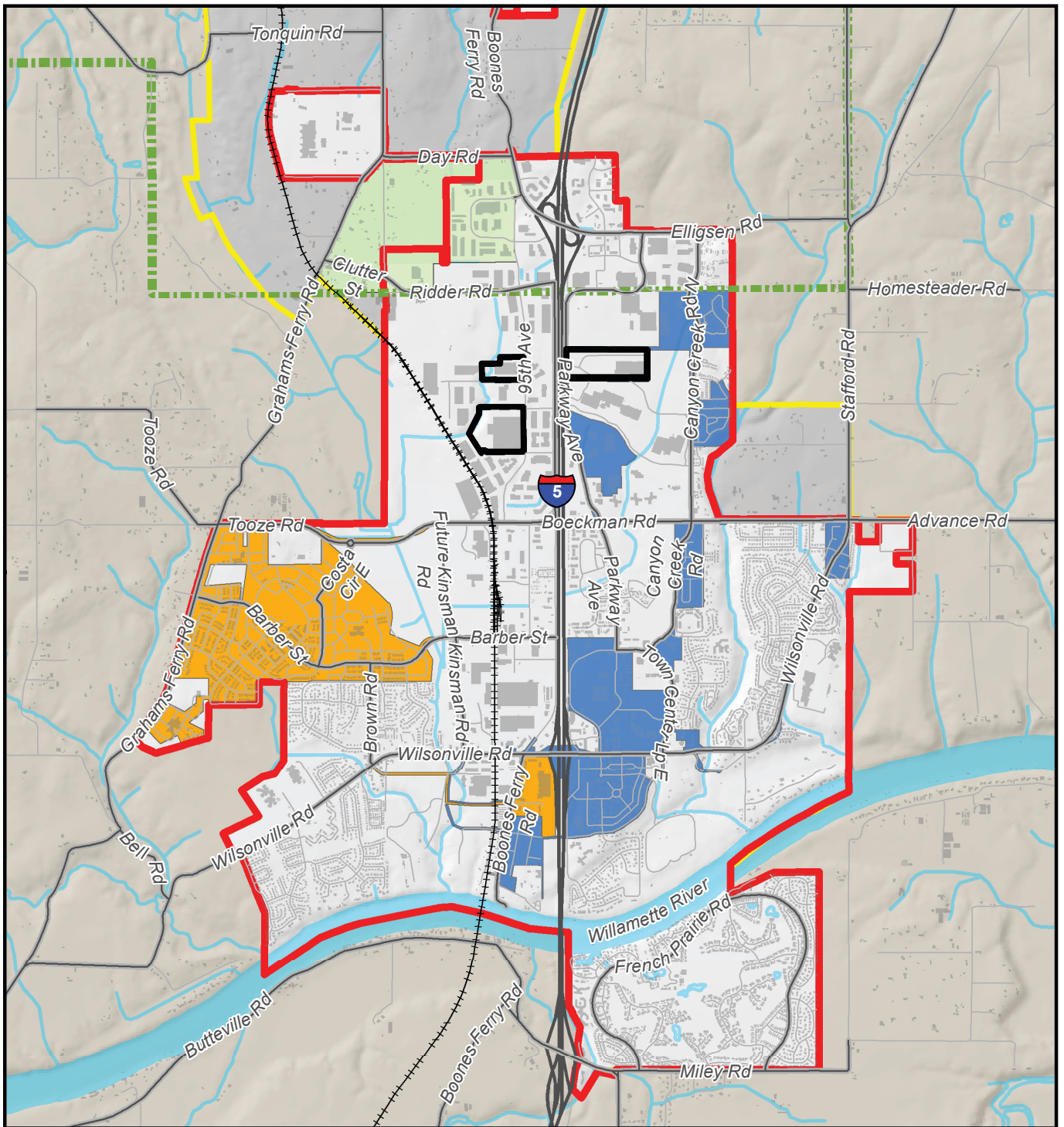
The Coffee Creek District is in its beginning stages. The budgeted tax increment in FY 2018-19 is about \$255,000, and the City is exploring options for infrastructure financing. The City continues to design Garden Acres Road and other improvements, utilizing System Development Charges and funds set aside for the area received as a result of project savings when the Coffee Creek Correctional Facility was built.


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. These Districts have been 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 the opportunities for added employment and investment that the formation of the new Coffee Creek District will bring to our community.

Respectfully submitted,

BryanCosgrove
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 County Boundary UGB City Limits 	 <p>4/20/2017</p> <p>0 Miles 0.5</p>
<p>Urban Renewal Areas & Tax Increment Finance Zones</p>		

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.

Wilsonville currently has six urban renewal areas – the Year 2000 Plan, the Westside Plan, the recently formed Coffee Creek Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. The three Tax Increment Finance Zones were established in 2014 as an incentive for private sector investment in specific properties.

In November of 2015, an advisory vote to form the Coffee Creek Urban Renewal Area was passed, and the urban renewal plan was adopted by the City Council in October of 2016. The City received the first tax increment in the fall of 2017, and expects capital projects to begin either in 2019 or 2020.

Governance

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board.

URA District Management

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

Assessed Value Information

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City’s three Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

Urban Renewal Agency Overview

Assessed Value Information

Fiscal Year Ended	Year 2000 Plan District			West Side District			Coffee Creek District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
6/30/14	44,087,806	352,067,012	396,154,818	16,526,288	247,915,216	264,441,504	-	-	-
6/30/15	44,087,806	366,670,242	410,758,048	16,526,288	294,612,185	311,138,473	-	-	-
6/30/16	44,087,806	381,091,936	425,179,742	16,526,288	359,646,434	376,172,722	-	-	-
6/30/17	44,087,806	394,163,546	438,251,352	16,526,288	436,556,255	453,082,543	-	-	-
6/30/18	44,087,806	416,539,697	460,627,503	16,526,288	527,483,655	544,009,943	84,613,785	4,051,366	88,665,151
6/30/19 est	45,326,441	439,633,004	484,959,445	18,017,272	604,099,155	622,116,427	99,003,704	20,104,282	119,107,986

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate
 In both the Year 2000 District and the West Side District, the City is limited to the amount of property tax generated from the incremental assessed value.
 Beginning 7/1/2010, the City began "under-levying" in the Year 2000 District to limit tax collection to \$4 million.
 Beginning 7/1/2018 the City limits its tax collection to \$5 million in the West Side District, due to "revenue share" provisions outlined in the Oregon Revised Statutes.

In 2007, the City Council decided to limit the incremental property tax received by the District to \$4 million per year. In order to achieve this, the City is responsible for estimating the necessary incremental assessed valuation needed to generate that amount of property tax revenue. The way to limit the tax increment received at one point was to remove parcels from the District, thereby lowering the assessed value within it. However, 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions without removing parcels.

Released Acreage

Prior to 2010, the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. After 2010, a change in statutes allows the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities.

As the Agency prepared to form the Coffee Creek Urban Renewal District, acreage has been removed from both the Year 2000 Plan District and the Westside District, in order to free up acreage from the umbrella of urban renewal, allowing the Coffee Creek area to form. The amount of acreage of a city that is allowed within urban renewal is 25%, so removing parcels from these two existing districts allows Coffee Creek to form. These removals have minimal effect on the two districts.

The following table summarizes acreage removal.

Released Acreage

Year 2000 Plan District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/05	61.8	Mentor Graphics	\$30 million	\$56 million
6/30/06	27.5	Sysco Foods	\$15.7 million	\$20 million
6/30/07				
6/30/08				
6/30/09	17.7	Residential	\$10.2 million	\$11 million
6/30/10	29	Fred Meyer area	\$8.2 million	\$9 million
6/30/2016	121	Public & Mentor Graphics	\$11.3 million	\$11.3 million

Source: Clackamas County Assessment and Taxation for historic information

Westside District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/16	44.95	Various	\$9.7 million	\$9.7 million

Urban Renewal Agency Overview

Assessed Values and Taxes Collected

The amount of tax increment revenue a district collects is determined under Measure 50. All urban renewal districts may collect the “division of tax” portion of property taxes. The City’s Year 2000 Plan was eligible to collect a separate special levy but the City Council and URA Board elected to forego levying the special levy beginning in 2003-04. As a result of a substantial plan amendment approved in September 2007, the Year 2000 Plan can no longer assess a special levy.

The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts. Additionally, because the Westside District adopted a substantial amendment in February of 2016, the tax increment the Westside District may collect is subject to revenue sharing with the overlapping jurisdictions, meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5 million in property tax collections.

The Coffee Creek District collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.

A five-year history of property tax revenues in the three urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan is now limited to \$4 million due to underlevying, and the Westside District is limited to \$5 million beginning in FY 17-18 due to revenue sharing provisions triggered by the substantial amendment. The Coffee Creek District received its first increment in the fall of 2017.

Fiscal Year Ended	Year 2000 Plan District		West Side District		Coffee Creek	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/14	4,240,000	4,100,494	3,491,520	3,304,309		
6/30/15	4,240,000	4,240,160	4,328,795	4,112,488		
6/30/16	4,240,000	4,052,288	4,832,426	4,759,732		
6/30/17	4,240,000	3,960,987	5,735,670	5,614,794		
6/30/18	4,240,000	4,000,000	5,367,570	5,000,000	54,639	53,000
6/30/19 est	4,240,000	4,000,000	5,238,840	5,000,000	255,803	243,013

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports.

Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, property tax bills began displaying the incremental property tax diverted to the Urban Renewal Agency. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have independent, permanent tax rates. The dollar amount listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the “division of taxes” mentioned earlier.

Each taxing jurisdiction has a tax rate that is applied to a parcel’s assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction’s tax rates based upon the Urban Renewal District’s incremental assessed value and the taxing jurisdiction’s overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

One example of one tax code, displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied. Tax rates are applied per \$1,000 of Assessed Value. The “Tax Code Rate” is what a taxpayer would see when reviewing the rates as applied to their property. The “District Rate” shows the authorized tax rates prior to applying urban renewal.

District	Tax Code Rate	District Tax Rate
Clack comm coll	0.4358	0.5582
ESD	0.2905	0.3687
W Linn SD	3.6850	4.8684
W Linn LOL	1.5000	1.5000
Total, Education	5.9113	7.2953
City Wilsonville	2.0194	2.5206
Clack co city	1.8903	2.4042
Co 4-H	0.0393	0.0500
Co. Library	0.3109	0.3974
Co PS LOL	0.2480	0.2480
Co Soil Conserv	0.0393	0.0500
FD64 TVFR	1.2218	1.5252
FD64 TVFR LOL	0.4500	0.4500
Port PDX	0.0560	0.0701
Srv2 Metro	0.0770	0.0966
Srv2 Metro LOL	0.0960	0.0960
Urb Ren Co	0.0099	
UR Wilsonv	2.8664	
Vector Control	0.0053	0.0065
Vector Con LOL	0.0250	0.0250
Total, General Govt	9.3546	7.9396
Clack Comm Coll Bond	0.1107	0.1873
Clack Comm Coll Bond 2015	0.0456	
County Emergency Radio Bond	0.1000	0.1000
TVFR Bond	0.1023	0.1023
W Linn Bnd 2015	2.7050	2.7050
Metro Bond 2006	0.2162	0.2162
Total, Bonds	3.2798	3.3108
Grand Total, Tax Rate	18.5457	18.5457

Urban Renewal Agency Overview

TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. These Urban Renewal Districts, which are referred to as Tax Increment Financing Zones (TIF Zones) may provide incentives to qualifying companies by rebating up to 75% of the property tax increment in each TIF Zone. This rebate will only occur for businesses that meet the TIF Zone program’s qualifying criteria. Unless a business applies for the program and meets the TIF Zone’s criteria, tax increment revenue for the TIF Zone will be under-levied and will continue to flow to all of the affected taxing districts. Once a TIF Zone is activated by a qualifying business, then the Agency will begin to collect tax increment revenue for that TIF Zone, of which 75% will be rebated to the qualifying business. Approximately 1% of the increment will be collected by the Wilsonville Urban Renewal Agency for administrative costs, and the remaining increment (approximately 24%) will be under-levied and shared by the overlapping taxing districts. By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program’s time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014, leaving the three remaining TIF Zones.

TIF Zone Urban Renewal District Sites



1 26755 SW 95th Ave URD



2 27255 SW 95th Ave URD



3 26440 SW Parkway Ave URD

Urban Renewal - Year 2000 Plan

Year 2000 Plan

The Year 2000 Plan district was the first urban renewal district in the City. The plan was adopted on August 29, 1990. Since its inception, it has completed over \$69 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 increasing its 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 is scheduled for May of 2018. Once approved, the maximum indebtedness of the District will increase by approximately \$14.5 million to construct a bridge over the severe dip on Boeckman Road.

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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Assessed Valuation in District	\$ 425,179,742	\$ 438,251,352	\$ 461,866,138	\$ 484,959,445	\$ 484,959,445	\$ 484,959,445
Frozen Tax Base	(44,087,806)	(44,087,806)	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)
Incremental Value	381,091,936	394,163,546	416,539,697	439,633,004	439,633,004	439,633,004
Incremental Value Certified¹	303,000,000	303,000,000	303,000,000	322,000,000	322,000,000	322,000,000
Change in Incremental Value	14,421,694	13,071,610	22,376,151	23,093,307	23,093,307	23,093,307
Percent change in						
Incremental Value	3.9%	3.4%	5.7%	5.5%	5.5%	5.5%
Property Tax						
Division of Taxes ² :						
Before discounts	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts ³	\$ 4,052,288	\$ 3,960,987	\$ 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 a maximum of \$4 million tax receipts.

² Fixed to yield necessary tax increment revenue to service outstanding debt.

³ 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. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade, 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 (aka Old Town Escape); and Town Center Concept Planning
June 2018	<u>3,000,000</u>	5th Street Extension (aka Old Town Escape);
Total debt issued through June 2018	84,385,000	
Balance Available, July 1, 2018 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 8,302,423</u>	

Issue amount excludes refinancing activity

Debt Service Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,052,288	\$ 3,960,987	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	75,096	94,854	75,000	75,000	75,000	75,000
Total	4,127,384	4,055,841	4,075,000	4,075,000	4,075,000	4,075,000
Miscellaneous:						
Investment income	32,457	55,599	35,000	188,000	188,000	188,000
Beginning fund balance	3,909,906	5,478,203	9,009,397	9,416,801	9,416,801	9,416,801
TOTAL RESOURCES	\$ 8,069,747	\$ 9,589,643	\$ 13,119,397	\$ 13,679,801	\$ 13,679,801	\$ 13,679,801
REQUIREMENTS:						
Debt service						
Principal	\$ 315,000	\$ 330,000	\$ 4,740,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Short term debt	2,000,000		3,000,000	-	-	-
Interest	276,545	263,075	890,247	900,000	900,000	900,000
Subtotal, Debt Service	2,591,545	593,075	8,630,247	5,900,000	5,900,000	5,900,000
Transfer Out				88,000	88,000	88,000
Total Expenditures	2,591,545	593,075	8,630,247	5,988,000	5,988,000	5,988,000
Ending fund balance:						
Restricted (Unapprop FB)	2,700,000	6,496,568	1,989,150	5,191,801	5,191,801	5,191,801
Assigned (Contingency)	2,778,202	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Ending fund balance			-	-	-	-
TOTAL REQUIREMENTS	\$ 8,069,747	\$ 9,589,643	\$ 13,119,397	\$ 13,679,801	\$ 13,679,801	\$ 13,679,801

Budget Highlights 2018-19

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 tax increment collected has been earning interest, and is an eligible resource for capital projects within the District. A portion of the interest earned is being transferred to the Year 2000 Capital Projects Fund and will become a resource for projects.

The District has debt obligations that extend until fiscal year 2025, with a balloon payment due in the final year, of \$3,130,000. The City will be investigating the cost and benefits of restructuring this debt, and so the budget for debt principal and interest has been estimated accordingly.

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
2018-19	360,000	234,388	594,388
2019-20	370,000	219,088	589,088
2020-21	390,000	203,363	593,363
2021-22	405,000	186,788	591,788
2022-23	420,000	169,576	589,576
2023-24	440,000	151,726	591,726
2024-25	3,130,000	133,025	3,263,025
	<u>\$ 5,515,000</u>	<u>\$ 1,297,954</u>	<u>\$ 6,812,954</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. Town Center redevelopment concept planning

Urban Renewal – Year 2000 Plan Capital Projects Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Investment income	\$ 12,682	\$ 29,090	\$ 20,000	\$ 67,100	\$ 67,100	\$ 67,100
Other Revenue	72	-	-	-	-	-
Transfers				88,000	88,000	88,000
Debt proceeds	2,000,000	-	3,000,000	-	-	-
Beginning fund balance	1,580,162	2,828,903	1,660,618	3,354,767	3,354,767	3,354,767
TOTAL RESOURCES	\$ 3,592,916	\$ 2,857,993	\$ 4,680,618	\$ 3,509,867	\$ 3,509,867	\$ 3,509,867
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 436,195	\$ 551,223	\$ 710,260	\$ 557,490	\$ 557,490	\$ 557,490
Utility services	1,972	1,033	1,232	1,244	1,244	1,244
Emp dev, train, travel	1,783	1,941	2,424	1,000	1,000	1,000
Fees, dues, advertising	1,384	1,049	2,020	2,040	2,040	2,040
Misc. supplies & services	337	-	1,510	-	-	-
Total Materials & Services	441,671	555,246	717,446	561,774	561,774	561,774
Capital Projects						
#3004 Town Center Concept Planning	127	114,986	80,000	-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	66,828	16,000	-	-	-	-
#4196 5th Street Extension (aka Old Town Escape)	31,295	362,876	1,099,590	725,000	725,000	725,000
#4720 Wilsonville Rd Median Improvement	54,843	-	-	-	-	-
#9164 Town Center Park Stage Cover	-	-	-	25,000	25,000	25,000
#9131 Murase Mound Re-grade	169,249	-	-	-	-	-
Total Capital Projects	322,342	493,862	1,179,590	750,000	750,000	750,000
Expenditure Subtotal	764,013	1,049,108	1,897,036	1,311,774	1,311,774	1,311,774
Ending fund balance:						
Assigned (contingency)	2,828,903	1,808,885	2,783,582	2,198,093	2,198,093	2,198,093
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 3,592,916	\$ 2,857,993	\$ 4,680,618	\$ 3,509,867	\$ 3,509,867	\$ 3,509,867

Budget Highlights 2018-19

Town Center planning continues, recorded in the Professional and Technical Services line item. Pre-construction work for the 5th Street Extension continues, including firming up alignment, needed rights of way, and permitting. The stage at Town Center Park will receive a cover, protecting performances from the elements.

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2017-18	Adopted 2018-19
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	-	-
East-West Connector (Old Town Escape - Kinsman)	483,607	910,000	797,500
Other Street Construction Projects	5,464,376	-	-
Boeckman Bike/Ped Improvements	408,075	-	-
Streetscape, Signals, Crossings	936,838	-	-
Planning Projects:			
Town Center Concept Planning	273,567	130,000	50,000
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	-	-
Town Center Stage Cover	-	-	25,000
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	\$ 70,442,495	\$ 1,040,000	\$ 872,500

Project Management Fees Included

Project Title	FY2018-19	FY2019-20	FY2020-21	FY2020-22	FY2020-23
5th Street Ext/Old Town Streets	\$ 797,500	\$ 3,988,868	\$ 6,565,575	\$ -	\$ -
Town Center Concept Planning	50,000				
Park Improvements	25,000		-	-	-
Total Year 2000 5-Year Plan	\$ 872,500	\$ 3,988,868	\$ 6,565,575	\$ -	\$ -

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, reimbursements from the Street System Development Charges Fund and a sale of property.

Program Objectives

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition.

Program Income Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Investment income	\$ 11,563	\$ 15,181	\$ 15,000	\$ 40,000	\$ 40,000	\$ 40,000
Other Revenue	94,564	126,898	94,400	127,000	127,000	127,000
Beginning fund balance	1,791,245	1,889,835	1,992,235	2,093,576	2,093,576	2,093,576
TOTAL RESOURCES	\$ 1,897,372	\$ 2,031,914	\$ 2,101,635	\$ 2,260,576	\$ 2,260,576	\$ 2,260,576
REQUIREMENTS:						
Materials & Services						
Miscellaneous Charges	\$ 251	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs and maintenance	7,286	6,538	50,500	50,000	50,000	50,000
Capital Outlay						
Improvements			70,000	80,000	80,000	80,000
Expenditure Subtotal	7,537	6,538	120,500	130,000	130,000	130,000
Ending fund balance:						
Assigned (contingency)	1,889,835	2,025,376	1,981,135	2,130,576	2,130,576	2,130,576
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,897,372	\$ 2,031,914	\$ 2,101,635	\$ 2,260,576	\$ 2,260,576	\$ 2,260,576

Budget Highlights 2018-19

Repairs and maintenance are planned for the Wesleyan Church property and structures, including a new roof, hoped to be completed in FY 2017-18, and new siding in FY 2018-19. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

West Side

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City’s Urban Renewal Strategic Plan 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. Additional new road construction is planned in the coming years.

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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Assessed Valuation in District	\$ 376,172,722	\$ 453,082,543	\$ 544,009,943	\$ 622,116,427	\$ 622,116,427	\$ 622,116,427
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(18,017,272)	(18,017,272)	(18,017,272)
Incremental Value	359,646,434	436,556,255	527,483,655	604,099,155	604,099,155	604,099,155
Incremental Value Certified¹			401,205,632	401,210,000	401,210,000	401,210,000
Change in Incremental Value	65,034,249	76,909,821	90,927,400	76,615,500	76,615,500	76,615,500
Percent change in Incremental Value	22.1%	21.4%	46.7%	14.5%	14.5%	14.5%
Property Tax						
Division of Taxes ² :						
Before discounts	4,832,426	5,735,670	5,367,570	5,238,840	5,238,840	5,238,840
Estimate after discounts ³	\$ 4,759,732	\$ 5,614,794	\$ 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.

³ 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. 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, adding an additional \$9.4 million, bringing 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 October 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
Total debt issued through June 2018	<u>40,000,000</u>	
Balance Available, July 1, 2018 (Maximum Indebtedness less Total Debt Issued)		
	<u><u>\$ 9,400,000</u></u>	

Debt Service Fund						
	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,759,732	\$ 5,614,794	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Prior year	64,741	90,314	80,000	80,000	80,000	80,000
Total	4,824,473	5,705,108	5,080,000	5,080,000	5,080,000	5,080,000
Miscellaneous:						
Investment income	47,790	123,754	115,000	95,790	95,790	95,790
Refunding bond proceeds	-	-	-	-	-	-
Total	47,790	123,754	115,000	95,790	95,790	95,790
Beginning fund balance	4,542,445	6,552,417	9,286,032	11,860,856	11,860,856	11,860,856
TOTAL RESOURCES	\$ 9,414,708	\$ 12,257,525	\$ 14,481,032	\$ 17,036,646	\$ 17,036,646	\$ 17,036,646
REQUIREMENTS:						
Debt service						
Principal	\$ 1,717,532	\$ 1,768,994	\$ 1,834,765	\$ 1,901,018	\$ 1,901,018	\$ 1,901,018
Interest	1,144,759	1,094,277	1,032,000	962,914	962,914	962,914
Short term debt	-	-	-	3,000,000	3,000,000	3,000,000
Total	2,862,291	2,863,271	2,866,765	5,863,932	5,863,932	5,863,932
Ending fund balance						
Restricted (Unapprop FB)	2,583,421	2,800,000	2,900,000	2,900,000	2,900,000	2,900,000
Assigned (Contingency)	3,968,996	6,594,254	8,714,267	8,272,714	8,272,714	8,272,714
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 9,414,708	\$ 12,257,525	\$ 14,481,032	\$ 17,036,646	\$ 17,036,646	\$ 17,036,646

Budget Highlights 2018-19

To fund district capital projects, the Agency intends to enter into short term debt - an overnight loan with the City's General Fund, in the amount of \$3 million.

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. The issuance with Columbia State Bank was divided into two – the 2015A issue and the 2015B issue. The 2015B issue was split off as taxable debt, because the park amenity it funds is held privately by a homeowner’s association, although the park amenity does have a public easement.

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
July, 2015	Columbia	\$ 750,000	3.65%	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:

Issuance	Maximum Annual Debt Service
February, 2009	\$785,473
June, 2011	\$383,020
June, 2012	\$557,650
June, 2013	\$497,300
July, 2015A	\$484,342
July, 2015B	\$164,401
TOTAL RESERVE	\$2,872,186

From time to time, the West Side Plan will borrow from the City’s General Fund on an overnight basis. These borrowings are considered subordinate debt and do not factor into the requirements above.

The tables on the following page display the remaining principal and interest for each bond issue.

debt service

Urban Renewal - West Side Plan

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.

FY	Principal	Interest	Total
2018-19	475,000	305,883	780,883
2019-20	500,000	281,995	781,995
2020-21	525,000	256,883	781,883
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	\$ 6,480,000	\$ 1,372,736	\$ 7,852,736

FY	Principal	Interest	Total
2018-19	220,000	163,020	383,020
2019-20	225,000	153,340	378,340
2020-21	235,000	143,440	378,440
2021-22	245,000	133,100	378,100
2022-23	260,000	122,320	382,320
2023-2024	270,000	110,880	380,880
2024-2026	2,250,000	185,680	2,435,680
Total	\$ 3,705,000	\$ 1,011,780	\$ 4,716,780

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.

FY	Principal	Interest	Total
2018-19	350,000	201,960	551,960
2019-20	360,000	190,410	550,410
2020-21	375,000	178,530	553,530
2021-22	385,000	166,155	551,155
2022-23	400,000	153,450	553,450
2023-27	4,250,000	477,840	4,727,840
Total	\$ 6,120,000	\$ 1,368,345	\$ 7,488,345

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%. The final maturity will be June 2028. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this Debt is 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
2013 Issue Bank of America

FY	Principal	Interest	Total
2018-19	295,000	199,325	494,325
2019-20	305,000	189,000	494,000
2020-21	315,000	178,325	493,325
2021-22	330,000	167,300	497,300
2022-23	340,000	155,750	495,750
2023-28	4,110,000	592,025	4,702,025
Total	\$ 5,695,000	\$ 1,481,725	\$ 7,176,725

West Side Plan Debt
2015A Issue Columbia State Bank

FY	Principal	Interest	Total
2018-19	406,163	78,180	484,342
2019-20	416,920	67,422	484,342
2020-21	428,331	56,012	484,342
2021-2022	439,867	44,475	484,342
2022-2025	1,391,914	61,113	1,453,026
Total	\$ 3,083,195	\$ 307,202	\$ 3,390,396

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.

On July 22, 2015, the Agency issued \$750,000 through a note held by Columbia State Bank with an interest rate of 3.65%. Debt service is amortized over 5 years. Security of this debt is the annual tax increment revenue and debt service cash reserves. The interest on this debt is taxable, because it is funding park amenities owned by the local homeowner’s association, though a public easement exists to ensure public access.

West Side Plan Debt
2015B Issue Columbia State Bank

FY	Principal	Interest	Total
2018-19	154,856	9,546	164,401
2019-20	160,658	3,743	164,401
Total	\$ 315,513	\$ 13,289	\$ 328,803

Statement of Purpose

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

Program Objectives

1. Monitor stormwater and natural habitat area around and under the Boeckman Bridge
2. Continue capital improvements on Tooze Road

History of West Side Urban Renewal Projects

	Years Prior	Estimate 2017-18	Adopted 2018-19
Road Projects:			
Boeckman Road Extension	\$ 13,061,069	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,241,230	-	-
Tooze Road (Funded by Program Income)	-	1,006,469	3,800,000
Tooze Road (Funded by UR West Side)	5,291	-	750,000
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	\$ 31,226,427	\$ 1,006,469	\$ 4,550,000

Project Management Fees Included

Project Title	FY2018-19	FY2019-20	FY2020-21	FY2020-22	FY2022-23
Tooze Rd Improvements	4,550,000	-	-	-	-
Brown Rd Improvements	-	168,822	2,120,000	2,277,005	-
Total Westside Urban Renewal 5-Year Plan	\$ 4,550,000	\$ 168,822	\$ 2,120,000	\$ 2,277,005	\$ -

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Investment income	\$ 21,562	\$ 15,122	\$ 13,500	\$ 13,000	\$ 13,000	\$ 13,000
Debt proceeds	5,000,000	-	-	3,000,000	3,000,000	3,000,000
Beginning fund balance	858,623	2,745,462	1,810,710	652,538	652,538	652,538
TOTAL RESOURCES	\$ 5,880,185	\$ 2,760,584	\$ 1,824,210	\$ 3,665,538	\$ 3,665,538	\$ 3,665,538
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 464,029	\$ 382,076	\$ 449,203	\$ 379,090	\$ 379,090	\$ 379,090
Repairs and maintenance	270	-	-	-	-	-
Emp dev, train, travel	380	1,490	2,525	2,550	2,550	2,550
Fees, dues, advertising	1,738	1,049	2,550	900	900	900
Water system development charges	500,031	500,000	500,000	500,000	500,000	500,000
Total Materials & Services	966,448	884,615	954,278	882,540	882,540	882,540
Capital Projects						
#4116 Barber Street Extension	1,411,781	16,716	67,000	-	-	-
#4146 Tooze Rd Improvements		5,291	-	750,000	750,000	750,000
#9145 Villebois Park Imp - Montague	756,494		-	-	-	-
#9154 Villebois Park Imp - Edelwiess Park	-	243,040	-	-	-	-
Total Capital Projects	2,168,275	265,047	67,000	750,000	750,000	750,000
Expenditure Subtotal	3,134,723	1,149,662	1,021,278	1,632,540	1,632,540	1,632,540
Ending fund balance:						
Assigned (contingency)	2,745,462	1,610,922	802,932	2,032,998	2,032,998	2,032,998
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 5,880,185	\$ 2,760,584	\$ 1,824,210	\$ 3,665,538	\$ 3,665,538	\$ 3,665,538

Budget Highlights 2018-19

In FY 2018-19, the West Side Urban Renewal District will continue improvements on SW Tooze Road. However, the majority of funding for this road project is from the program income fund, and a portion is from this fund.

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.

Program Income Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Investment income	\$ 6,964	\$ 40,227	\$ 45,000	\$ 52,530	\$ 52,530	\$ 52,530
Sale of property	4,941,165		-	-		
Beginning fund balance		4,948,129	4,701,129	3,755,370	3,755,370	3,755,370
TOTAL RESOURCES	\$ 4,948,129	\$ 4,988,356	\$ 4,746,129	\$ 3,807,900	\$ 3,807,900	\$ 3,807,900
REQUIREMENTS:						
Materials & Services						
Prof and technical services		\$ 56,500	\$ 50,000	\$ 250,000	\$ 250,000	\$ 250,000
Capital Outlay						
Improvements	-	120,365	2,420,765	3,550,000	3,550,000	3,550,000
Expenditure Subtotal	\$ -	\$ 176,865	\$ 2,470,765	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000
Ending fund balance:						
Assigned (contingency)	4,948,129	4,811,491	2,275,364	7,900	7,900	7,900
Ending fund balance			-	-	-	-
TOTAL REQUIREMENTS	\$ 4,948,129	\$ 4,988,356	\$ 4,746,129	\$ 3,807,900	\$ 3,807,900	\$ 3,807,900

Budget Highlights 2018-19

Program income is intended to be used to construct improvements to Tooze Road.

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 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 (not active for FY 2018-19)
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs (not active for FY 2018-19)

Coffee Creek Assessed Values and Taxes

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Assessed Valuation in District			\$ 88,665,151	\$ 119,107,986	\$ 119,107,986	\$ 119,107,986
Frozen Tax Base			(84,613,785)	(99,003,704)	(99,003,704)	(99,003,704)
Incremental Value			4,051,366	20,104,282	20,104,282	20,104,282
Change in Incremental Value			4,051,366	16,052,916	16,052,916	16,052,916
Percent change in Incremental Value			100.0%	396.2%	396.2%	396.2%
Property Tax						
Division of Taxes:						
Before discounts ¹			54,639	255,803	255,803	255,803
Estimate after discounts			\$ 53,000	\$ 243,013	\$ 243,013	\$ 243,013

¹Discounts 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
2. Work with State for possible funding options to help initiate projects that will incentivize private development

Coffee Creek History of Debt Issuance and Maximum Indebtedness

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. No debt is proposed to be issued in Fiscal Year 18-19. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

Date	Issue Amount	Key Projects
Maximum Indebtedness		
Adopted October 2016	\$ 67,000,000	
Balance Available, July 1, 2018 (Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 67,000,000</u>	

Debt Service Fund

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Tax increment revenues						
Current year	\$ -	\$ -	\$ 53,000	\$ 255,803	\$ 255,803	\$ 255,803
Prior year	-	-	-	-	-	-
Total	-	-	53,000	255,803	255,803	255,803
Miscellaneous:						
Investment income	-	-	265	4,024	4,024	4,024
Total	-	-	265	4,024	4,024	4,024
Beginning fund balance	-	-	-	201,224	201,224	201,224
TOTAL RESOURCES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53,265</u>	<u>\$ 461,051</u>	<u>\$ 461,051</u>	<u>\$ 461,051</u>
REQUIREMENTS:						
Debt service						
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-
Short term debt	-	-	-	-	-	-
Total	-	-	-	-	-	-
Ending fund balance						
Restricted (Unapprop FB)	-	-	-	-	-	-
Assigned (Contingency)	-	-	53,265	461,051	461,051	461,051
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53,265</u>	<u>\$ 461,051</u>	<u>\$ 461,051</u>	<u>\$ 461,051</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

- Construct new Garden Acres Road, with bike lanes, sidewalks and landscaping

The table below displays the capital improvement projects anticipated over the next five years.

Project Management Fees Included

Project Title	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Garden Acres	\$ -	\$ 3,680,587	\$ -	\$ -	\$ -
Total Coffee Crk Urban Renewal 5-Year Plan	\$ -	\$ 3,680,587	\$ -	\$ -	\$ -

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:

1. Construct regional detention pond with an outfall to Basalt Creek
2. Construct new SW Java Road; three lane road section with bike lanes, sidewalks and landscaping
3. Complete Coffee Creek Industrial area sewer extensions
4. Continue various roadway upgrades on Day Road, Boones Ferry and Grahams Ferry Road



Off ramp at I-5 and Wilsonville Road (heading North bound).



Urban Renewal Summary

Summary of Urban Renewal by Fund Adopted 2018-19

	Year 2000 Plan			West Side			Coffee Creek	Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	Program Income	Debt	
RESOURCES:								
Tax increment	\$ 4,075,000	\$ -	\$ -	\$ 5,080,000	\$ -	\$ -	\$ 255,803	\$ 9,410,803
Investment income	188,000	67,100	40,000	95,790	13,000	52,530	4,024	460,444
Other revenue	-	-	127,000	-	-	-	-	127,000
Transfers in	-	88,000	-	-	-	-	-	88,000
Bonds/Loan Proceeds	-	-	-	-	3,000,000	-	-	3,000,000
Beginning fund balance	9,416,801	3,354,767	2,093,576	11,860,856	652,538	3,755,370	201,224	31,335,132
Total resources	\$ 13,679,801	\$ 3,509,867	\$ 2,260,576	\$ 17,036,646	\$ 3,665,538	\$ 3,807,900	\$ 461,051	\$ 44,421,379
REQUIREMENTS:								
Materials & services	\$ -	\$ 561,774	\$ 50,000	\$ -	\$ 882,540	\$ 250,000	\$ -	\$ 1,744,314
Capital outlay	-	750,000	80,000	-	750,000	3,550,000	-	5,130,000
Transfers out	88,000	-	-	-	-	-	-	88,000
Debt service	5,900,000	-	-	5,863,932	-	-	-	11,763,932
Ending fund balance:								
Restricted (Unapprop FB)	5,191,801	-	-	2,900,000	-	-	-	8,091,801
Assigned (Contingency)	2,500,000	2,198,093	2,130,576	8,272,714	2,032,998	7,900	461,051	17,603,332
Total requirements	\$ 13,679,801	\$ 3,509,867	\$ 2,260,576	\$ 17,036,646	\$ 3,665,538	\$ 3,807,900	\$ 461,051	\$ 44,421,379

Summary of Debt Outstanding by District

	Year 2000 Plan		West Side	Coffee Creek	Total Outstanding
	Original Issue	July 1 2018 Balance	July 1 2018 Balance	July 1 2018 Balance	
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 6,480,000		\$ 6,480,000
Series 2010 Note Payable	8,000,000	5,515,000	-		5,515,000
Series 2011 Note Payable	5,000,000	-	3,705,000		3,705,000
Series 2012 Note Payable	8,000,000	-	6,120,000		6,120,000
Series 2013 Note Payable	7,000,000	-	5,695,000		5,695,000
Series 2015A Note Payable	4,250,000	-	3,083,195		3,083,195
Series 2015B Note Payable	750,000	-	315,513		315,513
Total outstanding debt	\$ 43,000,000	\$ 5,515,000	\$ 25,398,708	\$ -	\$ 30,913,708

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 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
RESOURCES:						
Tax increment	\$ 8,951,857	\$ 9,760,949	\$ 9,208,000	\$ 9,410,803	\$ 9,410,803	\$ 9,410,803
Investment income	133,018	278,973	243,765	460,444	460,444	460,444
Other revenue	94,636	126,898	94,400	127,000	127,000	127,000
Sale of Property	4,941,165	-	-	-	-	-
Transfers In		-	-	88,000	88,000	88,000
Debt Proceeds	7,000,000	-	3,000,000	3,000,000	3,000,000	3,000,000
Beginning fund balance	12,682,381	24,442,949	28,460,121	31,335,132	31,335,132	31,335,132
Total resources	<u>\$ 33,803,057</u>	<u>\$ 34,609,769</u>	<u>\$ 41,006,286</u>	<u>\$ 44,421,379</u>	<u>\$ 44,421,379</u>	<u>\$ 44,421,379</u>
REQUIREMENTS:						
Materials & services	\$ 1,415,656	\$ 1,502,899	\$ 1,842,224	\$ 1,824,314	\$ 1,824,314	\$ 1,824,314
Capital outlay	2,490,617	879,274	3,667,355	5,050,000	5,050,000	5,050,000
Debt service	5,453,836	3,456,346	11,497,012	11,763,932	11,763,932	11,763,932
Transfers out		-	-	88,000	88,000	88,000
Ending fund balance:					-	-
Restricted (bond covenants)	5,283,421	9,296,568	4,572,571	8,091,801	8,091,801	8,091,801
Restricted (future debt svc)	6,747,198	9,094,254	11,214,267	10,772,714	10,772,714	10,772,714
Assigned (contingency)	12,412,329	10,256,674	7,896,278	6,830,618	6,830,618	6,830,618
Total appropriations	<u>\$ 33,803,057</u>	<u>\$ 34,486,015</u>	<u>\$ 40,689,707</u>	<u>\$ 44,421,379</u>	<u>\$ 44,421,379</u>	<u>\$ 44,421,379</u>

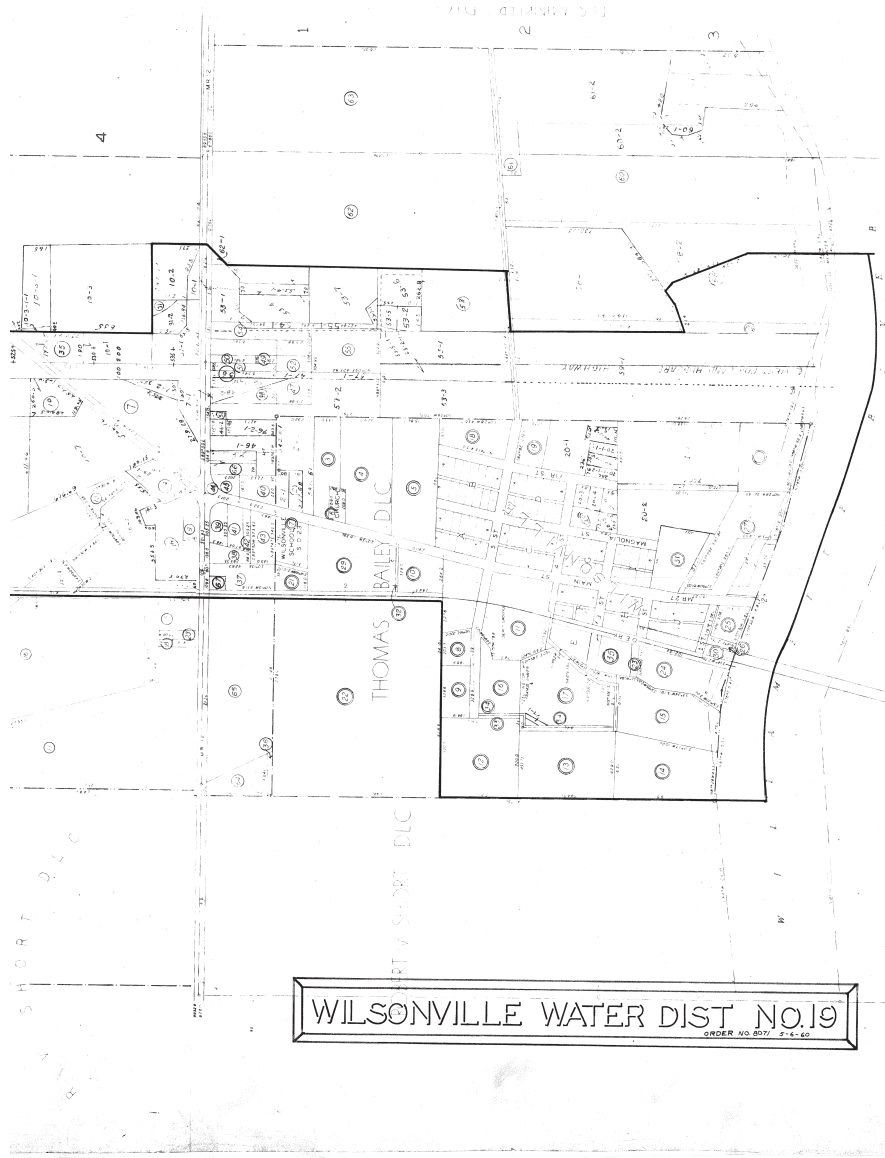


Wilsonville Fred Meyer construction on Boones Ferry Road in 2010



Appendix

Resolutions.....	A
Public Notices/Legal Forms	B
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City Boards and Commissions	D
Financial Management Policies	E
Chart of Accounts.....	F
Compensation Plan	G
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Water district map dated 1962



RESOLUTION NO. 2691**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 2018-19.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 30, 2018 and June 6, 2018 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2018-19; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 30, 2018 and on June 6, 2018; and

WHEREAS, the Budget Committee approved the proposed budget on June 6, 2018; 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 13, 2018 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 18, 2018 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, 2018.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2018-19 in the total amount of \$185,809,514.
2. Of the total adopted budget of \$185,809,514, the City appropriates \$178,027,214 for the fiscal year beginning July 1, 2018 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,782,301 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

Resolutions

these taxes are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property in the City.

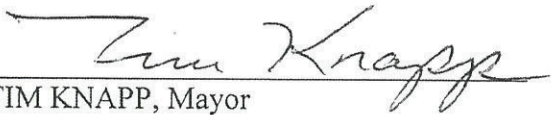
	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

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 18th day of June, 2018 and filed with the City Recorder this date.


TIM KNAPP, Mayor

ATTEST:



Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused

Attachment:

A. Attachment A – Schedule of Appropriations

Resolutions

Attachment A – Schedule of Appropriations

General Fund		
Administration	\$	1,564,669
Finance		1,549,991
Information Services		1,230,185
Legal		601,038
Human Resources and Risk Management		817,774
Public Works Administration		631,517
Building Maintenance		1,024,469
Parks Maintenance		1,441,782
Parks and Recreation		1,653,023
Library		2,046,851
Law Enforcement		4,998,790
Municipal court		225,486
Transfers to Other Funds		7,412,171
Contingency		9,910,447
Total Fund Appropriations		\$35,108,193
Community Development Fund		
CD Administration	\$	968,288
Engineering		1,726,446
Planning		1,223,925
Transfers to Other Funds		551,172
Contingency		1,571,741
Total Fund Appropriations		\$6,041,572
Building Fund		
Building	\$	1,217,651
Transfers to Other Funds		900,660
Contingency		2,533,820
Total Fund Appropriations		\$4,652,131

Attachment A – Schedule of Appropriations
--

Transit Fund		
Transit	\$ 6,065,259	
Transfers to Other Funds	669,002	
Contingency	<u>1,748,464</u>	
Total Fund Appropriations		\$8,482,725
Road Operating Fund		
Road Operating	\$ 954,783	
Debt Service	82,000	
Transfers to Other Funds	659,035	
Contingency	<u>531,235</u>	
Total Fund Appropriations		\$2,227,053
Road Maintenance Regulatory Fund		
Transfers to Other Funds	\$ 2,818,993	
Contingency	<u>1,193,040</u>	
Total Fund Appropriations		\$4,012,033
Water Operating Fund		
Water Distributions and Sales	\$ 1,516,244	
Water Treatment	3,864,963	
Debt Service	1,875,000	
Transfers to Other Funds	2,544,628	
Contingency	<u>11,224,518</u>	
Total Fund Appropriations		\$21,025,353
Sewer Operating Fund		
Sewer Collection	\$ 954,143	
Sewer Treatment	2,698,940	
Sewer Pretreatment	132,926	
Debt Service	3,030,000	
Transfers to Other Funds	2,396,947	
Contingency	<u>12,219,470</u>	
Total Fund Appropriations		\$21,432,426

Resolutions

Attachment A – Schedule of Appropriations

Street Lighting Operating Fund		
Street Lighting	\$	359,651
Transfers to Other Funds		442,270
Contingency		758,837
Total Fund Appropriations		\$1,560,758
Stormwater Fund		
Stormwater Maintenance		895,275
Debt Service		508,500
Transfers to Other Funds		1,791,053
Contingency		1,433,980
Total Fund Appropriations		\$4,628,808
Fleet Service Fund		
Fleet	\$	1,555,074
Transfers to Other Funds		2,400
Contingency		999,663
Total Fund Appropriations		\$2,557,137
Water Capital Projects Fund		
Water Capital Projects	\$	3,726,980
Transfers to Other Funds		417,126
Contingency		78,101
Total Fund Appropriations		\$4,222,207
Sewer Capital Projects Fund		
Sewer Capital Projects	\$	3,663,025
Transfers to Other Funds		350,478
Contingency		108,751
Total Fund Appropriations		\$4,122,254

Attachment A – Schedule of Appropriations
--

Streets Capital Projects Fund		
Streets Capital Projects	\$ 8,104,400	
Transfers to Other Funds	944,874	
Contingency	<u>1,101,021</u>	
Total Fund Appropriations		\$10,150,295
Stormwater Capital Projects Fund		
Stormwater Capital Projects	\$ 1,473,860	
Transfers to Other Funds	257,941	
Contingency	<u>250,289</u>	
Total Fund Appropriations		\$1,982,090
Facilities and Information Systems Capital Projects Fund		
Building Capital Projects	\$ 3,512,513	
Transfers to Other Funds	64,168	
Contingency	<u>174,023</u>	
Total Fund Appropriations		\$3,750,704
Parks Capital Projects Fund		
Parks Capital Projects	\$ 4,124,731	
Transfers to Other Funds	493,584	
Contingency	<u>275,692</u>	
Total Fund Appropriations		\$4,894,007
Water Development Charges		
Materials & Services	\$ 9,891	
Transfers to Other Funds	2,148,875	
Contingency	<u>5,175,432</u>	
Total Fund Appropriations		\$7,334,198
Sewer Development Charges		
Materials & Services	\$ 6,388	
Transfers to Other Funds	2,990,462	
Contingency	<u>6,688,169</u>	
Total Fund Appropriations		\$9,685,019

Resolutions

Attachment A – Schedule of Appropriations

Streets Development Charges		
Materials & Services	\$ 16,382	
Transfers to Other Funds	3,537,229	
Contingency	<u>3,915,877</u>	
Total Fund Appropriations		\$7,469,488
Washington County TDT		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	<u>337,084</u>	
Total Fund Appropriations		\$337,084
Stormwater Development Charges		
Materials & Services	\$ 2,679	
Transfers to Other Funds	446,886	
Contingency	<u>3,053,929</u>	
Total Fund Appropriations		\$3,503,494
Parks Development Charges		
Materials & Services	\$ 3,967	
Transfers to Other Funds	4,196,748	
Contingency	<u>4,647,470</u>	
Total Fund Appropriations		\$8,848,185
Total City Appropriations - All Funds		<u>\$178,027,214</u>

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 283

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 2018-19.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on June 6, 2018 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2018-19; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on June 6, 2018, 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 \$5,238,840 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 Coffee Creek Plan District has recently formed and the governing board declares its intent to collect the full amount of the division of tax for the Coffee Creek 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 13, 2018 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

Resolutions

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 18, 2018 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, 2018.

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 2018-19 in the total amount of \$44,421,379.
2. Of the total adopted budget of \$44,421,379, the Agency appropriates \$36,329,578, for the fiscal year beginning July 1, 2018 as shown in Attachment A – Schedule of Appropriations. The difference of \$8,091,801 is not appropriated and is not available for expenditure during the fiscal year.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2018-19:
 - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,238,840 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

Resolutions

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 18th day of June 2018 and filed with the City Recorder this date.


TIM KNAPP, Board Chair

ATTEST:


Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Board Chair Knapp	Yes
Board Member Starr	Yes
Board Member Lehan	Excused
Board Member Akervall	Yes
Board Member Stevens	Yes

Attachments:

- A. Attachment A - Schedule of Appropriations

Resolutions

Attachment A – Schedule of Appropriations
--

Year 2000 Plan Area - Debt Service Fund

Debt Service	5,900,000	
Transfers to Other Funds	88,000	
Contingency	2,500,000	
Total Fund Appropriations	\$ 8,488,000	\$ 8,488,000

Year 2000 Plan Area - Capital Projects Fund

Materials and Services	561,774	
Capital Outlay	750,000	
Contingency	2,198,093	
Total Fund Appropriations	\$ 3,509,867	\$ 3,509,867

Year 2000 Plan Area - Program Income Fund

Materials and Services	50,000	
Capital Outlay	80,000	
Contingency	2,130,576	
Total Fund Appropriations	\$ 2,260,576	\$ 2,260,576

West Side - Debt Service Fund

Debt Service	5,863,932	
Contingency	8,272,714	
Total Fund Appropriations	\$ 14,136,646	\$ 14,136,646

West Side - Capital Projects Fund

Materials and Services	882,540	
Capital Outlay	750,000	
Contingency	2,032,998	
Total Fund Appropriations	\$ 3,665,538	\$ 3,665,538

West Side - Program Income Fund

Materials and Services	250,000	
Capital Outlay	3,550,000	
Contingency	7,900	
Total Fund Appropriations	\$ 3,807,900	\$ 3,807,900

Coffee Creek - Debt Service Fund

Contingency	461,051	
Total Fund Appropriations	\$ 461,051	\$ 461,051

Total Agency Appropriations	\$ 36,329,578	\$ 36,329,578
------------------------------------	----------------------	----------------------

RESOLUTION NO. 2692**A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and


WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

Resolutions

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18th day of June, 2018 and filed with the Wilsonville City Recorder this date.


TIM KNAPP, Mayor

ATTEST:


Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused

RESOLUTION NO. 2693

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 30, 2018 to discuss possible uses of the funds and before the City Council on June 18, 2018 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 2018-19.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18th day of June, 2018 and filed with the Wilsonville City Recorder this same date.


TIM KNAPP, Mayor

ATTEST:



Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused



Arbor Lake Charbonneau





6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewsletters.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I,
Charlotte Allsop, being the first duly sworn,
depose and say that I am the Accounting
Manager of the **Wilsonville Spokesman**, a
newspaper of general circulation, published
at Wilsonville, in the aforesaid county and
state, as defined by ORS 193.010 and
193.020, that

City of Wilsonville
NOTICE OF BUDGET COMMITTEE MEET-
ING -
Mid-Year Financial Review
Ad#: 32384

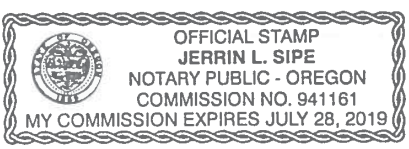
A copy of which is hereto annexed, was
published in the entire issue of said
newspaper(s) for 1 week(s) in the
following issue(s):
02/28/2018


Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
02/28/2018.


NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: Margie Trader
WILSONVILLE, CITY OF
29799 SW TOWN CENTER LOOP E
WILSONVILLE, OR 97070



Notice of Budget Committee Meeting
Concerning City Mid-Year Financial Review

A public meeting of the **Wilsonville Budget Committee**, Clackamas and Washington County, State of Oregon, to receive an overview of the City's mid-year financial review for the fiscal year July 1, 2017 to June 30, 2018, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on **Thursday, the 8th of March 2018**. The meeting begins at 6:00 pm and will be held at the Wilsonville Council Chambers. Any questions or comments should be directed to Susan Cole, Finance Director, at 503-682-1011.
Publish 02/28/2018. WS32384



6605 SE Lake Road, Portland, OR 97222
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, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Ad#: 47390
Owner: City of Wilsonville
Description: Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue

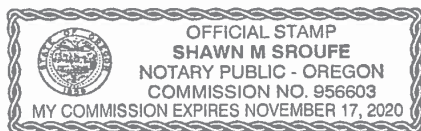
A copy of which is hereto annexed, was published in the entire issue of said newspaper for 2 week(s) in the following issue:
05/16/2018, 05/30/2018


Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
06/01/18


NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn:
WILSONVILLE, CITY OF
29799 SW TOWN CENTER LOOP E
WILSONVILLE, OR 97070



**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, 2018 to June 30, 2019, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday, the 30th of May 2018. Subsequent meetings, if necessary, are scheduled for Wednesday the 6th of June 2018 and Thursday the 7th of June 2018. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 21st of May 2018 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2018-19. These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2018-19 with the Budget Committee.
Bryan Cosgrove
Budget Officer
City of Wilsonville
Publish May 16, 30, 2018. WS47390



6605 SE Lake Road, Portland, OR 97222
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, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Ad#: 47392
Owner: City of Wilsonville
Description: City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings

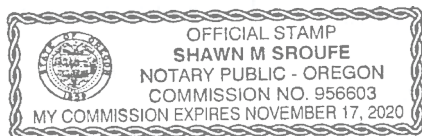
A copy of which is hereto annexed, was published in the entire issue of said newspaper for 2 week(s) in the following issue:
05/16/2018, 05/30/2018

Charlotte Allsop
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
06/01/18

Shawn M. Sroufe
NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn:
WILSONVILLE, CITY OF
29799 SW TOWN CENTER LOOP E
WILSONVILLE, OR 97070



**City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings**

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday, the 6th of June, 2018. Subsequent meetings, if necessary, are scheduled for Thursday the 7th of June 2018. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 21st of May 2018 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2018-19 with the Budget Committee.

Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville
Publish May 16, 30, 2018.

WS47392



6605 SE Lake Road, Portland, OR 97222
 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, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Ad#: 53094
Owner: City of Wilsonville
Description: Public Notice: SMART Programs for Federal Transit Administration Funding
Expended For FY 2017/2018 (July 1 2017 to June 30 2018)

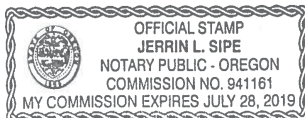
A copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 week(s) in the following issue:
06/13/2018


 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 06/13/18


 NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn:
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



SMART
SOUTH METRO AREA REGIONAL TRANSIT

Public Notice: SMART Programs for Federal Transit Administration Funding Expended For FY 2017/2018 (July 1 2017 to June 30 2018)

SMART is offering an opportunity to submit or present comments at a Public Hearing on the Program of Projects (POP) described in this notice. The Public Hearing is an opportunity to submit comments in person rather than via the email to hendrx@ridesmart.com. Opportunity for comments regarding the POP are associated with the City's annual budget process and will be held at Wilsonville City Hall on:

June 18, 2018 7:00 PM – City Council

A SMART staff member will be present at the Hearings listed above and the Hearings will be recorded. A translator is available upon request. If no requests for public comment are received before or at the June 18 2018 hearing, the proposed POP shown below will become the final POP along with the City budget for the year.

Projects listed below show the anticipated maximum amount to be expended. The final amounts are contingent upon final federal transportation appropriations bill for the next fiscal year.

Funding Source	Federal Amount	Federal Percent	Local Amount	Local Percent	Total
1. 5307 Formula	\$152,800	80%	\$38,200	20%	\$191,000



WILSONVILLE
OREGON

503-682-1011

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NOTARY PUBLIC

PARKS AND
RECREATION

Notice of Budget Committee Meeting

PUBLIC NOTICE IS HEREBY GIVEN that the Wilsonville Budget Committee will conduct a public hearing on, June 6, 2018 (June 7, 2018 if needed), 6 p.m. at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

[Read more](#)

Notice of Budget Committee Meeting

PUBLIC NOTICE IS HEREBY GIVEN that the Wilsonville Budget Committee will conduct a public hearing on, May 30, 2018, 6 p.m. at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

[Read more](#)

Notice of Budget Committee Meeting

PUBLIC NOTICE IS HEREBY GIVEN that the Wilsonville Budget Committee will conduct a public hearing on, March 15, 2018, 6 p.m. at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

[Read more](#)





6605 SE Lake Road, Portland, OR 97222
 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, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Ad#: 53084
Owner: City of Wilsonville
Description: Form LB-1 Notice of Budget Hearing

A copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 week(s) in the following issue:
06/13/2018

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 06/13/18

John Y. Sipe
 NOTARY PUBLIC FOR OREGON

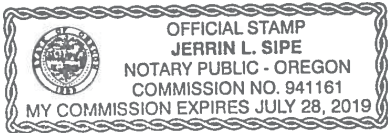
FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 18, 2018 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, 2018. A copy of the budget may be inspected online at <http://www.ci.wilsonville.or.us/finance/Budget>. A copy of the budget may be inspected online at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon, on the dates and times listed above. The budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year.

Contact: Susan Cole Telephone: 503-682-1011 Email: scs@ci.wilsonville.or.us

Name of Organizational Unit or Program	FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM		FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION		FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM	
	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,447,762	0.00	1,240,439	0.00	1,054,069	6.00
Finance	1,211,987	0.00	1,056,899	9.31	1,056,298	9.50
Information Services & Geographic Information Services	789,758	4.00	1,297,710	8.50	1,296,105	8.50
Geographic Information Services	188,500	1.00	0	0.00	0	0.00
Human Resources & Risk Management	429,023	3.70	672,860	3.70	601,093	3.70
Human Resources - Administration	544,247	3.50	980,138	4.00	817,774	3.70
Community Development - Engineering	1,129,999	9.50	1,525,248	10.50	1,728,446	11.50
Community Development - Building Inspections	819,565	5.00	1,331,853	8.80	1,217,051	8.80
Community Development - Planning	298,185	2.00	1,019,372	7.50	1,233,025	8.00
Community Development - Natural Resources/Stormwater Management	453,440	3.00	511,000	0.00	0	0.00
Public Works - Facilities	898,868	3.50	988,868	3.50	931,317	4.50
Public Works - Roads	707,518	4.05	869,001	3.80	1,024,489	5.75
Public Works - Street Lighting	321,171	0.00	359,000	0.00	359,000	0.00
Public Works - Water Distribution	1,296,742	6.67	1,449,397	6.38	1,518,264	5.38
Total	\$182,829,894	\$179,243,891	\$188,809,514	7,782,300	\$188,809,514	7,782,300

Acct #: 108863
Attn:
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



Public Notices/Legal Forms

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor(s) of Clackamas and Washington County

**FORM LB-50
2018-2019**

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

Check here if this is an amended form.

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 June 29, 2018
Mailing Address of District City State ZIP code Date

Susan Cole Finance Director 503-570-1511 cole@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		
2.	Local option operating tax	2			
3.	Local option capital project tax	3			
4.	City of Portland Levy for pension and disability obligations	4			Excluded from Measure 5 Limits Dollar Amount of Bond Levy
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	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 <u>n/a</u>		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

150-504-073-7 (Rev. 12-15)

(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

FORM UR-50

NOTICE TO ASSESSOR

2018-2019

• 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 authorizes its 2018-19 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Clackamas and Washington Counties.
(County Name)

Susan Cole 503-570-1511 June 29, 2018
(Contact Person) (Telephone Number) (Date Submitted)

29799 SW Town Center Lp E, Wilsonville, OR 97070 cole@ci.wilsonville.or.us
(Agency's Mailing Address) (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). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes _____	\$
	\$ Or	Yes _____	\$
	\$ Or	Yes _____	\$
	\$ Or	Yes _____	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.445(2)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes _____	
	\$ Or	Yes _____	
	\$ Or	Yes _____	
	\$ Or	Yes _____	

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.445(1)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Year 2000 Plan District	\$322,000,000	Yes _____	
West Side Plan District	\$401,210,000	Yes _____	
Coffee Creek Plan District	\$ Or	Yes <u>X</u>	
	\$ Or	Yes _____	
	\$ Or	Yes _____	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2015-2016, permanently increase frozen value to:

Plan Area Name	New frozen value \$
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.

Public Notices/Legal Forms



1974 Greenway





City of Wilsonville, Oregon

Five Year Forecast
FY 2018-19 to FY 2022-23

Five-Year Forecast

Overview

This Five-Year Financial Forecast is meant to complement the FY 2018-19 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 Fiscal Year (FY) 2018-19 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, and technological changes that could impact staffing configuration and/or the business community.

This forecast begins with the FY 2018-19 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.

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, Sewer 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 2018-19 Proposed Budget document. This forecast builds on summarized CIP information found in the Proposed Budget.

Common Assumptions

Population Growth

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2017, Wilsonville's population is estimated at 24,315, an increase of 2.4% over the reported population of July, 2016. Wilsonville's population has grown at an average annual rate of approximately 3.4% from FY 2008-09 until FY 2017-18. 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 Villebois neighborhood building out in its entirety over the next year or two, and then the Frog Pond neighborhood coming into the City and building out.

Revenues

In general, this forecast reviews the revenue sources to each fund individually. However, one common assumption for revenue is interest earnings. Interest rates remain at historic lows, although have increased recently from an average of about one percent to the current average of about two percent. This forecast assumes that the interest rate remains at the two percent level.

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. The forecast predicts staffing salaries and wages will grow, in general, at an annual average rate of 3%. This is based on labor contracts, merit and step increases for staff, as well as some level of attrition as positions turn over. This growth assumption is for the staffing levels proposed in the FY 2018-19 budget, and if additional personnel are forecasted, those estimations build on this base amount. 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 2018-19 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, 2017 marked the beginning of a PERS biennium, and these contribution rates apply in FY 2018-19 as well. The subsequent five years of the forecast period cover three PERS bienniums, beginning July 1, 2019, 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. On average, the PERS contribution rate is approximately 21% of aggregated wages and salaries, growing to an average of approximately 33% of wages and salaries at the end of the forecast period.

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 Sewer, are assumed to increase between 3% and 6% per year.

Funds Presented

General Fund

Community Development Fund

Building Fund

Transit Fund

Water Operating Fund

Sewer Operating Fund

Stormwater Fund

Street Lighting Fund

Road Operating Fund

General Fund

Fund Description

The General Fund houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, long-term planning, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the Hotel/Motel tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, long-term planning, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The City engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

General Fund Revenues and Expenditures

Revenues

Property Taxes

Property tax revenue comprises approximately one-half of General Fund external resources, and affects just about every resident and business in the City. Therefore, property tax revenue receives the bulk of the discussion in this forecast.

Property taxes are based on assessed value. As mentioned above, the State constitution limits a property's assessed value growth to 3%. As new construction is placed on the tax rolls, property tax revenue to the City increases. Also, the assessed value of the commercial and industrial sectors may grow at more than 3% depending upon the value of personal property and equipment.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

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 six urban renewal districts – the Year 2000 Plan district, the Westside Plan district, the recently formed Coffee Creek district, and three single-property urban renewal districts referred to as Tax Increment Finance Zones. 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 2017-18 is estimated to be \$461 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 \$16.5 million, and its total assessed valuation is estimated to be \$544 million (per Clackamas County) in tax year 2017-18, an increase almost 33 times the original amount. The new Coffee Creek Plan area has a frozen value of approximately \$99 million (per Washington County), and received its first increment in the fall of 2017, budgeted to be about \$53,000. The three Tax Increment Finance Zones were established in 2014 to incentive private sector investment in specific properties.

In FY 2018-19 and over the subsequent five fiscal years, the Year 2000 Plan and the West Side Plan districts have AV which will revert back to the City and the other over-lapping districts. The Year 2000 district area under-levies, 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. Because new construction is still underway in that district increasing the incremental AV, the City and other taxing jurisdictions will see a slight gain in property tax revenue, because the tax increment to the Westside district is capped at \$5 million.

The Year 2000 district underwent a *Substantial Amendment* in the final quarter of FY 2017-18, to increase the maximum indebtedness by \$14.5 million in order to fund a bridge over Boeckman Creek, where the current road severely dips down. The Year 2000 district is therefore assumed to continue collecting property tax increment until June 30, 2023. Once the Year 2000 district ceases to collect the property tax increment, the General Fund will gain an estimated \$650,000.

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.

Table 1 below displays the history of Wilsonville's AV, the incremental AV removed to account for urban renewal, the calculated taxes imposed, the actual taxes collected and the collection rate. The collection rate for property taxes has averaged about 95% over the last five years, and this same collection rate is used in this forecast. The collection rate is the

Five-Year Forecast

actual amount of taxes collected compared to computed taxes based on assessed value per thousand multiplied by the property tax rate. Collection rates are typically less than 100% to account for various discounts and delinquencies.

Note that the City of Wilsonville is located both in Clackamas County and Washington County. The tax assessor in each county makes various adjustments to the calculated taxes to account for urban renewal amendments, rounding the numbers, etc.

Table 1

Wilsonville AV, Taxes Imposed & Realized, Collection Rate					
	2013-14	2014-15	2015-16	FY 16-17	FY 17-18 (est)
Clackamas C.					
Total AV on rolls	\$2,489,429,645	\$2,694,571,895	\$2,881,983,635	\$3,104,752,955	\$3,299,826,937
Less: URA	(\$550,822,196)	(\$599,176,337)	(\$664,205,632)	(\$741,200,995)	(\$704,210,000)
AV for Perm rate	\$1,938,607,449	\$2,095,395,558	\$2,217,778,003	\$2,363,551,960	\$2,595,616,937
per 1,000	\$1,938,607	\$2,095,396	\$2,217,778	\$2,363,552	\$2,595,617
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$4,886,454	\$5,281,654	\$5,590,131	\$5,957,569	\$6,542,512
Truncation gain/(loss)	\$306	\$306	\$241	\$358	\$285
Division of tax gain/(loss)	\$135,166	\$141,135	\$153,421	\$163,714	\$120,873
<i>Adjustments (URA acres, roll corrections, rounding, etc)</i>	<i>\$135,469</i>	<i>\$141,437</i>	<i>\$153,662</i>	<i>\$191,083</i>	<i>\$123,802</i>
Taxes imposed	\$5,021,923	\$5,423,091	\$5,743,793	\$6,148,652	\$6,666,314
Washington C.					
Total AV on rolls	\$268,559,603	\$277,825,621	\$290,790,949	\$298,259,067	\$322,844,099
Less: URA			\$0		(\$16,342,830)
AV for Perm rate	\$268,559,603	\$277,825,621	\$290,790,949	\$298,259,067	\$306,501,269
per 1,000	\$268,560	\$277,826	\$290,791	\$298,259	\$306,501
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$676,931	\$700,287	\$732,968	\$751,792	\$772,567
Division of tax gain/(loss)	(\$135,166)	(\$141,135)	(\$153,421)	(\$163,714)	(\$120,873)
<i>Adjustments (URA acres, roll corrections, rounding, etc)</i>	<i>(\$135,166)</i>	<i>(\$141,135)</i>	<i>(\$153,421)</i>	<i>(\$162,069)</i>	<i>(\$120,512)</i>
Taxes imposed	\$541,765	\$559,152	\$579,546	\$589,722	\$652,055
		2.46%	3.08%		
AV, both counties, less URAs	2,207,167,052	2,373,221,179	2,508,568,952	\$2,661,811,027	\$2,902,118,206
Total Taxes Imposed, Both Counties	\$5,563,688	\$5,982,243	\$6,323,339	\$6,738,374	\$7,318,369
Actual Property Tax Revenue					
Clack Co.	4,792,747	5,172,568	5,527,499	\$5,845,654	\$6,349,202
Wash Co.	517,663	538,221	561,073	\$561,807	\$621,037
Total	5,310,410	5,710,789	6,088,572	\$6,407,461	\$6,970,239
Collection Rate	95.45%	95.46%	96.29%	95.09%	95.24%

Five-Year Forecast

Table 2 below displays the percent change from the prior year for selected items:

Table 2

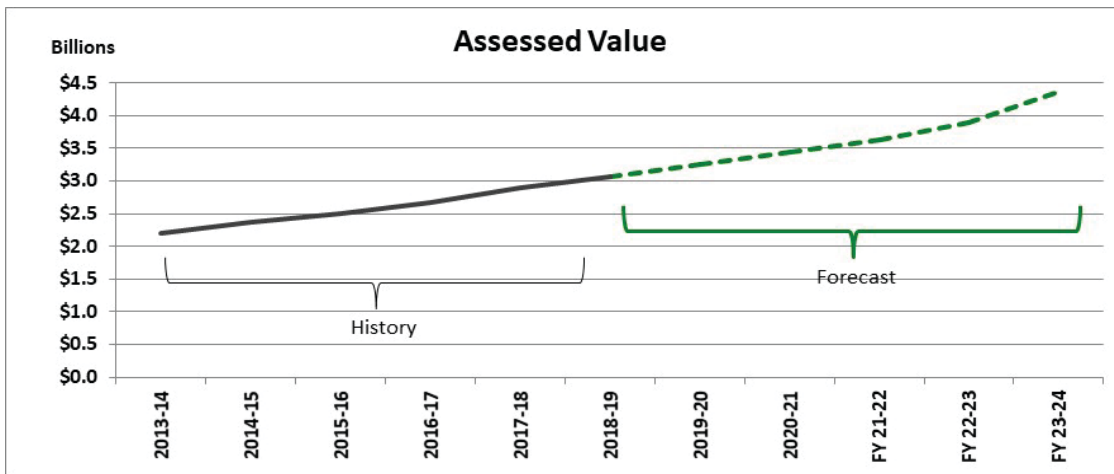
Percent changes from prior year	2013-14	2014-15	2015-16	2016-17	2017-18
% Change, Clackamas C. AV	6.56%	8.09%	5.84%	6.57%	9.82%
% Change, Washington C. AV	1.44%	3.45%	4.67%	2.57%	2.76%
% Change, Total AV	5.91%	7.52%	5.70%	6.11%	9.03%
% Change, Total taxes imposed	5.91%	7.52%	5.70%	6.56%	8.61%
% Change, Actual taxes collected	6.24%	7.54%	6.62%	5.24%	8.78%

This five-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

The estimate for AV growth for property taxes to the General Fund, accounting for the impacts of the urban renewal districts, for the FY 2018-19 Proposed Budget is approximately \$3.1 billion, 6% above the AV for FY 2017-18. The forecast for AV over the next three years assumes an annual growth rate, on average, of approximately 6%. This growth in AV is relatively robust, and accounts for the continued build out of the Villebois neighborhood, the assumed development in Frog Pond West, and the impacts of revenue limitations on the Year 2000 and West Side urban renewal districts. In the fourth year, AV is projected to grow at around 7%, and in the fifth year, it is expected to jump about 12%, reflecting the Year 2000 district winding down and then ceasing to collect tax increment.

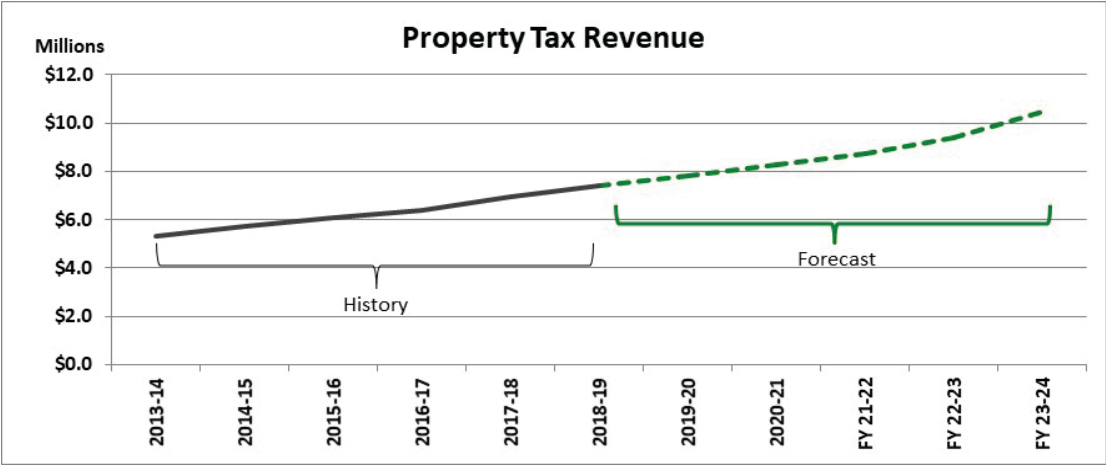
Graph 1 below displays the five year history of AV, the AV used to build the FY 2018-19 Proposed Budget, and the five-year forecast, for both Clackamas and Washington Counties combined.

Graph 1



The next graph displays the property tax revenue five-year history, the property taxes proposed in the FY 2018-19 budget, and the five-year property tax forecast.

Graph 2



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. With the economic recovery in recent years and the advent of on-line companies, the receipts for this tax have increased a dramatic 50% over the last five years, from \$273,000 in FY 2013-14 to a projected \$410,000 in the FY 2018-19 Proposed Budget. Because a majority of this jump was due to the compliance of on-line companies paying the tax, such a dramatic growth in receipts is not expected to repeat in the future. The 5-year forecast builds off of a base of \$410,000 and assumes growth of 1.5% per year. 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 know as Franchise Fees. These charges are assessments on utility companies’ gross receipts for using the City’s right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, sewer and stormwater at 4.0%; and garbage at 3%. The City Council is considering a new franchise agreement for garbage hauling, that proposes to increase the rate from 3% to 5% in fiscal year 2020-21.

These charges are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.75% 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, Sewer, 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 2% annual average rate.

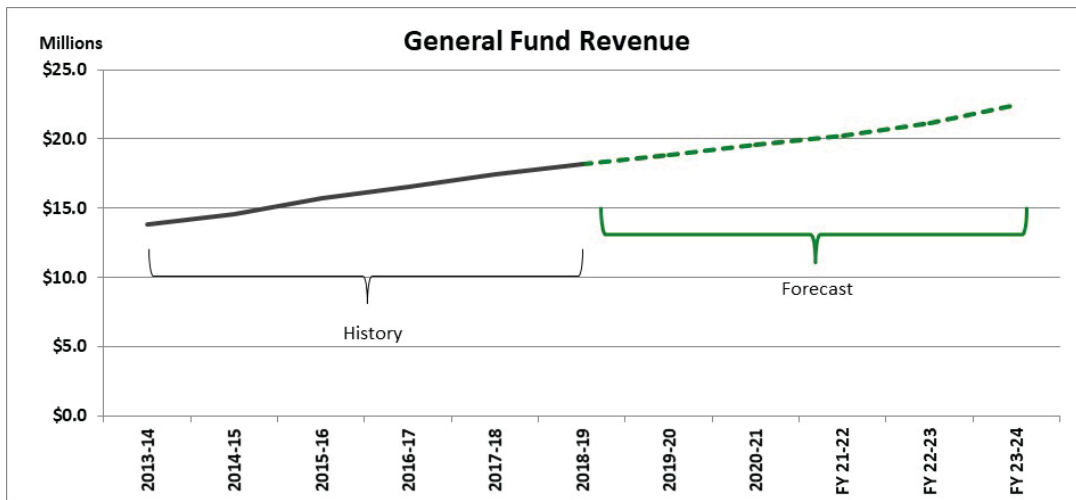
Five-Year Forecast

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 4.3% average annual rate, accounting for the risk of uncertainty.

The next graph displays the overall General fund revenue for the last five years, those proposed in the FY 2018-19 budget, and the five-year forecast.

Graph 3



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 46% of the General Fund’s operating budget in the FY 2018-19 Proposed Budget. As mentioned earlier in the “Common Assumptions” at the beginning of this document, wages are forecasted to grow at 3%, to account for step increases, promotions, cost-of-living adjustments and merit increase, as well as employee turnover. 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 2018-19 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 14% over the last ten years, from 188 acres in FY 2007-08 to 215 acres in 2016-17, and is expected to continue to add acreage and facilities as growth continues. Additionally, school enrollment has grown by 17% over the same period, indicating a growing youth population.

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. Parks & Recreation is currently in the final stages of completing a system-wide Comprehensive Parks and Recreation Master Plan, which will include a recreation

strategic plan element as well as a capital infrastructure element. Individual park master plans are also underway such as that for Memorial Park and Boones Ferry Park.

Over the next five years, Parks and Recreation forecasts the need to add three additional Park Maintenance Specialists, one every other year beginning in FY 2019-20, to keep up with the growing system. 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.

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. In the last quarter of FY 2017-18, the Library underwent a significant renovation, with \$1 million in funding from the Clackamas County Library system, matched with \$350,000 of City resources. The renovation upgraded restrooms so that they are accessible to all, upgraded heating and ventilation equipment, opened up the patio, and modernized interior spaces.

The Library is projected to receive 34% of its funding from the City's General Fund, and 61% of its funding from the Clackamas County Library District in FY 2018-19. The rest of the funding for the Library is made up of donations, grants, and late fees.

The Library does not foresee significant changes in the next five years.

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 2017-18 a new traffic officer position was added. This addition, together with an added sergeant in FY 2015-16, brings the personnel level up to 20 full-time equivalents. At this time, the forecast does not include additional law enforcement services. However, this forecast is updated annually during each budget cycle, and resources may be needed in the future in this area.

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, sewer, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Sewer, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Five-Year Forecast

Public Works Administration is proposing to add an Operations Manager in FY 2018-19. Over the next five years, Public Works Administration and Facilities will be requesting an additional maintenance technician to keep up with a growing city and expanding duties, as well as various tools and equipment for grounds and building maintenance.

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 renewing various agreements for the City's firewalls and network maintenance. These contracts typically are paid every three to five years. Additionally, Policy and Administration will be requesting one-time funding for software and equipment purchases. The City's core business financial software will need to be replaced, as the current system is no longer receiving enhancements and is not mobile-friendly. This system is for the City's accounting, payroll, permitting and utility billing functions. Various high-volume and high-quality printers will need to be replaced. Also, the City's phone system is aging and is proposed to be replaced in FY 2018-19.

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 code compliance and long-term planning.

Capital Improvements

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

Capital improvements are generally included in the City's five-year capital improvement program (CIP), which can be found in the FY 2018-19 Proposed Budget document. Projects tracked in the CIP and funded by the General Fund are those that acquire, improve and repair City assets and buildings that are not used specifically by functions funded by utility rates and charges.

CIP projects funded by the General Fund in this five-year forecast include replacing the City's core business financial software, continuing fiber connectivity, building repairs and renovations, parking lot improvements, HVAC replacements, playground equipment replacement, and improvements to City Hall. In FY 2018-19, pre-construction and planning work for Garden Acres road in the Coffee Creek area is funded through a General Fund reserve established by infrastructure project savings when the Coffee Creek Correctional Facility was constructed. The General Fund CIP is estimated to be \$1 million each year for the next five years.

The CIP section of the budget document also includes multi-year projects that are not capital infrastructure. Master plan studies are an example. Additionally, Planning Projects are included in the CIP. These projects tend to span multiple years, and the CIP is used to track these projects over time.

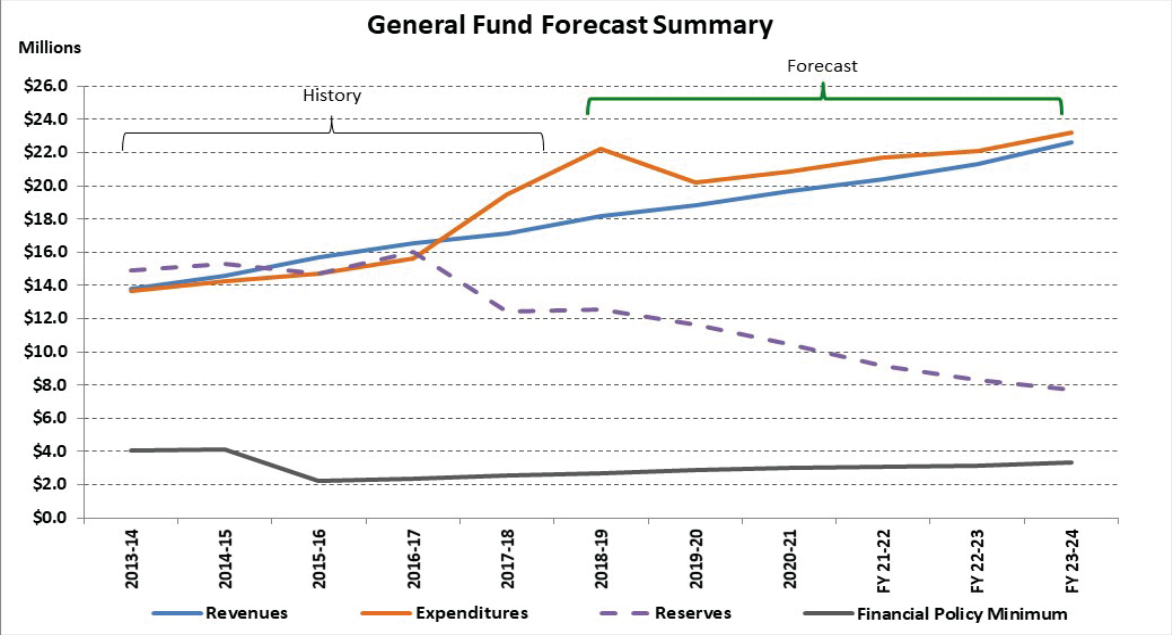
General Fund Forecast

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 2018-19 Budget and future additions as noted above, shows that the fund runs a deficit for a few years, until the increase in the franchise for solid waste becomes effective in FY 2020-21, and then the Year 2000 urban renewal district ceases to collect property taxes. 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.

Graph 4 below compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by

policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the 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 FY 2013-14, the City Council added a \$2 million sustainability reserve.

Graph 4



For a more detailed view of the five-year forecast, Table 3 displays the General Fund major revenue categories, department expenditures, and transfers. Table 3 also displays the net General Fund, first showing the operating net which generally accounts for on-going revenues and on-going expenditures, including the transfer to the Community Development Fund, and then the net after including for the transfer to the CIP.

Graph 4 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 million contribution each year to the capital improvement program (CIP).

The financial indicator to monitor is the operating net figure in Table 3. This forecast shows, on a budgetary basis, this net figure dipping below zero until FY 2022-23, indicating that the on-going services provided by the General Fund dip into fund balance until the Year 2000 district ceases collecting tax increment, at which time the tax increment reverts back to the over-lapping taxing districts. As discussed earlier in this report, pressures on the General Fund include funding the PERS contribution rate and maintaining service levels as the City grows. 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.

Five-Year Forecast

TABLE 3 #110 - General Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 15,281,538	14,692,906	\$ 14,403,061	16,150,896	\$ 12,556,280	\$ 11,622,476	\$ 10,456,139	\$ 9,141,249	\$ 8,323,736
Loan Repayment	2,406,020	406,020	3,406,020	3,406,020	3,406,020	3,000,000	3,000,000	3,000,000	3,000,000
RESOURCES									
Revenues:									
Property taxes	\$ 6,189,679	\$ 6,534,486	\$ 6,972,890	\$ 7,488,596	\$ 7,916,715	\$ 8,377,425	\$ 8,846,937	\$ 9,479,533	\$ 10,563,321
Hotel/Motel taxes	469,972	476,687	400,000	410,000	416,150	422,392	428,728	435,159	441,686
Franchise fees	3,161,069	3,328,724	3,107,233	3,314,891	3,406,051	3,619,717	3,719,260	3,821,539	3,926,632
Licenses & permits	167,124	186,811	174,510	176,510	178,276	180,058	181,859	183,677	185,514
Intergovernmental	2,001,507	2,050,515	2,136,596	2,141,825	2,193,221	2,246,314	2,300,840	2,356,840	2,414,356
Charges for services	661,915	669,324	685,400	753,480	735,250	755,183	762,240	769,397	776,657
Municipal court fines	187,448	237,009	286,000	315,000	324,450	334,184	344,209	354,535	365,171
Investment income	133,836	152,059	115,000	206,000	208,060	210,141	212,242	214,364	216,508
Miscellaneous revenue	216,377	164,818	164,650	151,100	156,171	157,933	159,712	161,509	163,324
Operating Revenue Subtotal	13,188,927	13,800,433	14,042,279	14,957,402	15,534,344	16,303,347	16,956,026	17,776,555	19,053,170
Transfers from other funds:	2,525,316	2,764,882	3,054,908	3,239,708	3,304,502	3,370,592	3,438,004	3,506,764	3,576,899
Revenue Subtotal	\$ 15,714,243	\$ 16,565,315	\$ 17,097,187	\$ 18,197,110	\$ 18,838,846	\$ 19,673,939	\$ 20,394,030	\$ 21,283,319	\$ 22,630,069

TABLE 3 #110 - General Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
REQUIREMENTS									
Expenditures:									
Department									
Administration	\$ 1,472,429	\$ 1,313,762	1,640,439	1,564,669	\$ 1,653,283	\$ 1,696,465	\$ 1,758,374	\$ 1,797,291	\$ 1,866,320
Finance	1,207,947	1,227,933	1,467,981	1,549,991	1,617,892	1,658,250	1,732,244	1,776,014	1,862,980
Information Systems & GIS	896,912	998,259	1,297,370	1,230,185	1,274,624	1,322,164	1,378,128	1,375,712	1,450,878
Legal	488,563	429,023	572,560	601,038	634,704	651,585	685,630	695,994	735,517
Human Resources	615,022	647,581	775,863	817,774	849,066	865,715	896,911	907,052	942,860
Law Enforcement	3,899,290	4,146,245	4,949,105	4,998,790	5,272,808	5,402,162	5,681,197	5,822,882	6,129,124
Court	165,573	180,855	212,754	225,486	237,903	243,372	253,884	262,058	275,338
Public Works Admin	426,075	453,441	511,870	631,517	673,876	692,413	726,900	746,185	786,259
Building Maintenance	804,338	877,829	998,966	1,024,469	1,059,212	1,188,111	1,198,612	1,224,354	1,270,665
Parks and Recreation	2,182,764	2,315,996	2,886,388	3,094,805	3,311,234	3,467,838	3,652,137	3,685,997	3,969,320
Library	1,719,813	1,823,557	1,984,477	2,046,851	2,134,191	2,183,126	2,266,445	2,319,270	2,431,251
Expenditures Subtotal	13,878,728	14,414,481	17,297,773	17,785,575	18,718,792	19,371,201	20,230,464	20,612,808	21,720,512
Transfers to other funds:									
Community Development Fund	243,000	267,000	293,700	418,070	459,877	469,075	478,456	488,025	497,786
To Capital Improvement Program (CIP)	587,168	934,720	1,867,213	3,994,101	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfers Subtotal	830,168	1,201,720	2,160,913	4,412,171	1,459,877	1,469,075	1,478,456	1,488,025	1,497,786
Expenditures Total	\$ 14,708,896	\$ 15,616,201	\$ 19,458,686	\$ 22,197,746	\$ 20,178,669	\$ 20,840,276	\$ 21,708,920	\$ 22,100,833	\$ 23,218,297
Operating net	1,592,515	1,883,834	(494,286)	(6,535)	(339,824)	(166,337)	(314,890)	182,486	411,772
Net after transfer to CIP	1,005,347	949,114	(2,361,499)	(4,000,636)	(1,339,824)	(1,166,337)	(1,314,890)	(817,514)	(588,228)
Interfund/Interagency loans:									
Urban Renewal Agency	2,000,000		3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Stormwater Capital Projects Fund	2,000,000								
Interfund Loans Subtotal	4,000,000		3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Ending fund balance	\$ 14,692,905	\$ 16,048,040	\$ 12,447,582	\$ 12,556,280	\$ 11,622,476	\$ 10,456,139	\$ 9,141,249	\$ 8,323,736	\$ 7,735,507
Financial Policy Minimum	2,206,000	2,371,400	2,523,900	2,669,000	2,876,800	2,976,000	3,106,300	3,165,100	3,332,700

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

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.

These fees are very difficult to predict and are dependent upon the volume of permits. The volume of permits, and therefore the revenue derived from them, can be very sensitive to the business and development cycles; as builders are more optimistic, volume can increase drastically in a short period of time. Likewise, when the economy cycles down, volume and the corresponding revenues drop off quickly. In FY 2014-15 and FY 2015-16, revenue from these fees made up about one-third of the fund's revenue. These years saw record breaking development in the City. Going forward, activity is not projected to be as robust as the Villebois neighborhood reaches build out, and so revenue derived from these fees is predicted to drop over the forecast period to an average of about 20% of the fund's overall revenue.

The City Council voted to restructure the Planning and Land Use Fees in the spring of 2017, to better recover costs. Analysis showed that prior to the restructure, these fees were only recovering approximately 45% of the cost of planning and land use review. The restructure was designed to recover an average of 84% of the costs, the rest of the costs subsidized by a General Fund transfer. Planning and land use activities and their associated fees will be closely monitored to evaluate if the fees are overall hitting the target of 84% cost recovery. Current estimates are that fees are recovering approximately 60% of costs. The overall revenue from Planning and Land Use Fees are dependent upon volume, which is expected to decline in the short-term as the Villebois neighborhood reaches build out, and before other areas such as Frog Pond see accelerated development activity.

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's two established districts, the Year 2000 Plan district and the West Side Plan district, are in a stable period where staff support is relatively steady. The City does have a new Urban Renewal district – the Coffee Creek Plan district. This district is not expected to generate enough tax increment in this forecast period to pay for services, and hence the General Fund will, through a CIP project included in the FY 2018-19 Proposed Budget.

Transfers In

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For these services provided, the other funds transfer funds to the CD Fund. In addition, engineering and pre-design for the expansion of

capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through this category. 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. 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. Beginning with FY 2017-18, a change in methodology occurred that overall is neutral to the fund's bottom line. Support for stormwater activities are now in the form of a transfer of funds into the CD Fund from the Stormwater Fund. In FY 2016-17 and before, the recovery of costs for the program were divided between a transfer in and a direct payment from the Stormwater Fund. This previous method meant that the costs and revenues for Community Development's stormwater work had to be accounted for in two different funds – the CD Fund and the Stormwater Fund. The new method going forward will capture all the costs in the CD Fund, recovered through one revenue line of a transfer in from the Stormwater Fund.

General Fund Support

Staff within the Department provide customer service, perform long-range planning, and work on general administrative and oversight tasks that are not directly related to fees, charges, or transfers in. Therefore, the General Fund provides support to the Community Development Fund for these tasks. Additionally, the City added a Code Compliance Officer in FY 2017-18, and this position is funded with General Fund support. Other examples of tasks supported by the General Fund include customer service when the public asks general questions about land use or permitting, coordinating open houses, and coordinating with regional partners.

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 City is currently engaged in the Frog Pond and Basalt Creek concept plans. These efforts are funded by a combination of a Construction Excise Tax grant received in prior years, SDCs, and General Fund.

A City Engineer was added to CD in the last quarter of FY 2017-18, to oversee the Engineering Division and large capital programs and projects. Although the projects change over time, the Department does not foresee the need for changes to staffing levels over the next five years.

Community Development Fund Forecast

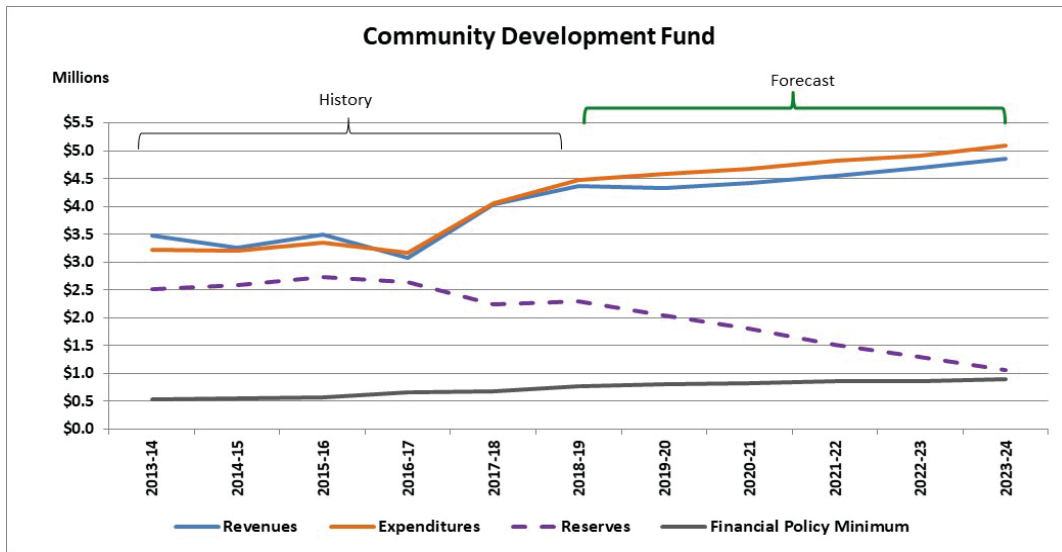
The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outstripping revenues. The City engaged consulting services that recommended changes to Planning and Land Use fees to cover more costs, as well as changes to how support to the capital program is budgeted. In the spring of 2017, the City Council voted to restructure Planning and Land Use Fees that became effective May 1, 2017. As noted above, the fees have been structured to recover on average 84% of costs, rather than 45% costs as existed prior to the restructure. However, the revenue yielded from this restructure is greatly dependent upon volume, which is expected to decline for a year or two as the Villebois neighborhood wraps up and the Frog Pond and Coffee Creek areas ramp up with more demand for planning permits in the latter period of the forecast. Cost recovery from fees is currently estimated at 60%. Regarding support charges to the CIP program, staff will be working over the coming year to implement changes outlined in the consultant study, by reviewing tasks and billable hours.

Five-Year Forecast

On the expenditure side, the department has experienced a number of vacancies which has meant savings in prior years. Going forward, these vacancies are filled, and the City has a practice of budgeting at full employment – meaning that as positions become vacant, the actual expenditure is less than budgeted. Staff attrition is likely to occur in the future which would offset any deficit. Another dynamic impacting the forecast is the PERS contribution rates. The contribution rate reset July 1, 2017 and is built into the FY 2018-19 Proposed Budget. It is expected to reset again at each of the next PERS bienniums, on July 1, 2019, July 1, 2021 and again on July 1, 2023. Estimated increases for the PERS contribution rate is built into the forecast.

The graph below of the CD Fund reveals that in the last year of the forecast period, FY 2023-24, the reserve (also referred to as fund balance) declines to just 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.

Graph 5



For a more detailed view of the five-year forecast, Table 4 displays the CD Fund major revenue categories, department expenditures, and transfers. Table 4 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.

TABLE 4 #235 - Community Development Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	2,579,978	2,728,150	2,264,507	2,412,180	\$ 2,298,631	\$ 2,043,922	\$ 1,803,270	\$ 1,517,152	\$ 1,293,646
RESOURCES									
Revenues:									
Permits									
Engineering	\$ 854,770	\$ 443,262	\$ 435,000	\$ 207,000	\$ 238,050	\$ 285,660	\$ 342,792	\$ 411,350	\$ 493,620
Planning	406,893	353,685	289,000	401,980	422,079	464,287	510,716	561,787	617,966
Permit subtotal	1,261,663	796,947	724,000	608,980	660,129	749,947	853,508	973,138	1,111,586
Intergovernmental				62,500					
Charges for services									
Urban renewal	570,435	640,530	561,800	745,000	752,450	759,975	767,574	775,250	783,002
Traffic engineering	49,102	78,660	43,100	43,969	42,000	42,000	42,000	42,000	42,000
Other	25,696	104,461	55,500	8,713	20,000	20,200	20,402	20,606	20,812
Charges for services Subtotal	645,233	823,651	660,400	797,682	814,450	822,175	829,976	837,856	845,815
Miscellaneous Revenue									
Investment income	20,015	22,692	20,000	39,140	45,973	40,878	36,065	30,343	25,873
Miscellaneous Revenue	253	284	500	200	500	500	500	500	500
Misc revenue subtotal	20,268	22,976	20,500	39,340	46,473	41,378	36,565	30,843	26,373
Operating Revenue Subtotal	1,927,164	1,643,574	1,404,900	1,508,502	1,521,052	1,613,500	1,720,049	1,841,837	1,983,774
Transfers from other funds:									
General Fund	243,000	267,000	293,700	418,070	459,877	469,075	478,456	488,025	497,786
Building Fund	81,616	77,214	82,420	84,195	88,405	92,825	97,466	102,340	107,457
Stormwater Operating Fund	60,569	62,533	289,043	285,623	299,904	314,899	330,644	347,177	364,535
Capital project overhead	1,177,672	1,017,344	1,976,215	2,059,892	1,967,426	1,934,865	1,915,459	1,906,821	1,907,024
Transfers Subtotal	1,562,857	1,424,091	2,641,378	2,847,780	2,815,612	2,811,664	2,822,026	2,844,363	2,876,802
Revenue Total	\$ 3,490,021	\$ 3,067,665	\$ 4,046,278	\$ 4,356,282	\$ 4,336,663	\$ 4,425,163	\$ 4,542,075	\$ 4,686,199	\$ 4,860,576
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 2,444,590	\$ 2,277,931	\$ 2,840,200	\$ 3,177,336	\$ 3,336,203	\$ 3,419,608	\$ 3,590,588	\$ 3,680,353	\$ 3,864,371
Materials & services	447,736	359,615	653,578	713,323	698,486	683,957	669,731	655,801	642,160
Capital outlay	-	3,848	10,000	28,000					
Expenditures Subtotal	2,892,326	2,641,394	3,503,778	3,918,659	4,034,689	4,103,565	4,260,319	4,336,154	4,506,531
Transfers to other funds:									
General Fund	449,523	518,495	520,020	514,700	519,847	525,045	530,296	535,599	540,955
Building Inspection Fund	-	-	40,777	36,472	36,837	37,205	37,577	37,953	38,332
Transfers Subtotal	449,523	518,495	560,797	551,172	556,684	562,251	567,873	573,552	579,287
Expenditures Total	\$ 3,341,849	\$ 3,159,889	\$ 4,064,575	\$ 4,469,831	\$ 4,591,372	\$ 4,665,816	\$ 4,828,192	\$ 4,909,705	\$ 5,085,818
NET	148,172	(92,224)	(18,297)	(113,549)	(254,709)	(240,652)	(286,117)	(223,506)	(225,242)
Ending fund balance	\$ 2,728,150	\$ 2,635,926	\$ 2,246,210	\$ 2,298,631	\$ 2,043,922	\$ 1,803,270	\$ 1,517,152	\$ 1,293,646	\$ 1,068,404
Financial Policy Minimum	625,000	652,700	674,600	778,200	806,938	820,713	852,064	867,231	901,306

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 last increased in 2006.

These fees are difficult to predict and heavily dependent upon the volume of activity. The City has seen record development recently; however, with the build-out of the Villebois neighborhood, the pace is expected to slow down before ticking back up once Frog Pond gets underway, expected in the latter half of FY 2018-19 and continuing throughout the forecast period. Also, Coffee Creek is expected to begin developing in the latter part of the forecast period.

Expenditures

Expenditure drivers for this fund include the cost of labor and materials.

Operations

The Building Fund accounts the City's functions of permitting and inspecting buildings.

In FY 2017-18, the Division added a full-time Building Inspector, as well as re-organized and re-classified support personnel. The Division does not foresee other changes in staffing over the next five years.

In order to increase staff efficiency and to present a more open feeling for those visiting City Hall, the division will be remodeling space for staff, as well as participating in a front counter remodel. Additionally, the Division will begin to replace its permitting software along the same timelines as the City replaces its core business financial software. This one-time expense would be funded from the fund's reserve.

Building Fund Forecast

The five-year forecast for the Building Fund shows that the fund remains healthy over the five-year forecast period, with the current fee structure and the current outlook for building activity. Levels of service are expected to remain the same over the period. The ending fund balance stays above the financial policy minimum over the forecast period. Table 5 on the next page displays the fund's major revenue categories, department expenditures, and transfers.

TABLE 5 #230- Building Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 2,925,295	\$ 3,522,050	\$ 3,862,791	\$ 3,659,009	\$ 2,777,420	\$ 2,499,301	\$ 2,184,418	\$ 1,718,843	\$ 1,218,384
RESOURCES									
Revenues:									
Permits	\$ 1,538,088	\$ 1,477,251	\$ 1,273,660	\$ 1,135,000	\$ 1,293,539	\$ 1,306,474	\$ 1,241,150	\$ 1,179,093	\$ 1,120,138
Investment income	27,445	17,309	35,000	56,650	55,548	49,986	43,688	34,377	24,368
Charges for Services- UR	-	-	9,200	8,600					
Operating Revenue Subtotal	1,565,533	1,494,560	1,317,860	1,200,250	1,349,087	1,356,460	1,284,839	1,213,470	1,144,506
Transfers from other funds:									
Community Development Fund	-	-	40,777	36,472	37,201	37,945	38,704	39,478	40,268
Transfers subtotal	-	-	40,777	36,472	37,201	37,945	38,704	39,478	40,268
Revenue Total	\$ 1,565,533	\$ 1,494,560	\$ 1,358,637	\$ 1,236,722	\$ 1,386,289	\$ 1,394,406	\$ 1,323,543	\$ 1,252,948	\$ 1,184,774
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 686,956	\$ 693,270	\$ 1,014,270	\$ 1,030,960	\$ 1,092,818	\$ 1,125,602	\$ 1,193,138	\$ 1,228,932	\$ 1,302,668
Materials & services	93,323	118,386	142,083	186,691	190,425	194,233	198,118	202,080	206,122
Capital outlay	-	3,848	175,000	-	2,000	2,000	2,000	2,000	2,000
Expenditures Subtotal	780,279	815,504	1,331,353	1,217,651	1,285,242	1,321,835	1,393,256	1,433,013	1,510,790
Transfers to other funds:									
Community Development	84,449	77,214	82,420	84,195	85,879	87,596	89,348	91,135	92,958
General Fund	104,050	132,688	197,320	211,800	216,036	220,357	224,764	229,259	233,844
Building CIP Fund	-	-	150,000	604,665	77,250	79,500	81,750		
Transfers Subtotal	188,499	209,902	429,740	900,660	379,165	387,453	395,862	320,395	326,802
Expenditures Total	\$ 968,778	\$ 1,025,406	\$ 1,761,093	\$ 2,118,311	\$ 1,664,407	\$ 1,709,289	\$ 1,789,119	\$ 1,753,407	\$ 1,837,593
NET	596,755	469,154	(402,456)	(881,589)	(278,119)	(314,883)	(465,575)	(500,459)	(652,819)
Ending fund balance	\$ 3,522,050	\$ 3,991,204	\$ 3,460,335	\$ 2,777,420	\$ 2,499,301	\$ 2,184,418	\$ 1,718,843	\$ 1,218,384	\$ 565,565
Financial Policy Minimum	155,000	152,000	231,300	243,600	256,700	264,000	278,300	286,300	301,800

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 commuter routes to Salem, Portland, and Tualatin. SMART coordinates with TriMet’s WES train to ensure cohesive connections.

SMART also provides door-to-door, dial-a-ride service to eligible residents who are not able to use the fixed route system.

In-City rides on SMART are free. Rides to destinations outside of Wilsonville vary between \$1.50 to \$3.00 per ride. WES has a separate fare, determined by TriMet.

Transit Fund Revenues and Expenditures

Revenues

SMART is funded largely by a one-half of one percent (0.005) tax on payroll. The reported wage base within the City is therefore the major driver of revenue to the Transit Fund. As businesses within the City grow or contract their payrolls, it directly impacts the revenue to the Transit Fund.

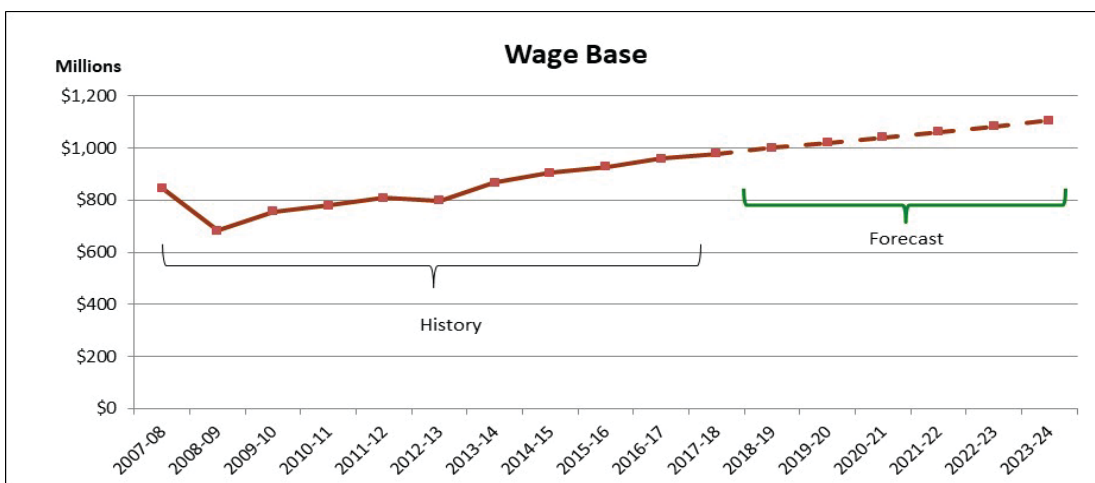
Another major revenue driver is the receipt of federal and state grants. The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock.

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. Between FY 2008-09 and FY 2016-17, the wage base has increased annually, on average, about 4.4%, with a spike of nearly 11% from FY 2008-09 to 2009-10, and another spike of nearly 9% from FY 2012-13 to 2013-14, driving up the annual average change. The wage base took a major dip between FY 2007-08 and FY 2008-09 due to the Great Recession, falling almost 20%. It took the wage base five years to get back to the FY 2007-08 level, as seen in Graph 6 below. In FY 2016-17, the last year for which actual data is available, the wage base was about 13.5% above the base in FY 2007-08, demonstrating the extent of economic recovery in Wilsonville. Confidence in the local economy is balanced against relatively flat wages in the region. The lack of wage growth in the region results in this forecast projecting modest gains in the future growth of the wage base. The FY 2018-19 Proposed Budget reflects modest growth at an approximate 2.3% gain to the wage base. Going forward, the forecast projects the wage base will grow at 2%.

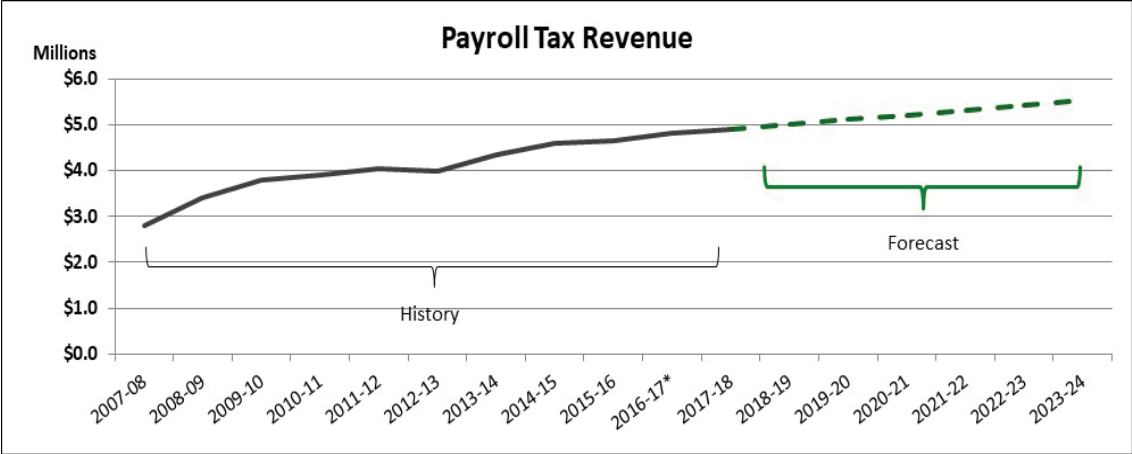
Graph 6



Five-Year Forecast

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 2018-19 of 2.3%, leveling off to an annual average of 2% over the forecast period.

Graph 7



In 2017, the State Legislature passed HB2017, which included a payroll tax of 0.1% (one-tenth of one percent) on employees, to begin in July of 2018. The funds from this tax will be distributed by the Oregon Department of Transportation in the form of grants according to various formulas as specified in the legislation. Currently, the policies and procedures for the use and distribution of these funds are being clarified and reviewed, with SMART being one of the participants in the discussions. Additionally, the understanding is that TriMet will be this region’s administrator of the funds, and SMART is working closely with TriMet and others to develop an efficient and clear process. SMART expects to see revenue from this source in FY 2019-20. The uses of these funds are earmarked for local grant match, as well as new services that better connect communities. For now, this five-year forecast includes placeholder dollar amounts to give an indication as to the impact, and overtime as more information becomes known, future forecasts will be modified accordingly.

Fares

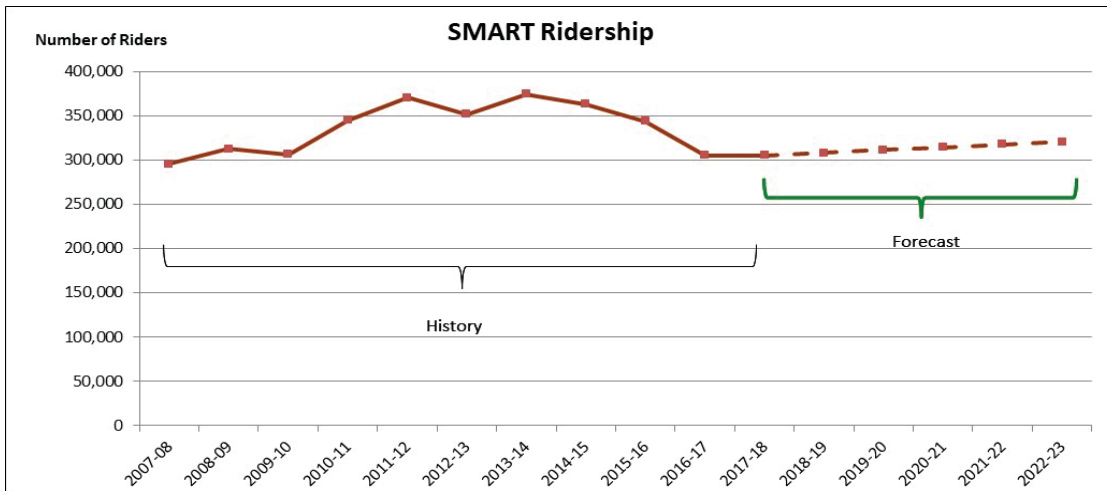
SMART provides free service within the Wilsonville City limits. Trips to destinations outside of Wilsonville have fares between \$1.50 and \$3.00. The WES train charges a fare according to the TriMet fare schedule. Fares make up a small percent of the overall revenue stream to the Transit Fund, ranging from 2.7% to 4.4% of total revenue over the last five year period.

The fare-paying ridership is largely thought to vary with gas prices and the price of the fare. As gas prices decrease, ridership is expected to decrease. Also, if the transit fare increases, ridership is expected to drop. These two dynamics play off of each other, as many riders weigh the relative cost of bus fares to gas prices.

The graph below displays the history of SMART ridership over the last 10 years, together with the forecast over the next five years. Rides inside City limits are free, while rides to destinations outside City limits charge a fare. The increase in ridership in FY 2011-12 and FY 2013-14 correlates to increasing gas prices. Ridership declined from a peak in FY 2013-14, and is expected to remain relatively flat over the forecast period.

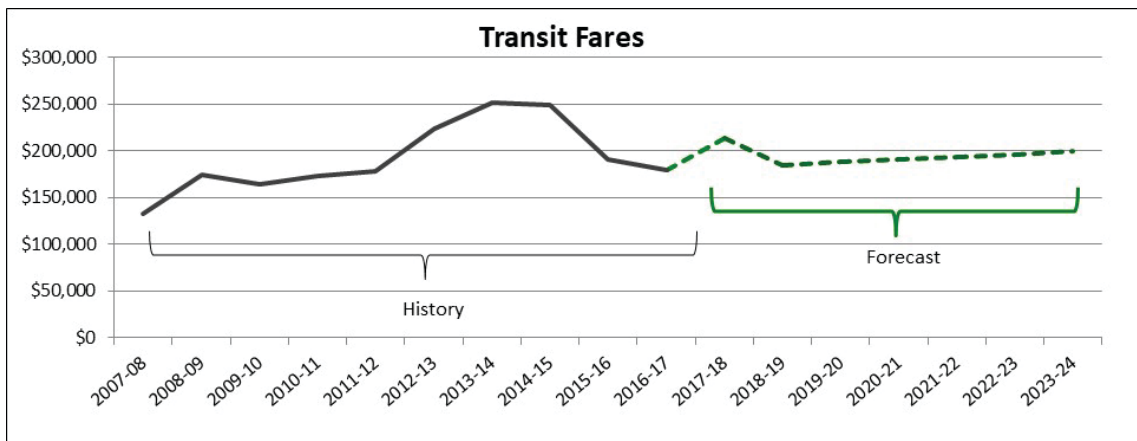
Five-Year Forecast

Graph 8



The next graph displays the fare revenue. It shows a relative spike in fare revenue in FY 2013-14. A fare increase was implemented in October of 2012, at the same time gas prices were increasing. The average peak gas price in the Portland/Salem area in the fall of 2012 was \$4.06 per gallon. Gas prices stayed near that level for about a year and a half - the average peak price in the Portland/Salem area in 2013 was \$3.92 per gallon, and in 2014 the average peak price was \$3.97 per gallon, inspiring commuters to take the bus. Gas prices are edging back up; in May of 2017, the average price in the Portland/Salem area was \$2.77 per gallon, whereas in May of 2018, the average price in the area is \$3.10 per gallon. Transit fares in Graph 9 below show a small increase in fare revenue, related to this increase in gas prices. It is hard to know what direction gas prices and ridership, and therefore fares, will take in the future. This forecast is conservative, assuming that fare revenue will remain relatively flat.

Graph 9



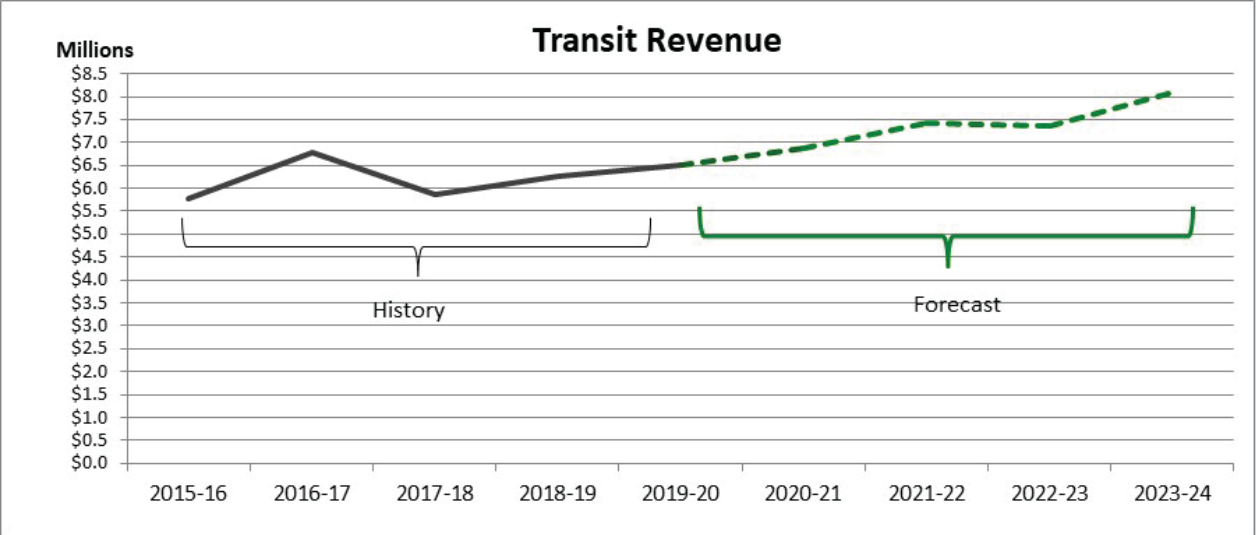
Grants

The Department has been quite successful in securing 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, operating grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$380,000. Just over a third is from the Federal Government, the rest from the State and Clackamas County. It is hard to know going forward whether the Federal Government will continue to award grants for operating programs. 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.

Transit Fund Total Revenue

The components discussed above come together in the graph below, displaying the total revenues to the Transit Fund. The actual amounts for FY 2015-16 and 2016-17 are displayed, along with the current year budget, the FY 2018-19 Proposed Budget, and the five-year forecast. The variations to the revenues are due to grants, because it is assumed that grants will continue to be received to pay for 80% of the rolling stock, and the new revenues projected from the passage of HB2017. In FY 2018-19, the agency expects to replace two cutaway buses, two vans, one trolley and a staff vehicle, and the assumption is that 80% of their cost will be received in grant revenue.

Graph 10



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 successful receipt of grants to replace and expand the bus fleet.

Operations

SMART operates with approximately 32 drivers, who are either full-time, part-time, or on-call. The system operates nearly every day of the year, with the exception of Sundays and major holidays.

During FY 2016-17, SMART worked extensively to finalize the update the Transit Master Plan. This Plan will shape the direction of the agency for years to come. The City Council formally approved the plan in June of 2017. This forecast assumes that implementation of the Master Plan will occur within current staffing levels and operational parameters.

SMART is proposing to add interns and a technician in FY 2018-19, but 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 2018-19 falls mid-way into a PERS biennium, so the next increase will be July 1, 2019, followed by the next biennium beginning July 1, 2021, and lastly on July 1, 2023.

It is not known how the growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek will affect the Department, as the City will need to work on identifying the boundary of the SMART service area.

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.

Five-Year Forecast

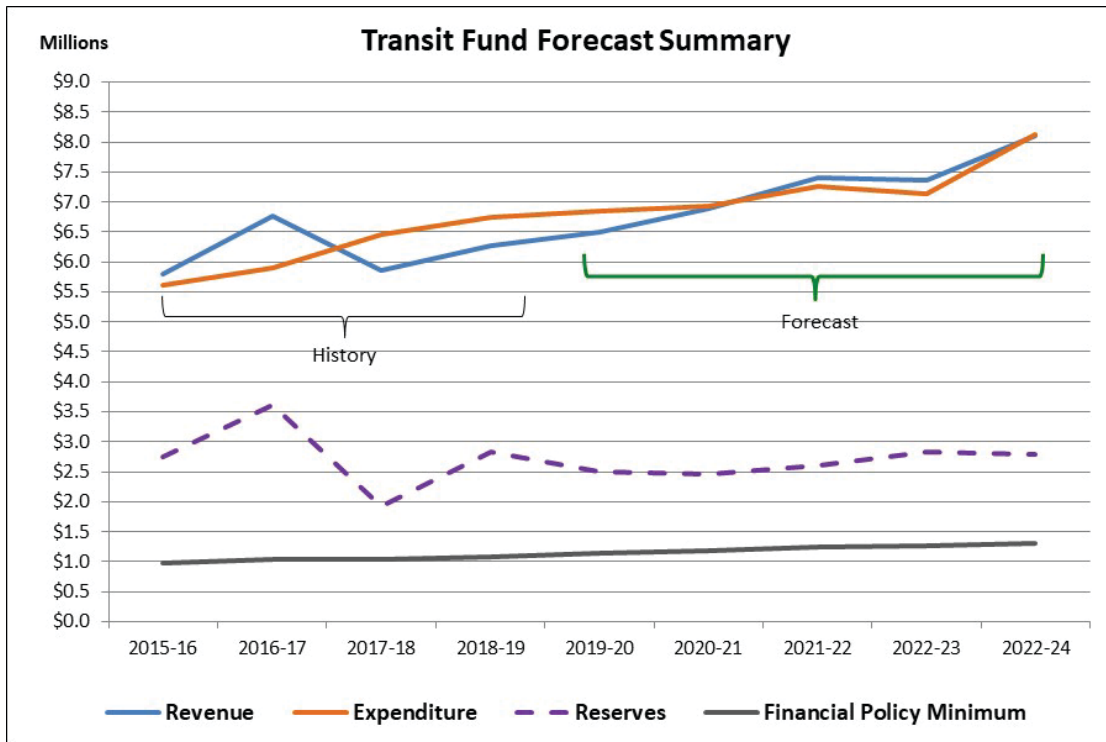
Transit Fund Forecast

The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund remains in a viable financial position. As seen in graph 11 below, on average over time, revenues are keeping up with expenditures, thanks to the transportation package passed in 2017, referred to as HB2017. The Transit Fund fund balance (also referred to as reserve) is projected to remain above financial policy targets.

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.

The graph below compares the revenue sources discussed above to the expenditure items, and also to the reserve (fund balance) contained in the Transit Fund. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such as purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

Graph 11



If the Transit Fund begins to show signs of a deficit, the City Council has various revenue options as outlined below:

- Increase payroll tax rate – For every 0.1% (.001) the transit tax goes up (for example, from the current 0.5% to 0.6%) an additional \$968,000 in revenue is generated (based on the FY 2015-16 actual local wages and earnings amount).
- Increase Fares – Currently, fares make up about 4% of SMART’s revenue. SMART currently only charges for out of town routes. Price elasticity of demand aside, a \$0.25 cent increase in fares, as currently structured, would result in an estimated \$32,300 in additional revenue.
- Transit Operations Monthly Fee – Revenue could be generated from a monthly fee included on the City’s combined utility bill. In early 2017, the City has approximately 5,000 residential accounts and 476 multi-family utility accounts (with approximately 4,976 individual units). With a simple per account residential and per unit multi-family dwelling unit formula, for every \$1.00 per month (\$12.00 per year), an estimated extra \$119,712 could be raised.
- Property tax funding - A voter-approved local option property tax levy could be considered. These levies are limited to 5 years and the vote would be held in either May or November of any given year. For every dime (\$0.10) of new property tax, it means \$340,000 in revenue (based on current assessed valuation).
- Sales tax – Oregon counties and cities have the right to impose a sales tax at the local level. For example, in 1993 the City of Ashland, Oregon, with a current population 20,620, enacted a voter approved five percent (5%) tax on all prepared

Five-Year Forecast

food sold in Ashland, which in fiscal year 2016 generated about \$2.2 million. Whereas in Ashland, the proceeds are restricted for the purchase of open space for parks and to offset the costs associated with the building of a new wastewater proceeds, funds could likewise be designated for transit operations.

- Gas tax – The City could impose a local gas tax and dedicate the funding to SMART operations. The City of Woodburn levies a \$0.01 per gallon gas tax that generates about \$100,000 per year.
- Public-Private Partnership – Vanpool/carpool partnership with local businesses and other arrangements with local business and/or universities. For example, SMART has an ongoing contractual relationship with Oregon Institute of Technology to provide specific service funded directly by OIT.
- Advertising Revenue: Additional revenue could be generated from advertising revenue. Revenue could be generated from advertisements on buses, within the buses and on bus shelters. Advertising can be controversial however, because there are limitations as to the guidelines SMART could implement surrounding the types and content of advertisements.
- Commercial services – Commercial services at SMART Central transit center could provide a limited amount of additional incremental revenue. This could include coffee shops or food carts. There is no current commercial service at SMART Central.

For a more detailed view of the five-year forecast, Table 6 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. The financial forecast for the Transit Fund shows the net figure oscillating between positive and negative, emphasizing the importance of review each year and the uncertainty of projecting payroll taxes and grants.

Five-Year Forecast

TABLE 6 #260 - Transit Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	2,585,074	2,754,842	2,509,750	3,310,640	\$ 2,837,064	\$ 2,493,447	\$ 2,455,286	\$ 2,606,582	\$ 2,828,383
RESOURCES									
Revenues:									
Transit tax	\$ 4,638,597	\$ 5,552,582	\$ 4,891,700	\$ 5,006,000	\$ 5,106,120	\$ 5,208,242	\$ 5,312,407	\$ 5,418,655	\$ 5,527,029
<i>HB2017 Employee tax (new)</i>					400,000	800,000	1,200,000	1,224,000	1,248,480
Intergovernmental	918,358	988,447	733,832	1,014,635	741,291	621,291	637,291	461,291	1,053,891
Charges for services	190,235	179,887	213,580	185,000	187,775	190,592	193,450	196,352	199,298
Investment income	23,390	19,851	15,000	41,050	56,741	49,869	49,106	52,132	56,568
Miscellaneous	16,282	26,603	14,000	14,000	15,000	15,000	15,000	15,000	15,000
Revenue Total	\$ 5,786,862	\$ 6,767,370	\$ 5,868,112	\$ 6,260,685	\$ 6,506,928	\$ 6,884,994	\$ 7,407,255	\$ 7,367,431	\$ 8,100,265
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 2,952,481	\$ 2,907,133	\$ 3,422,932	\$ 3,526,766	\$ 3,703,104	\$ 3,777,166	\$ 3,966,025	\$ 4,045,345	\$ 4,247,612
Materials & services	1,744,271	1,670,727	1,886,929	1,916,029	1,925,609	1,935,237	1,944,913	1,954,638	1,974,184
Capital outlay	419,995	820,222	501,811	622,464	570,000	420,000	440,000	220,000	960,750
Expenditures Subtotal	5,116,747	5,398,082	5,811,672	6,065,259	6,198,713	6,132,404	6,350,938	6,219,983	7,182,547
<i>HB2017 Services (new)</i>					75,000	200,000	300,000	306,000	312,120
Transfers to other funds:									
General Fund	500,347	511,319	509,560	543,250	556,831	570,752	585,021	599,646	614,638
Building Capital Fund	-	-	140,000	125,752	20,000	20,000	20,000	20,000	20,000
Transfers Subtotal	500,347	511,319	649,560	669,002	576,831	590,752	605,021	619,646	634,638
Expenditures Total	\$ 5,617,094	\$ 5,909,401	\$ 6,461,232	\$ 6,734,261	\$ 6,850,545	\$ 6,923,156	\$ 7,255,959	\$ 7,145,629	\$ 8,129,304
<i>NET (Revenues less Expenditures)</i>	169,768	857,969	(593,120)	(473,576)	(343,617)	(38,161)	151,296	221,801	(29,039)
<i>NET, adjusting for capital & grants (on-going indicator)</i>	253,767	1,022,013	(352,758)	(223,331)	(134,617)	265,839	559,296	591,801	495,231
Ending fund balance	\$ 2,754,842	\$ 3,612,811	\$ 1,916,630	\$ 2,837,064	\$ 2,493,447	\$ 2,455,286	\$ 2,606,582	\$ 2,828,383	\$ 2,799,343
Financial Policy Minimum	986,000	1,046,200	1,044,500	1,088,600	1,140,800	1,182,500	1,242,200	1,261,200	1,306,800

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 6,500 water customers. As the City grows, more water accounts will be established and therefore water revenue will increase. However, it is important to note that individual use has been declining, most likely due to the conservation.

The water rates are set periodically by the City Council. At the time of this report, the City had recently engaged a consultant to review the water utility's revenue requirements to determine if a rate increase is necessary in order to sustain the water utility. The results of this review are anticipated in the fall of 2018, and will inform next year's five-year forecast.

Water Sales

The City sells up to five million gallons per day of treated water to Sherwood. Sherwood pays Wilsonville close to \$1 million per year for the water.

Other Revenues

The Water Fund also receives interest earnings and a transfer from the Water System Development Charges (SDCs). The transfer from the Water SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

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. Over the next five years, the utility anticipates needing a management analyst, an additional maintenance specialist and a lead technician, as the system grows and becomes more complex.

The water utility also intends on evaluating implementing automated meter reading technology. This would entail retrofitting water meters and supporting equipment in order to allow for this functionality. Additionally, new meters will need to be purchased as the City adds new water accounts.

Five-Year Forecast

Capital Improvements

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. A master plan for the Water Treatment Plant was completed at the end of FY 2017-18, that lays out many necessary improvements and component expansions that will need to occur. Due to the timing of the completion of this plan and the pending revenue requirement and rate analysis, this forecast does not build in impacts of the master plan. The revenue requirement analysis will evaluate necessary capital expenditures, and will review the water utility's resources, to determine if improvements will be paid for on a pay-as-you-go basis, or with debt financing, or a combination. Next year's forecast is anticipated to reflect a capital program based on the master plan, as well as any debt service necessary to finance improvements, together with a rate path to maintain the water utility's strong financial position.

In the next five years, the City anticipates building a new public works complex, to house personnel associated with maintaining the City's water, sewer, 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. An estimate for the water utility's share of this building is included in the five year forecast.

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 CIP can be found in the FY 2018-19 Proposed Budget document.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by water rates. Currently, there are two outstanding bond series, one of which will be paid off in FY 19-20 and the other in FY 2020-21. Therefore, the last two years of the forecast period do not include debt service payments. This could change in the next forecast cycle, once the impact of the master plan projects are evaluated and the revenue requirement and rate analysis are completed.

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. As mentioned above, the City has engaged a consultant to review the financial needs of the water utility, and it is not yet known if a rate increase in the future will be necessary. This forecast assumes the current rate structure remains in effect over the period. 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.

For a more detailed view of the five-year forecast, Table 7 displays the Water Fund's major revenue categories, expenditure expenditures, and transfers.

TABLE 7 #310 - Water Operating Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 7,814,062	\$ 10,258,642	\$ 10,210,358	\$ 12,936,948	\$ 12,185,018	\$ 12,830,880	\$ 13,479,196	\$ 12,755,433	\$ 10,502,996
RESOURCES									
Revenues:									
Usage charge	\$ 7,020,755	\$ 6,967,411	\$ 6,991,000	\$ 7,124,355	\$ 7,195,599	\$ 7,267,555	\$ 7,340,230	\$ 7,413,632	\$ 7,487,769
Sherwood usage	1,094,122	1,037,345	990,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Connection fees	114,128	122,037	109,000	109,000	100,500	101,003	101,508	102,015	102,525
Turn-off charge	12,435	8,825	11,000	11,000	12,000	12,000	12,000	12,000	12,000
User fee - fire charge	138,724	152,602	135,000	140,000	140,700	141,404	142,111	142,821	143,535
Investment income	74,930	96,840	80,000	100,000	243,700	256,618	269,584	255,109	210,060
Miscellaneous	57,740	31,272	31,500	31,000	30,000	30,000	30,000	30,000	30,000
Bond sale proceeds	4,059,000	-	-	-	-	-	-	-	-
Operating Revenue Subtotal	12,571,834	8,416,332	8,347,500	8,515,355	8,722,499	8,808,578	8,895,432	8,955,577	8,985,889
Transfers from other funds:									
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	157,500	-	-	-
Interfund loan repayments:									
Road Operating Fund	-	81,446	81,550	81,550	81,550	81,550	-	-	-
Stormwater Operating Fund	-	101,807	102,000	102,000	102,000	102,000	-	-	-
Interfund Loan Rpymnts Subtotal	-	183,253	183,550	183,550	183,550	183,550	-	-	-
Revenue Total	\$ 12,921,834	\$ 8,949,585	\$ 8,881,050	\$ 9,048,905	\$ 9,256,049	\$ 9,149,628	\$ 8,895,432	\$ 8,955,577	\$ 8,985,889
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 493,779	\$ 536,668	\$ 567,590	\$ 581,820	\$ 681,729	\$ 787,181	\$ 909,412	\$ 936,694	\$ 992,896
Materials & services	3,096,298	3,122,746	3,831,905	4,220,553	4,197,170	4,673,085	4,463,277	4,947,176	4,745,591
Capital outlay	278,070	288,472	506,220	578,834	300,000	300,000	300,000	300,000	300,000
Debt service	5,910,481	1,827,023	1,870,000	1,875,000	1,845,562	774,438	-	-	-
Expenditures Subtotal	9,778,628	5,774,909	6,775,715	7,256,207	7,024,461	6,534,704	5,672,689	6,183,870	6,038,487
Transfers to other funds:									
General Fund	526,016	555,268	571,530	746,310	761,236	776,461	791,990	807,830	823,987
Water Capital Fund	172,610	283,178	903,785	1,635,156	814,189	1,190,148	2,132,640	996,314	2,000,000
Building Capital Fund	-	463,354	68,266	163,162	10,300	-	1,021,875	3,220,000	500,000
Interfund loans:									
Streets Capital Projects Fund	-	400,000	-	-	-	-	-	-	-
Stormwater Capital Projects Fund	-	500,000	-	-	-	-	-	-	-
Transfers/interfund Subtotal	698,626	2,201,800	1,543,581	2,544,628	1,585,726	1,966,609	3,946,505	5,024,144	3,323,987
Expenditures Total	\$ 10,477,254	\$ 7,976,709	\$ 8,319,296	\$ 9,800,835	\$ 8,610,186	\$ 8,501,313	\$ 9,619,194	\$ 11,208,014	\$ 9,362,473
NET	2,444,580	972,876	561,754	(751,930)	645,862	648,315	(723,762)	(2,252,437)	(376,584)
Ending fund balance	\$ 10,258,642	\$ 11,231,518	\$ 10,772,112	\$ 12,185,018	\$ 12,830,880	\$ 13,479,196	\$ 12,755,433	\$ 10,502,996	\$ 10,126,412
Financial Policy Minimum	3,494,000	3,630,100	3,456,000	3,643,500	3,475,780	3,592,053	3,574,538	3,676,774	3,647,697

Five-Year Forecast

Sewer Operating Fund

Fund Description

The Sewer Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with Jacobs (formerly CH2M HILL) to operate the plant.

The Sewer Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Sewer Operating Fund periodically transfers funds to the Sewer Capital Fund. The Sewer Capital Fund accounts for the Capital Improvement Program (CIP) of the sewer utility.

Sewer Fund Revenues and Expenditures

Revenues

Revenue drivers for this fund include sewer rates charged, the size and type of industries, winter water consumption, and the City's population growth.

Charges

The City charges for use of the wastewater system each month. Currently, the City has about 6,500 sewer accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. Hence the City uses a residential customer's winter water average (November through March of the 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 sewer charges adjusted, they have the option to install an irrigation meter, and their sewer charges will be adjusted according to the water that diverts through the irrigation meter.

The sewer rates are set periodically by the City Council. At the time of this report, the City had recently engaged a consultant to review the sewer utility's revenue requirements to determine if a rate increase is necessary in order to sustain the sewer utility. The results of this review are anticipated in the fall of 2018, and will inform next year's five-year forecast.

As the City grows, more accounts will be added, leading to growth in the sewer operating revenue.

Other Revenues

The Sewer fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Sewer SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

Expenditures

Expenditures of the sewer utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the sewer utility also drive expenditures.

Operations

Sewer operations include managing and maintaining the wastewater treatment plant, the sewer collection system of pipes, and lift stations. Over the next five years, the sewer utility anticipates the need for additional maintenance specialist, as well as additional resources for contracting out inspection and cleaning services as the system grows.

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. Potential new testing requirements could result in increases in costs, but because at this time they are not known, they are not built into this forecast. It is anticipated that any increased costs associated with the NPDES permit will be known for the next forecast cycle.

Capital Improvements

The sewer utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the sewer rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both sewer rates and SDCs, depending upon whether the project expands capacity.

In the next five years, the City anticipates building a new public works complex, to house personnel associated with maintaining the City's water, sewer, 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 relocate. Additionally, public works needs more yard space for large equipment and materials storage. An estimate for the sewer utility's share of this building is included in the five year forecast.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by sewer rates. In 2011, debt was issued to fund improvements and expansions to the treatment plant, and is expected to be retired in FY 2031.

Sewer Fund Forecast

The five-year forecast for the Sewer 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 sewer revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. As mentioned above, the City has engaged a consultant to review the financial needs of the sewer utility, and it is not yet known if a rate increase in the future will be necessary. This forecast assumes the current rate structure remains in effect over the period.

Over the five-year period of this forecast, sewer operations anticipates increases in the PERS contribution rates, as well contractual increases to the contract with Jacobs (formerly CH2MHILL).

Over the next five years, examples of capital projects include repairing the outfall at the wastewater treatment plant, improving the Memorial Park and Town Center pump stations, pipe maintenance and rehab in the Charbonneau area, upsizing the Coffee Creek sewer trunk in coordination with the Kinsman Road extension project, and replacing various pipes and valves. The CIP detail is included in each year's annual budget and is considered by the Budget Committee and City Council.

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 2018-19 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 #320 - Sewer Operating Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 10,425,174	\$ 11,635,384	\$ 12,250,543	\$ 13,436,979	\$ 12,974,770	\$ 13,456,943	\$ 13,411,039	\$ 11,652,017	\$ 7,955,887
RESOURCES									
Revenues:									
Usage charge	\$ 7,427,307	\$ 7,614,099	\$ 7,458,000	\$ 7,546,145	7,659,337	7,774,227	7,890,841	8,009,203	8,129,341
High strength surcharge	419,570	499,524	475,000	450,000	456,750	463,601	470,555	477,614	484,778
Investment income	117,052	75,196	84,000	127,602	259,495	269,139	268,221	233,040	159,118
Miscellaneous	62,618	58,374	27,300	27,000	25,000	25,000	25,000	25,000	25,000
Operating Revenue Subtotal	8,026,547	8,247,193	8,044,300	8,150,747	8,400,583	8,531,967	8,654,617	8,744,857	8,798,237
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	\$ 8,626,547	\$ 8,847,193	\$ 8,644,300	\$ 8,750,747	\$ 9,000,583	\$ 9,131,967	\$ 9,254,617	\$ 9,344,857	\$ 9,398,237
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 301,174	\$ 302,302	\$ 373,300	\$ 383,530	436,542	449,638	476,616	490,915	520,370
Materials & services	2,882,166	2,938,304	3,227,001	3,392,646	3,602,278	3,782,392	3,971,512	4,170,087	4,378,592
Capital outlay	365	1,773	46,990	9,833	10,000	10,000	10,000	10,000	10,000
Debt Service	3,582,520	2,935,900	2,980,000	3,030,000	2,953,263	3,040,513	2,951,313	2,954,563	2,954,563
Expenditures Subtotal	6,766,225	6,178,279	6,627,291	6,816,009	7,002,083	7,282,543	7,409,441	7,625,565	7,863,525
Transfers to other funds:									
General Fund	446,611	457,750	469,730	527,410	537,958	548,717	559,692	570,886	582,303
Sewer Capital Fund	203,501	622,947	2,232,414	1,706,375	978,368	1,346,611	2,022,631	1,624,536	2,000,000
Building Capital Fund	-	463,354	68,266	163,162	-	-	1,021,875	3,220,000	500,000
Transfers Subtotal	650,112	1,544,051	2,770,410	2,396,947	1,516,326	1,895,329	3,604,197	5,415,421	3,082,303
Expenditures Total	\$ 7,416,337	\$ 7,722,330	\$ 9,397,701	\$ 9,212,956	\$ 8,518,409	\$ 9,177,872	\$ 11,013,638	\$ 13,040,987	\$ 10,945,828
NET	1,210,210	1,124,863	(753,401)	(462,209)	482,173	(45,905)	(1,759,022)	(3,696,130)	(1,547,591)
Ending fund balance	\$ 11,635,384	\$ 12,760,247	\$ 11,497,142	\$ 12,974,770	\$ 13,456,943	\$ 13,411,039	\$ 11,652,017	\$ 7,955,887	\$ 6,408,297
Financial Policy Minimum	5,853,000	6,042,300	6,058,400	6,095,300	6,147,800	6,186,500	6,229,700	6,272,300	6,319,800

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.

The Stormwater Fund accounts for the monthly charges and the daily operations of the utility. Capital improvements are accounted for in the Stormwater Capital Fund, which is not part of this forecast. The Stormwater Operating Fund periodically transfers funds to the Stormwater Capital Fund.

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 approved stormwater rates for a seven year period. The rate increases are necessary in order to pay for the capital program. The rate path is reflected in Table 9:

Table 9

Effective Date	Monthly Rate/ERU
April 1, 2015	\$6.95
January 1, 2016	\$8.65
January 1, 2017	\$9.30
January 1, 2018	\$9.95
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

The City currently has approximately 24,000 ERUs. 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% annual average over the next five years.

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.

Five-Year Forecast

In FY 2016-17, Stormwater Operations increased its full-time equivalent (FTE) count by 0.75 FTE, by consolidating the 0.50 Vector Operator to Wastewater, and adding 1.5 Utility Maintenance Specialist FTEs. The resulting total permanent staffing configuration is anticipated to meet the utility's operating needs into the future, although increasing seasonal labor may be necessary over time. Over the next five years, additional resources are included for contracted services to keep up with the growth of the City.

Capital Improvements

While the stormwater utility is not as capital intensive as water and sewer, 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.

In the next five years, the City anticipates building a new public works complex, to house personnel associated with maintaining the City's water, sewer, 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 relocate. Additionally, public works needs more yard space for large equipment and materials storage. An estimate for the stormwater utility's share of this building is included in the five year forecast.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by stormwater rates.

Capital needs have exceeded the cash available to fund the projects, and beginning in FY 2015-16, the Stormwater Capital Fund began borrowing from other City funds, the debt service of which is paid from the Stormwater Operating Fund. It is anticipated another loan of approximately \$2.25 million will be needed in FY 2021-22 to pay a portion of the stormwater's share of the public works complex, with the remaining amount paid on a pay-as-you-go basis, estimated to be \$900,000.

Stormwater Operating Fund Forecast

The five-year forecast for the Stormwater Operating Fund shows fund remaining in balance over the time period, with the planned rate increases to fund operations, planned capital improvements and debt service payments.

Table 10 displays the expenditures over the next five years, and reflects the additional maintenance work as the City continues to grow, as well as the anticipated increase in the PERS contribution rate. 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 \$1.67 million each year to its capital program, minimizing its need to enter into debt.

Table 10 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 2018-19 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

TABLE 10 #370 - Stormwater Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 489,896	\$ 1,266,749	\$ 1,507,196	\$ 1,815,691	\$ 1,580,680	\$ 792,454	\$ 1,900,026	\$ 867,261	\$ 304,261
RESOURCES									
Revenues:									
Stormwater utility charge	\$ 2,186,329	\$ 2,534,577	\$ 2,667,192	\$ 2,928,917	\$ 3,147,820	\$ 3,362,412	\$ 3,491,201	\$ 3,508,757	\$ 3,526,401
Investment income	4,708	16,117	12,000	30,900	31,614	15,849	19,000	8,673	3,043
Revenue Total	\$ 2,191,037	\$ 2,550,694	\$ 2,679,192	\$ 2,959,817	\$ 3,179,433	\$ 3,378,262	\$ 3,510,201	\$ 3,517,430	\$ 3,529,443
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 269,775	\$ 158,707	\$ 252,490	\$ 259,270	\$ 279,826	\$ 293,221	\$ 315,814	\$ 330,289	\$ 355,106
Materials & services	400,552	376,910	437,284	474,041	495,892	508,289	520,997	534,021	547,372
Capital outlay	-	47,330	-	161,964	10,000	10,000	10,000	10,000	10,000
Debt service	406,020	507,827	508,000	508,500	583,000	102,000	475,000	475,000	475,000
Expenditures Subtotal	1,076,347	1,090,774	1,197,774	1,403,775	1,368,718	913,510	1,321,811	1,349,310	1,387,478
Transfers to other funds:									
General Fund	199,798	211,246	210,330	236,610	244,891	253,463	262,334	271,515	279,661
Community Development Fund	60,568	62,533	289,043	285,623	295,620	305,966	316,675	327,759	337,592
Stormwater Capital Fund	77,471	319,589	1,440,356	1,248,820	2,058,430	797,750	2,327,147	1,681,845	1,500,000
Building Capital Fund	-	1,877	-	20,000	-	-	315,000	450,000	135,000
Transfers Subtotal	337,837	595,245	1,939,729	1,791,053	2,598,941	1,357,179	3,221,156	2,731,119	2,252,253
Expenditures Total	\$ 1,414,184	\$ 1,686,019	\$ 3,137,503	\$ 3,194,828	\$ 3,967,659	\$ 2,270,689	\$ 4,542,967	\$ 4,080,430	\$ 3,639,731
NET	776,853	(458,311)	(458,311)	(235,011)	(788,226)	1,107,572	(1,032,766)	(563,000)	(110,287)
Ending Fund Balance	\$ 1,266,749	\$ 2,131,424	\$ 1,048,885	\$ 1,580,680	\$ 792,454	\$ 1,900,026	\$ 867,261	\$ 304,261	\$ 193,973
Financial Policy Minimum	170,000	136,800	136,800	146,700	155,200	160,400	167,400	172,900	180,500

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. No changes are anticipated over the next five years, other than adding to the system as the City grows, and rate increases imposed by PGE.

Capital Improvements

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with light-emitting diode (LED) fixtures during fiscal years 2017-18 through 2020-21, 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 11 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the FY 2018-19 Proposed Budget and five subsequent fiscal years. The table demonstrates that the Street Lighting Fund remains strong financially throughout the forecast period.

TABLE 11 #350 - Street Lighting Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 959,726	\$ 1,057,587	\$ 726,989	\$ 1,097,719	\$ 830,837	\$ 549,228	\$ 254,399	\$ 295,268	\$ 327,680
RESOURCES									
Revenues:									
Usage charge	\$ 476,299	\$ 498,652	\$ 487,500	\$ 518,250	\$ 531,206	\$ 544,486	\$ 558,099	\$ 572,051	\$ 586,352
Investment income	6,785	12,316	10,000	16,789	16,617	10,985	5,088	5,905	3,277
Operating Revenue Subtotal	483,084	510,968	497,500	535,039	547,823	555,471	563,187	577,956	589,629
Revenue Total	\$ 483,084	\$ 510,968	\$ 497,500	\$ 535,039	\$ 547,823	\$ 555,471	\$ 563,187	\$ 577,956	\$ 589,629
REQUIREMENTS									
Expenditures:									
Materials & services	\$ 283,520	\$ 321,171	\$ 356,090	\$ 359,651	\$ 379,432	\$ 400,301	\$ 422,317	\$ 445,545	\$ 470,049
Expenditures Subtotal	283,520	321,171	356,090	359,651	379,432	400,301	422,317	445,545	470,049
Transfers to other funds:									
Streets Capital Projects Fund	101,703	81,301	511,109	442,270	450,000	450,000	100,000	100,000	100,000
Transfers Subtotal	101,703	81,301	511,109	442,270	450,000	450,000	100,000	100,000	100,000
Expenditures Total	\$ 385,223	\$ 402,472	\$ 867,199	\$ 801,921	\$ 829,432	\$ 850,301	\$ 522,317	\$ 545,545	\$ 570,049
NET	97,861	108,496	(369,699)	(266,882)	(281,609)	(294,830)	40,869	32,412	19,580
Ending fund balance	\$ 1,057,587	\$ 1,166,083	\$ 357,290	\$ 830,837	\$ 549,228	\$ 254,399	\$ 295,268	\$ 327,680	\$ 347,260
Financial Policy Minimum	56,000	70,400	71,300	72,000	75,900	80,100	84,500	89,200	94,100

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 the 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 34 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

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.

Over the five-year period of the forecast, the Department intends on requesting additional seasonal labor to keep current on maintenance needs. Additionally, operational increases are anticipated as the number of road miles expands. In FY 2016-17, the Fund began paying back an inter-fund loan from the Water Fund, which enabled the purchase of land for a future City public works building.

In the next five years, the City anticipates building a new public works complex, to house personnel associated with maintaining the City's water, sewer, 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 relocate. Additionally, public works needs more yard space for large equipment and materials storage. An estimate for the Road Fund's share of this building is included in the five year forecast.

Other 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 12 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 2018-19 and five subsequent fiscal years. This fund remains financially sound over the forecast period.

TABLE 12 #240 - Road Operating Fund Forecast

	Actual 2015-16	Actual 2016-17	Budget 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24
Beginning fund balance	\$ 1,324,439	\$ 1,223,124	\$ 1,264,695	\$ 1,064,743	\$ 1,031,235	\$ 1,403,110	\$ 1,826,627	\$ 2,052,428	\$ 445,839
RESOURCES									
Revenues:									
Gasoline tax	\$ 1,339,901	\$ 1,406,961	\$ 1,432,078	\$ 1,642,800	1,787,770	1,884,820	1,980,763	2,074,983	2,172,179
Investment income	7,681	13,067	10,000	17,510	20,625	28,062	36,533	41,049	8,917
Miscellaneous	664	5,526	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Operating Revenue Subtotal	1,348,246	1,425,554	1,444,078	1,662,310	1,810,394	1,914,882	2,019,295	2,118,031	2,183,096
Revenue Total	\$ 1,348,246	\$ 1,425,554	\$ 1,444,078	\$ 1,662,310	\$ 1,810,394	\$ 1,914,882	\$ 2,019,295	\$ 2,118,031	\$ 2,183,096
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 324,271	\$ 339,027	\$ 390,120	\$ 412,651	\$ 452,410	\$ 480,982	\$ 524,841	\$ 540,587	\$ 573,022
Materials & services	385,628	353,935	486,121	490,632	505,351	520,511	536,127	552,211	568,777
Capital outlay	1,753	14,556	13,160	51,500	15,000	15,000	15,000	15,000	15,000
Debt service	-	81,446	81,550	82,000	81,550	81,550	-	-	-
Expenditures Subtotal	711,652	788,964	970,951	1,036,783	1,054,311	1,098,044	1,075,968	1,107,797	1,156,799
Transfers to other funds:									
General Fund	175,119	190,235	196,990	223,180	227,644	232,196	236,840	241,577	246,409
Streets Capital Projects Fund	562,790	223,607	645,426	435,855	156,565	161,125	165,685	170,246	200,000
Building Capital Projects Fund	-	2,173	-	-	-	-	315,000	2,205,000	630,000
Transfers/Interfund Subtotal	737,909	416,015	842,416	659,035	384,209	393,321	717,525	2,616,823	1,076,409
Expenditures Total	\$ 1,449,561	\$ 1,204,979	\$ 1,813,367	\$ 1,695,818	\$ 1,438,520	\$ 1,491,365	\$ 1,793,494	\$ 3,724,620	\$ 2,233,207
NET	(101,315)	220,575	(369,289)	(33,508)	371,875	423,517	225,802	(1,606,589)	(50,112)
Ending fund balance	\$ 1,223,124	\$ 1,443,699	\$ 895,406	\$ 1,031,235	\$ 1,403,110	\$ 1,826,627	\$ 2,052,428	\$ 445,839	\$ 395,727
Financial Policy Minimum	161,000	172,200	173,800	180,657	191,552	200,299	212,194	218,559	228,360



Smart Bus circa 1999



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 last 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:

Tim Knapp, Mayor	Scott Starr, Council President
Kristin Akervall, Councilor	Charlotte Lehan, Councilor
Susie Stevens, Councilor	

Budget Committee

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee’s primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

Budget Committee members are:

Tim Knapp, Mayor	William Amadon
Kristin Akervall	Paul Bunn
Charlotte Lehan	Andrew Karr
Susie Stevens	Arthur Park
Scott Starr	Sam Scull

Development Review Board

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

Development Review Board members are:

Panel A

James Frinell
Joann Linville
Fred Ruby
Shanti Villarreal
Jennifer Willard

Panel B

Richard Martens
Tracy Meyer
Samy Nada
Shawn O'Neil
Aaron Woods

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

Parks & Recreation Advisory Board members are:

James Barnes
Steve Benson
Diana Cutaia
David Davis

Denise Downs
Katharine Johnson
Ken Rice

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development.

Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

Library Board members are:

Caroline Berry	Reggie Gaines
Megan Chrisman	Miriam Pinoli
Rich Dougall	

Youth Representative:

Mallory Nelson

Planning Commission

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Gerald Greenfield	Phyllis Millan
Ronald Heberlein	Eric Postma
Peter Hurley	Simon Springall
Kamran Mesbah	



Wilsonville population 2,380, circa 1978



Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

Objectives

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

B. Financial and Management Reporting

1. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, city council and budget committee members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.

3. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the audit committee, consisting of the Mayor, one City Councilor, one budget committee member and two citizens with an accounting or business background. The primary purpose of the audit committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit committee charter which outlines the duties and responsibilities of the audit committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting..

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/ expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

III. BUDGETING – CAPITAL OUTLAY

A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is

most cost-effective, which would include life-cycle costing, and provides the best value to the City.

IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

V. CASH MANAGEMENT AND INVESTMENTS

A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that

Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. Responsibility and Control:
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. Eligible Investments:
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. Eligible Financial Institutions:
The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. Objectives:
 - a. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
 - b. Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
 - c. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.
 - d. Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
 - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
 - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts))
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

A. General Fund

Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances, such as building fees within the Community Development Fund that restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in inter-agency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of

resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans. The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts. Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the city plus administrative and contract servicing costs.

E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

F. Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds, secured by property taxes
2. Revenue Bonds, secured by specified revenue(s)
3. Limited Tax General Obligation, secured by resources within the General Fund
4. Local Improvement District Bonds, secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases.

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues, but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant..
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



Railroad crossing at 5th Street in Old Town.



Supplies

- 43001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 43002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).
- 43003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.
- 43004 Computer software: New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.
- 43005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 43099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 43101 Fuel: Fuel costs for all City vehicles.
- 43104 Tires: Tire costs for all City vehicles.
- 43105 Chemicals: Chemicals for water/sewer operations.
- 43106 Uniform & Protection: Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.
- 43107 Water Meters & Boxes: Purchase of meters and boxes.
- 43199 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 43201 Books: For use by the Library with children's books to be recorded in 43202.
- 43202 Children's books: For use by the Library, see above.
- 43203 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.
- 43204 Audio / Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.

Professional & Technical Services

- 44001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections: Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant: Generally used by Engineering program.
- 44005 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44020 Computer Hardware/Software Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.

- 44021 Lab work: Technical services provided by outside entities.
- 44022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Repair, Services: Technical services provided to install, repair or service computer and voice systems.
- 44024 Internet: Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 Printing and Reproduction: Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.
- 44027 Electric repairs, services: As the title describes.
- 44028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 44070 Code enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 44089 Other Technical / Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

Utility Services

- 43501 Natural Gas: NW Natural-natural gas bills
- 43502 Electricity: PGE electric bills
- 43510 Water: City water bills
- 43511 Sewer: City sewer bill.
- 43512 Streetlights: City streetlight bills
- 43513 Road Maintenance Charge: City road maintenance bills
- 43514 Stormwater charge: City stormwater bills
- 43520 Garbage Collection: Garbage collection and disposal costs
- 43530 Telephone: Land lines, central costs for switching stations, long distance charges
- 43531 Cellular Phones: Cost of phones and service time from private companies
- 43532 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 43533 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

Repairs & Maintenance (the majority of these are only used by public works)

- 44101 Litter pickup
- 44102 Street light installation
- 44105 Street sweeping maintenance
- 44110 Infrastructure repair/maintenance
- 44121 Headworks maintenance
- 44122 Secondary maintenance
- 44123 Biosolids maintenance
- 44124 U.V. maintenance
- 44125 Liftstation maintenance
- 44126 Collection system maintenance
- 44127 Odor Control
- 44131 Catch Basin maintenance
- 44132 Conveyance maintenance
- 44133 Right of way maintenance
- 44134 Field Screenings
- 44150 Janitorial services
- 44151 Building maintenance-major
- 44152 Building maintenance minor
- 44152 Building maintenance
- 44160 Athletic field maintenance
- 44161 Park maintenance
- 44124 U.V. Maintenance
- 44125 Liftstation Maintenance
- 44126 Collection System Maintenance
- 44127 Odor Control
- 44131 Catch Basin Maintenance
- 44132 Conveyance Maintenance
- 44133 Right-of-Way Maintenance
- 44134 Field Screenings
- 44150 Janitorial Services
- 44151 Building Maintenance-Major

- 44152 Building Maintenance Minor
- 44152 Building Maintenance
- 44160 Athletic Field Maintenance
- 44161 Park Maintenance
- 44162 Landscape Maintenance
- 44163 Irrigation Maintenance
- 44164 Turf Maintenance
- 44170 Equipment Repair Maintenance
- 44172 Traffic Signals
- 44180 Vehicle Repairs, Maintenance
- 44190 Fleet Services-Interfund Charges
- 44191 Fleet-Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.
- 44201 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services: Payments to outside providers such as taxis.
- 44205 Building Rental: Office space and storage space rent or lease.
- 44250 City Council Insurance: Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance: Insurance costs for City vehicles.

Parks & Recreation Programs

- 44301 Tourism Development
- 44302 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 44304 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 44306 Purchased Transportation Services: Taxi and limousine services.
- 44310 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators: Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense: All costs associated with this Community Services program.
- 44323 Special Programs: Program expenses that do not fit in one of the categories above. Historically used by the Library.

Employee Development

- 44401 Medical evaluation: Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 44403 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 44404 Mileage & vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.
- 44405 Safety and health: Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses: Used by Human Resources.

Franchise Fees

- 44710 Franchise Fees: Franchise fees paid by utility funds to the City.

Fees, Dues, Advertising

- 44525 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 44526 Advertising and publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 44527 Recording fees: Used primarily by Legal and Community Development programs.
- 44528 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

Meeting Expenses

- 44605 Cable telecasting
 - Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 44625 Meeting costs
 - Meals provided by city.

Miscellaneous Services and Supplies

- 44910 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 44975 Miscellaneous Charges: Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.
- 44991 Flex Plan Admin: Used by Human Resources program.

Capital Outlay (Items costing a minimum of \$5,000 and useful life in excess of 1 year)

45010 Land

45020 Building

45030 Improvements

45040 Infrastructure: The above items are typically reserved for use by capital projects.

45050 Machinery & Equipment: All equipment and machinery that does not one of the categories below.

45060 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.

45070 Office equipment / furniture: Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.

45080 Computer & IS Equip: Used by Information Systems program.

45081 Software: Used by Information Systems program.

45090 Other equipment: Typically items used by Public Works.

Debt Services

47001 Principal

47002 Principal Short Term

47011 Interest

Transfers Out

49111 Transfers to General Fund – Overhead

49112 Transfers Out - Direct Wage

49113 Transfers to General Fund – Equipment

49114 Transfers to General Fund Phone Systems

49115 Transfers to General Fund - PC Network

49119 Interfund Loans

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2018

Range	Position	Hourly		Monthly	
		Low	High	Low	High
13	Nutrition Program Assistant	\$14.08	\$17.93	\$2,440.53	\$3,107.87
21	Library Clerk I	\$17.16	\$21.88	\$2,974.40	\$3,792.53
24	Library Clerk II Nutrition Coordinator I	\$18.48	\$23.56	\$3,203.20	\$4,083.73
26	Administrative Assistant I	\$19.41	\$24.73	\$3,364.40	\$4,286.53
27	Nutrition Coordinator II	\$19.89	\$25.37	\$3,447.60	\$4,397.47
28	Support Services Coordinator	\$20.39	\$26.00	\$3,534.27	\$4,506.67
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$21.41	\$27.30	\$3,711.07	\$4,732.00
31	Community Services Officer Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$21.96	\$27.99	\$3,806.40	\$4,851.60
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$22.51	\$28.71	\$3,901.73	\$4,976.40
34	Engineering Technician I Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vactor Operator II	\$23.64	\$30.14	\$4,097.60	\$5,224.27
36	Assistant Planner Water Distribution Technician	\$24.85	\$31.67	\$4,307.33	\$5,489.47
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$25.46	\$32.47	\$4,413.07	\$5,628.13
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$26.10	\$33.27	\$4,524.00	\$5,766.80
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$26.74	\$34.10	\$4,634.93	\$5,910.67
40	Adult Services Librarian Engineering Inspector II Youth Services Librarian	\$27.41	\$34.97	\$4,751.07	\$6,061.47
41	Engineering Technician III	\$28.10	\$35.85	\$4,870.67	\$6,214.00
42	Associate Planner Information Systems Analyst	\$28.80	\$36.73	\$4,992.00	\$6,366.53
43	Building Inspector/Plans Examiner II Senior Accountant	\$29.53	\$37.65	\$5,118.53	\$6,526.00
44	Engineering Inspector III	\$30.27	\$38.58	\$5,246.80	\$6,687.20
46	Building Inspector/Plans Examiner III	\$31.80	\$40.55	\$5,512.00	\$7,028.67
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Planner	\$32.60	\$41.56	\$5,650.67	\$7,203.73

SEIU Local 503 (OPEU Transit) Compensation Plan
Effective July 1, 2018

Range	Position	Hourly		Monthly		Annual	
		Low	High	Low	High	Low	High
120	Fleet Hostler	\$ 16.77	\$ 21.39	\$ 2,906.80	\$ 3,707.60	\$ 34,881.60	\$ 44,491.20
125	Equipment Mechanic I	\$ 18.99	\$ 24.19	\$ 3,291.60	\$ 4,192.93	\$ 39,499.20	\$ 50,315.16
125	Transit Driver	\$ 18.99	\$ 24.19	\$ 3,291.60	\$ 4,192.93	\$ 39,499.20	\$ 50,315.16
128	Dispatcher	\$ 20.44	\$ 26.06	\$ 3,542.93	\$ 4,517.07	\$ 42,515.16	\$ 54,204.84
133	Equipment Mechanic II	\$ 23.81	\$ 30.36	\$ 4,127.07	\$ 5,262.40	\$ 49,524.84	\$ 63,148.80

City of Wilsonville Unrepresented Compensation Plan
Effective July 1, 2018

Range	Position	Monthly		Annual	
		Low	High	Low	High
c	Accounting Specialist (Conf) Human Resources Assistant Legal Assistant	\$4,309.07	\$5,817.07	\$51,708.80	\$69,804.80
d	Fleet Foreman	\$4,524.00	\$6,108.27	\$54,288.00	\$73,299.20
f	Assistant to the City Manager City Recorder	\$4,992.00	\$6,734.00	\$59,904.00	\$80,808.00
g	Library Operations Manager Library Services Manager Transit Supervisor	\$5,238.13	\$7,070.27	\$62,857.60	\$84,843.20
h	Facilities Supervisor Parks Supervisor Roads & Stormwater Maintenance Supervisor Utilities Supervisor	\$5,499.87	\$7,423.87	\$65,998.44	\$89,086.40
i	Civil Engineer Communications & Marketing Manager Fleet Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$5,775.47	\$7,794.80	\$69,305.60	\$93,537.60
k	Finance Operations Manager Human Resources Manager	\$6,366.53	\$8,593.87	\$76,398.40	\$103,126.40
l	Planning Manager Transit Operations Manager	\$6,685.47	\$9,023.73	\$80,225.60	\$108,284.80
m	Economic Development Manager Engineering Manager Public Affairs Director	\$7,020.00	\$9,474.40	\$84,240.00	\$113,692.80
n	Assistant Finance Director Building Official	\$7,371.87	\$9,949.33	\$88,462.40	\$119,392.00
o	Assistant City Attorney City Engineer Information Systems Manager Planning Director	\$7,739.33	\$10,446.80	\$92,872.00	\$125,361.60
p	Library Director Parks & Recreation Director Transit Director	\$8,125.87	\$10,968.53	\$97,510.40	\$131,622.40
q	Public Works Director	\$8,330.40	\$11,242.40	\$99,964.80	\$134,908.80
r	Finance Director	\$8,538.40	\$11,524.93	\$102,460.80	\$138,299.20
s	Assistant City Manager Community Development Director	\$8,751.60	\$11,812.67	\$105,019.20	\$141,752.00

Employees Under Contract
Effective July 1, 2018

Municipal Court Judges	\$90 to \$94 per hour
City Attorney, contract pay package*	\$160,000 - \$170,000
City Manager, contract pay package*	\$165,000 - \$175,000
*City Manager and City Attorney pay package reviewed periodically by Council	

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.

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.

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.

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.

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 Budget

The City's budget for projects, major repairs, and improvements or additions to the City's fixed 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 fixed asset, or the revitalization of a fixed 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 of all types, 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 fixed asset or increase the capacity, efficiency, span of life, or economy of operating an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Capital Projects

Major repairs, improvements or additions to the City's fixed assets (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.

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, Community Development, 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.

Fixed Asset

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Franchise Fee (Right-of-Way Fee)

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

Full-Time Equivalent

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.

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 fixed 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 uncollectable 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, where more than 50% of the registered voters vote in the affirmative.

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 \$1000 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 \$1000 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 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.

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 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.

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.

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.