



City of Wilsonville, Oregon  
Adopted Budget FY 2016-17

# City of Wilsonville, Oregon

FY 2016-17

## 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	\$ 6,507,420	\$ -	\$ 9,175,823	56, 252-253
Other governments	4,441,560	965,000	-	59-69, 169
Charges for services	21,568,200	-	-	59-69
Debt issuance	-	-	1,000,000	261, 265
System Development Charges	-	10,908,305	-	69
All other revenues	12,175,813	366,200	173,900	59-68, 270
Beginning fund balance	45,260,212	26,518,752	23,066,048	19-21, 270-271
<b>Total Resources</b>	<b>\$ 89,953,205</b>	<b>\$ 38,758,257</b>	<b>\$ 33,415,771</b>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 16,539,504	\$ -	\$ -	75-166
Materials and services	19,443,752	38,532	1,524,815	75-166
Capital - equipment	2,135,223	-	-	75-166
Capital - projects	-	18,520,079	1,680,060	167-234, 258, 267
Debt service	5,407,983	-	9,456,346	235-240, 255, 262
Ending fund balance	39,550,896	27,075,493	20,754,550	19, 244
<b>Total Requirements</b>	<b>\$ 83,077,358</b>	<b>\$ 45,634,104</b>	<b>\$ 33,415,771</b>	
Net transfers in (out) of funds	\$ 6,875,847	\$ (6,875,847)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	161.01			73
Debt outstanding (est June 2016)	\$ 40,935,000		\$ 35,192,467	236, 255, 262
Assessed value (FYE 2016)	\$ 2,508,568,952		\$ 664,205,632	56-57, 252
Permanent Tax rate (per \$1000)	\$ 2.5206			56-57
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Limited Tax GO	AA+	Standard & Poor's		
Bond rating - Revenue debt	Aa3	Moody's		
<u>Definitions and Explanations:</u>				
Accounting funds				18
City Boards and Commissions				273-275
Fiscal Management Policies				321
Account Dictionary by Budget Line Item				335
Glossary of Terms				345
Legal Forms				353



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 1, 2015**

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Wilsonville, Oregon for its annual budget for the fiscal year beginning July 1, 2015. 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 2016-17

<b>Budget Committee</b>	<b>Term Expires</b>
Paul Bunn	Dec. 2018
Tony Holt	Dec. 2016
Andrew Karr	Dec. 2018
Arthur Park	Dec. 2017
Alan Steiger	Dec. 2017
Tim Knapp, Mayor	Dec. 2016
Scott Starr, Council President	Dec. 2017
Julie Fitzgerald, Councilor	Dec. 2016
Charlotte Lehan, Councilor	Dec. 2018
Susie Stevens, Councilor	Dec. 2016

**City Manager**  
Bryan Cosgrove

**Finance Director**  
Susan Cole

**Assistant Finance Director**  
Cathy Rodocker

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

# City of Wilsonville

## 2016-17 Adopted Budget

### Table of Contents

<b>Budget Message</b> .....	<i>Introductory section page ix</i>
<b>Reader's Guide</b> .....	1
History of Wilsonville.....	1
City Timeline.....	2
City Statistics .....	3
Budget Process .....	6
Budget Assumptions.....	10
Trends & Analysis .....	12
City Council Goals.....	15
Organization Chart .....	16
<b>Fund Summaries</b> .....	17
Fund Descriptions.....	18
Summary of Resources and Requirements.....	19
Budget Summary - All City Funds Combined.....	19
Summary of City Funds .....	20
Summary of System Development Charges (SDCs) .....	22
Program Budget Matrix .....	23
Summary of Funds.....	29
General Fund .....	30
Community Development Fund .....	31
Building Inspection Fund.....	32
Transit Fund .....	33
Road Operating Fund .....	34
Road Maintenance Fund .....	35
Water Operating Fund .....	36
Sewer Operating Fund .....	37
Street Lighting Fund .....	38
Stormwater Operating Fund .....	39
Fleet Services Fund.....	40
General Obligation Debt Service Fund .....	41
Water Capital Projects Fund .....	42
Sewer Capital Projects Fund .....	43
Streets Capital Projects Fund .....	44
Stormwater Capital Projects Fund .....	45
Building Capital Projects Fund .....	46
Parks Capital Projects Fund .....	47
Water Development Charges Fund .....	48
Sewer Development Charges Fund .....	49
Streets Development Charges Fund .....	50
Washington County Transportation Development Tax Fund .....	51
Stormwater Development Charges Fund .....	52
Parks Development Charges Fund .....	53

<b>PROGRAM REVENUES</b> .....	55
Summary of Program Revenues .....	55
Property Tax Summary .....	56
General Fund Revenues.....	59
Summary of General Fund Revenues .....	60
Summary of Special Revenue Funds.....	62
Community Development Fund .....	62
Building Inspection Fund .....	63
Transit Fund.....	64
Road Operating Fund.....	65
Road Maintenance Regulatory Fund .....	65
Summary of Enterprise Fund Revenues .....	66
Water Operating Fund .....	66
Sewer Operating Fund.....	66
Street Lighting Fund .....	67
Stormwater Fund.....	67
Fleet Service Fund .....	68
Summary of System Development Charges .....	69
<b>PROGRAM EXPENDITURES</b> .....	71
Program Budget Organization .....	71
Summary of Workforce Trends.....	72
Ratio of FTE to Population.....	72
Comparison of Personnel Changes.....	73
Expenditure Summaries .....	75
Policy & Administration.....	76
Administration .....	76
Finance .....	78
Information Systems.....	82
Geographic Information Systems.....	86
Legal.....	90
Human Resources/Risk Management.....	92
Community Development .....	96
Administration .....	96
Engineering.....	98
Building Inspections.....	100
Planning.....	104
Natural Resources/Stormwater Management .....	108
Public Works.....	112
Administration .....	112
Facilities .....	114
Roads .....	116
Street Lighting.....	118
Water Distribution .....	120
Water Treatment Plant .....	124
Industrial Pretreatment .....	128
Wastewater Treatment Plant.....	132
Wastewater Collection.....	134

## Table of Contents, Continued

Stormwater Maintenance.....	138
Parks & Recreation .....	142
General Services .....	142
Parks Maintenance .....	146
Library Services .....	148
Library.....	148
Transportation.....	152
SMART Transit.....	152
Fleet.....	156
Public Safety .....	160
Law Enforcement .....	160
Municipal Court .....	164
<b>CAPITAL PROJECTS.....</b>	<b>167</b>
Capital Project Explanation .....	167
Impact of Capital Projects .....	168
Summary of Resources/Appropriations .....	169
Water.....	170
Sewer.....	180
Planning.....	188
Streets .....	192
Streetscape.....	202
Stormwater.....	206
Transit.....	214
Building.....	218
Parks.....	226
<b>DEBT AND OTHER.....</b>	<b>235</b>
Debt Service Overview .....	235
Long-Term Debt & Limitations.....	236
Overlapping Debt .....	237
Debt to Real Market Value .....	237
Debt per Capita .....	238
Future Debt Plans.....	238
Full Faith and Credit Obligations - Revenue Supported.....	240
Assigned Balances - Designations/Definitions.....	242
Assigned Balances .....	243
Ending Fund Balances.....	244
<b>URBAN RENEWAL.....</b>	<b>245</b>
Quick Facts Page.....	246
Budget Committee and Key Officials .....	247
Budget Message .....	248
Map of Districts .....	249
Urban Renewal Overview.....	250
Mission Statement.....	250
How Urban Renewal Works .....	250
Governance.....	250
Agency District Management.....	250
Assessed Value Information.....	250

Property Tax Information .....	252
Urban Renewal Tax Rates .....	252
Tax Increment Financing (TIF) Zones .....	253
Year 2000 Plan .....	254
Description .....	254
Assessed Value and Taxes .....	254
Plan History of Debt Issuance & Maximum Indebtedness .....	255
Debt Service Fund .....	256
Debt Outstanding .....	257
Capital Projects Fund .....	258
History of Projects .....	259
Program Income Fund .....	260
West Side District .....	261
Description .....	261
Assessed Value and Taxes .....	261
History of Debt Issuance & Maximum Indebtedness .....	262
Debt Service Fund .....	263
Long-term Debt .....	264
History of Projects .....	265
Capital Projects Fund .....	267
Summary of Urban Renewal Funds .....	270
Budget Summary: All Urban Renewal Funds Combined History .....	271
<b>APPENDIX</b> .....	273
Boards And Commissions .....	273
5-Year Financial Forecast .....	277
Comprehensive Financial Management Policies .....	321
Chart of Accounts .....	335
Compensation Plans .....	342
Glossary .....	345
Legal Forms .....	353
Budget Committee Meeting Notices .....	354
Notice of City Council Budget Hearing and Financial Summary .....	358
Notice of Urban Renewal Agency Budget Hearing and Financial Summary .....	360
Resolutions .....	362
Notices of Property Tax and Certification of Intent to Impose Taxes .....	377



**WILSONVILLE**





May 6, 2016

Dear Budget Committee Members,

I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2016-17.

The City of Wilsonville is in a strong financial position and continues to grow and expand its infrastructure. We have expanded our transportation network, new parks have come into City ownership, and water lines and sewer lines have been extended to serve new residential areas. We have embraced the use of new technology across all departments to gain efficiencies and to maintain existing levels of service.

The City continues to plan for the future, by engaging citizens and coordinating with neighboring cities on planning for the Basalt Creek and Frog Pond areas, and embarking on the formation of a new urban renewal district in the Coffee Creek area after receiving an affirmative advisory vote from Wilsonville residents in November of 2015.

Additionally, the City maintains an ambitious capital program and will continue working on key transportation projects, including extending Kinsman Road, embarking on the Tooze Road improvement project, and beginning route studies and preliminary design on the East-West Connector in Old Town, formerly known as the "Old Town Escape". Community amenities such as the Library and Parks will benefit from improvements, repairs and expansion, as the Library prepares to invest a \$1 million grant from the Library District of Clackamas County to make building improvements; the Parks Department begins preliminary design on amenities outlined in the Memorial Park Master Plan; and the Community Development Department begins preliminary design on the French Prairie Bridge, which is mostly funded through \$1.2 million grant from Metro. The Parks Department also is preparing to place a capital bond before voters on the November 2016 ballot for the construction of a new Recreation and Aquatics Center. The utilities are investing in rehabilitation and major maintenance in the Charbonneau neighborhood, as identified in the 2015 Consolidated Charbonneau Improvement Plan. The Water utility plans to upgrade wells and replace meters, valves and hydrants. The Sewer utility plans to repair and replace outfalls to the Willamette River, and continue Phase I efforts on the Coffee Creek interceptor project. Additionally, the City is looking toward the future of Public Works operations and plans to begin the first step of locating a new facility.

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

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

The City's FY 2016-17 Proposed Budget totals \$155.7 million, all funds combined, including reserves and contingencies. Spending occurs from appropriated amounts for personnel, materials and services, capital outlay, debt service and interfund transfers, which total \$89.1 million. Contingencies and set-asides for future use total \$60.4 million, and unappropriated funds, which total \$6.2 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

For the upcoming year, the proposed budget includes an increase to the City's full-time equivalent positions by 3.80, to re-organize staff to better meet demands, to better serve customers, to maintain existing levels of service, and to care for the City's expanding infrastructure. Salaries and wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Benefit plans are budgeted to increase approximately 5% for the year, while the contribution rate for the Public Employees Retirement System (PERS) remains constant for FY 2016-17. However, the City does anticipate a PERS contribution rate increase for the budget year FY 2017-18. PERS sets rates every two years, and FY 2106-17 is mid-way through the two-year cycle.

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

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

The following discussion focuses on select City funds and program areas, highlighting proposals for FY 2016-17.

### **General Fund**

The General Fund accounts for resources devoted to services most commonly associated with local government, including Police, Parks and Recreation, Library, Municipal Court, Administration and Public Works Administration and Facilities. The FY 2016-17 Proposed Budget for the General Fund, including reserves and contingencies, is \$30.4 million, a decrease of \$3.3 million below the FY 2015-16 Adopted Budget of \$33.7 million. This majority of this decrease is due to inter-fund loan activity of the General Fund to other funds. In the prior year, the General Fund made approximately \$6 million in inter-fund loans to the Stormwater Fund and the Urban Renewal Agency. Proposed for FY 2106-17 is a \$1 million loan to the Urban Renewal Agency. The operating portion of the General Fund is proposed to be \$16.1 million in FY 2016-17, an increase of \$1.1 million when comparing to the General Fund operating budget of FY 2015-16.

### ***Personnel***

Within the General Fund, the full-time equivalent (FTE) workforce is proposed to increase 2.8 above the adopted FY 2015-16 level:

- Within Policy and Administration, the Finance Department mid-way through FY 2015-16 increased FTE authority by 0.11 to better address growing administrative and accounting

functions, such as answering customer inquiries, processing transit fares, and receiving and processing utility billing payments. This increase in FTE authority was accomplished within budgeted resources.

- Within Policy and Administration, the Legal Department is recognizing the FTE authority for a legal intern which has historically been budgeted, but not recognized in the FTE count. This recognition of the FTE level for the intern makes it consistent with how interns are recognized in all other City departments.
- The Legal Department is proposing the addition of a part-time property specialist, to support legal activities associated with acquiring property and easements.
- Within Policy and Administration, the Information Systems Division of the Finance Department proposes to add a new position of an Information Systems Assistant. This position will be dedicated to the help desk, aiding other City departments in their use and deployment of various computer software applications, hardware and mobile devices, and equipment such as printers.
- Within Parks, a new full-time Lead Parks Maintenance Specialist is proposed, offset by a reduction in the seasonal work force. This new position is needed to care for additional acreage added to the parks system.
- Within Parks, a new part-time Administrative Assistant is proposed to provide customer service to park patrons to help schedule classes and rent facilities. Additionally, the Parks Department is proposing to increase the current part-time Information and Referral Specialist to full-time, in order to better coordinate services to people with disabilities and also the delivery of meals to seniors in need.

### ***Materials & Services***

Highlights of items proposed for FY 2016-17 are:

- The Finance Department proposes to add \$30,000 to conduct a needs assessment of the City's core financial software package, the software the City uses for accounting, payroll, accounts payable, utility billing and other back-bone functions.
- Information Services proposes to add \$27,000 to upgrade the City's Microsoft Office and Exchange software from the 2010 version, and to fund an assessment of the City's website to evaluate its effectiveness.
- Human Resources (HR) proposes to add approximately \$40,000 to fund outside legal services to aid with collective bargaining. Additionally, HR proposes to add \$13,000 to enhance employee safety training.
- The Parks and Recreation Department proposes to add additional resources to instructor programming, revenue-backed from program fees paid by park patrons who sign up for the classes. Also, because the use of debit and credit cards continues to grow, additional resources are proposed to pay for associated bank charges.
- Parks and Recreation is experiencing growth in the number of parks that need to be maintained and watered. To ensure that parks are irrigated in the most efficient way, Parks is proposing to upgrade and enhance its irrigation system, estimated to cost about \$40,000. Additionally, resources for utilities are increasing to ensure that new parks receive the same level of service as current parks.
- The Library is benefiting from the generosity of the Wilsonville Public Library Foundation and the Wilsonville Friends of the Library, by adding additional resources revenue-backed from these

organizations to purchase books, to increase programming, and to increase support to Dolly Parton's Imagination Library.

- The Library proposes to enhance staff development so that staff is positioned to meet a dynamic and interactive future in the provision of library services. The community relies on the Library for services beyond the traditional service of checking out library books, and additional training will allow staff to creatively engage the community to promote literacy, enhance social connections, and deepen awareness of the world in which we live.

### ***Capital Outlay***

Highlights of capital items proposed for FY 2016-17 are:

- Information Systems proposes just over \$90,000 in one-time, additional resources for capital outlay in order to enhance the City's Virtual Private Network (VPN) and to upgrade the City's Microsoft Office and Exchange software programs. An enhanced VPN will allow staff to access computer programs and files remotely, better supporting the use of mobile devices in field.
- Public Works and Parks propose one-time funding for new equipment, such as a brush box, a leaf vacuum, replacing a wood chipper, and a new truck for the proposed Lead Parks Maintenance Specialist.

### ***Reorganization***

Two budgetary re-organizations are proposed for FY 2016-17, redistributing resources from the City Manager's budget (Policy & Administration – Administration) to operating departments. The first item is to place the funding for tourism within the Parks and Recreation budget. The City collects a Hotel/Motel tax (also referred to as the Transient Lodging tax), and typically budgets about one-half of this revenue for activity that supports tourism. Beginning in FY 2016-17, these resources will now be budgeted within the Parks and Recreation budget, instead of the City Manager's budget. Parks and Recreation will staff the Tourism Committee, and facilitate the uses of these funds. The second item is to place funding related to communication equipment from the Public, Education and Government (PEG) cable franchise subscriber fee into the Information Systems budget. The Information Systems Department manages the audio-visual equipment that is supported by PEG and this re-organization streamlines the process.

### ***Fund Balance and Resources***

The proposed expenditures from General Fund for FY 2016-17 are balanced to the available resources.

External revenues to the General Fund, not including transfers from other funds, are increasing by about \$634,000 in FY 2016-17 when compared to FY 2015-16. Property taxes, which make up nearly 50% of external revenues, are estimated to increase approximately \$480,000, or 8%, in FY 2016-17 when compared to the amount budgeted in FY 2015-16. This increase reflects the steady 3% increase in assessed valuation allowed under the State constitution, as well as additions to assessed value due to new construction. Intergovernmental revenue is increasing approximately \$53,000 in FY 2016-17 when compared to the amount budgeted in FY 2015-16, due to increases from Clackamas County for the City's Library. Charges for services are increasing just under \$100,000 when compared to FY 2015-16, reflecting increased program fees from Parks and Recreation, and increased charges to Urban Renewal for project management. Offsetting these increases includes a dip in revenues from fines for the Municipal Court.

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 9%, or \$264,000, when compared to the budget FY 2015-16. This is due to the capital program ramping up and requiring more services for accounting, budgeting and oversight; to increased services to the Utilities as new accounts are added; and to increased activity in Community Development related to permitting, long range planning and economic development.

The General Fund's fund balance is also being utilized to fund proposals for FY 2016-17. 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 2016-17, approximately \$1.2 million in General Fund fund balance is proposed to be used to fund one-time items. Many of these items have been planned for, and funding has been specifically set aside in prior years. These items include: The document management software system, planning in the Coffee Creek area, building remodeling and repairs, fiber connectivity, and future building relocation. Other one-time items funded by fund balance in FY 2016-17 include planning for Frog Pond and Basalt Creek, repairing walking paths in Charbonneau, seismically upgrading the Police/Public Works building, purchasing new and replacement equipment in Parks and Public Works, and replacing playground equipment in City parks.

The General Fund's fund balance will also be used to provide financing to the Urban Renewal Agency, if necessary. The FY 2016-17 Proposed Budget includes an overnight loan of \$1 million from the General Fund to the Westside District of the Urban Renewal Agency, for capital projects. The overnight loan will be paid back from the tax increment received by the district.

The General Fund's estimated ending fund balance for FY 2016-17 is approximately \$11.6 million. Of this amount, approximately \$6.94 million is proposed to be set-aside for future use, and is detailed in the budget document beginning on page 242. Approximately \$2.5 million is reserved as unappropriated fund balance, meeting the City Council's financial policy that the General Fund's fund balance should be maintained at 15% of operating expenditures, in addition to restricted balances for the Public, Education, and Government fees.

Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$2.16 million at the end of FY 2016-17.

### **Community Development Fund**

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building our community. Housed within this fund are CD Administration, Planning, Engineering, Stormwater and Natural Resource Management, and Urban Renewal Administration. The FY 2016-17 Proposed Budget for the CD Fund, including reserves and contingencies, is \$6.12 million.

#### ***Personnel***

Community Development – Administration has restructured and re-assigned work load, and as a result is proposing to reduce one full-time equivalent, the Real Property Specialist position.

#### ***Materials & Services***

Highlights of items proposed for FY 2016-17 are:

- The Engineering Division is continuing to integrate the Geographic Information Systems (GIS) and AutoCad software systems for the recording and mapping of City infrastructure, and is

requesting \$15,000 for outside consulting services for this purpose. This project began in FY 2015-16, and when completed will result in a single database that can be used for both asset management needs and for engineering investigations and conceptual design work.

- The Building Inspection Division is proposing \$25,000 to conduct a needs assessment of technical requirements for its building permitting software system. This needs assessment will be in partnership with the Finance Department, as both departments use the same vendor, Eden, for their core functions.

### ***Capital Outlay***

Proposed for FY 2016-17 is the purchase of a new copy machine. The Engineering Division and Building Inspection Division are sharing in the cost of the new copier.

### ***Fund Balance and Resources***

The CD Fund is utilizing approximately \$105,000 in fund balance in FY 2016-17, as recurring resources are not keeping up with recurring expenses. The picture is improving when comparing to the FY 2015-16 year-end estimate, where approximately \$150,000 in fund balance is estimated to be needed. To correct the situation of this fund using its fund balance for on-going expenses, a detailed financial review is currently underway. This review is evaluating all aspects of the CD Fund, but does not include building permits, which are housed in the Building Inspection Fund. The work is expected to carry forward into the next fiscal year.

The ending fund balance proposed for FY 2016-17 is \$2.3 million. Of this amount, \$653,000 is reserved to meet the financial policy of reserving 20% of operating expenditures.

### **Transit Fund**

The Transit Fund accounts for the activities of Wilsonville's transit system – South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% tax on payroll. The FY 2016-17 Proposed Budget for SMART, including reserves and contingencies, is \$8.7 million.

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

### ***Personnel***

Proposed for FY 2016-17 is a new half-time Administrative Assistant. This new position is needed to streamline the purchasing and record-keeping within Transit. Currently, these duties are performed by higher level managers, who are increasingly pulled away from other duties to complete these administrative functions.

### ***Materials & Services***

Highlights of items proposed for FY 2016-17 are:

- Professional Services are proposed to increase approximately \$80,000, to fund outside legal services to assist with labor negotiations, to continue work on the Transit Master Plan, and for computer maintenance support charges related to the newly implemented bus-locator technology.

- SMART is anticipating saving about \$30,000 in fuel, due to the transition to more fuel efficient vehicles and the recent decline in gas prices.

### ***Capital Outlay***

SMART is proposing approximately \$1 million in capital outlay, 80% of which is grant funded. SMART is planning on replacing two 35-foot buses and two cutaway buses, as well as improving passenger amenities related to signage, benches and lighting.

### ***Fund Balance and Resources***

The Transit Fund is utilizing approximately \$703,000 in fund balance in FY 2016-17. Of this amount, approximately \$200,000 has been planned and previously set aside as a match for grants for capital purchases. However, the remaining use of fund balance, approximately \$500,000, is being used to fund recurring expenses. While fund balance is an appropriate source for one-time items, in general the use of fund balance to fund recurring expenses indicates that the fund may not be sustainable in the long-term. The current effort of the Transit Master Plan is the first step on a path to reverse this trend – SMART is endeavoring to learn from the community the priorities it has for Transit services. Once these priorities are better understood, SMART can begin the effort of evaluating potential service changes and sustainable funding strategies to present to City Council for further discussion and consideration.

The proposed ending fund balance for FY 2016-17 is \$1.86 million. Of this amount, about \$1 million is reserved to meet the financial policy of reserving 20% of operating expenditures.

### **Capital Improvement Program**

As Wilsonville continues to grow and expand, roads are being extended and build, new parks come into the system, and the Water, Sewer, and Stormwater utilities add additional pipelines and customers. The City is continuing to plan for growth areas, including Frog Pond, Basalt Creek, and Coffee Creek, and \$260,000 is proposed from the General Fund to continue these planning efforts. Additionally, the City is moving toward creating a new urban renewal district to finance capital improvements within Coffee Creek.

City parks are part of what make Wilsonville an attractive place to live and work. Proposed for FY 2016-17 is approximately \$2 million in Parks projects, including the first stages of implementing the Memorial Park Master Plan, preliminary planning for the French Prairie Bridge, designing portions of the Ice Age Tonquin Trail, and replacing playground equipment.

Proposed in FY 2016-17 is \$5.3 million in funding for new streets to better connect the community. Funding is from numerous sources, including the Urban Renewal Agency, Street System Development Charges, and state gas tax. Examples of projects include extending Kinsman Road and improving Tooze Road.

Future street projects in the Basalt Creek and Coffee Creek planning areas will be located in Washington County. Washington County levies a voter-approved Transportation Development Tax on developments within its boundaries, which is kept by local jurisdictions and is spent by those jurisdictions on approved transportation projects. In order to facilitate tracking these funds, the City is creating a new fund, the Transportation Development Tax (TDT) Fund.

Looking toward the future for the City's public works' functions, a new facility is on the long-term horizon. The first step toward this new facility is purchasing a site. Thus, the FY 2016-17 budget includes \$2 million for land acquisition toward this purpose.



At the same time, aging infrastructure must be maintained to ensure public health and safety needs continue to be met. The Charbonneau area is one of the City's first neighborhoods, and its infrastructure is in need of major maintenance and repair. Proposed for 2016-17 is approximately \$1.6 million in capital improvements, to rehabilitate aging water lines, sewer lines, stormwater lines, and walking paths. This is in addition to the \$1.3 million that was budgeted in FY 2015-16 for the same purposes.

### **Conclusion**

The FY 2016-17 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 Cook, Cricket Taylor 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 annual budget for FY 2016-17 was approved by the Budget Committee.

## City Council Changes from Approved to Adopted Budget

---

The approved annual budget for FY 2016-17 was adopted by City Council.

**WILSONVILLE**





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

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

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

Located 20 miles south of Portland, Oregon, the City of Wilsonville was formally incorporated in 1968. At the time, the population was about 1,000 and the City was basically a market town for the surrounding farms.

Shortly after incorporation, things started changing fast. First some land developers announced plans to turn a large farm on the Willamette River into a planned residential community that would eventually be home to more than 3,000 people. That community, known as Charbonneau, began developing in 1970 and was incorporated into the City in 1971. By 1980, the population had grown to about 3,000 and the City employed only a few people. In fact, beyond water and sewer, the City provided limited services.

That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that swelled the population to more than 7,000 by 1990 and nearly 20,000 by 2010. City services expanded to

include police, mass transit, parks & recreation, street maintenance, senior services and a library.

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

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



# City History Timeline

<b>1968</b>	Wilsonville incorporates on October 17, 1968.	<b>1988</b>	Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.	<b>2005</b>	Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
<b>1969</b>	Wilsonville citizens vote to adopt the City's first charter.	<b>1991</b>	Arlene Loble hired as City Manager. Town Center Shopping Center opens.	<b>2006</b>	Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
<b>1970</b>	Developers announce plans for a major residential subdivision known as "Charbonneau."  Population approximately 1,000.	<b>1992</b>	Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	<b>2007</b>	Public Works and Police Department relocated to the remodeled old City Hall building.
<b>1971</b>	Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	<b>1993</b>	Serial levy failure forces \$1 million budget cut, reorganization of departments.	<b>2008</b>	Tim Knapp elected Mayor.  Local voters approved the creation of a county library district.
<b>1972</b>	Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	<b>1994</b>	In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	<b>2009</b>	WES Commuter Rail begins Operations.
<b>1973</b>	Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.	<b>1995</b>	Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	<b>2010</b>	Population 19,525
<b>1979</b>	Construction begins on Inza R. Wood Middle School.  City signs first contract with Clackamas County Sheriff's Office for police services.	<b>1996</b>	Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.	<b>2011</b>	Fred Meyer's 210,000 square foot shopping center opens.
<b>1980</b>	Wilsonville adopts its first Comprehensive Plan.  Population: 2,920	<b>1998</b>	City Council imposes moratorium on new development approvals until new, long-term water supply is identified.	<b>2012</b>	Oregon Institute of Technology opens its Wilsonville campus in a previously vacant office building.
<b>1982</b>	Voters approve Wilsonville's first tax base: \$300,000.  Wilsonville's first library opens.	<b>2000</b>	Construction begins on women's prison and on water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,615	<b>2014</b>	Wastewater Treatment Plant upgraded and expansion is completed.
<b>1984</b>	Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	<b>2003</b>	The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.	<b>2015</b>	Substantial work is underway on the Basalt Creek Concept Plan and Frog Pond Area Plan. Both include major developments inside
<b>1987</b>	Voters approve a bond measure to pay for a new library and park improvements.			<b>2016</b>	Advisory vote to form the Coffee Creek Urban Renewal Area passes and work is underway to draft the plan and form the district.

## 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.

		<u>From US Census:</u>	<u>2000</u>	<u>2010</u>
<b>Incorporated</b>	1968	Population	13,991	19,509
<b>Area in square miles</b>	7.4	<b>Adult education level:</b>		
<b>Government</b>	Council/Mgr	High school or higher	93%	89%
<b>Registered voters 2014</b>	10,606	Bachelor's degree or higher	38%	38%
<b>Voted in November 2014</b>	71%	<b>Race:</b>		
<b>Population (July 2015)</b>	22,870	White	87%	79%
<b>Median home cost:</b>		Hispanic	7%	12%
2000 census	\$227,900	Asian	2%	4%
2010 (zillow.com)	\$282,400	Black or African Amer.	1%	2%
2014 (zillow.com)	\$336,200	Other	3%	3%
2015 (zillow.com)	\$369,900	<b>Age and Gender:</b>		
2016 (zillow.com)	\$402,000	0 to 19 years	27%	24%
<b>Assessed values (November 2015):</b>		20 to 44 years	39%	39%
Residential	46%	45 to 64 years	20%	24%
Multi-family	13%	65 years and over	14%	13%
Commercial	16%	Median age (years)	35	36
Industrial	25%	Male	6,796	9,084
		Female	7,195	10,425
Residential	\$1,500 mil.	<b>Income - Households:</b>		
Multi-family	\$379 mil.	Less than \$25,000	18%	20%
Commercial	\$489 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$804 mil.	\$50,000 to \$74,999	20%	17%
<b>Local businesses:</b>		\$75,000 to \$99,999	15%	15%
Licenses issued (12/2015)	1,004	\$100,000 or more	18%	22%
Employees (est.)	16,320	<b>Households:</b>		
Annual payroll (est.)	\$930 mil.	Total Households	5,937	8,405
		with individuals <18 yrs	32%	28%
		with individuals >64 yrs	23%	25%
		Average household size	2.34	2.31

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

# About Wilsonville

## City Statistics - Services

Description	Base Year 2010	Year 2015	% Change	Source
<b>Culture and recreation:</b>				
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	70	30%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	10 mgd	15 mgd	50%	Public Works
Peak capacity demand	6 mgd	9 mgd	50%	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	110	33%	Public Works
Customers	4,731	5,856	24%	Utility Billing
<b>Wastewater:</b>				
Treatment design capacity	2.25 mgd	4 mgd	4%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	5%	Public Works
Miles of sewer pipeline	72	80	11%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	8	0%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	42	41.5	-1%	<a href="http://www.countrystudies.us">www.countrystudies.us</a>
Miles of storm sewers	65	68	5%	Public Works
Stormwater catch basins	1,823	1,862	2%	Public Works
Manholes	1,723	1,902	10%	Public Works
Detention Ponds	10	10	0%	Public Works
<b>Street lights:</b>				
Number of lights	2,206	2,630	19%	Public Works
Number of streetlight poles	2,050	2,383	16%	Public Works
<b>Public Safety:</b>				
Police calls	5,803	6,689	15%	Clackamas Co Sheriff
Citations issued	3,470	2,389	-31%	Municipal Court
Number of sworn officers	17	19	12%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

City Statistics - Services

Description	Base Year 2010	Year 2015	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	7	9	29%	City Transit
Demand based trips (annually)	17,703	22,756	29%	City Transit
Number of riders (annually)	306,721	343,793	12%	City Transit
Miles driven (annually)	667,161	674,261	1%	City Transit
<b>Other transit systems:</b>				
City of Canby - local trips (daily)	8	0	-100%	City Transit
City of Salem - local trips (daily)	8	8	0%	City Transit
TriMet - local bus trips (daily)	35	36	3%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	476,811	56%	City Transit
<b>Streets:</b>				
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	7,775	-3%	Public Works
Signs	N/A	5,000	N/A	Public Works
<b>Public Schools:</b>				
Elementary schools	2	3	50%	School District
Middle schools	1	1	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
<b>Building Permits:</b>				
Commercial, units	212	256	21%	Building Dept.
Commercial, value	\$19 mil	\$10 mil	-47%	Building Dept.
Residential, units	40	312	680%	Building Dept.
Residential, value	\$7 mil	\$77 mil	1000%	Building Dept.

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



# The Budget Process

## The City Budget Calendar

### ***October 2015 through January 2016***

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

### ***January 2016***

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

### ***February 2016***

- 5-Year forecast presented to Budget Committee
- Internal meetings on departmental budget requests
- Computation of indirect costs and interfund transfers

### ***March 2016***

- Balance operating and capital improvement needs for operating funds
- Final adjustments to balance each fund
- City Manager Proposed Budget determined

### ***April 2016***

- Preparation of Proposed Budget document
- Post notice of Budget Committee public hearings on City website

### ***May 2016***

- 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 2016***

- 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 yearend all outstanding encumbrances lapse. Unexpended budget appropriations lapse at the fiscal yearend.

The City Manager serves as the Budget Officer (ORS 294.331) and 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.

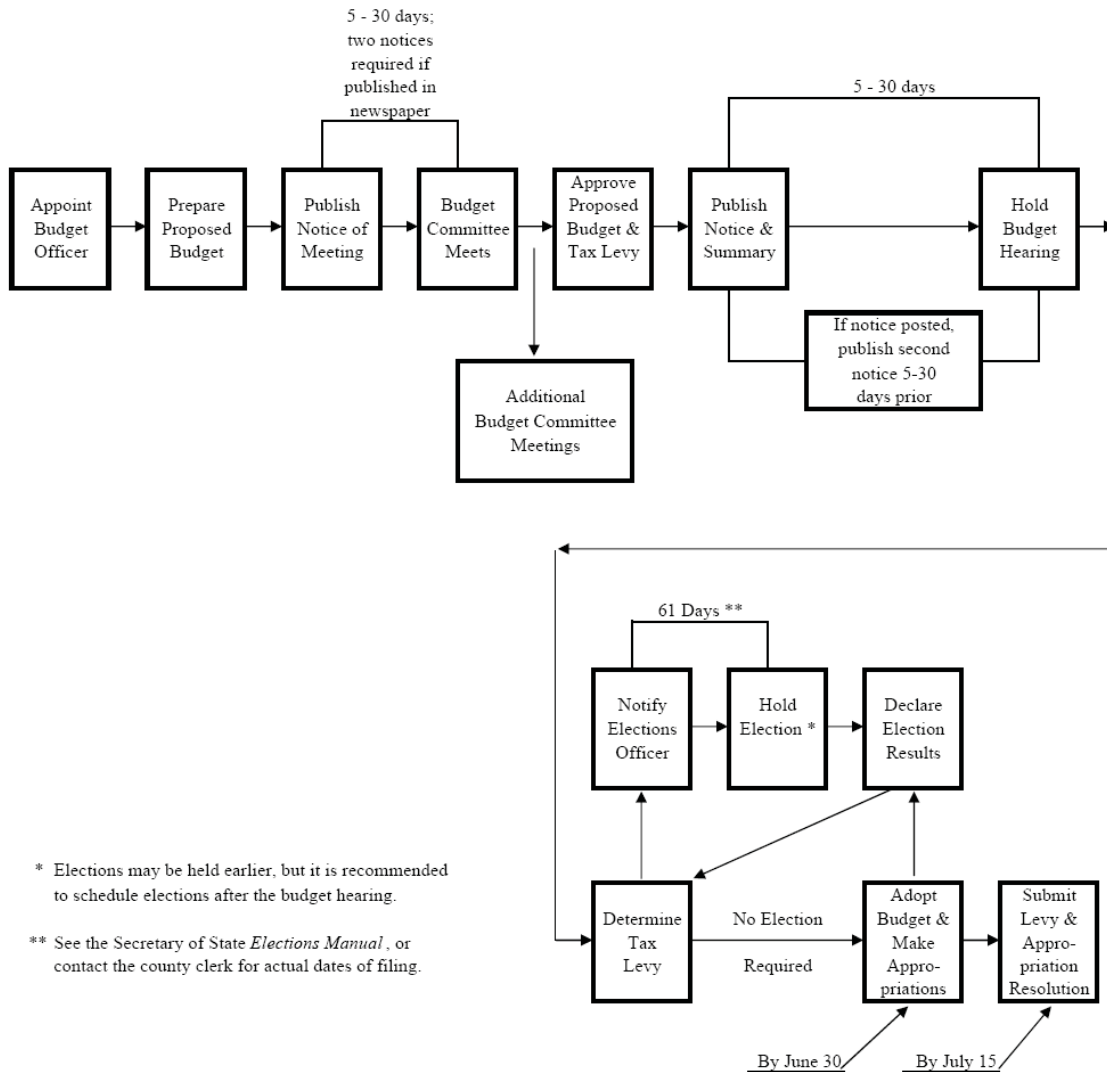
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

# 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

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

## The Budget Committee

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

The Budget Committee receives the proposed budget as prepared by City staff and presented by the Budget Officer (City Manager). The committee may approve the proposed budget intact, or change part or all of it prior to final approval 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 2016-17 budget:

City Council Members

Tim Knapp, Mayor

Scott Starr, Council President

Julie Fitzgerald, Councilor

Charlotte Lehan, Councilor

Susie Stevens, Councilor

Citizen Members

Paul Bunn

Tony Holt

Andrew Karr

Arthur Park

Alan Steiger

# The Budget Process

## Budget Assumptions for FY 2016-17

The following assumptions were used in the development of the FY 2016-17 Adopted 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:

- Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

#### Benefits:

- Health insurance premiums are budgeted to increase in January of 2017.
- 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 2016-17 is mid-way through the two year cycle. Employer share at 16.59% (Tier 1 & 2) or 10.55% (Oregon Pension Service Retirement Plan, OPSRP), plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401a contribution is set at 3%.

### ***Material and Services:***

- The Adopted Budget includes inflationary increases of 1% when compared to the FY 2015-16 Budget. Materials and Services that increased more than this inflationary increase are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets range from 3% to 6%.
- Additions included in the Adopted Budget are explained in the explanation of variances for each program, in the Program Expenditures section of this budget book.

### ***Capital Outlay:***

- By definition, capital outlay are assets with a life longer than one year and initial cost of at least \$5,000.
- Budget amounts are based on purchase cost and estimates to put the asset into operation.

### ***Debt Service:***

- The Urban Renewal Agency issued \$5 million in debt in July of 2015.
- The General Obligation Bond for the Library was paid off in December of 2015.
- 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 have entered into a five-year inter-fund loan 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's systems based on the computers and related equipment used by a department.
- Allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.
- Allocations are presented visually in the Program Budget Matrix displayed in the Fund Summaries section of the budget document.

## ***Primary Revenue Sources:***

- Property tax revenues for the General Fund are estimated to increase approximately 9% over the amount budgeted in FY 2015-16. 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 rate increase of 2.25% effective 01/01/17.
- Sewer rates last increased 01/01/14 with no additional increases budgeted.
- Stormwater rate will increase from \$8.65, per month, per equivalent dwelling unit (EDU), to \$9.30 monthly per EDU effective January, 2017.
- Transit tax wage base assumed growth of 1%.
- Investment income on available cash balances at .50%.

## ***Fund Balance Classifications:***

- Restricted and Committed Balances are determined by Council Resolutions or third-party contractual requirements.
- Assigned Balances are for purposes as designated by Council, City Manager, or Finance Director. 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 for the General Fund is 15% of operating costs.
- Contingencies 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 2016-17 Proposed Budget balances recurring operating expenditures to recurring operating revenues. Non-recurring and one-time expenditures are funded from anticipated one-time resources, or resources carried over from the prior year.

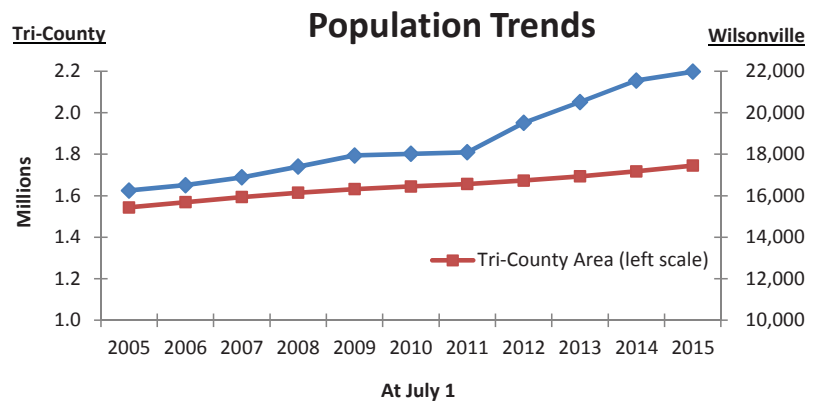
# Trends and Analysis

## Population

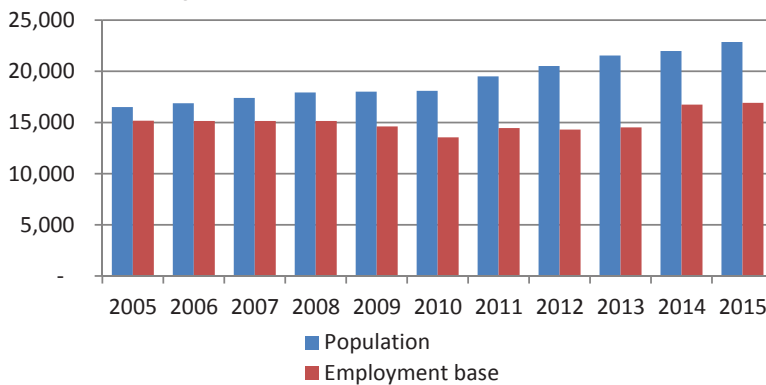
### Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3% per year, with accelerated growth between 2011-13 as the Villebois planned community developed. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1.2% per year over the last ten years. The increase in 2011 represents Census results from 2010.

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



### **Population and Local Work Force**



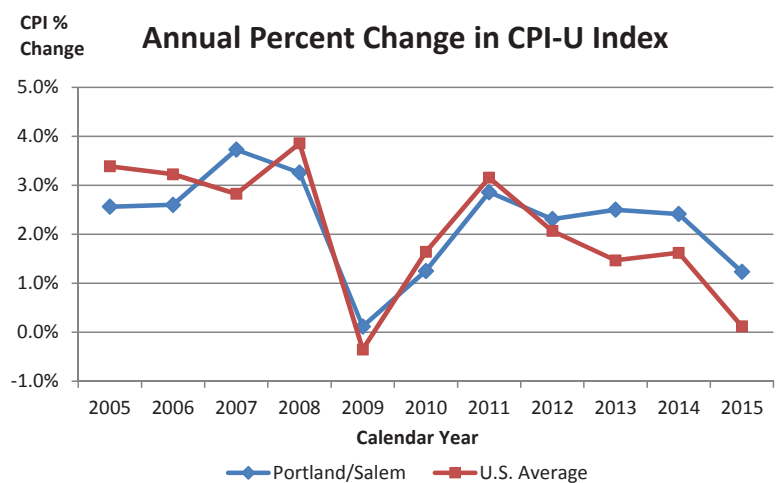
### Wilsonville Population and Local Employment

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

## Consumer Price Index

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

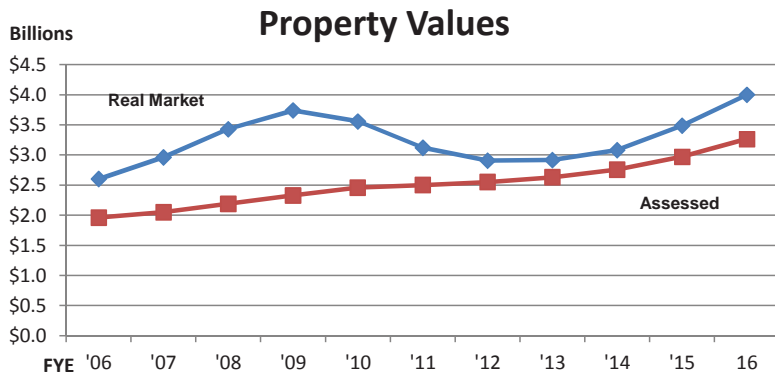
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Between 2008 and 2012, prices in the Portland area fell and then rose again similar to prices nation-wide. Since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



# Trends and Analysis

## Property Taxes

### Property Tax Values – Real Market vs Assessed

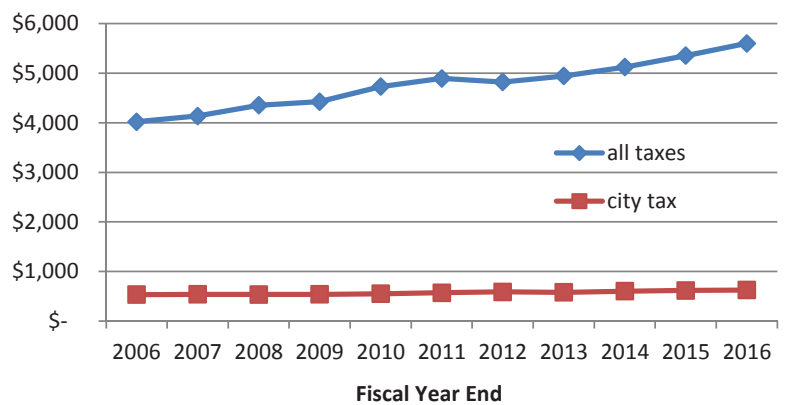


Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth 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 2016 assessed values are approximately 82% of real market value.

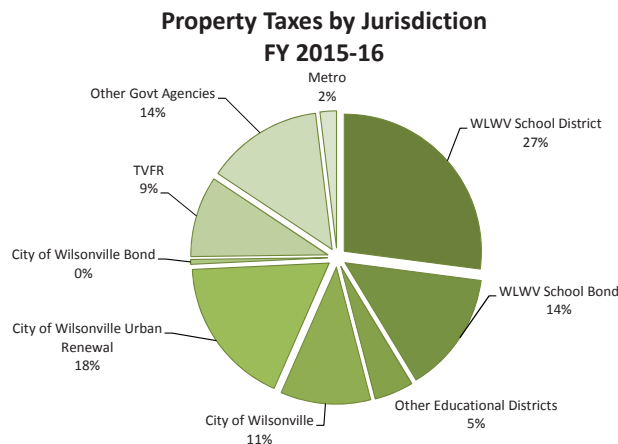
### Tax Bill Growth Comparisons

The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2016 is just over 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 new bond measure for Clackamas Community College at \$0.19 per thousand of AV, and a new 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.



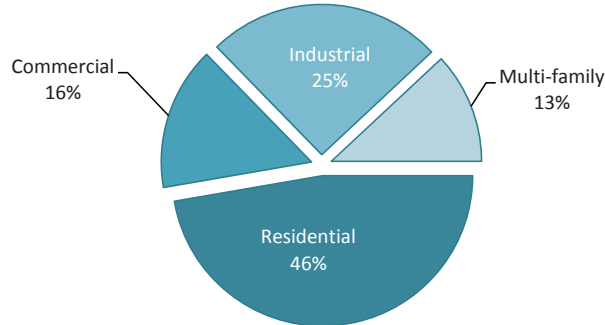


# Trends and Analysis

## Property Type Tax Burden

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

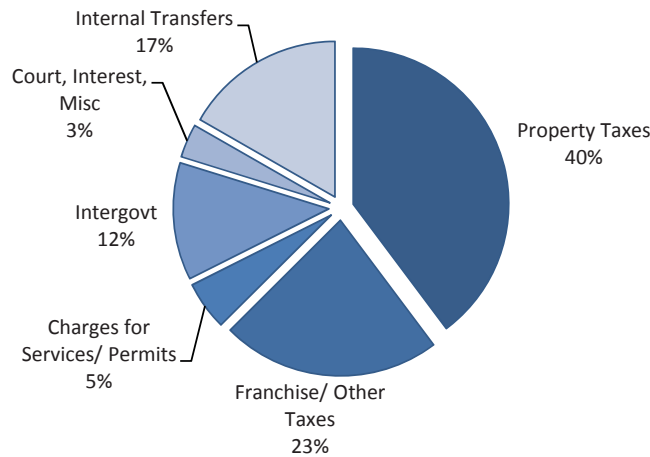
### City Taxes 2016 - by Property Class



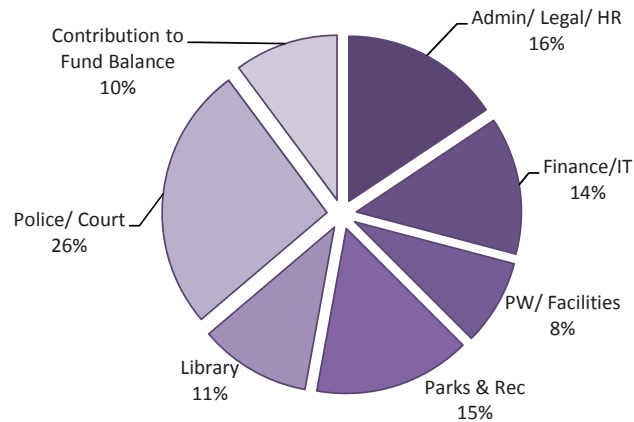
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 40% of total General Fund resources in Fiscal Year 2014-15.

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 2014-15.

### General Fund Sources, FY 2014-15



### General Fund Uses, FY 2014-15

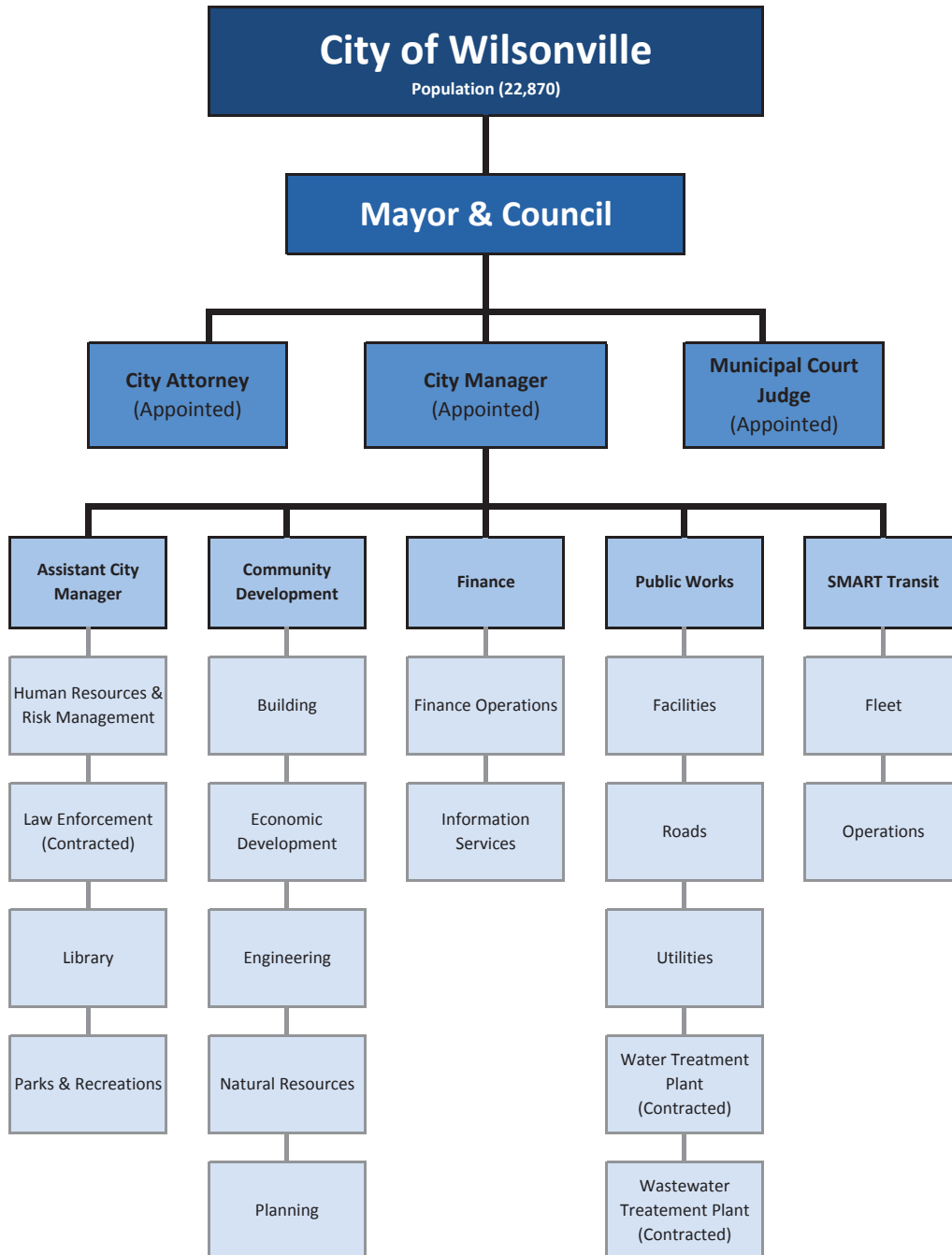


# Key Performance Areas and Council Goals 2015-17

---

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

# Organizational Chart



## Fund Summaries

---

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

# Fund Descriptions

State law requires all funds to be budgeted.

**General Fund.** The General Fund accounts for resources devoted to support the services associated with local government. General Fund programs include 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Property taxes	\$ 5,753,398	\$ 6,199,968	\$ 6,348,196	\$ 6,507,420	\$ 6,507,420	\$ 6,507,420
Other taxes	4,615,219	6,123,250	4,826,000	4,985,310	4,985,310	4,985,310
Licenses, franchise fees & permits	5,226,906	5,630,225	4,983,885	5,906,883	5,906,883	5,906,883
Other governments	4,040,465	3,841,929	6,282,732	5,406,560	5,406,560	5,406,560
Charges for services	19,390,847	21,042,012	20,961,771	21,568,200	21,568,200	21,568,200
System development fees	7,535,714	7,187,356	8,050,458	10,908,305	10,908,305	10,908,305
Interest earnings	378,165	300,480	317,972	361,750	361,750	361,750
Miscellaneous	1,716,773	739,964	556,725	698,550	698,550	698,550
Revenue subtotal	48,657,487	51,065,184	52,327,739	56,342,978	56,342,978	56,342,978
Interfund transfers	17,860,550	17,044,623	25,261,009	27,004,803	27,004,803	27,004,803
Interfund loan repayments	-	-	406,020	589,520	589,520	589,520
Beginning fund balance	65,594,142	61,772,625	61,051,635	71,778,964	71,778,964	71,778,964
Total Resources	\$ 132,112,179	\$ 129,882,432	\$ 139,046,403	\$ 155,716,265	\$ 155,716,265	\$ 155,716,265
<b>REQUIREMENTS</b>						
Personnel services	\$ 13,502,030	\$ 13,974,828	\$ 15,564,230	\$ 16,539,504	\$ 16,539,504	\$ 16,539,504
Materials & services	17,251,200	16,618,150	18,722,677	19,482,284	19,482,284	19,482,284
Capital outlay	15,902,576	7,810,887	16,012,812	20,655,302	20,655,302	20,655,302
Debt service	5,823,198	5,830,961	6,239,863	5,407,983	5,407,983	5,407,983
Expenditures subtotal	52,479,004	44,234,826	56,539,582	62,085,073	62,085,073	62,085,073
Interfund transfers	17,860,550	17,044,623	25,261,009	27,004,803	27,004,803	27,004,803
Ending fund balance:						
Nonspendable	264,135	90,266	-	-	-	-
Restricted	2,651,655	268,532	134,587	125,000	125,000	125,000
Committed	6,920,838	7,716,233	5,864,300	6,232,400	6,232,400	6,232,400
Assigned	47,529,870	57,940,256	48,959,498	58,107,883	58,107,883	58,107,883
Unassigned	4,406,127	2,587,696	2,287,427	2,161,106	2,161,106	2,161,106
Ending fund balance	61,772,625	68,602,983	57,245,812	66,626,389	66,626,389	66,626,389
Total Requirements	\$ 132,112,179	\$ 129,882,432	\$ 139,046,403	\$ 155,716,265	\$ 155,716,265	\$ 155,716,265

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2016-17

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 6,507,420	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	262,500	-	-	4,722,810	-	-
Licenses, franchise fees & permits	3,199,750	1,100,198	1,604,935	-	-	-
Intergovernmental	1,926,760	-	-	1,185,875	1,328,925	-
Charges for services	639,500	594,400	-	214,080	-	710,000
System development fees	-	-	-	-	-	-
Interest earnings	75,000	12,000	15,000	15,000	6,000	2,000
Miscellaneous	393,050	500	-	14,000	1,500	-
Revenue Subtotal	13,003,980	1,707,098	1,619,935	6,151,765	1,336,425	712,000
Interfund transfers	4,166,238	1,981,238	-	-	-	-
Interfund loan repayments	406,020	-	-	-	-	-
Beginning fund balance	12,829,219	2,431,905	2,975,282	2,564,441	963,206	928,600
Total Resources	\$ 30,405,457	\$ 6,120,241	\$ 4,595,217	\$ 8,716,206	\$ 2,299,631	\$ 1,640,600

## REQUIREMENTS

Personnel services	\$ 7,382,657	\$ 2,753,592	\$ 683,400	\$ 3,307,170	\$ 392,967	\$ -
Materials & services	8,426,454	509,707	133,301	1,923,652	467,799	-
Capital outlay	325,828	5,000	5,000	1,020,195	9,000	-
Debt service	-	-	-	-	81,500	-
Expenditures Subtotal	16,134,939	3,268,299	821,701	6,251,017	951,266	-
Interfund transfers	2,672,650	525,479	227,463	603,375	644,033	950,000
Ending balances:						
Restricted	125,000	-	-	-	-	-
Committed	2,371,400	652,700	163,400	1,046,200	172,200	-
Assigned	6,940,362	1,673,763	3,382,653	815,614	532,132	690,600
Unassigned	2,161,106	-	-	-	-	-
Total Requirements	\$ 30,405,457	\$ 6,120,241	\$ 4,595,217	\$ 8,716,206	\$ 2,299,631	\$ 1,640,600

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2016-17 (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,507,420
-	-	-	-	-	-	-	4,985,310
-	-	-	-	-	2,000	-	5,906,883
-	-	-	-	-	965,000	-	5,406,560
7,552,582	7,764,750	460,000	2,374,518	1,258,370	-	-	21,568,200
-	-	-	-	-	-	10,908,305	10,908,305
45,000	58,050	-	5,000	5,000	5,500	118,200	361,750
24,000	25,000	-	-	-	240,500	-	698,550
7,621,582	7,847,800	460,000	2,379,518	1,263,370	1,213,000	11,026,505	56,342,978
350,000	600,000	-	-	-	19,507,327	400,000	27,004,803
183,500	-	-	-	-	-	-	589,520
9,319,698	10,260,270	825,968	703,591	1,458,032	2,611,018	23,907,734	71,778,964
\$ 17,474,780	\$ 18,708,070	\$ 1,285,968	\$ 3,083,109	\$ 2,721,402	\$ 23,331,345	\$ 35,334,239	\$ 155,716,265
\$ 612,973	\$ 356,800	\$ -	\$ 464,335	\$ 585,610	\$ -	\$ -	\$ 16,539,504
3,372,055	3,154,585	351,721	528,173	576,305	-	38,532	19,482,284
279,200	-	-	9,000	482,000	18,520,079	-	20,655,302
1,878,000	2,940,463	-	508,020	-	-	-	5,407,983
6,142,228	6,451,848	351,721	1,509,528	1,643,915	18,520,079	38,532	62,085,073
3,117,668	3,867,017	490,520	872,718	2,400	2,673,616	10,357,864	27,004,803
-	-	-	-	-	-	-	125,000
797,100	702,300	70,400	198,600	58,100	-	-	6,232,400
7,417,784	7,686,905	373,327	502,263	1,016,987	2,137,650	24,937,843	58,107,883
-	-	-	-	-	-	-	2,161,106
\$ 17,474,780	\$ 18,708,070	\$ 1,285,968	\$ 3,083,109	\$ 2,721,402	\$ 23,331,345	\$ 35,334,239	\$ 155,716,265



# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2016-17

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>							
System development fees	\$ 2,199,448	\$ 1,893,414	\$ 4,185,810	\$ -	\$ 746,923	\$ 1,882,710	\$ 10,908,305
Interest earnings	15,000	40,000	30,000	-	7,200	26,000	118,200
Revenue Subtotal	2,214,448	1,933,414	4,215,810	-	754,123	1,908,710	11,026,505
Interfund transfers	-	-	-	400,000	-	-	400,000
Beginning fund balance	3,856,216	7,771,833	6,224,252	-	1,922,703	4,132,730	23,907,734
Total Resources	\$ 6,070,664	\$ 9,705,247	\$ 10,440,062	\$ 400,000	\$ 2,676,826	\$ 6,041,440	\$ 35,334,239
<b>REQUIREMENTS</b>							
Materials & services	\$ 9,696	\$ 6,262	\$ 16,059	\$ -	\$ 2,626	\$ 3,889	\$ 38,532
Expenditures Subtotal	9,696	6,262	16,059	-	2,626	3,889	38,532
Interfund transfers	1,151,842	3,515,458	3,538,299	-	140,052	2,012,213	10,357,864
Ending balances:							
Assigned	4,909,126	6,183,527	6,885,704	400,000	2,534,148	4,025,338	24,937,843
Total Requirements	\$ 6,070,664	\$ 9,705,247	\$ 10,440,062	\$ 400,000	\$ 2,676,826	\$ 6,041,440	\$ 35,334,239

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 \$ 122,479,062 from a *total appropriations budget* of \$ 149,483,865. The difference of \$ 27,004,803 is a result of interfund service charges and transfers. The working budget amount of \$ 122,479,062 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
<b>Policy and Administration</b>							
Administration	\$ 1,047,165	\$ 49,397	\$ 9,881	\$ 49,397	\$ 9,876	\$ -	\$ 59,275
Finance	294,193	46,592	22,092	193,615	23,858	-	215,366
Information Systems	642,143	185,017	32,184	64,354	16,083	-	40,221
GIS	55,844	17,750	17,750	13,310	19,970	-	35,500
Legal	382,251	24,210	3,457	10,376	3,457	-	20,751
Human Resources/Risk Mgmt	388,738	107,782	25,901	112,219	18,191	-	22,396
<b>Total</b>	<b>2,810,335</b>	<b>430,747</b>	<b>111,265</b>	<b>443,272</b>	<b>91,435</b>	<b>-</b>	<b>393,508</b>
<b>Community Development</b>							
Administration	-	194,901	64,797	-	-	-	-
Engineering	-	308,801	-	-	-	-	-
Building Inspections	-	-	821,701	-	-	-	-
Planning	-	1,007,074	-	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	43,283	28,114	-	-	-	-
<b>Total</b>	<b>-</b>	<b>1,554,059</b>	<b>914,612</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works</b>							
Administration	38,588	-	-	-	103,449	-	119,618
Facilities	719,351	80,332	20,087	86,703	5,869	-	54,249
Roads	-	-	-	-	869,766	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,402,353
Water Treatment Plant	-	-	-	-	-	-	2,861,875
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
<b>Total</b>	<b>757,939</b>	<b>80,332</b>	<b>20,087</b>	<b>86,703</b>	<b>979,084</b>	<b>-</b>	<b>4,438,094</b>
<b>Parks &amp; Recreation</b>							
Parks & Recreation	1,617,522	-	-	-	-	-	-
Parks Maintenance	1,319,901	-	-	-	-	-	23,262
<b>Total</b>	<b>2,937,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,262</b>
<b>Library</b>	<b>1,868,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation</b>							
Transit	-	-	-	6,251,017	-	-	-
Fleet Service	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,251,017</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>							
Law Enforcement	4,443,964	-	-	-	-	-	-
Municipal Court	206,630	-	-	-	-	-	-
<b>Total</b>	<b>4,650,594</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>13,024,703</b>	<b>2,065,138</b>	<b>1,045,964</b>	<b>6,780,992</b>	<b>1,070,519</b>	<b>-</b>	<b>4,854,864</b>
<b>Non-Operating Units</b>							
Capital Improvements	1,173,900	-	-	67,000	251,783	950,000	1,472,350
Debt Service	-	-	-	-	81,500	-	1,528,000
Contingencies	9,226,468	1,673,763	3,382,653	815,614	532,132	690,600	7,417,784
<b>Total Non-Operating Budget</b>	<b>10,400,368</b>	<b>1,673,763</b>	<b>3,382,653</b>	<b>882,614</b>	<b>865,415</b>	<b>1,640,600</b>	<b>10,418,134</b>
<b>Total Working Budget</b>	<b>23,425,071</b>	<b>3,738,901</b>	<b>4,428,617</b>	<b>7,663,606</b>	<b>1,935,934</b>	<b>1,640,600</b>	<b>15,272,998</b>
<b>Adjustments:</b>							
Interfund Service & Transfers	4,608,986	1,728,640	3,200	6,400	191,497	-	1,404,682
Total Appropriations	28,034,057	5,467,541	4,431,817	7,670,006	2,127,431	1,640,600	16,677,680
<b>Unappropriated Ending Balance</b>	<b>2,371,400</b>	<b>652,700</b>	<b>163,400</b>	<b>1,046,200</b>	<b>172,200</b>	<b>-</b>	<b>797,100</b>
<b>Total Uses</b>	<b>\$ 30,405,457</b>	<b>\$ 6,120,241</b>	<b>\$ 4,595,217</b>	<b>\$ 8,716,206</b>	<b>\$ 2,299,631</b>	<b>\$ 1,640,600</b>	<b>\$ 17,474,780</b>
Revenues and Transfers In	\$ 17,576,238	\$ 3,688,336	\$ 1,619,935	\$ 6,151,765	\$ 1,336,425	\$ 712,000	\$ 8,155,082
Estimated 16/17 Beginning Balance	12,829,219	2,431,905	2,975,282	2,564,441	963,206	928,600	9,319,698
<b>Total Estimated Resources</b>	<b>\$ 30,405,457</b>	<b>\$ 6,120,241</b>	<b>\$ 4,595,217</b>	<b>\$ 8,716,206</b>	<b>\$ 2,299,631</b>	<b>\$ 1,640,600</b>	<b>\$ 17,474,780</b>

## Budget Matrix (Continued)

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs			
\$ 59,294	\$ -	\$ 9,884	\$ -	\$ 42,257	\$ 1,336,425	76
213,261	-	110,049	-	292,076	1,411,103	78
24,140	-	8,048	-	-	1,012,190	82
35,500	-	35,500	-	-	231,124	86
20,757	-	3,460	-	84,515	553,236	90
9,801	-	9,102	-	-	694,129	92
<u>362,754</u>	<u>-</u>	<u>176,044</u>	<u>-</u>	<u>418,848</u>	<u>5,238,207</u>	
-	-	-	-	511,844	771,542	96
-	-	-	-	1,039,199	1,348,000	98
-	-	-	-	-	821,701	100
-	-	-	-	-	1,007,074	104
-	-	414,145	-	-	485,542	108
<u>-</u>	<u>-</u>	<u>414,145</u>	<u>-</u>	<u>1,551,043</u>	<u>4,433,859</u>	
119,628	-	51,735	-	42,259	475,277	112
9,789	-	3,916	-	-	980,296	114
-	-	-	-	-	869,766	116
-	351,721	-	-	-	351,721	118
-	-	-	-	-	1,402,353	120
-	-	-	-	-	2,861,875	124
126,332	-	-	-	-	126,332	128
2,553,107	-	-	-	-	2,553,107	132
831,946	-	-	-	-	831,946	134
-	-	657,649	-	-	657,649	138
<u>3,640,802</u>	<u>351,721</u>	<u>713,300</u>	<u>-</u>	<u>42,259</u>	<u>11,110,322</u>	
-	-	-	-	-	1,617,522	142
-	-	-	-	-	1,343,163	146
-	-	-	-	-	2,960,685	
-	-	-	-	-	1,868,412	148
-	-	-	-	-	6,251,017	152
-	-	-	1,643,915	-	1,643,915	156
-	-	-	1,643,915	-	7,894,932	
-	-	-	-	-	4,443,964	160
-	-	-	-	-	206,630	164
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,650,594</u>	
<b>4,003,556</b>	<b>351,721</b>	<b>1,303,489</b>	<b>1,643,915</b>	<b>2,012,150</b>	<b>38,157,011</b>	<u>Operating</u>
3,072,650	452,000	479,230	-	10,601,166	18,520,079	
2,340,463	-	508,020	-	950,000	5,407,983	
7,686,905	373,327	502,263	1,016,987	27,075,493	60,393,989	
<b>13,100,018</b>	<b>825,327</b>	<b>1,489,513</b>	<b>1,016,987</b>	<b>38,626,659</b>	<b>84,322,051</b>	
<b>17,103,574</b>	<b>1,177,048</b>	<b>2,793,002</b>	<b>2,660,902</b>	<b>40,638,809</b>	<b>122,479,062</b>	<u>Working</u>
902,196	38,520	91,507	2,400	18,026,775	27,004,803	
18,005,770	1,215,568	2,884,509	2,663,302	58,665,584	149,483,865	<u>Approp.</u>
702,300	70,400	198,600	58,100	-	6,232,400	
<b>\$ 18,708,070</b>	<b>\$ 1,285,968</b>	<b>\$ 3,083,109</b>	<b>\$ 2,721,402</b>	<b>\$ 58,665,584</b>	<b>\$ 155,716,265</b>	<u>Total Uses</u>
\$ 8,447,800	\$ 460,000	\$ 2,379,518	\$ 1,263,370	\$ 32,146,832	\$ 83,937,301	
10,260,270	825,968	703,591	1,458,032	26,518,752	71,778,964	
<b>\$ 18,708,070</b>	<b>\$ 1,285,968</b>	<b>\$ 3,083,109</b>	<b>\$ 2,721,402</b>	<b>\$ 58,665,584</b>	<b>\$ 155,716,265</b>	

# Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
<b>Policy and Administration</b>							
Administration	\$ 3,461	\$ 10,960	\$ 17,025	\$ 2,994	\$ 3,990	\$ 3,827	\$ 42,257
Finance	20,764	65,762	102,149	17,965	23,940	22,964	253,544
Information Systems	-	-	-	-	-	-	-
GIS	-	-	-	-	-	-	-
Legal	6,921	21,921	34,050	5,988	7,980	7,655	84,515
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	31,146	98,643	153,224	26,947	35,910	34,446	380,316
<b>Community Development</b>							
Administration	55,603	116,924	213,758	55,417	17,325	52,817	511,844
Engineering	112,892	237,392	433,993	112,513	35,175	107,234	1,039,199
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	168,495	354,316	647,751	167,930	52,500	160,051	1,551,043
<b>Public Works</b>							
Administration	3,461	10,961	17,026	2,995	3,990	3,826	42,259
Building Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	3,461	10,961	17,026	2,995	3,990	3,826	42,259
<b>Parks &amp; Recreation</b>							
General Services	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<b>Library</b>							
	-	-	-	-	-	-	-
<b>Transportation</b>							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<b>Public Safety</b>							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
<b>Total Operating Budget</b>	<b>203,102</b>	<b>463,920</b>	<b>818,001</b>	<b>197,872</b>	<b>92,400</b>	<b>198,323</b>	<b>1,973,618</b>
<b>Non-Operating Units</b>							
Capital Improvements	-	-	644,500	1,142,020	850,000	2,500	2,639,020
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	65,769	87,854	1,104,430	410,306	212,488	256,803	2,137,650
<b>Total Non-Operating Budget</b>	<b>65,769</b>	<b>87,854</b>	<b>1,748,930</b>	<b>1,552,326</b>	<b>1,062,488</b>	<b>259,303</b>	<b>4,776,670</b>
<b>Total Working Budget</b>	<b>268,871</b>	<b>551,774</b>	<b>2,566,931</b>	<b>1,750,198</b>	<b>1,154,888</b>	<b>457,626</b>	<b>6,750,288</b>
<b>Adjustments:</b>							
Interfund Service & Transfers	1,647,950	5,199,262	4,564,565	583,780	2,651,500	1,934,000	16,581,057
Total Appropriations	1,916,821	5,751,036	7,131,496	2,333,978	3,806,388	2,391,626	23,331,345
<b>Unappropriated Ending Balance</b>							
	-	-	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 1,916,821</b>	<b>\$ 5,751,036</b>	<b>\$ 7,131,496</b>	<b>\$ 2,333,978</b>	<b>\$ 3,806,388</b>	<b>\$ 2,391,626</b>	<b>\$ 23,331,345</b>
Revenues and Transfers In	\$ 1,874,124	\$ 5,735,552	\$ 6,145,924	\$ 1,182,889	\$ 3,621,500	\$ 2,160,338	20,720,327
Estimated 16/17 Beginning Balance	42,697	15,484	985,572	1,151,089	184,888	231,288	2,611,018
<b>Total Estimated Resources</b>	<b>\$ 1,916,821</b>	<b>\$ 5,751,036</b>	<b>\$ 7,131,496</b>	<b>\$ 2,333,978</b>	<b>\$ 3,806,388</b>	<b>\$ 2,391,626</b>	<b>\$ 23,331,345</b>

### Detail of Capital Project Funds

CAPITAL PROJECT FUNDS - SDCs						TOTAL	COMBINED CIP & SDC FUNDS
Water	Sewer	Streets	WaCo TDT	Stormwater	Parks	SDC FUNDS	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,257
9,696	6,262	16,059	-	2,626	3,889	38,532	292,076
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	84,515
-	-	-	-	-	-	-	-
<u>9,696</u>	<u>6,262</u>	<u>16,059</u>	<u>-</u>	<u>2,626</u>	<u>3,889</u>	<u>38,532</u>	<u>418,848</u>
-	-	-	-	-	-	-	511,844
-	-	-	-	-	-	-	1,039,199
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	1,551,043
-	-	-	-	-	-	-	42,259
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	42,259
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<u>9,696</u>	<u>6,262</u>	<u>16,059</u>	<u>-</u>	<u>2,626</u>	<u>3,889</u>	<u>38,532</u>	<u>2,012,150</u>
693,350	2,644,362	2,709,884	-	117,050	1,797,500	7,962,146	\$ 10,601,166
350,000	600,000	-	-	-	-	950,000	950,000
4,909,126	6,183,527	6,885,704	400,000	2,534,148	4,025,338	24,937,843	27,075,493
<u>5,952,476</u>	<u>9,427,889</u>	<u>9,595,588</u>	<u>400,000</u>	<u>2,651,198</u>	<u>5,822,838</u>	<u>33,849,989</u>	<u>38,626,659</u>
<u>5,962,172</u>	<u>9,434,151</u>	<u>9,611,647</u>	<u>400,000</u>	<u>2,653,824</u>	<u>5,826,727</u>	<u>33,888,521</u>	<u>40,638,809</u>
108,492	271,096	428,415	400,000	23,002	214,713	1,445,718	18,026,775
6,070,664	9,705,247	10,040,062	800,000	2,676,826	6,041,440	35,334,239	58,665,584
-	-	-	-	-	-	-	-
<u>\$ 6,070,664</u>	<u>\$ 9,705,247</u>	<u>\$ 10,040,062</u>	<u>\$ 800,000</u>	<u>\$ 2,676,826</u>	<u>\$ 6,041,440</u>	<u>\$ 35,334,239</u>	<u>\$ 58,665,584</u>
\$ 2,214,448	\$ 1,933,414	\$ 4,215,810	\$ 400,000	\$ 754,123	\$ 1,908,710	\$ 11,426,505	\$ 32,146,832
3,856,216	7,771,833	6,224,252	-	1,922,703	4,132,730	23,907,734	26,518,752
<u>\$ 6,070,664</u>	<u>\$ 9,705,247</u>	<u>\$ 10,440,062</u>	<u>\$ 400,000</u>	<u>\$ 2,676,826</u>	<u>\$ 6,041,440</u>	<u>\$ 35,334,239</u>	<u>\$ 58,665,584</u>

**WILSONVILLE**



## 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 18.

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

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

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

- **Expenditures** include employee wages and benefits, supplies and services purchased by the City, capital expenditures, and payment of principal and interest on debt.
- **Transfers** are transactions between funds and represent payment for services provided by one fund to another.
- **Ending Fund Balance\***
  - Nonspendable:** Balances that will never convert to cash (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).
  - Restricted:** Legally restricted balances such as by bond covenant, contract or statute.
  - Committed:** Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 15% operating costs in the General Fund, and a 20% operating reserve in the Special Revenue and Enterprise Funds.
  - Assignments:** Balances designated by Council or staff but have not been formally adopted by Resolution. Principal amounts are designated for future uses.
  - Unassigned:** General Fund Contingency.

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



# Fund Summaries

## GENERAL FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 5,419,307	\$ 5,806,729	\$ 6,027,601	\$ 6,507,420	\$ 6,507,420	\$ 6,507,420
Hotel/Motel taxes	272,866	258,374	250,000	262,500	262,500	262,500
Franchise fees	2,901,830	3,062,588	3,032,670	3,027,650	3,027,650	3,027,650
Licenses & permits	159,029	191,985	161,900	172,100	172,100	172,100
Intergovernmental	1,661,462	1,779,443	1,874,227	1,926,760	1,926,760	1,926,760
Charges for services	573,814	547,972	539,940	639,500	639,500	639,500
Municipal court fines	247,534	244,535	250,000	210,000	210,000	210,000
Investment income	78,859	77,751	72,000	75,000	75,000	75,000
Miscellaneous revenue	173,354	188,351	161,305	183,050	183,050	183,050
Revenue Subtotal	11,488,055	12,157,728	12,369,643	13,003,980	13,003,980	13,003,980
Transfers from other funds:						
Building Inspection Fund	88,733	99,594	110,572	134,552	134,552	134,552
Community Development Fund	392,601	373,758	457,066	525,479	525,479	525,479
Transit Fund	474,437	468,326	515,941	536,375	536,375	536,375
Road Operating Fund	181,519	215,425	194,911	203,953	203,953	203,953
Fleet Services Fund	2,100	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	426,117	493,371	569,679	602,636	602,636	602,636
Sewer Operating Fund	370,346	464,416	488,999	504,173	504,173	504,173
Stormwater Fund	160,148	199,793	220,588	234,095	234,095	234,095
Debt Service Fund	-	-	35,000	-	-	-
Water Capital Fund	82,415	13,713	23,669	34,607	34,607	34,607
Sewer Capital Fund	63,155	17,161	93,776	109,604	109,604	109,604
Streets Capital Fund	48,542	56,926	101,414	170,249	170,249	170,249
Stormwater Capital Fund	18,252	8,618	51,815	29,942	29,942	29,942
Building Capital Fund	650	-	-	39,900	39,900	39,900
Park Capital Fund	28,325	26,757	36,329	38,273	38,273	38,273
Urban Renewal Agency	4,500,000	3,000,000	4,000,000	1,000,000	1,000,000	1,000,000
Transfers Subtotal	6,837,340	5,440,258	6,902,159	4,166,238	4,166,238	4,166,238
Interfund loan repayments	-	-	406,020	406,020	406,020	406,020
Beginning fund balance	14,791,912	14,922,245	14,034,678	12,829,219	12,829,219	12,829,219
<b>TOTAL RESOURCES</b>	<b>\$ 33,117,307</b>	<b>\$ 32,520,231</b>	<b>\$ 33,712,500</b>	<b>\$ 30,405,457</b>	<b>\$ 30,405,457</b>	<b>\$ 30,405,457</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 5,960,700	\$ 6,220,179	\$ 6,957,895	\$ 7,382,657	\$ 7,382,657	\$ 7,382,657
Materials & services	6,469,942	6,649,436	7,893,151	8,426,454	8,426,454	8,426,454
Capital outlay	77,615	243,218	387,364	325,828	325,828	325,828
Expenditures Subtotal	12,508,257	13,112,833	15,238,410	16,134,939	16,134,939	16,134,939
Transfers to other funds:						
Community Development Fund	229,000	236,000	243,000	267,000	267,000	267,000
Streets Capital Projects Fund	23,297	116,846	484,611	404,025	404,025	404,025
Building Capital Projects Fund	490,151	431,895	291,500	856,000	856,000	856,000
Park Capital Projects Fund	444,357	341,119	244,290	145,625	145,625	145,625
Interfund/Interagency loans:						
Debt Service Fund	-	-	35,000	-	-	-
Stormwater Capital Projects Fund	-	-	2,000,000	-	-	-
Urban Renewal Agency	4,500,000	3,000,000	4,000,000	1,000,000	1,000,000	1,000,000
Transfers/Interfund Subtotal	5,686,805	4,125,860	7,298,401	2,672,650	2,672,650	2,672,650
Ending fund balance						
Nonspendable	262,760	90,266	-	-	-	-
Restricted	120,886	180,464	125,000	125,000	125,000	125,000
Committed (unappropriated)	4,034,000	4,119,000	2,206,000	2,371,400	2,371,400	2,371,400
Assigned (designated)	6,098,472	8,304,112	6,557,262	6,940,362	6,940,362	6,940,362
Unassigned	4,406,127	2,587,696	2,287,427	2,161,106	2,161,106	2,161,106
Ending balance Subtotal	14,922,245	15,281,538	11,175,689	11,597,868	11,597,868	11,597,868
<b>TOTAL REQUIREMENTS</b>	<b>\$ 33,117,307</b>	<b>\$ 32,520,231</b>	<b>\$ 33,712,500</b>	<b>\$ 30,405,457</b>	<b>\$ 30,405,457</b>	<b>\$ 30,405,457</b>

Budget FY 16-17 reflects use of fund balance for one time capital outlay and improvement expenditures.

# Fund Summaries

## COMMUNITY DEVELOPMENT FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Permits						
Building	\$ 1,246,032	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	616,717	698,400	290,500	763,670	763,670	763,670
Planning	303,298	336,523	378,700	336,528	336,528	336,528
Permit subtotal	<u>2,166,047</u>	<u>1,034,923</u>	<u>669,200</u>	<u>1,100,198</u>	<u>1,100,198</u>	<u>1,100,198</u>
Intergovernmental	-	1,000	-	-	-	-
Charges for services						
Urban renewal	824,644	701,108	708,200	550,800	550,800	550,800
Traffic engineering	43,145	41,688	30,603	43,100	43,100	43,100
Other	21,483	31,339	1,000	500	500	500
Charges for services Subtotal	<u>889,272</u>	<u>774,135</u>	<u>739,803</u>	<u>594,400</u>	<u>594,400</u>	<u>594,400</u>
Investment income	32,878	11,455	12,000	12,000	12,000	12,000
Miscellaneous Revenue	17,135	1,112	-	500	500	500
Revenue Subtotal	<u>3,105,332</u>	<u>1,822,625</u>	<u>1,421,003</u>	<u>1,707,098</u>	<u>1,707,098</u>	<u>1,707,098</u>
Transfers from other funds:						
General Fund	229,000	236,000	243,000	267,000	267,000	267,000
Building Fund	-	79,372	91,936	92,911	92,911	92,911
Stormwater Operating Fund	52,116	58,640	69,781	70,286	70,286	70,286
Water Capital Fund	197,148	142,970	91,025	168,495	168,495	168,495
Sewer Capital Fund	196,550	124,103	276,577	354,316	354,316	354,316
Streets Capital Fund	589,061	537,947	731,301	647,750	647,750	647,750
Stormwater Capital Fund	103,810	74,778	167,991	167,930	167,930	167,930
Building Capital Fund	9,050	18,331	27,000	52,500	52,500	52,500
Park Capital Fund	185,430	170,547	258,134	160,050	160,050	160,050
Transfers Subtotal	<u>1,562,165</u>	<u>1,442,688</u>	<u>1,956,745</u>	<u>1,981,238</u>	<u>1,981,238</u>	<u>1,981,238</u>
Beginning fund balance	4,263,589	4,974,922	2,158,140	2,431,905	2,431,905	2,431,905
TOTAL RESOURCES	<u>\$ 8,931,086</u>	<u>\$ 8,240,235</u>	<u>\$ 5,535,888</u>	<u>\$ 6,120,241</u>	<u>\$ 6,120,241</u>	<u>\$ 6,120,241</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 3,028,315	\$ 2,488,909	\$ 2,688,990	\$ 2,753,592	\$ 2,753,592	\$ 2,753,592
Materials & services	434,645	313,820	493,472	509,707	509,707	509,707
Capital outlay	11,870	19,600	-	5,000	5,000	5,000
Expenditures Subtotal	<u>3,474,830</u>	<u>2,822,329</u>	<u>3,182,462</u>	<u>3,268,299</u>	<u>3,268,299</u>	<u>3,268,299</u>
Transfers to other funds:						
General Fund	481,334	373,758	457,066	525,479	525,479	525,479
Building Inspection Fund	-	2,464,170	-	-	-	-
Transfers Subtotal	<u>481,334</u>	<u>2,837,928</u>	<u>457,066</u>	<u>525,479</u>	<u>525,479</u>	<u>525,479</u>
Ending fund balance						
Nonspendable	1,375	-	-	-	-	-
Restricted	2,464,170	-	-	-	-	-
Committed (unappropriated)	783,000	625,000	625,000	652,700	652,700	652,700
Assigned (contingency)	1,726,377	1,954,978	1,271,360	1,673,763	1,673,763	1,673,763
Ending balance Subtotal	<u>4,974,922</u>	<u>2,579,978</u>	<u>1,896,360</u>	<u>2,326,463</u>	<u>2,326,463</u>	<u>2,326,463</u>
TOTAL REQUIREMENTS	<u>\$ 8,931,086</u>	<u>\$ 8,240,235</u>	<u>\$ 5,535,888</u>	<u>\$ 6,120,241</u>	<u>\$ 6,120,241</u>	<u>\$ 6,120,241</u>

Beginning FY 14-15, the Building Inspections program is accounted for in a new Building Inspection Fund.

# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Permits	\$ -	\$ 1,340,604	\$ 1,118,115	\$ 1,604,935	\$ 1,604,935	\$ 1,604,935
Investment income	-	9,356	14,000	15,000	15,000	15,000
Revenue subtotal	-	1,349,960	1,132,115	1,619,935	1,619,935	1,619,935
Transfers from other funds:						
Community Development Fund	-	2,464,170	-	-	-	-
Beginning fund balance	-	-	2,690,795	2,975,282	2,975,282	2,975,282
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ 3,814,130</b>	<b>\$ 3,822,910</b>	<b>\$ 4,595,217</b>	<b>\$ 4,595,217</b>	<b>\$ 4,595,217</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ -	\$ 609,063	\$ 662,000	\$ 683,400	\$ 683,400	\$ 683,400
Materials & services	-	88,326	110,808	133,301	133,301	133,301
Capital outlay	-	12,480	-	5,000	-	-
Expenditures Subtotal	-	709,869	772,808	821,701	816,701	816,701
Transfers to other funds:						
Community Development	-	79,372	91,936	134,552	134,552	134,552
General Fund	-	99,594	110,572	92,911	92,911	92,911
Transfers Subtotal	-	178,966	202,508	227,463	227,463	227,463
Ending fund balance						
Committed (unappropriated)	-	155,000	152,000	163,400	163,400	163,400
Assigned (designated)	-	500,000	500,000	500,000	500,000	500,000
Assigned (contingency)	-	2,270,295	2,195,594	2,882,653	2,882,653	2,882,653
Ending balance Subtotal	-	2,925,295	2,847,594	3,546,053	3,546,053	3,546,053
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ 3,814,130</b>	<b>\$ 3,822,910</b>	<b>\$ 4,595,217</b>	<b>\$ 4,590,217</b>	<b>\$ 4,590,217</b>

Prior to FY 14-15, the Building Inspection program was displayed as part of the Community Development Fund.

# Fund Summaries

## TRANSIT FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 4,342,353	\$ 4,597,118	\$ 4,576,000	\$ 4,722,810	\$ 4,722,810	\$ 4,722,810
Intergovernmental	1,041,610	1,628,942	959,915	1,185,875	1,185,875	1,185,875
Charges for services	251,511	248,995	210,001	214,080	214,080	214,080
Investment income	14,976	21,521	17,000	15,000	15,000	15,000
Miscellaneous	58,213	26,261	14,000	14,000	14,000	14,000
Revenue Subtotal	5,708,663	6,522,837	5,776,916	6,151,765	6,151,765	6,151,765
Beginning fund balance	2,495,736	2,471,858	2,279,884	2,564,441	2,564,441	2,564,441
<b>TOTAL RESOURCES</b>	<b>\$ 8,204,399</b>	<b>\$ 8,994,695</b>	<b>\$ 8,056,800</b>	<b>\$ 8,716,206</b>	<b>\$ 8,716,206</b>	<b>\$ 8,716,206</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,758,428	\$ 2,829,047	\$ 3,156,070	\$ 3,307,170	\$ 3,307,170	\$ 3,307,170
Materials & services	1,680,998	1,736,677	1,846,865	1,923,652	1,923,652	1,923,652
Capital outlay	785,703	1,354,869	380,000	1,020,195	1,020,195	1,020,195
Expenditures Subtotal	5,225,129	5,920,593	5,382,935	6,251,017	6,251,017	6,251,017
Transfers to other funds:						
General Fund	474,437	483,026	515,941	536,375	536,375	536,375
Building Capital Fund	18,506	6,002	12,800	67,000	67,000	67,000
Road Operating Fund	14,469	-	-	-	-	-
Transfers Subtotal	507,412	489,028	528,741	603,375	603,375	603,375
Ending fund balance						
Committed (unappropriated)	200,000	990,000	986,000	1,046,200	1,046,200	1,046,200
Assigned (designated)	1,053,084	951,082	935,827	756,788	756,788	756,788
Assigned (contingency)	1,218,774	643,992	223,297	58,826	58,826	58,826
Ending balance Subtotal	2,471,858	2,585,074	2,145,124	1,861,814	1,861,814	1,861,814
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,204,399</b>	<b>\$ 8,994,695</b>	<b>\$ 8,056,800</b>	<b>\$ 8,716,206</b>	<b>\$ 8,716,206</b>	<b>\$ 8,716,206</b>

Budget FY2016-17, reflects use of assigned fund balance for local match of grant funded capital outlay.

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Gasoline tax	\$ 1,214,111	\$ 1,267,758	\$ 1,285,390	\$ 1,328,925	\$ 1,328,925	\$ 1,328,925
Investment income	5,963	6,364	7,000	6,000	6,000	6,000
Miscellaneous	4,827	5,523	-	1,500	1,500	1,500
Revenue Subtotal	1,224,901	1,279,645	1,292,390	1,336,425	1,336,425	1,336,425
Transfers from other funds:						
Transit Fund	14,469	-	-	-	-	-
Beginning fund balance	1,158,712	1,218,483	1,241,125	963,206	963,206	963,206
<b>TOTAL RESOURCES</b>	<b>\$ 2,398,082</b>	<b>\$ 2,498,128</b>	<b>\$ 2,533,515</b>	<b>\$ 2,299,631</b>	<b>\$ 2,299,631</b>	<b>\$ 2,299,631</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 308,828	\$ 311,725	\$ 348,370	\$ 392,967	\$ 392,967	\$ 392,967
Materials & services	351,866	422,992	461,918	467,799	467,799	467,799
Capital outlay	14,665	-	12,000	9,000	9,000	9,000
Debt service	-	-	-	81,500	-	-
Expenditures Subtotal	675,359	734,717	822,288	951,266	869,766	869,766
Transfers to other funds:						
General Fund	181,519	200,725	194,911	203,953	203,953	203,953
Streets Capital Projects Fund	322,721	238,247	578,605	405,580	405,580	405,580
Building Capital Projects Fund	-	-	-	34,500	-	-
Transfers/Interfund Subtotal	504,240	438,972	773,516	644,033	609,533	609,533
Ending fund balance						
Committed (unappropriated)	155,000	159,000	161,000	172,200	172,200	172,200
Assigned (contingency)	1,063,483	1,165,439	776,711	532,132	532,132	532,132
Ending balance Subtotal	1,218,483	1,324,439	937,711	704,332	704,332	704,332
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,398,082</b>	<b>\$ 2,498,128</b>	<b>\$ 2,533,515</b>	<b>\$ 2,299,631</b>	<b>\$ 2,183,631</b>	<b>\$ 2,183,631</b>

# Fund Summaries

## ROAD MAINTENANCE FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 670,744	\$ 682,371	\$ 710,000	\$ 710,000	\$ 710,000	\$ 710,000
Investment income	3,001	2,564	1,600	2,000	2,000	2,000
Revenue Subtotal	673,745	684,935	711,600	712,000	712,000	712,000
Transfers from other funds:						
Beginning fund balance	710,173	756,283	691,883	928,600	928,600	928,600
TOTAL RESOURCES	\$ 1,383,918	\$ 1,441,218	\$ 1,403,483	\$ 1,640,600	\$ 1,640,600	\$ 1,640,600
<b>REQUIREMENTS</b>						
Transfers to other funds:						
Streets Capital Projects Fund	\$ 627,635	\$ 705,246	\$ 710,000	\$ 950,000	950,000	950,000
Ending fund balance						
Assigned (contingency)	756,283	735,972	693,483	690,600	690,600	690,600
TOTAL REQUIREMENTS	\$ 1,383,918	\$ 1,441,218	\$ 1,403,483	\$ 1,640,600	\$ 1,640,600	\$ 1,640,600

# Fund Summaries

## WATER OPERATING FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 5,549,761	\$ 6,417,806	\$ 6,140,000	\$ 6,335,582	\$ 6,335,582	\$ 6,335,582
Sherwood usage	1,012,154	1,044,311	990,000	990,000	990,000	990,000
Connection fees	91,486	132,799	75,000	80,000	80,000	80,000
Turn-off charge	7,563	14,190	12,000	12,000	12,000	12,000
User fee - fire charge	128,415	134,013	135,000	135,000	135,000	135,000
Investment income	26,353	27,929	33,000	45,000	45,000	45,000
Miscellaneous	20,335	30,005	1,500	24,000	24,000	24,000
Revenue Subtotal	6,836,067	7,801,053	7,386,500	7,621,582	7,621,582	7,621,582
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	-	-	-	81,500		
Stormwater Operating Fund	-	-	-	102,000		
Interfund Loan Rpymts Subtotal	-	-	-	183,500	350,000	350,000
Beginning fund balance	5,166,172	6,262,753	7,029,366	9,319,698	9,319,698	9,319,698
<b>TOTAL RESOURCES</b>	<b>\$ 12,352,239</b>	<b>\$ 14,413,806</b>	<b>\$ 14,765,866</b>	<b>\$ 17,474,780</b>	<b>\$ 17,291,280</b>	<b>\$ 17,291,280</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 437,637	\$ 484,685	\$ 537,575	\$ 612,973	\$ 612,973	\$ 612,973
Materials & services	3,116,605	3,269,882	3,276,252	3,372,055	3,372,055	3,372,055
Capital outlay	18,732	82,377	190,500	279,200	279,200	279,200
Debt service	1,873,948	1,874,280	1,872,583	1,878,000	1,878,000	1,878,000
Expenditures Subtotal	5,446,922	5,711,224	5,876,910	6,142,228	6,142,228	6,142,228
Transfers to other funds:						
General Fund	426,116	493,370	569,679	602,636	602,636	602,636
Water Capital Fund	216,448	395,149	750,321	1,072,282	1,072,282	1,072,282
Building Capital Fund	-	-	-	542,750		
Interfund loans:						
Streets Capital Projects Fund	-	-	-	400,000		
Stormwater Capital Projects Fund	-	-	-	500,000		
Transfers/Interfund Subtotal	642,564	888,519	1,320,000	3,117,668	1,674,918	1,674,918
Ending fund balance						
Committed (unappropriated)	832,000	832,000	761,000	797,100	798,000	798,000
Assigned (designated)	1,831,373	2,138,148	2,733,000	2,833,000	2,833,000	2,833,000
Assigned (contingency)	3,599,380	4,843,915	4,074,956	4,584,784	4,584,784	4,584,784
Ending balance Subtotal	6,262,753	7,814,063	7,568,956	8,214,884	8,215,784	8,215,784
<b>TOTAL REQUIREMENTS</b>	<b>\$ 12,352,239</b>	<b>\$ 14,413,806</b>	<b>\$ 14,765,866</b>	<b>\$ 17,474,780</b>	<b>\$ 16,032,930</b>	<b>\$ 16,032,930</b>

# Fund Summaries

## SEWER OPERATING FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 6,826,658	\$ 7,212,604	\$ 7,300,000	\$ 7,409,500	\$ 7,409,500	\$ 7,409,500
High strength surcharge	372,223	539,710	350,000	355,250	355,250	355,250
Investment income	65,254	22,308	43,000	58,050	58,050	58,050
Miscellaneous	185,976	62,290	25,000	25,000	25,000	25,000
Revenue Subtotal	7,450,111	7,836,912	7,718,000	7,847,800	7,847,800	7,847,800
Transfers from other funds:						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	10,369,987	10,124,387	9,848,654	10,260,270	10,260,270	10,260,270
TOTAL RESOURCES	\$ 18,420,098	\$ 18,561,299	\$ 18,166,654	\$ 18,708,070	\$ 18,708,070	\$ 18,708,070
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 259,110	\$ 263,203	\$ 307,440	\$ 356,800	\$ 356,800	\$ 356,800
Materials & services	2,509,176	2,874,061	3,120,139	3,154,585	3,154,585	3,154,585
Capital outlay	-	-	2,500	-	-	-
Debt Service	3,580,850	3,583,321	3,588,957	2,940,463	2,940,463	2,940,463
Expenditures Subtotal	6,349,136	6,720,585	7,019,036	6,451,848	6,451,848	6,451,848
Transfers to other funds:						
General Fund	370,346	464,416	488,999	504,173	504,173	504,173
Streets Capital Fund	-	156,085	-	-	-	-
Sewer Capital Fund	1,576,229	795,039	2,457,788	2,820,094	2,820,094	2,820,094
Building Capital Fund	-	-	-	542,750	542,750	542,750
Transfers Subtotal	1,946,575	1,415,540	2,946,787	3,867,017	3,867,017	3,867,017
Ending fund balance						
Committed (unappropriated)	670,000	670,000	684,300	702,300	702,300	702,300
Assigned (designated)	2,100,000	2,625,000	5,340,000	5,340,000	5,340,000	5,340,000
Assigned (contingency)	7,354,387	7,130,174	2,176,531	2,346,905	2,346,905	2,346,905
Ending balance Subtotal	10,124,387	10,425,174	8,200,831	8,389,205	8,389,205	8,389,205
TOTAL REQUIREMENTS	\$ 18,420,098	\$ 18,561,299	\$ 18,166,654	\$ 18,708,070	\$ 18,708,070	\$ 18,708,070



# Fund Summaries

## STREET LIGHTING FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 421,986	\$ 447,388	\$ 435,000	\$ 460,000	\$ 460,000	\$ 460,000
Investment income	4,960	4,548	5,000	-	-	-
Revenue Subtotal	426,946	451,936	440,000	460,000	460,000	460,000
Beginning fund balance	935,358	897,025	890,030	825,968	825,968	825,968
<b>TOTAL RESOURCES</b>	<b>\$ 1,362,304</b>	<b>\$ 1,348,961</b>	<b>\$ 1,330,030</b>	<b>\$ 1,285,968</b>	<b>\$ 1,285,968</b>	<b>\$ 1,285,968</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 266,706	\$ 302,315	\$ 278,318	\$ 351,721	\$ 351,721	\$ 351,721
Transfers to other funds:						
Streets Capital Projects Fund	198,573	86,920	543,145	490,520	490,520	490,520
Ending fund balance						
Committed (unappropriated)	61,000	62,000	56,000	70,400	70,400	70,400
Assigned (contingency)	836,025	897,726	452,567	373,327	373,327	373,327
Ending balance Subtotal	897,025	959,726	508,567	443,727	443,727	443,727
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,362,304</b>	<b>\$ 1,348,961</b>	<b>\$ 1,330,030</b>	<b>\$ 1,285,968</b>	<b>\$ 1,285,968</b>	<b>\$ 1,285,968</b>

# Fund Summaries

## STORMWATER OPERATING FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Stormwater utility charge	\$ 1,392,150	\$ 1,557,938	\$ 2,027,000	\$ 2,374,518	\$ 2,374,518	\$ 2,374,518
Investment income	1,140	1,283	1,000	5,000	5,000	5,000
Miscellaneous	1,721	-	-	-	-	-
Revenue Subtotal	1,395,011	1,559,221	2,028,000	2,379,518	2,379,518	2,379,518
Beginning fund balance	577,699	120,838	376,713	703,591	703,591	703,591
<b>TOTAL RESOURCES</b>	<b>\$ 1,972,710</b>	<b>\$ 1,680,059</b>	<b>\$ 2,404,713</b>	<b>\$ 3,083,109</b>	<b>\$ 3,083,109</b>	<b>\$ 3,083,109</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 224,004	\$ 253,382	\$ 331,850	\$ 464,335	\$ 464,335	\$ 464,335
Materials & services	341,800	369,569	522,117	528,173	528,173	528,173
Capital outlay	-	-	-	9,000	9,000	9,000
Debt service	-	-	406,020	508,020	508,020	508,020
Expenditures Subtotal	565,804	622,951	1,259,987	1,509,528	1,509,528	1,509,528
Transfers to other funds:						
General Fund	160,148	199,793	220,588	234,095	234,095	234,095
Community Development Fund	52,116	58,640	69,781	70,286	70,286	70,286
Stormwater Capital Fund	1,073,804	308,779	319,980	540,837	540,837	540,837
Building Capital Fund	-	-	-	27,500	27,500	27,500
Transfers Subtotal	1,286,068	567,212	610,349	872,718	872,718	872,718
Ending fund balance						
Committed (unappropriated)	120,838	39,233	170,000	198,600	198,600	198,600
Assigned (contingency)	-	450,663	364,377	502,263	502,263	502,263
Ending balance Subtotal	120,838	489,896	534,377	700,863	700,863	700,863
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,972,710</b>	<b>\$ 1,680,059</b>	<b>\$ 2,404,713</b>	<b>\$ 3,083,109</b>	<b>\$ 3,083,109</b>	<b>\$ 3,083,109</b>

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Charges for services:						
General Fund	\$ 105,980	\$ 130,110	\$ 142,750	\$ 140,690	\$ 140,690	\$ 140,690
Community Development	9,870	19,750	23,590	21,390	21,390	21,390
Building Fund	22,330	8,880	10,790	9,180	9,180	9,180
Transit Fund	966,530	1,035,370	1,014,680	984,660	984,660	984,660
Road Operating Fund	36,530	37,400	44,810	44,040	44,040	44,040
Water Operating Fund	36,850	36,370	42,830	42,060	42,060	42,060
Sewer Operating Fund	11,240	5,180	4,782	8,280	8,280	8,280
Stormwater Operating Fund	13,780	14,720	13,795	8,070	8,070	8,070
Charges for service subtotal	1,203,110	1,287,780	1,298,027	1,258,370	1,258,370	1,258,370
Investment income	5,146	7,497	5,000	5,000	5,000	5,000
Miscellaneous	18,297	31,579	-	-	-	-
Revenue Subtotal	1,226,553	1,326,856	1,303,027	1,263,370	1,263,370	1,263,370
Beginning fund balance	1,244,137	1,134,804	1,172,737	1,458,032	1,458,032	1,458,032
<b>TOTAL RESOURCES</b>	<b>\$ 2,470,690</b>	<b>\$ 2,461,660</b>	<b>\$ 2,475,764</b>	<b>\$ 2,721,402</b>	<b>\$ 2,721,402</b>	<b>\$ 2,721,402</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 525,008	\$ 514,635	\$ 574,040	\$ 585,610	\$ 585,610	\$ 585,610
Materials & services	683,944	552,250	681,487	576,305	576,305	576,305
Capital outlay	124,834	107,928	75,000	482,000	482,000	482,000
Expenditures Subtotal	1,333,786	1,174,813	1,330,527	1,643,915	1,643,915	1,643,915
Transfers to other funds:						
General Fund	2,100	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	65,000	65,000	63,000	58,100	58,100	58,100
Assigned (designated)	911,670	894,249	923,046	499,820	499,820	499,820
Assigned (contingency)	158,134	325,198	156,791	517,167	517,167	517,167
Ending balance Subtotal	1,134,804	1,284,447	1,142,837	1,075,087	1,075,087	1,075,087
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,470,690</b>	<b>\$ 2,461,660</b>	<b>\$ 2,475,764</b>	<b>\$ 2,721,402</b>	<b>\$ 2,721,402</b>	<b>\$ 2,721,402</b>

# Fund Summaries

## GENERAL OBLIGATION DEBT SERVICE FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Property taxes - current year	\$ 326,864	\$ 387,084	\$ 313,020	\$ -	\$ -	-
Property taxes - prior year	7,227	6,155	7,575	-	-	-
Investment income	1,759	1,590	1,084	-	-	-
Revenue Subtotal	<u>335,850</u>	<u>394,829</u>	<u>321,679</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers from other funds:						
General Fund	-	-	35,000	-	-	-
Beginning fund balance	<u>99,149</u>	<u>66,599</u>	<u>60,211</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 434,999</u></u>	<u><u>\$ 461,428</u></u>	<u><u>\$ 416,890</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>-</u></u>
<b>REQUIREMENTS</b>						
Debt service						
Principal	\$ 320,000	\$ 340,000	\$ 355,000	\$ -	\$ -	-
Interest	48,400	33,360	17,303	-	-	-
Debt service total	<u>368,400</u>	<u>373,360</u>	<u>372,303</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers to other funds:						
General Fund	-	-	35,000	-	-	-
Ending fund balance						
Restricted	<u>66,599</u>	<u>88,068</u>	<u>9,587</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 434,999</u></u>	<u><u>\$ 461,428</u></u>	<u><u>\$ 416,890</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>-</u></u>

Outstanding bond is fully retired in 2016.

# Fund Summaries

## WATER CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 30,163	\$ -	\$ -	\$ -	\$ -
Investment income	9,143	146	315	-	-	-
Revenue Subtotal	9,143	30,309	315	-	-	-
Transfers from other funds:						
Water Operating Fund	216,447	395,149	750,321	1,072,282	1,072,282	1,072,282
Water Development Fund (SDC)	1,407,686	123,178	304,516	801,842	801,842	801,842
Transfers Subtotal	1,624,133	518,327	1,054,837	1,874,124	1,874,124	1,874,124
Beginning fund balance	2,723,773	42,551	65,806	42,697	42,697	42,697
<b>TOTAL RESOURCES</b>	<b>\$ 4,357,049</b>	<b>\$ 591,187</b>	<b>\$ 1,120,958</b>	<b>\$ 1,916,821</b>	<b>\$ 1,916,821</b>	<b>\$ 1,916,821</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 1,390,365	\$ 391,807	\$ -	\$ -	\$ -	\$ -
Capital Projects	2,644,571	-	931,792	1,647,950	1,647,950	1,647,950
Expenditures Subtotal	4,034,936	391,807	931,792	1,647,950	1,647,950	1,647,950
Transfers to other funds:						
General Fund	82,414	13,713	23,669	34,607	34,607	34,607
Community Development Fund	197,148	142,970	91,025	168,495	168,495	168,495
Transfers Subtotal	279,562	156,683	114,694	203,102	203,102	203,102
Ending fund balance						
Assigned (contingency)	42,551	42,697	74,472	65,769	65,769	65,769
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,357,049</b>	<b>\$ 591,187</b>	<b>\$ 1,120,958</b>	<b>\$ 1,916,821</b>	<b>\$ 1,916,821</b>	<b>\$ 1,916,821</b>

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 19,566	\$ 1,291	\$ 85	\$ -	\$ -	\$ -
Miscellaneous	997	-	-	-	-	-
Revenue Subtotal	20,563	1,291	85	-	-	-
Transfers from other funds:						
Sewer Operating Fund	1,576,229	795,039	2,457,788	2,820,094	2,820,094	2,820,094
Sewer Development Fund (SDC)	481,626	191,295	1,575,791	2,915,458	2,915,458	2,915,458
Transfers Subtotal	2,057,855	986,334	4,033,579	5,735,552	5,735,552	5,735,552
Beginning fund balance	6,241,435	14,192	16,493	15,484	15,484	15,484
TOTAL RESOURCES	\$ 8,319,853	\$ 1,001,817	\$ 4,050,157	\$ 5,751,036	\$ 5,751,036	\$ 5,751,036
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 8,045,956	\$ 845,070	\$ 3,629,824	\$ 5,199,262	\$ 5,199,262	\$ 5,199,262
Transfer to other funds:						
General Fund	63,155	17,161	93,776	109,604	109,604	109,604
Community Development Fund	196,550	124,103	276,577	354,316	354,316	354,316
Transfers Subtotal	259,705	141,264	370,353	463,920	463,920	463,920
Ending fund balance						
Assigned (contingency)	14,192	15,483	49,980	87,854	87,854	87,854
TOTAL REQUIREMENTS	\$ 8,319,853	\$ 1,001,817	\$ 4,050,157	\$ 5,751,036	\$ 5,751,036	\$ 5,751,036

# Fund Summaries

## STREETS CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 123,282	\$ 88,733	\$ 192,000	\$ 115,000	\$ 115,000	\$ 115,000
Investment income	5,676	5,441	4,788	2,500	2,500	2,500
Miscellaneous	818,960	-	104,420	240,000	240,000	240,000
Revenue Subtotal	947,918	94,174	301,208	357,500	357,500	357,500
Transfers from other funds:						
General Fund	-	116,846	484,611	404,025	404,025	404,025
Road Operating Fund	322,721	238,247	578,605	405,580	405,580	405,580
Road Maintenance Fund	627,635	705,246	710,000	950,000	950,000	950,000
Sewer Operating Fund	-	156,085	-	-	-	-
Street Lighting Fund	198,573	86,920	543,145	490,520	490,520	490,520
Water Development (SDC)	41,032	42,635	-	-	-	-
Sewer Development (SDC)	41,032	139,515	-	-	-	-
Streets Development (SDC)	665,497	1,466,420	3,011,844	3,138,299	3,138,299	3,138,299
Stormwater Development (SDC)	20,516	21,318	-	-	-	-
Parks Development (SDC)	20,516	150,491	-	-	-	-
Interfund loans:						
Water Operating Fund	-	-	-	400,000	400,000	400,000
Transfers/Interfund Subtotal	1,937,522	3,123,723	5,328,205	5,788,424	5,788,424	5,788,424
Beginning fund balance	357,063	960,051	965,251	985,572	985,572	985,572
<b>TOTAL RESOURCES</b>	<b>\$ 3,242,503</b>	<b>\$ 4,177,948</b>	<b>\$ 6,594,664</b>	<b>\$ 7,131,496</b>	<b>\$ 7,131,496</b>	<b>\$ 7,131,496</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,650,033	\$ 2,617,583	\$ 4,744,925	\$ 4,809,067	\$ 4,809,067	\$ 4,809,067
Transfers to other funds:						
General Fund	43,358	56,926	101,414	170,249	170,249	170,249
Community Development Fund	589,061	537,947	731,301	647,750	647,750	647,750
Building Capital Projects Fund	-	-	-	400,000	400,000	400,000
Transfers Subtotal	632,419	594,873	832,715	1,217,999	1,217,999	1,217,999
Ending fund balance						
Assigned (contingency)	960,051	965,492	1,017,024	1,104,430	1,104,430	1,104,430
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,242,503</b>	<b>\$ 4,177,948</b>	<b>\$ 6,594,664</b>	<b>\$ 7,131,496</b>	<b>\$ 7,131,496</b>	<b>\$ 7,131,496</b>

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 95	\$ 17	\$ 50	\$ 2,000	\$ 2,000	\$ 2,000
Transfers from other funds:						
Stormwater Fund	1,073,804	308,779	319,980	540,837	540,837	540,837
Stormwater Development (SDC)	30,411	20,815	195,809	140,052	140,052	140,052
Interfund loans:						
General Fund	-	-	2,000,000	-	-	-
Water Operating Fund	-	-	-	500,000	500,000	500,000
Transfers/Interfund Subtotal	1,104,215	329,594	2,515,789	1,180,889	1,180,889	1,180,889
Beginning fund balance	10,264	10,359	10,408	1,151,089	1,151,089	1,151,089
<b>TOTAL RESOURCES</b>	<b>\$ 1,114,574</b>	<b>\$ 339,970</b>	<b>\$ 2,526,247</b>	<b>\$ 2,333,978</b>	<b>\$ 2,333,978</b>	<b>\$ 2,333,978</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 982,153	\$ 246,198	\$ 1,531,712	\$ 1,425,800	\$ 1,425,800	\$ 1,425,800
Transfers to other funds:						
General Fund	18,252	8,618	51,815	29,942	29,942	29,942
Community Development Fund	103,810	74,778	167,991	167,930	167,930	167,930
Building Capital Projects Fund	-	-	-	300,000	300,000	300,000
Transfers Subtotal	122,062	83,396	219,806	497,872	497,872	497,872
Ending fund balance						
Assigned (contingency)	10,359	10,376	774,729	410,306	410,306	410,306
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,114,574</b>	<b>\$ 339,970</b>	<b>\$ 2,526,247</b>	<b>\$ 2,333,978</b>	<b>\$ 2,333,978</b>	<b>\$ 2,333,978</b>



# Fund Summaries

## BUILDING CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 33,648	\$ 1,011,200	\$ 850,000	\$ 850,000	\$ 850,000
Investment income	1,849	1,078	920	1,000	1,000	1,000
Revenue Subtotal	1,849	34,726	1,012,120	851,000	851,000	851,000
Transfers from other funds:						
General Fund	490,151	431,895	291,500	856,000	856,000	856,000
Transit Fund	18,506	6,002	12,800	67,000	67,000	67,000
Road Operating Fund	-	-	-	34,500	34,500	34,500
Water Operating Fund	-	-	-	542,750	542,750	542,750
Sewer Operating Fund	-	-	-	542,750	542,750	542,750
Stormwater Operating Fund	-	-	-	27,500	27,500	27,500
Streets Capital Projects Fund	-	-	-	400,000	400,000	400,000
Stormwater Capital Projects Fund	-	-	-	300,000	300,000	300,000
Transfers Subtotal	508,657	437,897	304,300	2,770,500	2,770,500	2,770,500
Beginning fund balance	180,961	182,810	183,945	184,888	184,888	184,888
<b>TOTAL RESOURCES</b>	<b>\$ 691,467</b>	<b>\$ 655,433</b>	<b>\$ 1,500,365</b>	<b>\$ 3,806,388</b>	<b>\$ 3,806,388</b>	<b>\$ 3,806,388</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 498,957	\$ 453,214	\$ 1,288,500	\$ 3,501,500	\$ 3,501,500	\$ 3,501,500
Transfers to other funds:						
General Fund	650	-	-	39,900	39,900	39,900
Community Development Fund	9,050	18,331	27,000	52,500	52,500	52,500
Transfers Subtotal	9,700	18,331	27,000	92,400	92,400	92,400
Ending fund balance						
Assigned (contingency)	182,810	183,888	184,865	212,488	212,488	212,488
<b>TOTAL REQUIREMENTS</b>	<b>\$ 691,467</b>	<b>\$ 655,433</b>	<b>\$ 1,500,365</b>	<b>\$ 3,806,388</b>	<b>\$ 3,806,388</b>	<b>\$ 3,806,388</b>

# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 280,000	\$ 960,000	\$ -	\$ -	\$ -
Tree Mitigation	6,686	125	2,000	2,000	2,000	2,000
Investment income	154	(76)	320	-	-	-
Miscellaneous	-	-	500	500	500	500
Revenue Subtotal	6,840	280,049	962,820	2,500	2,500	2,500
Transfers from other funds:						
General Fund	467,654	341,119	244,290	145,625	145,625	145,625
Parks Development Fund (SDC)	796,541	1,010,513	1,936,105	2,012,213	2,012,213	2,012,213
Transfers Subtotal	1,264,195	1,351,632	2,180,395	2,157,838	2,157,838	2,157,838
Beginning fund balance	54,965	59,574	61,474	231,288	231,288	231,288
<b>TOTAL RESOURCES</b>	<b>\$ 1,326,000</b>	<b>\$ 1,691,255</b>	<b>\$ 3,204,689</b>	<b>\$ 2,391,626</b>	<b>\$ 2,391,626</b>	<b>\$ 2,391,626</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,047,487	\$ 1,436,543	\$ 2,838,695	\$ 1,936,500	\$ 1,936,500	\$ 1,936,500
Transfers to other funds:						
General Fund	32,225	26,757	36,329	38,273	38,273	38,273
Community Development Fund	186,714	170,547	258,134	160,050	160,050	160,050
Transfers Subtotal	218,939	197,304	294,463	198,323	198,323	198,323
Ending fund balance						
Assigned (contingency)	59,574	57,408	71,531	256,803	256,803	256,803
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,326,000</b>	<b>\$ 1,691,255</b>	<b>\$ 3,204,689</b>	<b>\$ 2,391,626</b>	<b>\$ 2,391,626</b>	<b>\$ 2,391,626</b>

# Fund Summaries

## WATER DEVELOPMENT CHARGES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,509,035	\$ 1,461,645	\$ 2,349,799	\$ 2,199,448	\$ 2,199,448	\$ 2,199,448
Investment income	7,086	8,257	13,900	15,000	15,000	15,000
Miscellaneous	6,071	-	-	-	-	-
Revenue Subtotal	1,522,192	1,469,902	2,363,699	2,214,448	2,214,448	2,214,448
Beginning fund balance	1,586,216	1,309,093	2,667,190	3,856,216	3,856,216	3,856,216
<b>TOTAL RESOURCES</b>	<b>\$ 3,108,408</b>	<b>\$ 2,778,995</b>	<b>\$ 5,030,889</b>	<b>\$ 6,070,664</b>	<b>\$ 6,070,664</b>	<b>\$ 6,070,664</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 597	\$ 6,395	\$ 9,600	\$ 9,696	\$ 9,696	\$ 9,696
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	1,407,686	123,178	304,516	801,842	801,842	801,842
Streets Capital Projects Fund	41,032	42,635	-	-	-	-
Transfers Subtotal	1,798,718	515,813	654,516	1,151,842	1,151,842	1,151,842
Ending fund balance						
Assigned (contingency)	1,309,093	2,256,787	4,366,773	4,909,126	4,909,126	4,909,126
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,108,408</b>	<b>\$ 2,778,995</b>	<b>\$ 5,030,889</b>	<b>\$ 6,070,664</b>	<b>\$ 6,070,664</b>	<b>\$ 6,070,664</b>

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

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 2,502,588	\$ 1,785,553	\$ 1,238,251	\$ 1,893,414	\$ 1,893,414	\$ 1,893,414
Investment income	34,877	31,295	34,620	40,000	40,000	40,000
Revenue Subtotal	<u>2,537,465</u>	<u>1,816,848</u>	<u>1,272,871</u>	<u>1,933,414</u>	<u>1,933,414</u>	<u>1,933,414</u>
Beginning fund balance	5,205,778	6,618,988	6,480,310	7,771,833	7,771,833	7,771,833
<b>TOTAL RESOURCES</b>	<u>\$ 7,743,243</u>	<u>\$ 8,435,836</u>	<u>\$ 7,753,181</u>	<u>\$ 9,705,247</u>	<u>\$ 9,705,247</u>	<u>\$ 9,705,247</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 1,597	\$ 7,063	\$ 6,200	\$ 6,262	\$ 6,262	\$ 6,262
Transfers to other funds:						
Sewer Operating Fund (debt)	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	481,626	191,296	1,575,791	2,915,458	2,915,458	2,915,458
Streets Capital Projects Fund	41,032	139,515	-	-	-	-
Transfers Subtotal	<u>1,122,658</u>	<u>930,811</u>	<u>2,175,791</u>	<u>3,515,458</u>	<u>3,515,458</u>	<u>3,515,458</u>
Ending fund balance						
Assigned (contingency)	6,618,988	7,497,962	5,571,190	6,183,527	6,183,527	6,183,527
<b>TOTAL REQUIREMENTS</b>	<u>\$ 7,743,243</u>	<u>\$ 8,435,836</u>	<u>\$ 7,753,181</u>	<u>\$ 9,705,247</u>	<u>\$ 9,705,247</u>	<u>\$ 9,705,247</u>

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

# Fund Summaries

## STREETS DEVELOPMENT CHARGES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,834,900	\$ 2,242,668	\$ 3,178,866	\$ 4,185,810	\$ 4,185,810	\$ 4,185,810
Traffic impact fees	258,825	43,702	-	-	-	-
Investment income	25,506	25,938	26,030	30,000	30,000	30,000
Miscellaneous	156,666	150,308	-	-	-	-
Revenue Subtotal	2,275,897	2,462,616	3,204,896	4,215,810	4,215,810	4,215,810
Beginning fund balance	2,870,813	4,480,239	4,256,127	6,224,252	6,224,252	6,224,252
<b>TOTAL RESOURCES</b>	<b>\$ 5,146,710</b>	<b>\$ 6,942,855</b>	<b>\$ 7,461,023</b>	<b>\$ 10,440,062</b>	<b>\$ 10,440,062</b>	<b>\$ 10,440,062</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 974	\$ 15,354	\$ 15,900	\$ 16,059	\$ 16,059	\$ 16,059
Transfers to other funds:						
Washington County TDT Fund	-	-	-	400,000	400,000	400,000
Streets Capital Projects Fund	665,497	1,466,420	3,011,844	3,138,299	3,138,299	3,138,299
Transfers Subtotal	665,497	1,466,420	3,011,844	3,538,299	3,538,299	3,538,299
Ending fund balance						
Assigned (contingency)	4,480,239	5,461,081	4,433,279	6,885,704	6,885,704	6,885,704
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,146,710</b>	<b>\$ 6,942,855</b>	<b>\$ 7,461,023</b>	<b>\$ 10,440,062</b>	<b>\$ 10,440,062</b>	<b>\$ 10,440,062</b>

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

# Fund Summaries

**WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Transfers from other funds:						
Roads SDC Fund	-	-	-	400,000	400,000	400,000
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>REQUIREMENTS</b>						
Ending fund balance						
Assigned (contingency)	-	-	-	400,000	400,000	400,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>

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

# Fund Summaries

## STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>							
Revenues:							
System development charges	\$ 327,476	\$ 387,192	\$ 514,520	\$ 504,567	\$ 746,923	\$ 746,923	\$ 746,923
Investment income	5,082	6,549	7,410	7,200	7,200	7,200	7,200
Revenue Subtotal	332,558	393,741	521,930	511,767	754,123	754,123	754,123
Beginning fund balance	843,546	1,124,868	1,376,148	1,473,812	1,922,703	1,922,703	1,922,703
<b>TOTAL RESOURCES</b>	<b>\$ 1,176,104</b>	<b>\$ 1,518,609</b>	<b>\$ 1,898,078</b>	<b>\$ 1,985,579</b>	<b>\$ 2,676,826</b>	<b>\$ 2,676,826</b>	<b>\$ 2,676,826</b>
<b>REQUIREMENTS</b>							
Expenditures:							
Materials & services	\$ 309	\$ 2,665	\$ 2,600	\$ 2,000	\$ 2,626	\$ 2,626	\$ 2,626
Transfers to other funds:							
Streets Capital Projects Fund	20,516	21,318	-	-	-	-	-
Stormwater Cap Proj Fund	30,411	20,814	195,809	60,876	140,052	140,052	140,052
Transfers Subtotal	50,927	42,132	195,809	60,876	140,052	140,052	140,052
Ending fund balance							
Assigned (contingency)	1,124,868	1,473,812	1,699,669	1,922,703	2,534,148	2,534,148	2,534,148
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,176,104</b>	<b>\$ 1,518,609</b>	<b>\$ 1,898,078</b>	<b>\$ 1,985,579</b>	<b>\$ 2,676,826</b>	<b>\$ 2,676,826</b>	<b>\$ 2,676,826</b>

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

# Fund Summaries

## PARKS DEVELOPMENT CHARGES FUND

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,102,890	\$ 1,266,596	\$ 769,022	\$ 1,882,710	\$ 1,882,710	\$ 1,882,710
Investment income	28,842	26,378	17,850	26,000	26,000	26,000
Revenue Subtotal	<u>1,131,732</u>	<u>1,292,974</u>	<u>786,872</u>	<u>1,908,710</u>	<u>1,908,710</u>	<u>1,908,710</u>
Beginning fund balance	3,706,704	4,019,703	2,494,267	4,132,730	4,132,730	4,132,730
TOTAL RESOURCES	<u>\$ 4,838,436</u>	<u>\$ 5,312,677</u>	<u>\$ 3,281,139</u>	<u>\$ 6,041,440</u>	<u>\$ 6,041,440</u>	<u>\$ 6,041,440</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 1,676	\$ 7,346	\$ 3,850	\$ 3,889	\$ 3,889	\$ 3,889
Transfers to other funds:						
Streets Capital Fund	20,516	150,491	-	-	-	-
Parks Capital Fund	796,541	1,010,513	1,936,105	2,012,213	2,012,213	2,012,213
Transfers Subtotal	<u>817,057</u>	<u>1,161,004</u>	<u>1,936,105</u>	<u>2,012,213</u>	<u>2,012,213</u>	<u>2,012,213</u>
Ending fund balance						
Assigned (contingency)	4,019,703	4,144,327	1,341,184	4,025,338	4,025,338	4,025,338
TOTAL REQUIREMENTS	<u>\$ 4,838,436</u>	<u>\$ 5,312,677</u>	<u>\$ 3,281,139</u>	<u>\$ 6,041,440</u>	<u>\$ 6,041,440</u>	<u>\$ 6,041,440</u>

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



**WILSONVILLE**



# Summary of Program Revenues

Summary of Program Revenues						
	Actual 2014-15	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>General Fund</b>	\$ 11,488,055	\$ 12,157,728	\$ 12,369,643	\$ 13,003,980	\$ 13,003,980	\$ 13,003,980
<b>Special Revenue Funds</b>						
Community Development	3,105,332	1,822,625	1,421,003	1,707,098	1,707,098	1,707,098
Building	-	1,350,009	1,132,115	1,619,935	1,619,935	1,619,935
Transit	5,708,662	6,522,837	5,776,916	6,151,765	6,151,765	6,151,765
Road Operating	1,224,901	1,279,645	1,292,390	1,336,425	1,336,425	1,336,425
Road Maintenance	673,745	708,018	711,600	712,000	712,000	712,000
<b>TOTAL Spec Rev Funds</b>	<b>10,712,640</b>	<b>11,683,134</b>	<b>10,334,024</b>	<b>11,527,223</b>	<b>11,527,223</b>	<b>11,527,223</b>
<b>Enterprise Funds</b>						
Water Operating	6,897,700	7,801,053	7,386,500	7,621,582	7,621,582	7,621,582
Sewer Operating	745,011	7,836,912	7,718,000	7,847,800	7,847,800	7,847,800
Street Lighting Operating	426,947	451,936	440,000	460,000	460,000	460,000
Stormwater Operating	1,395,012	1,559,221	2,028,000	2,379,518	2,379,518	2,379,518
<b>TOTAL Enterprise Funds</b>	<b>9,464,670</b>	<b>17,649,122</b>	<b>17,572,500</b>	<b>18,308,900</b>	<b>18,308,900</b>	<b>18,308,900</b>
<b>Internal Service Fund</b>						
Fleet Services	1,226,553	1,326,856	1,303,027	1,263,370	1,263,370	1,263,370
<b>GRAND TOTAL</b>	<b>\$ 32,891,918</b>	<b>\$ 42,816,840</b>	<b>\$ 41,579,194</b>	<b>\$ 44,103,473</b>	<b>\$ 44,103,473</b>	<b>\$ 44,103,473</b>

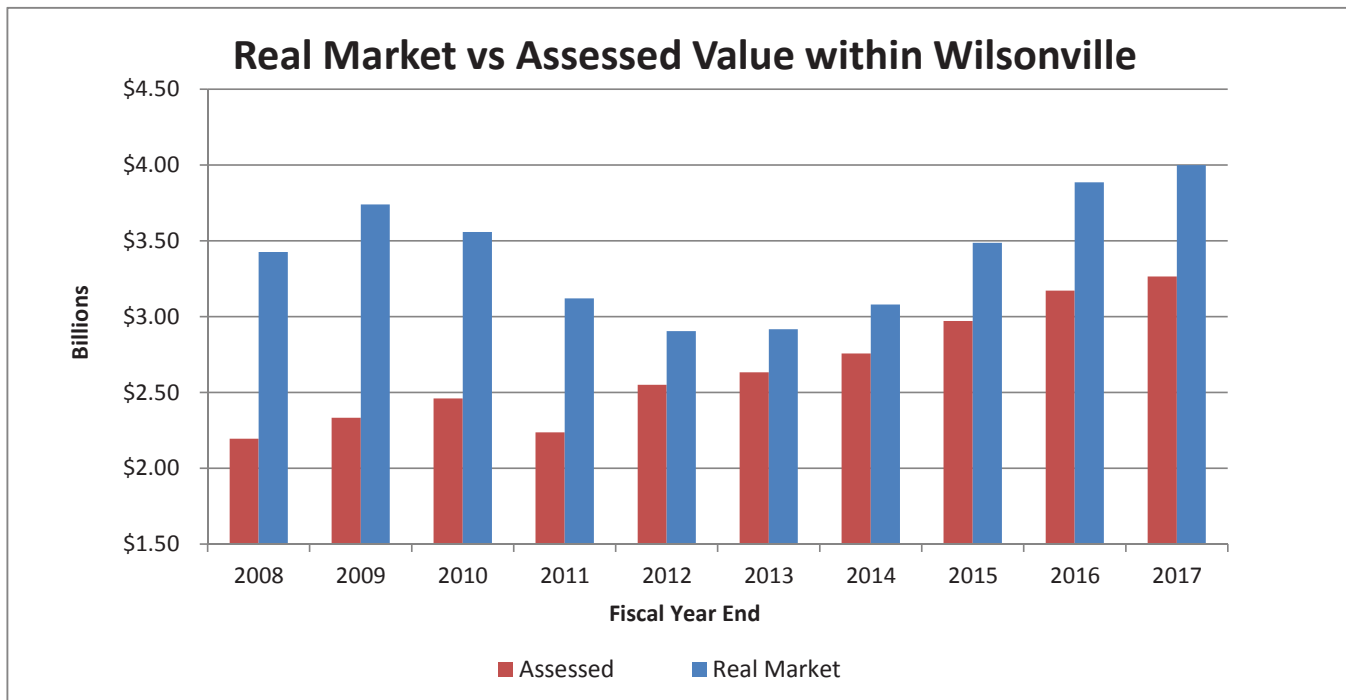
# Property Tax Summary

The City's permanent tax rate is \$2.5206 per \$1,000 of assessed valuation. Taxes from the permanent rate are recorded in the General Fund as discretionary revenues to support General Fund programs such as Public Safety, Library and Community Services.

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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Estimated Real Market Value</b>						
Within Clackamas County	\$ 2,711,679,939	\$ 3,096,683,827	\$ 3,221,996,329	\$ 3,577,275,224	\$ 3,577,275,224	\$ 3,577,275,224
Within Washington County	369,475,473	391,191,110	397,444,986	421,851,658	421,851,658	421,851,658
Total Estimated Real Market Value	\$ 3,081,155,412	\$ 3,487,874,937	\$ 3,619,441,315	\$ 3,999,126,882	\$ 3,999,126,882	\$ 3,999,126,882

## Assessed Values

Within Clackamas County	\$ 2,489,429,645	\$ 2,694,571,895	\$ 2,803,136,806	\$ 2,965,561,160	\$ 2,965,561,160	\$ 2,965,561,160
Within Washington County	268,559,603	277,825,621	286,160,390	299,514,677	299,514,677	299,514,677
Total Assessed Values	2,757,989,248	2,972,397,516	3,089,297,196	3,265,075,838	3,265,075,838	3,265,075,838
Less urban renewal excess	(550,822,196)	(599,176,337)	(608,050,515)	(586,035,792)	(586,035,792)	(586,035,792)
Net available for general and bonded debt	\$ 2,207,167,052	\$ 2,373,221,179	\$ 2,481,246,680	\$ 2,679,040,046	\$ 5,944,115,884	\$ 5,944,115,884

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

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1540	0.1516	0.1342	-	-	-
Total	\$ 2.6746	\$ 2.6722	\$ 2.6548	\$ 2.5206	\$ 2.5206	\$ 2.5206

## Taxes Levied

General taxes	\$ 5,563,688	\$ 5,982,243	\$ 6,254,526	\$ 6,753,084	\$ 6,753,084	\$ 6,753,084
Bonded debt	340,000	360,000	333,000	-	-	-
Total taxes levied	\$ 5,903,688	\$ 6,342,243	\$ 6,587,526	\$ 6,753,084	\$ 6,753,084	\$ 6,753,084

## Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 5,310,410	\$ 5,710,789	\$ 5,902,457	\$ 6,409,420	\$ 6,409,420	\$ 6,409,420
Bonded debt	326,864	387,085	313,020	-	-	-
Total taxes paid	\$ 5,637,275	\$ 6,097,873	\$ 6,215,477	\$ 6,409,420	\$ 6,409,420	\$ 6,409,420
% paid vs levied	95%	96%	94%	95%	95%	95%

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

**WILSONVILLE**



# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 9.0% increase when compared to the FY 2015-16 Adopted Budget, representing annual increase and new residential and commercial properties added to the tax rolls
- Franchise Fees and Privilege Taxes: Based on trend analysis
- Intergovernmental Shared Revenues: Based on trend analysis and 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 \$13,003,980 This equates to a 5% increase from the FY 2015-16 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 2016-17 budget assumes a 8.0% growth in assessed value, when compared to the FY 15-16 Adopted Budget, as new construction – including new homes in the Villebois area – are added to the tax rolls. Taxes for FY 2016-17 will be billed in late October 2016, 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 23% 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 is expected to remain at this level next year.

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

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

Intergovernmental revenues originate from state and county shared revenues, 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 \$581,000 or 4.5%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2016-17 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 2016-17 this allocation is anticipated to be \$1,109,450, a 6% increase over what was budgeted for FY 15-16. 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 2016-17 the fees are approximately 2.6% of the General Fund's total revenue.

# General Fund Revenues

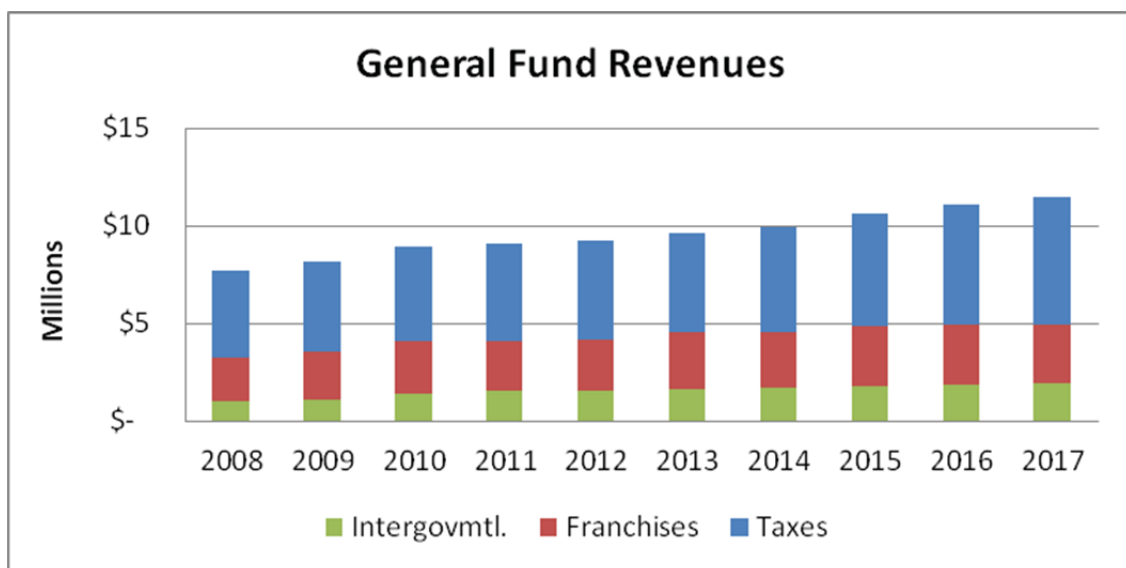
## Summary of Program Revenues

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Taxes</b>						
Current property taxes	\$ 5,310,410	\$ 5,710,789	\$ 5,902,601	\$ 6,409,420	\$ 6,409,420	\$ 6,409,420
Prior year property taxes	108,897	95,940	125,000	98,000	98,000	98,000
Total property taxes	5,419,307	5,806,729	6,027,601	6,507,420	6,507,420	6,507,420
<b>Hotel/Motel tax</b>	272,866	258,374	250,000	262,500	262,500	262,500
<b>Franchise and privilege fees</b>						
Portland General Electric	919,282	1,003,595	1,000,000	1,000,000	1,000,000	1,000,000
NW Natural Gas	318,467	293,459	316,000	316,000	316,000	316,000
United Disposal	137,436	146,034	142,330	143,000	143,000	143,000
Comcast Cable	284,892	303,406	288,000	288,000	288,000	288,000
Sewer utilities	276,541	296,357	294,920	299,000	299,000	299,000
Water utilities	217,429	249,697	244,520	247,500	247,500	247,500
Stormwater	53,544	59,921	81,000	91,000	91,000	91,000
Charbonneau Water Company	9,897	9,737	11,000	11,000	11,000	11,000
Telecomm - Privilege tax	684,342	700,381	654,900	632,150	632,150	632,150
Total franchise and privilege fees	2,901,830	3,062,587	3,032,670	3,027,650	3,027,650	3,027,650
<b>Licenses &amp; permits</b>						
Professional and occupation	156,424	187,655	160,000	170,000	170,000	170,000
Alcoholic beverages	2,525	4,150	1,800	2,000	2,000	2,000
Other	80	180	100	100	100	100
Total licenses & permits	159,029	191,985	161,900	172,100	172,100	172,100
<b>Intergovernmental/Other agencies</b>						
Alcoholic beverages tax	295,834	264,832	310,460	310,460	310,460	310,460
Cigarette tax	28,257	53,479	28,270	28,000	28,000	28,000
State shared revenue	230,391	245,663	242,400	242,400	242,400	242,400
County shared revenue - Library	944,092	1,042,356	1,051,235	1,109,450	1,109,450	1,109,450
Clack. Co. - Title III	37,292	59,610	45,662	61,250	61,250	61,250
Federal grants	16,361	9,720	9,000	2,000	2,000	2,000
State grants - Parks	3,075	3,183	3,300	3,300	3,300	3,300
State grants - Library	3,443	-	3,900	3,900	3,900	3,900
Other local governments	102,717	100,600	180,000	166,000	166,000	166,000
Total intergov./Other agencies	1,661,462	1,779,443	1,874,227	1,926,760	1,926,760	1,926,760
<b>Municipal court fines</b>	247,534	244,535	250,000	210,000	210,000	210,000
<b>Investment income</b>	78,859	77,751	72,000	75,000	75,000	75,000

# General Fund Revenues

## Summary of Program Revenues (continued)

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 315,400	289,600	311,020	337,600	\$ 337,600	\$ 337,600
Class registrations	95,552	98,326	76,000	104,000	104,000	104,000
Parks reservations/Facility rental	50,663	46,219	51,000	95,000	95,000	95,000
Sports camp/Youth special services	22,664	19,226	27,200	28,000	28,000	28,000
New book sales	1,798	1,152	2,000	1,000	1,000	1,000
Library fees	33,173	30,828	31,000	31,000	31,000	31,000
Photocopying	6,512	6,987	6,000	6,400	6,400	6,400
Non-resident fees - library	3,778	2,755	3,500	2,600	2,600	2,600
Lost/damaged books	4,373	3,170	3,200	3,000	3,000	3,000
Library room rental	6,288	6,793	3,000	6,000	6,000	6,000
Lien search fees	29,760	35,920	23,320	20,000	20,000	20,000
Other charges	3,853	6,996	2,700	4,900	4,900	4,900
Total charges for services	573,814	547,972	539,940	639,500	639,500	639,500
<b>Miscellaneous revenue</b>						
Gifts	57,374	14,171	43,200	60,300	60,300	60,300
Meals on Wheels	5,419	8,066	6,000	9,000	9,000	9,000
Senior lunch revenue	15,893	17,332	16,000	15,000	15,000	15,000
Cable receipts	68,663	68,299	68,400	68,400	68,400	68,400
Other	26,005	80,484	27,705	30,350	30,350	30,350
Total miscellaneous revenue	173,354	188,352	161,305	183,050	183,050	183,050
<b>TOTAL REVENUES</b>	<b>\$ 11,488,055</b>	<b>\$ 12,157,728</b>	<b>\$ 12,369,643</b>	<b>\$ 13,003,980</b>	<b>\$ 13,003,980</b>	<b>\$ 13,003,980</b>





# Summary of Special Revenue Funds

## Community Development Fund

### Assumptions for Community Development Fund Revenues

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

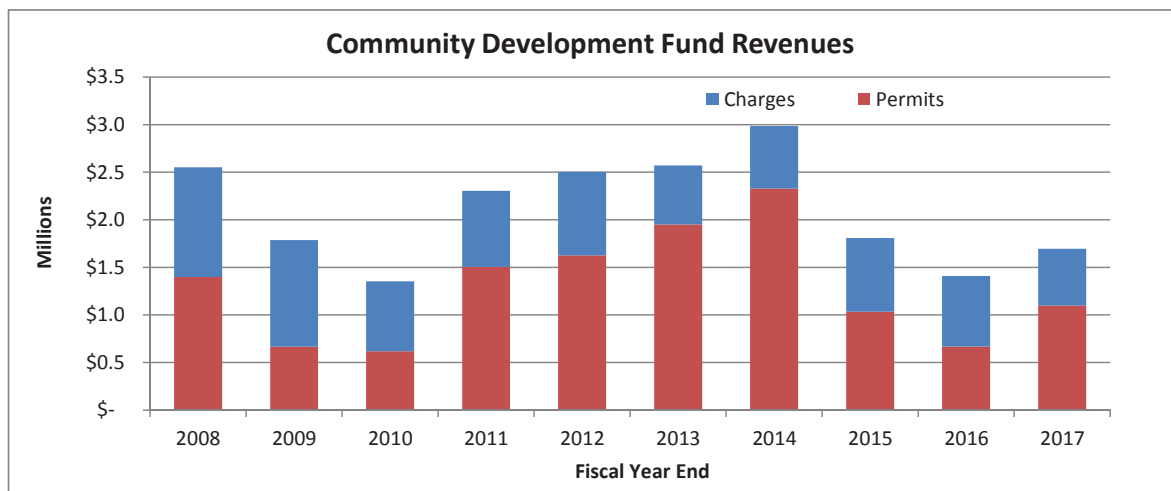
The Community Development Fund was established in FY2003-04 and prior to FY2014-15, encompassed Community Development Administration, Building, Planning, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. Beginning in FY2014-15, the Community Development Fund no longer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

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

The other primary revenue source for the Community Development Fund is charges for services from to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY2016-17, the fees are calculated on the actual time spent on Urban Renewal projects and the estimated time spent on Urban Renewal activities by the Community Development staff.

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

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Permits	\$ 2,166,047	\$ 1,034,923	\$ 669,200	\$ 1,100,198	\$ 1,100,198	\$ 1,100,198
Intergovernmental	-	1,000	-	-	-	-
Charges for services	889,272	774,135	739,803	594,400	594,400	594,400
Investment income	32,878	11,455	12,000	12,000	12,000	12,000
Miscellaneous revenues	17,135	1,112	-	500	500	500
<b>Total Revenues</b>	<b>\$ 3,105,332</b>	<b>\$ 1,822,625</b>	<b>\$ 1,421,003</b>	<b>\$ 1,707,098</b>	<b>\$ 1,707,098</b>	<b>\$ 1,707,098</b>



# Summary of Special Revenue Funds

## Building Inspection Fund

### Assumptions for Building Inspection Revenues

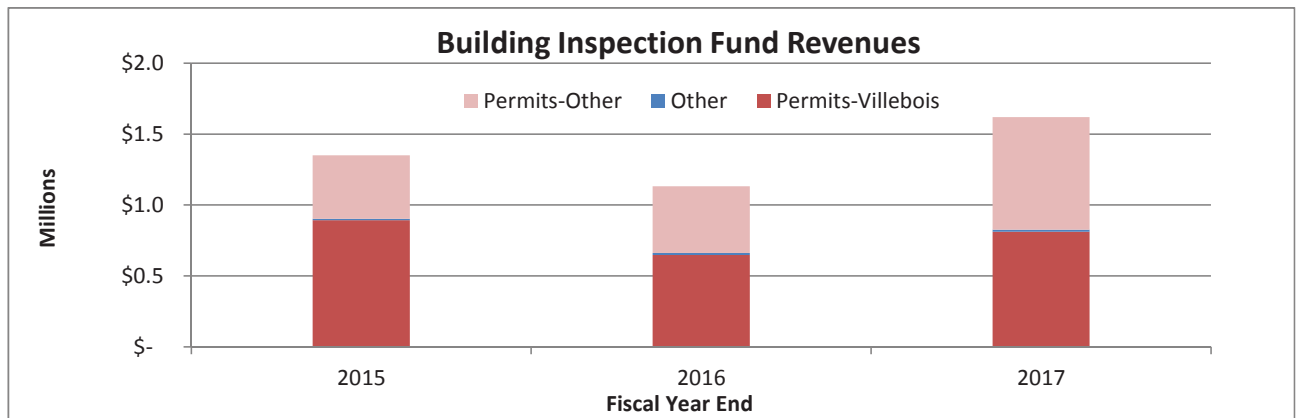
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

Each fiscal year, the Building Inspector projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year. For FY2016-17, the Building Department is anticipating 347 single family homes to be permitted primarily in the Villebois area. Anticipated non-residential construction includes the permits for the Meridian Creek Middle School and new Subaru dealership.

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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Permits	\$ -	\$ 1,340,653	\$ 1,118,115	\$ 1,604,935	\$ 1,604,935	\$ 1,604,935
Investment income	-	9,356	14,000	15,000	15,000	15,000
Total Revenues	\$ -	\$ 1,350,009	\$ 1,132,115	\$ 1,619,935	\$ 1,619,935	\$ 1,619,935



# Summary of Special Revenue Funds

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (3% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2016-17
- Charges for services: Estimates for fares collected for out-of-town routes

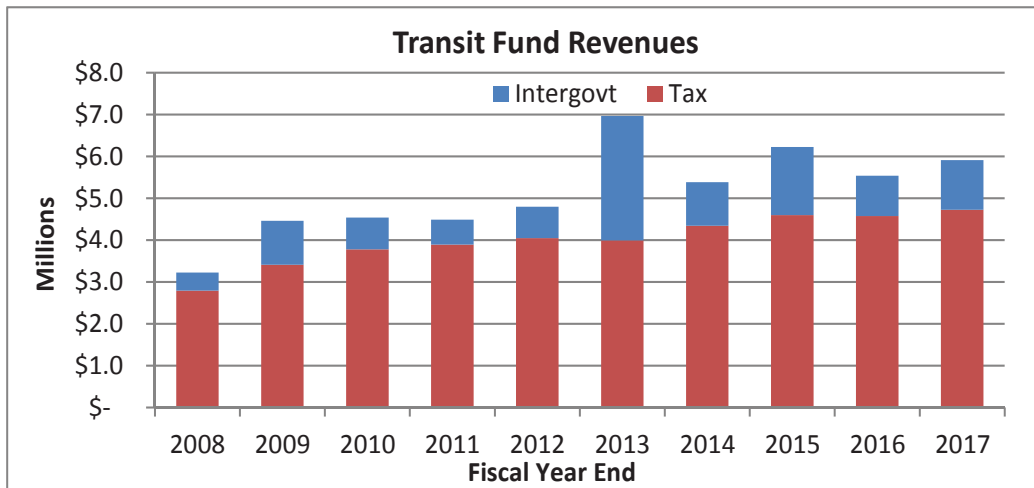
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a 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 ran by TriMet, the City contributes \$320,000 towards its annual operating costs. In response to the commuter rail, the City added a new bus line and modified all existing routes to coordinate service with the arrival and departure of trains. The City receives no revenues from commuter rail customers.

The payroll tax is due quarterly and covers employment within City limits. Payroll taxes are increasing slightly, as the local economy grows with new businesses relocating to the City. Transit taxes are estimated at approximately \$4.7 million in FY2016-17.

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 2016-17 can be found under the Transit program, in the Program Expenditures section of this document.

For FY 2016-17, transit fares are budgeted as Charges for Services and reflect a small increase of 1.9%. Fares are collected for all bus routes outside of the City limits.

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Transit tax	\$ 4,342,353	\$ 4,597,118	\$ 4,576,000	\$ 4,722,810	\$ 4,722,810	\$ 4,722,810
Intergovernmental	1,041,610	1,628,942	959,915	1,185,875	1,185,875	1,185,875
Charges for svcs	251,511	248,995	210,001	214,080	214,080	214,080
Investment income	14,976	21,521	17,000	15,000	15,000	15,000
Miscellaneous	58,212	26,261	14,000	14,000	14,000	14,000
<b>Total Revenues</b>	<b>\$ 5,708,662</b>	<b>\$ 6,522,837</b>	<b>\$ 5,776,916</b>	<b>\$ 6,151,765</b>	<b>\$ 6,151,765</b>	<b>\$ 6,151,765</b>



# Summary of Special Revenue Funds

## Road Operating Fund

### *Assumptions for Road Operating Fund Revenues*

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

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

The 2009 Oregon Legislative Session approved HB 2001 which increased fees and gas taxes. The higher fees and taxes have been phased in over 2011 and 2012. A key component of the bill was a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY 2016-17 budget reflects a 3% increase in gas tax revenues, based on the assumption that there will be a slight increase in gas consumption in the coming fiscal year.

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Gas tax	\$ 1,214,111	\$ 1,267,758	\$ 1,285,390	\$ 1,328,925	\$ 1,328,925	\$ 1,328,925
Investment income	5,963	6,364	7,000	6,000	6,000	6,000
Miscellaneous	4,827	5,523	-	1,500	1,500	1,500
Total Revenues	<u>\$ 1,224,901</u>	<u>\$ 1,279,645</u>	<u>\$ 1,292,390</u>	<u>\$ 1,336,425</u>	<u>\$ 1,336,425</u>	<u>\$ 1,336,425</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 January 2002, the fees were reduced 10%. Residential customers are charged a monthly fee of \$4.03 per household, while commercial and industrial customer's fees are based on a formula that considers traffic impact, square footage and the amount of truck traffic generated. Commercial and industrial rates range from \$10.46 to \$285.88 per month. Forecasted revenues are based on historic trends and growth projections.

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Usage charge	\$ 670,744	\$ 682,371	\$ 710,000	\$ 710,000	\$ 710,000	\$ 710,000
Investment income	3,001	25,647	1,600	2,000	2,000	2,000
Total Revenues	<u>\$ 673,745</u>	<u>\$ 708,018</u>	<u>\$ 711,600</u>	<u>\$ 712,000</u>	<u>\$ 712,000</u>	<u>\$ 712,000</u>

# Summary of Special Revenue Funds

## Water Operating Regulatory 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 will go into effect January 1, 2017.

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Usage charge	\$ 5,524,762	\$ 6,417,806	\$ 6,113,000	\$ 6,335,582	\$ 6,335,582	\$ 6,335,582
Usage-Sherwood	1,007,433	1,044,311	990,000	990,000	990,000	990,000
Connection fees	91,486	132,799	75,000	80,000	80,000	80,000
User fee- fire charge	128,415	134,013	135,000	135,000	135,000	135,000
Investment income	26,353	27,929	33,000	45,000	45,000	45,000
Miscellaneous	119,251	44,195	40,500	36,000	36,000	36,000
<b>Total Revenues</b>	<b>\$ 6,897,700</b>	<b>\$ 7,801,053</b>	<b>\$ 7,386,500</b>	<b>\$ 7,621,582</b>	<b>\$ 7,621,582</b>	<b>\$ 7,621,582</b>

## Sewer Operating Regulatory 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 2016-17, 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Usage charge	\$ 6,826,658	\$ 7,212,604	\$ 7,300,000	\$ 7,409,500	\$ 7,409,500	\$ 7,409,500
High strength surcharge	372,223	539,710	350,000	355,250	355,250	355,250
Investment income	65,254	22,308	43,000	58,050	58,050	58,050
Miscellaneous	185,976	62,290	25,000	25,000	25,000	25,000
<b>Total Revenues</b>	<b>\$ 7,450,111</b>	<b>\$ 7,836,912</b>	<b>\$ 7,718,000</b>	<b>\$ 7,847,800</b>	<b>\$ 7,847,800</b>	<b>\$ 7,847,800</b>

# Summary of Special Revenue Funds

## Street Lighting Operating Regulatory 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Usage charge	\$ 421,986	\$ 447,388	\$ 435,000	\$ 460,000	\$ 460,000	\$ 460,000
Investment income	4,961	4,548	5,000	-	-	-
Total Revenues	<u>\$ 426,947</u>	<u>\$ 451,936</u>	<u>\$ 440,000</u>	<u>\$ 460,000</u>	<u>\$ 460,000</u>	<u>\$ 460,000</u>

## Stormwater Operating Regulatory Fund

### *Assumptions for Stormwater Operating Fund Revenues*

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

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

The Stormwater Fund has been under financial pressure over recent years due primarily to the completion of two emergency maintenance related projects. Staff has also recently completed a 20-year Stormwater Capital Improvement Plan that identified extensive repair work in the Charbonneau area. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The FY2016-17 budget includes an increase to a monthly rate of \$9.30 per equivalent dwelling unit in January 2017.

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

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Stormwater charges	\$ 1,392,150	\$ 1,557,938	\$ 2,027,000	\$ 2,374,518	\$ 2,374,518	\$ 2,374,518
Investment income	1,140	1,283	1,000	5,000	5,000	5,000
Miscellaneous	1,722	-	-	-	-	-
Total Revenues	<u>\$ 1,395,012</u>	<u>\$ 1,559,221</u>	<u>\$ 2,028,000</u>	<u>\$ 2,379,518</u>	<u>\$ 2,379,518</u>	<u>\$ 2,379,518</u>

# Summary of Special 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 2016-17. 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services						
General Fund	\$ 105,980	\$ 130,110	\$ 142,750	\$ 140,690	\$ 140,690	\$ 140,690
CD Fund	9,870	19,750	23,590	21,390	21,390	21,390
Building Fund	22,330	8,880	10,790	9,180	9,180	9,180
Transit Fund	966,530	1,035,370	1,014,680	984,660	984,660	984,660
Road Op Fund	36,530	37,400	44,810	44,040	44,040	44,040
Water Op Fund	36,850	36,370	42,830	42,060	42,060	42,060
Sewer Op Fund	11,240	5,180	4,782	8,280	8,280	8,280
Stormwater Fund	13,780	14,720	13,795	8,070	8,070	8,070
Charges subtotal	1,203,110	1,287,780	\$ 1,298,027	\$ 1,258,370	\$ 1,258,370	\$ 1,258,370
Investment income	5,146	7,497	5,000	5,000	5,000	5,000
Miscellaneous	18,297	31,579	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,226,553</b>	<b>\$ 1,326,856</b>	<b>\$ 1,303,027</b>	<b>\$ 1,263,370</b>	<b>\$ 1,263,370</b>	<b>\$ 1,263,370</b>

# Summary of Special Revenue Funds

## 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.

The FY2016-17 Budget includes a new fund, Washington County Transportation Development Tax (TDT) Fund.

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 1,509,035	\$ 1,461,645	\$ 2,349,799	\$ 2,199,448	\$ 2,199,448	\$ 2,199,448
Investment income	7,086	8,257	13,900	15,000	15,000	15,000
Other	6,071	-	-	-	-	-
<b>Total Revenues</b>	<b>1,522,192</b>	<b>1,469,902</b>	<b>2,363,699</b>	<b>2,214,448</b>	<b>2,214,448</b>	<b>2,214,448</b>
<b>Sewer Development Charges Fund</b>						
System Development Charges	2,502,588	1,785,553	1,238,251	1,893,414	1,893,414	1,893,414
Investment income	34,877	31,295	34,620	40,000	40,000	40,000
<b>Total Revenues</b>	<b>2,537,465</b>	<b>1,816,848</b>	<b>1,272,871</b>	<b>1,933,414</b>	<b>1,933,414</b>	<b>1,933,414</b>
<b>Streets Development Charges Fund</b>						
System Development Charges	1,834,900	2,242,668	3,178,866	4,185,810	4,185,810	4,185,810
Traffic impact fees	258,825	43,702	-	-	-	-
Investment income	25,506	25,938	26,030	30,000	30,000	30,000
Other	156,666	150,308	-	-	-	-
<b>Total Revenues</b>	<b>2,275,897</b>	<b>2,462,616</b>	<b>3,204,896</b>	<b>4,215,810</b>	<b>4,215,810</b>	<b>4,215,810</b>
<b>Washington County TDT Fund</b>						
Transfer from Streets SDC Fund	-	-	-	400,000	400,000	400,000
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Stormwater Development Charges Fund</b>						
System Development Charges	327,476	387,192	514,520	746,923	746,923	746,923
Investment income	5,082	6,549	7,410	7,200	7,200	7,200
<b>Total Revenues</b>	<b>332,558</b>	<b>393,741</b>	<b>521,930</b>	<b>754,123</b>	<b>754,123</b>	<b>754,123</b>
<b>Parks Development Charges Fund</b>						
System Development Charges	1,102,890	1,266,596	769,022	1,882,710	1,882,710	1,882,710
Investment and other income	28,842	26,378	17,850	26,000	26,000	26,000
<b>Total Revenues</b>	<b>1,131,732</b>	<b>1,292,974</b>	<b>786,872</b>	<b>1,908,710</b>	<b>1,908,710</b>	<b>1,908,710</b>
<b>Total SDC Funds</b>	<b>\$ 7,799,844</b>	<b>\$ 7,436,081</b>	<b>\$ 8,150,268</b>	<b>\$ 11,026,505</b>	<b>\$ 11,026,505</b>	<b>\$ 11,026,505</b>



**WILSONVILLE**



# 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 19.

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

Policy & Administration.....	76
Administration.....	76
Finance.....	78
Information Systems.....	82
Geographic Information Systems.....	86
Legal.....	90
Human Resources/Risk Management.....	92
Community Development.....	96
Administration.....	96
Engineering.....	98
Building Inspections.....	100
Planning.....	104
Natural Resources/Stormwater Management.....	108
Public Works.....	112
Administration.....	112
Facilities.....	114
Roads.....	116
Street Lighting.....	118
Water Distribution.....	120
Water Treatment Plant.....	124
Industrial Pretreatment.....	128
Wastewater Treatment Plant.....	132
Wastewater Collection.....	134
Stormwater Maintenance.....	138
Parks & Recreation.....	142
General Services.....	142
Parks Maintenance.....	146
Library Services.....	148
Library.....	148
Transportation.....	152
SMART Transit.....	152
Fleet.....	156
Public Safety.....	160
Law Enforcement.....	160
Municipal Court.....	164

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 167.

**Debt Service** includes appropriations for interest and principal on all types of debt and starts on page 235.

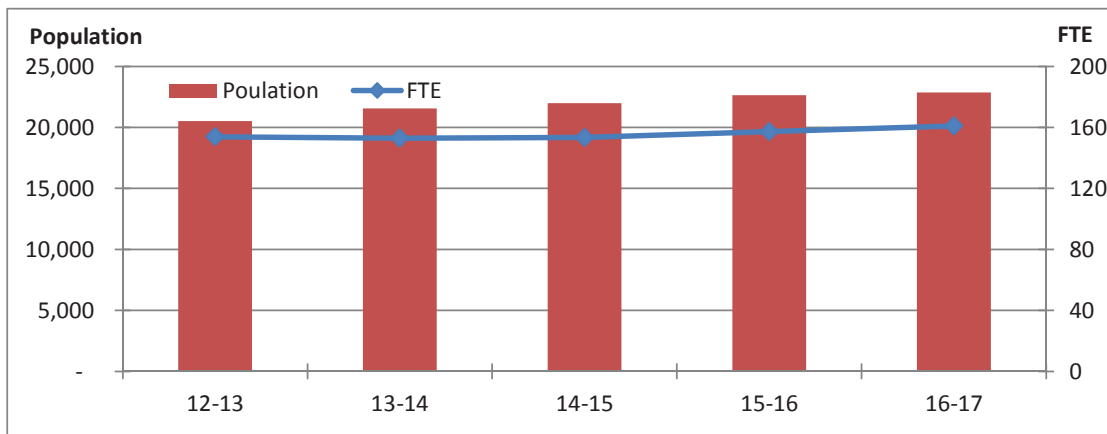
**Contingencies** include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 242.

# 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 FY2016-17 are increasing to 161.01 full-time equivalents (FTEs). The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated under contract with Veolia Water North America. The Wastewater Treatment Plant and lift stations are operated and maintained by CH2M HILL under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions. Both current union contracts will expire June 30, 2017.



# Summary of Workforce Trends

## Comparison of Personnel Changes

### Full Time Equivalent (FTE) Positions

Department	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
<b>Administration</b>				
Administration	4.50	5.00	5.00	5.00
Finance	8.90	9.40	9.20	9.31
Information Systems	3.00	3.00	3.00	4.00
Geographic Information Systems	1.50	1.50	1.50	1.50
Legal	3.00	3.00	3.00	3.70
Human Resources/Risk Management	2.85	2.85	3.35	3.35
	<b>23.75</b>	<b>24.75</b>	<b>25.05</b>	<b>26.86</b>
<b>Community Development</b>				
Administration	4.50	4.50	4.50	3.50
Engineering	9.00	9.00	9.50	9.50
Building Inspections	5.60	5.60	5.60	5.60
Planning	8.00	7.60	7.60	7.60
Natural Resources/Stormwater Management	2.00	2.00	3.00	3.00
	<b>29.10</b>	<b>28.70</b>	<b>30.20</b>	<b>29.20</b>
<b>Public Works</b>				
Administration	3.50	3.50	3.50	3.50
Facilities	5.50	5.50	5.75	5.75
Roads	4.05	4.05	4.05	4.05
Water Distribution and Sales	4.88	4.88	5.38	5.67
Wastewater Collection	2.13	2.13	2.13	2.63
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.84	1.94	1.94	2.69
	<b>22.90</b>	<b>23.00</b>	<b>23.75</b>	<b>25.29</b>
<b>Transportation</b>				
SMART Transit	35.74	36.07	37.00	37.50
Fleet	6.50	6.60	6.60	6.60
	<b>42.24</b>	<b>42.67</b>	<b>43.60</b>	<b>44.10</b>
<b>Parks &amp; Recreation</b>				
General Services	8.10	8.10	8.20	9.20
Parks Maintenance	8.25	8.25	8.25	8.25
	<b>16.35</b>	<b>16.35</b>	<b>16.45</b>	<b>17.45</b>
<b>Library</b>	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>
	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>
<b>Public Safety</b>				
Municipal Court	2.00	1.50	1.70	1.65
	<b>2.00</b>	<b>1.50</b>	<b>1.70</b>	<b>1.65</b>
<b>Total FTE's</b>	<b>152.80</b>	<b>153.43</b>	<b>157.21</b>	<b>161.01</b>

**WILSONVILLE**



# Expenditure Summaries

## By Program

Excluding Interfund Service and Transfers

Program	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Policy and Administration:</b>						
Administration	\$ 1,103,630	\$ 1,210,344	\$ 1,668,969	\$ 1,336,425	\$ 1,336,425	\$ 1,336,425
Finance	1,347,149	1,438,989	1,363,737	1,411,103	1,411,103	1,411,103
Information Systems	639,510	609,998	720,545	1,012,190	1,012,190	1,012,190
Geographic Info Systems	219,723	195,313	229,773	231,124	231,124	231,124
Legal	462,194	472,358	518,665	553,236	553,236	553,236
HR / Risk Management	488,875	604,731	616,862	694,129	694,129	694,129
<i>Policy and Administration</i>	<b>\$ 4,261,081</b>	<b>\$ 4,531,733</b>	<b>\$ 5,118,551</b>	<b>\$ 5,238,207</b>	<b>\$ 5,238,207</b>	<b>\$ 5,238,207</b>
<b>Community Development:</b>						
C.D. Administration	619,619	655,668	757,880	771,542	771,542	771,542
Engineering	1,217,949	1,170,098	1,303,815	1,348,000	1,348,000	1,348,000
Building Inspection	643,608	685,237	772,808	821,701	821,701	821,701
Planning	854,510	863,279	980,237	1,007,074	1,007,074	1,007,074
Natural Res/Strmwtr Mgmt	282,535	310,433	414,696	485,542	485,542	485,542
<i>Community Development</i>	<b>\$ 3,618,221</b>	<b>\$ 3,684,715</b>	<b>\$ 4,229,436</b>	<b>\$ 4,433,859</b>	<b>\$ 4,433,859</b>	<b>\$ 4,433,859</b>
<b>Public Works:</b>						
P.W. Administration	390,149	400,272	475,121	475,277	475,277	475,277
Facilities	773,931	822,399	972,911	980,296	980,296	980,296
Road Operations	688,730	753,207	822,288	869,766	869,766	869,766
Street Lighting	266,706	302,315	278,318	351,721	351,721	351,721
Water Distribution	1,035,001	1,179,731	1,309,686	1,402,353	1,402,353	1,402,353
Water Treatment Plant	2,460,306	2,567,620	2,694,641	2,861,875	2,861,875	2,861,875
Wastewater Collection	615,920	570,227	777,017	831,946	831,946	831,946
Industrial Pretreatment	102,744	105,567	122,627	126,332	126,332	126,332
Wastewater Trtmt Plant	1,973,056	2,372,912	2,530,435	2,553,107	2,553,107	2,553,107
Stormwater Maintenance	382,243	414,234	579,801	657,649	657,649	657,649
<i>Public Works</i>	<b>\$ 8,688,786</b>	<b>\$ 9,488,484</b>	<b>\$ 10,562,845</b>	<b>\$ 11,110,322</b>	<b>\$ 11,110,322</b>	<b>\$ 11,110,322</b>
<b>Parks &amp; Recreation:</b>						
Parks & Recreation	918,851	1,049,182	1,187,054	1,617,522	1,617,522	1,617,522
Parks Maintenance	886,908	1,194,879	1,148,550	1,343,163	1,343,163	1,343,163
<i>Parks &amp; Recreation</i>	<b>\$ 1,805,759</b>	<b>\$ 2,244,061</b>	<b>\$ 2,335,604</b>	<b>\$ 2,960,685</b>	<b>\$ 2,960,685</b>	<b>\$ 2,960,685</b>
Library	\$ 1,536,307	\$ 1,595,216	\$ 1,803,967	\$ 1,868,412	\$ 1,868,412	\$ 1,868,412
<b>Transportation:</b>						
Transit	5,206,312	5,894,388	5,382,935	6,251,017	6,251,017	6,251,017
Fleet	1,333,189	1,174,120	1,330,527	1,643,915	1,643,915	1,643,915
<i>Transportation</i>	<b>\$ 6,539,501</b>	<b>\$ 7,068,508</b>	<b>\$ 6,713,462</b>	<b>\$ 7,894,932</b>	<b>\$ 7,894,932</b>	<b>\$ 7,894,932</b>
<b>Public Safety:</b>						
Law Enforcement	3,768,385	3,644,645	4,355,151	4,443,964	4,443,964	4,443,964
Municipal Court	178,301	156,092	215,255	206,630	206,630	206,630
<i>Public Safety</i>	<b>\$ 3,946,686</b>	<b>\$ 3,800,737</b>	<b>\$ 4,570,406</b>	<b>\$ 4,650,594</b>	<b>\$ 4,650,594</b>	<b>\$ 4,650,594</b>
<b>Total Operating Budget</b>	<b>\$ 30,396,341</b>	<b>\$ 32,413,454</b>	<b>\$ 35,334,271</b>	<b>\$ 38,157,011</b>	<b>\$ 38,157,011</b>	<b>\$ 38,157,011</b>

## By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

Category	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services	\$ 13,502,030	\$ 13,974,828	\$ 15,564,230	\$ 16,539,504	\$ 16,539,504	\$ 16,539,504
Materials and Services	15,860,892	16,618,150	18,722,677	19,482,284	19,482,284	19,482,284
Capital Outlay	1,033,419	1,820,476	1,047,364	2,135,223	2,135,223	2,135,223
<b>Total Operating Budget</b>	<b>\$ 30,396,341</b>	<b>\$ 32,413,454</b>	<b>\$ 35,334,271</b>	<b>\$ 38,157,011</b>	<b>\$ 38,157,011</b>	<b>\$ 38,157,011</b>

City Administration provides governance, leadership and oversight to City operations, housing expenses related to the City Council, City Manager, City Recorder, Community Relations and Public Affairs. The City Manager is appointed by City Council and is the chief administrative officer of the City. It is the City’s Manager’s responsibility to manage, direct and coordinate the municipal services and business affairs of the City. The City Manager is responsible for translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Official, ensuring the preparation of the annual budget and its presentation to Budget Committee for approval and to the City Council for adoption.

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

## Program Objectives

### *Financial Discipline*

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

### *Well Maintained Infrastructure*

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

### *Welcoming, Engaged and Satisfied Residents*

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

### *Economic Development*

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

### *Other Program Objectives*

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

## Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	0.50	1.00	0.00	0.00
Community Outreach Specialist	0.00	0.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Community Relations Coordinator	1.00	1.00	1.00	1.00
	4.50	5.00	5.00	5.00

# administration

# Policy & Administration

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	387,408	458,959	\$ 474,357	\$ 486,710	\$ 486,710	\$ 486,710
Employee benefits	221,748	260,623	300,540	304,320	304,320	304,320
<b>Total</b>	<b>609,156</b>	<b>719,582</b>	<b>774,897</b>	<b>791,030</b>	<b>791,030</b>	<b>791,030</b>
Materials and Services						
Supplies	47,275	61,466	70,390	55,642	55,642	55,642
Prof and tech services	127,098	202,727	191,730	194,978	194,978	194,978
Utility services	4,317	4,392	6,640	8,850	8,850	8,850
Comm svcs programs	180,548	111,089	228,000	119,840	119,840	119,840
Employee development	49,383	37,570	49,385	49,879	49,879	49,879
Fees, dues, advertising	31,141	31,707	31,200	31,512	31,512	31,512
Meetings & Council	49,439	41,811	56,727	57,294	57,294	57,294
<b>Total</b>	<b>489,201</b>	<b>490,762</b>	<b>634,072</b>	<b>517,995</b>	<b>517,995</b>	<b>517,995</b>
Capital Outlay						
Machinery & equipment	5,273	-	260,000	27,400	27,400	27,400
<b>Total Department</b>	<b>\$ 1,103,630</b>	<b>\$ 1,210,344</b>	<b>\$ 1,668,969</b>	<b>\$ 1,336,425</b>	<b>\$ 1,336,425</b>	<b>\$ 1,336,425</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	224,024	215,300	271,556	289,155	289,155	289,155
Urban renewal charges	140,000	135,700	146,200	157,600	157,600	157,600
General Fund revenues	739,606	859,344	1,251,213	889,670	889,670	889,670
<b>Total</b>	<b>\$ 1,103,630</b>	<b>\$ 1,210,344</b>	<b>\$ 1,668,969</b>	<b>\$ 1,336,425</b>	<b>\$ 1,336,425</b>	<b>\$ 1,336,425</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 2%. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Also, the budget reflects increased contributions to retirement systems, as well as changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is decreasing overall by 18%. This decrease reflects a re-organization of funding for the Tourism Committee from the City Manager's budget to the Parks budget. Additionally, it reflects the re-organization of funding for equipment funded through the Public, Education & Government (PEG) communication reserve program, from the City Manager's budget to the Information System's budget.

Other changes include a 1% increase to various material and supply accounts to allow for inflationary increases, and a 33% increase, or \$2,200, in utilities to recognize the full implementation from the prior year of providing iPads to the City Council in the continuing effort to reduce paper.

The capital outlay category is decreasing substantially, recognizing the phase-in of the Laserfiche records management software system. The bulk of the purchases happened in the prior year, while training and implementation continue into FY 2016-17.



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

Primary functions include accounting, budgeting, cash management, debt service, payroll, accounts payable, accounts receivables (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes) and financial reporting.

**Program Objectives**

***Welcoming, Engaged and Satisfied Residents***

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

***Fiscal Discipline***

- Develop and propose a capital replacement funding strategy for the City’s general government capital assets
- Work with 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
- Administer the utility relief program to help low-income customers with delinquent utility bills

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
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
Administrative Assistant III	0.90	0.90	0.90	0.00
Administrative Assistant I	0.00	0.00	0.00	0.81
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	2.50	2.50	2.50
Accounting Technician	2.00	2.00	1.80	2.00
	<b>8.90</b>	<b>9.40</b>	<b>9.20</b>	<b>9.31</b>

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 640,091	\$ 621,723	\$ 681,670	\$ 672,750	\$ 672,750	\$ 672,750
Employee benefits	279,588	288,532	335,100	359,840	359,840	359,840
<b>Total</b>	<b>919,679</b>	<b>910,255</b>	<b>1,016,770</b>	<b>1,032,590</b>	<b>1,032,590</b>	<b>1,032,590</b>
<b>Materials and Services</b>						
Supplies	51,082	56,649	38,890	39,279	39,279	39,279
Prof and tech services	156,505	171,048	145,160	174,284	174,284	174,284
Utility services	38,802	42,623	46,972	48,056	48,056	48,056
Fleet services	3,220	4,240	4,260	4,160	4,160	4,160
Repairs & maintenance	28,308	25,696	27,650	27,577	27,577	27,577
Rents & leases	-	1,279	1,260	1,273	1,273	1,273
Insurance	3,624	3,701	3,920	4,240	4,240	4,240
Employee development	5,209	15,870	12,900	13,029	13,029	13,029
Fees, dues, advertising	11,265	6,494	9,600	9,696	9,696	9,696
Meeting expenses	478	1,803	525	530	530	530
Misc. services & supplies	128,977	191,275	55,830	56,389	56,389	56,389
<b>Total</b>	<b>427,470</b>	<b>520,678</b>	<b>346,967</b>	<b>378,513</b>	<b>378,513</b>	<b>378,513</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	8,056	-	-	-	-
<b>Total Department</b>	<b>\$ 1,347,149</b>	<b>\$ 1,438,989</b>	<b>\$ 1,363,737</b>	<b>\$ 1,411,103</b>	<b>\$ 1,411,103</b>	<b>\$ 1,411,103</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 27,462	\$ 38,528	\$ 23,320	\$ 20,000	\$ 20,000	\$ 20,000
Interfund charges	860,939	1,219,900	999,099	1,116,280	1,116,280	1,116,280
Urban renewal charges	60,000	57,600	63,600	77,500	77,500	77,500
General Fund revenues	398,748	122,961	277,718	197,323	197,323	197,323
<b>Total</b>	<b>\$ 1,347,149</b>	<b>\$ 1,438,989</b>	<b>\$ 1,363,737</b>	<b>\$ 1,411,103</b>	<b>\$ 1,411,103</b>	<b>\$ 1,411,103</b>

**Explanation of Variances**

The Personnel Services category budget is increasing overall by 2% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. In FY 2016-17, the Salaries and Wages category is decreasing slightly to reflect staff turnover, and new entry-level staff coming on board, while at the same time benefits are increasing reflecting a different mix of benefit plan selections by employees.

The Materials & Services category of expenditures is increasing approximately 9% when compared to FY 2015-16. Most accounts are adjusted by approximately 1% to account for inflationary adjustments. The Professional and Technical Services category is increasing 20%, approximately \$30,000, when compared to FY 2015-16. Proposed for FY 2016-17 is the addition of consulting services to assess the technology needs of the department, as the department prepares to replace its aging accounting, payroll, and utility billing software applications.

The Utility Services and Insurance categories are both increasing in anticipation of rate increases.

**Performance Measurements**

**Goal: Deliver efficient, effective financial services**

<b>Measure</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Actual cost to deliver financial services financial services	\$ 1,297,221	\$ 1,347,149	\$ 1,438,989	\$ 1,280,312	\$ 1,411,103
Costs to deliver financial services as percentage of total City operating budget	4%	4%	4%	4%	4%

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

<b>Measure</b>					
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**

<b>Measure</b>					
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.

**WILSONVILLE**



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

In the past year, IS has embarked upon a strategic planning process to identify needs and goals for the City’s information technology infrastructure and applications, to ensure the City is positioned to meet future demands in an efficient way. Additionally, IS has continued the enhancement of the fiber infrastructure through several cooperative build projects with Clackamas County and the West Linn – Wilsonville School District, to enable interconnection between the Wilsonville school campuses and the County’s fiber network. IS has worked on the creation of a Fiber Business Plan for the community, completed several network enhancements, added video conferencing capabilities in 5 of the City’s facility conference rooms, started the 3 to 5 year enterprise implementation of a document and records management solution called Laserfiche, and provided management and support for a variety of departmental technology initiatives.

**Program Objectives**

***Fiscal Discipline***

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

***Well Maintained Infrastructure***

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

***Welcoming, Engaged, and Satisfied Residents***

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

***Economic Development and Clear Vision and Community Design***

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

**Full Time Equivalent Positions**

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant I	0.00	0.00	0.00	1.00
Information System Assistant II	1.00	1.00	0.00	0.00
Systems Analyst	0.00	0.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>

# information systems

# Policy & Administration

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	\$ 252,336	\$ 249,981	\$ 265,520	\$ 323,900	\$ 323,900	\$ 323,900
Employee benefits	118,182	118,092	137,990	167,575	167,575	167,575
<b>Total</b>	<b>370,518</b>	<b>368,073</b>	<b>403,510</b>	<b>491,475</b>	<b>491,475</b>	<b>491,475</b>
Materials and Services						
Supplies	75,056	77,427	101,089	107,104	107,104	107,104
Prof and tech services	127,569	92,927	141,068	167,846	167,846	167,846
Utility services	12,220	10,166	13,600	14,873	14,873	14,873
Repairs & maintenance	7,002	6,725	7,151	7,223	7,223	7,223
Employee development	2,001	5,424	6,657	6,724	6,724	6,724
Fees, dues, advertising	756	876	900	909	909	909
Meeting expenses	308	28	206	208	208	208
<b>Total</b>	<b>224,912</b>	<b>193,573</b>	<b>270,671</b>	<b>304,887</b>	<b>304,887</b>	<b>304,887</b>
Capital Outlay						
Machinery & equipment	44,080	48,352	46,364	215,828	215,828	215,828
<b>Total Department</b>	<b>\$ 639,510</b>	<b>\$ 609,998</b>	<b>\$ 720,545</b>	<b>\$ 1,012,190</b>	<b>\$ 1,012,190</b>	<b>\$ 1,012,190</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 219,405	\$ 262,600	\$ 296,026	\$ 370,047	\$ 370,047	\$ 370,047
General Fund revenues	420,105	347,398	424,519	642,143	642,143	642,143
<b>Total</b>	<b>\$ 639,510</b>	<b>\$ 609,998</b>	<b>\$ 720,545</b>	<b>\$ 1,012,190</b>	<b>\$ 1,012,190</b>	<b>\$ 1,012,190</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 22% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is a new Information Systems Assistant. The Information Systems Division has experienced growth in the number of devices, applications, and software systems that must be maintained, spread across six City facilities – City Hall, Police/Public Works, the Library, the Community Center, the Parks & Rec office at Town Center Park, and the SMART office building. This Information Systems Assistant will be dedicated to the help desk, and will ensure timely customer service to City departments and employees so that those departments can continue to meet their primary missions in an efficient way. Currently, the help desk is managed and maintained by higher level positions, which are increasingly pulled away to work on systems analysis and the implementation of new technologies.

The Material and Services category is increasing overall by 13% when compared to the FY 2015-16 budget. Many accounts are increasing by 1% to account for inflation. The more significant changes are described below.

Supplies are increasing 6%, approximately \$6,000, when compared to FY 2015-16. This increase is to provide the proposed new position with the necessary computer and work station resources.

The Professional and Technical Services category is increasing 19%, about \$27,000, when compared to FY 2015-16. This increase is proposed to provide resources for professional services to upgrade the City's Office and Exchange software from the 2010 version, as well as to assess the City's current web sites and evaluate the efficacy of inter-active options for citizens.

(continued on the next page)

**Explanation of Variances, (continued)**

Utility Services are increasing about 9%, or approximately \$1,300, when compared to the FY 2015-16 budget, to fund the anticipated increases in the number of mobile devices used by City staff.

In the Capital Outlay category, approximately \$216,000 is proposed. Of this amount, approximately \$47,000 is budgeted for annual network infrastructure improvements. In order to enhance the use of mobile and remote technologies, \$30,000 is proposed to enhance the City’s Virtual Private Network (VPN), to allow staff better access to necessary files and software applications when working remotely, such as field staff that do inspections and maintenance crews that submit work orders. Approximately \$60,000 is proposed to upgrade the City’s Office and Exchange software programs. Also proposed for FY 2016-17 is a budget re-organization of \$80,000, budgeting for the Public, Education and Government (PEG) equipment, a communication equipment reserve program that is part of the City’s cable franchises, in the Information Systems Division instead of the City Manager’s budget.

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Identify and track workload indicators	Users supported	134	132	136	132	132
	Personal computers supported (staff & public use)	209	205	207	215	216
	Physical servers supported	23	17	14	16	16
	Virtual servers supported	13	16	21	23	28
	Other equipment supported	113	127	108	108	113
	Applications supported	72	73	72	67	62
Effectively maintain and support City systems	Network up-time	99.8%	99.5%	99.7%	99.8%	99.8%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

**Performance Measurements Outcome**

Each year, the IS Division conducts an IT survey. The survey for FY 2015-16 was conducted by outside consultants as part of the IT Strategic Planning process. Survey return rates were high, even though the survey instrument itself was longer and more detailed than in previous years. The results of the customer satisfaction ratings continue to be excellent. The consultants conducted 40+ interviews with management and staff, and indicated that every department was happy with the responsiveness and quality of the customer service provided by IS.

Fluctuations in the number of users supported are due to temporary staff and staff turnover. The number of PCs supported is higher than users due to Library PCs for public use, systems used exclusively for monitoring, dedicated front desk computers, training machines, and conference room equipment, which do not have dedicated users.

Finally, network uptime calculations are extremely conservative, accounting for server “reboots” and other incidental activity taking place during normal working hours. Down time is counted if there is even nominal downtime for any enterprise or critical departmental system, and does not indicate full network outages, of which there have been none in well over 5 years.

**WILSONVILLE**





The GIS Division creates, maintains and administers the City’s Enterprise GIS system. GIS works with City Staff across the organization to identify projects and priorities and provide tools and analysis. The primary goal of GIS is to provide excellent professional mapping services to both City staff and the public.

In the past year, the GIS Division has completed numerous mapping projects including aiding Community Development and Public Works with maps and data analysis in support of long range planning and infrastructure design and management. Staff has also participated in the Frog Pond and Advance Road Urban Growth Boundary (UGB) and Annexation areas, the Vacant Lands/Buildable Land Inventory project, the SMART Master Plan Update, and the Tualatin Valley Water District water line alignment. Additionally, GIS staff continues to support the GIS integration portion of the Cartegraph implementation for asset management as well as the ongoing project to consolidate CAD and GIS data into a single shared database.

**Program Objectives**

***Fiscal Discipline***

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

***Well-Maintained Infrastructure***

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

***Regional Awareness and Influence***

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

***Welcoming Engaged and Satisfied Residents***

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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	1.50	1.50	1.50	1.50

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 108,919	\$ 92,499	\$ 110,060	\$ 108,660	\$ 108,660	\$ 108,660
Employee benefits	50,528	47,434	54,410	56,500	56,500	56,500
<b>Total</b>	<b>159,447</b>	<b>139,933</b>	<b>164,470</b>	<b>165,160</b>	<b>165,160</b>	<b>165,160</b>
<b>Materials and Services</b>						
Supplies	6,157	1,639	8,056	8,136	8,136	8,136
Prof and tech services	49,162	50,471	52,382	52,906	52,906	52,906
Utility services	206	178	506	519	519	519
Employee development	2,641	2,542	2,154	2,176	2,176	2,176
Fees, dues, advertising	2,039	550	1,896	1,915	1,915	1,915
Meeting expenses	71	-	309	312	312	312
<b>Total</b>	<b>60,276</b>	<b>55,380</b>	<b>65,303</b>	<b>65,964</b>	<b>65,964</b>	<b>65,964</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	-	-	-
<b>Total Department</b>	<b>\$ 219,723</b>	<b>\$ 195,313</b>	<b>\$ 229,773</b>	<b>\$ 231,124</b>	<b>\$ 231,124</b>	<b>\$ 231,124</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 163,200	\$ 147,200	\$ 174,000	\$ 175,280	\$ 175,280	\$ 175,280
Urban renewal charges	9,400	10,600	11,020	11,100	11,100	11,100
General Fund revenues	47,123	37,513	44,753	44,744	44,744	44,744
<b>Total</b>	<b>\$ 219,723</b>	<b>\$ 195,313</b>	<b>\$ 229,773</b>	<b>\$ 231,124</b>	<b>\$ 231,124</b>	<b>\$ 231,124</b>

**Explanation of Variances**

The Personnel Services category budget remains flat when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Salaries and wages are dropping slightly to reflect the costs of an entry-level intern in FY 2016-17. The benefit line is increasing to reflect cost adjustments in benefit plans.

The Material and Services category is increasing slightly to allow for inflationary adjustments.

**Performance Measures**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Workload indicators	% of survey respondents that use GIS for job duties	80%	75%	65%	65%	65%
	% of survey respondents that use online mapping tools	75%	75%	n/a*	n/a*	n/a*
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Good	Excellent

\*This year’s survey, conducted as part of the Information Systems Strategic Plan, did not include this question. It will be included in future year surveys.

**Performance Measures Outcome**

The GIS annual survey was conducted through the Information System Strategic Plan (ISSP) this year. Responses to the annual GIS Survey indicated an overall average rating of “good”, dropping slightly from previous year’s ratings. There is a continued desire by City staff for additional training in ArcMap, CowMaps.com and WilsonvilleMaps.com and some frustration with the limited capabilities of the self-service mapping tools. GIS will provide additional training and outreach to increase awareness of GIS tools and capabilities, as well as look at solutions to improve the functionality of the self-service options. Capabilities will be added and refined, as much as technically feasible, based upon user needs and input reflected in the survey results. GIS anticipates that concerted effort in this direction will lead to a, once again, excellent rating in the FY16-17 survey results.

**WILSONVILLE**



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

**Program Objectives**

*Other Program Objectives*

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

**Full Time Equivalent Positions**

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
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
Property Specialist	0.00	0.00	0.00	0.50
Intern	0.00	0.00	0.00	0.20
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.70</b>

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 309,715	\$ 316,498	\$ 328,661	\$ 350,810	\$ 350,810	\$ 350,810
Employee benefits	127,828	130,302	142,130	154,070	154,070	154,070
<b>Total</b>	<b>437,543</b>	<b>446,800</b>	<b>470,791</b>	<b>504,880</b>	<b>504,880</b>	<b>504,880</b>
<b>Materials and Services</b>						
Supplies	7,675	8,698	10,741	10,848	10,848	10,848
Prof and tech services	3,026	5,307	22,111	22,332	22,332	22,332
Utility services	900	834	923	936	936	936
Employee development	10,841	8,800	10,508	10,614	10,614	10,614
Fees, dues, advertising	2,161	1,919	3,489	3,523	3,523	3,523
Meeting expenses	48	-	102	103	103	103
<b>Total</b>	<b>24,651</b>	<b>25,558</b>	<b>47,874</b>	<b>48,356</b>	<b>48,356</b>	<b>48,356</b>
<b>Total Department</b>	<b>\$ 462,194</b>	<b>\$ 472,358</b>	<b>\$ 518,665</b>	<b>\$ 553,236</b>	<b>\$ 553,236</b>	<b>\$ 553,236</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 119,358	\$ 110,087	\$ 148,112	\$ 170,775	\$ 170,775	\$ 170,775
Urban renewal charges	82,600	82,600	87,000	88,200	88,200	88,200
General Fund revenues	260,236	279,671	283,553	294,261	294,261	294,261
<b>Total</b>	<b>\$ 462,194</b>	<b>\$ 472,358</b>	<b>\$ 518,665</b>	<b>\$ 553,236</b>	<b>\$ 553,236</b>	<b>\$ 553,236</b>

**Explanation of Variances**

The Personnel Services category budget is increasing overall by 7% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is the addition of a part-time property specialist to work on rights of way and easement acquisitions. It should be noted that the Intern position is not a new position, but was an oversight in not including it in the FTE table. The intern is compensated through a work-study program, and by the City if the City has need for the assignment to run longer.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases.

## 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 Risk Manager, and provides management oversight to four other operating divisions: Parks and Recreation, Library, Police (contract) and the risk management program. 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.

### Program Objectives

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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.75	0.75	0.75	0.75
Intern*	0.00	0.00	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	<b>2.85</b>	<b>2.85</b>	<b>3.35</b>	<b>3.35</b>

\* Budgeted at 100% with 50% reimbursable paid by partnering City.

# human resources/risk management

# Policy & Administration

Operating Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 235,747	\$ 248,277	\$ 282,270	\$ 284,200	\$ 284,200	\$ 284,200
Employee benefits	93,850	102,707	118,280	125,550	125,550	125,550
<b>Total</b>	<b>329,597</b>	<b>350,984</b>	<b>400,550</b>	<b>409,750</b>	<b>409,750</b>	<b>409,750</b>
<b>Materials and Services</b>						
Supplies	4,126	1,257	3,062	3,093	3,093	3,093
Prof and tech services	4,251	65,124	6,525	46,085	46,085	46,085
Utility services	1,974	1,955	2,552	2,581	2,581	2,581
Rents & leases	1,446	2,192	1,313	-	-	-
Insurance	92,960	119,915	128,630	145,000	145,000	145,000
Employee development	35,362	40,908	47,784	60,910	60,910	60,910
Fees, dues, advertising	2,416	1,852	4,040	4,080	4,080	4,080
Flex plan admin	3,361	3,494	4,386	4,430	4,430	4,430
Recognition expenses	12,748	15,945	17,000	17,170	17,170	17,170
Meeting expenses	634	1,105	1,020	1,030	1,030	1,030
<b>Total</b>	<b>159,278</b>	<b>253,747</b>	<b>216,312</b>	<b>284,379</b>	<b>284,379</b>	<b>284,379</b>
<b>Total Department</b>	<b>\$ 488,875</b>	<b>\$ 604,731</b>	<b>\$ 616,862</b>	<b>\$ 694,129</b>	<b>\$ 694,129</b>	<b>\$ 694,129</b>

Resources Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
Interfund charges	\$ 260,422	\$ 282,249	\$ 286,729	\$ 305,391	\$ 305,391	\$ 305,391
General Fund revenues	228,453	322,482	330,133	388,738	388,738	388,738
<b>Total</b>	<b>\$ 488,875</b>	<b>\$ 604,731</b>	<b>\$ 616,862</b>	<b>\$ 694,129</b>	<b>\$ 694,129</b>	<b>\$ 694,129</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 2% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. For FY 2016-17, benefits are increasing when compared to FY 2015-16 to account for benefit plan selections by staff.

Overall, the Materials and Services category is increasing 31% when compared to the FY 2015-16 budget. Many accounts are increasing by 1% to account for inflation. The rents & leases category no longer needs resources budgeted, and is dropping to zero. This account was used for the off-site storage of files, but they are now stored in City Hall. The more significant changes are described below.

The Professional and Technical Services category is increasing 606%, or approximately \$40,000, when compared to FY 2015-16. The City will begin bargaining with two unions for new collective bargaining agreements. Both union contracts expire June 30, 2017. This increase reflects services for outside legal counsel to assist with the negotiations.

The Insurance category is increasing 13%, or \$16,370, when compared to the FY 2015-16 budget. During FY 2015-16, the insurance cost increased more than expected, and the budget fell short. Proposed for FY 2016-17 is a budget for insurance of \$145,000, in order to have adequate resources for cost increases.

The Employee Development category is increasing 27%, approximately \$13,000, when compared to the budget for FY 2015-16. Proposed for FY 2016-17 is on-line training for Occupational Safety and Health Administration (OSHA) required training for all employees. This on-line training system was created by the Red Cross and Summit Safety to provide OSHA-10 and OSHA-30 training, which cover requirements for certain construction work and hazard recognition. This on-line training system will also allow HR to automatically track safety trainings for all employees.



Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	153.9	152.9	153.9	153.8	161.01
	Employee turnover per year (percent of workforce)	7.8	7.2	6.5	9.1	7
	Recruitments	23	22	24	26	23
	Applications processed	744	1,266	728	1,300	900
	1 <sup>st</sup> interviews held	115	135	215	200	175
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	12	5	6	9	5
	Total paid losses	\$31,299	\$42,026	\$16,218	\$30,000	\$20,000
	Experience modification history	1.00	0.96	0.68	0.78	0.80

Performance Measurements Outcome

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

**WILSONVILLE**



# Community Development

# administration

Community Development Administration provides leadership for current development and construction in the City of Wilsonville and for planning future growth and infrastructure needs. The Community Development Department includes the Administration, Engineering, Building, Planning, and Natural Resources/Stormwater Management Divisions. Their program objectives are identified in those budgets.

Administration is tasked with regional coordination and planning for land use, transportation, and water systems, as well as economic development, and managing the City’s Urban Renewal plans and projects.

## Program Objectives

### *Fiscal Discipline*

- Complete the Community Development Fund study to identify revenue requirements and develop sustainable resources to meet the requirements, including analysis and updates to cost recovery through fees and charges
- Evaluate the Wastewater Utility’s revenue requirements for the collection system and treatment plant and update rates and system development charges to prepare for future sanitary sewer capital projects

### *Well Maintained Infrastructure*

- Participate in the Willamette River Water Supply Program

### *Community Amenities and Recreation*

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

### *Multi-Modal Transportation Network*

- Implement the 3-Year Bicycle and Pedestrian Connectivity Action Plan
- Develop type, size, and location and make progress on 30% design for the French Prairie Bicycle/Pedestrian/Emergency Bridge
- Prepare East-West Connector (Boones Ferry Road to Brown Road) (also known as “Old Town Escape”) Corridor Plan

### *Economic Development*

- Complete document preparation and implementation strategy for proposed Coffee Creek Urban Renewal District
- Complete the Basalt Creek Industrial Area Concept Plan in partnership with Tualatin
- Implement adopted City-Wide Urban Renewal Strategic Plan

### *Regional Awareness and Influence*

- Represent Wilsonville in County, State, and Metro projects and meetings
- Participate in regional transportation planning and funding coordination

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Community Development Director	1.00	1.00	1.00	1.00
Real Property Specialist	1.00	1.00	1.00	0.00
Administrative Assistant III	1.00	0.00	0.00	0.00
Administrative Assistant I	1.50	1.50	1.50	1.50
Economic Development Manager	1.00	1.00	1.00	1.00
	<b>5.50</b>	<b>4.50</b>	<b>4.50</b>	<b>3.50</b>

# administration

# Community Development

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 350,690	\$ 354,560	\$ 364,580	\$ 371,600	\$ 371,600	\$ 371,600
Employee benefits	153,569	157,873	178,070	183,860	183,860	183,860
<b>Total</b>	<b>504,259</b>	<b>512,433</b>	<b>542,650</b>	<b>555,460</b>	<b>555,460</b>	<b>555,460</b>
<b>Materials and Services</b>						
Supplies	32,582	36,096	47,334	48,308	48,308	48,308
Prof and tech services	1,413	7,488	73,546	74,281	74,281	74,281
Utility services	37,834	41,307	45,436	46,481	46,481	46,481
Fleet services	2,800	2,740	2,990	2,920	2,920	2,920
Repairs & maintenance	26,025	24,129	26,150	26,062	26,062	26,062
Rents & leases	2,339	2,252	2,150	2,172	2,172	2,172
Insurance	3,550	3,759	4,000	4,250	4,250	4,250
Employee development	6,900	3,809	10,049	7,997	7,997	7,997
Meeting expenses	1,756	1,695	2,525	2,550	2,550	2,550
Fees, dues, advertising	161	360	1,050	1,061	1,061	1,061
<b>Total</b>	<b>115,360</b>	<b>123,635</b>	<b>215,230</b>	<b>216,082</b>	<b>216,082</b>	<b>216,082</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	19,600	-	-	-	-
<b>Total</b>	<b>-</b>	<b>19,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 619,619</b>	<b>\$ 655,668</b>	<b>\$ 757,880</b>	<b>\$ 771,542</b>	<b>\$ 771,542</b>	<b>\$ 771,542</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 167,693	\$ 110,351	\$ 218,210	\$ 240,588	\$ 240,588	\$ 240,588
Urban renewal charges	415,987	241,070	530,300	394,900	394,900	394,900
CD Fund revenues	35,939	304,247	9,370	136,054	136,054	136,054
<b>Total</b>	<b>\$ 619,619</b>	<b>\$ 655,668</b>	<b>\$ 757,880</b>	<b>\$ 771,542</b>	<b>\$ 771,542</b>	<b>\$ 771,542</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 2% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

Overall, the Materials & Services category of expenditures is increasing less than 1% when compared to the budget in FY 2015-16. The most significant change is reducing Employee Development by about \$2,000, or 20%, from the budget in FY 2015-16, to line the budget up with actual experience in the last couple of years.

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

## Program Objectives

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

- Review land use applications and provide conditions of approval for infrastructure requirements and compliance with Wilsonville development code and design standards
- Complete construction plan review and inspections for infrastructure and right-of-way improvements constructed through private development to ensure compliance with approved permits, plans, and Public Works construction standards.
- Provide support for a sewer utility rate study and System Development Charge update for both the collection system and treatment plant
- Coordinate, assist and implement the City's five-year Capital Improvement Program (CIP). Key activities for FY 2016-17 include:
  - › Construct an upsized Coffee Creek Sewer Interceptor between Barber Street and Boeckman Road to facilitate future development of the Coffee Creek Industrial Area
  - › Construct the Kinsman Road Extension between Barber Street and Boeckman Road.
  - › Provide technical support, inspection, and project management services for annual water, sewer, and stormwater repair and replacement projects, park and building improvements, street and sidewalk improvements, streetlight and traffic signal improvements, and other projects.
  - › Complete advance design for the Tooze Road improvements between 110th and Grahams Ferry Road.
  - › Provide technical support for the completion of the Frog Pond/Advance Road and Basalt Creek concept planning.
  - › Provide technical support for the Coffee Creek Urban Renewal District formation.
  - › Provide technical support and project management for studies, alternative analyses, and conceptual design of large, future capital improvements such as the East-West Connector (aka Old Town Escape), Memorial Park Pump Station, and French Prairie Bridge.
  - › Work with the West Linn / Wilsonville School District to plan, design, and begin construction of infrastructure improvements for the new Meridian Creek Middle School site.
  - › Coordinate, design, and construct utility and street improvements in the Charbonneau District.
  - › Complete 2016 Annual Street Maintenance Program.
  - › Design and acquire federal and state permitting for repair work to Willamette River Stormwater Outfalls.

### Full Time Equivalent Positions

Position	Budget	Budget	Budget	Proposed
	2013-14	2014-15	2015-16	2016-17
City Engineer	1.00	0.00	0.00	0.00
Capital Proj Engineering Mgr		1.00	1.00	1.00
Develop Rev Engineering Mgr		1.00	1.00	1.00
Deputy City Engineer	2.00	0.00	0.00	0.00
Civil Engineer	1.00	2.00	2.00	2.00
Senior Engineering Technician	2.00	2.00	2.00	2.00
Engineering Associate	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Intern	0.00	0.00	0.50	0.50
	9.00	9.00	9.50	9.50

# engineering

# Community Development

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	\$ 693,822	\$ 695,573	\$ 732,460	\$ 745,792	\$ 745,792	\$ 745,792
Employee benefits	350,621	356,209	391,160	402,650	402,650	402,650
<b>Total</b>	<b>1,044,443</b>	<b>1,051,782</b>	<b>1,123,620</b>	<b>1,148,442</b>	<b>1,148,442</b>	<b>1,148,442</b>
Materials and Services						
Supplies	16,852	12,632	20,708	20,849	20,849	20,849
Prof and tech services	99,119	66,373	103,616	121,116	121,116	121,116
Utility services	7,131	7,554	7,305	7,428	7,428	7,428
Fleet services	17,820	15,250	19,040	16,950	16,950	16,950
Repairs & maintenance	2,095	-	2,597	2,500	2,500	2,500
Rents & leases	-	-	1,605	1,208	1,208	1,208
Insurance	1,882	2,320	2,727	2,570	2,570	2,570
Employee development	8,786	7,021	12,120	12,000	12,000	12,000
Meeting expenses	485	522	636	642	642	642
Fees, dues, advertising	7,466	6,644	9,841	9,295	9,295	9,295
<b>Total</b>	<b>161,636</b>	<b>118,316</b>	<b>180,195</b>	<b>194,558</b>	<b>194,558</b>	<b>194,558</b>
Capital Outlay						
Machinery & equipment	11,870	-	-	5,000	-	-
<b>Total Department</b>	<b>\$ 1,217,949</b>	<b>\$ 1,170,098</b>	<b>\$ 1,303,815</b>	<b>\$ 1,348,000</b>	<b>\$ 1,343,000</b>	<b>\$ 1,343,000</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Permits	\$ 616,717	\$ 698,400	\$ 290,500	\$ 763,670	\$ 763,670	\$ 763,670
Charges for services	45,128	42,327	31,603	43,600	43,600	43,600
Interfund charges	858,302	716,013	944,931	1,039,197	1,039,197	1,039,197
Urban renewal charges	244,406	322,183	74,600	81,700	81,700	81,700
<b>Total</b>	<b>\$ 1,764,553</b>	<b>\$ 1,778,923</b>	<b>\$ 1,341,634</b>	<b>\$ 1,928,167</b>	<b>\$ 1,928,167</b>	<b>\$ 1,928,167</b>

## Explanation of Variances

Personnel Services category budget is increasing overall by 2% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is a progressive aspect to positions within Engineering, where reclassifications and promotions may occur as responsibilities and complexities of duties increase.

The Professional and Technical Services category is increasing by \$17,500, or 17%, when compared to the budget for FY 2015-16. \$15,000 is proposed to fund consulting services for the continued project to integrate the GIS/AutoCad software systems for the recording and mapping of City infrastructure. Funding for this project is also being provided by the GIS Department. Additionally, resources are proposed to be added for consultant work for traffic impact studies.

Fleet Services are decreasing about 11%, or \$2,000, when compared to the budget for FY 2015-16, due to decreasing gas prices. Other accounts are being adjusted slightly to line the budget up with anticipated needs in FY 2016-17.

In Capital Outlay, \$5,000 is proposed to purchase a new copier, in partnership with the Building Department, who will pay the other half.

# Community Development

# building inspections

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

## Key Performance Areas & Program Objectives

### *Fiscal Discipline*

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

### *Welcoming, Engaged and Satisfied Residents*

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

### *Safe Healthy & Aesthetically Pleasing Community*

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

### *Economic Development*

- Review all single-family dwelling plans within 10 days of a completed application
- Review all commercial project plans within three weeks of a completed application
- Accomplish all requested building inspections within 24 hours from the date of request
- Support Community Development work teams as assigned

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
On-Call Inspector	0.10	0.60	0.60	0.60
	5.10	5.60	5.60	5.60

# building inspections

# Community Development

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 383,271	\$ 416,029	\$ 439,280	\$ 446,170	\$ 446,170	\$ 446,170
Employee benefits	186,741	193,035	222,720	237,230	237,230	237,230
<b>Total</b>	<b>570,012</b>	<b>609,064</b>	<b>662,000</b>	<b>683,400</b>	<b>683,400</b>	<b>683,400</b>
<b>Materials and Services</b>						
Supplies	11,798	7,958	11,222	10,779	10,779	10,779
Prof and tech services	39,498	36,042	44,642	75,301	75,301	75,301
Utility services	4,658	5,004	6,795	6,871	6,871	6,871
Fleet services	9,870	8,880	10,790	9,180	9,180	9,180
Insurance	823	1,053	1,120	1,170	1,170	1,170
Employee development	5,209	3,896	8,464	8,000	8,000	8,000
Fees, dues, advertising	1,740	860	2,525	2,000	2,000	2,000
Misc. service & supplies	-	-	25,250	20,000	20,000	20,000
<b>Total</b>	<b>73,596</b>	<b>63,693</b>	<b>110,808</b>	<b>133,301</b>	<b>133,301</b>	<b>133,301</b>
<b>Capital Outlay</b>						
Computer & IS equipment		12,480	-	5,000	-	-
<b>Total</b>	<b>-</b>	<b>12,480</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 643,608</b>	<b>\$ 685,237</b>	<b>\$ 772,808</b>	<b>\$ 821,701</b>	<b>\$ 816,701</b>	<b>\$ 816,701</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Permits	\$ 1,246,032	\$ 1,340,654	\$ 1,118,115	\$ 1,604,935	\$ 1,604,935	\$ 1,604,935
<b>Total</b>	<b>\$ 1,246,032</b>	<b>\$ 1,340,654</b>	<b>\$ 1,118,115</b>	<b>\$ 1,604,935</b>	<b>\$ 1,604,935</b>	<b>\$ 1,604,935</b>

### Explanation of Variances

The Personnel Services category budget is increasing overall by 3% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. The 7% increase in benefits reflects budgeting for staff turnover in the City Building Inspector position, in the event new staff makes different benefit selections than current staff. "On-call" inspection staff remain budgeted at FY 2015-16 levels.

The Supplies budget category is decreasing about 4% when compared to the budget for FY 2015-16, to true the budget up to actual experience.

The Professional and Technical Services category is increasing about \$30,000, or 69%, when compared to the budget for FY 2015-16. \$25,000 of this increase is to fund a proposed technology needs assessment for the building permit function. The software currently in use is becoming outdated, and before a replacement system is chosen, the needs will be evaluated in depth, in order to ensure the new technology meets the City's needs and improves staff efficiency. The remaining \$5,000 increase is to fund increases in the annual maintenance of the current permitting software.

Other changes proposed for FY 2016-17, when compared to the budget of FY 2015-16, include inflationary increases, minor adjustments to line the budget up with actual experience, and decreasing the Fleet Services category in recognition of falling gas prices. The Miscellaneous Service & Supplies is used to record bank fees and is decreasing to true the budget up to actual experience.

In Capital Outlay, \$5,000 is proposed to purchase a new copier, in partnership with Engineering, who will pay the other half.



Performance Measurements

---

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

	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Perform requested Commercial/Industrial Over the Counter Plan Review while maintaining or improving operating efficiency	Number of Over the Counter Plan Reviews per year	n/a	n/a	30	40	50

---

**Performance Measurements Outcome**

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

The anticipated number of residential housing units in FY 2106-17 is expected to remain above the 10-year average of 97 single family dwellings per year.

**WILSONVILLE**



The Planning Division helps City decision makers determine the kind of community they want Wilsonville to be and charts the course to make that vision a reality. The Planning Division is responsible for the City’s land use policies and regulations, including the Comprehensive Plan, Master Plans, and the Development Code. Program responsibilities are divided between current planning, long-range planning, capital project support, and code enforcement.

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

Long-Range Planning staff works with citizens as well as local, regional, and state agencies to prepare 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.

## Key Performance Areas and Program Objectives

### *Clear Vision and Community Design*

- Adopt the Master Plan for the Frog Pond Area resulting in the next generation of great Wilsonville neighborhoods.

### *Thoughtful Land Use*

- Coordinate with the West Linn/Wilsonville School District on the construction of the new Meridian Creek Middle School.
- Adopt a concept plan for the Basalt Creek area to create opportunities for business, jobs, and housing.

### *Community Amenities and Recreation*

- With private development partners, continue to implement the Villebois Master Plan with high quality development.
- Develop three new regional parks and sections of the Ice Age Tonquin Trail in the Villebois neighborhood.

### *Economic Development*

- Adopt a Form Based Code for the Coffee Creek Industrial Area.
- Continue to match businesses interested in Wilsonville with appropriate sites and available buildings.

### *Multi-modal Transportation Network*

- Assist with capital improvement projects that fill in critical gaps in the transportation network.
- Create a city-wide signage and wayfinding program.

### *Regional Awareness and Influence*

- Advocate for changes in regional processes related to UGB expansions.

### *Safe, Healthy, Aesthetically Pleasing Community*

- Initiate the Town Center Master Plan.

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Planning Director	1.00	1.00	1.00	1.00
Manager of Long-Range Planning	1.00	1.00	1.00	1.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	<b>8.00</b>	<b>8.00</b>	<b>7.60</b>	<b>7.60</b>

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	\$ 520,401	\$ 536,599	\$ 579,890	\$ 595,690	\$ 595,690	\$ 595,690
Employee benefits	262,376	255,278	302,850	312,930	312,930	312,930
<b>Total</b>	<b>782,777</b>	<b>791,877</b>	<b>882,740</b>	<b>908,620</b>	<b>908,620</b>	<b>908,620</b>
Materials and Services						
Supplies	3,815	5,558	13,296	13,430	13,430	13,430
Prof and tech services	47,787	44,382	61,680	62,297	62,297	62,297
Utility services	1,890	1,741	2,000	2,116	2,116	2,116
Fleet services	1,710	1,760	1,560	1,520	1,520	1,520
Insurance	260	333	424	370	370	370
Employee development	4,014	9,513	9,350	9,443	9,443	9,443
Fees, dues, advertising	10,970	7,342	8,362	8,445	8,445	8,445
Meeting expenses	1,287	773	825	833	833	833
<b>Total</b>	<b>71,733</b>	<b>71,402</b>	<b>97,497</b>	<b>98,454</b>	<b>98,454</b>	<b>98,454</b>
<b>Total Department</b>	<b>\$ 854,510</b>	<b>\$ 863,279</b>	<b>\$ 980,237</b>	<b>\$ 1,007,074</b>	<b>\$ 1,007,074</b>	<b>\$ 1,007,074</b>

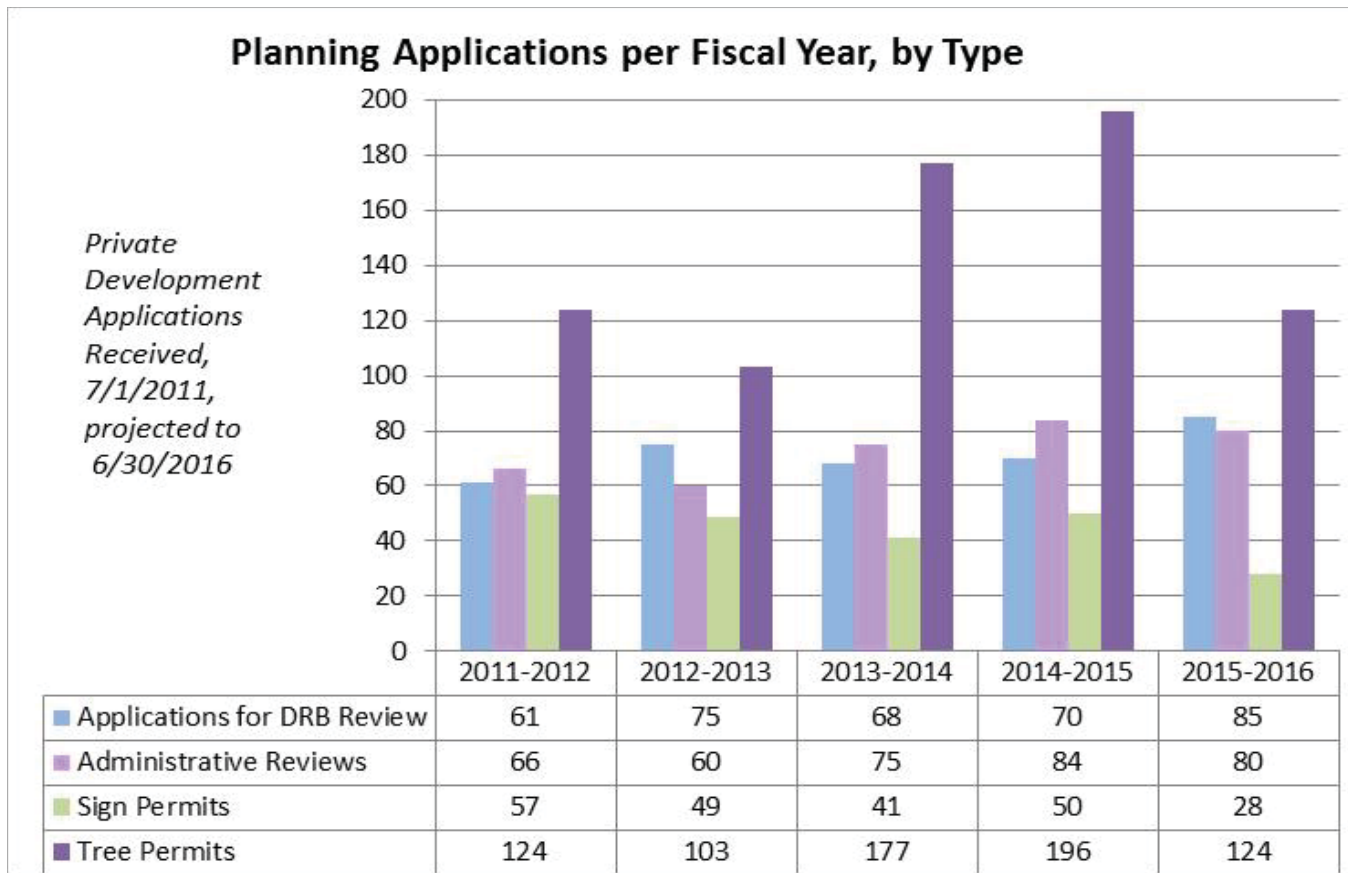
<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Permits & fees	\$ 423,578	\$ 420,801	\$ 418,700	\$ 371,528	\$ 371,528	\$ 371,528
Interfund charges	178,190	178,191	257,037	178,194	178,194	178,194
Urban renewal charges	48,088	47,660	38,300	39,200	39,200	39,200
General Fund revenues	229,000	243,000	243,000	288,570	288,570	288,570
CD Fund revenues	-	-	23,200	129,582	129,582	129,582
<b>Total</b>	<b>\$ 878,856</b>	<b>\$ 889,652</b>	<b>\$ 980,237</b>	<b>\$ 1,007,074</b>	<b>\$ 1,007,074</b>	<b>\$ 1,007,074</b>

**Explanation of Variances**

The Personnel Services category budget is increasing overall by 3% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

For FY 2016-17, there are no significant changes in the budget categories when compared to the budget for FY 2015-16. The majority of accounts are increasing approximately 1% to account for inflation. Utilities are increasing \$116, or 6%, due to various rate increases. Fleet Services is decreasing slightly, due to falling gas prices, and the budget for insurance is decreased to better line up with actual experience.

Performance Measurements



**Performance Measurements Outcome**

As the City’s population and employment continues to grow, so does the request for services, including land use code enforcement services. The total number of major Development Review Board (DRB) applications increased over the past year as did the complexity of the applications. Significant projects include housing in the Villebois Village Center, a Subaru Dealership in Old Town, a new multi-story self-storage facility in Town Center, Universal Health Services behavioral health facility in the Coffee Creek Industrial Area, as well the Meridian Creek Middle School. Staff continues to strive to provide efficient, responsive, quality service for all customer contacts.

Planning staff also facilitated the issuance of 316 single family home construction permits in the last calendar year, a new calendar year record, with a value of over \$78 million dollars. Vigorous single-family home construction will continue throughout the next year.

**WILSONVILLE**



# Community Development natural resources/stormwater management

The Natural Resources Program maintains a healthy environment by ensuring long-term care of local natural resources such as streams, wetlands and natural areas. The Stormwater Management Program manages both the quantity and quality of stormwater runoff and provides adequate drainage and protection of local streams and aquatic systems pursuant to federal and state requirements. The City’s stormwater program is funded by fees charged on residential and commercial utility bills.

The Natural Resources and Stormwater programs include planning and project management, policy and code development, partnerships with local and regional organizations, compliance with federal permit requirements, and environmental education and outreach.

## Program Objectives

### *Environmental Stewardship*

- Effectively plan for the protection and maintenance of the City’s stormwater system
- Review and modify as necessary stormwater management activities in support of the recommendations of the Stormwater Master Plan and the requirements of the NPDES Stormwater Management Plan
- Administer the City’s Erosion and Sediment Control program
- Continue monitoring to detect water quality issues associated with local nonpoint source discharges
- Develop effective strategies for managing and sustaining healthy and flourishing natural resources
- Educate and engage the public about protecting and conserving natural resources through participation in restoration projects, interpretive programs, and other events
- Protect and restore native habitat through the control of invasive species and enhancing native plant communities
- Continue partnerships with local and regional organizations to achieve effective management and cost efficiencies

### *Well Maintained Infrastructure*

- Assist with planning, engineering, and construction of development and capital improvement projects to assure compliance with applicable codes and Wilsonville Public Works Standards
- In cooperation with staff in the Public Works Department, coordinate field activities to assure that new development is constructed and maintained in a way that meets the requirements of the Clean Water Act and related regulations
- FY 16-17 Provide technical support for the Kinsman Road extension, East-West Connector, French Prairie Bridge, and Willamette River Outfall stormwater retrofit projects

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Natural Resources Program Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Stormwater Civil Engineer	0.00	0.00	1.00	1.00
	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

# natural resources/stormwater management Community Development

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 144,513	\$ 149,488	\$ 184,720	\$ 232,240	\$ 232,240	\$ 232,240
Employee benefits	76,416	79,496	113,300	136,560	136,560	136,560
<b>Total</b>	<b>220,929</b>	<b>228,984</b>	<b>298,020</b>	<b>368,800</b>	<b>368,800</b>	<b>368,800</b>
<b>Materials and Services</b>						
Supplies	1,263	942	4,042	2,963	2,963	2,963
Prof and tech services	44,521	55,750	85,500	86,355	86,355	86,355
Utility services	866	915	1,520	1,861	1,861	1,861
Fleet services	2,580	2,640	2,390	2,110	2,110	2,110
Repairs & maintenance	8,770	15,573	16,743	16,910	16,910	16,910
Insurance	213	276	300	300	300	300
Comm svcs programs	2,065	4,590	4,636	4,683	4,683	4,683
Employee development	776	391	1,030	1,040	1,040	1,040
Fees, dues, advertising	552	372	515	520	520	520
<b>Total</b>	<b>61,606</b>	<b>81,449</b>	<b>116,676</b>	<b>116,742</b>	<b>116,742</b>	<b>116,742</b>
<b>Total Department</b>	<b>\$ 282,535</b>	<b>\$ 310,433</b>	<b>\$ 414,696</b>	<b>\$ 485,542</b>	<b>\$ 485,542</b>	<b>\$ 485,542</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 76,863	\$ 64,121	\$ 97,693	\$ 93,062	\$ 93,062	\$ 93,062
Urban renewal charges	9,000	7,000	-	-	-	-
Stormwater Fund	155,113	177,141	274,166	343,859	343,859	343,859
CD Fund	41,559	62,171	42,837	48,621	48,621	48,621
<b>Total</b>	<b>\$ 282,535</b>	<b>\$ 310,433</b>	<b>\$ 414,696</b>	<b>\$ 485,542</b>	<b>\$ 485,542</b>	<b>\$ 485,542</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 24% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is the annualization of the full-time Stormwater Engineer added half-way through FY 2015-16.

The Supplies category of expenditures is decreasing approximately 27%, or just over \$1,000, when compared to the budget for FY 2015-16. The main reason for this decrease is less of a need for the purchase of small tools in FY 2016-17. Utility accounts are increasing 22%, or about \$341, when compared to the budget for FY 2015-16, to account for anticipated rate increases. The Fleet Services category is decreasing, due to the recent decline of gas prices. Other accounts are increasing to account for inflation.



# Community Development natural resources/stormwater management

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Forecast 2016-17
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	4	4	4	3	4

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

<i>Strategy</i>	<i>Measure</i>					
Monitor and inspect erosion control measures from pre-application to project completion for all construction sites within the City	Written record of each construction site which notes any deficiencies and follow-up regarding erosion control requirements	235	325	520	475	475

## Performance Measurements Outcome

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

**WILSONVILLE**



# Public Works

# administration

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

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

## Program Objectives

### *Environmental Stewardship*

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

### *Well Maintained Infrastructure*

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

### *Safe Healthy & Aesthetically Pleasing Community*

- Organize City emergency management supplies, training and exercises
- Ensure City’s emergency preparedness

### *Welcoming, Engaged and Satisfied Residents*

- Support various community events, celebrations and festivals

### *Other Program Objectives*

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

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	0.00	0.00	0.00
Utility Manager	1.00	0.00	0.00	0.00
Public Works Analyst	0.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	<b>4.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

# administration

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 217,996	\$ 226,016	\$ 251,400	\$ 257,070	\$ 257,070	\$ 257,070
Employee benefits	108,249	111,345	129,560	133,730	133,730	133,730
<b>Total</b>	<b>326,245</b>	<b>337,361</b>	<b>380,960</b>	<b>390,800</b>	<b>390,800</b>	<b>390,800</b>
<b>Materials and Services</b>						
Supplies	15,978	16,335	21,815	21,498	21,498	21,498
Prof and tech services	7,544	5,000	9,103	10,154	10,154	10,154
Utility services	17,796	19,937	22,558	23,326	23,326	23,326
Fleet services	4,910	6,740	9,150	8,950	8,950	8,950
Repairs & maintenance	9,045	8,350	10,000	9,200	9,200	9,200
Insurance	1,889	1,759	1,880	1,990	1,990	1,990
Employee development	3,710	2,356	6,004	6,064	6,064	6,064
Fees, dues, advertising	1,616	1,414	1,912	1,852	1,852	1,852
Meeting expenses	1,416	1,020	1,739	1,443	1,443	1,443
<b>Total</b>	<b>63,904</b>	<b>62,911</b>	<b>84,161</b>	<b>84,477</b>	<b>84,477</b>	<b>84,477</b>
<b>Capital Outlay</b>						
Office Equipment	-	-	10,000	-	-	-
<b>Total Department</b>	<b>\$ 390,149</b>	<b>\$ 400,272</b>	<b>\$ 475,121</b>	<b>\$ 475,277</b>	<b>\$ 475,277</b>	<b>\$ 475,277</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 249,923	\$ 306,306	\$ 426,229	\$ 436,584	\$ 436,584	\$ 436,584
General Fund revenues	140,226	93,966	48,892	38,693	38,693	38,693
<b>Total</b>	<b>\$ 390,149</b>	<b>\$ 400,272</b>	<b>\$ 475,121</b>	<b>\$ 475,277</b>	<b>\$ 475,277</b>	<b>\$ 475,277</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 3% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

Overall, the total allocated for Material Services is remaining relatively constant when compared to the budget of FY 2015-16. Small dollar re-allocations are made to true the budget up with actual experience, for example, to reflect a cost increase for computer maintenance in the Professional and Technical Services category – an increase of 12%, rate increases in the Utility Services category – an increase of 3%, and a decrease in gas prices in the Fleet Services category of 2%. In FY 2016-17, janitorial services are expected to cost less than in FY 2015-16, and are reflected in the 8% decrease in the Repairs and Maintenance category. Insurance is expected to increase about \$100, representing a 6% increase from the budget in FY 2015-16. Meeting expenses are declining from FY 2015-16 levels by 17%, or about \$300.

There are no proposals in the Capital Outlay category. A replacement printer was budgeted in FY 2015-16, and has been removed from the budget.

# Public Works

# facilities

The Facilities Maintenance Section provides professional maintenance services to City buildings and grounds. Buildings receiving these services include City Hall, Public Works/Police, Community Center, Library, SMART/Fleet, SMART Central, 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.

Improvements completed during the 2015-16 budget year included: Library gutter replacement, power and lighting upgrades in the Historical Stein Barn, Community Center Remodel including carpet replacement and polished concrete floors, and the integration of the City Hall’s heating, ventilation and air conditioning (HVAC) system into the centralized building controls system.

Anticipated special projects for FY 2016-17 include: Integrating the SMART/Fleet HVAC system and the interactive water feature controls into the centralized building controls system, replacement of the City Hall carpet tiles and countertop surfaces, the installation of two new HVAC units in the Community Center and landscape improvements at City Hall.

## Program Objectives

### *Environmental Stewardship*

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

### *Well Maintained Infrastructure*

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

### *Safe Healthy & Aesthetically Pleasing Community*

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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Supervisor	0.50	1.00	1.00	1.00
Facilities Maintenance Technician	2.50	3.00	2.00	2.00
Facilities Maintenance Specialist	0.50	0.00	2.00	2.00
Seasonal Utility Worker	0.75	1.50	0.75	0.75
	<b>4.25</b>	<b>5.50</b>	<b>5.75</b>	<b>5.75</b>

# facilities

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	\$ 254,750	\$ 261,170	\$ 316,810	\$ 327,790	\$ 327,790	\$ 327,790
Employee benefits	138,795	134,783	176,137	190,380	190,380	190,380
<b>Total</b>	<b>393,545</b>	<b>395,953</b>	<b>492,947</b>	<b>518,170</b>	<b>518,170</b>	<b>518,170</b>
Materials and Services						
Supplies	61,713	54,707	56,543	58,992	58,992	58,992
Prof and tech services	44,709	52,885	49,443	49,937	49,937	49,937
Utility services	11,327	12,143	15,582	18,086	18,086	18,086
Fleet services	33,810	35,390	34,640	34,290	34,290	34,290
Repairs & maintenance	218,830	259,934	257,854	256,761	256,761	256,761
Rents & leases	1,687	1,150	3,060	3,091	3,091	3,091
Insurance	1,488	2,082	2,200	2,650	2,650	2,650
Employee development	6,091	7,198	5,550	5,606	5,606	5,606
Fees, dues, advertising	731	942	1,582	1,598	1,598	1,598
Meeting expenses	-	15	510	515	515	515
<b>Total</b>	<b>380,386</b>	<b>426,446</b>	<b>426,964</b>	<b>431,526</b>	<b>431,526</b>	<b>431,526</b>
Capital Outlay						
Equipment	-	-	-	30,600	30,600	30,600
Vehicles	-	-	53,000	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>53,000</b>	<b>30,600</b>	<b>30,600</b>	<b>30,600</b>
<b>Total Department</b>	<b>\$ 773,931</b>	<b>\$ 822,399</b>	<b>\$ 972,911</b>	<b>\$ 980,296</b>	<b>\$ 980,296</b>	<b>\$ 980,296</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 126,448	\$ 126,448	236,444	\$ 260,945	\$ 260,945	\$ 260,945
Urban renewal charges	3,100	3,100	3,200	3,200	3,200	3,200
General Fund revenues	644,383	692,851	667,797	716,151	716,151	716,151
<b>Total</b>	<b>\$ 773,931</b>	<b>\$ 822,399</b>	<b>\$ 907,441</b>	<b>\$ 980,296</b>	<b>\$ 980,296</b>	<b>\$ 980,296</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 5% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. The 8% increase in benefits reflects budgeting for staff turnover, in the event new staff makes different benefit selections than current staff.

The Supplies budget category is increasing 4%, or about \$2,500, when compared to the budget for FY 2015-16. This increase is proposed for small tools and equipment needs. Utility Services are increasing 16%, or about \$2,500, when compared to the budget for FY 2015-16, to recognize increased usage of mobile devices by field workers, improving their efficiency. Insurance for vehicles is increasing \$450, or 20%, when compared to the budget for FY 2015-16, due to the addition of a swap loader truck in FY 2015-16. Other accounts are increasing to allow for inflation.

In Capital Outlay, proposed for FY 2016-17 are a new brush box for the Ford F-450 Swap Loader Truck, a replacement wood chipper, a truck mounted leaf vacuum, and upgraded replacement audio-visual equipment for the Public Works conference room. Also proposed is a document management program for organizing documents and maintenance records related to the City's many buildings. This system would allow employees in the field to quickly access needed information via mobile devices.

# Public Works

# roads

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

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

## Program Objectives

### *Well Maintained Infrastructure*

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

### *Safe Healthy & Aesthetically Pleasing Community*

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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Supervisor	0.75	0.80	0.80	0.80
Roads Maintenance Specialist	1.50	1.50	2.50	3.00
Utility Worker	1.00	1.00	0.00	0.00
Seasonal Utility Worker	0.50	0.75	0.75	0.25
	<b>3.75</b>	<b>4.05</b>	<b>4.05</b>	<b>4.05</b>

roads

Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 195,319	\$ 199,214	\$ 215,290	\$ 245,420	\$ 245,420	\$ 245,420
Employee benefits	113,510	112,512	133,080	147,547	147,547	147,547
<b>Total</b>	<b>308,829</b>	<b>311,726</b>	<b>348,370</b>	<b>392,967</b>	<b>392,967</b>	<b>392,967</b>
<b>Materials and Services</b>						
Supplies	11,579	13,350	16,830	17,599	17,599	17,599
Prof and tech services	22,021	29,233	26,092	26,352	26,352	26,352
Utility services	96,893	109,567	107,770	107,934	107,934	107,934
Fleet services	36,530	37,400	44,810	44,040	44,040	44,040
Repairs & maintenance	187,686	243,975	255,185	259,737	259,737	259,737
Rents & leases	-	-	1,083	1,094	1,094	1,094
Insurance	1,798	2,404	2,560	2,780	2,780	2,780
Employee development	8,063	4,933	6,885	7,553	7,553	7,553
Fees, dues, advertising	666	580	622	628	628	628
Meeting expenses	-	39	81	82	82	82
<b>Total</b>	<b>365,236</b>	<b>441,481</b>	<b>461,918</b>	<b>467,799</b>	<b>467,799</b>	<b>467,799</b>
<b>Capital Outlay</b>						
Machinery & equipment	14,665	-	-	9,000	9,000	9,000
Vehicles	-	-	12,000	-	-	-
<b>Total</b>	<b>14,665</b>	<b>-</b>	<b>12,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Total Department</b>	<b>\$ 688,730</b>	<b>\$ 753,207</b>	<b>\$ 822,288</b>	<b>\$ 869,766</b>	<b>\$ 869,766</b>	<b>\$ 869,766</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Intergovt'l - Gas tax	\$ 1,214,110	\$ 1,268,669	\$ 1,285,390	\$ 1,328,925	\$ 1,328,925	\$ 1,328,925
<b>Total</b>	<b>\$ 1,214,110</b>	<b>\$ 1,268,669</b>	<b>\$ 1,285,390</b>	<b>\$ 1,328,925</b>	<b>\$ 1,328,925</b>	<b>\$ 1,328,925</b>

**Explanation of Variances**

The Personnel Services category budget is increasing overall by 13% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. For FY 2016-17, a half-time Roads Maintenance Specialist is proposed, offset by a reduction in seasonal labor. As the City expands and roads are extended, such as Canyon Creek, or newly constructed, such as the Barber Street Bridge, the work load is increasing. This proposed position will enable the Roads Division of Public Works to maintain the same level of quality service.

The Materials & Services category of expenditures is increasing overall by approximately 1% to account for inflationary increases. Other changes include an addition to the Supplies category for protective gear for the new position, a decrease to Fleet Services due to a decline in gas prices, an addition to the Repairs and Maintenance category for increased signal maintenance, an increase to insurance due to increasing rates, and a re-allocation of resources to enhance Employee Development. In the Capital Outlay category, a new chipper is proposed, to be cost-shared with Stormwater, Parks and Facilities.



# Public Works

# street lighting

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

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

## **Program Objectives**

### ***Environmental Stewardship***

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

### ***Well Maintained Infrastructure***

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

### ***Safe Healthy & Aesthetically Pleasing Community***

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

## **Full Time Equivalent Positions**

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

# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Materials and Services</b>						
Utility services	\$ 265,738	\$ 299,284	\$ 273,500	\$ 340,355	\$ 340,355	\$ 340,355
Repairs & maintenance	968	3,031	4,818	11,366	11,366	11,366
<b>Total Department</b>	<b>\$ 266,706</b>	<b>\$ 302,315</b>	<b>\$ 278,318</b>	<b>\$ 351,721</b>	<b>\$ 351,721</b>	<b>\$ 351,721</b>
<b>Resources Summary</b>						
	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 421,986	\$ 447,358	\$ 435,000	\$ 460,000	\$ 460,000	\$ 460,000
<b>Total</b>	<b>\$ 421,986</b>	<b>\$ 447,358</b>	<b>\$ 435,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>

## Explanation of Variances

In FY 2016-17, Utility Services are increasing by 24%, or \$66,855 when compared to the budget for FY 2015-16. This is partially due to under-estimating the FY 2015-16 budget. It should have been closer to \$300,000. Accounting for this, the increase to FY 2016-17 is about 13%. The increase is due to an expanding system of street lights as more streets are added to the City. Also included is a budget allowance for potential electrical rate increases.

The Repair and Maintenance category is increasing by approximately \$6,550, or 136%, when compared to the FY 2015-16 budget. This is to allocate resources to anticipated increases in repair and maintenance as the City expands and adds more street lights.

# Public Works

# water distribution

The Water Distribution Program delivers safe drinking water in sufficient volume and pressure to meet the water needs of the entire City. Demand for water is made up of residential, commercial and industrial accounts as well as City owned parks, facilities and streetscapes. The Willamette River Water Treatment Plant produces high quality drinking water which is pumped through the City’s distribution system to supply utility customers and maintain water levels in the City’s water storage reservoirs.

The Utility Division operates and maintains approximately 110 miles of water mains, 1,119 fire hydrants, 4,064 water valves, 6,030 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. The Utility Division also operates the Backflow Prevention Program which fulfills regulatory requirements aimed at preventing cross contamination between private plumbing and Wilsonville’s public water system.

## Program Objectives

### *Well Maintained Infrastructure*

- Comprehensive maintenance programs preserve City assets and ensure reliable operation of water distribution system.
- Locating services prevent damage to underground utilities and provide data for infrastructure design and planning decisions.

### *Safe Healthy & Aesthetically Pleasing Community*

- Maintenance of 8 groundwater wells and 2 chlorine booster stations reduces risk by providing an emergency water supply.
- The City’s Backflow Prevention Program ensures water system safety and reduces risk by avoiding potential cross contamination.
- Routine water quality sampling complies with regulations and validates water system safety.
- Operation and maintenance of reservoirs and hydrants ensures adequate storage and water pressure for fire protection.
- Respond 24 hour a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks.

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Supervisor	1.00	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	0.00	0.00	0.29
Intern	0.00	0.00	0.50	0.50
	<b>5.33</b>	<b>4.88</b>	<b>5.38</b>	<b>5.67</b>

# water distribution

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 288,035	\$ 320,142	\$ 350,315	\$ 402,593	\$ 402,593	\$ 402,593
Employee benefits	149,602	164,545	187,260	210,380	210,380	210,380
<b>Total</b>	<b>437,637</b>	<b>484,687</b>	<b>537,575</b>	<b>612,973</b>	<b>612,973</b>	<b>612,973</b>
<b>Materials and Services</b>						
Supplies	132,777	138,438	149,816	151,085	151,085	151,085
Prof and tech services	63,517	69,583	104,443	110,317	110,317	110,317
Utility services	67,859	68,439	74,731	77,131	77,131	77,131
Fleet services	36,850	36,370	42,830	42,060	42,060	42,060
Repairs & maintenance	52,459	97,448	90,050	97,470	97,470	97,470
Insurance	8,311	10,086	10,660	11,900	11,900	11,900
Community programs	180	-	400	404	404	404
Employee development	2,381	5,276	6,559	5,455	5,455	5,455
Fees, dues, advertising	15,601	15,755	2,472	2,497	2,497	2,497
Meeting expenses	-	40	200	202	202	202
Franchise fee	217,429	249,698	244,520	247,500	247,500	247,500
Miscellaneous Services	-	3,911	42,930	43,359	43,359	43,359
<b>Total</b>	<b>597,364</b>	<b>695,044</b>	<b>769,611</b>	<b>789,380</b>	<b>789,380</b>	<b>789,380</b>
<b>Capital Outlay</b>						
Vehicles	-	-	2,500	-	-	-
<b>Total Department</b>	<b>\$ 1,035,001</b>	<b>\$ 1,179,731</b>	<b>\$ 1,309,686</b>	<b>\$ 1,402,353</b>	<b>\$ 1,402,353</b>	<b>\$ 1,402,353</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 1,035,001	\$ 1,179,731	\$ 1,309,686	\$ 1,402,353	\$ 1,402,353	\$ 1,402,353
<b>Total</b>	<b>\$ 1,035,001</b>	<b>\$ 1,179,731</b>	<b>\$ 1,309,686</b>	<b>\$ 1,402,353</b>	<b>\$ 1,402,353</b>	<b>\$ 1,402,353</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 14% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is the addition of a term-limited Special Projects Attorney associated with the Willamette Governance Group.

The Materials & Services category overall is increasing approximately 3% when compared to the FY 2015-16 budget. Within the category, Professional and Technical Services is increasing by 6% due to increases in the meter reading contract for utility billing. Utility Services is increasing by 3% due to the addition of mobile technology (iPads) to increase efficiency and maximize the effectiveness of the Cartegraph Asset Management Program. Repairs and Maintenance is increasing by 8% to pay for mandated environmental stewardship (noxious weed abatement) for the future Westside Reservoir site on Tooze Road.

Insurance is increasing about 12%, or \$1,240, representing a rate increase. Employee Development is decreasing 17%, or \$1,104, to reflect a reorganization of fees and dues within the Division.

**Performance Measurements**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Annual maintenance programs	Percent completion of annual maintenance program benchmarks	n/a	86%	89%	90%	92%

**Performance Measurements Outcome**

The water distribution program supplies safe and ample supply of drinking water to customers in Wilsonville and the City of Sherwood. A well maintained water distribution system is an integral part of residential and business development potential in both cities.

The performance measurements shown above 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 published industry standards. Many of the benchmarks the program works from have been developed by adapting specific recommendation found in the 2012 Water System Master Plan and the 2013 Water Management and Conservation Plan.

In addition to annual maintenance programs, the Water Distribution Program maintains a very high level of customer service while addressing internal operation and maintenance directives and performing various tasks for the Utility Billing Department. Regular maintenance and upkeep of city infrastructure directed from within the Division is also implied in overall program performance.

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.

**WILSONVILLE**



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

**Program Objectives**

***Regional Awareness and Influence***

- Engage in discussions with members of the Willamette Water Supply Program

***Well Maintained Infrastructure***

- Perform scheduled maintenance of the treatment plant and lift stations

***Safe Healthy & Aesthetically Pleasing Community***

- Ensure adequate, safe, high-quality water

***Fiscal Discipline***

- Provide efficient operation of the Willamette River Water Treatment Plant

***Fiscal Discipline***

- Comply with all city, state and federal regulations

**Contracted Employees: Full-time equivalents**

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
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
	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>

# water treatment plant

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Materials and Services						
Supplies	\$ 417,096	\$ 410,375	\$ 208,573	\$ 208,573	\$ 208,573	\$ 208,573
Prof and tech services	1,451,736	1,479,265	1,575,065	1,645,065	1,645,065	1,645,065
Utility services	412,644	436,525	519,432	523,866	523,866	523,866
Repairs & maintenance	136,251	141,595	175,100	175,100	175,100	175,100
Insurance	21,188	14,262	23,250	24,850	24,850	24,850
Fees, dues, advertising	2,659	3,221	5,221	5,221	5,221	5,221
<b>Total</b>	<b>2,441,574</b>	<b>2,485,243</b>	<b>2,506,641</b>	<b>2,582,675</b>	<b>2,582,675</b>	<b>2,582,675</b>
Capital Outlay						
Machinery & equipment	18,732	82,377	188,000	279,200	279,200	279,200
<b>Total Department</b>	<b>\$ 2,460,306</b>	<b>\$ 2,567,620</b>	<b>\$ 2,694,641</b>	<b>\$ 2,861,875</b>	<b>\$ 2,861,875</b>	<b>\$ 2,861,875</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 4,742,224	\$ 5,520,200	\$ 5,053,814	\$ 5,160,229	\$ 5,160,229	\$ 5,160,229
Sherwood sales	1,007,433	1,044,311	990,000	990,000	990,000	990,000
<b>Total</b>	<b>\$ 5,749,657</b>	<b>\$ 6,564,511</b>	<b>\$ 6,043,814</b>	<b>\$ 6,150,229</b>	<b>\$ 6,150,229</b>	<b>\$ 6,150,229</b>

## Explanation of Variances

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

The Materials & Services category of expenditures is increasing approximately 3% when compared to the budget for FY 2015-16, to account for inflationary increases. The contract with Veolia is included in the category of Professional and Technical Services, and is the reason for the 4% increase, or \$70,000, of this category when compared to the budget for FY 2015-16. This contractual increase is based on a composite of the increase in the Consumer Price Index and the Employment Cost Index from the preceding calendar year.

The FY 2016-17 the Proposed Budget includes \$279,200 in Capital Outlay for the Water Treatment Plant. These items are primarily for upgrades to existing equipment. Current Program Logic Controls (PLCs), which act as a bridge between the operator and equipment, have been in place since 2001. As part of preventative maintenance, all of the PLCs in the plant are being upgraded over three years due to the age of the units and lack of manufacturer's support services for this equipment. \$100,000 was budgeted for PLC upgrades in FY 2015-16 and again in FY 2016-17.

Additionally, \$45,000 is budgeted to replace one of the sodium hypochlorite tanks, and \$30,200 is budgeted to replace the HVAC unit #3. The intake pipe has sediment that needs to be removed, and various leak and grouting repairs need to be made, and \$104,000 is budgeted for these and other repairs to the intake pipe.



Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Enforce contract provisions to obtain “finished water quality” that is stricter than required by federal and state drinking water standards	Percentage attainment of “finished water quality” standards	Exceeded	Exceeded	Exceeded	Exceeded	Exceed

**Performance Measurements Outcome**

The Water Treatment Plant continues to produce exceptionally high quality water far surpassing federal and state drinking water standards. The plant has operated reliably every day since it came online April 29, 2002.

**WILSONVILLE**



# 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.

## Program Objectives

### *Environmental Stewardship*

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities and strategies
- Administer 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 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

# industrial pretreatment

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 64,997	\$ 66,176	\$ 67,820	\$ 70,230	\$ 70,230	\$ 70,230
Employee benefits	25,604	25,845	30,700	31,810	31,810	31,810
<b>Total</b>	<b>90,601</b>	<b>92,021</b>	<b>98,520</b>	<b>102,040</b>	<b>102,040</b>	<b>102,040</b>
<b>Materials and Services</b>						
Supplies	449	607	1,645	1,661	1,661	1,661
Prof and tech services	6,712	5,861	13,087	13,218	13,218	13,218
Utility services	677	1,133	847	882	882	882
Fleet services	2,550	2,890	2,880	2,820	2,820	2,820
Repairs & maintenance	-	-	269	272	272	272
Insurance	268	343	370	380	380	380
Employee development	1,253	1,890	2,411	2,435	2,435	2,435
Fees, dues, advertising	160	725	2,392	2,416	2,416	2,416
Meeting expenses	74	97	206	208	208	208
<b>Total</b>	<b>12,143</b>	<b>13,546</b>	<b>24,107</b>	<b>24,292</b>	<b>24,292</b>	<b>24,292</b>
<b>Total Department</b>	<b>\$ 102,744</b>	<b>\$ 105,567</b>	<b>\$ 122,627</b>	<b>\$ 126,332</b>	<b>\$ 126,332</b>	<b>\$ 126,332</b>
<b>Resources Summary</b>						
Charges for services	\$ 102,744	\$ 105,567	\$ 122,627	\$ 126,332	\$ 126,332	\$ 126,332
<b>Total</b>	<b>\$ 102,744</b>	<b>\$ 105,567</b>	<b>\$ 122,627</b>	<b>\$ 126,332</b>	<b>\$ 126,332</b>	<b>\$ 126,332</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 4% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

The Materials & Services category of expenditures is increasing approximately 1% when compared to the budget for FY 2015-16, to account for inflationary increases. Other changes include a \$35, or 4%, increase in utilities to account for anticipated rate increases, a 2% decline in Fleet Services due to falling gas prices, and a small increase in insurance.

## Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	14	18	22	11	10
	Permits in effect	7	7	8	8	10
	Number of minor violations	3	3	4	5	5
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of major violations	0	0	0	1	0

## Performance Measurements Outcome

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

**WILSONVILLE**



## Public Works

## wastewater treatment plant

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

The City's Wastewater Program encompasses: a wastewater treatment plant that is designed to treat on average 4 million gallons per day in dry weather; eight wastewater lift stations with a ninth lift station added in FY 2015-16; processing bio-solids into Class A product that is beneficially reused in an environmentally sound method; and testing plant influent, effluent, sludge and bio-solids.

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

### Program Objectives

#### *Environmental Stewardship*

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

#### *Well Maintained Infrastructure*

- Perform scheduled maintenance of the treatment plant and lift stations

#### *Fiscal Discipline*

- Provide efficient operation of the Wastewater Treatment Plant

#### *Safe Healthy & Aesthetically Pleasing Community*

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

### Contracted Employees: Full-time equivalents

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Wastewater Manager	0.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	0.00	0.00	1.00
Wastewater Operator	4.00	5.00	5.00	4.00
Lab Technician	1.00	1.50	1.50	1.00
Intern	0.00	0.50	0.50	1.00
	6.00	8.00	8.00	8.00

# wastewater treatment plant

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Materials and Services						
Prof and tech serv	\$ 1,682,069	\$ 2,018,638	\$ 2,142,215	\$ 2,163,637	\$ 2,163,637	\$ 2,163,637
Utility services	279,803	337,111	370,100	370,100	370,100	370,100
Insurance	10,251	17,163	18,120	19,370	19,370	19,370
Fees, dues, advertising	933	-	-	-	-	-
Total	1,973,056	2,372,912	2,530,435	2,553,107	2,553,107	2,553,107
Total Department	<u>\$ 1,973,056</u>	<u>\$ 2,372,912</u>	<u>\$ 2,530,435</u>	<u>\$ 2,553,107</u>	<u>\$ 2,553,107</u>	<u>\$ 2,553,107</u>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 6,507,327	\$ 7,103,818	\$ 6,775,356	\$ 6,831,472	\$ 6,831,472	\$ 6,831,472
Total	<u>\$ 6,507,327</u>	<u>\$ 7,103,818</u>	<u>\$ 6,775,356</u>	<u>\$ 6,831,472</u>	<u>\$ 6,831,472</u>	<u>\$ 6,831,472</u>

## Explanation of Variances

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

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Insurance is increasing \$1,250, or 7%, when compared to the budget for FY 2015-16, to recognize increased insurance costs.



## 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.

The Utilities Division proactively maintains the collection system, which greatly reduces the potential for sewer main backups and sanitary sewer overflows. The public system consists of approximately 82 miles of sewer mains, 1,960 manholes and 9 lift stations. The City also maintains 11 flow monitoring stations for strategic planning and manages the video inspection program for operations support and condition assessment.

### Program Objectives

#### *Environmental Stewardship*

- Proactive maintenance and record keeping ensures compliance with all National Pollutant Discharge Elimination (NPDES) conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- No sanitary sewer overflows (SSO's)

#### *Well Maintained Infrastructure*

- Inspection and rehabilitation of manholes and pipelines reduces inflow and infiltration (I&I) of groundwater
- Inspection and cleaning regimen increases reliability and reduces potential for backups in the collection system
- Utility locating services prevent damage to underground assets and provide data for infrastructure design and planning decisions

#### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Supervisor	0.00	0.30	0.30	0.30
Vactor Operator	1.50	1.50	1.50	2.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
	<b>1.83</b>	<b>2.13</b>	<b>2.13</b>	<b>2.63</b>

# wastewater collection

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 110,355	\$ 108,524	\$ 133,270	\$ 165,046	\$ 165,046	\$ 165,046
Employee benefits	58,154	62,658	75,650	89,714	89,714	89,714
<b>Total</b>	<b>168,509</b>	<b>171,182</b>	<b>208,920</b>	<b>254,760</b>	<b>254,760</b>	<b>254,760</b>
<b>Materials and Services</b>						
Supplies	10,698	10,215	30,572	30,773	30,773	30,773
Prof and tech services	7,570	4,832	117,952	123,140	123,140	123,140
Utility services	31,000	13,092	12,574	12,048	12,048	12,048
Fleet services	8,690	2,290	1,902	5,460	5,460	5,460
Repairs & maintenance	111,706	69,883	59,315	59,327	59,327	59,327
Insurance	463	582	620	640	640	640
Employee development	685	661	4,612	3,237	3,237	3,237
Fees, dues, advertising	58	1,133	200	202	202	202
Franchise fees	276,541	296,357	294,920	299,000	299,000	299,000
Miscellaneous Services	-	-	42,930	43,359	43,359	43,359
<b>Total</b>	<b>447,411</b>	<b>399,045</b>	<b>565,597</b>	<b>577,186</b>	<b>577,186</b>	<b>577,186</b>
<b>Capital Outlay</b>						
Vehicles	-	-	2,500	-	-	-
<b>Total Department</b>	<b>\$ 615,920</b>	<b>\$ 570,227</b>	<b>\$ 777,017</b>	<b>\$ 831,946</b>	<b>\$ 831,946</b>	<b>\$ 831,946</b>
<b>Resources Summary</b>						
	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 615,920	\$ 570,227	\$ 777,017	\$ 831,946	\$ 831,946	\$ 831,946
<b>Total</b>	<b>\$ 615,920</b>	<b>\$ 570,227</b>	<b>\$ 777,017</b>	<b>\$ 831,946</b>	<b>\$ 831,946</b>	<b>\$ 831,946</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 22% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is an addition of 0.5 FTE which completes a two person crew required to operate the Vactor truck, the truck used for sanitary and stormwater waste disposal, to prevent pipe blockages and backups.

The Materials and Services category is increasing by 2% overall when compared to the FY 2015-16 budget. Within the category, Professional and technical services is increasing by 4% or \$5,188 due to increases in contracts for meter reading and utility billing software. Fleet services is increasing by 187% or \$3,558 to reflect reallocation of fleet costs between wastewater and stormwater operations. Employee development is decreasing by 30% or \$1,375 to better align with current educational requirements.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-16</b>
Scheduled maintenance of wastewater lines in accordance with the vector truck service plan	Linear feet of wastewater lines cleaned annually	60,000	70,000	70,000	64,000	88,000
	Percent of system	17%	18%	17%	16%	20%

**Performance Measurements Outcome**

Regular cleaning of sewer mains 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. At a minimum, the Utilities Division seeks to clean 20% of publically maintained sewer mains each year.

Implied in overall program execution, the Utilities Division seeks to continue performing all of its other wastewater collection duties on a daily basis. Other duties include: maintaining flushing program for flat sections of the system; cleaning and repairing manholes, landscaping for off street manhole access, maintaining flow monitoring stations 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 natural environment.

**WILSONVILLE**



# 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.

The Utilities Division maintains approximately 71 miles of pipelines, 2,115 standard catch basins, 416 inlets, 180 outlets and various other stormwater treatment facilities such as filtered catch basins. The City also manages a street sweeping contract to remove surface debris from roadways and parking lots, preserving the capacity of catch basins and improving overall system performance.

## Program Objectives

### *Environmental Stewardship & Well-Maintained Infrastructure*

- Protection of the City’s natural resources through environmentally responsible operation and maintenance programs
- Leadership and coordination with multiple City departments to promote Best Management Practices (BMP’s) and ensure regulatory compliance
- Utility locating services prevent damage to underground utilities and provide data for infrastructure design and planning decisions

### *Safe Healthy & Aesthetically Pleasing Community*

- Maintenance of the stormwater system minimizes street flooding and increases safety for vehicles, bicycles and pedestrians
- Maintenance of the stormwater system prevents degradation and damage of public and private property from erosion
- Maintenance of the stormwater system reduces the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Public Works Supervisor	0.25	0.35	0.35	0.35
Vactor Operator	0.50	0.50	0.50	0.00
Utility Maintenance Specialist	0.84	0.84	0.84	2.34
Seasonal Utility Worker	0.25	0.25	0.25	0.00
	<b>1.84</b>	<b>1.94</b>	<b>1.94</b>	<b>2.69</b>

# stormwater maintenance

# Public Works

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 84,100	\$ 105,521	\$ 110,760	\$ 154,220	\$ 154,220	\$ 154,220
Employee benefits	45,801	51,696	63,050	82,385	82,385	82,385
<b>Total</b>	<b>129,901</b>	<b>157,217</b>	<b>173,810</b>	<b>236,605</b>	<b>236,605</b>	<b>236,605</b>
<b>Materials and Services</b>						
Supplies	2,609	5,430	13,394	13,528	13,528	13,528
Prof and tech serv	51,825	23,920	40,579	42,370	42,370	42,370
Utility services	803	1,602	2,008	3,155	3,155	3,155
Fleet services	11,200	12,080	11,405	5,960	5,960	5,960
Repairs & maintenance	129,776	153,495	230,504	230,453	230,453	230,453
Rents & leases	-	-	1,242	-	-	-
Comm svcs programs	1,472	-	820	500	500	500
Employee development	1,113	-	3,177	2,997	2,997	2,997
Fees, dues, advertising	-	569	402	406	406	406
Franchise fees	53,544	59,921	81,000	91,000	91,000	91,000
Miscellaneous Services	-	-	21,460	21,675	21,675	21,675
<b>Total</b>	<b>252,342</b>	<b>257,017</b>	<b>405,991</b>	<b>412,044</b>	<b>412,044</b>	<b>412,044</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	9,000	9,000	9,000
<b>Total Department</b>	<b>\$ 382,243</b>	<b>\$ 414,234</b>	<b>\$ 579,801</b>	<b>\$ 657,649</b>	<b>\$ 657,649</b>	<b>\$ 657,649</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 1,392,150	\$ 1,557,938	\$ 2,027,000	\$ 2,374,518	\$ 2,374,518	\$ 2,374,518
<b>Total</b>	<b>\$ 1,392,150</b>	<b>\$ 1,557,938</b>	<b>\$ 2,027,000</b>	<b>\$ 2,374,518</b>	<b>\$ 2,374,518</b>	<b>\$ 2,374,518</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 36% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is a restructuring of personnel between the Roads and Stormwater Divisions. The addition of a proposed 0.75 FTE is needed to maintain aging infrastructure and keep pace with new infrastructure related to rapid residential growth and property development.

The Materials & Services category is increasing by approximately 1% overall when compared to the FY 2015-16 budget. Within this category, Professional and Technical Services is increasing by 4%, or \$1,791 due to increases in the meter reading contract for utility billing. Utility Services is increasing by 57%, or \$1,147 due to the addition of mobile technology (iPads) to increase efficiency and maximize the effectiveness of the Cartograph Asset Management Program.

(continued on the next page)

# Public Works

# stormwater maintenance

## Explanation of Variances, (continued)

Fleet Services is decreasing by 48% or \$5,445 due to allocation of costs to wastewater collections. The Rents and Leases category is decreasing 100% or \$1,242 because the equipment rental is no longer needed. Community Service Programs is decreasing by 39% or \$320, and Employee Development is decreasing 6% or \$180 to reflect decreasing costs and a reallocation among the Utilities Division. Finally, Franchise fees are increasing 12% or \$10,000 as compared to FY 2015-16. Franchise fees are based on 4% of revenue, and the Stormwater revenue is increasing due to recent rate changes adopted by the City Council, and due to population growth.

A Capital Outlay of \$9,000 is proposed in FY 2016-17 to share in the purchase a new wood chipper. Although the chipper will be utilized by several divisions, it is an essential tool for maintaining the aboveground portion of the stormwater system.

## Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	516	515	565	600	650
	Percentage of catch basins cleaned	25%	25%	27%	28%	30%

## 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 Utilities Division seeks to clean 33% of publically maintained catch basins each year.

In addition, the Stormwater Maintenance seeks to maintain a high level of service in performing all of its other essential stormwater duties. 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; locating public stormwater facilities; responding to hazardous and non-hazardous spills; managing the public street sweeping program; sweeping City facility parking lots and managing the underground video inspection program.

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.

**WILSONVILLE**





The Parks and Recreation Department re-organized in FY 2015-16 from three functional units to two functional units: General Services and Parks Maintenance. The functional area of Senior Programs has been folded in to General Services.

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

## Program Objectives

### *Clear Vision and Community Design*

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

### *Thoughtful Land Use*

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

### *Community Amenities and Recreation*

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

### *Fiscal Discipline*

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

### *Welcoming, Engaged and Satisfied Residents*

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

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Parks & Recreation Director	1.00	1.00	1.00	1.00
Recreation Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist	0.50	0.50	0.50	1.00
Fitness Specialist	0.90	0.90	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 I	1.00	1.00	0.00	0.00
Administrative Assistant II	1.00	1.00	2.00	2.50
Building Monitor	0.19	0.19	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	<b>8.10</b>	<b>8.10</b>	<b>8.20</b>	<b>9.20</b>

general services

Parks and Recreation

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 207,522	\$ 251,166	\$ 499,130	\$ 570,290	\$ 570,290	\$ 570,290
Employee benefits	85,219	116,086	244,260	281,100	281,100	281,100
<b>Total</b>	<b>292,741</b>	<b>367,252</b>	<b>743,390</b>	<b>851,390</b>	<b>851,390</b>	<b>851,390</b>
<b>Materials and Services</b>						
Supplies	15,556	41,424	85,470	85,469	85,469	85,469
Prof and tech services	22,614	15,810	22,973	21,368	21,368	21,368
Utility services	4,135	12,788	54,103	57,718	57,718	57,718
Insurance	-	1,004	3,370	3,600	3,600	3,600
Repairs & maintenance	155	7,498	35,998	31,484	31,484	31,484
Rents & leases	-	-	4,936	4,986	4,986	4,986
Comm svcs programs	97,075	97,714	202,947	507,911	507,911	507,911
Employee development	13,200	9,154	15,130	14,345	14,345	14,345
Fees, dues, advertising	10,484	7,312	9,931	10,942	10,942	10,942
Meeting expenses	1,639	145	306	309	309	309
Misc. services & supplies	11,141	11,807	8,500	18,000	18,000	18,000
<b>Total</b>	<b>175,999</b>	<b>204,656</b>	<b>443,664</b>	<b>756,132</b>	<b>756,132</b>	<b>756,132</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	6,215	-	10,000	10,000	10,000
<b>Total Department</b>	<b>\$ 468,740</b>	<b>\$ 578,123</b>	<b>\$ 1,187,054</b>	<b>\$ 1,617,522</b>	<b>\$ 1,617,522</b>	<b>\$ 1,617,522</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 63,425	\$ 101,726	\$ 156,800	\$ 230,400	\$ 230,400	\$ 230,400
Grants and donations	11,274	26,643	169,162	179,500	179,500	179,500
General Fund revenues	394,041	449,754	861,092	1,207,622	1,207,622	1,207,622
<b>Total</b>	<b>\$ 468,740</b>	<b>\$ 578,123</b>	<b>\$ 1,187,054</b>	<b>\$ 1,617,522</b>	<b>\$ 1,617,522</b>	<b>\$ 1,617,522</b>

**Explanation of Variances**

The Personnel Services category budget is increasing overall by 15% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

For FY 2016-17, the budget proposes to enhance staffing. First, a new part-time position is proposed – an Administrative Specialist. This position is needed as the City continues to grow and more demands are placed upon the Parks Department. This position will help with general customer service, including helping to manage the increased number of facility rentals, helping park patrons to schedule classes, and answering general inquiries. Secondly, the current part-time position of Information and Referral Specialist is proposed to increase from half-time to full-time. This position, housed in the Community Center, helps to coordinate the current program of delivering meals to homes to seniors in need, as well as helping to coordinate services for people with disabilities.

Professional and Technical Services are decreasing about 7%, or \$1,600, when compared to the FY 2015-16 budget, representing a reduction in the printing budget, truing the budget up to actual experience as more information is migrated to web site.

*(continued on the next page)*

Explanation of Variances, (continued)

Utilities, on the other hand, are increasing about 7% over the FY 2105-16 budget, about \$3,600, reflecting anticipated rate increases. Insurance is also increasing approximately 7%, representing a dollar change of only \$230. The budget for the category of Repairs and Maintenance is decreasing about 13%, or \$4,500, truing up the budget for janitorial expenses to the historical average.

The budget for the category of Community Services Programs in increasing by about \$305,000, or 150%, when compared to the budget for FY 2015-16. The majority of this increase is due to a budget re-organization from the City Manager’s budget to Parks and Recreation of resources for the Tourism Committee. The City collects a Hotel/Motel tax, and traditionally has budgeted about one-half of the expected revenue from this source for use by the Tourism Committee. The revenue from the Hotel/Motel tax, or Transient Lodging Tax as it is also known, is expected to be about \$250,000, thus, \$125,000 has been budgeted as an expense. Additionally, because these funds have not all been expended in FY 2015-16, \$112,000 is being “carried-forward” into the 2016-17 budget, for a total of \$237,000 budgeted. The Tourism Committee has worked hard to develop a five-year action plan, and a one-year implementation plan for FY 2016-17. These funds will be directed toward both the one-year implementation plan and the five year action plan, which include items such as an enhanced tourism website, a visitor profile study, a destination market study, and the possible formation of a Destination Marketing Organization.

Additional funds in the category of Community Service Programs include resources directed at expanding programs offered to park patrons, which are revenue backed from program fees. Also, funds received for the Metro Enhancement Grant program are expected to increase by \$15,000 over what was budgeted in FY 2015-16. These funds are from Metro to beautify and enhance the community, and are generated by fees assessed to Republic Services.

The Employee Development budget category is decreasing about 5%, or \$785, when compared to the budget for FY 2015-16. This represents decreasing the budget for mileage, truing up the budget to actual experience.

The budget category of Fees, Dues and Advertising is increasing about \$1,000, or 10%, when compared to the budget for FY 2015-16, representing cost increases for various professional associations.

The budget category of Miscellaneous Services and Supplies is increasing approximately \$10,000, or 112%, when compared to the budget for FY 2015-16. This represents additional resources necessary to cover bank fees as more customers use credit and debit cards to pay for various programs and facility reservations.

Performance Measurements

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

Strategy	Measure	Actual 2012-13	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Forecast 2016-17
Create a Parks and Recreation system that offers a mix of active and passive recreation opportunities	Parks and Recreation planning projects	-	5	11	13	5
	City sponsored events	11	11	11	14	16
Promote a connected and active community by providing special events	Event attendance	3,827	4,134	5507	5800	6500
	Congregate meals	6,500	7,942	7998	7813	8000
Provide social opportunities through the Community Center meal program	Home-delivered meals	6,500	4,403	4512	6342	7500
	Total park facility rentals	150	128	126	119	132
Offer a variety of rental options that allow both residents and non-residents an opportunity to enjoy Wilsonville’s park system	Stein Boozier Barn rentals	14	10	14	20	40

**Performance Measurements Outcome**

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

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

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

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

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

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

**Senior Programs Prior Years Detail**

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services						
Salaries and wages	\$ 210,758	\$ 222,460	\$ -	\$ -	\$ -	\$ -
Employee benefits	93,294	100,114	-	-	-	-
<b>Total</b>	<b>304,052</b>	<b>322,574</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	48,041	48,420	-	-	-	-
Prof and tech services	296	3,759	-	-	-	-
Utility services	34,594	36,349	-	-	-	-
Insurance	2,096	2,178	-	-	-	-
Repairs & maintenance	21,032	18,667	-	-	-	-
Rents & leases	-	1,235	-	-	-	-
Comm svcs programs	27,105	32,919	-	-	-	-
Employee development	6,079	4,958	-	-	-	-
<b>Total</b>	<b>139,243</b>	<b>148,485</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Outlay						
Machinery & equipment	6,816	-	-	-	-	-
<b>Total</b>	<b>6,816</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 450,111</b>	<b>\$ 471,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Charges for services	\$ 67,858	\$ 65,747	-	\$ -	\$ -	\$ -
Grants and donations	75,176	86,349	-	-	-	-
General Fund revenues	307,077	318,963	-	-	-	-
<b>Total</b>	<b>\$ 450,111</b>	<b>\$ 471,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Program Objectives**

***Fiscal Discipline***

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

***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
- Implement 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 and play structure

***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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Maintenance Specialist	2.00	2.00	4.00	5.00
Utility Worker	2.00	2.00	0.00	0.00
Seasonal Utility Worker	3.25	3.25	3.25	2.25
	8.25	8.25	8.25	8.25

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 324,271	\$ 348,236	\$ 369,730	\$ 413,200	\$ 413,200	\$ 413,200
Employee benefits	146,303	160,132	187,580	224,522	224,522	224,522
<b>Total</b>	<b>470,574</b>	<b>508,368</b>	<b>557,310</b>	<b>637,722</b>	<b>637,722</b>	<b>637,722</b>
<b>Materials and Services</b>						
Supplies	29,442	31,680	31,987	36,107	36,107	36,107
Prof and tech services	41,348	33,984	39,906	40,305	40,305	40,305
Utility services	146,299	204,317	207,658	241,552	241,552	241,552
Fleet services	50,720	71,730	87,540	86,280	86,280	86,280
Repairs & maintenance	120,284	147,550	186,691	228,466	228,466	228,466
Rents & leases	5,385	8,496	10,500	10,605	10,605	10,605
Insurance	7,924	8,694	9,200	10,270	10,270	10,270
Employee development	7,654	6,582	8,482	8,567	8,567	8,567
Meeting expenses	55	-	306	309	309	309
Fees, dues, advertising	453	579	970	980	980	980
<b>Total</b>	<b>409,564</b>	<b>513,612</b>	<b>583,240</b>	<b>663,441</b>	<b>663,441</b>	<b>663,441</b>
<b>Capital Outlay</b>						
Machinery & equip	5,775	147,899	-	9,000	9,000	9,000
Vehicles	995	25,000	8,000	33,000	33,000	33,000
<b>Total</b>	<b>6,770</b>	<b>172,899</b>	<b>8,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>
<b>Total Department</b>	<b>\$ 886,908</b>	<b>\$ 1,194,879</b>	<b>\$ 1,148,550</b>	<b>\$ 1,343,163</b>	<b>\$ 1,343,163</b>	<b>\$ 1,343,163</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Interfund charges	\$ 61,751	\$ 76,445	\$ 22,369	\$ 23,264	\$ 23,264	\$ 23,264
General Fund revenues	825,157	1,118,434	1,126,181	1,319,899	1,319,899	1,319,899
<b>Total</b>	<b>\$ 886,908</b>	<b>\$ 1,194,879</b>	<b>\$ 1,148,550</b>	<b>\$ 1,343,163</b>	<b>\$ 1,343,163</b>	<b>\$ 1,343,163</b>

### Explanation of Variances

The Personnel Services category budget is increasing overall by 14% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. For FY 2016-17, the budget proposes to add a new position – a Lead Parks Maintenance Specialist. This position is needed as the City continues to grow and add additional park acreage. This new position is offset by a partial reduction in seasonal labor.

Supplies are increasing approximately 13%, or \$4,120, to account for supplies needed for the new position, as well as to allow for inflationary increases of 1%. Utilities are increasing by 16%, to account for both new parks, such as Palermo Park, and increases in utility rates. Fleet services are decreasing by 1%, representing savings due to a drop in gas prices. The Repairs and Maintenance category is proposed to increase by 22%, or \$41,775, over the FY 2015-16 budget, to allow for the purchase of upgraded irrigation controllers to better control the watering of landscaping and use water more efficiently. Insurance is increasing over the FY 2015-16 budget by approximately 12%, or \$1,070.

Capital Outlay includes budgeted amounts for Parks' share with several Public Works' departments for a new wood chipper. Additionally, a new work truck is budgeted to be purchased for the proposed Lead Parks Maintenance Specialist.

# Library Services

# library

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

## Program Objectives

### Quality Education

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

### Welcoming Engaged and Satisfied Residents

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

### Community Amenities and Recreation

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

### Fiscal Discipline

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

Position	Full Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	0.00	0.00	1.00	0.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	0.55	1.00
Outreach Librarian	0.00	0.00	0.50	0.50
Program Coordinator	0.90	0.90	1.00	1.00
Program Librarian	0.00	0.00	1.23	1.16
Reference Librarian	1.84	1.84	2.03	2.56
Aide/Volunteer Coordinator	0.60	0.60	0.00	0.00
Support Services Coordinator	0.00	0.00	1.77	1.86
Library Clerk III	2.18	2.18	0.90	0.00
Administrative Assitant I	0.00	0.00	0.00	0.50
Library Clerk II	3.05	2.80	0.90	0.96
Library Clerk I	2.13	3.64	3.08	3.42
Library Aide	1.36	0.00	0.00	0.00
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.30	0.40	0.40	0.40
	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>
Volunteers	6.00	6.00	6.00	6.00

# library

# Library Services

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 796,602	\$ 820,953	\$ 900,420	\$ 927,310	\$ 927,310	\$ 927,310
Employee benefits	391,524	400,473	473,640	490,140	490,140	490,140
<b>Total</b>	<b>1,188,126</b>	<b>1,221,426</b>	<b>1,374,060</b>	<b>1,417,450</b>	<b>1,417,450</b>	<b>1,417,450</b>
<b>Materials and Services</b>						
Supplies	197,077	206,331	243,645	249,684	249,684	249,684
Prof and tech services	2,458	4,830	4,818	4,866	4,866	4,866
Utility services	50,811	58,048	65,678	69,337	69,337	69,337
Repairs & maintenance	57,041	52,469	56,181	57,390	57,390	57,390
Insurance	8,919	9,270	9,800	10,460	10,460	10,460
Comm svcs programs	27,498	27,380	31,950	41,100	41,100	41,100
Employee development	659	3,081	3,572	13,625	13,625	13,625
Fees, dues, advertising	1,587	1,389	1,800	2,000	2,000	2,000
Misc serv & supplies	2,131	3,297	2,463	2,500	2,500	2,500
<b>Total</b>	<b>348,181</b>	<b>366,095</b>	<b>419,907</b>	<b>450,962</b>	<b>450,962</b>	<b>450,962</b>
<b>Capital Outlay</b>						
Machinery & Equipment	-	7,695	10,000	-	-	-
<b>Total Department</b>	<b>\$ 1,536,307</b>	<b>\$ 1,595,216</b>	<b>\$ 1,803,967</b>	<b>\$ 1,868,412</b>	<b>\$ 1,868,412</b>	<b>\$ 1,868,412</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
County shared taxes	\$ 944,092	\$ 1,042,356	\$ 1,051,235	\$ 1,109,450	\$ 1,109,450	\$ 1,109,450
Charges for services	55,940	52,371	48,800	51,500	51,500	51,500
Grants and donations	38,289	10,131	48,700	62,500	62,500	62,500
General Fund revenues	497,986	490,358	655,232	644,962	644,962	644,962
<b>Total</b>	<b>\$ 1,536,307</b>	<b>\$ 1,595,216</b>	<b>\$ 1,803,967</b>	<b>\$ 1,868,412</b>	<b>\$ 1,868,412</b>	<b>\$ 1,868,412</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 3% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. During FY 2015-16, the Library reorganized staff in order to orient operations toward programming and outreach, decreasing emphasis on circulation.

Supplies and Professional Services are increasing to allow for inflation. In addition, Supplies are increasing to budget for revenue-backed purchases of books, backed by the generosity of the Library Foundation. Utilities are increasing 6% when compared to the FY 2015-16 budget, to account for rate increases. Repairs and Maintenance is increasing 2% when compared the FY 2015-16 budget, due to increased cost for janitorial services. Insurance is increasing approximately 7% due to a rate increase.

The Community Services Program budget category is increasing approximately 29%, or \$9,150, when compared to the FY 2015-16 budget. This increase is attributed to the generosity of the Wilsonville Friends of the Library and the Wilsonville Public Library Foundation. These organizations are making a significant difference to this community by providing support to programming presented by the Library, as well as making significant contributions to the support of Dolly Parton's Imagination Library.

The Employee Development budget category is increasing by approximately \$10,000, or 281%, when compared to the FY 2015-16 budget. The reorganization noted above was in order to position the Library to meet a dynamic and interactive future in responding to the community. The staff is now tasked with creating services that serve the community in an environment where library services are breaking away from traditional services. It will be important for staff to stay energized and educated. This increase in staff development will allow staff to receive education, experiences and ideas to implement in Wilsonville. The additional funds will pay for staff to attend a range of national and local conferences and seminars, as well as in-house webinars.

The categories of Fees, Dues, Advertising and Miscellaneous are increasing slightly when compared to FY 2015-16 to allow for inflation. No capital outlay items are proposed.



# Library Services

library

## Performance Measurements

**Goal: Provide high-demand and important material in a variety of formats, and supplement local resources**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	128,903	130,315	130,259	132,000	135,000
	Service area population, December estimate	22,821	24,602	25,071	25,000	26,000
	Items per capita	5.65	5.30	5.20	5.28	5.19
Annually weed approximately 5% of materials in the collection	Items deleted	9,571	10,885	12,340	10,000	10,000
Add at least 10,000 items to collection	Items added	13,543	12,820	13,798	12,000	12,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.34	5.06	5.07	5.07	5.10

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

<b>Strategy</b>	<b>Measure</b>					
Increase reference volume by 5%	Reference questions answered	15,988	17,662	19,319	19,000	19,000
	Percentage change	-8%	10%	9%	0%	0%

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

<b>Strategy</b>	<b>Measure</b>					
Provide high quality programming	Number of children's programs	359	397	392	400	400
	Attendance at children's programs	27,355	25,197	29,393	29,000	30,000
	Number of adult programs	103	82	128	100	125
	Attendance at adult programs	2,005	3,022	2,572	2,500	3,000

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

<b>Strategy</b>	<b>Measure</b>					
Increase circulation by at least 5% over prior year	Annual print and A/V circulation	504,332	490,163	460,211	465,000	480,000
	Annual e-book and other downloadable circulation	11,263	17,175	21,793	24,000	28,000
	Total Circulation	515,595	507,338	482,004	489,000	508,000
	Percentage change in circulation from previous year	2%	-2%	-5%	1%	4%

**Performance Measurements, Continued**

		Actual 2012-13	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Forecast 2016-17
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	22.59	20.62	19.23	19.56	19.54
Maintain a high level of loans to other libraries	Annual interlibrary loans	185,663	168,407	178,413	180,000	180,000
<b>Goal: Provide high quality resource collections while maximizing benefits per dollar spent.</b>						
<b>Strategy</b>	<b>Measure</b>					
Maximize efficiency of Library staff	Total loans (print circulation plus interlibrary loans) per FTE	43,294	42,369	40,616	41,144	42,312
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$2.14	\$2.33	\$2.42	\$2.61	\$2.70
Increase volunteer hours worked to at least 6 FTE	Number of hours worked FTE	11,540 5.5	11,987 5.8	12,725 6.1	12,800 6.2	12,500 6.0

**Performance Measurements Outcome**

The Library is beginning to see the bottom regarding the drop in material circulation that has been occurring over the last few years. The growth of e-books and other online services continues to grow and is becoming a significant fraction of overall library services. LINCC member libraries will be focusing on building a robust e-book collection this year and into the future so there should be continued growth in use. Taken as a whole, there should be an uptick in circulation this year, with further growth in FY 2016-17.

Programming attendance continues to be strong, particularly Children’s programming. At this point, Children’s programming attendance is only limited by the availability of staff and by the building size. Adult Services staff continue to experiment with programs, and modest growth is expected in FY 2016-17.

Volunteers continue to contribute significantly to the Library and its services. The volunteer labor force enables to the Library to maintain its current schedule of open hours.

# 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 (in the following section of the Budget) provides efficient and effective services to all City departments in the maintenance and repair of all City-owned vehicles and equipment.

The Department’s primary functions include overall administration for transit operations, grant management, commuter and community programs, and fleet services. Transit Operations includes fixed-route bus service, demand-response, dispatch center services and a comprehensive training program for transit operators. The SMART Options Program carries out commuter and community based initiatives to increase the use of transit, walking, bicycling and ridesharing to support local and regional transportation system management policies and reduce traffic congestion.

## Program Objectives

### **Multi-Modal Transportation Network**

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

### **Welcoming, Engaged and Satisfied Residents**

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

### **Economic Development**

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

### **Community Amenities and Recreation**

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

### **Safe Healthy & Aesthetically Pleasing Community**

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

### **Fiscal Discipline**

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

### Full Time Equivalent Positions

Position	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	3.00	3.00
Trainer	1.00	1.00	0.00	0.00
Drivers	26.44	26.77	26.70	26.70
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	1.00	1.00
Transit Grants Administrator	0.00	0.00	1.00	1.00
Administrative Assistant II	0.00	0.00	0.00	0.50
Intern	0.30	0.30	0.30	0.30
	<b>35.74</b>	<b>36.07</b>	<b>37.00</b>	<b>37.50</b>

# SMART transit

# Transportation

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 1,825,871	\$ 1,865,459	\$ 2,010,850	\$ 2,101,650	\$ 2,101,650	\$ 2,101,650
Employee benefits	932,561	963,591	1,145,220	1,205,520	1,205,520	1,205,520
<b>Total</b>	<b>2,758,432</b>	<b>2,829,050</b>	<b>3,156,070</b>	<b>3,307,170</b>	<b>3,307,170</b>	<b>3,307,170</b>
<b>Materials and Services</b>						
Supplies	66,638	53,134	80,101	77,029	77,029	77,029
Prof and tech services	139,994	146,966	190,222	268,630	268,630	268,630
Utility services	52,617	61,009	89,193	91,674	91,674	91,674
Repairs & maintenance	30,159	23,735	51,246	51,545	51,545	51,545
Fleet services	996,885	1,035,370	1,014,680	984,660	984,660	984,660
Rents & leases	1,781	1,644	2,185	2,207	2,207	2,207
Insurance	32,063	40,539	42,810	59,520	59,520	59,520
Commuter rail service	302,500	311,205	315,120	324,157	324,157	324,157
Comm svcs programs	1,001	1,879	1,530	1,545	1,545	1,545
Employee development	15,009	12,201	21,230	26,942	26,942	26,942
Fees, dues, advertising	21,059	20,009	35,396	32,559	32,559	32,559
Meeting expenses	2,471	2,777	3,152	3,184	3,184	3,184
<b>Total</b>	<b>1,662,177</b>	<b>1,710,468</b>	<b>1,846,865</b>	<b>1,923,652</b>	<b>1,923,652</b>	<b>1,923,652</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	10,026	195,000	100,000	100,000	100,000
Software	-	-	100,000	-	-	-
Vehicles	785,703	1,344,844	85,000	920,195	920,195	920,195
<b>Total</b>	<b>785,703</b>	<b>1,354,870</b>	<b>380,000</b>	<b>1,020,195</b>	<b>1,020,195</b>	<b>1,020,195</b>
<b>Total Department</b>	<b>\$ 5,206,312</b>	<b>\$ 5,894,388</b>	<b>\$ 5,382,935</b>	<b>\$ 6,251,017</b>	<b>\$ 6,251,017</b>	<b>\$ 6,251,017</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Payroll taxes	\$ 4,342,353	\$ 4,597,118	\$ 4,576,000	\$ 4,722,810	\$ 4,722,810	\$ 4,722,810
Charges for services	251,511	248,995	210,001	214,080	214,080	214,080
Intergovernmental grants	1,041,610	1,628,942	959,915	1,185,875	1,185,875	1,185,875
Other revenues	41,437	47,782	31,000	29,000	29,000	29,000
<b>Total</b>	<b>\$ 5,676,911</b>	<b>\$ 6,522,837</b>	<b>\$ 5,776,916</b>	<b>\$ 6,151,765</b>	<b>\$ 6,151,765</b>	<b>\$ 6,151,765</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 5% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. Proposed for FY 2016-17 is a new half-time Administrative Assistant. This position will be assigned to purchasing, filing, and record-keeping, duties currently performing by higher level managers who are increasingly pulled away for regional meetings and other duties.

The Materials & Services category of expenditures is increasing overall approximately 4%. Some accounts are increasing, while others are decreasing, as described below.

The Supplies category is decreasing below the FY 2015-16 budget by approximately \$3,000, or 4%, to better align the budget with anticipated needs.

Professional and Technical Services are proposed to increase about 41%, or \$78,408, when compared to the FY 2015-16 budget.

*(continued on the next page)*

## Explanation of Variances, (continued)

This increase includes legal services to engage in labor negotiations, continued grant funded assistance in completing work on the Transit Master Plan, additional computer support charges for on-going maintenance of the new bus locator technology, as well as costs associated with the grant funded, travel training program.

Utilities are increasing about \$2,500, or 3%, to account for anticipated rate increases.

The Fleet Services category is decreasing 3%, or about \$30,000, when compared to the FY 2015-16 budget, representing cost savings due to the transition to more fuel efficient vehicles and declining fuel prices.

Insurance is increasing about \$17,000, or 39%, due to the addition of new vehicles and increased premiums.

The Commuter Rail Service category is the reimbursement to TriMet for WES train operations, which is required by contract to increase by Portland/Salem CPI-U percentage. The increase anticipated for FY 2016-17 is approximately \$9,000, about 3%, over the budget for FY 2015-16.

Employee development is up 27%, or \$5,700, when compared to FY 2015-16, to include an accident free incentive program that is designed to offer bus operators a meaningful incentive to be constantly identifying, evaluating and minimizing potential accidents while operating a SMART vehicle.

The Fees, Dues and Advertising category is decreasing about 8%, or \$2,800, when compared to FY 2015-16, to line the budget up better with actual experience.

In the Capital Outlay section, proposed for FY 2016-17 is \$100,000 for grant-funded passenger amenities, for expenditures related to signage, benches, solar lighting, etc., as well as ADA bus stop upgrades. Additionally, \$920,195 is proposed for the purchase of grant funded buses, including two 35 foot buses and two cutaway buses.

When considering the budget of SMART, it is helpful to remember that SMART actually receives grant funds from a variety of sources including FTA, ODOT, Metro and Clackamas County. SMART has been fortunate to do well in competing for grant funds, but the availability of grant funding is always somewhat uncertain from year to year. The SMART budget is based on best estimates and historic trends, but mid-year corrections may be necessary as state and federal budgets are adopted.

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

## Anticipated Grants for 2016-17

SMART has already received approval for a number of grants that will bring revenue into the FY 2016-17 budget. The largest portion of these funds will be used to purchase buses that are already on order, and will be delivered in 2016-17. This will include two smaller cutaway buses and two 35-foot buses.

**Elderly & Disabled (E&D) Transportation Program Grant:** Grant funding in the amount of \$107,000 in State Transportation Formula (STF) funds is anticipated to help offset the cost of the out of town Dial-A-Ride service.

**Dial-A-Ride Operations Clackamas County Agreement:** An agreement with Clackamas County is anticipated to provide \$56,000 in funding for the Dial-A-Ride demand response service.

**Transportation Demand Management (TDM) Grant:** Grant funding in the amount of \$76,719 plus \$8,781 in local match will support the SMART Options Program which is designed to work with Wilsonville employers and residents to reduce drive alone commute trips and improve air quality.

**Travel Training Grant:** Grant funding in the amount of \$20,000 plus \$5,000 in local match will support a program to teach older adults and people with disabilities to travel independently and safely on public transportation.

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

**ODOT Planning Grant:** Grant funding in the amount of \$70,000 plus \$17,500 in local match to complete the Transit Master Plan update in FY 2016/17.

**Capital Grants (including Federal and State Section 5307 and 5339):** \$736,156 plus \$184,039 in local match to purchase two 35-foot buses and two cutaway buses. An additional \$80,000 plus local match of \$20,000 is anticipated to upgrade passenger amenities and facilities at bus stops including bus shelters, benches, signage and improved ADA access to bus stops.

Anticipated Grant Funding for 2016-17

Intergovernmental Agreement /Grant	Funding Source			Funding Use	
	Grant Funding	Transit Tax	Reserve	Operations	Capital
State Grant - Elderly & Disabled Service	\$ 107,000	\$ -	\$ -	\$ 107,000	\$ -
Dial-a-Ride Operations - Clackamas County	56,000	-	-	56,000	-
Transportation Demand Management (TDM)	76,719	8,781	-	85,500	-
Travel Training Program	20,000	5,000	-	25,000	-
Integration Grant	40,000	10,000	-	50,000	-
Transportation Master Plan (ODOT #30107)	70,000	17,500	-	87,500	-
Capital Grant - Bus	736,156	-	184,039	-	920,195
Capital Grant - Passenger Amenities	80,000	-	20,000	-	100,000
	<b>\$ 1,185,875</b>	<b>\$ 41,281</b>	<b>\$ 204,039</b>	<b>\$ 411,000</b>	<b>\$ 1,020,195</b>

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$10.91	\$10.44	\$11.80	\$12.30	\$14.66
	Cost perservice hour	\$85.37	\$83.33	\$84.82	\$88.95	\$101.40
	Cost per mile	\$5.92	\$5.75	\$6.02	\$6.46	\$7.48
	Passenger trips perservice hour	7.8	8.5	7.2	6.6	6.9
	Passenger trips per mile	0.54	0.55	.51	.48	.51
Increase ridership within the community	Number of passenger trips	351,374	374,408	343,793	313,790	329,480
	Service hours	44,908	45,896	47,848	47,531	47,636
	Annual miles driven	647,786	679,941	674,261	654,230	646,102
	On-time performance	99%	92%	91%	91%	91%

Performance Measurements Outcome

Estimates for FY2016-17 show that ridership for out of town trips may be slightly lower than projected in FY 2015-16. With fuel prices continuing to decline, more people are driving and we have seen a corresponding drop in transit ridership. With the drop in ridership to out-of-town destinations, the fare-box revenues are also lagging behind estimates by about 12%. Afternoon traffic continues to effect on time performance with I-5 between Tualatin and Wilsonville, and the intersection of Wilsonville Rd./Boones Ferry/I-5. We will be analyzing two commute routes that have been underperforming and determine if these should be eliminated to save costs.

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 249 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

**Program Objectives**

***Well Maintained Infrastructure***

- Provide safe and clean vehicles and equipment

***Fiscal Discipline***

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

***Environmental Stewardship***

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

**Full Time Equivalent Positions**

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Mechanic I	2.00	2.00	2.00	2.00
Fleet Hostler	1.50	1.50	1.60	1.60
	<b>6.50</b>	<b>6.50</b>	<b>6.60</b>	<b>6.60</b>

# fleet

# Transportation

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 328,016	\$ 327,180	\$ 353,090	\$ 357,610	\$ 357,610	\$ 357,610
Employee benefits	196,992	187,456	220,950	228,000	228,000	228,000
<b>Total</b>	<b>525,008</b>	<b>514,636</b>	<b>574,040</b>	<b>585,610</b>	<b>585,610</b>	<b>585,610</b>
<b>Materials and Services</b>						
Supplies	180,276	160,070	191,741	203,746	203,746	203,746
Fuel	377,759	284,684	362,241	237,363	237,363	237,363
Utility services	85,146	66,578	72,066	75,216	75,216	75,216
Repairs & maintenance	28,964	34,782	36,701	40,903	40,903	40,903
Insurance	2,501	2,715	2,880	3,060	3,060	3,060
Employee development	8,701	2,727	15,858	16,017	16,017	16,017
<b>Total</b>	<b>683,347</b>	<b>551,556</b>	<b>681,487</b>	<b>576,305</b>	<b>576,305</b>	<b>576,305</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	73,541	-	-	-	-
Vehicles	124,834	34,387	75,000	482,000	482,000	482,000
<b>Total</b>	<b>124,834</b>	<b>107,928</b>	<b>75,000</b>	<b>482,000</b>	<b>482,000</b>	<b>482,000</b>
<b>Total Department</b>	<b>\$ 1,333,189</b>	<b>\$ 1,174,120</b>	<b>\$ 1,330,527</b>	<b>\$ 1,643,915</b>	<b>\$ 1,643,915</b>	<b>\$ 1,643,915</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Fleet charges	\$ 1,203,110	\$ 1,287,790	\$ 1,300,027	\$ 1,258,370	\$ 1,258,370	\$ 1,258,370
Assigned contingencies	124,837	34,387	75,000	482,000	482,000	482,000
<b>Total</b>	<b>\$ 1,327,947</b>	<b>\$ 1,322,177</b>	<b>\$ 1,375,027</b>	<b>\$ 1,740,370</b>	<b>\$ 1,740,370</b>	<b>\$ 1,740,370</b>

## Explanation of Variances

The Personnel Services category budget is increasing overall by 2% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%.

The Materials & Services category of expenditures is decreasing overall by 15% when compared to the budget for FY 2015-16. The Supplies budget category is increasing 6%, or \$12,000, mainly due to increasing costs for tires and uniform service costs. The fuel budget is decreasing approximately \$125,000, a 34% decrease. This represents the transition to more fuel efficient vehicles, such as the Hybrid and Compressed Natural Gas (CNG) buses, as well as gas prices that are expected to remain low in FY 2016-17. Utility Services are increasing about 4%, or \$3,150, when compared to the FY 2015-16, in anticipation of rate increases. The category of Repairs and Maintenance is increasing 11%, or \$4,200 above FY 2015-16 to cover costs related to service and repair of shop and fueling equipment. Newer equipment recently installed is more technologically advanced than previous equipment, and costs more to maintain. Additionally, the increased budget allows for resources to maintain and repair equipment that is now beyond its warranty period.

Capital Outlay reflects the replacement of the Vactor Truck for sewer and storm water operations.



## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	71%	72%	71%	71%	71%
Preventative maintenance	Percent completed on time	87%	87%	89%	89%	89%
Track number of road calls	Number of road calls per year	53	49	47	47	47

### Performance Measurements Outcome

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

**WILSONVILLE**



# 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 a Traffic Enforcement Officer, 11 Patrol Officers, a Community Service Officer, a School Resource Officer and a Detective. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, SWAT team and the hazardous material and bomb squad.

The mission of the Wilsonville Police Department is to preserve life, uphold the law, prevent crime, hold offenders accountable and promote safety while finding innovative solutions and building partnerships with the community. Wilsonville consistently ranks among the safest cities in the Portland metropolitan area and it is our goal to continue this trend while adhering to our values of honesty, courage and justice.

## Program Objectives

### *Safe, Healthy & Aesthetically Pleasing Community*

- Uphold and enforce the laws of the state and city through professional law enforcement
- Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce injury collisions
- Expand and enhance the use of crime analysis data to better understand crime trends in the community to be able to better serve citizens in the city
- 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 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Chief	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	3.00	3.00
Detective	1.00	1.00	1.00	1.00
Traffic Officer	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	11.00	11.00	11.00
	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>

# law enforcement

# Public Safety

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Materials and Services</b>						
Supplies	\$ 15,158	\$ 6,158	\$ 7,060	\$ 7,468	\$ 7,468	\$ 7,468
Prof and tech services	3,698,285	3,598,272	4,305,454	4,394,091	4,394,091	4,394,091
Utility services	16,042	18,187	20,017	20,595	20,595	20,595
Fleet services	13,320	12,010	7,160	7,010	7,010	7,010
Repairs & maintenance	9,045	8,350	10,000	9,200	9,200	9,200
Insurance	1,339	1,377	1,460	1,560	1,560	1,560
Employee development	520	291	4,000	4,040	4,040	4,040
<b>Total Department</b>	<b>\$ 3,753,709</b>	<b>\$ 3,644,645</b>	<b>\$ 4,355,151</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>
<b>Capital Outlay</b>						
Machinery & equipment	14,676	-	-	-	-	-
<b>Total Department</b>	<b>\$ 3,768,385</b>	<b>\$ 3,644,645</b>	<b>\$ 4,355,151</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>
<b>Resources Summary</b>						
	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
General Fund revenues	3,768,385	3,644,645	4,355,151	4,443,964	4,443,964	4,443,964
<b>Total</b>	<b>\$ 3,768,385</b>	<b>\$ 3,644,645</b>	<b>\$ 4,355,151</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>	<b>\$ 4,443,964</b>

## Explanation of Variances

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

The City estimates that the contract with Clackamas County will increase above the FY 2015-16 budget by approximately 2% in FY 2016-17, accounted for in the Professional and Technical Services category of accounts. While the City works closely with Clackamas County on the contract, cost changes typically are not known until after this budget document goes to print.

Various account categories are changing in FY 2016-17 from the FY 2015-16 levels by small amounts, from a decrease of \$800 in Repairs and Maintenance for janitorial services, to an increase of \$578 in Utilities. These changes are to align budget resources with actual experience, while anticipating modest inflation and utility rate changes.

# Public Safety

# law enforcement

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Actual 2015</b>
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	20,515	21,550	22,870
	Calls for service	6,230	6,558	6,689
	Average number of calls for service per day	17	18	18
	Calls per Deputy	519	547	557
	Officers per thousand population	0.88	0.84	0.79
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	185	145	159
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	4,516	3,888	3,587
	Traffic citations	3,332	2,506	1,669

\*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**



# Public Safety

# municipal court

Municipal Court is the judicial branch of city government and exists to serve the citizens of this community. The Court is responsible for providing a local forum for adjudicating alleged violations of City ordinances, parking infractions and state traffic laws within its local jurisdiction. The majority of the cases heard in the Municipal Court are traffic infractions.

## Program Objectives

### *Safe, Healthy & Aesthetically Pleasing Community*

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

### *Fiscal Discipline*

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

### *Welcoming, Engaged and Satisfied Residents*

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

Position	Full-Time Equivalent Positions			
	Budget 2013-14	Budget 2014-15	Budget 2015-16	Adopted 2016-17
Court Clerk	1.80	1.80	1.50	1.50
Interpreter	0.05	0.05	0.05	0.00
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	<b>2.00</b>	<b>2.00</b>	<b>1.70</b>	<b>1.65</b>

<b>Operating Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries and wages	\$ 113,880	\$ 87,637	\$ 115,800	\$ 114,600	\$ 114,600	\$ 114,600
Employee benefits	45,609	44,002	62,440	57,640	57,640	57,640
<b>Total</b>	<b>159,489</b>	<b>131,639</b>	<b>178,240</b>	<b>172,240</b>	<b>172,240</b>	<b>172,240</b>
<b>Materials and Services</b>						
Supplies	1,733	4,021	5,275	5,335	5,335	5,335
Prof and tech services	8,792	11,891	17,825	14,950	14,950	14,950
Utility services	944	983	1,040	1,130	1,130	1,130
Employee development	2,181	959	4,100	4,100	4,100	4,100
Fees, dues, advertising	40	145	425	425	425	425
Meetings expenses	1,549	1,373	2,350	2,350	2,350	2,350
Misc services & supplies	3,573	5,081	6,000	6,100	6,100	6,100
<b>Total</b>	<b>18,812</b>	<b>24,453</b>	<b>37,015</b>	<b>34,390</b>	<b>34,390</b>	<b>34,390</b>
<b>Total Department</b>	<b>\$ 178,301</b>	<b>\$ 156,092</b>	<b>\$ 215,255</b>	<b>\$ 206,630</b>	<b>\$ 206,630</b>	<b>\$ 206,630</b>

<b>Resources Summary</b>	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Fines	\$ 247,534	\$ 248,462	\$ 250,000	\$ 210,000	\$ 210,000	\$ 210,000
<b>Total</b>	<b>\$ 247,534</b>	<b>\$ 248,462</b>	<b>\$ 250,000</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>

**Explanation of Variances**

The Personnel Services category budget is decreasing overall by 3% when compared to the budget for FY 2015-16. Wages are budgeted according to cost-of-living and merit adjustments as specified in the various labor contracts. For non-represented employees, the salary table is under review and merit increases are available up to 4%. The decreases from FY 2015-16 are due to a reduction in overtime, judicial services, and the elimination of the intermittent interpreter position, which was budgeted at only 5% of a full-time equivalent (FTE) and has not been filled in a number years. Instead, interpreter services are contracted out. Benefits are decreasing to reflect updated plan selections by employees.

Overall, the Materials & Services category of expenditures are decreasing approximately 4% when compared to FY 2015-16. Professional and Technical Services are decreasing 16%, or about \$3,000, to reflect historical trends and actual experience in the areas of night security, computer maintenance contracts and interpreter services. While interpreter services are not needed at the level they were budgeted, resources exist within the Court budget to provide interpreter services as necessary.

**Performance Measurements**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Estimate 2015-16</b>	<b>Forecast 2016-17</b>
Efficiency	Total violations	3,072	2,020	2,224	1,975	2,000
	Violations per Court Clerk (FTE)	1,707	1,122	1,711	1,317	1,333

**Performance Measurements Outcome**

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



Additional Financial Detail - Citation Anatomy

State laws classify most violations offenses as Class A, B, C, or D violations (with "A" being the most serious). Fines within each classification are enhanced for infractions which contribute to an accident or for those which occur in special zones (such as designated school zones, safety corridors, or highway work areas). Current fines (as of January 2015) for regular infractions and those occurring in special zones are detailed in the chart below.

**Citations**

	Class A <sup>1</sup>		Class B <sup>2</sup>		Class C <sup>3</sup>		Class D <sup>4</sup>	
	Basic	Special Zone	Basic	Special Zone	Basic	Special Zone	Basic	Special Zone
Presumptive fine (listed on citation)	\$ 435.00	\$ 870.00	\$ 260.00	\$ 520.00	\$ 160.00	\$ 320.00	\$ 110.00	\$ 220.00
Less potential good driver discount <sup>5</sup>	(87.00)	(174.00)	(52.00)	(104.00)	(31.00)	(64.00)	(22.00)	(44.00)
Total fine paid by customer	348.00	696.00	208.00	416.00	129.00	256.00	88.00	176.00
Less amounts due to State of Oregon:								
State assessment	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)
Total retained by City of Wilsonville	\$ 287.00	\$ 635.00	\$ 147.00	\$ 355.00	\$ 68.00	\$ 195.00	\$ 27.00	\$ 115.00

<sup>1</sup> Class A: Includes driving while suspended, speeding over 30 mph excess but under 100 mph, where legal speed is 65 mph  
<sup>2</sup> Class B: Includes driving uninsured, unclassified violations, tinted windows, speeding 21 to 30 mph excess  
<sup>3</sup> Class C: Includes most equipment violations, speeding 11 to 20 mph excess, and using a cell phone without handsfree device  
<sup>4</sup> Class D: Includes fail to use safety belt, speeding 1 to 10 mph excess  
<sup>5</sup> Good driver 20% discount - available for qualifying offense and only for defendants with no convictions in prior 3 years.

# Capital Projects

---

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 2016-17 are presented below.

Capital Project Explanation.....	167
Impact of Capital Projects.....	167
Summary of Resources/Appropriations.....	168
Water.....	169
<i>Pipeline Improvements, Telemetry System Upgrade, Well Facility Rehab, Charbonneau System Rehab</i>	
Sewer.....	180
<i>Coffee Creek Interceptor, Memorial Park Pump Station, Town Center Pump Station Improvements, Charbonneau System Rehab, Treatment Plant Outfall Repair/Replacement</i>	
Planning.....	188
<i>Master planning for long-range goals, including Basalt Creek, Frog Pond and Coffee Creek</i>	
Streets.....	192
<i>East West Connector, Kinsman Road Extension from Barber to Boeckman, Tooze Road from 110th to Grahams Ferry Road, Annual Street Maintenance</i>	
Streetscape.....	202
<i>LED Street Light Conversion, Charbonneau Walking Path Repairs</i>	
Stormwater.....	206
<i>Charbonneau System Improvements, Willamette River Outfalls, City-Wide Repairs and Maintenance, Gesellschaft Water Well Channel Restoration</i>	
Transit.....	214
<i>Transit Shelters and ADA Improvements, Centralized Building Control System</i>	
Building.....	218
<i>Library Improvements, Fiber Connectivity Project, Public Works Facility, City Facility Repairs</i>	
Parks.....	226
<i>French Prairie Bridge, I-5 Undercrossing Trail, Memorial Park Master Plan Improvements, Play Structure Replacements</i>	

# Capital Projects

## Impact of Capital Projects on Operating Costs

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

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000
Tooze Rd Waterline	-	2,000	2,000	2,000	2,000	8,000
Magnolia Waterline Loop	-	225	225	225	225	900
<b>Streets</b>						
Kinsman Rd Extension - Barber to Boeckman	-	39,000	39,000	39,000	39,000	156,000
Tooze Rd - 110th to Grahams Ferry Rd	-	-	-	15,000	15,000	30,000
Signal Improvements	-	3,000	3,000	3,000	3,000	12,000
Canyon Creek Rd from Boeckman to Town Center Lp East	-	9,000	9,000	9,000	9,000	36,000
<b>Villebois Parks</b>	-	10,350	20,700	20,700	40,500	92,250
	<u>\$ -</u>	<u>\$ 65,575</u>	<u>\$ 75,925</u>	<u>\$ 90,925</u>	<u>\$ 110,725</u>	<u>\$ 343,150</u>

## Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$1,647,950	\$5,199,262	\$290,000	\$5,492,767	\$622,800	\$1,425,800	\$67,000	\$3,434,500	\$1,936,500	\$20,116,579
Engineering/Admin	226,174	536,290	213,560	739,637	64,720	217,834	-	119,000	223,838	2,341,053
	<b>\$1,874,124</b>	<b>\$5,735,552</b>	<b>\$503,560</b>	<b>\$6,232,404</b>	<b>\$687,520</b>	<b>\$1,643,634</b>	<b>\$67,000</b>	<b>\$3,553,500</b>	<b>\$2,160,338</b>	<b>\$22,457,632</b>

## Summary of Resources

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 1,072,282	\$ 2,820,094	\$ -	\$ 347,475	\$ 58,105	\$ 540,837	\$ 67,000	\$ 1,113,000	\$ -	\$ 6,018,793
SDCs										
Improvement	801,842	2,915,458	-	3,048,429	89,870	140,052	-	-	2,012,213	9,007,864
Metro Open Space	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	240,000	-	-	-	34,500	2,500	277,000
Grants	-	-	115,000	-	-	-	-	850,000	-	965,000
Street Lights	-	-	-	-	490,520	-	-	-	-	490,520
Road Maintenance	-	-	-	950,000	-	-	-	-	-	950,000
Loan Proceeds	-	-	-	-	-	962,745	-	700,000	-	1,662,745
General Fund	-	-	355,000	-	49,025	-	-	856,000	145,625	1,405,650
Subtotal	1,874,124	5,735,552	470,000	4,585,904	687,520	1,643,634	67,000	3,553,500	2,160,338	20,777,572
Urban Renewal	-	-	33,560	1,646,500	-	-	-	-	-	1,680,060
Total City Resources	1,874,124	5,735,552	503,560	6,232,404	687,520	1,643,634	67,000	3,553,500	2,160,338	22,457,632

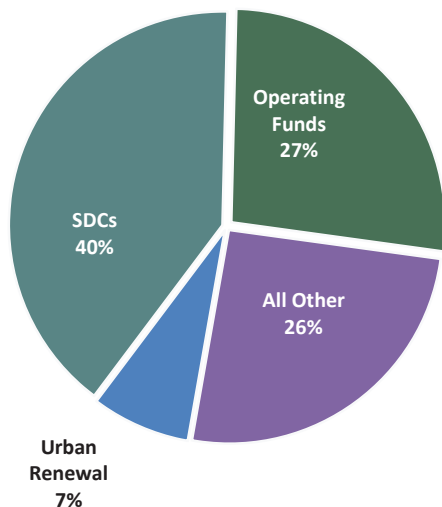
Funding sources administered by the Oregon Department of Transportation on behalf of the City

Federal Transportation Funds	-	-	-	2,800,000	-	-	-	-	900,000	3,700,000
------------------------------	---	---	---	-----------	---	---	---	---	---------	-----------

Total Available Funding Sources	\$ 1,874,124	\$ 5,735,552	\$ 503,560	\$ 9,032,404	\$ 687,520	\$ 1,643,634	\$ 67,000	\$ 3,553,500	\$ 3,060,338	\$ 26,157,632
---------------------------------	--------------	--------------	------------	--------------	------------	--------------	-----------	--------------	--------------	---------------

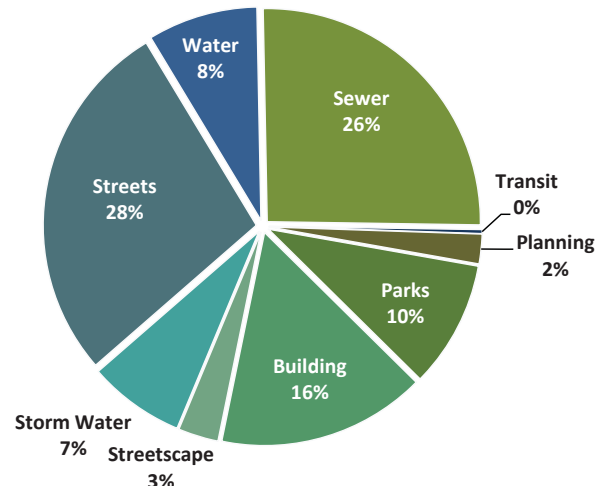
### Funding Source

Major funding sources for capital projects identified in FY 2016-17 include urban renewal, systems development charges, and federal funding.

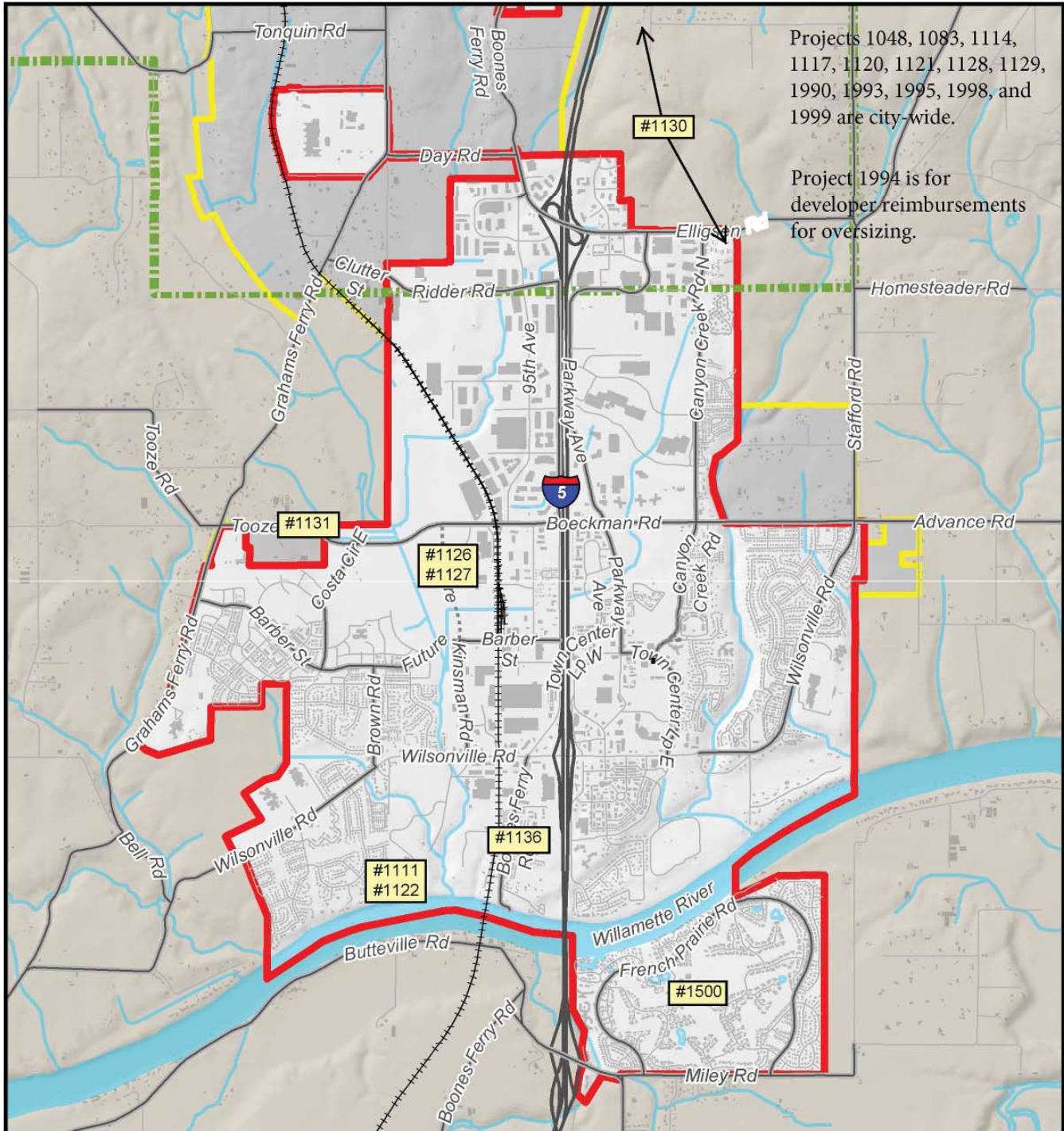


### Project Type

With completion of a large majority of work on the Canyon Creek Road and Barber Street Extension, the largest portion of the 2016-17 capital improvement budget will focus on furthering those projects, making significant headway on the Kinsman Road Extension and work on various Charbonneau improvements. Other projects include waterline and sewer line replacements, along with street, park and stormwater improvements.



# Water Projects




Projects 1048, 1083, 1114, 1117, 1120, 1121, 1128, 1129, 1990, 1993, 1995, 1998, and 1999 are city-wide.

Project 1994 is for developer reimbursements for oversizing.

**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties

## Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



2/26/2016

0 Miles 0.5

M:\Template\_Legend.mxd

## 2016-17 Funding Sources

Proj.	Project Name	Water Operating	Water SDC	Total Resources
1048	Water Distribution System Miscellaneous Improvements	\$ 46,575	\$ -	\$ 46,575
1083	Well Facility Rehab and Upgrades	213,380	-	213,380
1111	Water Treatment Plant Surge Tank	-	192,950	192,950
1114	Water System Telemetry	72,450	-	72,450
1117	Fire Flow Data Collection for System Capacity & Growth	5,175	-	5,175
1120	Meter Replacements	51,750	-	51,750
1121	Pipeline, Valve & Hydrant Replacement	207,000	-	207,000
1122	Water Treatment Plant Master Plan Update	5,108	28,942	34,050
1126	Segment 3B Waterline Mitigation Site	-	11,634	11,634
1127	Willamette River Water Supply	22,539	18,441	40,980
1128	Well Upgrades and Maintenance (Down Hole)	149,820	-	149,820
1129	GIS and Water Model Updates	5,335	-	5,335
1130	Reservoir Improvements and Replacements	41,400	-	41,400
1131	Tooze Rd Waterline	-	79,450	79,450
1136	Magnolia Water Line Loop	-	142,200	142,200
1500	Water Ops Allocation to Charbonneau	198,625	-	198,625
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
1994	Water SDC Reimbursements/Credits	-	295,100	295,100
1995	Early Planning - Future Water Projects	2,500	2,500	5,000
1998	5-Year & Annual Water CIP Budget Development	3,500	3,500	7,000
1999	Project Design & Development	25,875	25,875	51,750
		<u>\$1,072,282</u>	<u>\$ 801,842</u>	<u>\$1,874,124</u>

## PROJECT SUMMARIES

### 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*

*FY2016-17 Funding Sources: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	Prior Years Actual	Estimated 2015-16	Budget 2016-17	Future Year Costs	Project Total
Design & Construction	Annual	\$ 45,000	\$ 45,000	Annual	Annual
Engineering Administration	-	1,575	1,575	-	-
	<u>\$ -</u>	<u>\$ 46,575</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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 48,000	\$ 188,000	Annual	Annual
Engineering Administration	-	6,480	25,380	-	-
	<u>\$ -</u>	<u>\$ 54,480</u>	<u>\$ 213,380</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #1111: Water Treatment Plant Surge Tank

This project constructs a pneumatic surge tank on the discharge piping from the City Water Treatment Plant and is needed to protect the finish water pumps and distribution piping from over-pressurization.

*Priority: Medium*

*Justification: City Growth*

*FY2016-17 Funding Source: Water SDC*

*Status: Annual*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: To be maintained by Veolia*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 21,347	\$ -	\$ 170,000	\$ -	\$ 191,347
Engineering Administration	8,799	-	22,950	-	31,749
	<u>\$ 30,146</u>	<u>\$ -</u>	<u>\$ 192,950</u>	<u>\$ -</u>	<u>\$ 223,096</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.

*Priority: High*

*Justification: Aging infrastructure*

*FY2016-17 Funding Source: Water Operating*

*Status: Continued from FY2011-12*

*Estimated Date of Completion: FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 9,635	\$ 30,000	\$ 70,000	\$ -	\$ 109,635
Engineering Administration	3,686	1,050	2,450	-	7,186
	<u>\$ 13,321</u>	<u>\$ 31,050</u>	<u>\$ 72,450</u>	<u>\$ -</u>	<u>\$ 116,821</u>

## 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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: No applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 5,000	\$ 5,000	Annual	Annual
Engineering Administration	-	175	175	-	-
	<b>\$ -</b>	<b>\$ 5,175</b>	<b>\$ 5,175</b>	<b>\$ -</b>	<b>\$ -</b>

## 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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 50,000	\$ 50,000	Annual	Annual
Engineering Administration	-	1,750	1,750	-	-
	<b>\$ -</b>	<b>\$ 51,750</b>	<b>\$ 51,750</b>	<b>\$ -</b>	<b>\$ -</b>

## 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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 203,000	\$ 200,000	Annual	Annual
Engineering Administration	-	7,105	7,000	-	-
	<b>\$ -</b>	<b>\$ 210,105</b>	<b>\$ 207,000</b>	<b>\$ -</b>	<b>\$ -</b>



# Water Projects

## Project #1122: Water Treatment Plant Master Plan Update

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

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Source: Water Operating and Water SDC*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 120,000	\$ 30,000	\$ -	\$ 150,000
Engineering Administration	19,300	16,700	4,050	-	40,050
	<u>\$ 19,300</u>	<u>\$ 136,700</u>	<u>\$ 34,050</u>	<u>\$ -</u>	<u>\$ 190,050</u>

## 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. This project budgets the expenditures on an annual basis until completion in FY2019-20.

*Priority: High*

*Justification: Regulatory requirement*

*FY2016-17 Funding Source: Water SDC*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 14,609	\$ 10,250	\$ 10,250	\$ 30,750	\$ 65,859
Engineering Administration	5,235	1,384	1,384	4,152	12,155
	<u>\$ 19,844</u>	<u>\$ 11,634</u>	<u>\$ 11,634</u>	<u>\$ 34,902</u>	<u>\$ 78,014</u>

## Project #1127: Willamette River Water Supply

This project is being used to accrue expenses for Community Development staff support and the City's share of consultant fees for the Willamette River Water Supply Coordination 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: City growth*

*FY2016-17 Funding Source: Water Operating and Water SDC*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: Ongoing*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 6,678	\$ 70,500	\$ 28,000	\$ 71,471	\$ 176,649
Engineering Administration	27,254	27,468	12,980	9,649	77,351
	<u>\$ 33,932</u>	<u>\$ 97,968</u>	<u>\$ 40,980</u>	<u>\$ 81,120</u>	<u>\$ 254,000</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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 66,000	\$ 132,000	Annual	Annual
Engineering Administration	-	8,910	17,820	-	-
	<u>\$ -</u>	<u>\$ 74,910</u>	<u>\$ 149,820</u>	<u>\$ -</u>	<u>\$ -</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*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 4,700	\$ 4,700	Annual	Annual
Engineering Administration	-	1,665	635	-	-
	<u>\$ -</u>	<u>\$ 6,365</u>	<u>\$ 5,335</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #1130: Reservoir Improvements & Replacements

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

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*FY2016-17 Funding Source: Water Operating*

*Status: Continued from FY2014-15*

*Estimated Date of Completion: FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 30,000	\$ 40,000	\$ -	\$ 70,000
Engineering Administration	-	1,050	1,400	-	2,450
	<u>\$ -</u>	<u>\$ 31,050</u>	<u>\$ 41,400</u>	<u>\$ -</u>	<u>\$ 72,450</u>

# Water Projects

## 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) 110<sup>th</sup> Ave, providing increased fire flow capacity and system redundancy to the rapidly growing Villebois neighborhoods.

Priority: High

Justification: City growth

FY2016-17 Funding Source: Water SDC

Status: Continued from FY2014/15

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ 20,000	\$ 70,000	\$ 461,454	\$ 551,454
Engineering Administration	-	4,700	9,450	62,296	76,446
	<u>\$ -</u>	<u>\$ 24,700</u>	<u>\$ 79,450</u>	<u>\$ 523,750</u>	<u>\$ 627,900</u>

## Project #1136: Magnolia Water Line Loop

The Wilsonville Wastewater Treatment Plant and residents along Tauchman Street are serviced by a single water line extending from 4<sup>th</sup> Street and Boones Ferry Road. This project constructs a water line in the Magnolia street alignment to provide a redundant water feed.

Priority: Medium

Justification: System Resiliency

FY2016-17 Funding Source: Water SDC

Status: New Project

Estimated Date of Completion: FY2016-17

Operations Impact: Maintenance costs estimated at \$225 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 120,000	\$ -	\$ -
Engineering Administration	-	-	22,200	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 142,200</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #1500: Water Ops Allocation to Charbonneau

This project provides funding to implement water system improvements in the Charbonneau District identified in the 2015 Consolidated Charbonneau Improvement Plan. This is a companion project to Sewer and Stormwater Allocation projects, CIP#2500 and CIP#7500.

Priority: High

Justification: Aging Infrastructure

FY2016-17 Funding Source: Water Operating

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 175,000	\$ 168,282	\$ 343,282
Engineering Administration	-	-	23,625	22,718	46,343
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 198,625</u>	<u>\$ 191,000</u>	<u>\$ 389,625</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 such as CIP #1048, #1120, and #1121 that are generally performed by or contracted through the Public Works Department. Prior to FY2016-17, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

*Priority: High*

*Justification: Aging Infrastructure*

*FY2016-17 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	22,000	20,000	-	-
	<u>\$ -</u>	<u>\$ 22,000</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*

*FY2016-17 Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,200	2,500	-	-
	<u>\$ -</u>	<u>\$ 1,200</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #1994: Water SDC Reimbursements/Credits

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

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Source: Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 260,000	Annual	Annual
Engineering Administration	-	165	35,100	-	-
	<u>\$ -</u>	<u>\$ 165</u>	<u>\$ 295,100</u>	<u>\$ -</u>	<u>\$ -</u>

# Water Projects

## Project #1995: Early Planning – Future Water Projects

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

Priority: Medium

Justification: City growth

FY2016-17 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,500	5,000	-	-
	\$ -	\$ 4,500	\$ 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

FY2016-17 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,000	7,000	-	-
	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ -

## Project #1999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2016-17 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

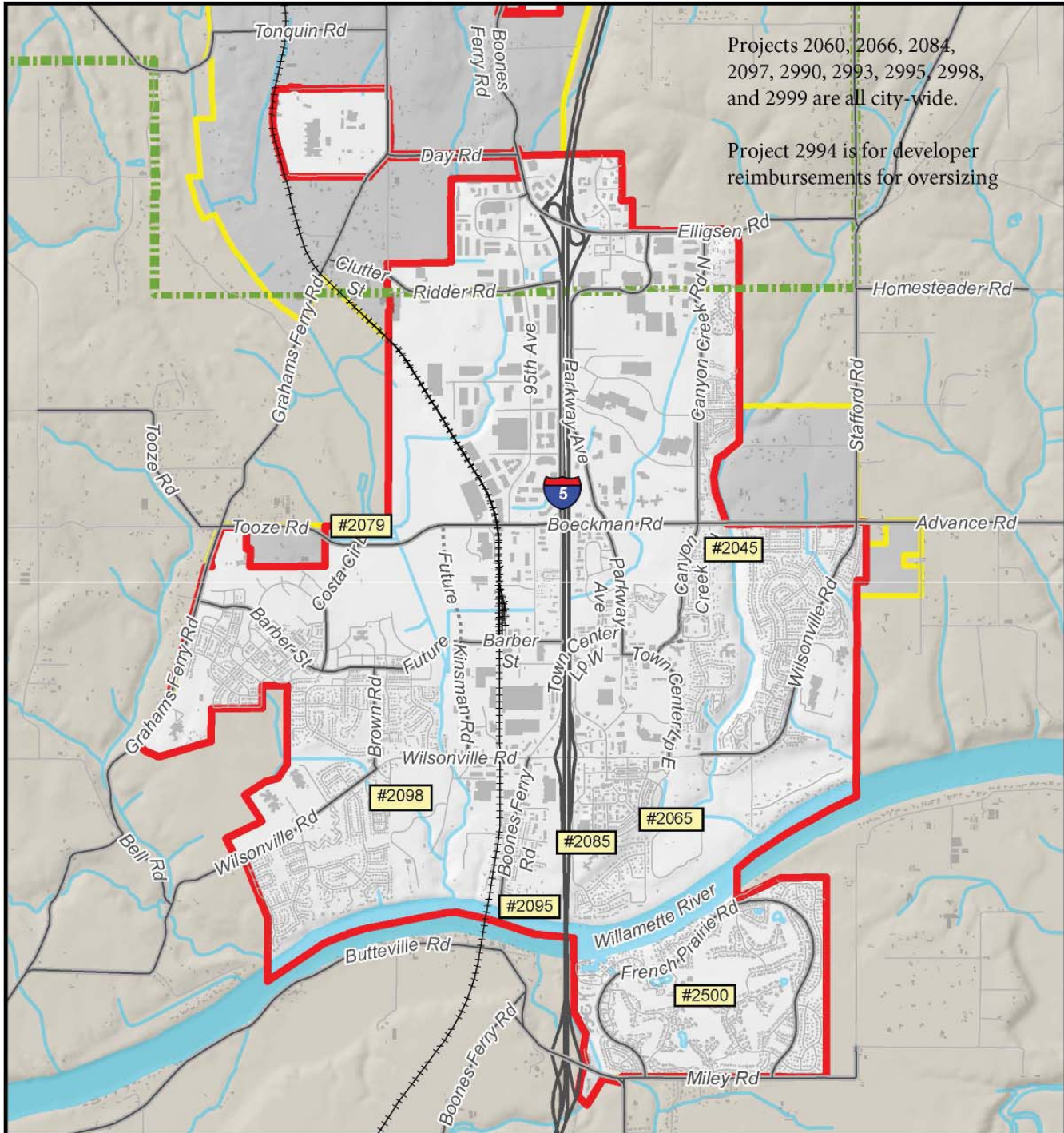
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	1,750	-	-
	\$ -	\$ -	\$ 51,750	\$ -	\$ -

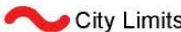
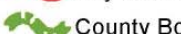
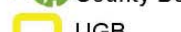


## Five Year Water CIP Forecast FY2016-17 thru FY2020-21

Project Name	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
WTP Clearwell Contact Time Improvement & Surge Tanks	Water SDC	\$ 192,950	\$ -	\$ -	\$ -	\$ -
Water System Telemetry	Water Ops	72,450	-	-	-	-
Water Treatment Plant Master Plan Update	Water Ops/Water SDC	34,050	-	-	-	-
Segment 3B Water Line Mitigation Site	Water SDC	11,634	11,634	11,634	11,634	-
Willamette River Water Supply Coordination	Water Ops/Water SDC	40,980	20,280	20,280	20,280	20,280
Reservoir Improvements and Replacements	Water Ops	41,400	-	-	-	-
Tooze Rd 18" Waterline (110th to Grahams Ferry)	Water SDC	79,450	523,750	-	-	-
Magnolia Water Line Loop	Water SDC	142,200	-	-	-	-
Water Ops Allocation to Charbonneau	Water Ops	198,625	-	-	191,000	-
WTP Life Safety and Capacity Upgrade	Water SDC	-	-	-	170,250	170,250
Water Master Plan and WMCP Update 2018	Water Ops/Water SDC	-	20,000	130,000	-	-
West Side Level B Reservoir and Off-Site Improvements	Water SDC	-	224,730	3,178,000	3,291,500	-
Water Rate Study and SDC Update	Water Ops/Water SDC	-	-	-	39,725	-
16" Willamette River Crossing to Charbonneau District	Water Ops	-	-	-	190,162	1,341,838
Annual - Water Distribution System Misc. Imp.	Water Ops	46,575	46,575	47,972	49,411	50,894
Annual - Well facility rehab and upgrade	Water Ops	213,380	54,480	54,480	54,480	54,480
Annual - Fire Flow Data Collection for System Capacity & Growth	Water Ops	5,175	5,175	5,175	5,175	5,175
Annual - Meter replacements	Water Ops	51,750	51,750	51,750	51,750	51,750
Annual - Pipe/Valve/Hydrant Replacement	Water Ops	207,000	207,000	207,000	207,000	207,000
Annual - Well Upgrades and Maintenance (Down Hole)	Water Ops	149,820	54,480	54,480	54,480	54,480
Annual - GIS and Water Model Updates - 3rd party support	Water Ops	5,335	5,335	5,335	5,335	5,335
Annual - CD Department Support for Miscellaneous Projects	Water Ops	20,000	20,000	20,000	20,000	20,000
Annual - Water CIP's Final Closeout	Water Ops/Water SDC	2,500	2,500	2,500	2,500	2,500
Annual - Water SDC Reimbursements/Credits	Water Ops/Water SDC	295,100	351,850	351,850	663,975	663,975
Annual - Water Early Planning	Water Ops/Water SDC	5,000	8,000	8,000	8,000	8,000
Annual - 5 Year and Annual Budget Development	Water Ops/Water SDC	7,000	5,000	5,000	5,000	5,000
Annual - Project Design and Development	Water Ops/Water SDC	51,750	51,750	51,750	51,750	51,750
		<b>\$ 1,874,124</b>	<b>\$ 1,664,289</b>	<b>\$ 4,205,206</b>	<b>\$ 5,093,407</b>	<b>\$ 2,712,707</b>
Funding Sources:						
Water Ops		1,072,282	494,560	550,957	888,421	1,834,717
Water SDC		801,842	1,169,729	3,654,249	4,204,986	877,990
		<b>\$ 1,874,124</b>	<b>\$ 1,664,289</b>	<b>\$ 4,205,206</b>	<b>\$ 5,093,407</b>	<b>\$ 2,712,707</b>

# Sewer Projects



Projects 2060, 2066, 2084, 2097, 2990, 2993, 2995, 2998, and 2999 are all city-wide.  
Project 2994 is for developer reimbursements for oversized

<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p> City Limits   County Boundary   UGB</p>	<p>          WILSONVILLE          GIS          Geographic Information Systems          2/26/2016            0 Miles 0.5          M:\Template_Legend.mxd</p>
<p><b>Wilsonville Boundaries</b></p>		

## 2016-17 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
2045	Boeckman Creek Sewer Line Replacement	\$ 3,120	\$ 9,360	\$ 12,480
2060	Miscellaneous Small Sewer Projects	70,794	-	70,794
2065	Memorial Park Pump Station	26,559	150,501	177,060
2066	Sewer System Rate Study Update	34,050	34,050	68,100
2079	Coffee Creek Interceptor - Kinsman Road - Phase 1	582,346	873,519	1,455,865
2084	Pump Station Improvements	454,000	-	454,000
2085	Memorial Drive Splitter	77,625	-	77,625
2095	Wastewater Treatment Plant Outfall Repair/Replacement	933,100	1,236,900	2,170,000
2097	Collection Systems Rehabilitation Projects (Non-Charbonneau)	103,500	-	103,500
2098	Woods School Trunk Improvements	192,950	192,950	385,900
2500	Sewer Operations Allocation to Charbonneau	289,425	-	289,425
2990	CD Department Support for Misc Sewer Operation Projects	8,000	-	8,000
2993	Sewer CIP's Closeout from Prior Years	975	525	1,500
2994	Sewer SDC Reimbursements/Credits	-	335,803	335,803
2995	Early Planning - Future Sewer Projects	1,650	3,850	5,500
2998	5-Year & Annual Sewer CIP Budget Development	2,275	4,225	6,500
2999	Project Design & Development	39,725	73,775	113,500
		<u>\$ 2,820,094</u>	<u>\$ 2,915,458</u>	<u>\$ 5,735,552</u>

## PROJECT SUMMARIES

### Project #2045: Boeckman Creek Sewer Line Replacement

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. The recently completed Collection System Master Plan predicts large sections of this line will need to be replaced in order to provide capacity for future development in Frog Pond and school facilities on Advance Road. Funds budgeted for the budget year will fund additional planning studies and analysis in advance of engineering design and construction in later years.

*Priority: Medium*

*Justification: City growth*

*FY2016-17 Funding Sources: Sewer Operating and Sewer SDC*

*Status: Continued from FY2009-10*

*Estimated Date of Completion: FY 2018-19*

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ 105,048	\$ 10,000	\$ 10,000	\$ 176,211	\$ 301,259
Engineering Administration	47,229	2,480	2,480	23,789	75,978
	<u>\$ 152,277</u>	<u>\$ 12,480</u>	<u>\$ 12,480</u>	<u>\$ 200,000</u>	<u>\$ 377,237</u>



# Sewer Projects

## Project #2060: Miscellaneous Small Sewer Projects

This annual budget item provides funds for small replacement and repair projects that arise throughout the year that are not captured by larger stand-alone CIP projects or the Annual Collection System Rehab Project, #CIP 2097.

Priority: Medium

Justification: Aging infrastructure

FY2016-17 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	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ 68,400	\$ 68,400	Annual	Annual
Engineering Administration	-	2,394	2,394	-	-
	\$ -	\$ 70,794	\$ 70,794	\$ -	\$ -

## Project #2065: Memorial Park Pump Station

This project will relocate the Memorial Park Pump Station out of the flood plain and provide back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for FY2016-17 are for design and engineering, with construction planned for FY2017-18. Total construction costs are estimated at approximately \$4.9 million.

Priority: High

Justification: City growth and regulatory requirements

FY2016-17 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY 2017-18

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ 106,381	\$ 100,000	\$ 156,000	\$ 4,874,000	\$ 5,236,381
Engineering Administration	67,830	13,500	21,060	657,990	760,380
	\$ 174,211	\$ 113,500	\$ 177,060	\$ 5,531,990	\$ 5,996,761

## Project #2066: Sewer System Rate Study Update

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

Priority: High

Justification: City Growth

FY2016-17 Funding Sources: Sewer Operating and Sewer SDC

Status: Periodic Rate Review

Estimated Date of Completion: FY 2016-17

Operations Impact: No impact

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ 37,565	\$ -	\$ 60,000	\$ -	\$ 97,565
Engineering Administration	4,158	-	8,100	-	12,258
	\$ 41,723	\$ -	\$ 68,100	\$ -	\$ 109,823

## Project #2079: Coffee Creek Interceptor – Kinsman Rd -Phase 1

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

*Priority: High*

*Justification: Currently under contract*

*FY2016-17 Funding Sources: Sewer Operating and SDC*

*Status: Continued from FY2010-11*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 27,003	\$ 75,000	\$ 1,339,000	\$ -	\$ 1,441,003
Engineering Administration	15,803	12,625	116,865	-	145,293
	<u>\$ 42,806</u>	<u>\$ 87,625</u>	<u>\$ 1,455,865</u>	<u>\$ -</u>	<u>\$ 1,586,296</u>

## Project #2084: Pump Station Improvements

The 2014 Collection System Master Plan identified a number of lift stations that are undersized for future needs, or are reaching the end of their useful life. This is a multi-year effort to increase the capacity or restore full functionality to these pump stations.

*Priority: High*

*Justification: Aging infrastructure*

*FY2016-17 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 11,300	\$ 50,000	\$ 400,000	\$ 1,255,507	\$ 1,716,807
Engineering Administration	2,198	11,750	54,000	169,493	237,441
	<u>\$ 13,498</u>	<u>\$ 61,750</u>	<u>\$ 454,000</u>	<u>\$ 1,425,000</u>	<u>\$ 1,954,248</u>

## Project #2085: Memorial Drive Splitter

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2016-17 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 16,618	\$ 75,000	\$ 75,000	\$ -	\$ 166,618
Engineering Administration	16,095	7,125	2,625	-	25,845
	<u>\$ 32,713</u>	<u>\$ 82,125</u>	<u>\$ 77,625</u>	<u>\$ -</u>	<u>\$ 192,463</u>

# Sewer Projects

## Project #2095: Wastewater Treatment Plant Outfall Repair/Replacement

Temporary repairs to the damaged WWTP outfall were completed in October 2014. A new, upsized outfall with diffuser structure is required by the Department of Environmental Quality by 2018 to accommodate future flows and meet discharge compliance requirements from the upgraded plant.

*Priority: High*

*Justification: Aging infrastructure and regulatory requirements*

*FY2016-17 Funding Sources: Sewer Operating and Sewer SDC*

*Status: New project*

*Estimated Date of Completion: FY2018-19*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 232,379	\$ 367,000	\$ 2,000,000	\$ -	\$ 2,599,379
Engineering Administration	14,936	38,525	170,000	-	223,461
	<u>\$ 247,315</u>	<u>\$ 405,525</u>	<u>\$ 2,170,000</u>	<u>\$ -</u>	<u>\$ 2,822,840</u>

## Project #2097: Collection System Rehabilitation Projects

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2016-17 Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	3,500	3,500	-	-
	<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #2098: Woods School Trunk Improvements

The lower portion of the Wood School sewer trunk line servicing the SW part of the City changes from 15" diameter down to 12" diameter, restricting flow in the line. This project upsizes and replaces the 12" portion of the line.

*Priority: Medium*

*Justification: System Deficiencies*

*FY2016-17 Funding Sources: Sewer Operating and Sewer SDC*

*Status: New*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 340,000	\$ -	\$ -
Engineering Administration	-	-	45,900	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 385,900</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #2500 Sewer Operations Allocation to Charbonneau

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2016-17 Funding Sources: Sewer Operating*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 387,219	\$ 255,000	\$ 1,011,454	\$ 1,653,673
Engineering Administration	-	52,275	34,425	136,546	223,246
	<u>\$ -</u>	<u>\$ 439,494</u>	<u>\$ 289,425</u>	<u>\$ 1,148,000</u>	<u>\$ 1,876,919</u>

## Project #2990 CD Department Support for Miscellaneous Sewer Operations

This project funds as-needed Engineering / Community Development staff support for Sewer Operations repair or replacement projects such as CIP#2060 and CIP#2097 that are generally performed or contracted for directly by the Public Works Department and do not have identified budgets for engineering/CD staff support.

*Priority: High*

*Justification: Aging Infrastructure*

*FY2016-17 Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	8,000	8,000	-	-
	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #2993 Sewer Closeouts from Prior Years

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

*Priority: High*

*Justification: City Growth*

*FY2016-17 Funding Sources: Sewer Operating and Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,500	1,500	-	-
	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>

# Sewer Projects

## Project #2994: Sewer SDC Reimbursements/Credits

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

Priority: High

Justification: City growth

FY2016-17 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 295,862	Annual	Annual
Engineering Administration	-	1,000	39,941	-	-
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 335,803</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #2995: Early Planning – Future Sewer Projects

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

Priority: Medium

Justification: City growth

FY2016-17 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,500	5,500	-	-
	<u>\$ -</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>	<u>\$ -</u>	<u>\$ -</u>

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

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

Priority: High

Justification: Fiscal planning for CIPs

FY2016-17 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,500	6,500	-	-
	<u>\$ -</u>	<u>\$ 6,500</u>	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>

# Sewer Projects

## Project #2999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2016-17 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

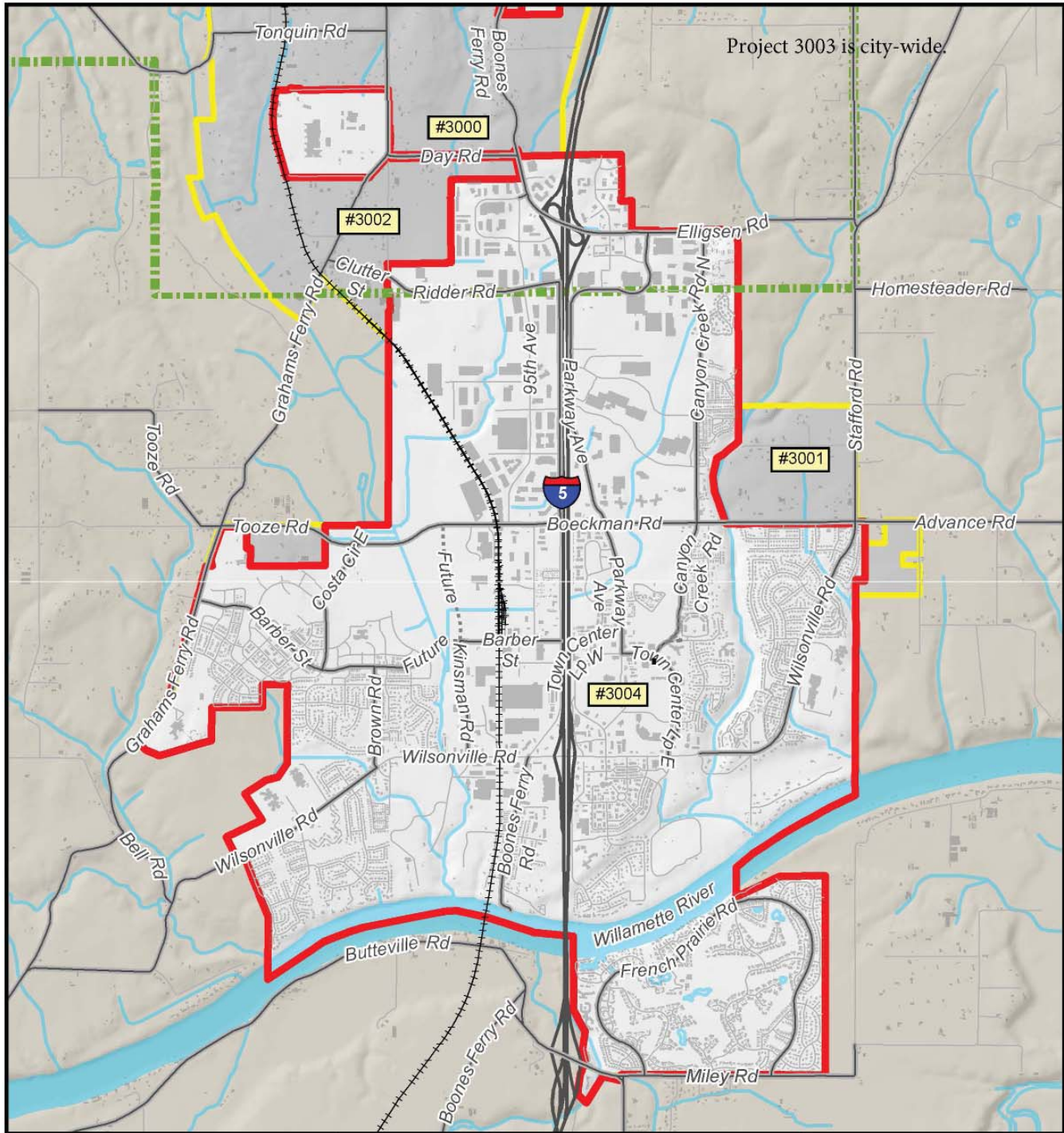
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	13,500	-	-
	\$ -	\$ -	\$ 113,500	\$ -	\$ -

## Five Year Sewer CIP Forecast FY2016-17 thru FY2020-21

Project Name	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Boeckman Crk Sewer Line Replacement & Frog Pond	Sewer Ops/Sewer SDC	\$ 12,480	\$ 50,000	\$ 200,000	\$ -	\$ -
Memorial Park Pump Station Relocation	Sewer Ops/Sewer SDC	177,060	873,950	3,658,040	1,000,000	-
Sewer System Rate Study Update	Sewer Ops/Sewer SDC	68,100	-	-	-	-
Coffee Creek Interceptor Phase 1	Sewer Ops/Sewer SDC	1,455,865	-	-	-	-
Pump Station Improvements	Sewer Ops	454,000	100,000	400,000	500,000	425,000
Memorial Drive Splitter	Sewer Ops	77,625	-	-	-	-
Wastewater Treatment Plant Outfall Repair / Replacement	Sewer Ops/Sewer SDC	2,170,000	-	-	-	-
Sewer Operations Allocation to Charbonneau	Sewer Ops	289,425	72,000	491,000	342,000	243,000
Woods School Trunk Improvements	Sewer Ops	385,900	-	-	-	-
East-West Connector Sewer Trunk	Sewer Ops	-	150,000	1,600,000	1,600,000	-
Boberg Diversion Structure	Sewer Ops	-	170,250	-	-	-
Seeley Ditch Undercrossing	Sewer Ops	-	-	442,650	-	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops	-	-	-	544,800	-
Annual - Miscellaneous Small Sewer Projects	Sewer Ops	70,794	70,794	70,794	70,794	70,794
Annual - Collection System Rehab Projects (non-Charbonneau)	Sewer Ops	103,500	103,500	103,500	103,500	103,500
Annual - CD Dept Support for Miscellaneous Sewer Operations	Sewer Ops	8,000	8,000	8,000	8,000	8,000
Annual - Sewer CIPs Closeout from Prior Years	Sewer Ops/Sewer SDC	1,500	1,500	1,500	1,500	1,500
Annual - Sewer SDC Reimbursements/Credits	Sewer SDC	335,803	351,850	351,850	465,350	567,500
Annual - Early Planning - Future Sewer Projects (All CD OH)	Sewer Ops/Sewer SDC	5,500	5,500	5,500	5,500	5,500
Annual - 5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	Sewer Ops/Sewer SDC	6,500	6,500	6,500	6,500	6,500
Annual - Project Design and Development (1/3-2/3 split w/Ops)	Sewer Ops/Sewer SDC	113,500	113,500	113,500	113,500	113,500
		\$ 5,735,552	\$ 2,077,344	\$ 7,452,834	\$ 4,761,444	\$ 1,544,794
Funding Sources:						
Sewer Ops		2,820,094	712,761	2,159,275	1,763,719	894,919
Sewer SDC		2,915,458	1,364,583	5,293,559	2,997,725	649,875
		\$ 5,735,552	\$ 2,077,344	\$ 7,452,834	\$ 4,761,444	\$ 1,544,794

# Planning Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p> City Limits</p> <p> County Boundary</p> <p> UGB</p>	 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p><b>Wilsonville Boundaries</b></p>	<p>2/26/2016</p> <p> 0 Miles 0.5</p> <p>M:\Template_Legend.mxd</p>	

2016-17 Funding Sources

Proj.	Project Name	General Fund	Grants	Eastside Urban Renewal	Total Resources
3000	Basalt Creek Planning	\$ 80,000	\$ -	\$ -	\$ 80,000
3001	Frog Pond Master Planning	80,000	-	-	80,000
3002	Coffee Creek Area Planning	100,000	-	-	100,000
3003	Citywide Signage and Way-finding Plan	95,000	-	-	95,000
3004	Town Center Concept Planning	-	115,000	33,560	148,560
		<u>\$ 355,000</u>	<u>\$ 115,000</u>	<u>\$ 33,560</u>	<u>\$ 503,560</u>

**PROJECT SUMMARIES**

**Project #3000: Basalt Creek Planning**

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

*Priority: High*

*Justification: Future growth and economic development*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2018-19*

*FY2015-16: Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	Prior Years Actual	Estimated 2015-16	Budget 2016-17	Future Year Costs	Project Total
Design & Construction	\$ 13,850	\$ 10,000	\$ -	\$ -	\$ 23,850
Engineering Administration	182,432	85,000	80,000	6,000	353,432
	<u>\$ 196,282</u>	<u>\$ 95,000</u>	<u>\$ 80,000</u>	<u>\$ 6,000</u>	<u>\$ 377,282</u>

**Project #3001: Frog Pond Master Planning**

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

*Priority: High*

*Justification: Future growth and regional requirement*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2018-19*

*FY2015-16: Funding Sources: General Fund and Grant*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	Prior Years Actual	Estimated 2015-16	Budget 2016-17	Future Year Costs	Project Total
Design & Construction	\$ 229,475	\$ 192,000	\$ 40,000	\$ -	\$ 461,475
Engineering Administration	168,606	100,000	40,000	6,000	314,606
	<u>\$ 398,081</u>	<u>\$ 292,000</u>	<u>\$ 80,000</u>	<u>\$ 6,000</u>	<u>\$ 776,081</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*

*FY2015-16: Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 20,438	\$ 100,000	\$ 70,000	\$ -	\$ 190,438
Engineering Administration	11,332	50,000	30,000	6,000	97,332
	<u>\$ 31,770</u>	<u>\$ 150,000</u>	<u>\$ 100,000</u>	<u>\$ 6,000</u>	<u>\$ 287,770</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*

*FY2015-16: Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 10,000	\$ 65,000	\$ -	\$ 75,000
Engineering Administration	-	10,000	30,000	-	40,000
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 95,000</u>	<u>\$ -</u>	<u>\$ 115,000</u>

## Project #3004: Town Center Concept Planning

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

*Priority: Medium*

*Justification: Future Growth*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2017-18*

*FY2015-16: Funding Sources: Eastside Urban Renewal*

*Operations Impact: Not applicable*

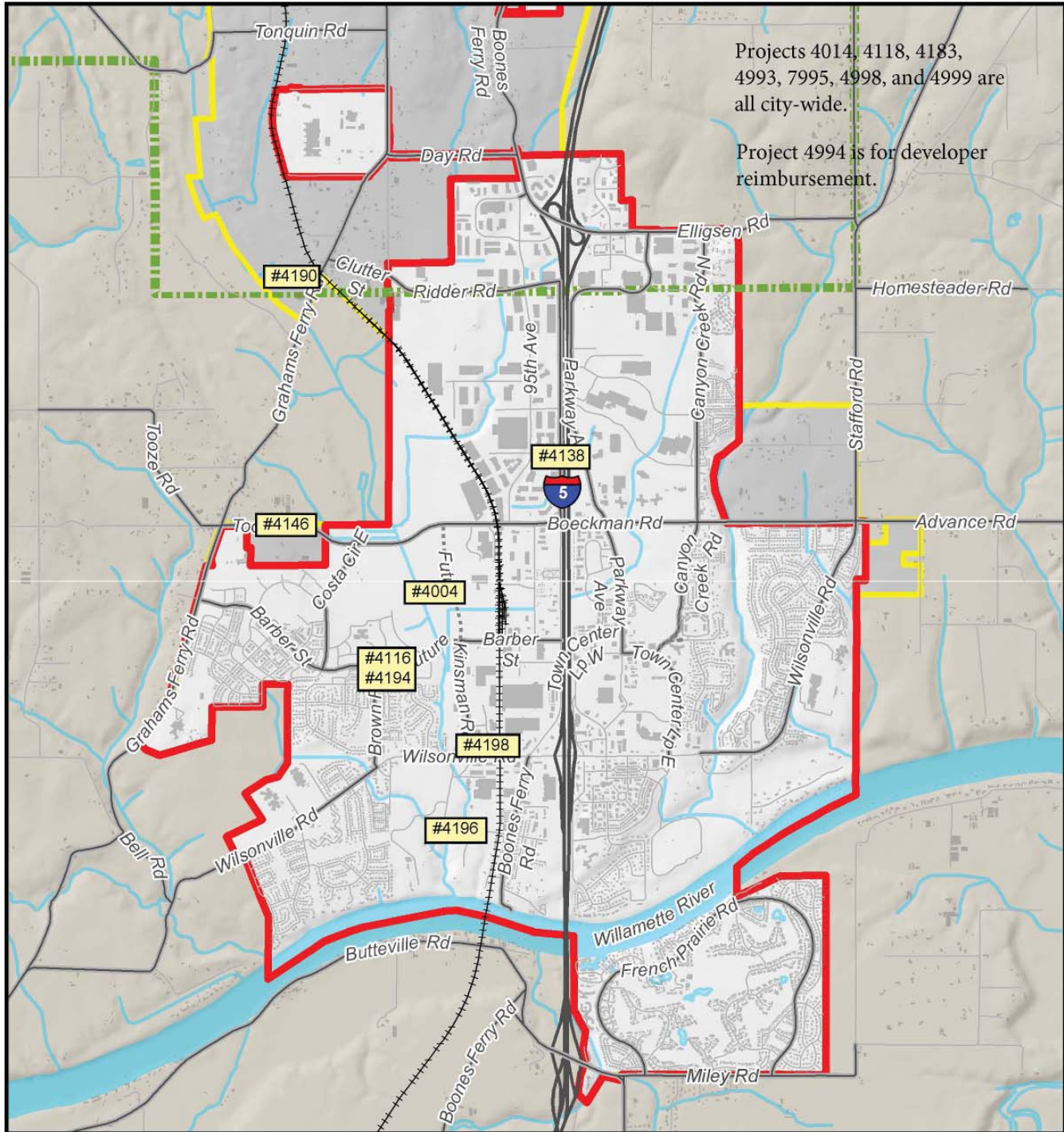
<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 20,000	\$ 115,000	\$ 209,000	\$ 344,000
Engineering Administration	-	20,000	33,560	20,000	73,560
	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 148,560</u>	<u>\$ 229,000</u>	<u>\$ 417,560</u>

# Planning Projects

## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Basalt Creek Planning	General Fund	\$ 80,000	\$ 3,000	\$ 3,000	\$ -	\$ -
Frog Pond Master Planning	SDC's/Grant/General Fund	80,000	3,000	3,000	-	-
Coffee Creek Planning Area	General Fund	100,000	3,000	3,000	-	-
Citywide Signage and Way-finding Plan	General Fund	95,000	-	-	-	-
Town Center Concept Planning	Eastside Urban Renewal	148,560	229,000	-	-	-
		<u>\$ 503,560</u>	<u>\$ 238,000</u>	<u>\$ 9,000</u>	<u>\$ -</u>	<u>\$ -</u>
Funding Sources:						
General Fund		355,000	9,000	9,000	-	-
Grants		115,000	-	-	-	-
East Side Urban Renewal		33,560	229,000	-	-	-
		<u>\$ 503,560</u>	<u>\$ 238,000</u>	<u>\$ 9,000</u>	<u>\$ -</u>	<u>\$ -</u>




# Streets Projects



Projects 4014, 4118, 4183, 4993, 7995, 4998, and 4999 are all city-wide.  
Project 4994 is for developer reimbursement.

The City of Wilsonville, Oregon  
Clackamas and Washington Counties

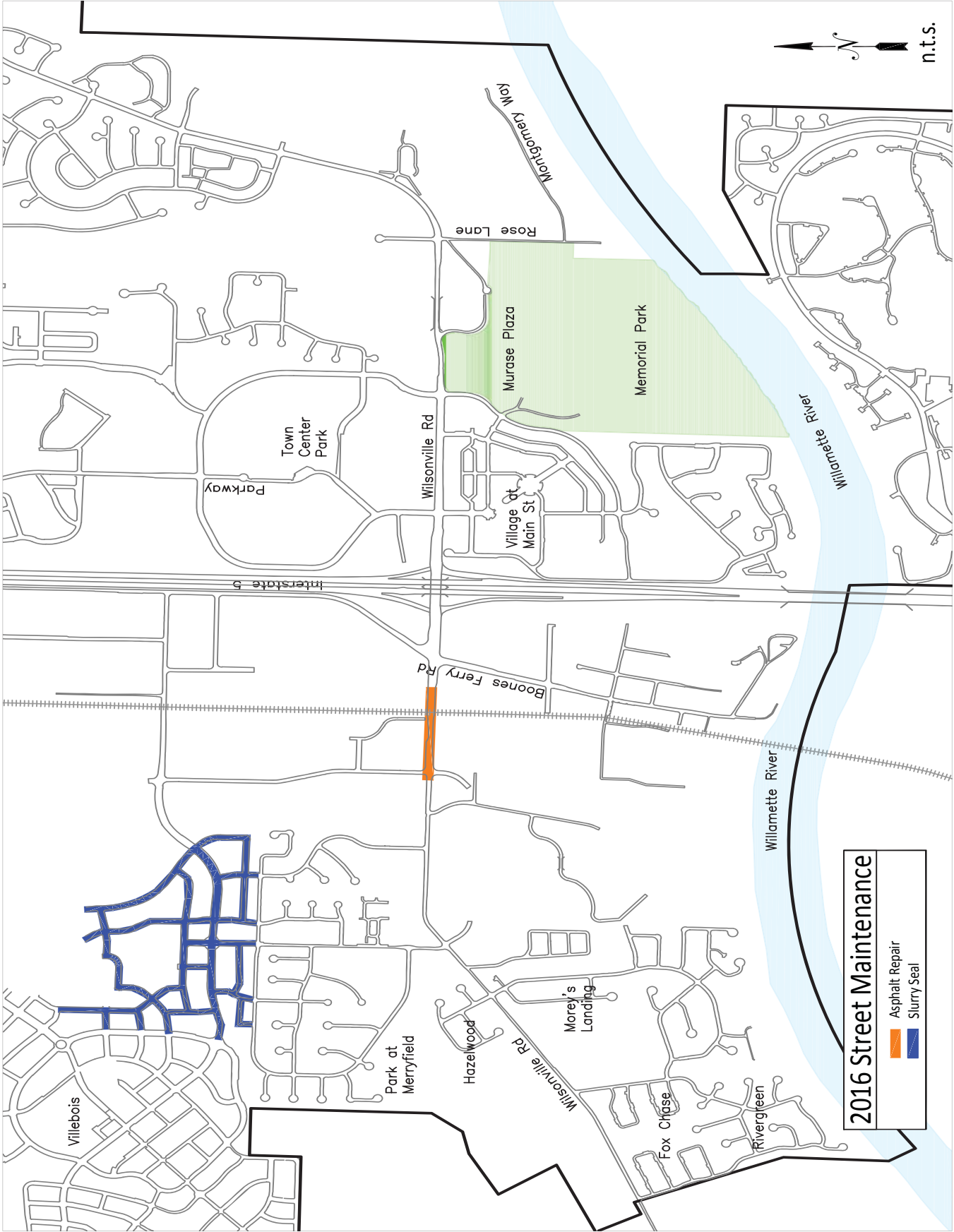
## Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB

  
**WILSONVILLE**  
 GIS  
 Geographic Information Systems  
 2/26/2016



M:\Template\_Legend.mxd



# Streets Projects

## 2016-17 Funding Sources

Proj.	Project Name	Road	Road	Street	Developer's	UR Program	East Side	West Side	Total	Federal
		Maint	Operating	SDC	Contribution	Income	Urb Renewal	Urb Renewal	Resources	Funding*
4004	Kinsman Road Extension - Barber to Boeckman	\$ -	\$ -	\$2,164,500	\$ -	\$ -	\$ -	\$ -	\$2,164,500	\$2,800,000
4014	Street Maintenance	781,767	122,362	-	-	-	-	-	904,129	-
4116	Barber Street Extension - Kinsman to Coffee Lake Dr	-	-	-	-	-	-	242,000	242,000	-
4118	Signal Improvements	-	40,860	95,340	-	-	-	-	136,200	-
4146	Tooze Rd. - 110 <sup>th</sup> to Grahams Ferry Rd	-	-	-	240,000	484,000	-	370,500	1,094,500	-
4183	ADA Compliance	-	5,000	-	-	-	-	-	5,000	-
4190	SI-01 & 02 Clutter/Grahams Ferry Intersection/RR Crossing	-	-	23,700	-	-	-	-	23,700	-
4194	Barber Road Mitigation Monitoring	-	-	11,350	-	-	-	-	11,350	-
4196	East West Connector	-	-	-	-	-	550,000	-	550,000	-
4198	Kinsman /Wilsonville Rd Truck Turning Improvements	168,233	168,233	168,234	-	-	-	-	504,700	-
4993	Streets CIP's Final Closeout from Prior Years	-	375	7,125	-	-	-	-	7,500	-
4994	Streets SDC Reimbursements/Credits	-	-	482,375	-	-	-	-	482,375	-
4995	Early Planning - Future Street Projects	-	1,750	15,750	-	-	-	-	17,500	-
4998	5-Year & Annual Street CIP Budget Development	-	950	8,550	-	-	-	-	9,500	-
4999	Project Design & Construction	-	7,945	71,505	-	-	-	-	79,450	-
		<u>\$950,000</u>	<u>\$ 347,475</u>	<u>\$3,048,429</u>	<u>\$ 240,000</u>	<u>\$ 484,000</u>	<u>\$ 550,000</u>	<u>\$ 612,500</u>	<u>\$6,232,404</u>	<u>\$2,800,000</u>

\*Federal funding resources administered by the Oregon Department of Transportation on behalf of the City

## PROJECT SUMMARIES

### Project #4004: Kinsman Rd Extension – Barber to Boeckman

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

Priority: High

Justification: Currently under contract and City growth

FY2015-16 Funding Sources: Street SDC

Status: Continued from FY2007-08

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ 387,168	\$ 465,000	\$ 1,900,000	\$ 1,057,269	\$ 3,809,437
Engineering Administration	275,290	101,275	264,500	142,731	783,796
	<u>\$ 662,458</u>	<u>\$ 566,275</u>	<u>\$ 2,164,500</u>	<u>\$ 1,200,000</u>	<u>\$ 4,593,233</u>
Federal Funds/ODOT Managed	-	900,000	2,800,000	-	3,700,000
	<u>\$ 662,458</u>	<u>\$ 1,466,275</u>	<u>\$ 4,964,500</u>	<u>\$ 1,200,000</u>	<u>\$ 8,293,233</u>

## Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six year rotation schedule. Additional work proposed for FY2016-17 includes additional repair to turn lanes from Kinsman Road to Wilsonville Road.

*Priority: High*

*Justification: Aging infrastructure*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 500,000	\$ 781,767	Annual	Annual
Engineering Administration	-	88,500	122,362	-	-
	<u>\$ -</u>	<u>\$ 588,500</u>	<u>\$ 904,129</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #4116: Barber St Extension

This project was completed in September 2015. Funds budgeted this year are for final accounting close out of the project with the Oregon Department of Transportation.

*Priority: High*

*Justification: Final accounting on completed project*

*Status: Continued from FY2007-08*

*Estimated Date of Completion: FY2017-18*

*FY2015-16: Funding Sources: West side Urban Renewal Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 614,164	\$ 2,339,000	\$ 242,000	\$ -	\$ 3,195,164
Engineering Administration	307,690	35,000	-	-	342,690
	<u>921,854</u>	<u>2,374,000</u>	<u>242,000</u>	<u>-</u>	<u>3,537,854</u>
Federal Funds/ODOT Managed	1,176,153	2,649,185	-	-	3,825,338
	<u>\$ 2,098,007</u>	<u>\$ 5,023,185</u>	<u>\$ 242,000</u>	<u>\$ -</u>	<u>\$ 7,363,192</u>

## Project #4118: Signal Improvements

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

*Priority: Medium*

*Justification: City growth*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 225,815	\$ 120,000	\$ 120,000	\$ 480,000	\$ 945,815
Engineering Administration	90,297	20,600	16,200	64,800	191,897
	<u>\$ 316,112</u>	<u>\$ 140,600</u>	<u>\$ 136,200</u>	<u>\$ 544,800</u>	<u>1,137,712</u>

# Streets Projects

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

This is the second phase of the Boeckman Road extension and will improve Tooze Road from the end of the first phase of the Boeckman project which is slightly west of 110th Street 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. A companion water project is budgeted under CIP #1131.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2015-16 Funding Sources: Developer's Contribution, West Side Urban Renewal and West Side Program Income

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	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ 15,103	\$ 80,000	\$ 1,004,000	\$ 5,110,132	\$ 6,209,235
Engineering Administration	97,923	82,800	90,500	689,868	961,091
	<u>\$ 113,026</u>	<u>\$ 162,800</u>	<u>\$ 1,094,500</u>	<u>\$ 5,800,000</u>	<u>\$ 7,170,326</u>

## Project #4183-ADA Compliance

This project provides a nominal annual budget for staff time to monitor and investigate ADA deficiencies or that come up during the year.

Priority: High

Justification: Regulatory requirement

FY2015-16 Funding Sources: Road Operating

Status: Continued from FY2009-10

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ 20,000	\$ -	Annual	Annual
Engineering Administration	-	2,700	5,000	-	-
	<u>\$ -</u>	<u>\$ 22,700</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

The Coffee Creek Master Plan calls for improvements of the railroad crossing at Graham's Ferry Road and Clutter Road to allow for freight traffic. This project provides funding for preliminary design work and project development, and a revised cost estimate to position the project for future grant funding.

Priority: Medium

Justification: City growth

Status: New project

Estimated Date of Completion: FY2019-20

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

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ 10,000	\$ 20,000	\$ 1,041,762	\$ 1,071,762
Engineering Administration	-	1,350	3,700	140,638	145,688
	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ 23,700</u>	<u>\$ 1,182,400</u>	<u>\$ 1,217,450</u>

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

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

*Priority: Medium*

*Justification: City growth*

*Status: New project*

*Estimated Date of Completion: FY2019-20*

*FY2015-16 Funding Sources: Street SDC*

*Operations Impact: Not Applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 10,000	\$ 10,000	\$ 30,000	\$ 50,000
Engineering Administration	-	1,350	1,350	4,050	6,750
	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ 11,350</u>	<u>\$ 34,050</u>	<u>\$ 56,750</u>

## Project #4196: East-West Connector

This project will construct a roadway connection from either the Boones Ferry Road/5<sup>th</sup> Street intersection or the Boones Ferry Road/Bailey intersection westward to the Kinsman Road/Wilsonville Road intersection. Current year activities will include planning, conceptual level engineering studies, public outreach, and associated staff time. Construction is currently envisioned to be completed by the 2019-2020 timeframe.

*Priority: Medium*

*Justification: City growth*

*Status: New project*

*Estimated Date of Completion: FY2019-20*

*FY2015-16 Funding Sources: Eastside Urban Renewal*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 100,000	\$ 500,000	\$ 5,954,545	\$ 6,554,545
Engineering Administration	-	50,000	50,000	595,455	695,455
	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 550,000</u>	<u>\$ 6,550,000</u>	<u>\$ 7,250,000</u>

## Project #4198: Kinsman/Wilsonville Rd Truck Turning Improvements

With construction of the Kinsman Road project, this intersection will see increased large truck traffic. Trucks cannot make this turn without swinging wide into the southbound turn lane and the crosswalk. This project constructs a wider turning radius for the NE corner of the intersection and includes modifications to the sidewalk and crosswalk to meet ADA requirements and improve safety for pedestrians and bicycles.

*Priority: High*

*Justification: Public Safety*

*Status: New*

*Estimated Date of Completion: FY2016-17*

*FY2015-16: Funding Sources: Road Maintenance, Road Operating and Street SDC*

*Operations Impact: Minimal impact anticipated*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 420,000	\$ -	\$ 420,000
Engineering Administration	-	-	84,700	-	84,700
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 504,700</u>	<u>\$ -</u>	<u>\$ 504,700</u>



# Streets Projects

## 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. The project will also include the expenses related to additional projects noted in the Transportation System Plan.

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

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

Operations Impact: Not Applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,500	7,500	-	-
	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #4994-Streets SDC Reimbursements/Credits

Throughout the year small development projects often arise that are eligible for SDC reimbursements. This project provides a budgetary source to allow payment of small SDC reimbursements. Developments that will have SDC reimbursements in excess of \$10,000 are budgeted separately as individual projects. Included in the projections for FY2016-17 are the reimbursements for Tonquin Woods, Grahams Ferry Rd and Tonquin Meadows, Villebois Dr North.

Priority: High

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Street SDC

Operations Impact: Not Applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 450,000	\$ 425,000	Annual	Annual
Engineering Administration	-	25,750	57,375	-	-
	<u>\$ -</u>	<u>\$ 475,750</u>	<u>\$ 482,375</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 street, bike, and pedestrian infrastructure and services.

Priority: Medium

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

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

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	17,500	17,500	-	-
	<u>\$ -</u>	<u>\$ 17,500</u>	<u>\$ 17,500</u>	<u>\$ -</u>	<u>\$ -</u>

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

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

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Status: Ongoing*

*Estimated Date of Completion: Annual*

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

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,500	9,500	-	-
	<u>\$ -</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #4999: Project Design & Construction

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Status: Ongoing*

*Estimated Date of Completion: Annual*

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

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ 70,000	Annual	Annual
Engineering Administration	-	-	9,450	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,450</u>	<u>\$ -</u>	<u>\$ -</u>

# Streets Projects

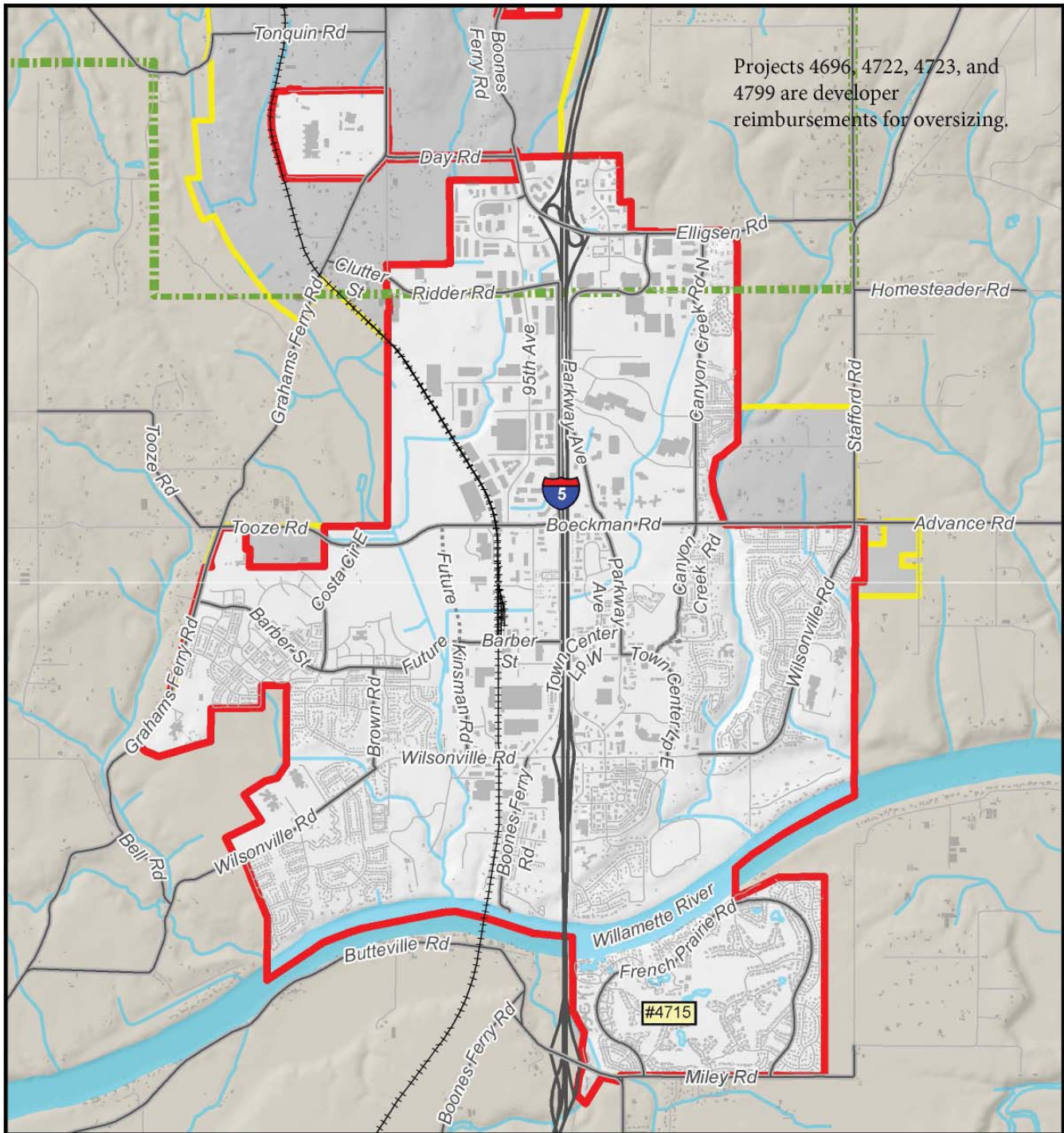
## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Kinsman Rd Extension - Barber to Boeckman	Street SDC	\$ 2,164,500	\$ 1,200,000	\$ -	\$ -	\$ -
Street Maintenance	Road Maintenance/Road Operating	904,129	880,000	1,570,000	1,348,000	1,223,000
Barber Street Extension - Kinsman to Coffee Lake Dr	West Side Urban Renewal	242,000	-	-	-	-
Signal Improvements	Street SDC/Road Operating	136,200	136,200	136,200	136,200	136,200
Tooze Rd - 110th to Grahams Ferry Rd	Street SDC/DevContribution/Westside	1,094,500	4,500,000	1,300,000	-	-
S1-01 & 02 Clutter/Grahams Ferry	Street SDC/Developer's Contribution	23,700	23,700	23,700	135,000	1,000,000
5 Year Monitoring: Barber Rd	Street SDC	11,350	11,350	11,350	11,350	-
East West Connector	East Side Urban Renewal	550,000	650,000	3,200,000	2,700,000	-
Kinsman/Wilsonville Rd Truck Turning Improvements	Road Maintenance/Road Ops/Street SDC	504,700	-	-	-	-
I5 Pedestrian Bridge	Street SDC*	-	-	57,000	143,500	1,642,000
Brown Rd Improvements	West Side Urban Renewal	-	163,905	2,000,000	2,088,995	-
Day Rd Improvements	Street SDC/DevContribution	-	-	-	561,825	2,270,000
Boeckman Rd Improvements-Parkway to Boberg	Developer Contribution	-	-	-	266,725	-
Boeckman Rd/Frog Pond Bridge	Street SDC	-	-	-	56,750	1,220,000
Old Town Streets	East Side Urban Renewal	-	622,767	622,767	622,767	-
Coffee Creek UR - Garden Acres	New Urban Renewal District	-	300,000	900,000	7,000,000	7,000,000
ADA Compliance	Road Operating	5,000	22,700	-	22,700	-
Annual - Closeout From Prior Years	Street SDC/Road Operating	7,500	7,500	7,500	7,500	7,500
Annual - Streets SDC Reimbursements/Credits	Street SDC	482,375	5,221,000	340,500	340,500	2,043,000
Annual - Early Planning-Future Street Projects	Street SDC/Road Operating	17,500	17,500	17,500	17,500	17,500
Annual - 5 Year and Annual Budget Planning	Street SDC/Road Operating	9,500	9,500	9,500	9,500	9,500
Annual - Project Design/Development	Street SDC/Road Operating	79,450	79,450	79,450	79,450	79,450
		\$ 6,232,404	\$13,845,572	\$10,275,467	\$15,548,262	\$16,648,150
*Additional Federal Funding is anticipated for completion of project						
Funding Sources:						
Road Maintenance		950,000	800,000	1,470,000	1,248,000	1,123,000
Road Operating		347,475	154,580	151,880	174,580	151,880
Road SDC		3,048,429	6,636,545	613,045	1,050,845	5,353,270
Road TDT		-	17,775	17,775	101,250	750,000
Grants/Developer Contributions		240,000	1,530,000	442,000	-	-
UR Program Income		484,000	2,500,000	1,100,000	-	-
New Urban Renewal District		-	300,000	900,000	7,561,825	9,270,000
Eastside Urban Renewal		550,000	1,272,767	3,822,767	3,322,767	-
Westside Urban Renewal		612,500	633,905	1,758,000	2,088,995	-
		\$ 6,232,404	\$13,845,572	\$10,275,467	\$15,548,262	\$16,648,150

**WILSONVILLE**



# Streetscape/Bikeway Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>2/26/2016</p>  <p>0 Miles 0.5</p> <p><i>M:\Template_Legend.mxd</i></p>

# Streetscape/Bikeway Projects

## 2016-17 Funding Sources

Proj.	Project Name	Streetlight Fund	Road Ops	Street SDC	General Fund	Total Resources
4696	Streetlight Infill	\$ 59,020	\$ -	\$ -	\$ -	\$ 59,020
4715	Charbonneau Walking Path Repair	-	49,025	-	49,025	98,050
4722	LED Street Light Conversion	431,500	-	-	-	431,500
4723	Annual - Sidewalk Infill	-	-	87,600	-	87,600
4799	Project Design & Development	-	9,080	2,270	-	11,350
		<u>\$490,520</u>	<u>\$ 58,105</u>	<u>\$ 89,870</u>	<u>\$ 49,025</u>	<u>\$ 687,520</u>

### PROJECT SUMMARIES

#### Project #4696: Streetlight Infill

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

*Priority: Medium*

*Justification: Infrastructure improvements*

*FY2016-17 Funding Sources: Streetlight Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Additional streetlights to repair and maintain*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ 94,000	\$ 52,000	Annual	Annual
Engineering Administration	-	14,390	7,020	-	-
	<u>\$ -</u>	<u>\$ 108,390</u>	<u>\$ 59,020</u>	<u>\$ -</u>	<u>\$ -</u>

#### Project #4715: Charbonneau Walking Path Repair

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

*Priority: High*

*Justification: Aging Infrastructure and Safety*

*FY2016-17 Funding Sources: Road Operating Fund and General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Improvements to help decrease maintenance costs*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ 105,000	\$ 80,800	\$ -	\$ 185,800
Engineering Administration	-	20,000	17,250	-	37,250
	<u>\$ -</u>	<u>\$ 125,000</u>	<u>\$ 98,050</u>	<u>\$ -</u>	<u>\$ 223,050</u>

# Streetscape/Bikeway Projects

## Project #4722: LED Street Light Conversion

The City currently has 2,535 street lights with either high pressure sodium (HPS) or a mercury vapor (MV) lamps 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

FY2016-17 Funding Sources: Street Light Fund

Status: New Project

Estimated Date of Completion: FY2020-21

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ 170,000	\$ 400,000	\$ 176,211	\$ 746,211
Engineering Administration	-	15,950	31,500	23,789	71,239
	<u>\$ -</u>	<u>\$ 185,950</u>	<u>\$ 431,500</u>	<u>\$ 200,000</u>	<u>\$ 817,450</u>

## Project #4723: Sidewalk Infill Project

This project funds annual sidewalk infill projects identified in the Transportation System Plan, specifically projects BW-07, BW-P1, BW-P2, plus a 500' sidewalk infill project on the west side of Boones Ferry Road from Commerce Circle north to Day Road.

Priority: Medium

Justification: City growth

FY2016-17 Funding Sources: Street SDCs

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 80,000	Annual	Annual
Engineering Administration	-	-	7,600	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 87,600</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #4799: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2016-17 Funding Sources: Road Operating Fund and Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,350	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>

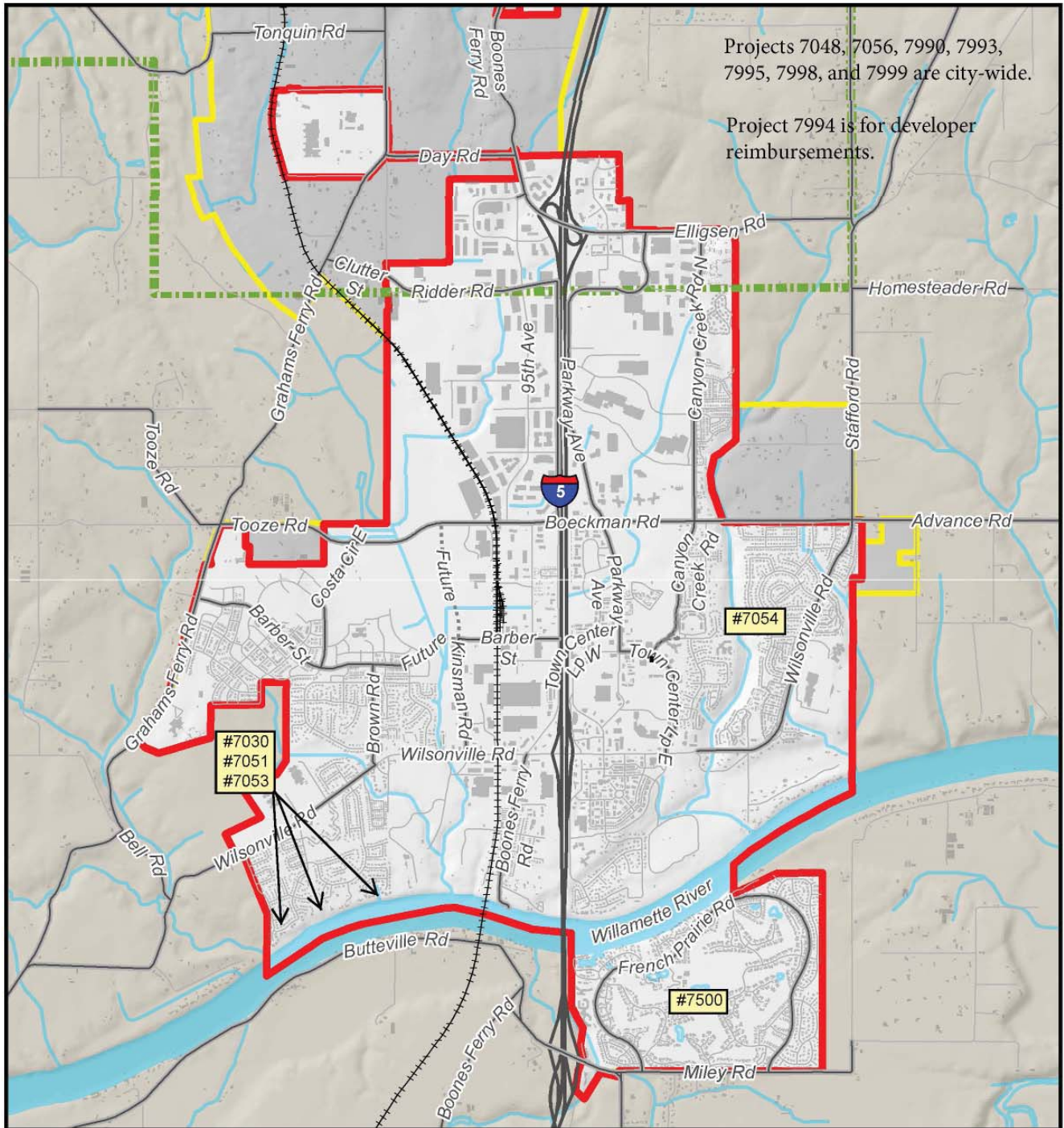
# Streetscape/Bikeway Projects

## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Charbonneau Walking Path	Roads Operating/General Fund	\$ 98,050	\$ -	\$ -	\$ -	\$ -
Pedestrian Enhancements	Roads Operating	-	-	123,500	-	123,500
LED Street Light Conversion	Streetlight Operating	431,500	50,000	50,000	50,000	50,000
Cross Walk Flasher Replacement	Roads Operating	-	25,538	25,538	25,538	25,538
Charbonneau Path Replacement	Roads Operating/Streets SDC	-	-	160,000	400,000	1,600,000
Boeckman Creek Primary - SRTS	Streets SDC	-	-	65,000	-	-
Annual - Streetscape Project Design	Roads Operating/Streets SDC	11,350	11,350	11,350	11,350	11,350
Annual - Sidewalk Infill	Roads Operating	87,600	85,000	50,000	200,000	175,000
Annual - Streetlight Infill	Streetlight Operating	59,020	59,020	59,020	59,020	59,020
		<u>\$ 687,520</u>	<u>\$ 230,908</u>	<u>\$ 544,408</u>	<u>\$ 745,908</u>	<u>\$ 2,044,408</u>
Funding Sources:						
Road Operating		\$ 58,105	\$ 27,808	\$ 296,308	\$ 227,808	\$ 951,308
Streets SDC		89,870	94,080	59,080	209,080	184,080
Streetlight Fund		490,520	109,020	189,020	309,020	909,020
General Fund		49,025	-	-	-	-
		<u>\$ 687,520</u>	<u>\$ 230,908</u>	<u>\$ 544,408</u>	<u>\$ 745,908</u>	<u>\$ 2,044,408</u>



# Stormwater Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p> City Limits</p> <p> County Boundary</p> <p> UGB</p>	 <p>2/26/2016</p>
<p><b>Wilsonville Boundaries</b></p>	<p>0 Miles 0.5</p> <p>M:\Template_Legend.mxd</p>	

## 2016-17 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Loan Proceeds	Total Resources
7030	Rivergreen Wetland Mitigation Monitoring	\$ 2,838	\$ -	\$ -	\$ 2,838
7048	City Wide Storm Sewer Replacements (non Charbonneau)	103,500	-	-	103,500
7051	Morey's / Rivergreen Channel Monitoring	1,553	-	-	1,553
7053	Willamette River Outfalls	170,250	56,750	-	227,000
7054	Gesellschaft Water Well Channel Restoration	90,800	22,700	-	113,500
7056	Low Impact Development Design Standards and Implementation Goals	20,430	20,430	-	40,860
7500	Storm Ops Allocation to Charbonneau	113,235	-	962,745	1,075,980
7990	CD Dept Support for Miscellaneous Projects	6,000	-	-	6,000
7993	Stormwater CIP's Closeout from Prior Years	4,050	450	-	4,500
7994	Stormwater SDC Reimbursements/Credits	-	14,528	-	14,528
7995	Early Planning - Future Stormwater Projects	15,000	5,000	-	20,000
7998	5-Year & Annual Stormwater CIP Budget Development	3,250	1,750	-	5,000
7999	Project Design & Development	9,931	18,444	-	28,375
		<u>\$ 540,837</u>	<u>\$ 140,052</u>	<u>\$ 962,745</u>	<u>\$ 1,643,634</u>

## PROJECT SUMMARIES

### Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage project requires five years of maintenance and monitoring. This project budgets for these monitoring expenditures on an annual basis until completion in FY2017-18

*Priority: High*

*Justification: Currently under contract and a regulatory requirement*

*FY2015-16 Funding Sources: Stormwater Operating*

*Status: Continued from FY2009-10*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 17,445	\$ 2,500	\$ 2,500	\$ 2,500	\$ 24,945
Engineering Administration	6,097	488	338	338	7,260
	<u>\$ 23,542</u>	<u>\$ 2,988</u>	<u>\$ 2,838</u>	<u>\$ 2,838</u>	<u>\$ 32,205</u>

# Stormwater Projects

## Project #7048: City Wide Storm Sewer Pipe Replacements (Not Charbonneau)

As a part of routine maintenance, stormwater lines throughout the City undergo video inspection to establish current conditions and identify priority repairs. This project funds repair or replacement of those lines identified as Priority One projects, except for Charbonneau District storm sewer projects, which are prioritized and budgeted separately under CIP #7500.

Priority: High

Justification: Aging Infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2016-17 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	18,500	3,500	-	-
	<u>\$ -</u>	<u>\$ 118,500</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ -</u>

## 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. This project budgets for these monitoring expenditures on an annual basis.

Priority: High

Justification: Regulatory requirement

Status: Continued from FY2015-16

Estimated Date of Completion: FY2018-2019

FY2016-17 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 1,240	\$ 1,500	\$ 1,500	\$ 3,000	\$ 7,240
Engineering Administration	43	203	53	106	405
	<u>\$ 1,283</u>	<u>\$ 1,703</u>	<u>\$ 1,553</u>	<u>\$ 3,106</u>	<u>\$ 7,645</u>

## Project #7053: Willamette River Outfalls

This project will repair and expand three stormwater outfalls that discharge to the Willamette River, and will prevent further erosion of the riverbank. The outfalls are located in the Rivergreen and Morey's Landing subdivisions.

Priority: High

Justification: Erosion Control

Status: Continued from FY2015-16

Estimated Date of Completion: FY2018-19

FY2016-17 Funding Sources: Stormwater Operating and Stormwater SDC

Operations Impact: To be determined at completion of planning phase

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 123,219	\$ 300,000	\$ 200,000	\$ 745,316	\$ 1,368,535
Engineering Administration	27,781	40,500	27,000	100,618	195,899
	<u>\$ 151,000</u>	<u>\$ 340,500</u>	<u>\$ 227,000</u>	<u>\$ 845,934</u>	<u>\$ 1,564,434</u>

# Stormwater Projects

## Project #7054: Gesselschaft Water Well Channel Restoration

This project will repair the stormwater outfall and channel down slope of the water well and will also prevent further eroding of the Boeckman Creek riparian area.

*Priority: High*

*Justification: Erosion Control*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2016-17*

*FY2016-17 Funding Sources: Stormwater Operating and Stormwater SDCs*

*Operations Impact: Improvement to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 15,000	\$ 100,000	\$ -	\$ 115,000
Engineering Administration	-	8,525	13,500	-	22,025
	<u>\$ -</u>	<u>\$ 23,525</u>	<u>\$ 113,500</u>	<u>\$ -</u>	<u>\$ 137,025</u>

## Project #7056: Low Impact Development Design Standards and Implementation Guide

This project will fund a design and implementation guide about the City's Low Impact Development (LID) stormwater standards for use by developers and other users.

*Priority: Medium*

*Justification: Regulatory Compliance*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2016-17*

*FY2016-17 Funding Sources: Stormwater Operating*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 12,500	\$ 36,000	\$ -	\$ 48,500
Engineering Administration	-	2,938	4,860	-	7,798
	<u>\$ -</u>	<u>\$ 15,438</u>	<u>\$ 40,860</u>	<u>\$ -</u>	<u>\$ 56,298</u>

## Project #7500: Stormwater Ops Allocation to Charbonneau

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

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2020-21 (Phase I)*

*FY2016-17 Funding Sources: Stormwater Operating and Loan Proceeds*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 714,912	\$ 948,000	\$ 3,422,907	\$ 5,085,819
Engineering Administration	-	96,513	127,980	462,093	686,586
	<u>\$ -</u>	<u>\$ 811,425</u>	<u>\$ 1,075,980</u>	<u>\$ 3,885,000</u>	<u>\$ 5,772,405</u>

# Stormwater Projects

## Project #7990: Community Development 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

FY2016-17 Funding Source: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,000	6,000	-	-
	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ -

## 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

FY2016-17 Funding Sources: Stormwater Operating and Stormwater SDC

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,500	4,500	-	-
	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ -

## Project #7994: Stormwater SDC Reimbursements/Credits

Beginning FY 2015-16, all stormwater SDC reimbursements/credits are being accrued under this project number. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. Future reimbursements include the Coffee Creek area.

Priority: High

Justification: City growth

FY2016-17 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 12,800	Annual	Annual
Engineering Administration	-	6,750	1,728	-	-
	\$ -	\$ 56,750	\$ 14,528	\$ -	\$ -

# Stormwater Projects

## 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*

*FY2016-17 Funding Sources: Various Funding Sources*

*Status: New*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>		<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>		<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ -	\$ 400,000	\$ 200,000	\$ 600,000
Engineering Administration	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 200,000</u>	<u>\$ 600,000</u>

## Project #8990: Annual – CD Department Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for Transit and Building Projects such as CIP's #8099 and #8106 that are generally performed or contracted for directly by the Public Works or Transit Department and do not have identified budgets for engineering/CD staff support .

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2016-17 Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>			<b>Year Costs</b>	<b>Total</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>		
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,500	8,000	-	-
	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Stormwater Projects

## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

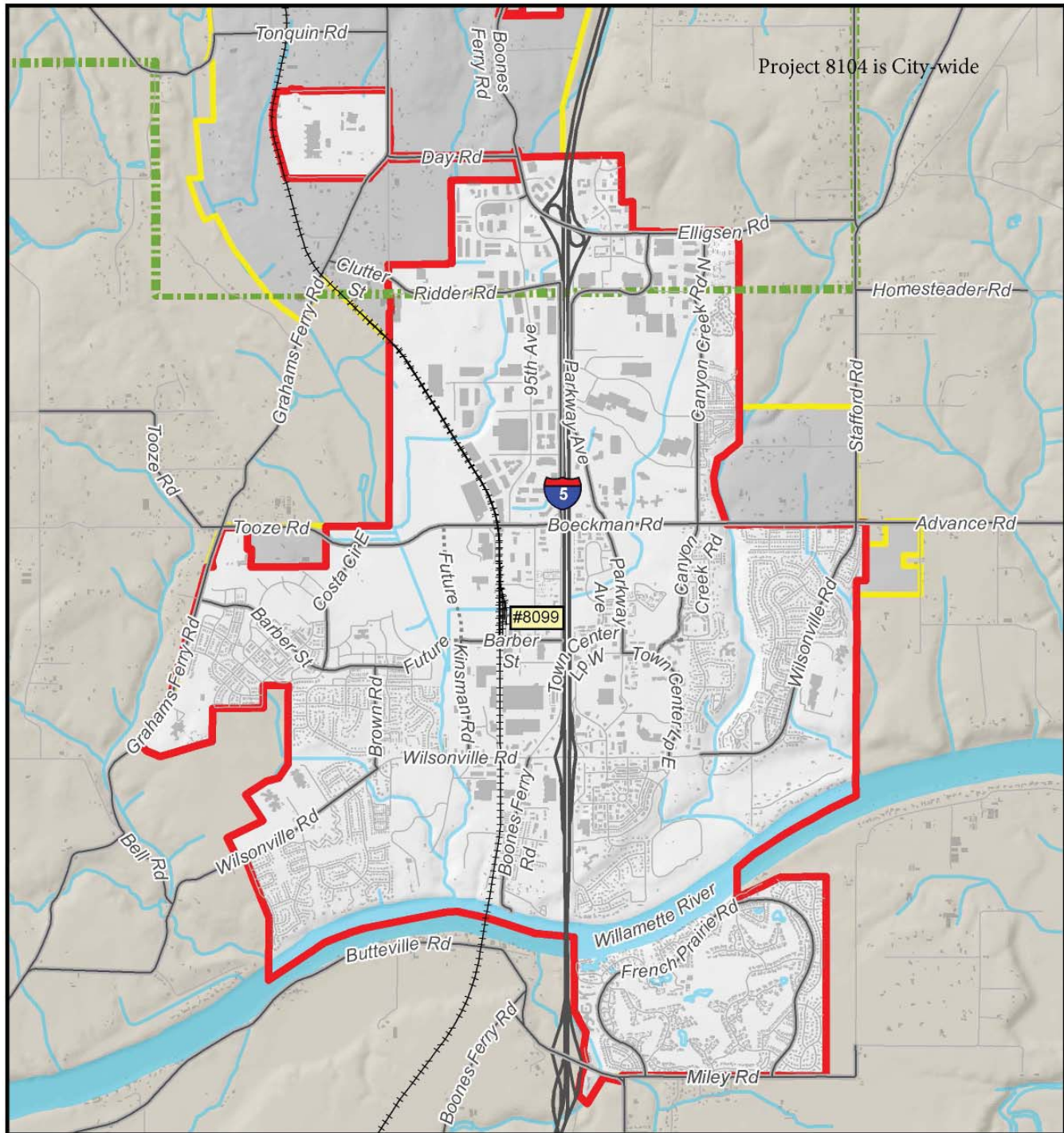
Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Rivergreen Wetland Mitigation Monitoring	Stormwater Operating	\$ 2,838	\$ 2,838	\$ -	\$ -	\$ -
City Wide Storm Sewer Pipe Replacements (non-Charbonneau)	Stormwater Operating/Loan Proceeds	103,500	103,500	103,500	310,500	310,500
Morey's/Rivergreen Channel's Monitoring	Stormwater Operating	1,553	1,553	1,553	-	-
Willamette River Outfalls	Stormwater Operating/Stormwater SDC	227,000	227,000	377,796	241,138	-
Storm Operations Allocation to Charbonneau	Loan Proceeds	1,075,980	300,000	1,366,000	1,319,000	900,000
Gesellschaft Water Well Channel Restoration	Stormwater Operating/Stormwater SDC	113,500	-	-	-	-
Low Impact Development Design Standards/Implementation Guide	Stormwater Operating/Stormwater SDC	40,860	-	-	-	-
Commerce Circle Channel Project	Stormwater Operating/Stormwater SDC	-	-	-	561,598	-
Stormwater Rate and SDC Study	Stormwater Operating/Stormwater SDC	-	-	-	56,750	-
Annual - CD Department Support for Miscellaneous Projects	Stormwater Operating	6,000	6,000	6,000	6,000	6,000
Annual - Stormwater CIP Closeout from Prior Years	Stormwater Operating/Stormwater SDC	4,500	4,500	4,500	4,500	4,500
Annual - Stormwater SDC Reimbursements/Credits	Stormwater Operating/Stormwater SDC	14,528	397,250	102,150	158,900	272,400
Annual - Early Planning - Future Storm Projects	Stormwater Operating/Stormwater SDC	20,000	20,000	20,000	20,000	20,000
Annual - 5 Yr and Annual Storm CIP Budget Development	Stormwater Operating/Stormwater SDC	5,000	5,000	5,000	5,000	5,000
Annual - Project Design and Development	Stormwater Operating/Stormwater SDC	28,375	28,375	28,375	28,375	28,375
		<u>\$1,643,634</u>	<u>\$1,096,016</u>	<u>\$2,014,874</u>	<u>\$2,711,761</u>	<u>\$1,546,775</u>
Funding Sources:						
Stormwater Operating		\$ 540,837	\$ 272,902	\$ 383,161	\$ 567,949	\$ 454,333
Stormwater SDCs		140,052	479,644	222,243	694,402	133,403
Loan Proceeds		962,745	343,470	1,409,470	1,449,410	959,040
		<u>\$1,643,634</u>	<u>\$1,096,016</u>	<u>\$2,014,874</u>	<u>\$2,711,761</u>	<u>\$1,546,776</u>

**WILSONVILLE**





# Transit Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p> City Limits</p> <p> County Boundary</p> <p> UGB</p>	 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p><b>Wilsonville Boundaries</b></p>	<p>2/26/2016</p> <p>0 Miles 0.5</p> <p>M:\Template_Legend.mxd</p>	

2016-17 Funding Sources

Proj.	Project Name	Transit Fund	Total Resources
8104	Transit Shelters and ADA Improvements	\$50,000	\$ 50,000
8099	Centralized Building Control System	17,000	17,000
		<u>\$ 67,000</u>	<u>\$ 67,000</u>

**PROJECT SUMMARIES**

**Project #8104: Transit Shelters and ADA Improvements**

This grant-funded project will provide new transit shelters where there currently aren't any and also identify and remedy ADA deficiencies at transit stops throughout the city.

*Priority: High*

*Justification: Regulatory requirements*

*Status: Continued from FY2014-15*

*Estimated Date of Completion: FY2016-17*

*FY2015-16: Funding Sources: Grant and Transit Fund (grant match)*

*Operations Impact: To be determined at completion*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 30,000	\$ 80,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 30,000</u>	<u>\$ 80,000</u>

**Project #8099: Centralized Building Control System**

This project is for the Transit's share of the installation of Supervisory Control and Data Acquisition (SCADA) equipment to allow future facility HVAC systems to interface and communicate through a centralized location.

*Priority: High*

*Justification: Aging infrastructure and efficiency improvements*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2015-16*

*FY2015-16 Funding Sources: General Fund*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ -</u>	<u>\$ 17,000</u>

# Transit Projects

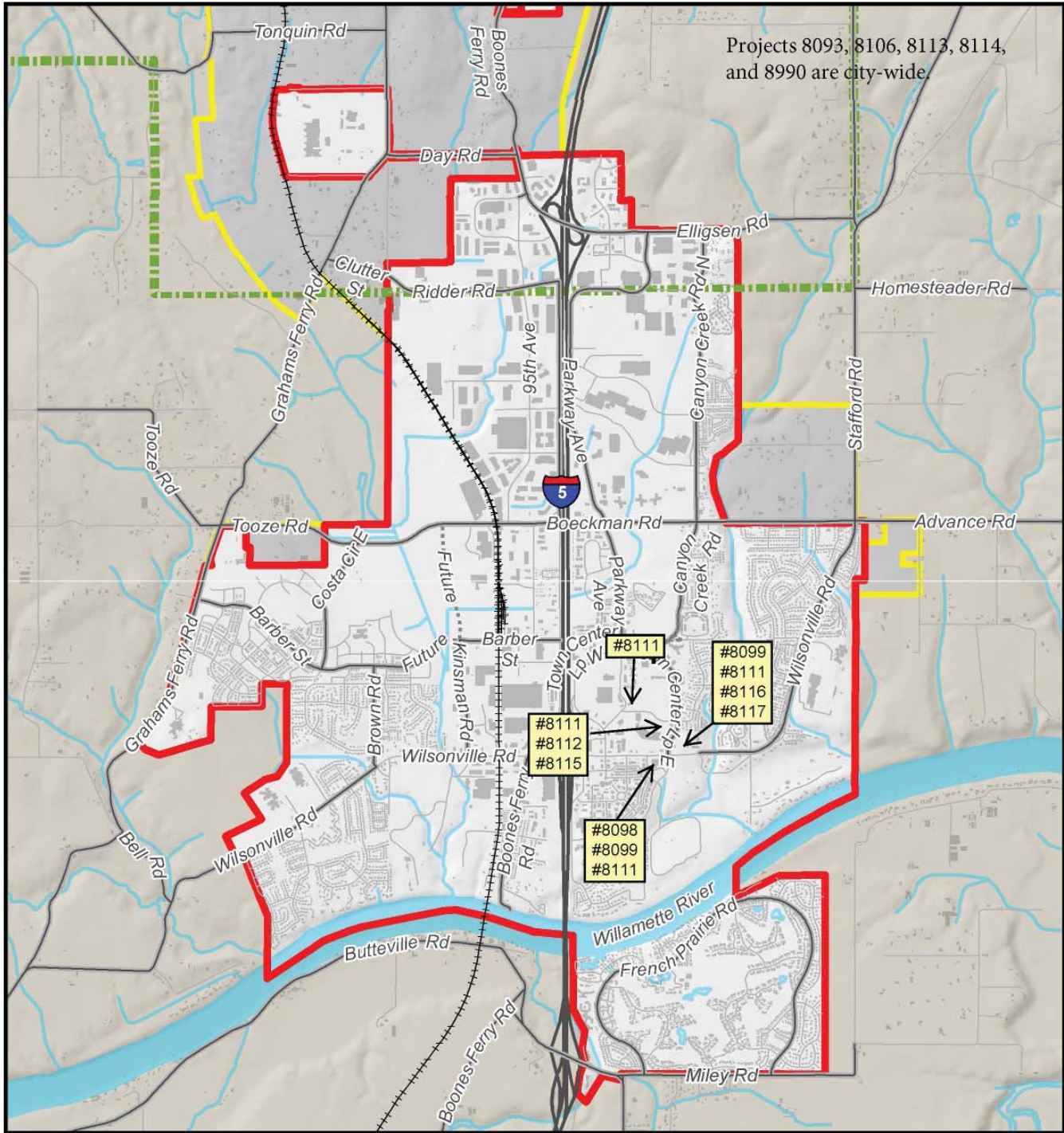
## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Transit Shelters & ADA Improvements	Transit	\$ 50,000	\$ 30,000	\$ -	\$ -	\$ -
Transit 2-Way Radio Replacement	Transit	-	-	120,000	-	-
Transit Employee Parking Lot Extension	Transit	-	150,000	-	-	-
Centralized Building Control System	Transit	17,000	-	-	-	-
		<u>\$ 67,000</u>	<u>\$ 180,000</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>

**WILSONVILLE**



# Building Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>2/26/2016</p> <p>0 Miles 0.5</p> <p>M:\Template_Legend.mxd</p>

## 2016-17 Funding Sources

Proj. Project Name	General Fund	Road Ops	Road Loan Proceeds	Water Ops	Sewer Ops	Stormwater Ops	Stormwater Loan Proceeds	County Grant	Total Resources
8093 Fiber Connectivity Project	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
8098 Library Improvements	6,000	-	-	-	-	-	-	700,000	706,000
8099 Centralized Building Control System	17,000	-	-	-	-	-	-	-	17,000
8106 City Facility Repairs (Facility Master Plan Implementation)	52,500	-	-	-	-	-	-	-	52,500
8111 HVAC Replacements	133,000	-	-	-	-	-	-	-	133,000
8112 Flooring Replacements - City Hall	85,000	-	-	-	-	-	-	-	85,000
8113 Public Works Facility	300,000	-	400,000	500,000	500,000	-	300,000	-	2,000,000
8114 City Wide Re-key	17,000	-	-	-	-	-	-	-	17,000
8115 City Hall Turf Drainage and Re-sod	35,000	-	-	-	-	-	-	-	35,000
8116 Public Works Elevator Upgrade	22,500	4,500	-	6,500	6,500	5,000	-	-	45,000
8117 Public Works/Police Seismic Upgrades	125,000	30,000	-	36,250	36,250	22,500	-	150,000	400,000
8990 CD Department Support for Miscellaneous Projects	8,000	-	-	-	-	-	-	-	8,000
	<u>\$ 856,000</u>	<u>\$ 34,500</u>	<u>\$400,000</u>	<u>\$542,750</u>	<u>\$542,750</u>	<u>\$ 27,500</u>	<u>\$ 300,000</u>	<u>\$ 850,000</u>	<u>\$ 3,553,500</u>

### PROJECT SUMMARIES

#### Project #8093: Fiber Connectivity Project

City growth and changes of technology are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure IT connections. This project will map existing fiber conduit and service, identify where there are gaps in service, and prioritize infill. Existing conduit will be used where possible and new conduit will be installed in conjunction with the City's upcoming road, water and sewer projects. In some areas, infill conduit will be installed independently of another capital project. This project will also partner with other agencies and service providers to lease and/or share existing conduit to minimize cost to the City.

*Priority: High*

*Justification: City growth*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2016-17 Funding Sources: General Fund*

*Operations Impact: Not applicable*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2015-16	2016-17	Year Costs	Total
Design & Construction	Annual	\$ 75,000	\$ 50,000	Annual	Annual
Engineering Administration	-	10,000	5,000	-	-
	<u>\$ -</u>	<u>\$ 85,000</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Building Projects

## Project #8098 Library Improvements

In 2014, the City received a \$1 million grant from countywide library revenue to construct improvements to the City's library. The scope of improvements continues to be refined and unexpended funds will continue to be carried over to future years as needed to fund for design and construction efforts.

*Priority: High*

*Justification: Aging infrastructure and city growth*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2017-18*

*FY2016-17 Funding Sources: Other local governments and General Fund*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 40,000	\$ 700,000	\$ 200,000	\$ 940,000
Engineering Administration	2,288	1,500	6,000	31,000	40,788
	<u>\$ 2,288</u>	<u>\$ 41,500</u>	<u>\$ 706,000</u>	<u>\$ 231,000</u>	<u>\$ 980,788</u>

## Project #8099: Centralized Building Control System

This project will install Supervisory Control and Data Acquisition (SCADA) equipment at various City buildings to allow future facility HVAC systems to interface and communicate through a centralized location.

*Priority: High*

*Justification: Aging infrastructure and efficiency improvements*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2015-16*

*FY2016-17 Funding Sources: General Fund*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 31,817	\$ 50,000	\$ 17,000	\$ -	\$ 98,817
Engineering Administration	-	-	-	-	-
	<u>\$ 31,817</u>	<u>\$ 50,000</u>	<u>\$ 17,000</u>	<u>\$ -</u>	<u>\$ 98,817</u>

## Project #8106: City Facilities Repairs (Facility Master Plan Implementation)

This project provides an annual budget to implement recommendations of the recently completed Facilities Master Plan.

*Priority: Medium*

*Justification: Aging infrastructure and public safety*

*Status: New Project*

*Estimated Date of Completion: Annual*

*FY2016-17 Funding Sources: General Fund*

*Operations Impact: Ongoing maintenance costs to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 52,500	\$ 52,500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #8111: HVAC Replacements

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units at the Community Center, Library, and other City buildings.

*Priority: Medium*

*Justification: Aging infrastructure*

*Status: New Project*

*Estimated Date of Completion: FY2020-21*

*FY2016-17 Funding Sources: General Fund*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 133,000	\$ 200,000	\$ 333,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 133,000</u>	<u>\$ 200,000</u>	<u>\$ 333,000</u>

## Project #8112: Flooring Replacement – City Hall

This project will replace flooring and Formica countertops that are reaching the end of their useful life.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Status: New project*

*Estimated Date of Completion: FY2016-17*

*FY2016-17 Funding Sources: General Fund*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,000</u>	<u>\$ -</u>	<u>\$ 85,000</u>

## Project #8113: Public Works Facility

This project funds site investigations and property acquisition for a new Public Works Facility, with design and construction occurring in future years. The project will be funded by General Fund, Road Operating Loan Proceeds, Water Operating, Sewer Operating and Stormwater Loan Proceeds.

*Priority: High*

*Justification: Aging Infrastructure*

*Status: New project*

*Estimated Date of Completion: FY2019-20*

*FY2016-17 Funding Sources: Multiple Sources*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 1,900,000	\$16,700,000	\$18,600,000
Engineering Administration	-	-	100,000	117,500	217,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,000,000</u>	<u>\$16,817,500</u>	<u>\$18,817,500</u>



# Building Projects

## Project #8114: City Wide Re-Key

The city is long overdue for a key system upgrade. The existing system has been in place for many years, coupled with employee change over and lost key rings, there is now a need to phase-in rekeying of the various City buildings. This project will rebuild the key tree and increase security.

*Priority: High*

*Justification: Security*

*FY2016-17 Funding Source: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 17,000	\$ 68,000	\$ 85,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 68,000</u>	<u>\$ 85,000</u>

## Project #8115: City Hall Turf Drainage and Re-Sod

Soil testing and consulting have determined that the city hall turf areas were placed over a hard pan that drains poorly and has an improper nutrient balance. This project will heavily amend the soil, install a drainage system and install irrigation modifications.

*Priority: Medium*

*Justification: Aging Infrastructure*

*FY2016-17 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>

## Project #8116: Public Works Elevator Upgrade

The Public Works Elevator is too old to purchase replacement parts and is in need of repair. The existing elevator service contractor has informed the City that the only option is to upgrade the elevator to more modern components. This project funds the needed improvements.

*Priority: High*

*Justification: Aging Infrastructure and Public Safety*

*FY2016-17 Funding Sources: General fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</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*

*FY2016-17 Funding Sources: Various Funding Sources*

*Status: New*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>		<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>		<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ -	\$ 400,000	\$ 200,000	\$ 600,000
Engineering Administration	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 200,000</u>	<u>\$ 600,000</u>

**Project #8990: Annual – CD Department Support for Miscellaneous Projects**

This project funds as-needed Engineering / Community Development staff support for Transit and Building Projects such as CIP's #8099 and #8106 that are generally performed or contracted for directly by the Public Works or Transit Department and do not have identified budgets for engineering/CD staff support .

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2016-17 Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>			<b>Year Costs</b>	<b>Total</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>		
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,500	8,000	-	-
	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Building Projects

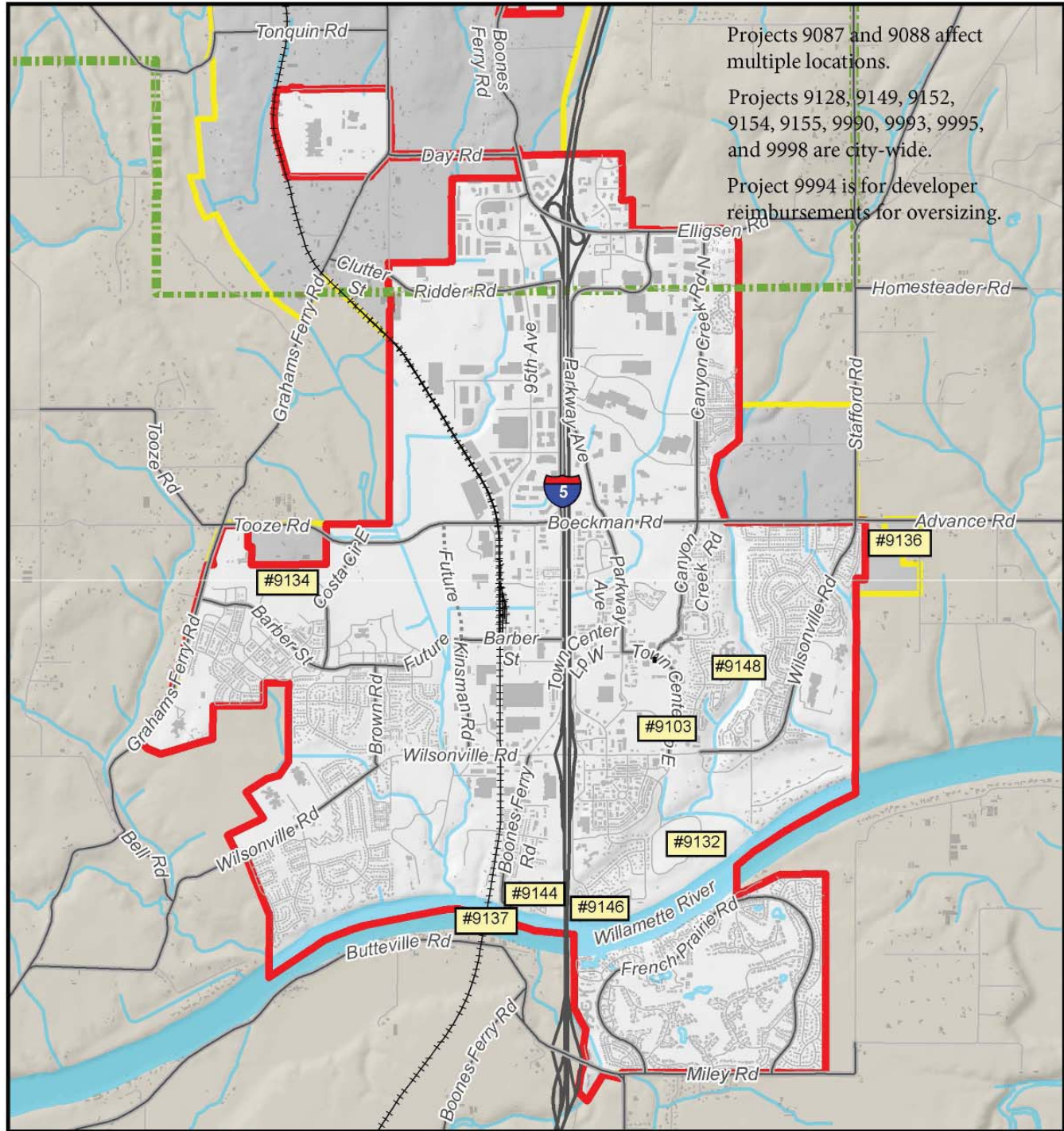
## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Fiber Connectivity	General Fund	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Library Improvements	General Fund/Grant	706,000	231,000	-	-	-
Centralized Building Control System	General Fund	17,000	-	-	-	-
Tauchman House Deck and Porch Replacement	General Fund	-	35,000	-	-	-
Public Works Parking Lot Improvements	General Fund	-	-	-	-	126,000
Flooring Replacement - City Hall	General Fund	85,000	-	-	-	-
HVAC Replacements	General Fund	133,000	50,000	50,000	50,000	50,000
Tauchman House Remodel	General Fund	-	150,000	-	-	-
City Wide ReKey	General Fund	17,000	17,000	17,000	17,000	17,000
City Hall Turf Drainage and Re-sod	General Fund	35,000	-	-	-	-
Public Works Elevator Upgrades	Multiple Sources	45,000	-	-	-	-
Public Works/Police Building Seismic Upgrades	Multiple Sources	400,000	200,000	-	-	-
City Hall Lobby Renovation	General Fund	-	25,000	-	-	-
Art Tech Roof Replacement	Program Income	-	70,000	-	-	-
Public Works Facility	Multiple Sources	2,000,000	542,500	8,137,500	8,137,500	-
Annual - City Facility Repairs (Facility Master Plan Implementation)	General Fund	52,500	52,500	52,500	52,500	52,500
Annual - CD Support for Miscellaneous Projects	General Fund	8,000	8,000	8,000	8,000	8,000
		<u>\$ 3,553,500</u>	<u>\$ 1,436,000</u>	<u>\$ 8,320,000</u>	<u>\$ 8,320,000</u>	<u>\$ 308,500</u>
Funding Sources:						
General Fund		856,000	734,875	1,403,125	1,403,125	308,500
Road Operating		34,500	148,500	-	-	-
Water Operating		542,750	185,625	2,034,375	2,034,375	-
Sewer Operating		542,750	185,625	2,034,375	2,034,375	-
Storm Operating		27,500	111,375	-	-	-
Loan Proceeds		700,000	-	2,848,125	2,848,125	-
Grant		850,000	-	-	-	-
Program Income			70,000			
		<u>\$ 3,553,500</u>	<u>\$ 1,436,000</u>	<u>\$ 8,320,000</u>	<u>\$ 8,320,000</u>	<u>\$ 308,500</u>

**WILSONVILLE**



# Parks Projects



Projects 9087 and 9088 affect multiple locations.  
 Projects 9128, 9149, 9152, 9154, 9155, 9990, 9993, 9995, and 9998 are city-wide.  
 Project 9994 is for developer reimbursements for oversizing.

<p><b>The City of Wilsonville, Oregon</b>          Clackamas and Washington Counties</p>		 <p>WILSONVILLE          GIS          Geographic Information Systems</p>
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>2/26/2016</p> <p>0 Miles 0.5</p> <p><small>M:\Template_Legend.mxd</small></p>

2016-17 Funding Sources

Proj.	Project Name	Parks SDC	Contributions	General Fund	Total Resources
9087	Tree Mitigation - Other than White Oak	\$ -	\$ 2,000	\$ -	\$ 2,000
9088	Tree Mitigation - White Oak	-	500	-	500
9103	Skate Facilities	103,500	-	-	103,500
9128	Recreation and Aquatic Center Study Update	44,295	-	-	44,295
9132	Memorial Park Master Plan Implementation	600,300	-	-	600,300
9134	Villebois Park Improvements - SAP East Parks RP 7&8	110,000	-	-	110,000
9136	Advance Road Sports Fields	82,855	-	-	82,855
9137	French Prairie Bridge	153,500	-	-	153,500
9144	Boones Ferry Park Master Plan	77,625	-	-	77,625
9146	I-5 Undercrossing Trail	201,463	-	-	201,463
9149	City Wide Parks and Recreation Comprehensive Master Plan Update	77,625	-	25,875	103,500
9152	Play Structure Replacements	-	-	111,500	111,500
9155	Ice Age Tonquin Trail	227,000	-	-	227,000
9990	CD Department Support for Miscellaneous Projects	3,250	-	3,250	6,500
9993	Parks CIP's Closeout from Prior Years	3,000	-	2,000	5,000
9994	Parks SDC Reimbursements/Credits	317,800	-	-	317,800
9995	Early Planning - Future Parks	6,000	-	2,000	8,000
9998	5-Year & Annual Parks CIP Budget Development	4,000	-	1,000	5,000
		<u>\$2,012,213</u>	<u>\$ 2,500</u>	<u>\$145,625</u>	<u>\$2,160,338</u>

**PROJECT SUMMARIES**

**Project #9087: Tree Mitigation – Other than White Oak**

Funds paid by developers to replenish or replace trees throughout the City during the development process.

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Sources: Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 2,000	\$ 2,000	Annual	Annual
Engineering Administration	-	-	-	-	-
	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -

# Parks Projects

## 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*

*FY2016-17 Funding Sources: Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 500	\$ 500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #9103: Skate Facilities

This project is for the design and construction of a skate park in Memorial Park.

*Priority: High*

*Justification: City growth*

*Status: Continued from FY2007-08*

*Estimated Date of Completion: Planning phase completed in 2017-18*

*FY2016-17 Funding Sources: Parks SDC*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 5,000	\$ 19,000	\$ 100,000	\$ 50,000	\$ 174,000
Engineering Administration	24,139	665	3,500	-	28,304
	<u>\$ 29,139</u>	<u>\$ 19,665</u>	<u>\$ 103,500</u>	<u>\$ 50,000</u>	<u>\$ 202,304</u>

## Project #9128: Recreation and Aquatic Center Study Update

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

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Continued from FY2012-13*

*Estimated Date of Completion: FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 90,285	\$ -	\$ 37,000	\$ -	\$ 127,285
Engineering Administration	6,707	-	7,295	-	14,002
	<u>\$ 96,992</u>	<u>\$ -</u>	<u>\$ 44,295</u>	<u>\$ -</u>	<u>\$ 141,287</u>

## Project #9132: Memorial Park Master Plan Implementation

This project is a placeholder for preliminary design of physical improvements to Memorial Park, as identified in the Memorial Park Master Plan. As of the print date for the budget, the Master Plan was nearing completion but had not been adopted by Council, therefore, a supplemental budget authorization from Council will be required once projects are ready for final design and construction.

*Priority: High*

*Justification: Regulatory requirement and aging infrastructure*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Continued from FY2012-13*

*Estimated Date of Completion: FY2020-21*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 20,916	\$ 10,000	\$ 580,000	\$ 475,000	\$ 1,085,916
Engineering Administration	-	350	20,300	25,000	45,650
	<u>\$ 20,916</u>	<u>\$ 10,350</u>	<u>\$ 600,300</u>	<u>\$ 500,000</u>	<u>\$ 1,131,566</u>

## Project #9134: Villebois Park Improvements – SAP East Parks RP 7&8

Payment to developer for construction of public facilities in excess of those needed to serve the development.

*Priority: High*

*Justification: Development Agreement and City Growth*

*Status: New project*

*Estimated Date of Completion: FY2016-17*

*FY2016-17 Funding Sources: Parks SDC*

*Operations Impact: To be determined at completion of project*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 20,916	\$ -	\$ 100,000	\$ -	\$ 120,916
Engineering Administration	-	20,000	10,000	-	30,000
	<u>\$ 20,916</u>	<u>\$ 20,000</u>	<u>\$ 110,000</u>	<u>\$ -</u>	<u>\$ 150,916</u>

## Project #9136: Advance Road Sports Fields

Per the terms of a land exchange agreement with the West Linn/Wilsonville School District, the City will receive ten acres for future sports fields from property owned by the District on Advance Road in exchange for the approximately ten-acre Lowrie Primary School property. This project is to pay for City expenses in assisting the District in annexing and partitioning the property, and concept planning the future sports fields.

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: Project development to be completed FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 73,000	\$ 6,440,000	\$ 6,513,000
Engineering Administration	9,503	2,500	9,855	225,400	247,258
	<u>\$ 9,503</u>	<u>\$ 2,500</u>	<u>\$ 82,855</u>	<u>\$ 6,665,400</u>	<u>\$ 6,760,258</u>



# Parks Projects

## Project #9137: French Prairie Bridge

The City has been awarded \$1.2 million in Metropolitan Transportation Improvement Program (MTIP) grant funding through Metro for project development and preliminary engineering efforts to construct a bike, pedestrian, and emergency vehicle access bridge across the Willamette. An Intergovernmental Agreement was finalized in FY2014/15. Grant funds will be allocated to the City via ODOT and will not be recorded as City expenses. The City's local match requirement for this phase of the project is funded with Parks SDC funds.

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Carryover from FY2013-14*

*Estimated Date of Completion: Project development to be completed FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 4,773	\$ 160,000	\$ 100,000	\$ 320,000	\$ 584,773
Engineering Administration	51,162	50,000	53,500	43,050	197,712
	<u>\$ 55,935</u>	<u>\$ 210,000</u>	<u>\$ 153,500</u>	<u>\$ 363,050</u>	<u>\$ 782,485</u>
MTIP Grant Funding	-	-	900,000	300,000	1,200,000
	<u>\$ 55,935</u>	<u>\$ 210,000</u>	<u>\$ 1,053,500</u>	<u>\$ 663,050</u>	<u>\$ 1,982,485</u>

## Project #9144: Boones Ferry Park Master Plan

This is a partner project to Project #9137 and consists of master planning Boones Ferry Park, particularly the undeveloped area of the park, in conjunction with design of the French Prairie Bridge.

*Priority: High*

*Justification: City growth*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Carryover from FY2015-16*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Not Applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Engineering Administration	-	-	2,625	-	2,625
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 77,625</u>	<u>\$ -</u>	<u>\$ 77,625</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*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Carryover from FY2014-15*

*Estimated Date of Completion: FY2016-17*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 68,213	\$ 60,000	\$ 177,500	\$ -	\$ 305,713
Engineering Administration	31,671	22,100	23,963	-	77,734
	<u>\$ 99,884</u>	<u>\$ 82,100</u>	<u>\$ 201,463</u>	<u>\$ -</u>	<u>\$ 383,447</u>

## Project #9149: City Wide Parks and Recreation Comprehensive Master Plan Update

This project will update the City-wide Parks Master Plan, addressing City Parks and Recreation service delivery not being addressed by the specific Memorial Park and Boones Ferry Park Master Plans. The project will also produce a Parks and Recreation Strategic Plan that will identify the mission, vision, and core services that will complement the City Wide Parks and Recreation Comprehensive Master Plan.

*Priority: Medium*

*Justification: City growth*

*FY2016-17 Funding Sources: General Fund and Parks SDC*

*Status: Carryover from FY2015-16*

*Estimated Date of Completion: FY2016-17*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 55,000	\$ 100,000	\$ -	\$ 155,000
Engineering Administration	-	1,925	3,500	-	5,425
	<u>\$ -</u>	<u>\$ 56,925</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ 160,425</u>

## 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*

*FY2016-17 Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 75,000	\$ 111,500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ 111,500</u>	<u>\$ -</u>	<u>\$ -</u>

# Parks Projects

## 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

FY2016-17 Funding Sources: Parks SDCs

Status: New Project

Estimated Date of Completion: FY2016-17

Operations Impact: Minimal Impact is anticipated

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Engineering Administration	-	-	27,000	-	27,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 227,000</u>	<u>\$ -</u>	<u>\$ 227,000</u>

## Project #9990: CD Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for Parks projects such as 9103, 9148, and 9149 that are generally performed or contracted for directly by the Parks Department. Prior to FY 2015-16, Engineering/CD support for Parks projects was programmed into individual CIPs.

Priority: High

Justification: Aging infrastructure

FY2016-17 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,500	6,500	-	-
	<u>\$ -</u>	<u>\$ 6,500</u>	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #9993: Parks CIP's Closeout from Prior Years

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

Priority: High

Justification: City Growth

FY2016-17 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2015-16</b>	<b>Budget 2016-17</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,000	5,000	-	-
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #9994: Parks SDC Reimbursements/Credits

Beginning this Fiscal Year, all SDC Reimbursements/Credits are being accrued under this project number, except for Montague Park (#9148) and Edelweiss Park (#9153) that are funded by the Westside Urban Renewal District. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. SDC reimbursements occur when developers build a City expansion project that goes beyond the needs of their immediate development. FY2016-17 Included in the FY 2015-16 projections are Specific Area Plan (SAP) East parks.

*Priority: Medium*

*Justification: City growth*

*FY2016-17 Funding Sources: Parks SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 556,400	\$ 280,000	Annual	Annual
Engineering Administration	-	28,474	37,800	-	-
	<b>\$ -</b>	<b>\$ 584,874</b>	<b>\$ 317,800</b>	<b>\$ -</b>	<b>\$ -</b>

## 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*

*FY2016-17 Funding Sources: Parks SDC and General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,500	8,000	-	-
	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>

## 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*

*FY2016-17 Funding Sources: Parks SDC and General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,000	5,000	-	-
	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>

# Parks Projects

## Five Year Planning CIP Forecast FY2016-17 thru FY2020-21

Project Title	Funding Source	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Skate Facilities	Parks SDC	\$ 103,500	\$ 50,000	\$ -	\$ -	\$ -
Recreation and Aquatic Center Study Update	Parks SDC	44,295	-	-	-	-
Memorial Park Master Plan Implementation	Parks SDC	600,300	100,000	100,000	150,000	150,000
Villebois Parks Improvements - SAP East Parks RP 7&8	Parks SDC	110,000	-	-	-	-
Advance Road Sports Fields	Parks SDC	82,855	455,400	3,105,000	3,105,000	-
French Prairie Bridge	Parks SDC*	153,500	363,050	-	-	-
Boones Ferry Park Master Plan	Parks SDC	77,625	-	-	-	-
I-5 Undercrossing Trail	Parks SDC	201,463	-	-	-	-
City Wide Parks and Recreation Comprehensive Master Plan Update	Parks SDC	103,500	-	-	-	-
Ice Age Tonquin Trail	Parks SDC	227,000	-	227,000	-	-
Boones Ferry Park Play Structure Replacement	General Fund	-	40,000	-	-	-
Annual-Tree Mitigation-Other than White Oak	Contributions	2,000	2,000	2,000	4,000	8,000
Annual-Tree Mitigation-White Oak	Contributions	500	500	500	1,000	2,000
Annual - Play Structure Replacement	General Fund	111,500	115,000	115,000	115,000	115,000
Annual - CD Support for Miscellaneous Projects	Parks SDC	6,500	6,500	6,500	6,500	6,500
Annual - Parks CIP closeout from Prior Years	Parks SDC	5,000	5,000	5,000	5,000	5,000
Annual - Parks SDC Reimbursements/Credits	Parks SDC	317,800	1,547,668	675,893	681,000	567,500
Annual - Early Planning - Future Parks Projects	Parks SDC	8,000	8,000	8,000	8,000	8,000
Annual - 5 Year and Annual Parks CIP Budget Development	Parks SDC	5,000	5,000	5,000	5,000	5,000
Annual - Boones Ferry Park Improvements (MP Implementation)	Parks SDC	-	100,000	100,000	100,000	100,000
*Additional MTIP is anticipated for completion of project						
		<u>\$ 2,160,338</u>	<u>\$ 2,798,118</u>	<u>\$ 4,349,893</u>	<u>\$ 4,180,500</u>	<u>\$ 967,000</u>
Funding Sources:						
Parks SDC		2,012,213	2,680,618	4,232,393	4,060,500	842,000
General Fund		145,625	115,000	115,000	115,000	115,000
Contributions		2,500	2,500	2,500	5,000	10,000
		<u>\$ 2,160,338</u>	<u>\$ 2,798,118</u>	<u>\$ 4,349,893</u>	<u>\$ 4,180,500</u>	<u>\$ 967,000</u>

## Debt and Other

---

### Debt Service Overview

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

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

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

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

The City's general obligation debt rating by Moody's Investor's Service is Aa2. The sewer related full faith and credit obligation of 2011 is rated AA+ by Standard and Poor's and Aa3 by Moody's. The water revenue bonds have an underlying rating of Aa3. Moody's ratings reflect their Global Scale Rating implementation.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## Long-Term Debt Estimated as of June 30, 2016

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	3,490,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	33,410,000
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	4,035,000
				<u>\$ 40,935,000</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:

<b>Statutory Debt Limitation</b>	
<b>Estimated as of June 30, 2016</b>	
Real Market Value	<u>\$ 3,886,914,557</u>
Debt capacity at 3%	116,607,437
Less outstanding debt	\$ -
Net debt subject to 3% limit	<u>-</u>
Marginal capacity	<u>\$ 116,607,437</u>

## Overlapping General Obligation Debt as of June 30, 2015

Jurisdiction	General Obligation Bonded Debt Outstanding	Percent Overlapping	Amount Applicable to Government <sup>1</sup>
Direct:			
City of Wilsonville	\$ -	100.00%	\$ -
Total Direct	-		-
Overlapping:			
Clackamas County Community College	\$66,116,012	7.99%	\$5,284,719
Clackamas County	107,010,136	5.83%	6,243,292
Clackamas County School District No. 3J	252,766,741	33.38%	84,376,571
Clackamas County School District No. 86	72,197,179	13.48%	9,733,335
Metro	193,205,000	1.62%	3,128,375
Port of Portland	9,730,289	1.49%	144,758
Portland Community College	160,095,000	0.23%	364,216
Tualatin Valley Fire & Rescue	55,020,000	5.49%	3,021,974
Washington County	22,434,570	0.54%	121,595
Washington County School District No. 88J	105,703,403	7.05%	7,448,179
Total Overlapping	1,044,278,330		119,867,014
Total Debt	\$ 1,044,278,330		\$ 119,867,014

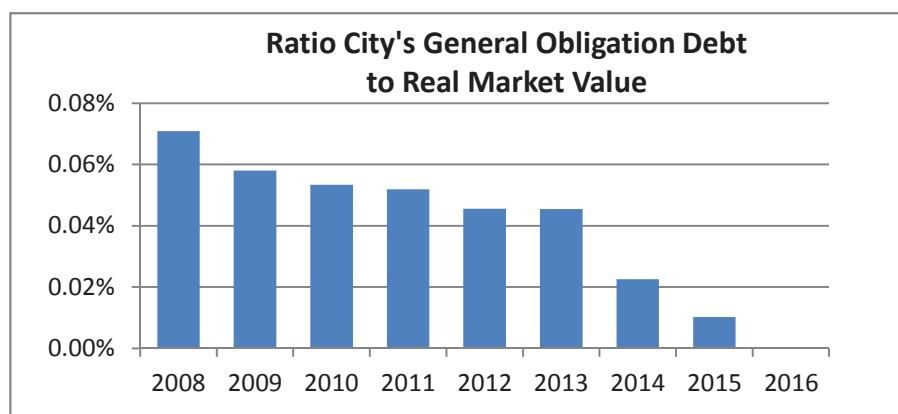
Overlapping debt is important because it measures the ability of the community's tax base to repay the debt obligations issued by all of the overlapping governmental jurisdictions.

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

Source: Municipal Debt Advisory Commission, Oregon State Treasury

## Debt to Real Market Value

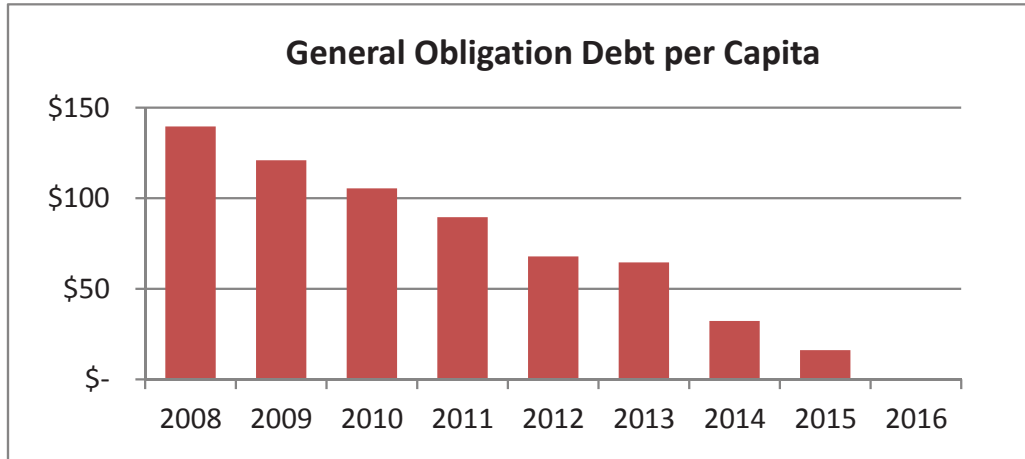
The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio at the end of the 2016 fiscal year is 0.00%. The trend 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 of 2016, so at the end of the fiscal year, the per capita amount is zero.



## Future Debt Plans

The City does not plan to issue debt in FY 2016-17. However, the City is considering asking voters in November of 2016 whether they would support a General Obligation Construction Bond to fund the building of a Recreation/Aquatic Center. If the vote in November of 2016 is affirmative, the City could issue a General Obligation bond prior to June 30, 2017.

### Debt Service Activity All City Funds, Fiscal Year 2016-17

<u>Fund/Bond or Debt Issue</u>	<u>Principal Balance 6/30/2016</u>	<u>New Debt Issuance</u>	<u>Scheduled Principal</u>	<u>Scheduled Interest</u>	<u>Principal Balance 6/30/2017</u>
<b>Water Operating Fund</b>					
Water Refunding Note, Series 2007	\$ 3,490,000	\$ -	\$ 650,000	\$ 121,853	\$ 2,840,000
Water Refunding Bond, Series 2006	4,035,000	-	950,000	161,400	3,085,000
Total Water Operating Fund	<u>7,525,000</u>	<u>-</u>	<u>1,600,000</u>	<u>283,253</u>	<u>5,925,000</u>
<b>Sewer Operating Fund</b>					
Full Faith & Credit Bonds, Series 2011	33,410,000	-	1,725,000	1,215,213	31,685,000
Total Sewer Operating Fund	<u>33,410,000</u>	<u>-</u>	<u>1,725,000</u>	<u>1,215,213</u>	<u>31,685,000</u>
	<u>\$ 40,935,000</u>	<u>\$ -</u>	<u>\$ 3,325,000</u>	<u>\$ 1,498,466</u>	<u>\$ 37,610,000</u>

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

**Purpose of issuance:**

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

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

**Security:**

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

FY	Principal	Interest	Total
2016-17	650,000	121,853	771,853
2017-18	670,000	96,443	766,443
2018-19	695,000	70,166	765,166
2019-20	725,000	42,831	767,831
2020-21	750,000	14,438	764,438
Total	\$ 3,490,000	\$ 345,730	\$ 3,835,730

# Revenue Supported

# Full Faith and Credit Obligations

<b>Issue Title: Full Faith and Credit Obligations, Series 2011</b>			
Issue Date:	November 17, 2011	Amount:	\$38,940,000
Average interest rate:	3.43%	Insurance:	none
Bond rating:	S&P: AA+, Moody's: Aa3	First principal due:	June 1, 2013
CUSIPs:	972478FQ9-GH8	Last principal due:	June 1, 2031

**Purpose of issuance:**

The proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the city's wastewater treatment plant. Construction began in 2012. The expansion 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.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2016-17	1,725,000	1,215,213	2,940,213
2017-18	1,780,000	1,163,463	2,943,463
2018-19	1,850,000	1,092,263	2,942,263
2019-20	1,925,000	1,018,263	2,943,263
2019-21	1,980,000	960,513	2,940,513
2022-2026	11,040,000	3,671,852	14,711,852
2027-2031	13,110,000	1,601,250	14,711,250
Total	\$ 33,410,000	\$ 10,722,817	\$ 44,132,817

<b>Issue Title: Water Refunding Bond, Series 2006</b>			
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480BS5-CF2	Last principal due:	June 1, 2020

**Purpose of issuance:**

The City refunded and defeased the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

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

**Security:**

The primary security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2016-17	950,000	161,400	1,111,400
2017-18	990,000	123,400	1,113,400
2018-19	1,025,000	83,800	1,108,800
2019-20	1,070,000	42,800	1,112,800
Total	\$ 4,035,000	\$ 411,400	\$ 4,446,400

**WILSONVILLE**



## 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.

**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.

**Phone system replacement:** The City's phone system is aging and soon needs to be replaced.

**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 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*

**GAC replacement reserve:** Provides resources for the replacement of granulated activated charcoal.

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

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

### *Sewer Operating Fund*

**Plant major repair and replacement:** Reserve for the replacement of plant equipment, amount required by contract with operator.

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

### *Fleet Fund*

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

# Assigned Balances - Designated Purpose

	July 1, 2016 Balance	Increases	Decreases	June 30, 2017 Balance
<b>General Fund</b>				
<b>Computers, software, fiber:</b>				
Financial systems software	\$ 600,000	\$ 400,000		\$ 1,000,000
Operating systems, servers		100,000		100,000
City web sites/wireless improvements		100,000		100,000
Records management systems	80,500	-	(11,400)	69,100
Conduit, fiber, communications	245,000		(55,000)	190,000
Phone system upgrade	-	200,000	-	200,000
<b>Facilities and park infrastructure:</b>				
Building repairs/remodeling	450,500	500,000	(450,500)	500,000
Future expansion, relocation	1,047,500		(300,000)	747,500
<b>Emergency management</b>				
Equipment and major supplies	225,000	-	-	225,000
<b>Future program costs:</b>				
Coffee Creek Area planning	1,908,762	-	(100,000)	1,808,762
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 6,557,262</u>	<u>\$ 1,300,000</u>	<u>\$ (916,900)</u>	<u>\$ 6,940,362</u>
<b>Building Inspection Fund</b>				
Software	\$ 500,000	\$ -	\$ -	\$ 500,000
<b>Transit Fund</b>				
Bus, building, capital needs	\$ 935,827	\$ 25,000	\$ (204,039)	\$ 756,788
<b>Water Operating Fund</b>				
GAC replacement reserve	\$ 350,000	\$ -	\$ -	\$ 350,000
Plant repair and replacement reserve	500,000	100,000	-	600,000
Maximum annual debt service <sup>1</sup>	1,883,000	-	-	1,883,000
	<u>\$ 2,733,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 2,833,000</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service <sup>1</sup>	2,940,000	-	-	2,940,000
	<u>\$ 5,340,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,340,000</u>
<b>Fleet Fund</b>				
Vehicle replacement	\$ 923,046	\$ 58,774	\$ (482,000)	\$ 499,820

<sup>1</sup> 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

## 2016-17 Proposed Budget

### Table of Contents

Quick Facts Page .....	246
Budget Committee and Key Officials .....	247
Budget Message .....	248
Map of Districts .....	249
Urban Renewal Overview .....	250
Mission Statement .....	250
How Urban Renewal Works .....	250
Governance .....	250
Agency District Management .....	250
Assessed Value Information .....	250
Property Tax Information .....	252
Urban Renewal Tax Rates .....	252
Tax Increment Financing (TIF) Zones .....	253
Year 2000 Plan .....	254
Description of District .....	254
Assessed Value and Taxes .....	254
Plan History of Debt Issuance & Maximum Indebtedness .....	255
Debt Service Fund .....	256
Debt Outstanding .....	257
Capital Projects Fund .....	258
History of Projects .....	259
Program Income Fund .....	260
West Side .....	261
Description of District .....	261
Assessed Value and Taxes .....	261
History of Debt Issuance & Maximum Indebtedness .....	262
Debt Service Fund .....	263
Long-term Debt .....	264
History of Projects .....	265
Capital Projects Fund .....	267
Program Income Fund .....	269
Summary of Urban Renewal Funds and Outstanding Debt .....	270
Budget Summary: All Urban Renewal Funds Combined History .....	271



## Urban Renewal Agency Quick Facts

---

	<u>Year 2000 Plan</u>	<u>West Side</u>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	449	411

The following as of November 2014:

Frozen tax base	\$44,087,806	\$16,526,288
Incremental assessed value	\$393,847,328	\$461,482,428
Total district assessed value	\$437,935,134	\$478,008,716
FY 2015-16 taxes available	\$5,332,772	\$4,832,426
FY 2015-16 taxes levied	\$4,240,000	\$4,832,426

The following is projected as of June 30, 2016:

Maximum debt limit	\$92,687,423	\$49,400,000
Debt issued or authorized	\$81,385,000	\$40,000,000
Remaining debt limit	\$11,302,423	\$9,400,000
Amount of debt principal outstanding, June 30, 2016	\$6,190,000	\$29,002,468
Authorized but not issued	\$0	\$0

Urban Renewal Budget Committee  
City of Wilsonville  
FY 2016-17

Urban Renewal Budget Committee

Paul Bunn                      Tony Holt  
Andrew Karr                  Arthur Park  
Alan Steiger

Urban Renewal Agency Board

Tim Knapp, Chair

Julie Fitzgerald              Charlotte Lehan  
Scott Starr                      Susie Stevens

Executive Director

Bryan Cosgrove  
City Manager

Economic Development Manager

Vacant

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](http://www.ci.wilsonville.or.us)



May 6, 2016

Members of the Budget Committee,

I am pleased to present the Urban Renewal Agency Proposed Budget for Fiscal Year 2016-17. The Urban Renewal Agency is made up of five distinct areas: The Year 2000 Plan, the Westside Plan, and three single property areas referred to as Tax Increment Finance Zones. The Year 2000 Plan District and Westside Plan District have been quite successful. When the Year 2000 Plan District was formed, its frozen assessed value was \$44 million. In tax year 2015-16, the incremental assessed valuation of the area is estimated to be \$381 million, an increase of over eight-and-a-half times the original amount. When the Westside Plan District was formed, its frozen base was \$16.5 million. In tax year 2015-16, the incremental assessed valuation of the area is estimated to be \$360 million, almost 22 times the frozen amount. The three Tax Increment Finance Zones were formed in 2014, to incentivize private sector investment on those specific properties.

The Year 2000 Plan District, located primarily on the east side of town, proposes two projects for FY 2016-17; beginning preliminary work on the East-West Connector (formerly known as the Old Town Escape), and embarking upon concept planning for the Town Center. The District is winding down its work and is anticipated to close in or around fiscal year 2020. The District begins FY 2016-17 with \$11.3 million remaining under the maximum debt limit, and is anticipated to issue this debt between fiscal years 2017-18 and 2019-20 to complete the project list. The District does have about \$6.2 million in outstanding principal that will need to be paid off and/or restructured prior to closure, and the FY 2016-17 budget includes additional resources allocated for this purpose. The City will be working with the school district to implement a closure strategy for this District that will minimize the impact of compression on the West Linn-Wilsonville School District Local Option Levy. Looking toward the future, the Year 2000 Plan District has a recommended strategy, outlined in the 2014 Strategic Plan, which addresses identification and timing of projects to be completed before closure.

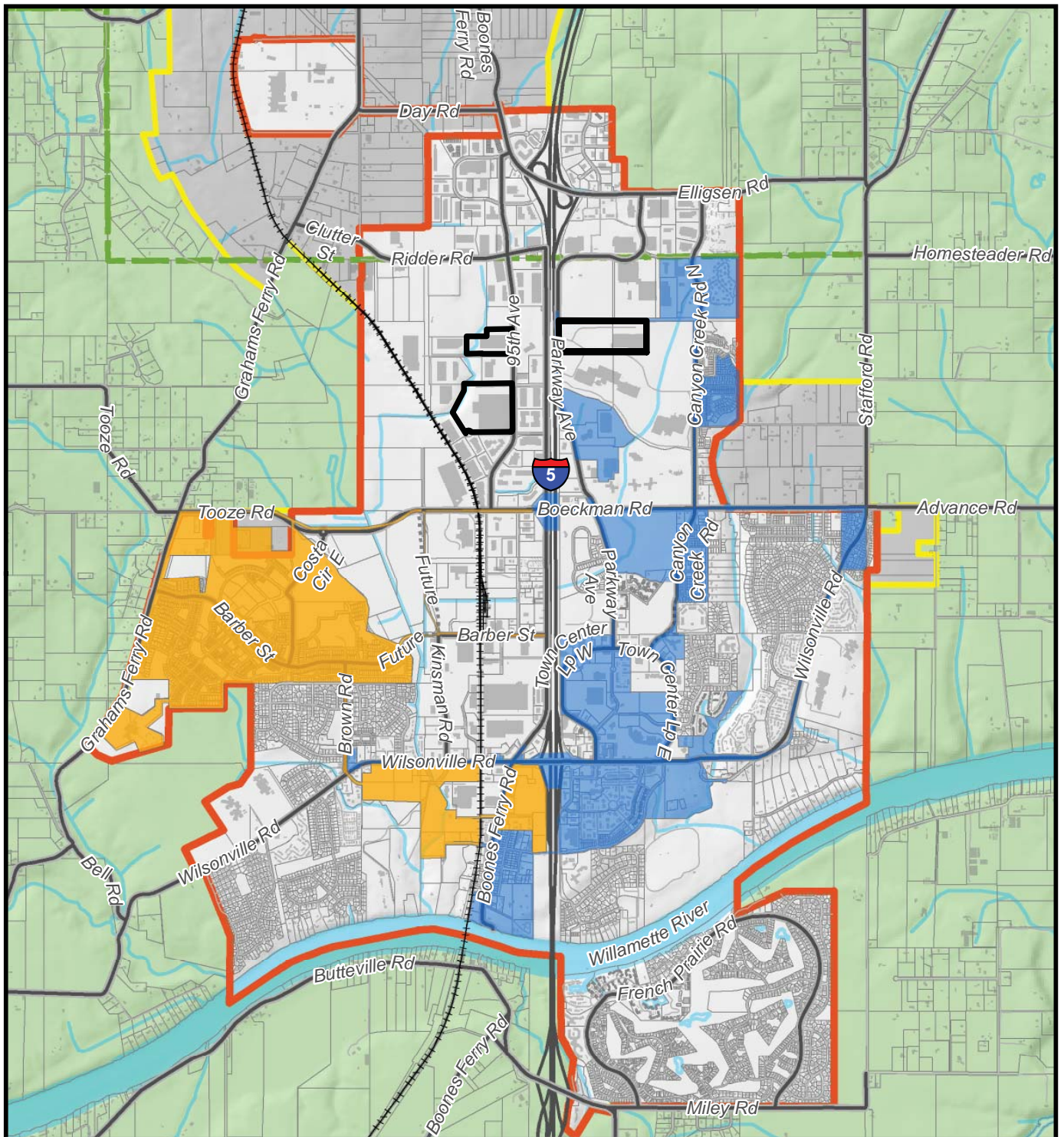
The West Side District, located on the west side of town, is benefiting from the construction of a large volume of single family homes. During FY 2015-16, the City Council approved a Substantial Amendment for the District, increasing its maximum indebtedness from \$40 million to \$49.4 million. This increase is necessary for the District to complete projects included in the Urban Renewal Plan, including improvements to both Tooze Road and Brown Road. Projects proposed for FY 2016-17 include project completion and close-out of Barber Street from Kinsman Road to Coffee Lake Drive, and the design and improvements for Tooze Road. The FY 2016-17 budget assumes the issuance of \$1 million of debt to finance these projects.

Both Districts have a specific debt reserve set-aside, according to respective bond covenants. Additionally, both Districts have set-aside contingency amounts to allow for financial flexibility should certain projects be ready ahead of schedule. Urban Renewal has been a successful tool for Wilsonville and has greatly enhanced this community by financing important public infrastructure improvements and has leveraged millions of dollars in private investment.

Respectfully submitted,

Bryan Cosgrove  
City Manager

# Urban Renewal District Map



The City of Wilsonville, Oregon  
Clackamas and Washington Counties

## Urban Renewal Areas & Tax Increment Finance Zones

- TIF Taxlots
- County Boundary
- URA - East Side
- City Limits
- URA - West Side
- UGB



0 Miles 0.5

# Urban Renewal Agency Overview

## Mission Statement

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## How Urban Renewal Works

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for urban renewal projects intended to encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like road-ways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of a bond is obtained to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal bonds.

Wilsonville currently has five urban renewal areas – the Year 2000 Plan and the Westside Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. The three Tax Increment Finance Zones were established in 2014 as an incentive for private sector investment in specific properties.

## Governance

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board.

## URA District Management

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City's General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City's departments and again as professional service expenses in the URA budget to reimburse the City's funds.

## Assessed Value Information

When an urban renewal district is first created, the assessed value within the district's boundary is established as the "frozen base". If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the "incremental" or "excess" value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the "division of tax" method of raising revenue in an urban renewal district.

The "division of tax" method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City's two Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

# Urban Renewal Agency Overview

## Assessed Value Information

Fiscal Year <u>Ended</u>	Year 2000 Plan District			West Side District		
	Frozen <u>Base</u>	Incremental <u>Value</u>	Total <u>Assessed Value</u>	Frozen <u>Base</u>	Incremental <u>Value</u>	Total <u>Assessed Value</u>
6/30/12	44,087,806	352,690,448	396,778,254	16,526,288	167,300,405	183,826,693
6/30/13	44,087,806	343,639,773	387,727,579	16,526,288	218,861,206	235,387,494
6/30/14	44,087,806	352,067,012	396,154,818	16,526,288	247,915,216	264,441,504
6/30/15	44,087,806	366,670,242	410,758,048	16,526,288	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 est	44,087,806	393,847,328	437,935,134	16,526,288	461,482,428	478,008,716

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate  
Beginning 7/1/2010 the City certifies taxes on only the first \$300 million within the Year 2000 Plan District

Historically, assessed value within the Year 2000 Plan occasionally declined between fiscal years. As the Year 2000 Plan District completes its planned project list, the necessary tax increment revenue needed by the District is the amount necessary to cover the current debt service obligation on its outstanding debt. The way to limit the tax increment received was to remove parcels from the District, thereby lowering the assessed value within it. However, 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions without removing parcels. As the Agency nears closure of the Year 2000 District, the amount of tax revenue underlevied will likely be increased and less revenue collected to allow a gradual phase out of the district.

## Released Acreage

The Year 2000 Plan district has been successful in that assessed values have climbed to a level that produces more tax increment than is necessary for the district to service its outstanding debt. Prior to 2010, the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. After 2010, a change in statutes allows the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities.

As the Agency prepares 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 <u>Ended</u>	Acreage <u>Removed</u>	Key <u>Properties</u>	Assessed Value When <u>Reduced</u>	Estimated Assessed Value <u>for FY 2016</u>
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 <u>Ended</u>	Acreage <u>Removed</u>	Key <u>Properties</u>	Assessed Value When <u>Reduced</u>	Estimated Assessed Value <u>for FY 2016</u>
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.

A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan historically declined as Council and the URA Board removed parcels from the district, but now the District certifies to less, thereby underlevying. The District collects adequate tax increment to service the current outstanding debt.

Fiscal Year	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/12	4,200,000	3,981,272	2,395,408	2,198,896
6/30/13	4,240,000	4,058,533	3,106,624	2,925,072
6/30/14	4,240,000	4,100,494	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	4,100,000	4,832,426	4,707,383
6/30/17 est	4,240,000	4,000,000	5,129,714	4,975,823

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	District Tax
	Rate	Rate
Clack comm coll	0.4269	0.5582
ESD	0.2849	0.3687
W Linn SD	3.5775	4.8684
W Linn LOL	1.5000	1.5000
<b>Total, Education</b>	<b>5.7893</b>	<b>7.2953</b>
City Wilsonville	1.9930	2.5206
Clack co city	1.8496	2.4042
Co 4-H	0.0385	0.0500
Co. Library	0.3045	0.3974
Co PS LOL	0.2480	0.2480
Co Soil Conserv	0.0385	0.0500
FD64 TVFR	1.2061	1.5252
FD64 TVFR LOL	0.4500	0.4500
Port PDX	0.0554	0.0701
Srv2 Metro	0.0761	0.0966
Srv2 Metro LOL	0.0960	0.0960
Urb Ren Co	0.0078	
UR Wilsonv	3.3091	
Vector Control	0.0051	0.0065
Vector Con LOL	0.0250	0.0250
<b>Total, General Govt</b>	<b>9.7027</b>	<b>7.9396</b>
City of Wils. Bond	0.1050	0.1327
Clack Comm Coll Bond	0.1149	0.1497
Clack Comm Coll Bond 2015	0.0380	0.0384
TVFR Bond	0.1326	0.1326
W Linn SD Bond	0.5297	2.8668
W Linn Bnd 2015	2.1460	
Metro Bond	0.0120	0.1957
Metro Bond 2006	0.1806	
<b>Total, Bonds</b>	<b>3.2588</b>	<b>3.5159</b>
<b>Grand Total, Tax Rate</b>	<b>18.7508</b>	<b>18.7508</b>

# 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 95<sup>th</sup> 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.

Three funds are used to account for the activities of the Year 2000 Plan district including:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

### Year 2000 Plan Assessed Values and Taxes

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Assessed Valuation in District	\$ 396,154,818	\$ 410,758,048	\$ 421,758,155	\$ 437,935,134	\$ 437,935,134	\$ 437,935,134
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
<b>Incremental Value</b>	352,067,012	366,670,242	377,670,349	393,847,328	393,847,328	393,847,328
<b>Incremental Value Certified<sup>1</sup></b>	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	8,427,239	14,603,230	11,000,107	12,755,392	12,755,392	12,755,392
Percent change in						
Incremental Value	2.5%	4.1%	3.0%	3.3%	3.3%	3.3%
<b>Property Tax</b>						
Division of Taxes <sup>2</sup> :						
Before discounts	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts	\$ 4,100,494	\$ 4,240,160	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

<sup>1</sup> Fixed to yield necessary tax increment revenue to service outstanding debt.

<sup>2</sup> Beginning FY 2010-11 the Agency will certify to a maximum of \$4.240 million tax receipts.

**Statement of Purpose**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**Program Objectives**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**Year 2000 Plan History of Debt Issuance and Maximum Indebtedness**

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	38,835,500	
Total Maximum Indebtedness	<u>92,687,423</u>	
<b><u>Debt Issued</u></b>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
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
Total debt issued through June 2016	<u>81,385,000</u>	
<b>Balance Available, July 1, 2016</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 11,302,423</u>	

*Issue amount excludes refinancing activity*

<b>Debt Service Fund</b>						
	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 4,100,494	\$ 4,240,160	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	90,452	76,638	120,000	120,000	120,000	120,000
Total	<u>4,190,946</u>	<u>4,316,798</u>	<u>4,120,000</u>	<u>4,120,000</u>	<u>4,120,000</u>	<u>4,120,000</u>
Miscellaneous:						
Investment income	38,170	28,762	20,000	20,000	20,000	20,000
Beginning fund balance	4,785,864	3,441,045	3,714,845	5,530,943	5,530,943	5,530,943
<b>TOTAL RESOURCES</b>	<u>\$ 9,014,980</u>	<u>\$ 7,786,606</u>	<u>\$ 7,854,845</u>	<u>\$ 9,670,943</u>	<u>\$ 9,670,943</u>	<u>\$ 9,670,943</u>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 2,647,000	\$ 1,535,000	\$ 330,000	\$ 4,830,000	\$ 4,830,000	\$ 4,830,000
Short term debt	2,500,000	2,000,000	2,000,000	-	-	-
Interest	426,935	341,700	276,963	763,075	763,075	763,075
Total	<u>5,573,935</u>	<u>3,876,700</u>	<u>2,606,963</u>	<u>5,593,075</u>	<u>5,593,075</u>	<u>5,593,075</u>
Ending fund balance:						
Restricted (Unapprop FB)	1,603,205	2,603,205	2,700,000	1,577,868	1,577,868	1,577,868
Assigned (Contingency)	1,837,840	1,306,701	2,547,882	2,500,000	2,500,000	2,500,000
Ending fund balance	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<u>\$ 9,014,980</u>	<u>\$ 7,786,606</u>	<u>\$ 7,854,845</u>	<u>\$ 9,670,943</u>	<u>\$ 9,670,943</u>	<u>\$ 9,670,943</u>

**Statement of Funding 2016-17**

From 2005 to 2009, the Agency Board has directed staff to periodically remove assessed value from the district such that property taxes generate approximately \$4 million per year, the amount necessary to service the outstanding debt.

In 2009 State legislation passed HB 3056 which allows urban renewal agencies to certify to less than 100% of available taxes. As a result, the Agency will no longer need to remove tax parcels from the District. As of January 2010, the Agency began achieving the same result of limiting the collection of property tax increment by certifying to a specific increment collection amount to the County Assessor’s Office.

This District is slated to close in the near future, possibly in fiscal year 2020. In order to prepare for closure, the District must ensure that all debt obligations are restructured and/or paid off. Currently, the District has debt obligations that extend until fiscal year 2025. The last year of the debt obligation is a balloon payment of \$3,130,000. For the District to close in fiscal year 2020, debt beyond that year should be restructured and/or paid off, which may also involve interest pre-payment amounts. To accomplish debt restructure and/or pay-off in fiscal year 2016-17, the budget for debt principal and interest has been increased.

**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 15<sup>th</sup> year.

Year 2000 Plan Debt			
2010 Issue - Bank of America			
FY	Principal	Interest	Total
2016-17	330,000	263,075	593,075
2017-18	345,000	249,050	594,050
2018-19	360,000	234,388	594,388
2019-20	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>\$ 6,190,000</u>	<u>\$ 1,810,079</u>	<u>\$ 8,000,079</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 Old Town Street and Streetscape Improvements
2. Construct the East-West Connector (aka Old Town Escape) Street Project
3. Town Center redevelopment concept planning
4. Pursue district closure in 2020

**Urban Renewal – Year 2000 Plan Capital Projects Fund**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>						
Investment income	\$ 8,745	\$ 7,912	\$ 7,200	\$ 7,500	\$ 7,500	\$ 7,500
Debt proceeds	2,500,000	2,000,000	2,000,000	-	-	-
Beginning fund balance	2,308,920	3,573,427	1,425,975	2,668,121	2,668,121	2,668,121
<b>TOTAL RESOURCES</b>	<b>\$ 4,817,665</b>	<b>\$ 5,581,339</b>	<b>\$ 3,433,175</b>	<b>\$ 2,675,621</b>	<b>\$ 2,675,621</b>	<b>\$ 2,675,621</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 588,513	\$ 574,525	\$ 587,619	\$ 518,150	\$ 587,649	\$ 587,649
Utility services	1,006	1,137	1,090	1,720	1,090	1,090
Emp dev, train, travel	3,369	2,033	2,390	2,400	2,390	2,390
Fees, dues, advertising	1,509	3,001	2,457	2,500	1,947	1,947
Misc. supplies & services	131	42	234	500	714	714
<b>Total Materials &amp; Services</b>	<b>594,528</b>	<b>580,738</b>	<b>593,790</b>	<b>525,270</b>	<b>593,790</b>	<b>593,790</b>
Capital Projects						
#3004 Town Center Concept Planning	-	-	94,650	33,560	94,650	94,650
#4002 WV Interchange Turn Lanes	172,651	33,062	-	-	-	-
#4181 Canyon Creek Road South EV Protection	96,217	882	-	-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	380,842	3,038,031	175,000	0	175,000	175,000
#4193 Frog Pond Purchase	-	94,500	-	-	-	-
#4197 Old Town Escape - Kinsman	-	-	200,000	550,000	200,000	200,000
#9130 Murase Playground Retrofit	-	253,963	-	-	-	-
#9131 Murase Mound Re-grade	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>649,710</b>	<b>3,420,438</b>	<b>469,650</b>	<b>583,560</b>	<b>469,650</b>	<b>469,650</b>
<b>Expenditure Subtotal</b>	<b>1,244,238</b>	<b>4,001,176</b>	<b>1,063,440</b>	<b>1,108,830</b>	<b>1,063,440</b>	<b>1,063,440</b>
Ending fund balance:						
Assigned (contingency)	3,573,427	1,580,163	2,369,735	1,566,791	1,612,181	1,612,181
Ending fund balance	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,817,665</b>	<b>\$ 5,581,339</b>	<b>\$ 3,433,175</b>	<b>\$ 2,675,621</b>	<b>\$ 2,675,621</b>	<b>\$ 2,675,621</b>

**History of Year 2000 Plan Urban Renewal Projects**

	Years Prior	Estimate 2015-16	Adopted 2016-17
<b>Road Projects:</b>			
Wilsonville Road Related	\$ 24,875,112	\$ -	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	118,000	-
East-West Connector (Old Town Escape - Kinsman)	-	150,000	550,000
Other Street Construction Projects	5,325,298	-	-
Boeckman Bike/Ped Improvements	370,798	-	-
Streetscape, Signals, Crossings	881,995	-	-
<b>Planning Projects:</b>			
Town Center Concept Planning	-	40,000	33,560
<b>Public Facilities:</b>			
Miscellaneous Improvements and Planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	2,000,000	-	-
<b>Park Land Acquisition and Development:</b>			
Boozier/Frog Pond Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	161,700	-
Murase Playground Retrofit	258,239	-	-
<b>Local Schools - Public Areas:</b>			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
<b>Total</b>	<b>\$ 69,036,745</b>	<b>\$ 469,700</b>	<b>\$ 583,560</b>

<b>Project Title</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>
East West Connector	\$ 550,000	\$ 650,000	\$ 3,200,000	\$ 2,700,000	\$ -
Old Town Streets	-	622,767	622,767	622,767	-
Town Center Concept Planning	33,560	229,000	-	-	-
Park Improvements	-	-	25,000	-	-
<b>Total Year 2000 5-Year Plan</b>	<b>\$ 583,560</b>	<b>\$ 1,501,767</b>	<b>\$ 3,847,767</b>	<b>\$ 3,322,767</b>	<b>\$ -</b>

**Statement of Purpose**

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales. The predominant source of program income has been reimbursements from the Street System Development Charges Fund and a sale and rental of property.

**Program Objectives**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

**Program Income Fund**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>						
Investment income	\$ 11,125	\$ 9,487	\$ 15,000	\$ 7,000	\$ 7,000	\$ 7,000
Other Revenue	92,020	378,994	94,400	94,400	94,400	94,400
Sale of property		20,200	-	-	-	-
Beginning fund balance	2,808,285	1,663,709	1,464,908	1,872,645	1,872,645	1,872,645
<b>TOTAL RESOURCES</b>	<b>\$ 2,911,430</b>	<b>\$ 2,072,390</b>	<b>\$ 1,574,308</b>	<b>\$ 1,974,045</b>	<b>\$ 1,974,045</b>	<b>\$ 1,974,045</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 164,977	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs and maintenance	-	6,144	50,100	50,000	50,000	50,000
Capital Outlay						
Property Acquisition	-	275,000	-	-	-	-
Expenditure Subtotal	164,977	281,144	50,100	50,000	50,000	50,000
Transfers to other funds						
Transfers Out - West Side Capital	1,082,745	-	-	-	-	-
Ending fund balance:						
Assigned (contingency)	1,663,708	1,791,246	1,524,208	1,924,045	1,924,045	1,924,045
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,911,430</b>	<b>\$ 2,072,390</b>	<b>\$ 1,574,308</b>	<b>\$ 1,974,045</b>	<b>\$ 1,974,045</b>	<b>\$ 1,974,045</b>

**Statement of Funding 2016-17**

Repairs and maintenance are to the Wesleyan Church property structures purchased several years ago.

# Urban Renewal - West Side Plan

## West Side

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City's Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred FY2015-16 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Assessed Valuation in District	\$ 264,441,504	\$ 311,138,473	\$ 344,100,804	\$ 478,008,716	\$ 478,008,716	\$ 478,008,716
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
<b>Incremental Value</b>	247,915,216	294,612,185	327,574,516	461,482,428	461,482,428	461,482,428
Change in Incremental Value	29,054,010	46,696,969	32,962,331	101,835,994	101,835,994	101,835,994
Percent change in Incremental Value	13.3%	18.8%	11.2%	28.3%	28.3%	28.3%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts <sup>1</sup>	3,491,520	4,328,795	4,651,558	5,129,714	5,129,714	5,129,714
Estimate after discounts	\$ 3,304,309	\$ 4,112,488	\$ 4,372,466	\$ 4,975,823	\$ 4,975,823	\$ 4,975,823

<sup>1</sup>Discounts include reductions offered for early payment, adjustments, and uncollected taxes.



**Statement of Purpose**

Monitor private development that would result in future tax increment revenue generation

**Program Objectives**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**West Side History of Debt Issuance and Maximum Indebtedness**

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
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2003	\$ 40,000,000	
Increased, February 2016	<u>\$ 9,400,000</u>	
	\$ 49,400,000	
<b><u>Debt Issued</u></b>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
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 2014	<u>40,000,000</u>	
<b>Balance Available, July 1, 2016 (Maximum Indebtedness less Total Debt Issued)</b>		
	<u><u>\$ 9,400,000</u></u>	

**Debt Service Fund**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>							
Tax increment revenues							
Current year	\$ 3,304,309	\$ 4,112,488	\$ 4,372,466	\$ 4,707,383	\$ 4,975,823	\$ 4,975,823	\$ 4,975,823
Prior year	56,879	55,654	80,000	78,000	80,000	80,000	80,000
Total	3,361,188	4,168,142	4,452,466	4,785,383	5,055,823	5,055,823	5,055,823
Miscellaneous:							
Investment income	28,624	22,486	21,000	23,000	23,000	23,000	23,000
Beginning fund balance	4,381,847	3,562,379	4,529,324	4,542,445	6,488,537	6,488,537	6,488,537
<b>TOTAL RESOURCES</b>	<b>\$ 7,771,659</b>	<b>\$ 7,753,007</b>	<b>\$ 9,002,790</b>	<b>\$ 9,350,828</b>	<b>\$ 11,567,360</b>	<b>\$ 11,567,360</b>	<b>\$ 11,567,360</b>
<b>REQUIREMENTS:</b>							
Debt service							
Principal	\$ 1,070,000	\$ 1,140,000	\$ 1,439,873	\$ 1,717,532	\$ 1,768,994	\$ 1,768,994	\$ 1,768,994
Interest	1,139,280	1,070,563	1,143,548	1,144,759	1,094,277	1,094,277	1,094,277
Short term debt	2,000,000	1,000,000	2,000,000	-	1,000,000	1,000,000	1,000,000
Total	4,209,280	3,210,563	4,583,421	2,862,291	3,863,271	3,863,271	3,863,271
Ending fund balance							
Restricted (Unapprop FB)	2,221,248	2,600,000	2,583,421	2,862,292	2,872,186	2,872,186	2,872,186
Assigned (Contingency)	1,341,131	1,942,444	1,835,948	3,626,245	4,831,903	4,831,903	4,831,903
Ending fund balance	-	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,771,659</b>	<b>\$ 7,753,007</b>	<b>\$ 9,002,790</b>	<b>\$ 9,350,828</b>	<b>\$ 11,567,360</b>	<b>\$ 11,567,360</b>	<b>\$ 11,567,360</b>

**Statement of Funding 2016-17**

To fund district capital projects the Agency issued \$5 million in debt in July of 2015, and anticipates \$1 million in short-term debt in FY 2016-17.

**Long-term Debt**

The West Side Plan has four issues outstanding with Bank of America and one with Columbia State Bank at the beginning of Fiscal Year 2016-17. 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 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
<b>TOTAL RESERVE</b>	<b>\$2,872,186</b>

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.

West Side Plan Debt  
2009 Issue - Bank of America

FY	Principal	Interest	Total
2016-17	435,000	350,473	785,473
2017-18	455,000	328,668	783,668
2018-19	475,000	305,883	780,883
2019-20	500,000	281,995	781,995
2019-2024	5,505,000	784,858	6,289,858
Total	\$ 7,370,000	\$ 2,051,877	\$ 9,421,877

West Side Plan Debt  
2011 Issue - Bank of America

FY	Principal	Interest	Total
2016-17	200,000	181,060	381,060
2017-18	210,000	172,260	382,260
2018-19	220,000	163,020	383,020
2019-20	225,000	153,340	378,340
2020-2024	1,010,000	509,740	1,519,740
2024-2026	2,250,000	185,680	2,435,680
Total	\$ 4,115,000	\$ 1,365,100	\$ 5,480,100

On June 10, 2011, the Agency issued \$5 million through a note held by Bank of America with an interest rate of 4.4%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due June 1, 2026 in the amount of \$1,970,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

In June 2012, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$8,000,000, carries an interest rate of 3.40%. The final maturity will be June 2027. Debt Service is amortized over 25 years with a balloon payment due June 1, 2027 of \$2,975,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt  
2012 Issue Bank of America

FY	Principal	Interest	Total
2016-17	330,000	224,070	554,070
2017-18	340,000	213,180	553,180
2018-19	350,000	201,960	551,960
2019-20	360,000	190,410	550,410
2020-2024	1,570,000	638,385	2,208,385
2024-2027	3,840,000	337,590	4,177,590
Total	\$ 6,790,000	\$ 1,805,595	\$ 8,595,595

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
2016-17	275,000	218,925	493,925
2017-18	285,000	209,300	494,300
2018-19	295,000	199,325	494,325
2019-20	305,000	189,000	494,000
2020-2024	1,335,000	645,225	1,980,225
2024-2028	3,760,000	448,175	4,208,175
<b>Total</b>	<b>\$ 6,255,000</b>	<b>\$ 1,909,950</b>	<b>\$ 8,164,950</b>

West Side Plan Debt  
2015A Issue Columbia State Bank

FY	Principal	Interest	Total
2016-17	385,137	99,205	484,342
2017-18	395,510	88,832	484,342
2018-19	406,163	78,180	484,342
2019-20	416,920	67,422	484,342
2020-2025	2,260,112	161,600	2,421,711
<b>Total</b>	<b>\$ 3,863,842</b>	<b>\$ 495,239</b>	<b>\$ 4,359,081</b>

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
2016-17	143,857	20,544	164,401
2017-18	149,255	15,146	164,401
2018-19	154,856	9,546	164,401
2019-20	160,658	3,743	164,401
<b>Total</b>	<b>\$ 608,625</b>	<b>\$ 48,980</b>	<b>\$ 657,605</b>

**Statement of Purpose**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**Program Objectives**

1. Monitor stormwater and natural habitat area around and under the Boeckman Bridge
2. Provide funding per the terms of Development Agreements
3. Construct the extension of Barber Street
4. Continue capital improvements on Tooze Road

**History of West Side Urban Renewal Projects**

	Years Prior	Estimate 2015-16	Adopted 2016-17
<b>Road Projects:</b>			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	6,573,783	2,374,000	242,000
Tooze Road			370,500
<b>Park Projects:</b>			
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	674,406	-	-
Villebois Park Montague	-	761,494	-
Villebois Park Edelweiss	-	223,267	-
<b>Local Schools:</b>			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
	-	-	-
<b>Total</b>	<b>\$ 28,477,186</b>	<b>\$ 3,358,761</b>	<b>\$ 612,500</b>

<b>Project Title</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>
Barber Street Extension	\$ 242,000	\$ -	\$ -	\$ -	\$ -
Tooze Rd Improvements	370,500	2,970,000	858,000	-	-
Brown Rd Improvements	-	163,905	2,000,000	2,088,995	-
<b>Total Westside Urban Renewal 5-Year Plan</b>	<b>\$ 612,500</b>	<b>\$ 3,133,905</b>	<b>\$ 2,858,000</b>	<b>\$ 2,088,995</b>	<b>\$ -</b>

**Urban Renewal – West Side Plan Capital Projects Fund**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>							
Investment income	\$ 1,479	\$ 3,732	\$ 8,500	\$ 17,000	\$ 12,000	\$ 12,000.00	\$ 12,000.00
Debt proceeds	2,000,000	1,000,000	5,000,000	5,000,000	1,000,000	1,000,000	1,000,000
Beginning fund balance	414,906	1,257,667	29,640	858,622	1,555,801	1,555,801	1,555,801
<b>TOTAL RESOURCES</b>	<b>\$ 2,416,385</b>	<b>\$ 2,261,400</b>	<b>\$ 5,038,140</b>	<b>\$ 5,875,622</b>	<b>\$ 2,567,801</b>	<b>\$ 2,567,801</b>	<b>\$ 2,567,801</b>
<b>REQUIREMENTS:</b>							
<b>Materials &amp; Services</b>							
Prof and technical services	\$ 486,378	\$ 413,230	\$ 501,954	\$ 498,442	\$ 444,520	\$ 444,520	\$ 444,520
Utility services	118	-	204	-	-	-	-
Repairs and maintenance	2,766	-	-	-	-	-	-
Emp dev, train, travel	2,560	2,444	2,390	380	2,500	2,500	2,500
Fees, dues, advertising	1,226	2,321	2,487	2,238	2,525	2,525	2,525
Water system development charges	665,670	419,041	900,000	500,000	500,000	500,000	500,000
<b>Total Materials &amp; Services</b>	<b>1,158,718</b>	<b>837,036</b>	<b>1,407,035</b>	<b>1,001,060</b>	<b>949,545</b>	<b>949,545</b>	<b>949,545</b>
<b>Capital Projects</b>							
#4116 Barber Street Extension	-	362,046	1,489,451	2,339,000	242,000	242,000	242,000
#4146 Tooze Rd Improvements	-	-	-	-	370,500	370,500	370,500
#9107 Villebois Park Piccadilly	-	203,695	-	-	-	-	-
#9145 Villebois Park Imp - Montague	-	-	711,000	756,494	-	-	-
#9154 Villebois Park Imp - Edelwiess Park	-	-	223,267	223,267	-	-	-
<b>Total Capital Projects</b>	<b>-</b>	<b>565,742</b>	<b>2,423,718</b>	<b>3,318,761</b>	<b>612,500</b>	<b>612,500</b>	<b>612,500</b>
<b>Expenditure Subtotal</b>	<b>1,158,718</b>	<b>1,402,778</b>	<b>3,830,753</b>	<b>4,319,821</b>	<b>1,562,045</b>	<b>1,562,045</b>	<b>1,562,045</b>
<b>Ending fund balance:</b>							
Assigned (contingency)	1,257,667	858,622	1,207,387	1,555,801	1,005,756	1,005,756	1,005,756
Ending fund balance	-	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,416,385</b>	<b>\$ 2,261,400</b>	<b>\$ 5,038,140</b>	<b>\$ 5,875,622</b>	<b>\$ 2,567,801</b>	<b>\$ 2,567,801</b>	<b>\$ 2,567,801</b>

**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.

	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>							
Investment income	\$ -	\$ -	\$ -	\$ -	10,000	\$ 10,000	\$ 10,000
Sale of property	-	-	-	-	-	-	-
Beginning fund balance	-	-	-	-	4,950,000	4,950,000	4,950,000
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>4,960,000</b>	<b>4,960,000</b>	<b>4,960,000</b>
<b>REQUIREMENTS:</b>							
Capital Outlay						-	-
Improvements	\$ -	\$ -	\$ -	\$ -	484,000	\$ 484,000	\$ 484,000
Expenditure Subtotal	-	-	-	-	484,000	484,000	484,000
Ending fund balance:							
Assigned (contingency)	-	-	-	-	4,476,000	4,476,000	4,476,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>4,960,000</b>	<b>4,960,000</b>	<b>4,960,000</b>

**Statement of Funding 2016-17**

Program income is intended to be used to construct improvements to Tooze Road.



# Urban Renewal Summary

## Summary of Urban Renewal by Fund Proposed 2016-17

	Year 2000 Plan			West Side			Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	Program Income	
<b>RESOURCES:</b>							
Tax increment	\$ 4,120,000	\$ -	\$ -	\$ 5,055,823	\$ -	\$ -	\$ 9,175,823
Investment income	20,000	7,500	7,000	23,000	12,000	10,000	79,500
Other revenue	-	-	94,400	-	-	-	94,400
Bonds	-	-	-	-	1,000,000	-	1,000,000
Beginning fund balance	5,530,943	2,668,121	1,872,645	6,488,537	1,555,801	4,950,000	23,066,047
Total resources	<u>\$ 9,670,943</u>	<u>\$ 2,675,621</u>	<u>\$ 1,974,045</u>	<u>\$ 11,567,360</u>	<u>\$ 2,567,801</u>	<u>\$ 4,960,000</u>	<u>\$ 33,415,770</u>
<b>REQUIREMENTS:</b>							
Materials & services	\$ -	\$ 525,270	\$ 50,000	\$ -	\$ 949,545	\$ -	\$ 1,524,815
Capital outlay	-	583,560	-	-	612,500	484,000	1,680,060
Debt service	5,593,075	-	-	3,863,271	-	-	9,456,346
Ending fund balance:							
Restricted (Unapprop FB)	1,577,868	-	-	2,872,186	-	-	4,450,054
Assigned (Contingency)	2,500,000	1,566,791	1,924,045	4,831,903	1,005,756	4,476,000	16,304,495
Total requirements	<u>\$ 9,670,943</u>	<u>\$ 2,675,621</u>	<u>\$ 1,974,045</u>	<u>\$ 11,567,360</u>	<u>\$ 2,567,801</u>	<u>\$ 4,960,000</u>	<u>\$ 33,415,770</u>

## Summary of Debt Outstanding by District

	Original Issue	Year 2000 Plan	West Side	Grand Total
		July 1 2016 Balance	July 1 2016 Balance	
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 7,370,000	\$ 7,370,000
Series 2010 Note Payable	8,000,000	6,190,000	-	6,190,000
Series 2011 Note Payable	5,000,000	-	4,115,000	4,115,000
Series 2012 Note Payable	8,000,000	-	6,790,000	6,790,000
Series 2013 Note Payable	7,000,000	-	6,255,000	6,255,000
Series 2015A Note Payable	5,000,000	-	3,863,842	3,863,842
Series 2015B Note Payable	-	-	608,625	608,625
Total outstanding debt	<u>\$ 43,000,000</u>	<u>\$ 6,190,000</u>	<u>\$ 29,002,468</u>	<u>\$ 35,192,468</u>

# Urban Renewal Summary

The table below combines six 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 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>RESOURCES:</b>						
Tax increment	\$ 7,552,134	\$ 8,484,940	\$ 8,572,466	\$ 9,175,823	\$ 9,175,823	\$ 9,175,823
Investment income	88,143	72,380	71,700	79,500	79,500	79,500
Intergovernmental	-	-	-	-	-	-
Other revenue	92,020	378,994	94,400	94,400	94,400	94,400
Sale of Property	-	-	-	-	-	-
Bonds	4,500,000	3,000,000	7,000,000	1,000,000	1,000,000	1,000,000
Beginning fund balance	14,699,822	13,498,228	11,164,692	23,066,047	23,066,047	23,066,047
Total resources	<u>\$ 26,932,119</u>	<u>\$ 25,434,541</u>	<u>\$ 26,903,258</u>	<u>\$ 33,415,770</u>	<u>\$ 33,415,770</u>	<u>\$ 33,415,770</u>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,918,223	\$ 1,698,918	\$ 2,050,925	\$ 1,524,815	\$ 1,524,815	\$ 1,524,815
Capital outlay	649,710	3,986,180	2,893,368	1,680,060	1,680,060	1,680,060
Debt service	9,783,215	7,087,263	7,190,384	9,456,346	9,456,346	9,456,346
Transfers out	1,082,745	-	-	-	-	-
Ending fund balance:						
Restricted (bond covenants)	3,824,453	5,203,205	5,283,421	4,450,054	4,450,054	4,450,054
Restricted (future debt svc)	3,178,971	3,249,145	4,383,830	7,331,903	7,331,903	7,331,903
Assigned (contingency)	6,494,802	4,230,031	5,101,330	8,972,592	8,972,592	8,972,592
Total appropriations	<u>\$ 26,932,119</u>	<u>\$ 25,454,742</u>	<u>\$ 26,903,258</u>	<u>\$ 33,415,770</u>	<u>\$ 33,415,770</u>	<u>\$ 33,415,770</u>

**WILSONVILLE**



# 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
Julie Fitzgerald, Councilor	Charlotte Lehan, Councilor
Susie Stevens, Councilor	

---

## ***Budget Committee***

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

*Budget Committee members are:*

Tim Knapp, Mayor	Alan Steiger
Julie Fitzgerald	Paul Bunn
Charlotte Lehan	Tony Holt
Susie Stevens	Andrew Karr
Scott Starr	Arthur Park

## ***Development Review Board***

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

*Development Review Board members are:*

### **Panel A**

Mary Fierros Bower

Kristin Akervall

James Frinell

Ron Heberlein

Fred Ruby

Julie Fitzgerald, Council Liaison

### **Panel B**

Aaron Woods

Richard Martens

Samuel Scull

Samy Nada

Shawn O'Neil

Julie Fitzgerald, Council Liaison

---

## ***Parks & Recreation Advisory Board***

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

*Parks & Recreation Advisory Board members are:*

Elaine Marie Swyt

Steve Benson

David Davis

Ken Rice

Katharine Johnson

Mary Closson

David Becker

Scott Starr, Council Liaison

## ***Library Board***

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development.

Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

*Library Board members are:*

Reggie Gaines

Caroline Berry

Megan Ann Chuinard

Rich Dougall

Alan Steiger

Susie Stevens, Council Liaison

---

## ***Planning Commission***

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

*Planning Commission members are:*

Kamran Mesbah

Peter Hurley

Phyllis Millan

Simon Springall

Gerald Greenfield

Al Levit

Eric Postma

Charlotte Lehan, Council Liaison

**WILSONVILLE**



# Five-Year Financial Forecast

## *2016 through 2021*

---

*Presented to the Budget Committee February 23, 2016*

### Table of Contents

---

Overview .....	278
Common Assumptions .....	279
Funds Presented.....	280
General Fund .....	281
Community Development Fund .....	296
Building Fund.....	300
Transit Fund.....	302
Water Operating Fund.....	307
Sewer Operating Fund.....	310
Stormwater Fund.....	313
Street Lighting Fund .....	316
Road Operating (Gas Tax) Fund .....	318



## Overview

---

The goal of this Five-Year Financial Forecast is to assess the City's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by Council, and to preserve the City's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provide the City Council, Budget Committee, management and the citizens of Wilsonville with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is a useful method to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

### Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as service demands by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, the price of gasoline, and technological changes that could impact the business community.

The base year of the forecast is the adopted budget for the fiscal year (FY) 2015-16. The adopted budget for FY 2015-16 is then adjusted for various known items that have occurred since the Council adopted the budget in June of 2015, and projections for 2015-16 are developed. The five-year forecast is then grounded by Council intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as FY 2015-16 unfolds.

This forecast focuses on the City's 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. The City's Capital Improvement Program (CIP) is accounted for through various capital funds which receive transfers from the operating funds, resources from System Development Charges, and debt proceeds. 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. Rather, this forecast builds in generalized assumptions for the CIP, based upon health and safety needs, infrastructure needs as expressed in the City's various master plans, and known major repair and replacements to the City's asset base. Each annual budget cycle considers the City's capital program and projects.

# Common Assumptions

---

## Population Growth

Wilsonville's population has grown at an average annual rate of 3.34% from fiscal year (FY) 2006-07 until FY 15-16. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years.

## Revenues

In general, this forecast reviews the revenue sources to each fund individually. However, one common assumption for revenue is interest earnings. Interest rates remain at historic lows, currently averaging about one-half of one percent. This forecast assumes that interest rates gradually increase to one percent.

## Expenditures

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 a 2.5% rate. 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 current staffing levels, and if additional personnel are forecasted, those estimations build on this base amount. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 6%.

One cost driver over the next 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. At the time the Legislature passed the reforms, Wilsonville saved approximately 4% on its contribution rate. But since the Supreme Court rolled this back, Wilsonville's contribution rate will need to be adjusted upwards. Additionally, the PERS portfolio has not earned investment returns as originally hoped. These two factors combine to mean anticipated contribution rate increases in the next two bienniums, beginning in July of 2017 (fiscal year 2017-18). PERS sets rates every two years, thus the contribution rate is fixed for FY 16-17, but PERS has indicated to members that contribution rates are likely to go up in July of 2017 and again in July of 2019. This forecast builds in contribution rate increases accordingly.

Annual inflation for materials and services is assumed to be approximately 2% per year. Contracts for services, including operating contracts for Police, Water, and Sewer, are assumed to increase between 4% and 6% per year.

# Funds Presented

---

**General Fund**

**Community Development Fund**

**Building Fund**

**Transit Fund**

**Water Operating Fund**

**Sewer Operating Fund**

**Stormwater Fund**

**Street Lighting Fund**

**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.

## Five-Year Financial Forecast FY 2016 through 2021

---

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value. This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing for economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value 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 five urban renewal districts – the Year 2000 Plan district and the Westside Plan 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 incremental assessed value above that frozen base in tax year 2015-16 is \$381.1 million, an increase over eight times the original amount. When the Westside Plan district was formed, its frozen assessed value base was \$15 million, and its incremental assessed value above that frozen base is \$361.2 million in tax year 2015-16, an increase almost 24 times the original amount. The three Tax Increment Finance Zones were established in 2014 to incentive private sector investment in specific properties.

Between FY 15-16 and FY 19-20, both districts have assessed value (AV) which reverts back to the City and the other over-lapping districts. The Year 2000 district area under-levies, holding its tax increment to approximately \$4.2 million each year, because that is all the district needs to service its debt. Therefore, property taxes generated 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 in the future to that amount that is collected in the year of a *Substantial Amendment*. Therefore, the Westside district's tax increment is now fixed at approximately \$5 million. Because new construction is still underway in that district, the City and other taxing jurisdictions gain increased AV and therefore property tax revenue, because the tax increment to the Westside district is capped at \$5 million.

## Five-Year Financial Forecast FY 2016 through 2021

---

In the last year of this forecast period, FY 20-21, the Year 2000 district is projected to close. At that time, the tax increment that was diverted to the Year 2000 district will instead flow back to the overlapping districts. The City is projected to gain approximately \$750,000 in property tax revenue once the district closes.

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 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.

Five-Year Financial Forecast  
FY 2016 through 2021

**Table 1**

<b>Clackamas C.</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
Total AV on rolls	2,297,817,399	2,368,094,165	2,489,429,645	2,694,571,895	2,881,983,635
Less: URA	(467,247,689)	(548,804,789)	(550,822,196)	(599,176,337)	(664,205,632)
AV for Perm rate	1,830,569,710	1,819,289,376	1,938,607,449	2,095,395,558	2,217,778,003
per 1,000	1,830,570	1,819,289	1,938,607	2,095,396	2,217,778
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$4,614,134	\$4,585,701	\$4,886,454	\$5,281,654	5,590,131
Truncation gain/(loss)	\$316	\$282	\$306	\$306	241
Division of tax gain/(loss)	\$116,756	\$139,075	\$135,166	\$141,135	153,421
Adjustments (URA acres, rounding, etc)	\$117,071	\$139,354	\$135,469	\$141,437	153,662
Taxes imposed	\$4,731,205	\$4,725,055	\$5,021,923	\$5,423,091	5,743,793
<b>Washington C.</b>					
Total AV on rolls	252,936,902	264,753,698	268,559,603	277,825,621	290,790,949
Less: URA					0
AV for Perm rate	252,936,902	264,753,698	268,559,603	277,825,621	290,790,949
per 1,000	252,937	264,754	268,560	277,826	290,791
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$637,553	\$667,338	\$676,931	\$700,287	\$732,968
Division of tax gain/(loss)	(\$116,756)	(\$139,075)	(\$135,166)	(\$141,135)	(153,421)
Adjustments (URA acres, rounding, etc)	(\$116,756)	(\$139,075)	(\$135,166)	(\$141,135)	(\$153,421)
Taxes imposed	\$520,797	\$528,263	\$541,765	\$559,152	\$579,546
				2.46%	3.08%
<b>AV, both counties</b>	<b>2,083,506,612</b>	<b>2,084,043,074</b>	<b>2,207,167,052</b>	<b>2,373,221,179</b>	<b>2,508,568,952</b>
<b>Total Taxes Imposed, Both Counties</b>	<b>\$5,252,002</b>	<b>\$5,253,318</b>	<b>\$5,563,688</b>	<b>\$5,982,243</b>	<b>\$6,323,339</b>
<b>Actual Property Tax Revenue</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>Projected FY 15-16</b>
Clack Co.	4,431,682	4,495,564	4,792,747	5,172,568	5,451,491
Wash Co.	498,293	502,944	517,663	538,221	550,053
<b>Total</b>	<b>4,929,975</b>	<b>4,998,507</b>	<b>5,310,410</b>	<b>5,710,789</b>	<b>6,001,544</b>
<b>Collection Rate</b>	<b>93.87%</b>	<b>95.15%</b>	<b>95.45%</b>	<b>95.46%</b>	<b>94.91%</b>

Table 2 below displays the percent change from the prior year for selected items:

**Table 2**

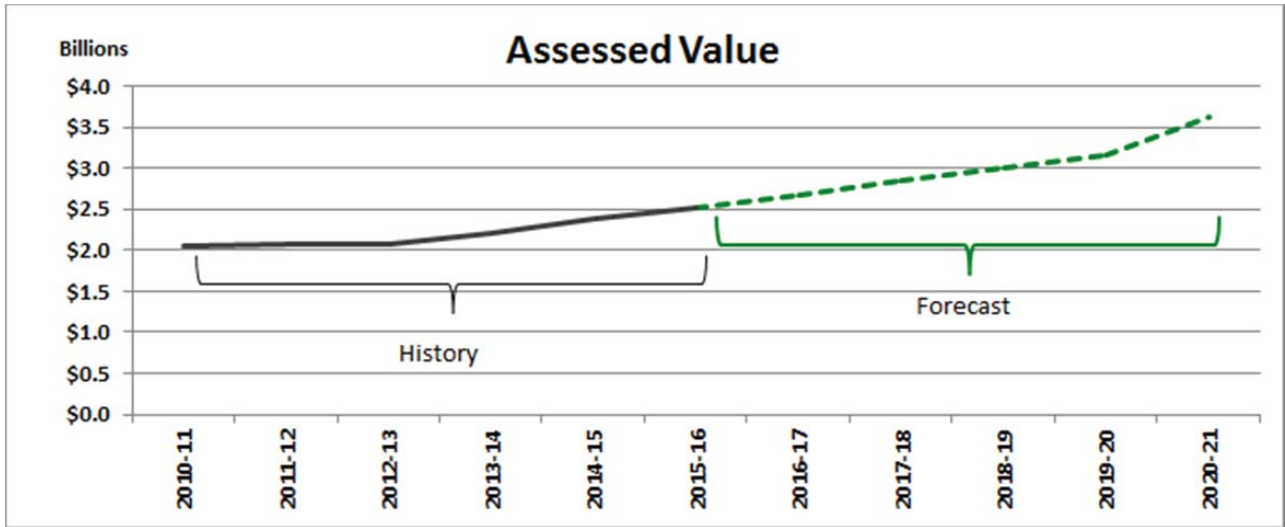
<b>Percent Changes from prior year</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
% Change, Clackamas C. AV	2.0%	-0.6%	6.6%	8.1%	5.8%
% Change, Washington C. AV	1.2%	4.7%	1.4%	3.5%	4.7%
% Change, Total AV	1.9%	0.0%	5.9%	7.5%	5.7%
% Change, Total taxes imposed	1.9%	0.0%	5.9%	7.5%	5.7%
% Change, Actual taxes collected	1.1%	1.4%	6.2%	7.5%	5.1%

This five-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

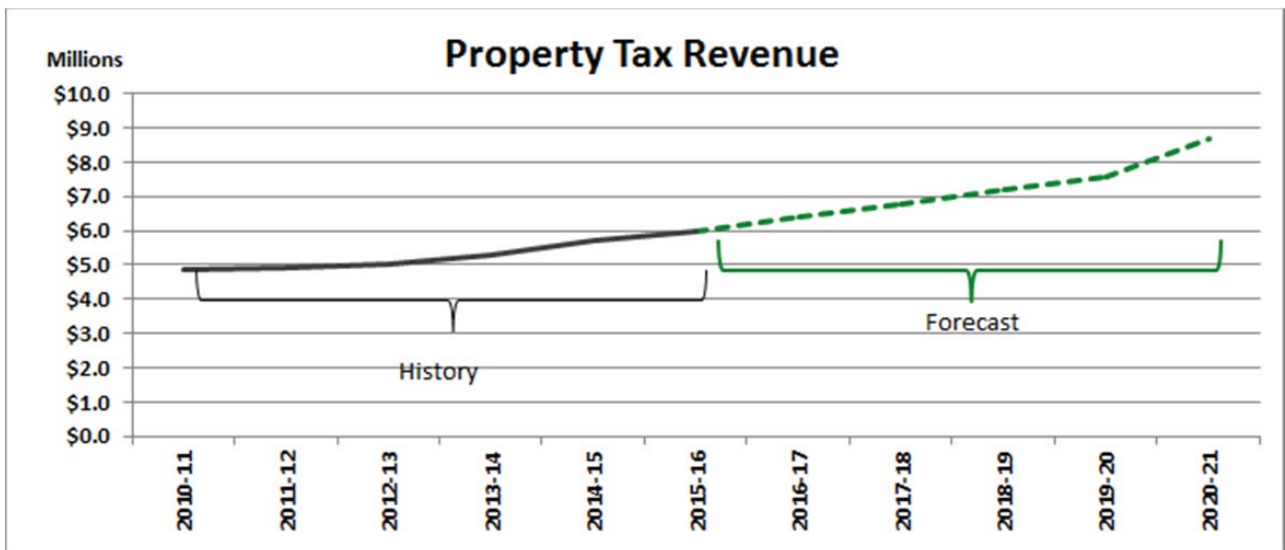
The forecast for the AV over the next five years assumes approximately 6% growth per year until the year 2020-21, when the AV is assumed to jump about 14%. These growth assumptions are related to the dynamics of the City's two urban renewal districts.

The graph below displays the five year history of assessed value together with the five-year forecast, for both Clackamas and Washington Counties combined.

Five-Year Financial Forecast  
FY 2016 through 2021



The next graph displays the property tax revenue five-year history, the current year projected, and the five-year property tax forecast. The increase in FY 20-21 represents the property taxes that flow to the General Fund due to the closure of the Year 2000 district.



**Right of Way Charges**

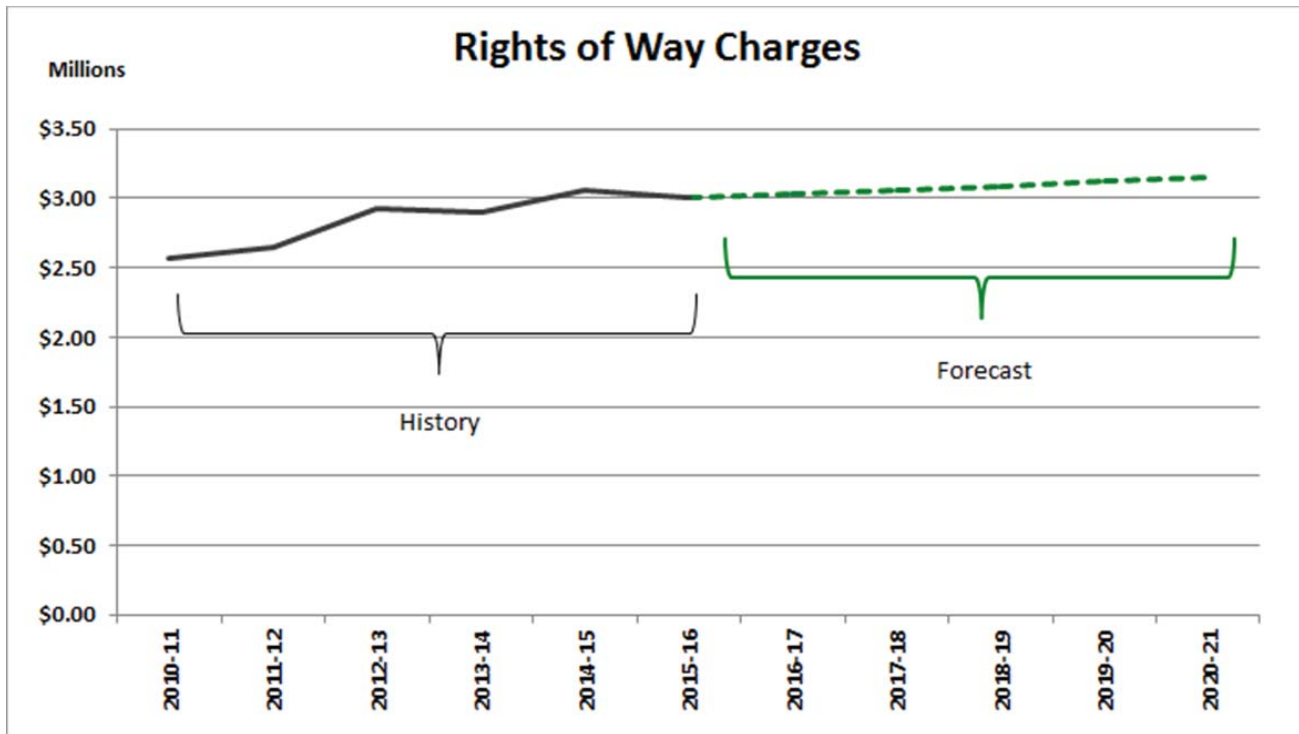
Another revenue to the General Fund is Rights of Way Charges. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, sewer and stormwater at 4.0%; and garbage at 3%.

While over the previous five years these charges have trended upwards, going forward, the forecast is conservative, assuming a 1.0% growth rate. This conservative forecast reflects the changing dynamics of the telecom industry and lower per capita usage, for utilities such as water, due to conservation.

The graph below displays the five-year history, the current year projected, and the five-year forecast of rights of way charges:



Five-Year Financial Forecast  
FY 2016 through 2021



## Five-Year Financial Forecast FY 2016 through 2021

### Transfers In

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Sewer, Roads, Community Development, etc, pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, for capital projects is estimated at 2% of the project, and direct charges are determined by specific, dedicated efforts.

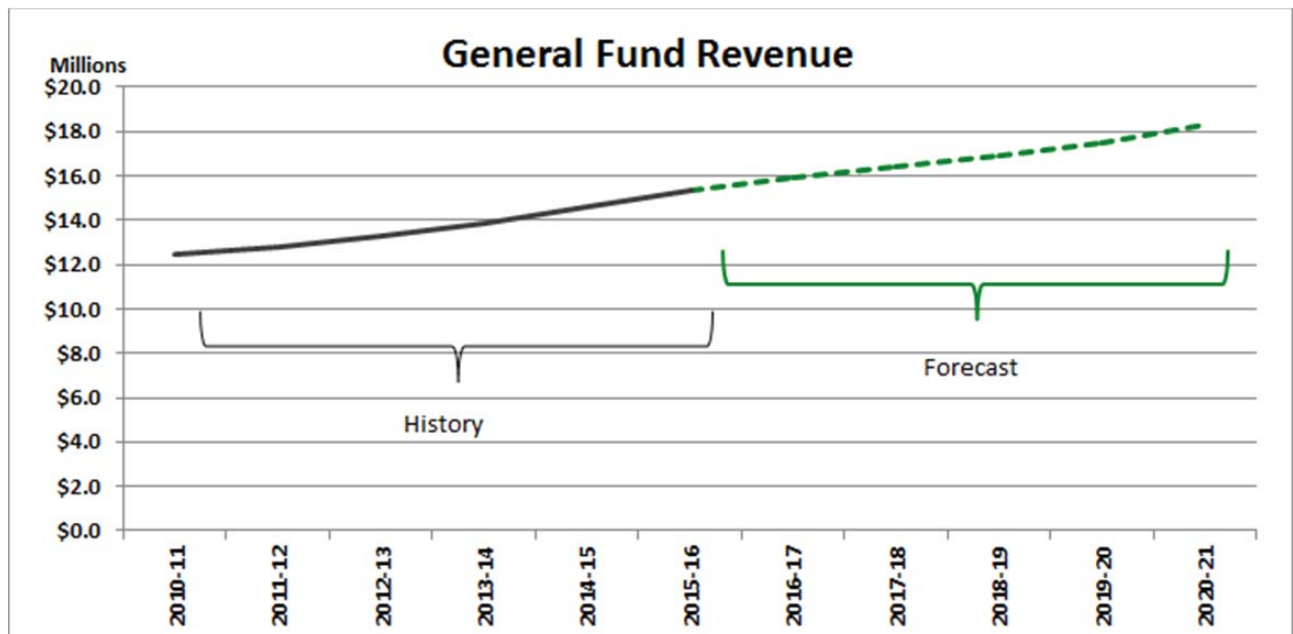
### Other Revenues

Other revenues to the General Fund include intergovernmental revenues, hotel/motel taxes, charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy. The hotel/motel tax is a 5% tax charged on hotel/motel occupancy rents. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 1% annual average rate.

### General Fund Total Revenue

The various components discussed above comprise the revenues to the General Fund. When taken together, the historical growth over the last five years of the overall General Fund revenues has averaged 4%. The forecasted revenue path going forward grows at an annual average of 3.6% over the next five year period. The forecast is lower than the historical average because some sources, such as court fines, have been on a downward trend that is expected to continue.

The graph below displays the five-year history, the current year projected, and the five-year forecast of total General Fund revenue:



## Five-Year Financial Forecast FY 2016 through 2021

---

### **Expenditures**

The General Fund accounts for the expenditures of Parks & Recreation, the Library, the Municipal Court, Police and the City's Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

As the City continues to grow, adding population and area, service provision will need to expand. Additionally, as new technologies or methods of delivery change, how the City provides service may change. This five-year forecast surveys the aspirations of the service areas listed previously in an attempt to provide a snapshot of what may be necessary in the future. This provides a guide for planning, and should not be looked at as pre-determining resource needs in any area.

General assumptions included in all the departments below include increases to wages, benefits, and material and supply accounts to reflect anticipated increases. A wage increase assumption of 2.5% has been used, to account for step increases, promotions, cost-of-living adjustments and merit increases. The public employees' retirement system contribution is projected to increase as explained under the "Common Assumptions" at the beginning of this document. Insurance and other benefits and taxes are assumed to increase between 2% and 6%. Taken together, all the elements of the personnel category combined average out to increase approximately 4.5% per year. This growth assumption is for the current, base staffing levels with the current benefit packages. In each fund's discussion, if additional personnel are forecasted, those estimations build on this base amount. The materials and services categories of accounts are projected to increase about 2% per year.

### **Operations**

#### **Parks & Recreation**

Parks & Recreation maintains the City's park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 30% over the last ten years, and is expected to continue to add acreage and facilities as growth continues. Additionally, school enrollment has grown by 13% over the same period, indicating a growing youth population.

Parks & Recreation continually strives to provide services to match the community's demand for recreational services, and actively involves the community in park and recreation related planning efforts. Parks & Recreation intends on embarking upon a system-wide Comprehensive Parks and Recreation Master Plan, which will include a recreation strategic plan element as well as a capital infrastructure element. Individual park master plans are also underway such as that for Memorial Park and Boones Ferry Park.

Over the next five years, Parks and Recreation foresees requesting to add incrementally to its full-time maintenance staff and seasonal work force. Mid-way through the five-year forecast, additional recreation staff may be requested through the annual budget cycle, and are included in this forecast. Overall park maintenance expenditures are forecasted to increase as acreage is added to the system, including the addition of equipment and tools.

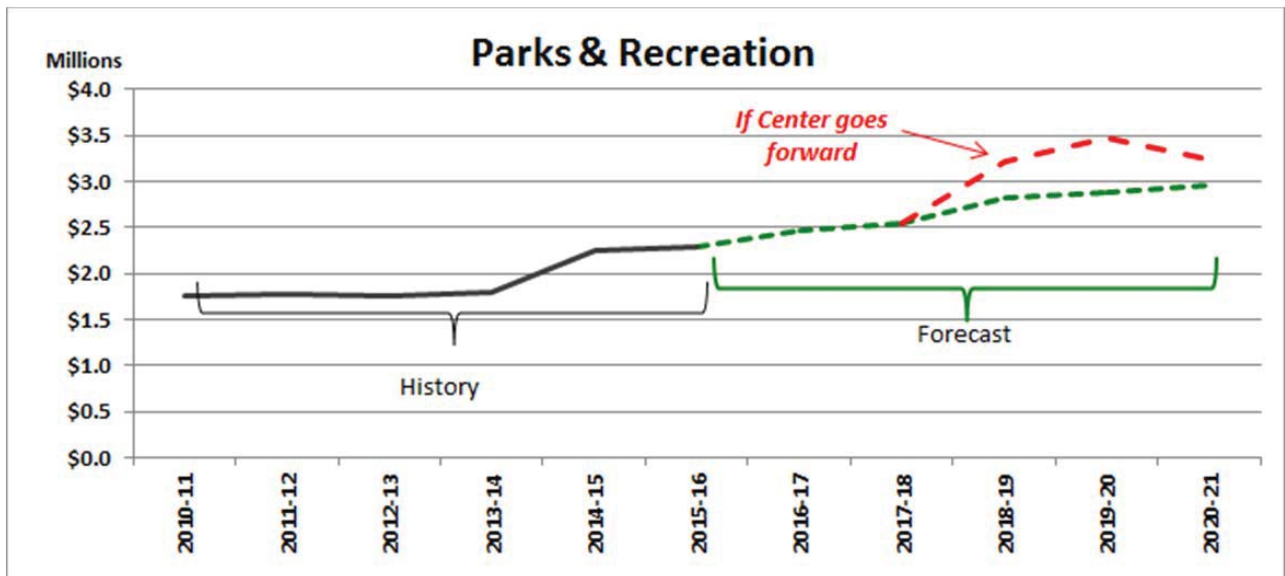
Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment will be requested through the annual budget cycle, as well as play structures and other hard-scape amenities.

Additionally, the City is exploring the feasibility of a new Recreation/Aquatic Center. The construction of this Center would be funded by a voter-approved, general obligation bond. The operations of the Center is assumed to require City funds for approximately the first five years as it starts up and usage increases. If the City receives an affirmative vote on the general obligation bond in November of 2016, and design begins in FY 16-17, then the Center could be to be ready to open as early as the spring of 2019, which is in fiscal year 2018-19. This forecast

## Five-Year Financial Forecast FY 2016 through 2021

assumes that the Center will go forward, and builds in expenditure figures beginning in FY 2018-19, using data from the *Pro-Forma* completed by the company Sports Facilities Advisory (SFA) in September of 2014.

The graph below charts the forecast for Parks & Recreation. The red dashed line indicates the expenditure forecast if the Recreation/Aquatic Center goes forward. The shape of the curve represents a City subsidy as the Center starts up, and the levels off as the Center begins to realize programmatic revenue from memberships, classes, rentals and other charges for services.



It should be noted that this forecast is a reflection of aspirational goals of Parks & Recreation. In each year, Parks & Recreation will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year's budget request in the context of the larger General Fund priorities and constraints.

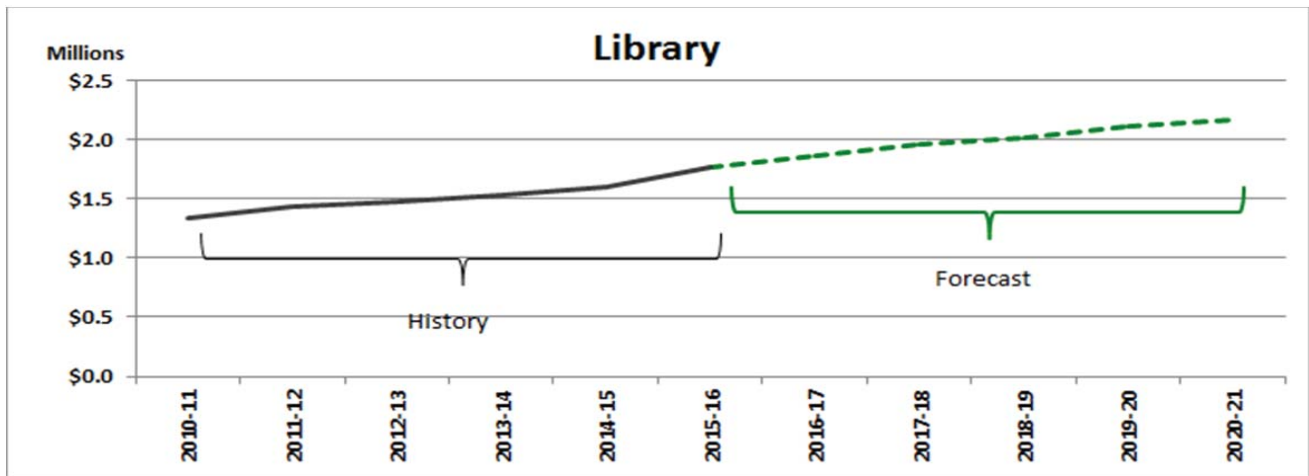
## Five-Year Financial Forecast FY 2016 through 2021

### The Library

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. Library circulation has grown approximately 8% over the last 10 years. To maintain its efficiency, the Library added two self-check-out machines approximately four years ago, which handle roughly 40% of material check-outs.

The Library receives 31% of its funding from the City's General Fund, and 65% of its funding from the Clackamas County Library District. The rest of the funding for the Library is made up of donations, grants, library late fees, etc.

Over the five years of this forecast, the Library is anticipated to continue its current levels of service.



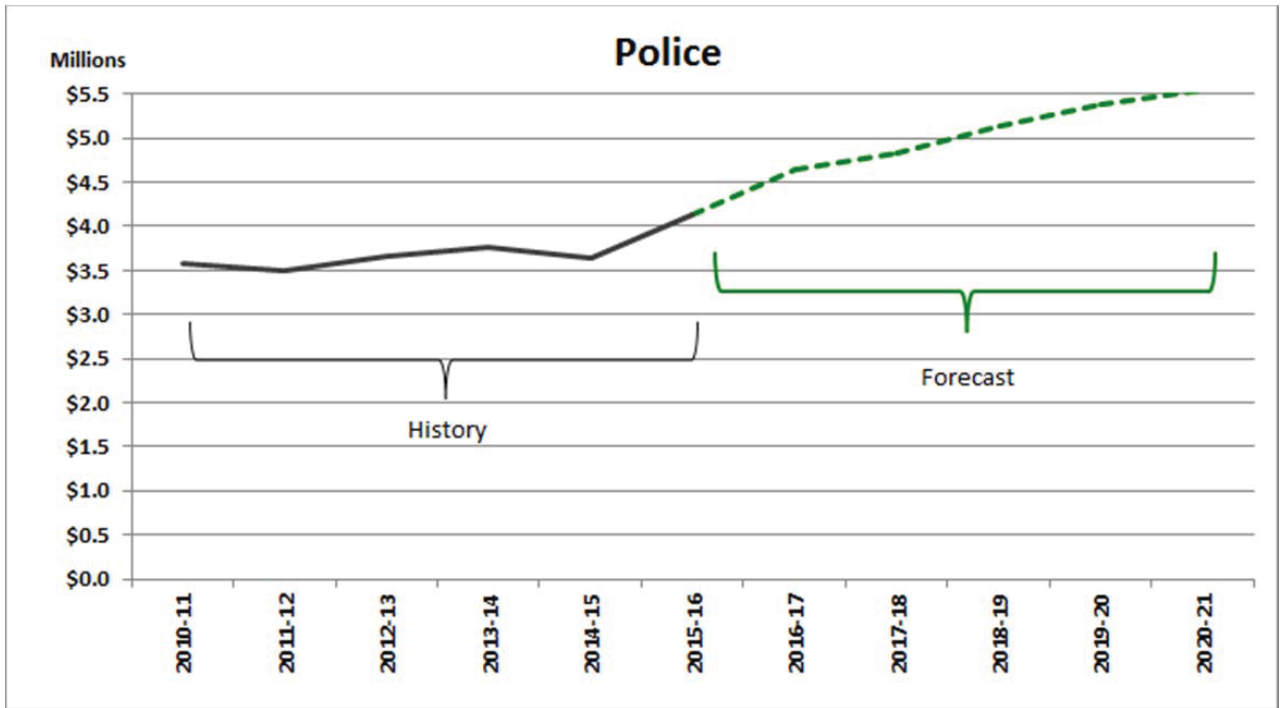
### Police

The City contracts with Clackamas County for law enforcement services. Even though the personnel are technically employed by the Clackamas County Sheriff's Office, the City's police force is seamlessly integrated into the City's work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a City Police Chief. Police services include patrol, traffic enforcement, a community service officer, a school resource officer and a detective. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

Over the next five years, the Police Department will be requesting at least two additional personnel to keep up with the growing and changing community. The first addition is reflected in FY 2016-17 in the chart, and the second addition is reflected in FY 2018-19.

Five-Year Financial Forecast  
FY 2016 through 2021

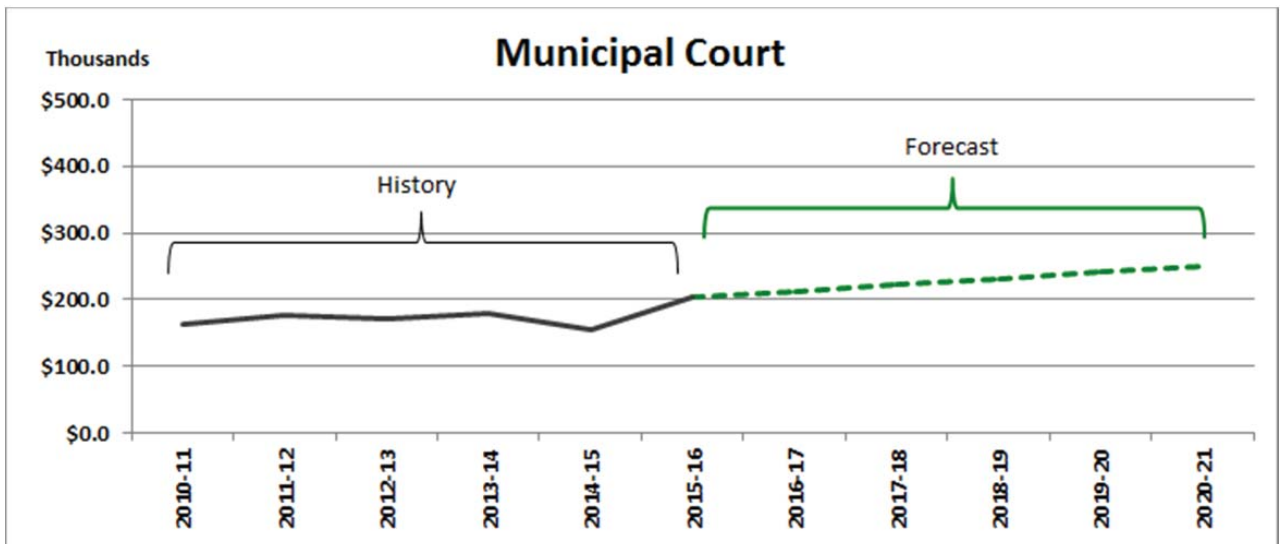


It should be noted that this forecast is a reflection of aspirational goals of the Police Department. In each year, the Police Department will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

**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.



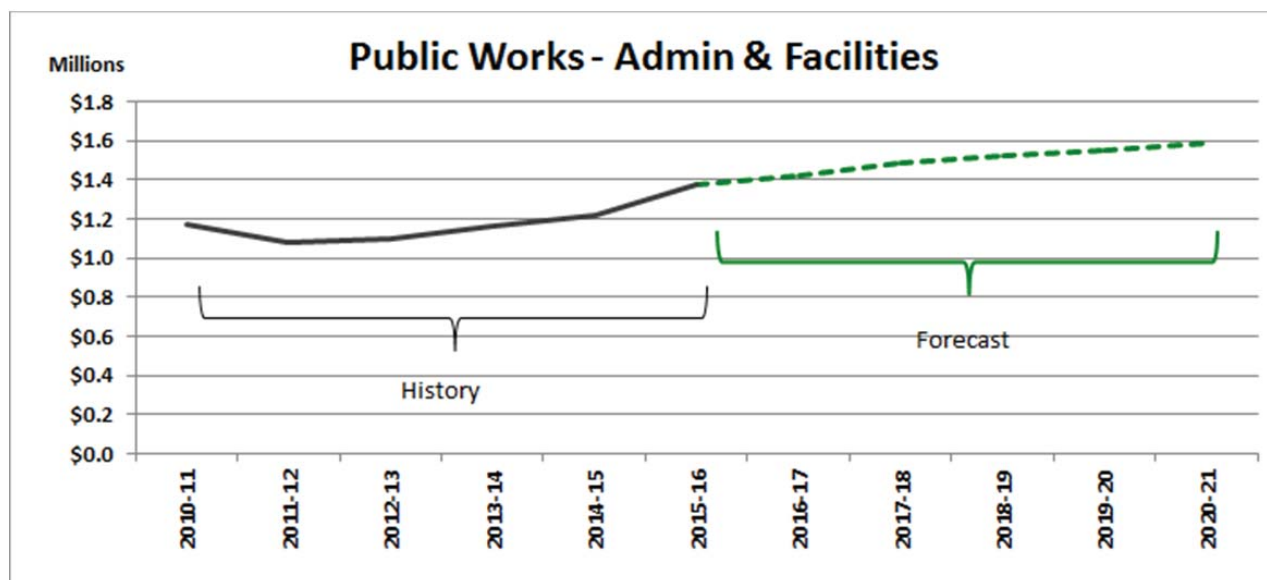
## Five-Year Financial Forecast FY 2016 through 2021

### Public Works – Administration and Facilities

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as water, sewer, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Sewer, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Over the next five years, Public Works Administration and Facilities will be requesting various tools and equipment for grounds and building maintenance.

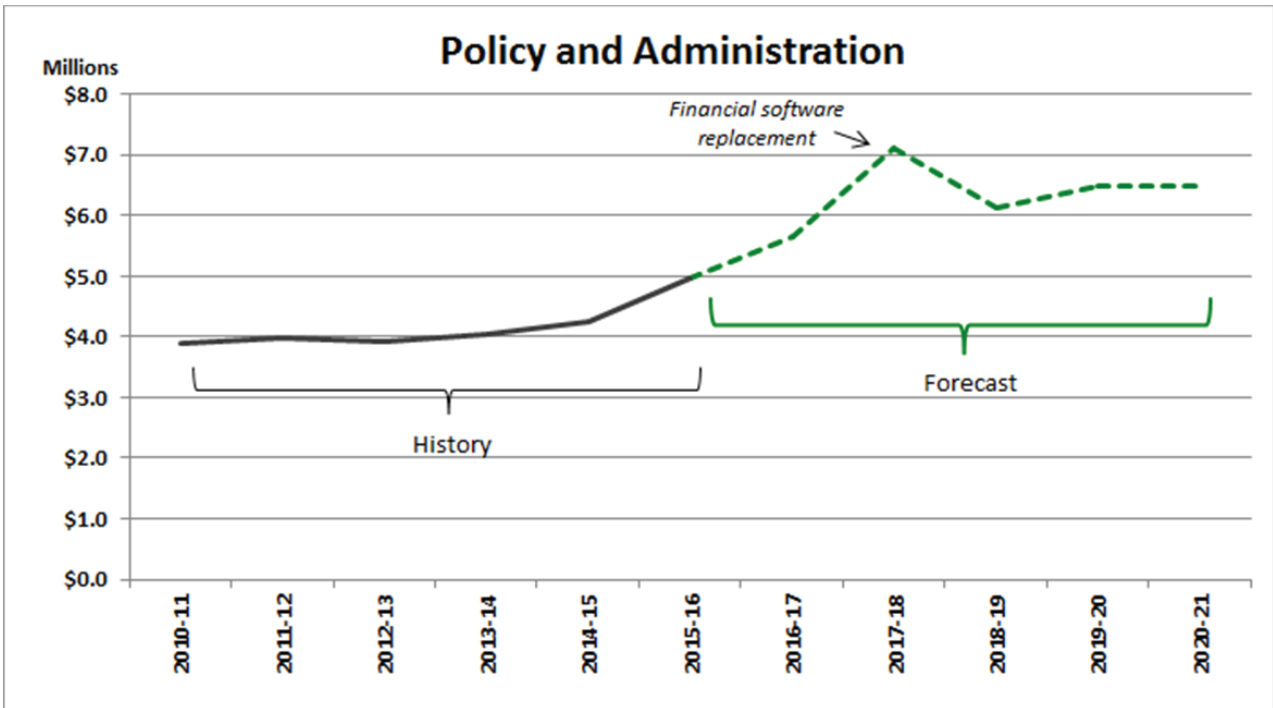


### Policy and Administration

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, Policy and Administration will be requesting one-time funding for office software and equipment purchases. For example, the City is implementing document management software to more efficiently file public records according to the State of Oregon's retention schedule. Various high-volume and high-quality printers will need to be replaced. Also, the City's phone system is aging and is anticipated to need replacement in the next five years. In FY 2017-18, the Finance Department will explore replacing the City's core financial system software. On-going needs that are projected to be requested in the forecast period include a part-time Accountant, a Contract Specialist, an Audio-Visual Coordinator, and an Information Systems Analyst. As the City grows and becomes for complex, the need for these positions is emerging.

Five-Year Financial Forecast  
FY 2016 through 2021



It should be noted that this forecast is a reflection of aspirational goals of Policy and Administration. In each year, the departments within Policy and Administration will prepare budget requests, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

**Operating Transfers Out**

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.

**Capital Improvements**

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

Capital improvements are generally included in the City’s five-year capital improvement program (CIP). Projects tracked in the CIP and funded by the General Fund are those that acquire, improve and repair City assets and buildings that are not used specifically by functions funded by utility rates and charges.

CIP projects funded by the General Fund in this five-year forecast include fiber connectivity, building repairs and renovations, parking lot improvements, HVAC replacements, playground equipment replacement, improvements to City Hall, and re-keying city buildings. The General Fund CIP is estimated to be \$1 million each year for the next five years.

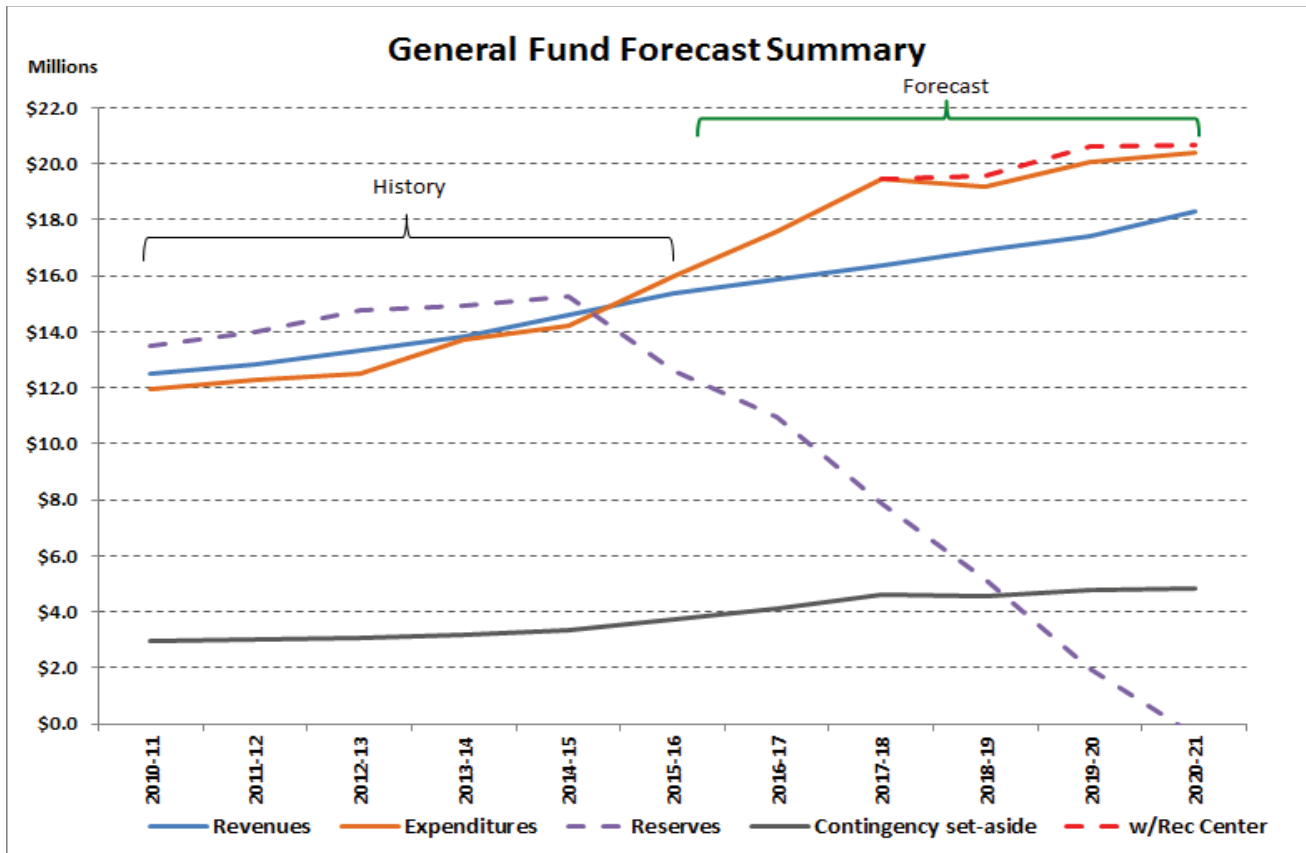


Five-Year Financial Forecast  
FY 2016 through 2021

**General Fund Forecast Summary**

Combining the revenue and expenditure elements above into a consolidated financial plan reveals that the current visions of the various General Fund departments will be challenging to fund. During each annual budget cycle, resources and priorities are reassessed, and modifications are made to maintain a balanced General Fund.

The chart below compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the records management software, fiber connectivity and building repairs, although not to the extent expressed in this forecast. Policy limits on the use of the General Fund reserve include maintaining a contingency set-aside, indicated in the chart below.



The General Fund Forecast Summary indicates that if the items discussed in each department’s individual forecast are implemented, and the revenue assumptions hold true, then the General Fund will experience an operating deficit. However, this forecast is to be used as a guideline, and points out the importance of each year’s budget cycle in reviewing and analyzing revenue sources, as well as the Budget Committee’s annual deliberations over General Fund priorities, in order to avoid a General Fund operating deficit.

The City Council may choose to consider new revenue sources as a strategy to fund new initiatives and ongoing costs. Examples of new revenue sources for the General Fund include:

## Five-Year Financial Forecast FY 2016 through 2021

---

- **Parks Maintenance Fee:** The Council could choose to implement a monthly fee to residents to fund park maintenance. Medford and West Linn charge a parks maintenance fee. More detail about the fee is provided in the separate report prepared in 2012.
- **Right of Way Charges Rate Increase:** The Right of Way Charges discussed above could be increased. Certain of the City's rates are less than nearby communities. For example, Beaverton, Portland, Canby and Sherwood charge a 5% rate for garbage service while Wilsonville charges 3%. Water and sewer franchise rate in Beaverton, Portland, Tualatin, Canby and Sherwood is 5% while Wilsonville is 4%. Increasing the rate to the same level would generate about \$200,000 more per year.
- **Local Option Levy:** As mentioned in the property tax discussion above, the City has the option to ask voters to pass a local option levy. A local option levy is an additional property tax for operational purposes, but is only levied for five years and then must be voted upon again. The last time a similar levy was passed in Wilsonville was in 1996 and 1997. The combined rate of \$1.62 was dedicated to law enforcement, street and parks maintenance, and gang prevention (DARE). A ten cent rate today would generate about \$270,000 per year and on a home assessed at \$270,000 (approximate \$300,000 market value) the cost would be \$27 per year.

---

# Community Development Fund

---

## Fund Description

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning.

## Community Development Fund Revenues and Expenditures

### Revenues

#### *Engineering and Planning Fees*

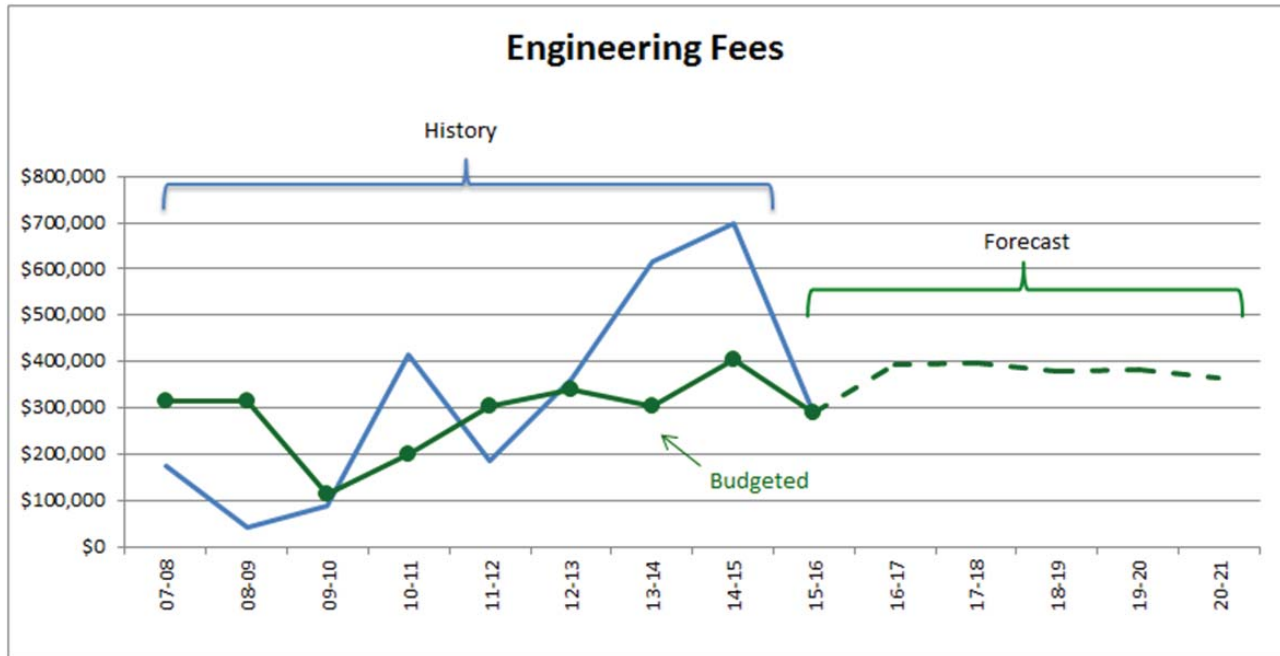
Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out.

These fees are very difficult to predict. The charts below illustrates the difficulty in predicting these revenues by comparing the budgeted amount in the past with the actual amounts received. The area between the two represents the variance between what was budgeted and what was actually received.

The first chart displays the Engineering fees. This chart displays the actual revenue realized from these fees from FY 2007-08 through FY 2014-15, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. The budget and actual lines meet in FY 2015-16, because as of this report, the current year projection is equal to the budget.

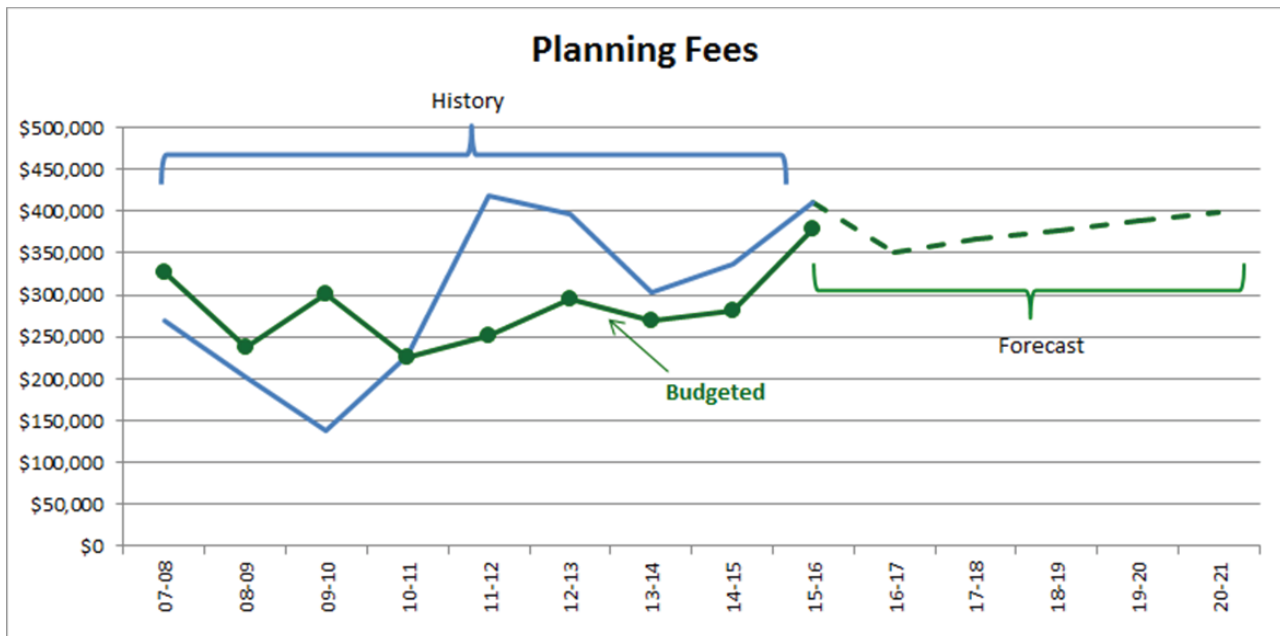
The dashed green line, from FY 15-16 to FY 20-21 shows the forecast. The forecast shows a steady conservative trend, based on current predictions of the pace of development. At this time, areas undergoing conceptual planning are not reflected, such as Coffee Creek, Frog Pond and Basalt Creek.

Five-Year Financial Forecast  
FY 2016 through 2021



Planning fees are similarly difficult to predict. This next chart displays the Planning fees. This chart displays the actual revenue realized from these fees from FY 2007-08 through FY 2014-15, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. In this fiscal year, FY 2015-16, fees are on pace to exceed the budget estimate, so a small gap is seen in FY 2015-16 between the two lines.

The dashed green line, from FY 15-16 to FY 20-21 shows the forecast. The forecast shows a slight increase, as Villebois continues, and preliminary planning is anticipated in other areas of the City.



## Five-Year Financial Forecast FY 2016 through 2021

---

### ***Charges for Services***

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency.

### ***Transfers In***

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For these services provided, the other funds transfer funds to the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through this category.

### ***General Fund Support***

Staff within the Department provide customer service and work on general administrative and oversight tasks that are not directly related to fees, charges, or transfers in. Therefore, the General Fund provides support to the Community Development Fund for these general tasks. Examples include customer service when the public asks general questions about land use or permitting, coordinating open houses, code enforcement and coordinating with regional partners.

## **Expenditures**

### ***Operations***

The CD Fund accounts for the City's functions of land use planning, engineering, code enforcement, updating the City's various utility and transportation master plans, stewarding the natural environment, capital construction project management, economic development, and managing the Urban Renewal Agency.

The City is currently engaged in the Frog Pond and Basalt Creek concept plans. These efforts are funded by a combination of a Construction Excise Tax grant received in prior years, SDCs, and General Fund.

The Department foresees the need to augment staffing levels over the next five years in the long-range planning and the engineering areas.

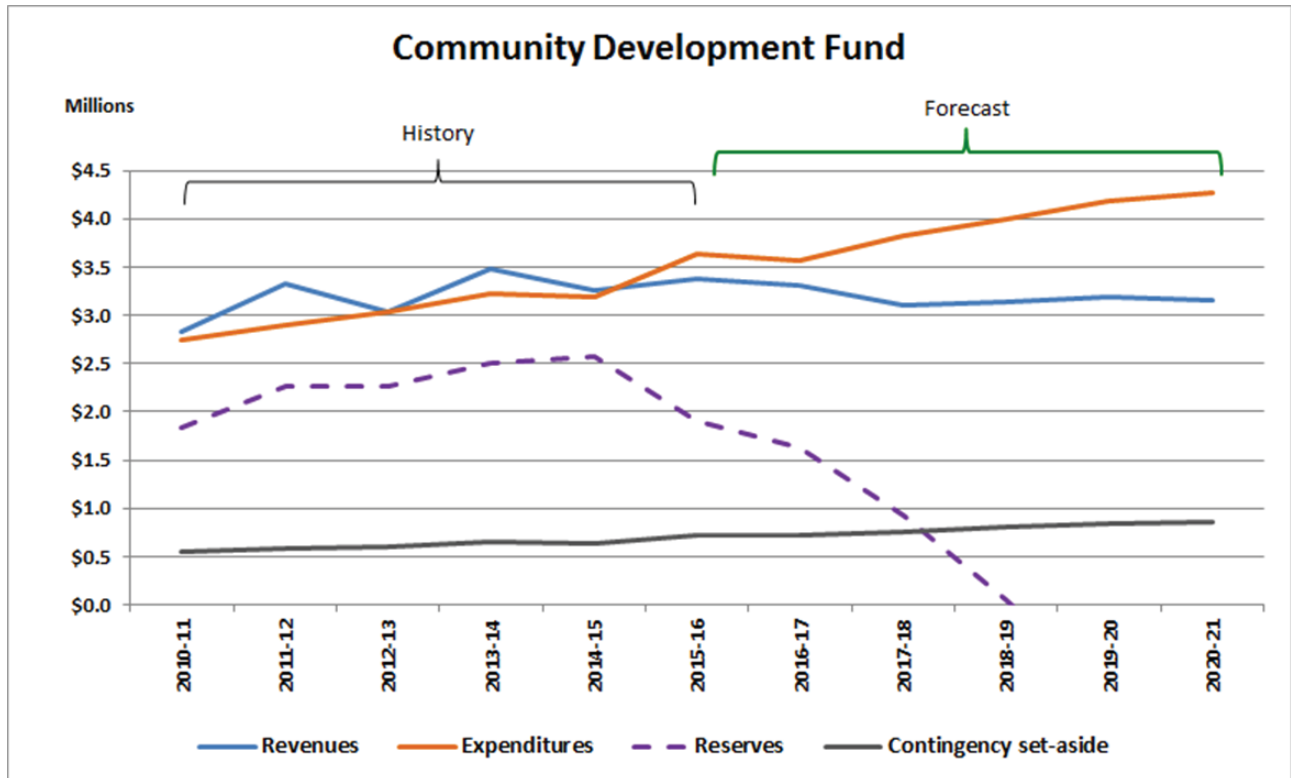
## **Community Development Fund Forecast Summary**

The five-year forecast summary for the CD Fund shows that the revenue stream is not keeping up with the activities expected from the Department. This dynamic is not new, hence the City has engaged consulting services to review CD Fund in detail. This review is underway, and could result in restructured fees and charges. However, this forecast does not incorporate any changes the consultants may recommend because that review is in its early stages, and forecasts the elements of the fund based on current fees and methodologies for cost recovery.

It should be noted that the CD Fund forecast builds in minimal revenues for the future growth areas of Coffee Creek, Basalt Creek or Frog Pond. Long-term planning and conceptual planning are funded by support from the System Development Charges, the General Fund and grants from Metro. It is anticipated that these areas will begin significant development beyond this forecast period, and so fees and charges associated with those developments will be part of future forecasts.

The summary of the CD Fund reveals that over the forecast period, the reserve (also referred to as fund balance) does decline as expenditures outstrip revenues, and drops below the minimum contingency set-aside as fiscal year 2018-19 begins. This points to potentially challenging budget cycles in the years ahead as the City strategizes to maintain the financial viability of this fund.

Five-Year Financial Forecast  
 FY 2016 through 2021



# Building Fund

## Fund Description

The Building Fund houses the City’s functions of building permits and building construction inspections. The Department ensures buildings and construction are compliant with State law and City code.

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

Expenditure drivers for this fund include the cost of labor and materials.

## Building Fund Revenues and Expenditures

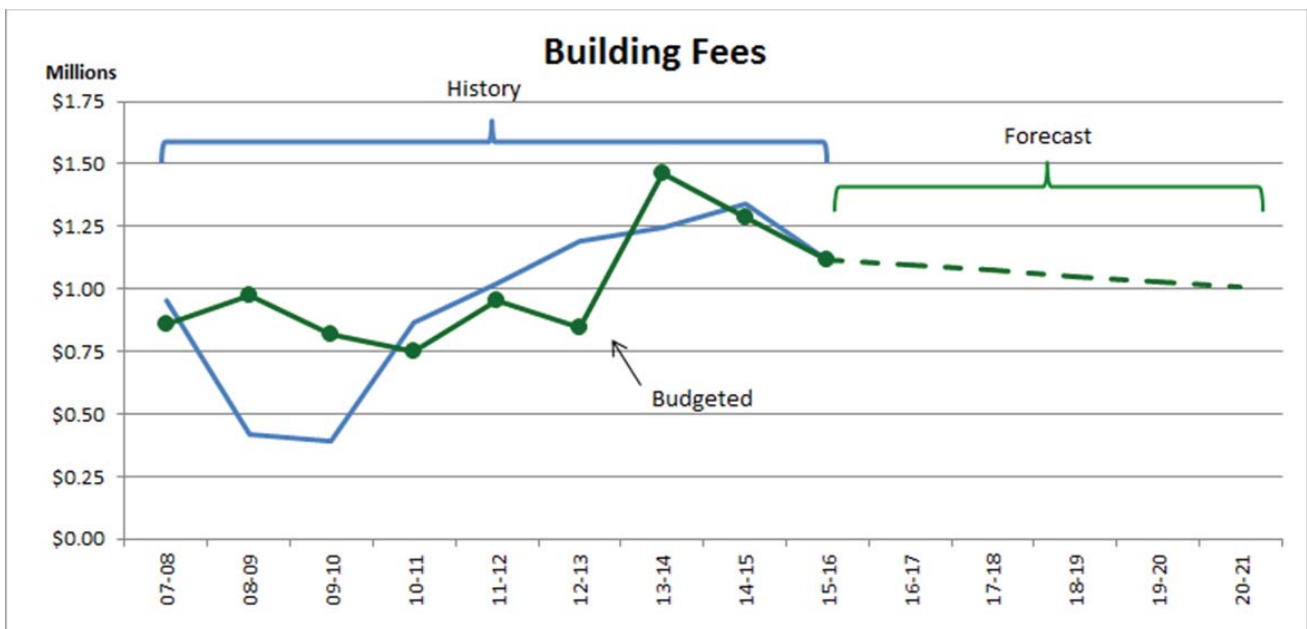
### Revenues

#### ***Building Permit Fees***

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle.

These fees are difficult to predict. The chart below illustrates the difficulty of predicting these revenues. This chart displays the actual revenue realized from these fees from FY 2007-08 through FY 2014-15, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. The budget and actual lines meet in FY 2015-16, because as of this report, the current year projection is equal to the budget.

The dashed green line, from FY 15-16 to FY 20-21 shows the forecast. The forecast shows these fees leveling off for a period, as Villebois continues and other areas, such as Coffee Creek, have not yet begun. The forecast is based on the Department’s projections of activities that will trigger these fees, based upon the pace of building construction.



## Five-Year Financial Forecast FY 2016 through 2021

### Expenditures

#### Operations

The Building Fund accounts the City's functions of permitting and inspecting buildings.

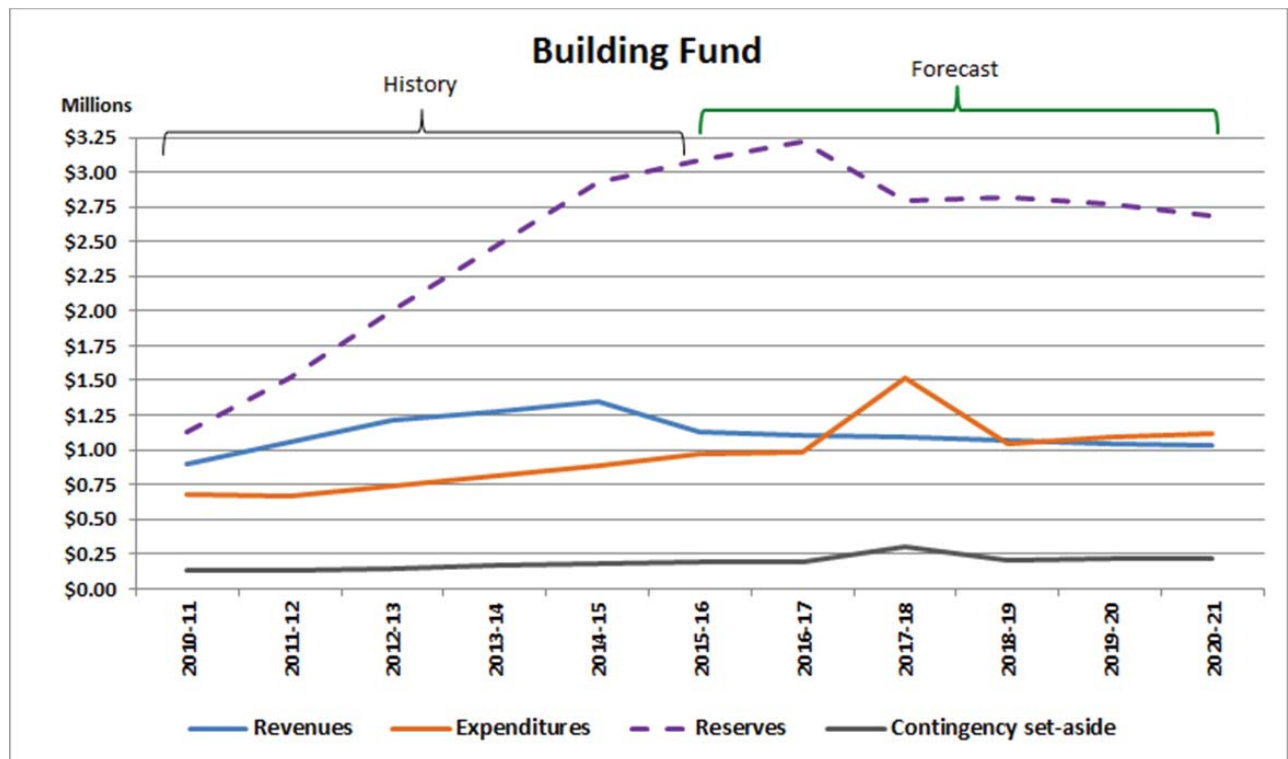
The Department does not foresee major changes in staffing over the next five years. The Department will have to replace its permitting software sometime in the next five years, and is assumed to happen in the second year of the forecast period, in FY 2017-18. This one-time expense would be funded from the fund's reserve.

### Building Fund Forecast Summary

The five-year forecast summary for the Building Fund shows that the fund remains healthy over the five-year forecast period.

It should be noted that the Building Fund forecast does not build in revenues for the future growth areas of Coffee Creek, Basalt Creek or Frog Pond. It is anticipated that these areas will begin development beyond this forecast period, and so fees and charges associated with those developments will be part of future forecasts.

The summary of the Building Fund shows that over the forecast period, the reserve remains at a healthy level, able to absorb any unexpected drop-off in building activity. The expenditure bump and corresponding dip in reserve in FY 2017-18 is to replace the building software program.





# Transit Fund

---

## **Fund Description**

The Transit Fund accounts for the City's transit system – South Metro Area Regional Transit, or SMART. The SMART system provides fixed route bus service throughout the City of Wilsonville, and commuter routes to Salem, Portland, Tualatin and limited service to Beaverton. SMART coordinates with TriMet's WES train to ensure cohesive connections.

SMART also provides door-to-door, dial-a-ride service to eligible residents who are not able to use the fixed route system.

In-City rides on SMART are free. Rides to destinations outside of Wilsonville vary between \$1.50 to \$3.00 per ride. WES has a separate fare, determined by TriMet.

The SMART system is funded largely by a one-half of one percent (0.005) tax on payroll. The reported wage base within the City is therefore the major driver of revenue to the Transit Fund. As businesses within the City grow or contract their payrolls, it directly impacts the revenue to the Transit Fund.

Another major revenue driver is the receipt of federal and state grants. The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock.

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the successful receipt of grants to replace and expand the bus fleet.

## **Transit Fund Revenues and Expenditures**

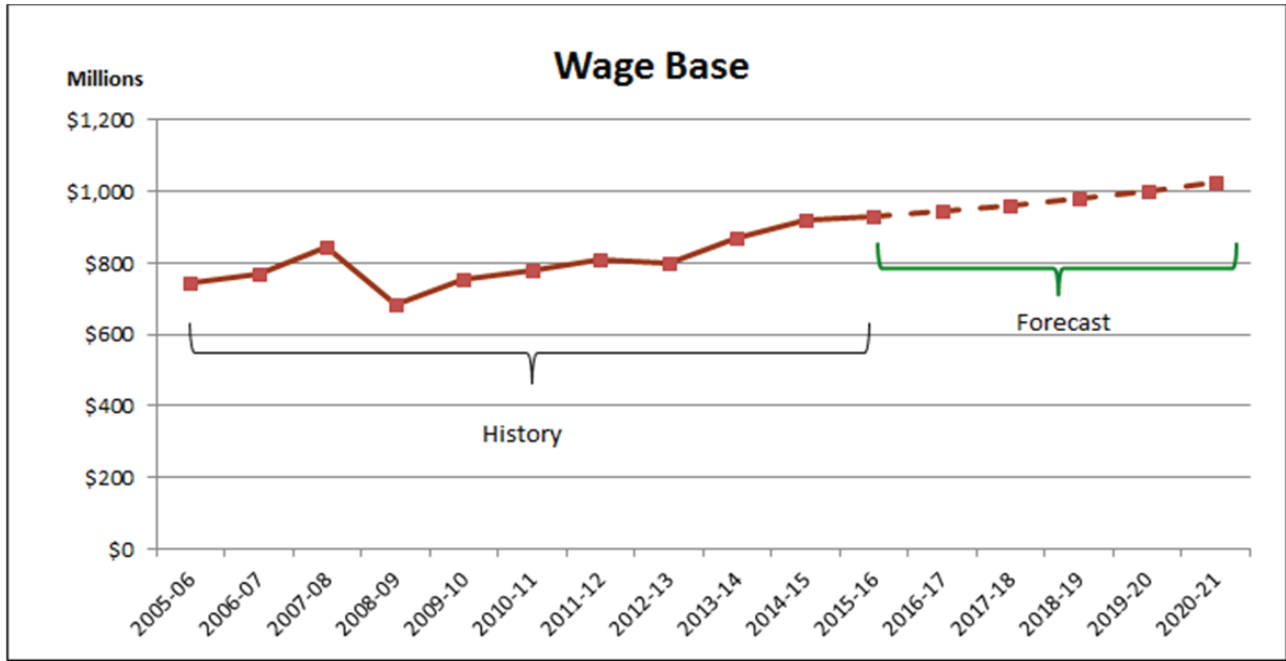
### **Revenues**

#### ***Payroll Taxes***

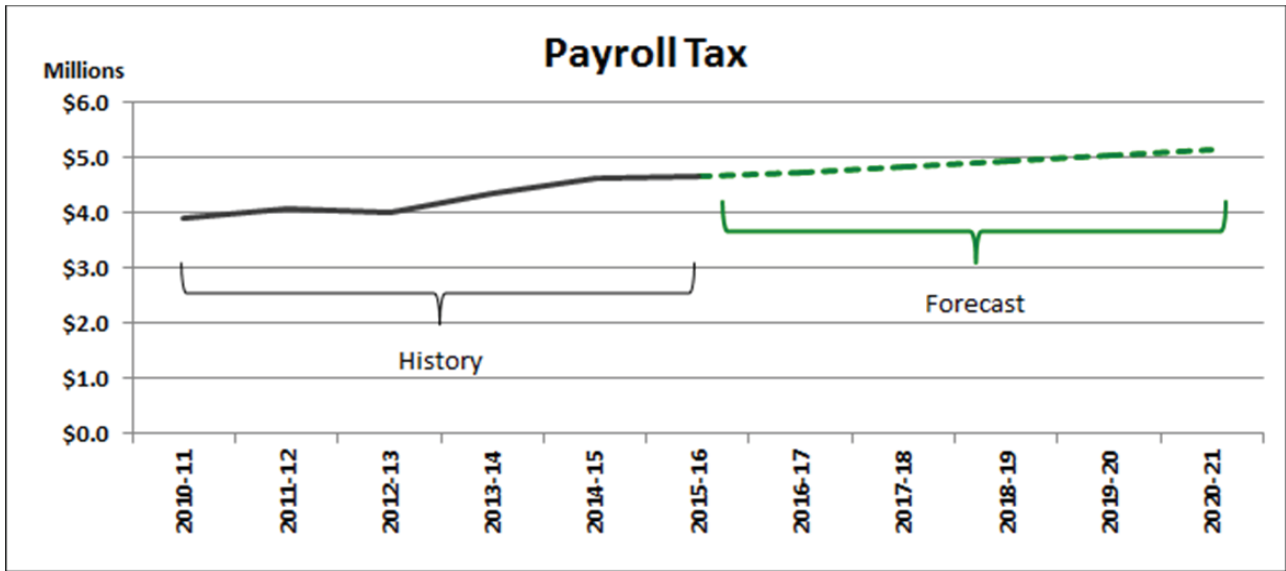
The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. This tax rate is determined by the City Council.

Since FY 2005-06, the City's wage base has increased at an annual average rate of 2.8%. The chart below shows that the wage base took a tremendous dip in FY 2008-09 of almost 20%. While the wage base has grown since then, recent news has reported that wages currently remain flat. Therefore, the curve in the chart below is relatively flat in the beginning of the forecast period, and increases slightly in the last three years. This forecast is conservative, showing the wage base increasing at an annual average amount of 2% over the five year period of the forecast.

Five-Year Financial Forecast  
FY 2016 through 2021



The revenue generated by 0.5% payroll tax is displayed in the chart below. This chart displays the five-year history of the payroll tax collected by the City, including the current budget amount, and the forecast for the next five years.



**Fares**

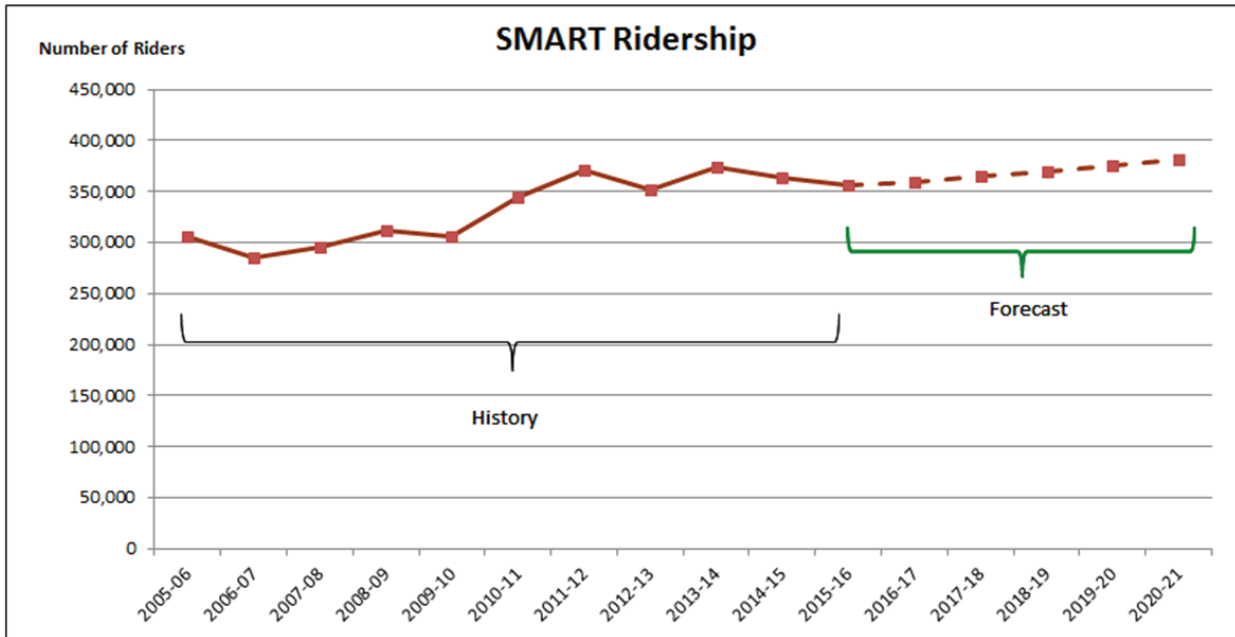
The SMART system provides free service within the Wilsonville City limits. Trips to destinations outside of Wilsonville have fares between \$1.50 and \$3.00. The WES train charges a fare according to the TriMet fare schedule.

Fares make up a small percent of the overall revenue stream to the Transit Fund, ranging from 3.1% to 4.4% of total revenue over the last five year period.

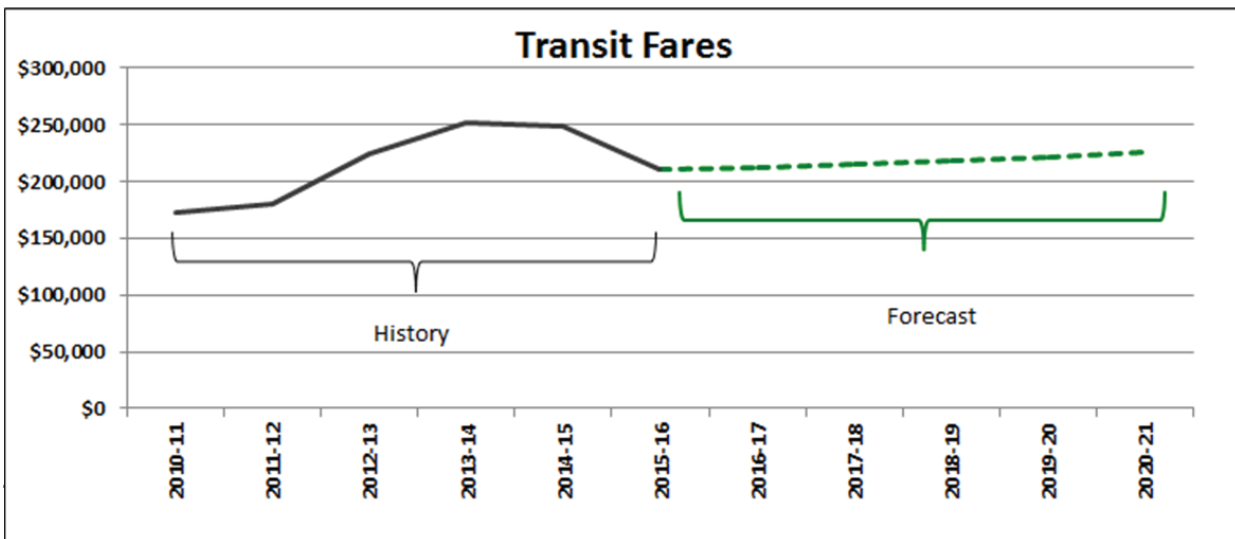
## Five-Year Financial Forecast FY 2016 through 2021

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 chart below displays the total ridership of the SMART system. Rides inside City limits are free, while rides to destinations outside City limits charge a fare. The chart displays the history of SMART ridership over the last 10 years, together with the forecast over the next five years.



The next chart displays the fare revenue. It shows a relative spike in fare revenue in FY 13-14. A fare increase was implemented in October of 2012, at the same time gas prices were increasing. The average peak gas price in the Portland/Salem area in the fall of 2012 was \$4.06 per gallon. Gas prices stayed near that level for about a year and a half - the average peak price in the Portland/Salem area in 2013 was \$3.92 per gallon, and in 2014 the average peak price was \$3.97 per gallon, inspiring commuters to take the bus. That compares with the most recent average price in the Portland/Salem area in February, 2016 of \$1.95 per gallon. As gas prices have decreased, the fare revenue to the Transit Fund is declining as ridership drops. As the expectation in the near future is for flat or falling gas prices, the forecast for fare revenues is relatively flat, as it assumed commuters will choose to drive.



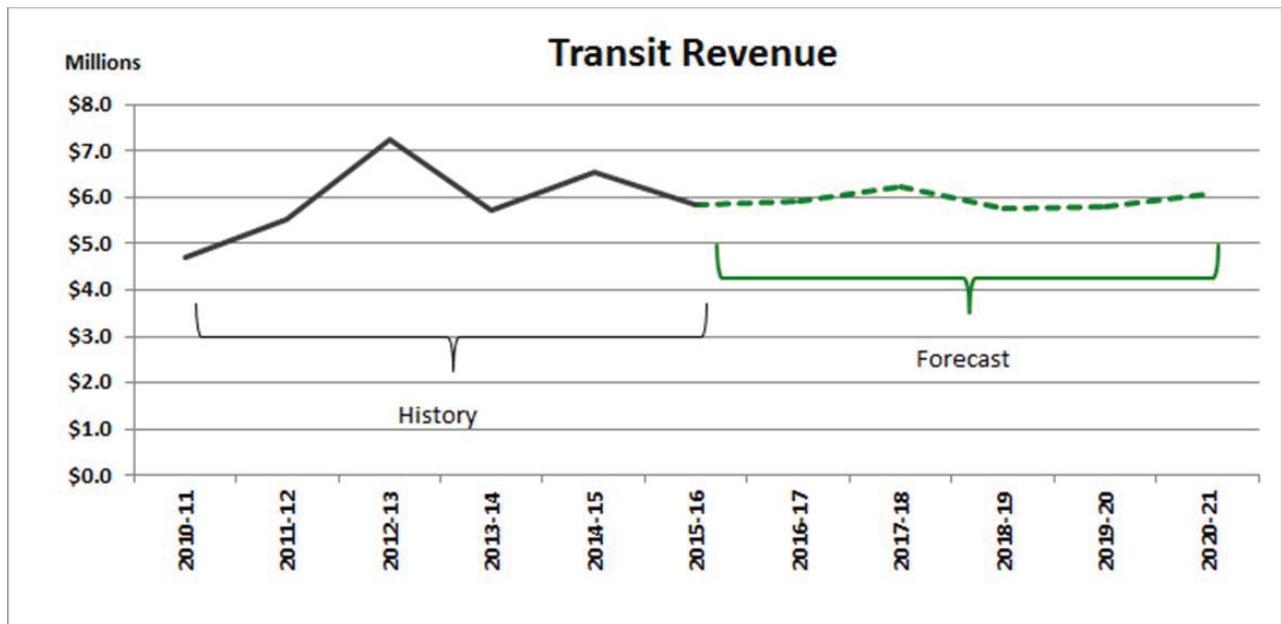
## Five-Year Financial Forecast FY 2016 through 2021

### 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, the Department has received on average \$345,000 per year for operations. This forecast assumes that Transit continues to receive operating grants averaging about \$345,000 per year, and capital grants equal to 80% of the planned equipment replacement.

### Transit Fund Total Revenue

The components discussed above come together in the chart below, displaying the total revenues to the Transit Fund. The five-year history is displayed, along with the current year projected and the five-year forecast. The bump-up in FY 12-13 reflects the one-time receipt by the Transit Fund of \$2 million from the Business Energy Tax Credit (BETC), a program through the State of Oregon that promotes energy conservation. Since the provision of transit services reduces single-occupant vehicles, the BETC at one point allowed transit agencies to participate in the program. However, the Oregon legislature sunsetted transit participation in 2011. The bump-up in FY 14-15 reflects above-average grant awards, mainly for hybrid buses. In FY 2017-18, the agency expects to replace three diesel buses, and the assumption is that 80% of their cost will be received in grant revenue, thus the bump-up in the revenue forecast for FY 17-18 reflects this grant award.



### Expenditures

#### Operations

The SMART system operates with approximately 32 drivers, who are either full-time, part-time, or on-call. The system operates nearly every day of the year, with the exception of Sundays and major holidays.

Over the five-year period of this forecast, Transit foresees adding approximately two drivers as well as administrative assistance. The growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek are beyond this forecast period.

#### Capital Improvements

The purchase of SMART's rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing two Dial-A-Ride vans, five diesel buses, and four of the smaller buses. These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

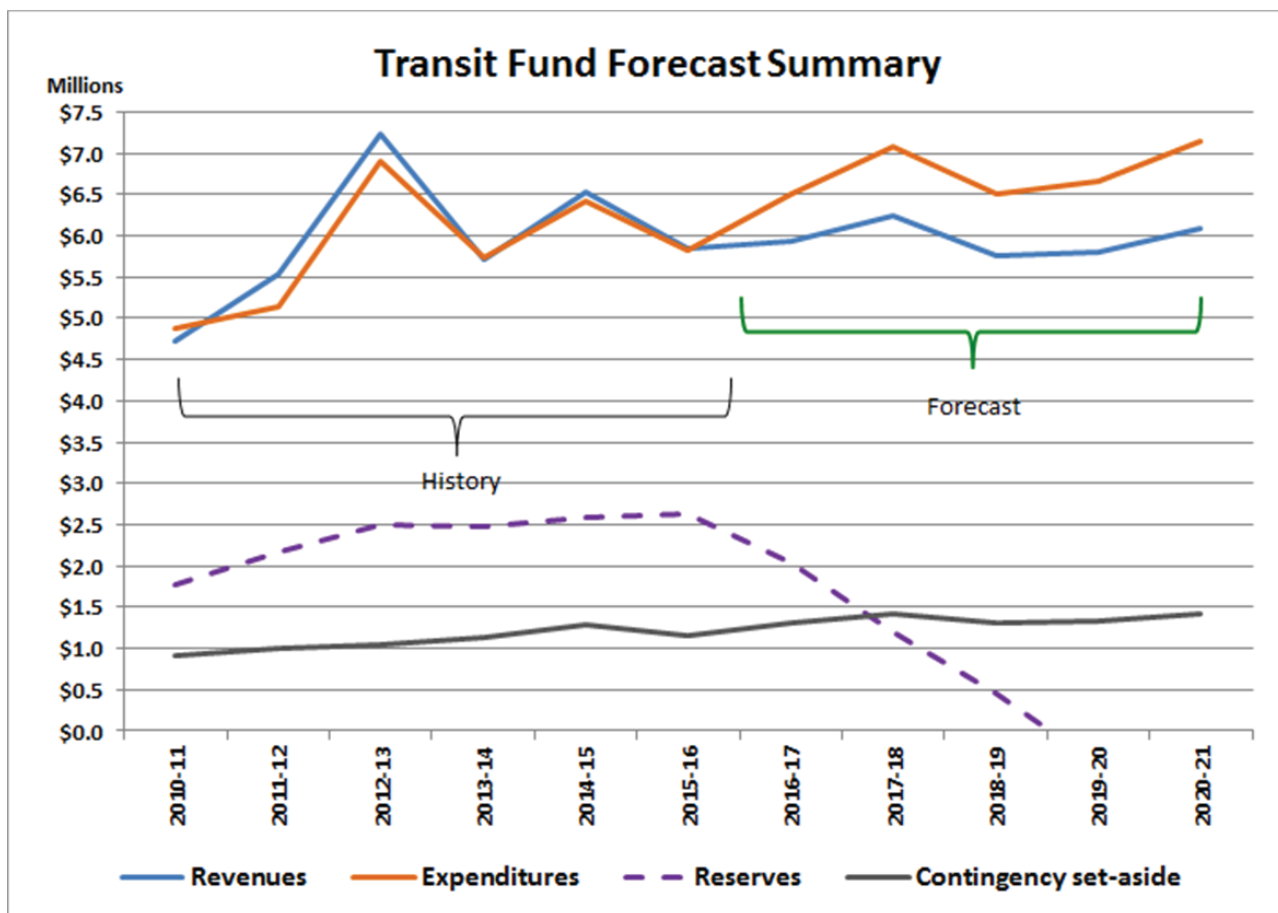
## Five-Year Financial Forecast FY 2016 through 2021

### Transit Fund Forecast Summary

The five-year forecast summary for the Transit Fund reveals that on average over time, revenues are not keeping up with expenditures, and so the Transit Fund fund balance (also referred to as reserve) is projected to be drawn down. In fiscal year 2017-18, financial challenges become significant, and by FY 2018-19 either revenues will need to be enhanced, expenditures reduced, or both, in order to position the fund for the future.

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 fund balance will not be allowed to dip below the minimum level of 20% of operations, as set forth in the City's financial policies.

The chart below compares the revenue sources discussed above to the expenditure items, and also to the reserve (fund balance) contained in the Transit Fund. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the contingency set-aside.



The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund will experience a deficit. However, this forecast is to be used as a guideline, and points out the importance of each year's budget cycle in reviewing and analyzing revenue sources, as well as the Budget Committee's annual deliberations over Transit Fund priorities, in order to avoid a deficit.

The City Council may choose to consider increasing the payroll tax, or scaling back services, or a combination of both, as a strategy to avoid a deficit.

# Water Operating Fund

---

## Fund Description

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis.

The Water Operating Fund periodically transfers funds to the Water Capital Fund. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility.

The major drivers of revenue to the water fund include water consumption, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

## Water Fund Revenues and Expenditures

### Revenues

#### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 5,500 water customers. The water rates are set periodically by the City Council. The rates are set to increase approximately 2.25% per year, on January 1 of 2015, 2016 and 2017.

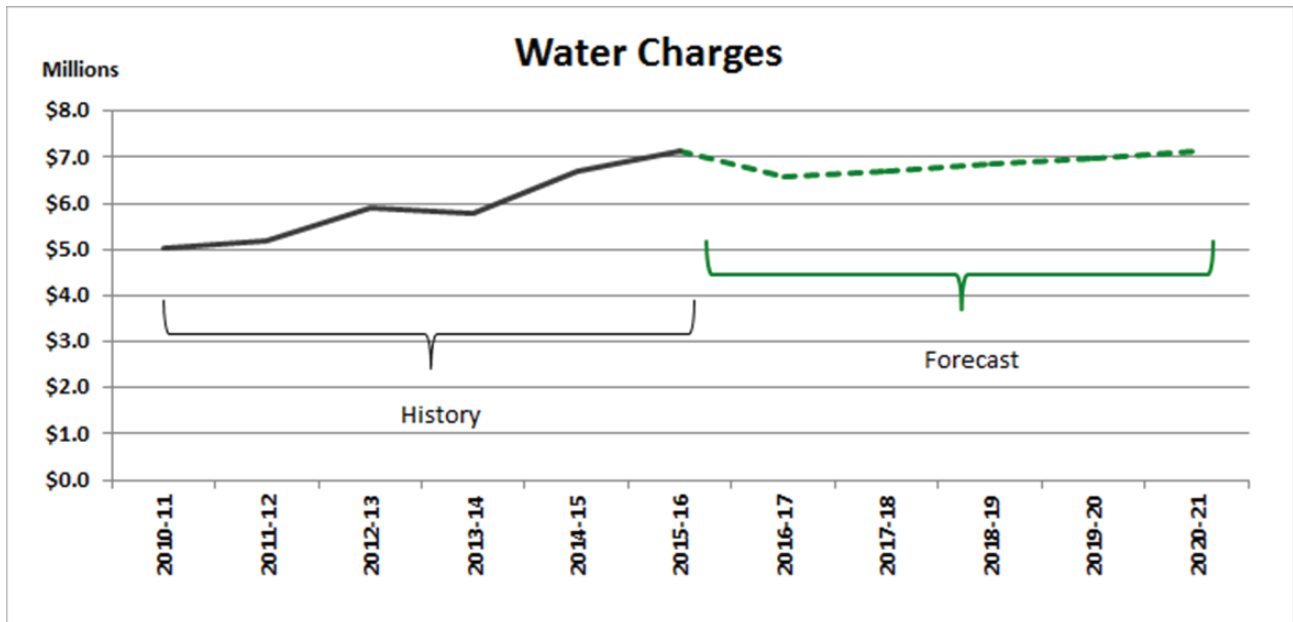
As the City grows, more water accounts will be established and therefore water revenue will increase. However, it is important to note that individual use has been declining, most likely due to the conservation. As per capita usage declines or remains flat over time, water rates may have to increase in order for the water utility to cover its costs.

The five-year forecast predicts water revenue from charges will increase due to both the scheduled rate increases and predicted growth of the City. In the last two years of the forecast, water revenue from charges grows more slowly to reflect growth of the City, but no rate increases.

The chart below shows the five-year history of revenue from water charges, together with the five-year forecast. Note the spikes in FY 12-13 and FY 15-16. These spikes illustrate the sensitivity of water revenue to weather. July, August and September of 2012 had relatively nicer weather than July, August and September of 2011. Calendar year 2015 was the warmest on record in Oregon, and water usage, and the corresponding water revenues, spiked in the spring and summer of 2015.

The forecast for revenue from water charges only takes rates and population growth into account, not weather patterns.

Five-Year Financial Forecast  
FY 2016 through 2021



### Water Sales

The City also sells up to five million gallons per day of treated water to Sherwood. Sherwood pays Wilsonville close to \$1 million per year for the water.

### Expenditures

#### Operations

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

Over the five-year period of this forecast, water operations anticipates the need for an additional, specialized utility technician that will be shared with sewer and stormwater, and also foresees the need for additional maintenance staff. Additional water meters will be needed for new accounts as the City's population grows.

#### Capital Improvements

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. Maintenance and repair of these assets are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by water rates. Currently, there are two outstanding bond series, one of which will be paid off in FY 19-20. Therefore, the last year of the forecast period includes debt service only for one bond obligation.

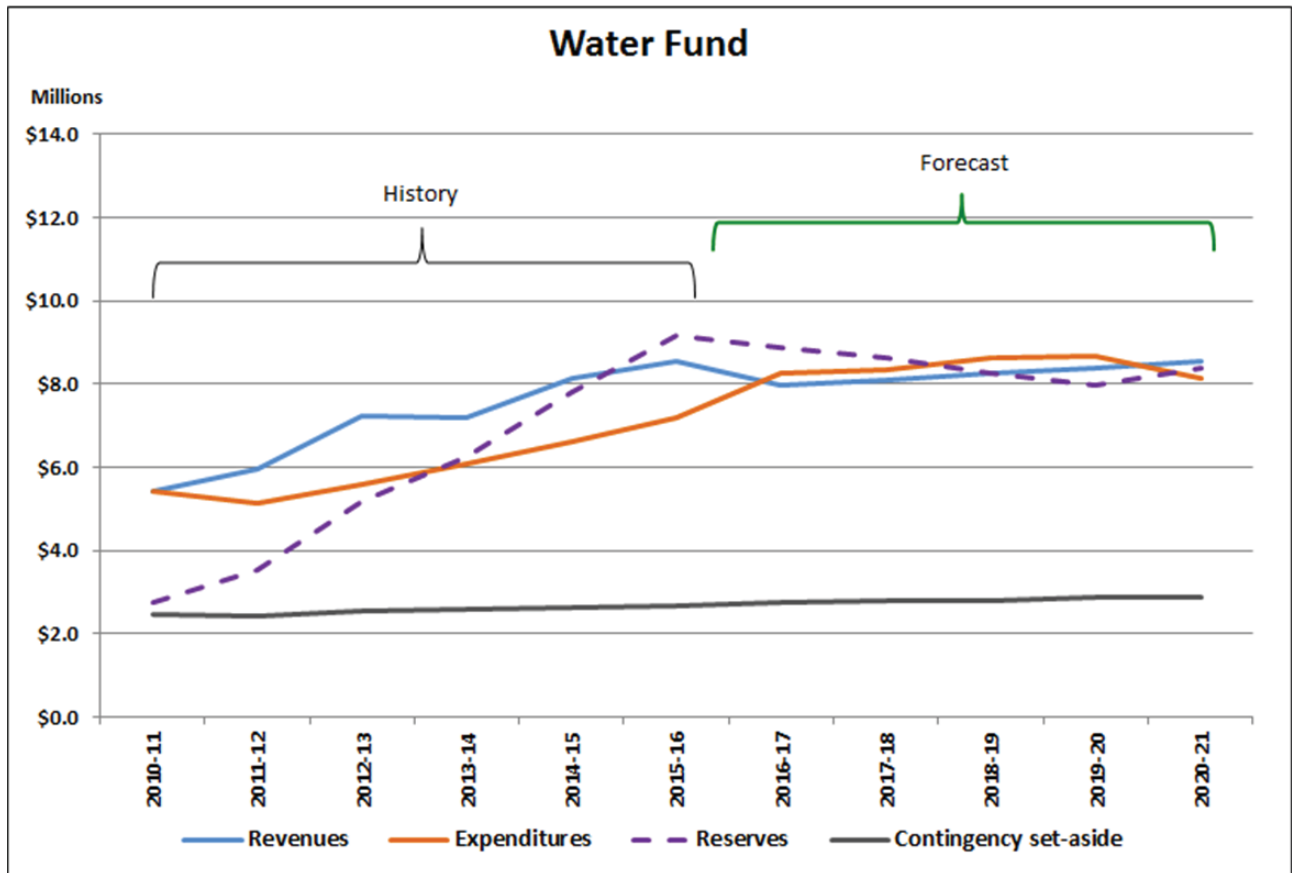
Over the next five years, the water CIP include replacing pipes, pumps, valves and hydrants, upgrading wells, adding stand-by power, replacing water filter media, improving the intake pipe, a west side reservoir, and constructing a new distribution water line in the remaining section of Tooze Road. Capital improvements are anticipated to be funded with the Water Fund's reserve funds, while expansions are funded with Water System Development Charges. The CIP detail is included in each year's annual budget and is considered by the Budget Committee and City Council.

## Five-Year Financial Forecast FY 2016 through 2021

### Water Fund Forecast Summary

The five-year forecast for the Water Fund shows that fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. Part of the increase in revenue from FY 2011-12 to 2012-13 reflects a full year of Sherwood purchasing water from Wilsonville, in addition to higher revenues to warmer weather. The slight decline in expenditures in FY 2020-21 represents the reduction in debt service due to one bond obligation being paid off.

The contingency set-aside includes contingency funds for operations equal to 20% of recurring expenditures, as well as one year's worth of debt service.





# Sewer Operating Fund

---

## Fund Description

The Sewer Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with CH2M HILL to operate the plant.

The Sewer Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Sewer Operating Fund periodically transfers funds to the Sewer Capital Fund. The Sewer Capital Fund accounts for the Capital Improvement Program (CIP) of the sewer utility.

Revenue drivers for this fund include sewer rates charged, the size and type of industries, winter water consumption, and the City's population growth.

Expenditures of the sewer utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the sewer utility also drive expenditures.

## **Sewer Fund Revenues and Expenditures**

### Revenues

#### Charges

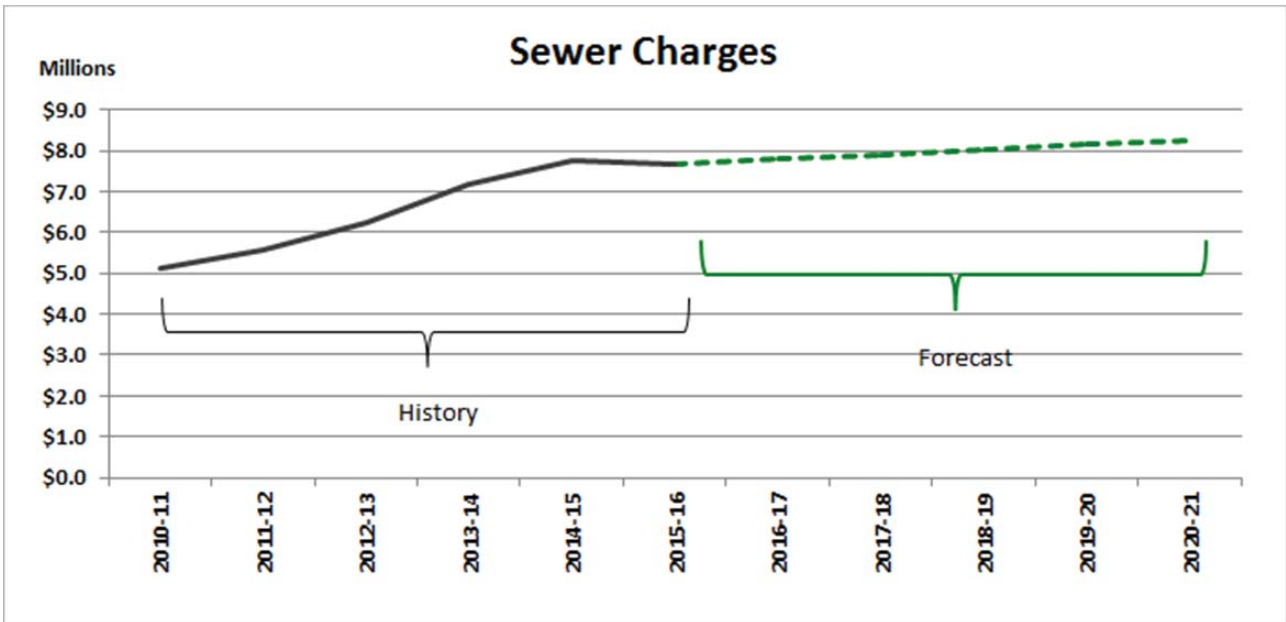
The City charges for use of the wastewater system each month. Currently, the City has about 5,500 sewer accounts.

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 preceeding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their sewer charges adjusted, they have the option to install an irrigation meter, and their sewer charges will be adjusted according to the water that diverts through the irrigation meter.

The sewer rates are set periodically by the City Council. There are no current plans to increase sewer rates, however, the City has recently completed a new master plan that identifies necessary capital improvements and intends on performing a cost of service study and rate analysis as a next step.

As the City grows, more accounts will be added, leading to growth in the sewer operating revenue. The five-year forecast predicts sewer revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. The rapid increase seen in the chart below reflects rate increases on January 1<sup>st</sup> of 2012, 2013, and 2014, by 15%, 12% and 10% respectively. These rate increases were necessary to pay the debt service on debt issued to improve and expand the wastewater treatment facility.

Five-Year Financial Forecast  
FY 2016 through 2021



### **Other Revenues**

The Sewer fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Sewer SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

### **Expenditures**

#### **Operations**

Sewer operations include managing and maintaining the wastewater treatment plant, the sewer collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits.

Over the five-year period of this forecast, sewer operations anticipates the need for one additional, specialized utility technician that would be shared with water and stormwater.

#### **Capital Improvements**

The sewer utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the sewer rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both sewer rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by sewer rates.

Examples of CIP projects over the next five years include repairing the outfall at the wastewater treatment plant, improving the Memorial Park and Town Center pump stations, pipe maintenance and rehab in the Charbonneau area, upsizing the Coffee Creek sewer trunk in coordination with the Kinsman Road extension project, and replacing various pipes and valves. The CIP detail is included in each year's annual budget and is considered by the Budget Committee and City Council.

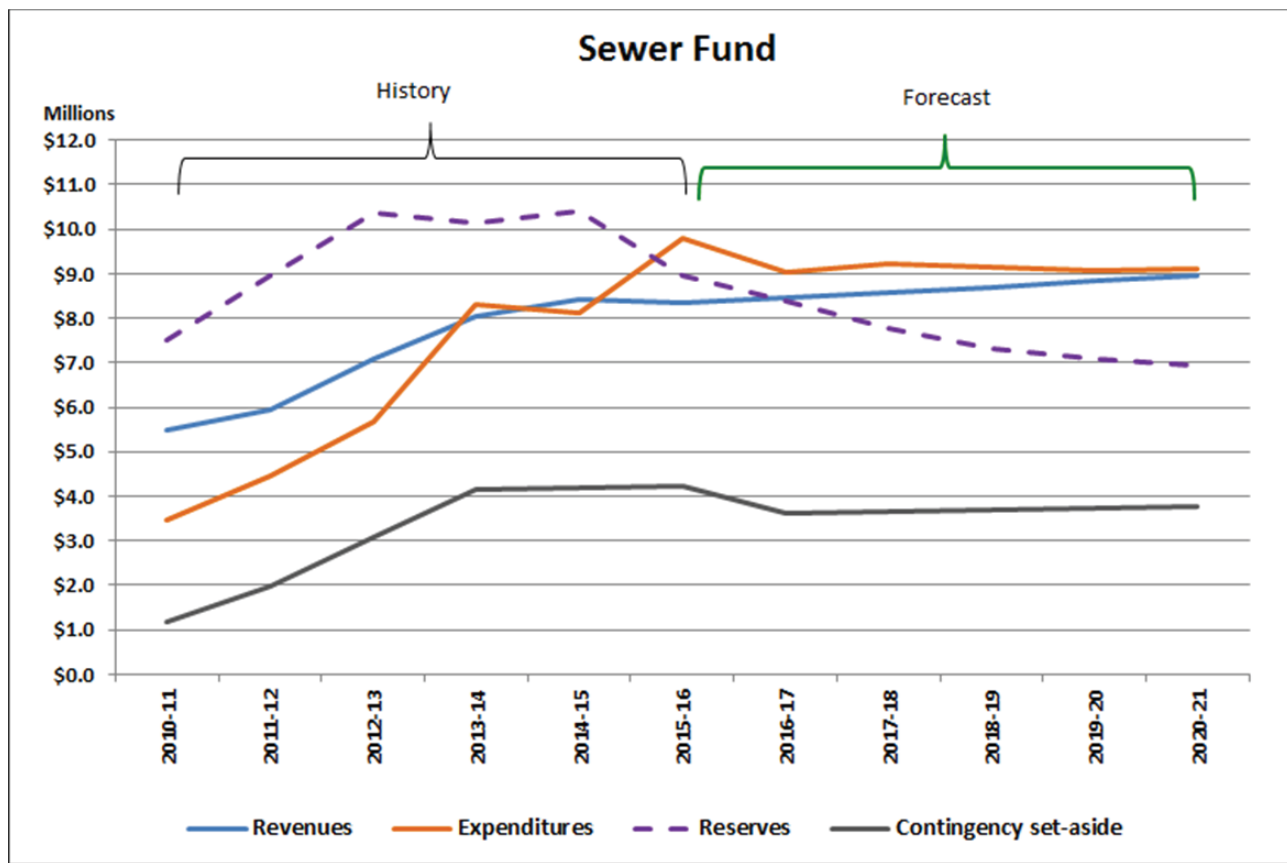
## Five-Year Financial Forecast FY 2016 through 2021

### Sewer Fund Forecast Summary

The five-year forecast for the Sewer Fund shows that the fund balance (also referred to as a reserve) is drawn down over time. This is due to the extensive capital program. To stem the draw-down of the fund balance, the City intends to complete a cost of service study and rate analysis based on information from the recently completed Wastewater Collection System Master Plan.

The expenditure forecast is not a smooth line. This line reflects both the operating costs of the Fund, which are relatively smooth over time, and the capital projects that are planned, which are one-time expenditures that happen unevenly over time. The steep increase in expenditures from FY 10-11 through FY 13-14 is due to the addition of debt service on nearly \$39 million in new debt for improvements and expansion of the wastewater treatment plant, which added \$3 million in on-going debt service obligations. The further increase to FY 14-15 is for the capital program.

The Contingency set-aside is comprised of 20% of operating expense and one year's worth of debt service.



*\*Note: The Sewer Fund received and paid back a bridge bank loan in FY 11-12. The bridge loan was to begin work on the Wastewater Treatment Plant prior to the bond sale. It is not shown in the graph above because the loan and pay-back occurred in the same fiscal year.*

---

# Stormwater Fund

---

## Fund Description

The Stormwater Fund accounts for the City’s stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an Equivalent Residential Unit (ERU), using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The major drivers of revenue to the Stormwater Fund include the monthly charges and the number of ERUs within the City.

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

## Stormwater Fund Revenues and Expenditures

### Revenues

#### *Charges*

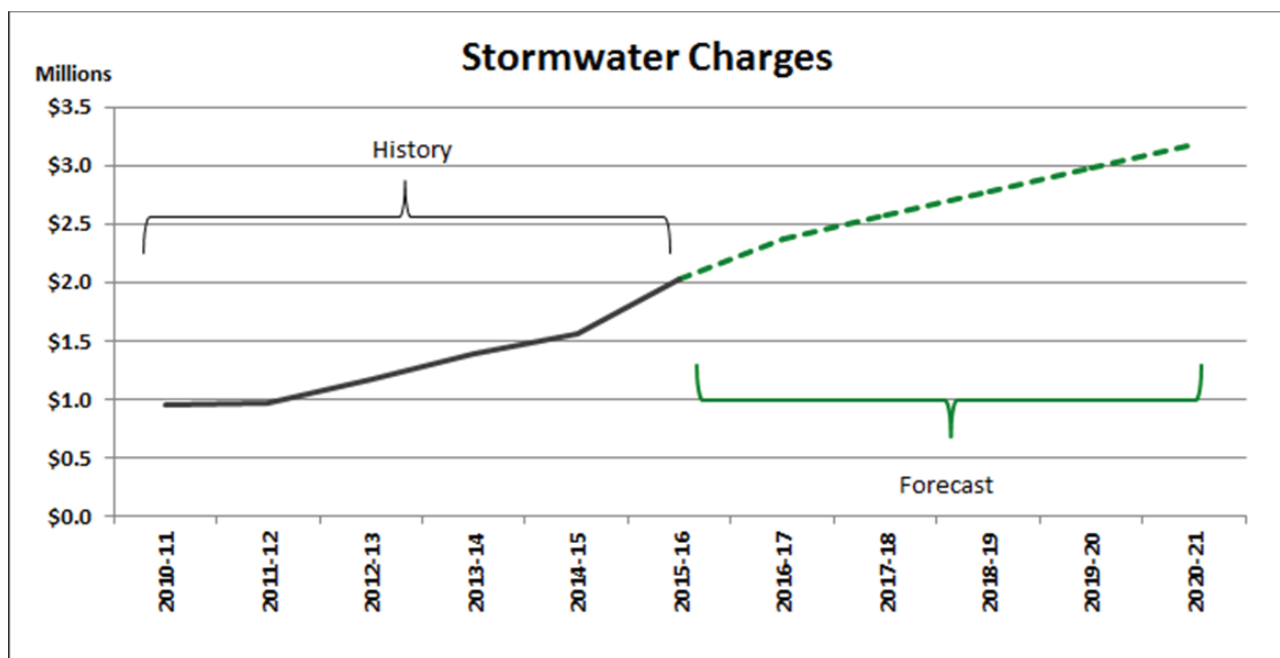
As mentioned above, the City charges stormwater fees monthly, based on the number of ERUs. The City Council establishes the rates for stormwater, and approved stormwater rates for a seven year period. The rate increases are necessary in order to pay for the capital program. The rate path is reflected in the following table:

Effective Date	Monthly Rate/ERU
April 1, 2015	\$6.95
January 1, 2016	\$8.65
January 1, 2017	\$9.30
January 1, 2018	\$9.95
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

The City currently has approximately 22,900 ERUs. Because many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces, ERUs are expected to grow by a modest 1.1% annual average over the next five years.

The following chart shows the five-year history of revenue from stormwater charges, together with the five-year forecast.

## Five-Year Financial Forecast FY 2016 through 2021



### Expenditures

#### *Operations*

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

Over the next five year period, stormwater operations anticipates the need for one additional, specialized utility technician that would be shared with water and sewer. Additionally, contracted services are anticipated to be needed in order to accomplish the cleaning and inspection of the catch basins and pipe systems.

#### *Capital Improvements*

The stormwater utility is not as capital intensive as water and sewer, but has an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by stormwater rates.

Over the five-year period of this forecast, the City intends to embark on an ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau district. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City.

These capital needs over the next five years exceed the cash available to fund these projects. The Stormwater utility enters its second year of a five-year interfund loan from the General Fund in FY 2017, and a bond issue may be necessary mid-way through the five year period. The proceeds and use of this debt is not reflected here, because they are accounted for in the Stormwater CIP Fund. However, the debt service is included in the Stormwater Operating Fund and is reflected in this forecast.

Five-Year Financial Forecast  
FY 2016 through 2021

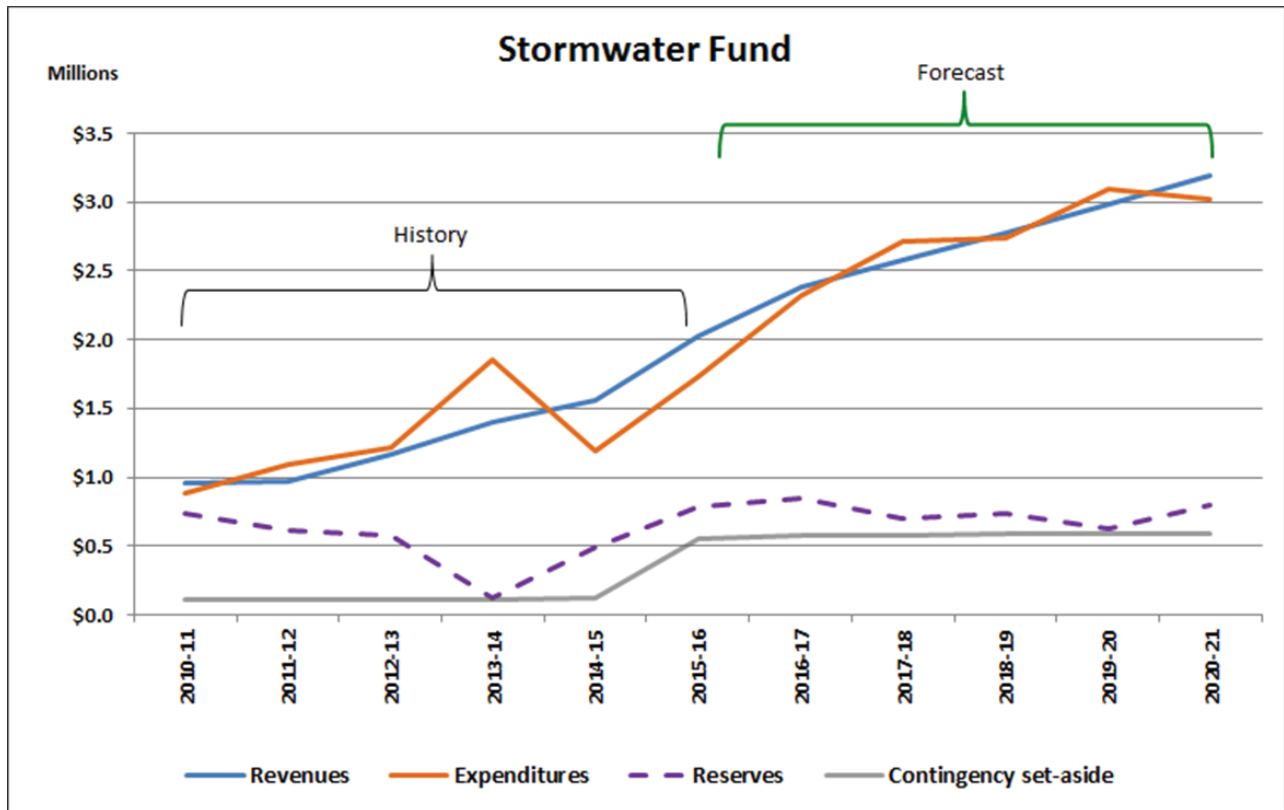
**Stormwater Fund Forecast Summary**

The five-year forecast for the Stormwater Fund shows both revenues and expenditures ramping up over the forecast period, and the fund remaining in balance over the time period.

The spike in expenditures in FY 13-14 reflects the capital projects of the Morey's Landing and Rivergreen outfall restoration projects.

The increase in the expenditures over the next five years reflects the additional maintenance work mentioned above, as well as the extensive capital program and the associated debt service to finance the improvements in the Charbonneau district. In the fourth year of the forecast, additional debt is assumed in addition to the inter-fund loan from the General Fund. However, the inter-fund loan is paid off by the fifth year of this forecast. The increase in revenues reflects the rate increases adopted by the City Council in order to afford the improvements and cover the debt obligation.

The contingency set-aside reflects 20% of operations, as well as one year's worth of debt service.



# Street Lighting Fund

---

## **Fund Description**

The Street Lighting Fund accounts for the maintenance and operation of City's street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

Revenue drivers for this fund include the monthly charges and number of customers.

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the the system.

## **Street Lighting Fund Revenues and Expenditures**

### **Revenues**

#### ***Charges***

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

### **Expenditures**

#### ***Operations***

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. No changes are anticipated over the next five years, other than adding to the system as the City grows, and rate increases imposed by PGE.

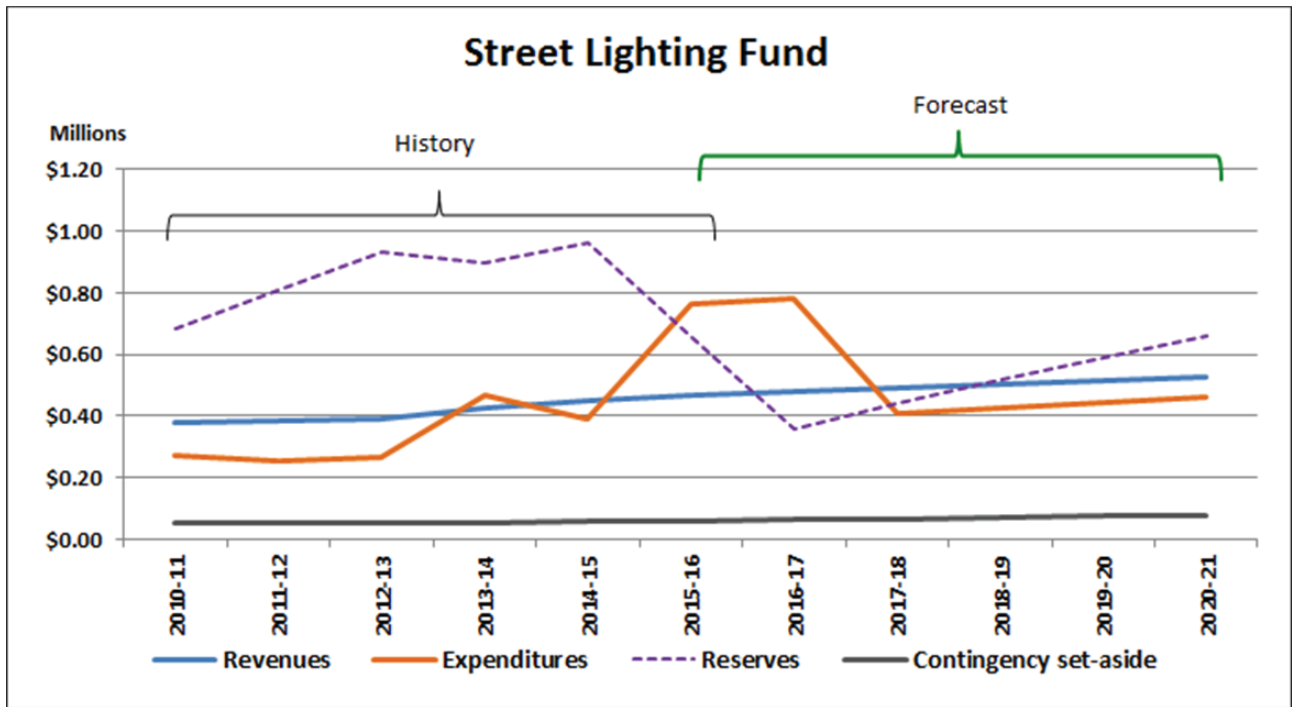
#### ***Capital Improvements***

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 2015-16 and 2016-17, funded by the fund's reserves.

## **Street Lighting Fund Forecast Summary**

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. The bump-up in expenditures in FY 13-14 reflects the City's efforts to replace wood poles with fiberglass poles.

Five-Year Financial Forecast  
 FY 2016 through 2021





---

# Road Operating (Gas Tax) Fund

---

## **Fund Description**

The Road Operating Fund accounts for the gas tax received by the City and for the maintenance of City streets, sidewalks, pathways, landscapes, pavement markings, signs and signals.

The State collects the gas tax and apportions it out to cities based on their population.

The major drivers of revenue for the Road Operating Fund are the amount of gas tax received by the State and Wilsonville's population.

The major expenditure drivers for this fund include the cost of labor and materials and the addition of new streets as the City grows.

## **Road Operating Fund Revenues and Expenditures**

### **Revenues**

#### ***Gas Tax***

The State of Oregon gas tax is set by State statute, currently at 30 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

For FY 15-16, cities are estimated to receive \$57.15 per capita in gas tax revenues, increasing to \$57.47 per capita for FY 16-17. Wilsonville's population is estimated to be 22,870.

Over the five-year period, gas tax revenue is forecasted to grow slightly because the City's population is expected to grow at an average annual rate of approximately 3.0%. The recent fall in gas prices should yield higher gas tax revenues in the immediate future as people drive more and fill their gas tanks more often, but it is difficult to predict how gas prices and driving habits may change over time. Therefore, the forecast remains conservative, varying only population.

### **Expenditures**

#### ***Operations***

The Road Fund operations include street maintenance and repair, maintenance of sidewalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Over the five-year period of the forecast, the Department intends on requesting additional seasonal labor and a Roads Maintenance Specialist to keep current on maintenance needs. Additionally, operational increases are anticipated as the number of road miles expands. The five-year forecast also anticipates the replacement of crosswalk flashers, additional bike lane markings, and various equipment replacements.

#### ***Capital Improvements***

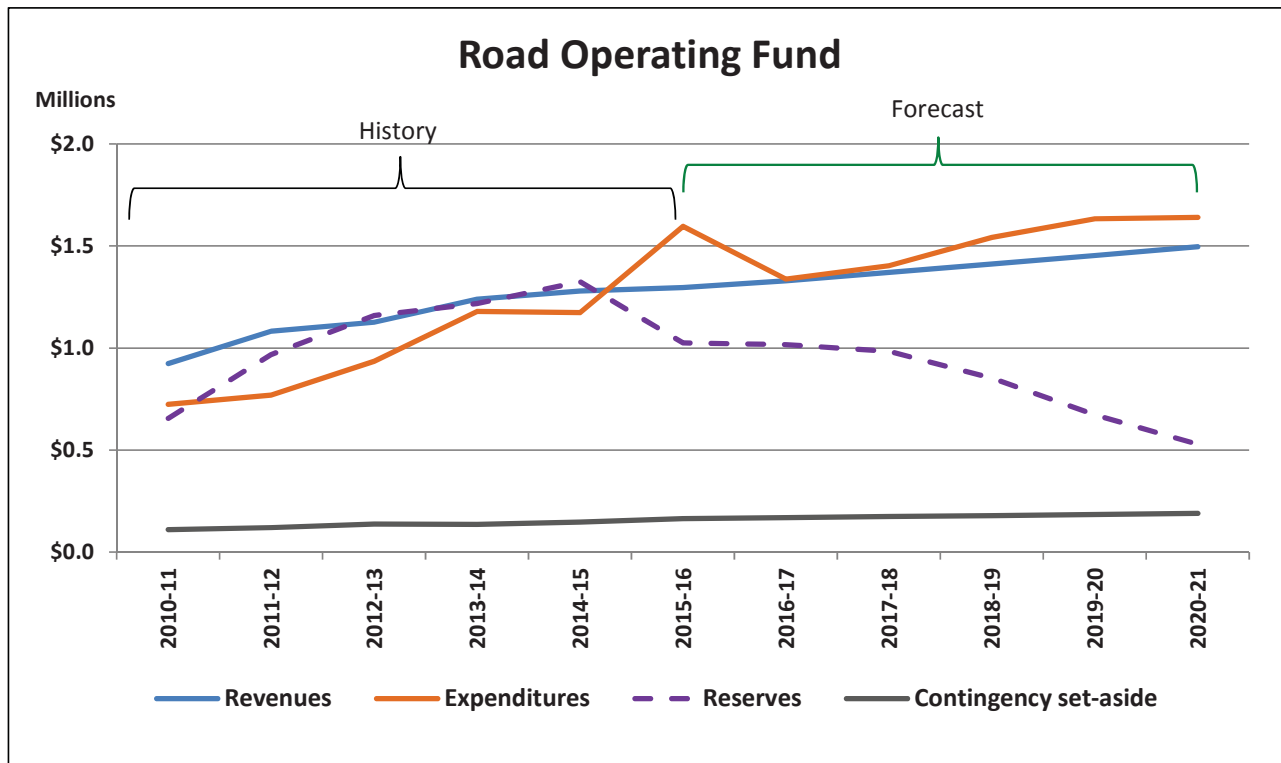
The Road Operating Fund funds road repair and replacement. New roads, or expansions to current roads, are paid for either by developers or by System Development Charges, which are charged to developers. The capital improvement program (CIP) is therefore funded by both gas taxes and SDCs, depending upon whether the project expands capacity or not.

## Five-Year Financial Forecast FY 2016 through 2021

Over the next five years, the Department foresees an increased need for maintenance along Canyon Creek Road, along Tooze Road to Grahams Ferry Road, and enhancements to streetscapes along various routes.

### Road Operating Fund Forecast Summary

The five-year forecast shows that the operational needs begin to overtake the Fund's resources, resulting in a draw-down of the fund's reserves. The reserve remains at a healthy level at the end of the period, but does display a downward trend. Prior to fiscal year 2020-21, modifications to the operational program may be necessary to ensure the fund remains balanced.



**WILSONVILLE**



City of Wilsonville  
Comprehensive Financial Management Policies

---

## Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Objectives

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

### I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

#### A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

#### B. Financial and Management Reporting

1. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, city council and budget committee members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.

3. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31<sup>st</sup> of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the audit committee, consisting of the Mayor, one City Councilor, one budget committee member and two citizens with an accounting or business background. The primary purpose of the audit committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit committee charter which outlines the duties and responsibilities of the audit committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

## II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting..

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/ expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

### III. BUDGETING – CAPITAL OUTLAY

#### A. Definition

##### Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

##### Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

#### B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

#### C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

#### D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

#### E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is



most cost-effective, which would include life-cycle costing, and provides the best value to the City.

#### IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

##### A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

##### B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

#### V. CASH MANAGEMENT AND INVESTMENTS

##### A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

##### B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that

Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. **Responsibility and Control:**  
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. **Eligible Investments:**  
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. **Eligible Financial Institutions:**  
The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. **Objectives:**
  - a. **Safety:** Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - b. **Liquidity:** The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
  - c. **Yield:** Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.
  - d. **Reporting:** The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

### C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

### A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

## VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### A. General Fund

#### Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

#### Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

#### Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

#### Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances, such as building fees within the Community Development Fund that restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in inter-agency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of

resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans. The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts. Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the city plus administrative and contract servicing costs.

E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

F. Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds, secured by property taxes
2. Revenue Bonds, secured by specified revenue(s)
3. Limited Tax General Obligation, secured by resources within the General Fund
4. Local Improvement District Bonds, secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases.

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues, but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

## X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

### A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

### B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant..
  - c. The local match required, if any, plus the source of the local match.
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

### C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

### D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

## XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

### A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.



It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.

City of Wilsonville  
Chart of Accounts

---

# Supplies

- 43001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 43002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).
- 43003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.
- 43004 Computer software: New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.
- 43005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 43099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 43101 Fuel: Fuel costs for all City vehicles.
- 43104 Tires: Tire costs for all City vehicles.
- 43105 Chemicals: Chemicals for water/sewer operations.
- 43106 Uniform & Protection: Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.
- 43107 Water Meters & Boxes: Purchase of meters and boxes.
- 43199 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 43201 Books: For use by the Library with children's books to be recorded in 43202.
- 43202 Children's books: For use by the Library, see above.
- 43203 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.
- 43204 Audio / Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.

# Professional & Technical Services

- 44001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections: Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant: Generally used by Engineering program.
- 44005 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44020 Computer Hardware/Software Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 44019 Other Professional Services: Services provided by other professional firms or individuals not fitting a category above.

- 44021 Lab work: Technical services provided by outside entities.
- 44022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Repair, Services: Technical services provided to install, repair or service computer and voice systems.
- 44024 Internet: Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 Printing and Reproduction: Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.
- 44027 Electric repairs, services: As the title describes.
- 44028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 44070 Code enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 44089 Other Technical / Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

## Utility Services

- 43501 Natural Gas: NW Natural-natural gas bills
- 43502 Electricity: PGE electric bills
- 43510 Water: City water bills
- 43511 Sewer: City sewer bill.
- 43512 Streetlights: City streetlight bills
- 43513 Road Maintenance Charge: City road maintenance bills
- 43514 Stormwater charge: City stormwater bills
- 43520 Garbage Collection: Garbage collection and disposal costs
- 43530 Telephone: Land lines, central costs for switching stations, long distance charges
- 43531 Cellular Phones: Cost of phones and service time from private companies
- 43532 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 43533 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

## Repairs & Maintenance (the majority of these are only used by public works)

- 44101 Litter pickup

- 44102 Street light installation
- 44105 Street sweeping maintenance
- 44110 Infrastructure repair/maintenance
- 44121 Headworks maintenance
- 44122 Secondary maintenance
- 44123 Biosolids maintenance
- 44124 U.V. maintenance
- 44125 Liftstation maintenance
- 44126 Collection system maintenance
- 44127 Odor Control
- 44131 Catch Basin maintenance
- 44132 Conveyance maintenance
- 44133 Right of way maintenance
- 44134 Field Screenings
- 44150 Janitorial services
- 44151 Building maintenance-major
- 44152 Building maintenance minor
- 44152 Building maintenance
- 44160 Athletic field maintenance
- 44161 Park maintenance
- 44124 U.V. Maintenance
- 44125 Liftstation Maintenance
- 44126 Collection System Maintenance
- 44127 Odor Control
- 44131 Catch Basin Maintenance
- 44132 Conveyance Maintenance
- 44133 Right-of-Way Maintenance
- 44134 Field Screenings
- 44150 Janitorial Services
- 44151 Building Maintenance-Major
- 44152 Building Maintenance Minor
- 44152 Building Maintenance
- 44160 Athletic Field Maintenance
- 44161 Park Maintenance
- 44162 Landscape Maintenance
- 44163 Irrigation Maintenance
- 44164 Turf Maintenance

- 44170 Equipment Repair Maintenance
- 44172 Traffic Signals
- 44180 Vehicle Repairs, Maintenance
- 44190 Fleet Services-Interfund Charges
- 44191 Fleet-Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.
- 44201 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services: Payments to outside providers such as taxis.
- 44205 Building Rental: Office space and storage space rent or lease.
- 44250 City Council Insurance: Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance: Insurance costs for City vehicles.

## Parks & Recreation Programs

- 44301 Tourism Development
- 44302 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 44304 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 44306 Purchased Transportation Services: Taxi and limousine services.
- 44310 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators: Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense: All costs associated with this Community Services program.
- 44323 Special Programs: Program expenses that do not fit in one of the categories above. Historically used by the Library.

## Employee Development

- 44401 Medical evaluation: Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 44403 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 44404 Mileage & vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.

- 44405 Safety and health: Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses: Used by Human Resources.

## Franchise Fees

- 44710 Franchise Fees: Franchise fees paid by utility funds to the City.

## Fees, Dues, Advertising

- 44525 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 44526 Advertising and publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 44527 Recording fees: Used primarily by Legal and Community Development programs.
- 44528 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

## Meeting Expenses

- 44605 Cable telecasting  
Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 44625 Meeting costs  
Meals provided by city.

## Miscellaneous Services and Supplies

- 44910 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 44975 Miscellaneous Charges: Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.
- 44991 Flex Plan Admin: Used by Human Resources program.

## Capital Outlay (Items costing a minimum of \$5,000 and useful life in excess of 1 year)

- 45010 Land
- 45020 Building
- 45030 Improvements
- 45040 Infrastructure: The above items are typically reserved for use by capital projects.

- 45050 Machinery & Equipment: All equipment and machinery that does not one of the categories below.
- 45060 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.
- 45070 Office equipment / furniture: Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.
- 45080 Computer & IS Equip: Used by Information Systems program.
- 45081 Software: Used by Information Systems program.
- 45090 Other equipment: Typically items used by Public Works.

## Debt Services

- 47001 Principal
- 47002 Principal Short Term
- 47011 Interest

## Transfers Out

- 49111 Transfers to General Fund – Overhead
- 49112 Transfers Out - Direct Wage
- 49113 Transfers to General Fund – Equipment
- 49114 Transfers to General Fund Phone Systems
- 49115 Transfers to General Fund - PC Network
- 49119 Interfund Loans



# Wilsonville Municipal Employee Association (WilMEA) Compensation Plan Effective July 1, 2016

Range	Position	Monthly		Hourly	
		Low	High	Low	High
13	Nutrition Program Assistant	\$2,340	\$2,982	\$13.50	\$17.20
20	Sewer Vector Operator I	\$2,781	\$3,546	\$16.04	\$20.46
21	Library Clerk I	\$2,852	\$3,636	\$16.45	\$20.98
22	CD Permit Clerk/Receptionist Library Volunteer Coordinator	\$2,922	\$3,726	\$16.86	\$21.50
24	Library Clerk II Nutrition Coordinator I	\$3,071	\$3,915	\$17.72	\$22.59
26	Administrative Assistant I	\$3,225	\$4,112	\$18.61	\$23.72
27	Nutrition Coordinator II	\$3,305	\$4,215	\$19.07	\$24.32
28	Support Services Coordinator	\$3,389	\$4,321	\$19.55	\$24.93
30	Accounting Technician Administrative Assistant II Information Systems Assistant I	\$3,559	\$4,538	\$20.53	\$26.18
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$3,651	\$4,651	\$21.06	\$26.83
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$3,740	\$4,771	\$21.58	\$27.53
34	Engineering Technician Environmental Education Specialist Outreach Librarian Permit Technician Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vector Operator II	\$3,930	\$5,009	\$22.67	\$28.90
36	Assistant Planner Water Distribution Technician	\$4,129	\$5,262	\$23.82	\$30.36
37	Facilities Maintenance Technician Parks Lead Maintenance Specialist Real Property Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$4,231	\$5,397	\$24.41	\$31.14
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$4,338	\$5,529	\$25.03	\$31.90
39	Accountant Building Inspector I Industrial Pre-Treatment Coordinator	\$4,445	\$5,668	\$25.64	\$32.70
40	Adult Services Librarian Senior Engineering Technician Youth Services Librarian	\$4,556	\$5,812	\$26.28	\$33.53
42	Associate Planner Engineering Associate Information Systems Analyst	\$4,787	\$6,104	\$27.62	\$35.22
43	Building Inspector II	\$4,907	\$6,258	\$28.31	\$36.10
46	Plans Examiner	\$5,285	\$6,739	\$30.49	\$38.88
47	Network Administrator	\$5,416	\$6,907	\$31.25	\$39.85

## SEIU Local 503 (OPEU Transit) Compensation Plan Effective July 1, 2016

Position	Monthly		Hourly	
	Low Rate	High Rate	Low Rate	High Rate
Fleet Hostler	\$2,788	\$3,555	\$16.08	\$20.51
Equipment Mechanic I	\$3,156	\$4,021	\$18.21	\$23.20
Transit Driver	\$3,156	\$4,021	\$18.21	\$23.20
Transit Dispatcher	\$3,398	\$4,332	\$19.60	\$24.99
Equipment Mechanic II	\$3,957	\$5,045	\$22.83	\$29.11

## City of Wilsonville Unrepresented Compensation Plan Effective July 1, 2014

Range	Positions	Monthly		Annual	
		Low	High	Low	High
A	Administrative Assistant (Conf) Community Outreach Specialist	\$3,518	\$4,749	\$42,216	\$56,988
B	Human Resources Assistant Accounting Specialist (Conf)	\$3,694	\$4,986	\$44,328	\$59,832
C	Legal Assistant	\$3,879	\$5,235	\$46,548	\$62,820
D		\$4,073	\$5,497	\$48,876	\$65,964
E		\$4,277	\$5,772	\$51,324	\$69,264
F	City Recorder	\$4,491	\$6,061	\$53,892	\$72,732
G	Community Relations Coordinator Library Operations Manager Library Services Manager Roads Supervisor Transit Supervisor Transit Options Program Manager	\$4,716	\$6,364	\$56,592	\$76,368
H	Facilities Supervisor Fleet Manager Parks Supervisor Program Manager Utilities Supervisor	\$4,952	\$6,682	\$59,424	\$80,184
I	Civil Engineer GIS Manager Natural Resources Manager	\$5,200	\$7,016	\$62,400	\$84,192
J		\$5,460	\$7,367	\$65,520	\$88,404
K	Finance Operations Manager Human Resources Manager Long Range Planning Manager	\$5,733	\$7,735	\$68,796	\$92,820
L	Transit Operations Manager	\$6,020	\$8,122	\$72,240	\$97,464
M	Current Planning Manager Economic Development Manager Engineering Manager Public Affairs Director	\$6,321	\$8,528	\$75,852	\$102,336
N	Assistant Finance Director Building Official Information Systems Manager	\$6,637	\$8,954	\$79,644	\$107,448
O	Assistant City Attorney Planning Director	\$6,969	\$9,402	\$83,628	\$112,824
P	Library Director Parks & Recreation Director Transit Director	\$7,317	\$9,872	\$87,804	\$118,464
Q	Public Works Director	\$7,500	\$10,119	\$90,000	\$121,428
R	Community Development Director Finance Director	\$7,688	\$10,372	\$92,256	\$124,464
S	Assistant City Manager	\$7,880	\$10,631	\$94,560	\$127,572
	Municipal Court Judges	\$90-\$94 per hour			
	City Attorney, contract pay package*	\$11,692		\$140,300	
	City Manager, contract pay package*	\$9,167-\$12,667		\$110,000-\$150,000	

\*City Manager and City Attorney pay package reviewed annually by Council

**WILSONVILLE**



## Glossary

---

**Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

**Ad Valorem Tax**

A tax based on the assessed value of a property.

**Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

**American Recovery and Reinvestment Act (ARRA)**

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

**Approved Budget**

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

**Appropriations**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

**Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

**Assets**

Resources having a monetary value and that are owned or held by an entity.

**Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

**BETC**

The Business Energy Tax Credit is a State of Oregon program which

allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

**Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

**Beginning Balance**

The beginning balance is the residual resources brought forward from the previous financial year (ending balance).

**Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

**Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

**Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has approved it.

**Budget Calendar**

The schedule of key dates, which a government follow in the preparation and adoption of the budget.

**Budget Committee**

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

**Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

**Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year; presented by the City Manager.

**Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

**Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

**Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$25,000), (2) long asset life (equal to or greater than 5 years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

**Capital Improvement**

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

**Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

**Capital Outlay**

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

**Capital Projects**

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

**Cash Management**

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest

income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

**Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

**Clean Water Act**

The primary federal law in the United States regarding water pollution.

**Committed Fund Balance**

Assets that are constrained by actions of the governing body on how such resources will be used.

**Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

**Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

**Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency**

A budgetary amount for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

**Cost Center**

An organizational budget/operating unit within each City division or department.

**Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

**Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

**Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

**Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

**Elderly and Disabled**

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

**Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

**Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

**Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

**Enterprise Funds**

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

**Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

**Expenditures**

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

**Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

**Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

**Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

**Five-Year Financial Plan**

An estimation of revenues and expenses required by the City to operate for the next five-year period.

**Fixed Assets**

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

**Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

**Full-Time Equivalent**

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally

associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

**General Long-term Debt**

Represents any unmatured debt not considered to be a fund liability.

**General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer’s property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

**Grant**

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

**Infrastructure**

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

**Indirect Charges**

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

**Indirect Cost Allocation**

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

**Interfund Transfers**

Appropriation category used in the City’s budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called “Interfund Transfers”.

**Intelligent Transportation System**

Traffic control devices that has the ability to adjust depending on demand.

**Intergovernmental Revenues**

Levied by one government but shared on a predetermined basis with another government or class of governments.

**Job Access/Reverse Commute (JARC)**

Grant funds available to help with operating costs of equipment,

facilities, and associated expenses related to providing access to jobs.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**Line Item Budget**

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

**Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

**Local Improvement District**

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Local Option Levy**

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

**Materials and Services**

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

**Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools’ maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

**Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96



and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

### **Mission**

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

### **National Pollutant Discharge Elimination System (NPDES)**

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

### **Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

### **Nonspendable**

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

### **Objective**

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

### **Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

### **Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

### **Ordinance**

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

### **Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

### **Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

### **Permanent Tax Rate**

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

### **Personnel Services**

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

### **Property Tax**

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund.

### **Project Manager**

The individual responsible for budgeting for a project and managing project to its completion.

### **Proposed Budget**

Combined operating, non-operating, and resource estimates prepared by the City Manager and submitted to the public and the Budget Committee for review and approval.

### **Rainy Day Fund**

City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the economic downturn continues for an extended period of time.

### **Real Market Value**

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the result of voter approved tax initiative 50 passed in 1997.

### **Resolution**

A special or temporary order of a legislative body requiring City Council action.

### **Resources**

Total of revenues, interfund transfers in and beginning fund balance.

**Restricted Fund Balance**

Nonspendable assets and constraints on assets by an external entity.

**Retained Earnings**

An equity account that reflects the accumulated earning of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

**Sinking Fund**

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

**South Metro Area Regional Transit (SMART)**

Wilsonville's transit system.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be benefit primarily those properties, see Local Improvement District.

**Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

**Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplemental Budget**

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

**Transportation Demand Management**

A strategy aimed at reducing travel demand by influencing travel behavior in one of two ways: By reducing the need to travel; or encouraging travel by a mode other than a single occupant vehicle.

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

**Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Revenue**

Includes property taxes, hotel and motel room tax.

**Tax Roll**

The official list showing the amount of taxes levied against each property.

**Transfers**

The authorized exchange of cash or other resources between funds.

**Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

**Unappropriated Ending Fund Balance**

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

**Unassigned Fund Balance**

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

**User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

**WILSONVILLE**



## Legal Forms

---

Budget Committee Meeting Notices .....	354
Notice of City Council Budget Hearing and Financial Summary .....	358
Notice of Urban Renewal Agency Budget Hearing and Financial Summary .....	360
Resolutions .....	362
Notices of Property Tax and Certification of Intent to Impose Taxes.....	377

# Budget Committee Meeting Notices



6605 SE Lake Road, Portland, OR 97222  
PO Box 22109, Portland, OR 97269-2109  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Kathy Snyder, 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 Budget Committee Meeting**  
and Public Hearings Concerning State  
Revenue Sharing  
**WS315**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1

week in the following issue:  
**May 4, 2016**

*Charlotte Allsop*

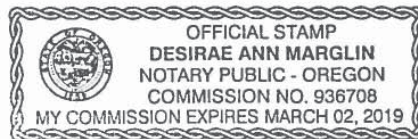
Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
May 4, 2016.

*Desirae A Marglin*

NOTARY PUBLIC FOR OREGON

Acct # 6821011  
**Attn: Margie Trader**  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070



Size: 2 x 4.5"

Amount Due: \$76.50\*

\*Please remit to the address above.

### Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday, the 18th of May 2016. Subsequent meetings, if necessary, are scheduled for Wednesday the 1st of June 2016 and Wednesday the 8th of June 2016. 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 9th of May, 2016 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us/167/Budget](http://www.ci.wilsonville.or.us/167/Budget). At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2016-17.

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 2016-17 with the Budget Committee.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish 05/04/2016.

WS315

# Budget Committee Meeting Notices



6605 SE Lake Road, Portland, OR 97222  
PO Box 22109, Portland, OR 97269-2109  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS  
I, Kathy Snyder, being the first duly sworn,  
depose and say that I am the Accounting  
Manager of the *Wilsonville Spokesman*, a  
newspaper of general circulation, published  
at Wilsonville, in the aforesaid county and  
state, as defined by ORS 193.010 and  
193.020, that

### City of Wilsonville Urban Renewal Agency Notice Budget Committee Meeting WS316

a copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper for

1

week in the following issue:  
**May 4, 2016**

*Charlotte Allsop*

Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
May 4, 2016.

*Desirae A Marglin*

NOTARY PUBLIC FOR OREGON

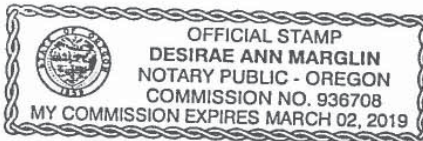
Acct # 6821011

**Attn: Margie Trader**  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070

Size: 2 x 4.5"

Amount Due: \$76.50\*

\*Please remit to the address above.



### City of Wilsonville Urban Renewal Agency Notice of Budget Committee Meetings

A public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday the 1st of June 2016. The meeting will begin at 6:00 pm and will be 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 9th of May, 2016 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us/167/Budget](http://www.ci.wilsonville.or.us/167/Budget). At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2016-17.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and provide written and oral comments discussing the proposed programs for fiscal year 2016-17 with the Budget Committee.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish 05/04/2016.

WS316

# Budget Committee Meeting Notices

The screenshot shows the City of Wilsonville website. At the top, there is a green header with the city logo and navigation links for 'Share', 'Site Tools', and 'eNotify Sign-Up'. A search bar is also present. Below the header is a dark blue navigation bar with categories: 'Your Government', 'City Services', 'Your Community', 'Doing Business', and 'How Do I...'. The main content area has a light yellow background. On the left, there are two green buttons: 'Ask The City! Online Requests & FAQs' and 'Pay Online 24/7 payment options'. The main text area contains a breadcrumb trail 'You Are Here: Home > News Flash', a link to 'News Flash Home', and a timestamp 'The original item was published from 4/29/2016 2:46:00 PM to 6/8/2016 9:00:07 PM.'. Below this is a section titled 'City of Wilsonville Public Hearing Notices' with a post date of 'April 29, 2016'. The main heading is '[ARCHIVED] Budget Committee Meetings'. The text describes public hearings for the fiscal year 2016-17, including dates, times, and locations. It mentions that the purpose is to receive budget messages and comments from the public. The Budget Officer, Bryan Cosgrove, is identified. On the right side, there is a 'Search' box, 'Tools' (RSS, Notify Me), and a 'Categories' list including 'All Categories', 'City of Wilsonville Boones Ferry Messenger', 'City of Wilsonville General News', 'City of Wilsonville Public Hearing Notices', and 'Staff Zone News'. At the bottom of the main content area, there are social media icons for Facebook, Twitter, LinkedIn, and Email.

<http://www.ci.wilsonville.or.us/CivicAlerts.spx?AID=356&ARC=578>

# Budget Committee Meeting Notices

The screenshot shows the City of Wilsonville website. At the top left is the logo with a tree and the text "City of Wilsonville in Oregon". To the right are links for "Share", "Site Tools", and "eNotify Sign-Up", along with a search bar. A dark blue navigation bar contains the following menu items: "Your Government", "City Services", "Your Community", "Doing Business", and "How Do I...".

On the left side, there are two green buttons: "Ask The City! Online Requests & FAQs" and "Pay Online 24/7 payment options".

The main content area features a breadcrumb trail: "You Are Here: [Home](#) > News Flash". Below this is a "News Flash Home" section with a timestamp: "The original item was published from 6/16/2016 11:02:22 AM to 6/20/2016 7:30:07 PM." A sub-section titled "City of Wilsonville Public Hearing Notices" is dated "Posted on: June 16, 2016".

The main article is titled "[ARCHIVED] Urban Renewal Agency Budget Hearing". The text reads: "The Wilsonville Urban Renewal Agency will conduct a public hearing on the adoption of the FY 2016-17 budget on Monday, June 20, 2016. This meeting will follow the adjournment of the City Council meeting. The hearing will be held in Council Chambers at City Hall, 29799 SW Town Center Loop East." Below the text are social media sharing icons for Facebook, Twitter, LinkedIn, and Email.

On the right side, there is a "Search" box with a dropdown menu set to "All categories" and a search icon. Below it are "Tools" including "RSS" and "Notify Me", and a "Categories" link.

<http://www.ci.wilsonville.or.us/CivicAlerts.aspx?AID=375&ARC=590>



# Budget Summary



6605 SE Lake Road, Portland, OR 97222  
 PO Box 22109, Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Kathy Snyder, being the first duly sworn, depose and say that I am the Accounting Manager of the *Wilsonville Spokesman*, a newspaper of general circulation, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville**  
**Notice of Budget Hearing**  
**WS323**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

**1**  
 week in the following issue:  
**June 15, 2016**

*Charlotte Allsop*

Charlotte Allsop, (Accounting Manager)

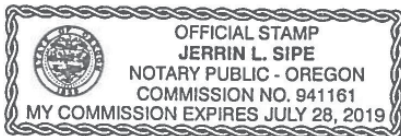
Subscribed and sworn to before me this  
 June 15, 2016.

*Jerrin L. Sipe*

NOTARY PUBLIC FOR OREGON

Acct # 6821011  
**Attn: Margie Trader**  
 City of Wilsonville  
 29799 SW Town Center Lp  
 Wilsonville, OR 97070

Size: **3 x 8"**  
 Amount Due: **\$204.00\***  
 \*Please remit to the address above.



### FORM LB-1

### NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 20, 2016 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/197/Budget>. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Susan Cole

Telephone: 503-682-1011

Email: [cole@ci.wilsonville.or.us](mailto:cole@ci.wilsonville.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	61,772,625	61,051,635	71,778,964
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	39,982,843	38,822,114	43,368,096
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,841,529	6,282,732	5,406,560
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	17,044,623	25,261,009	27,004,803
All Other Resources Except Property Taxes	1,040,444	1,280,717	1,649,820
Property Taxes Estimated to be Received	6,198,968	6,348,196	6,507,420
<b>Total Resources</b>	<b>\$129,862,432</b>	<b>\$139,046,403</b>	<b>\$155,716,266</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	13,974,828	15,664,230	16,539,504
Materials and Services	16,618,150	18,722,677	19,482,284
Capital Outlay	7,810,887	18,012,812	20,655,302
Debt Service	5,830,961	6,239,863	5,407,983
Interfund Transfers	17,044,623	25,261,009	27,004,803
Contingencies	0	51,381,512	60,393,889
Unappropriated Ending Balance and Reserved for Future Expenditure	68,602,963	5,864,300	6,232,400
<b>Total Requirements</b>	<b>\$129,862,432</b>	<b>\$139,046,403</b>	<b>\$155,716,266</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,210,344	5.00	1,668,969	5.00	1,336,425	5.00
Finance	1,438,989	8.40	1,363,737	9.20	1,411,103	9.31
Information Services	609,998	3.00	720,545	3.00	1,012,190	4.00
Geographic Information Services	195,313	1.50	229,773	1.50	231,124	1.50
Legal	472,358	3.00	519,965	3.00	653,236	3.70
Human Resources & Risk Management	804,731	2.85	616,862	3.35	694,129	3.35
Community Development - Administration	655,658	4.50	757,880	4.50	771,542	3.50
Community Development - Engineering	1,170,098	9.00	1,303,815	9.50	1,348,000	9.50
Community Development - Building Inspections	685,237	5.60	772,808	5.60	821,701	5.60
Community Development - Planning	863,279	7.60	980,237	7.60	1,007,074	7.60
Community Development - Natural Resources/Stormwater Management	310,433	2.00	414,696	3.00	485,542	3.00
Public Works - Administration	400,272	3.50	475,121	3.50	475,277	3.50
Public Works - Facilities	822,399	5.50	972,911	5.75	980,296	5.75
Public Works - Roads	763,207	4.05	822,288	4.05	889,760	4.05
Public Works - Street Lighting	302,315	0.00	278,318	0.00	351,721	0.00
Public Works - Water Distribution	1,179,731	4.88	1,309,968	5.38	1,402,353	5.87
Public Works - Water Treatment Plant	2,567,620	0.00	2,694,841	0.00	2,861,876	0.00
Public Works - Industrial Pretreatment	105,667	1.00	122,827	1.00	126,332	1.00
Public Works - Wastewater Treatment Plant	2,372,912	0.00	2,530,435	0.00	2,553,107	0.00
Public Works - Wastewater Collection	570,227	2.13	777,017	2.13	831,946	2.63
Public Works - Stormwater Maintenance	414,234	1.94	578,801	1.94	657,649	2.99
Parks and Recreation - General Services	1,049,182	8.10	1,187,054	8.20	1,617,522	9.20
Parks and Recreation - Parks Maintenance	1,194,879	8.25	1,148,550	8.25	1,343,163	8.25
Library	1,595,216	16.48	1,803,967	16.48	1,888,412	16.48
Traffic	5,884,388	36.07	5,382,935	37.00	6,261,017	37.50
Fleet Service	1,174,120	6.80	1,330,527	6.60	1,643,915	6.60
Law Enforcement	3,644,845	0.00	4,355,151	0.00	4,443,964	0.00
Municipal Court	156,092	1.50	215,255	1.70	206,630	1.65
Non-Departmental / Non-Program	97,468,978	0	103,712,132	0	117,559,254	0
<b>Total Requirements &amp; FTE</b>	<b>\$129,862,432</b>	<b>183.43</b>	<b>\$139,046,403</b>	<b>157.21</b>	<b>\$155,716,266</b>	<b>161.01</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING	
The total approved operating budget for 2016-17, consisting of personnel services, materials and services, and capital equipment purchases is \$38,157,011 up \$2,822,740 from the 2015-16 revised operating budget. Personnel services are up \$975,274 and include the addition of 3.8 new full time equivalent (FTE) positions. Materials and services are up \$759,007 and include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program. The capital equipment budget is up \$1,087,859. Capital outlay consists of both capital equipment, with a budget \$2,135,223 and a capital improvement program (CIP) with a budget of \$18,520,079. The City's CIP budget is up \$3,554,631 from prior year. In 2016-17 the City does not anticipate issuing any new debt.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$40,935,000	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$40,935,000</b>	<b>\$0</b>

Publish 06/15/2016.

WS323

# Budget Summary

FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 20, 2016 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Susan Cole

Telephone: 503-682-1011

Email: [cole@ci.wilsonville.or.us](mailto:cole@ci.wilsonville.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	61,772,625	61,051,635	71,778,964
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	39,982,843	38,822,114	43,368,698
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,841,929	6,282,732	5,406,560
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	17,044,623	25,261,009	27,004,803
All Other Resources Except Property Taxes	1,040,444	1,280,717	1,649,820
Property Taxes Estimated to be Received	6,199,968	6,348,196	6,507,420
<b>Total Resources</b>	<b>\$129,882,432</b>	<b>\$139,046,403</b>	<b>\$155,716,265</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	13,974,828	15,564,230	16,539,504
Materials and Services	16,618,150	18,722,677	19,482,284
Capital Outlay	7,810,887	16,012,812	20,655,302
Debt Service	5,830,961	6,239,863	5,407,983
Interfund Transfers	17,044,623	25,261,009	27,004,803
Contingencies	0	51,381,512	60,393,989
Unappropriated Ending Balance and Reserved for Future Expenditure	68,602,983	5,864,300	6,232,400
<b>Total Requirements</b>	<b>\$129,882,432</b>	<b>\$139,046,403</b>	<b>\$155,716,265</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,210,344	5.00	1,668,969	5.00	1,336,425	5.00
Finance	1,438,989	9.40	1,363,737	9.20	1,411,103	9.31
Information Services	609,998	3.00	720,545	3.00	1,012,190	4.00
Geographic Information Services	195,313	1.50	229,773	1.50	231,124	1.50
Legal	472,358	3.00	518,665	3.00	553,236	3.70
Human Resources & Risk Management	604,731	2.85	616,862	3.35	694,129	3.35
Community Development - Administration	655,668	4.50	757,880	4.50	771,542	3.50
Community Development - Engineering	1,170,098	9.00	1,303,815	9.50	1,348,000	9.50
Community Development - Building Inspections	685,237	5.60	772,808	5.60	821,701	5.60
Community Development - Planning	863,279	7.60	980,237	7.60	1,007,074	7.60
Community Development - Natural Resources/Stormwater Management	310,433	2.00	414,696	3.00	485,542	3.00
Public Works - Administration	400,272	3.50	475,121	3.50	475,277	3.50
Public Works - Facilities	822,399	5.50	972,911	5.75	980,296	5.75
Public Works - Roads	753,207	4.05	822,288	4.05	869,766	4.05
Public Works - Street Lighting	302,315	0.00	278,318	0.00	351,721	0.00
Public Works - Water Distribution	1,179,731	4.88	1,309,686	5.38	1,402,353	5.67
Public Works - Water Treatment Plant	2,567,620	0.00	2,694,641	0.00	2,861,875	0.00
Public Works - Industrial Pretreatment	105,567	1.00	122,627	1.00	126,332	1.00
Public Works - Wastewater Treatment Plant	2,372,912	0.00	2,530,435	0.00	2,553,107	0.00
Public Works - Wastewater Collection	570,227	2.13	777,017	2.13	831,946	2.63
Public Works - Stormwater Maintenance	414,234	1.94	579,801	1.94	657,649	2.69
Parks and Recreation - General Services	1,049,182	8.10	1,187,054	8.20	1,617,522	9.20
Parks and Recreation - Parks Maintenance	1,194,879	8.25	1,148,550	8.25	1,343,163	8.25
Library	1,595,216	16.46	1,803,967	16.46	1,868,412	16.46
Transit	5,894,388	36.07	5,382,935	37.00	6,251,017	37.50
Fleet Service	1,174,120	6.60	1,330,527	6.60	1,643,915	6.60
Law Enforcement	3,644,645	0.00	4,355,151	0.00	4,443,964	0.00
Municipal Court	156,092	1.50	215,255	1.70	206,630	1.65
Non-Departmental / Non-Program	97,468,978	0	103,712,132	0	117,559,254	0
<b>Total Requirements &amp; FTE</b>	<b>\$129,882,432</b>	<b>153.43</b>	<b>\$139,046,403</b>	<b>157.21</b>	<b>\$155,716,265</b>	<b>161.01</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
The total approved operating budget for 2016-17, consisting of personnel services, materials and services, and capital equipment purchases is \$38,157,011 up \$2,822,740 from the 2015-16 revised operating budget. Personnel services are up \$975,274 and include the addition of 3.8 new full time equivalent (FTE) positions. Materials and services are up \$759,607 and include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program. The capital equipment budget is up \$1,087,859. Capital outlay consists of both capital equipment, with a budget \$2,135,223 and a capital improvement program (CIP) with a budget of \$18,520,079. The City's CIP budget is up \$3,554,631 from prior year. In 2016-17 the City does not anticipate issuing any new debt.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$40,935,000	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$40,935,000</b>	<b>\$0</b>

# Budget Summary



6605 SE Lake Road, Portland, OR 97222  
 PO Box 22109, Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: legals@commnewspapers.com

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Kathy Snyder, 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

### Wilsonville Urban Renewal District Notice of Budget Hearing WS325

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

**1**  
 week in the following issue:  
**June 15, 2016**

*Charlotte Allsop*

Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
 June 15, 2016.

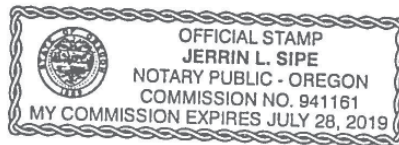
*Jerrin L. Sipe*

NOTARY PUBLIC FOR OREGON

Acct # 6821011  
**Attn: Margie Trader**  
 City of Wilsonville  
 29799 SW Town Center Lp  
 Wilsonville, OR 97070

Size: 3 x 4.25"  
 Amount Due: **\$110.28\***

\*Please remit to the address above.



Publish 06/15/2016.

WS325

**FORM UR-1**  
**NOTICE OF BUDGET HEARING**

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 20, 2016 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, 2016 as approved by the Urban Renewal Commission at City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070, on June 15, 2016. A copy of the budget may be inspected or obtained prior to the meeting at the City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070, during the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. The budget was prepared on a basis of accounting that is the same as that of the preceding year.

Contact: Susan Cole  
 Telephone: 503-682-1011  
 Email: [colags@wilsonville.or.us](mailto:colags@wilsonville.or.us)

TOTAL OF ALL FUNDS		FINANCIAL SUMMARY - REVENUES		FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM		
	Actual Amount	2014-15	2015-16	2014-15	2015-16	
Operating Fund Balance/Working Capital	13,489,278	11,164,962	7,000,000	23,000,000	23,000,000	
Operating Fund Bonds and Other Debt	3,000,000	451,574	194,100	173,900	173,900	
All Other Revenues (Excludes Tax & Special Levy)	6,494,840	6,494,840	6,572,450	8,176,823	8,176,823	
Special Loan Disposition of Tax	0	0	0	0	0	
Total Resources	\$23,484,118	\$23,484,118	\$23,484,118	\$23,484,118	\$23,484,118	
<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>						
Maintenance and Services	1,084,818	2,050,525	1,834,816	1,834,816	1,834,816	
Capital Outlay	3,986,180	2,860,388	1,980,000	1,980,000	1,980,000	
Other Services	7,087,243	7,150,344	8,487,348	8,487,348	8,487,348	
Personnel Transfers	0	0	0	0	0	
Construction	12,892,871	5,101,350	4,550,054	4,550,054	4,550,054	
Unassigned Ending Fund Balance	0	9,087,251	16,304,495	16,304,495	16,304,495	
Total Requirements	\$26,967,112	\$26,600,298	\$26,600,298	\$26,600,298	\$26,600,298	
<b>FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM</b>						
Name of Organizational Unit or Program	2014-15	FTE	2015-16	FTE	Amount	FTE
Fiscal Year 2010 Plan	15,440,331	0	12,860,741	0	14,000,000	0
Year Side	10,014,407	0	14,000,000	0	19,000,000	0
Total Requirements & FTE	\$25,454,738	0	\$26,860,741	0	\$33,000,000	0

The Year 2010 Plan has two projects budgeted in 2010-11, including East West Connector project and Town Center concept planning. West Side District project budgeted includes Brierley Street and Town Road projects.

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING**

LONG TERM DEBT		STATEMENT OF INDEBTEDNESS	
	Estimated Debt Outstanding	Estimated Debt Authorized But Not Incurred on July 1	Estimated Debt Authorized But Not Incurred on July 1
General Obligation Bonds	\$35,192,488	\$0	\$0
Other Bonds	\$0	\$0	\$0
Other Borrowings	\$0	\$0	\$0
Total	\$35,192,488	\$0	\$0

# Budget Summary

## FORM UR-1

## NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 20, 2016 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, 2016 as approved by the Urban Renewal Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E., Wilsonville, Oregon between the hours of 8:00 a. m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Susan Cole

Telephone: 503-682-1011

Email: [cole@ci.wilsonville.or.us](mailto:cole@ci.wilsonville.or.us)

### FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2014-15	This Year 2015-16	Next Year 2016-17
Beginning Fund Balance/Net Working Capital	13,498,228	11,164,692	23,066,047
Revenue from Bonds and Other Debt	3,000,000	7,000,000	1,000,000
All Other Resources Except Division of Tax & Special Levy	451,374	166,100	173,900
Revenue from Division of Tax	8,484,940	8,572,466	9,175,823
<b>Total Resources</b>	<b>\$25,434,542</b>	<b>\$26,903,258</b>	<b>\$33,415,770</b>

### FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	Actual Amount	Adopted Budget	Approved Budget
Materials and Services	1,698,918	2,050,925	1,524,815
Capital Outlay	3,986,180	2,893,368	1,680,060
Debt Service	7,087,263	7,190,384	9,456,346
Interfund Transfers	0	0	0
Contingencies	0	5,101,330	4,450,054
Unappropriated Ending Fund Balance	12,682,381	9,667,251	16,304,495
<b>Total Requirements</b>	<b>\$25,454,742</b>	<b>\$26,903,258</b>	<b>\$33,415,770</b>

### FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program	Amount		FTE		Amount		FTE	
	2014-15	2015-16	2014-15	2015-16	2016-17	2016-17	2014-15	2016-17
Year 2000 Plan	15,440,335	0	0	12,862,328	0	14,320,609	0	0
West Side	10,014,407	0	0	14,040,930	0	19,095,161	0	0
<b>Total Requirements &amp; FTE</b>	<b>\$25,454,742</b>	<b>0</b>	<b>0</b>	<b>\$26,903,258</b>	<b>0</b>	<b>\$33,415,770</b>	<b>0</b>	<b>0</b>

### STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The Year 2000 Plan has two projects budgeted in 2016-17, including East West Connector project and Town Center concept planning. West Side District projects budgeted include Barber Street and Tooze Road projects.

### STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$35,192,468	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$35,192,468</b>	<b>\$0</b>

# Resolutions

## RESOLUTION NO. 2585

### 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 20th day of June, 2016 and filed with the Wilsonville City Recorder this date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Fitzgerald	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes

**RESOLUTION NO. 2585**

N:\City Recorder\Resolutions\Res2585.docx

**PAGE 2 OF 2**

# Resolutions

## RESOLUTION NO. 2586

### 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 18, 2016 to discuss possible uses of the funds and before the City Council on June 20, 2016 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 2016-17.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 20th day of June, 2016 and filed with the Wilsonville City Recorder this same date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Sandra C. King, MMC, City Recorder

#### SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Fitzgerald	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes

RESOLUTION NO. 2586  
N:\City Recorder\Resolutions\Res2586.docx

PAGE 1 OF 1

**RESOLUTION NO. 2587**

**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 2016-17.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 18, 2016 and June 1, 2016 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2016-17; and,

**WHEREAS**, the Budget Committee deliberated on the proposed budget on May 18, 2016 and on June 1, 2016; and

**WHEREAS**, the Budget Committee approved the proposed budget on June 1, 2016; 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 15, 2016 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 20, 2016 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, 2016.

**NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

1. The Council adopts the budget for FY 2016-17 in the total amount of \$155,716,265.
2. Of the total adopted budget of \$155,716,265, the City appropriates \$149,483,865 for the fiscal year beginning July 1, 2016 as shown in Attachment A – Schedule of Appropriations. The difference of \$6,232,400 is not appropriated and is not available for expenditure during the year.
3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2016-17 upon the assessed value of all taxable property in the City.


General Fund	<u>General Government Limit</u> \$2.5206 / \$1,000
--------------	---



# Resolutions

4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
  - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
  - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 249 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.
  - d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
  - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 20th day of June, 2016 and filed with the City Recorder this date.

  
TIM KNAPP, Mayor

ATTEST:

  
Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Fitzgerald	Yes
Councilor Lehan	Yes
Councilor Stevens	Yes

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>General Fund</b>		
Administration	\$	1,336,425
Finance		1,372,571
Information Services		1,012,190
Geographical Information Services		231,124
Legal		553,236
Human Resources and Risk Management		694,129
Public Works Administration		475,277
Building Maintenance		980,296
Parks Maintenance		1,343,163
Parks and Recreation		1,617,522
Library		1,868,412
Law Enforcement		4,443,964
Municipal court		206,630
Transfers to Other Funds		2,672,650
Contingency		9,226,468
<b>Total Fund Appropriations</b>		<b>\$28,034,057</b>

<b>Community Development Fund</b>		
CD Administration	\$	771,542
Engineering		1,348,000
Planning		1,007,074
Natural Resources/Stormwater Management		141,683
Transfers to Other Funds		525,479
Contingency		1,673,763
<b>Total Fund Appropriations</b>		<b>\$5,467,541</b>

<b>Building Fund</b>		
Building	\$	821,701
Transfers to Other Funds		227,463
Contingency		3,382,653
<b>Total Fund Appropriations</b>		<b>\$4,431,817</b>

**Attachment A – Schedule of Appropriations**

<b>Transit Fund</b>		
Transit	\$	6,251,017
Transfers to Other Funds		603,375
Contingency		815,614
<b>Total Fund Appropriations</b>		<b>\$7,670,006</b>
<b>Road Operating Fund</b>		
Road Operating	\$	869,766
Debt Service		81,500
Transfers to Other Funds		644,033
Contingency		532,132
<b>Total Fund Appropriations</b>		<b>\$2,127,431</b>
<b>Road Maintenance Regulatory Fund</b>		
Transfers to Other Funds	\$	950,000
Contingency		690,600
<b>Total Fund Appropriations</b>		<b>\$1,640,600</b>
<b>Water Operating Fund</b>		
Water Distributions and Sales	\$	1,402,353
Water Treatment		2,861,875
Debt Service		1,878,000
Transfers to Other Funds		3,117,668
Contingency		7,417,784
<b>Total Fund Appropriations</b>		<b>\$16,677,680</b>
<b>Sewer Operating Fund</b>		
Sewer Collection	\$	831,946
Sewer Treatment		2,553,107
Sewer Pretreatment		126,332
Debt Service		2,940,463
Transfers to Other Funds		3,867,017
Contingency		7,686,905
<b>Total Fund Appropriations</b>		<b>\$18,005,770</b>

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>Street Lighting Operating Fund</b>		
Street Lighting	\$	351,721
Transfers to Other Funds		490,520
Contingency		373,327
<b>Total Fund Appropriations</b>		<b>\$1,215,568</b>

<b>Stormwater Fund</b>		
Natural Resources/Stormwater Management	\$	343,859
Stormwater Maintenance		657,649
Debt Service		508,020
Transfers to Other Funds		872,718
Contingency		502,263
<b>Total Fund Appropriations</b>		<b>\$2,884,509</b>

<b>Fleet Service Fund</b>		
Fleet	\$	1,643,915
Transfers to Other Funds		2,400
Contingency		1,016,987
<b>Total Fund Appropriations</b>		<b>\$2,663,302</b>

<b>Water Capital Projects Fund</b>		
Water Capital Projects	\$	1,647,950
Transfers to Other Funds		203,102
Contingency		65,769
<b>Total Fund Appropriations</b>		<b>\$1,916,821</b>

<b>Sewer Capital Projects Fund</b>		
Sewer Capital Projects	\$	5,199,262
Transfers to Other Funds		463,920
Contingency		87,854
<b>Total Fund Appropriations</b>		<b>\$5,751,036</b>

**Attachment A – Schedule of Appropriations**

<b>Streets Capital Projects Fund</b>		
Streets Capital Projects	\$	4,809,067
Transfers to Other Funds		1,217,999
Contingency		<u>1,104,430</u>
<b>Total Fund Appropriations</b>		<b>\$7,131,496</b>

<b>Stormwater Capital Projects Fund</b>		
Stormwater Capital Projects	\$	1,425,800
Transfers to Other Funds		497,872
Contingency		<u>410,306</u>
<b>Total Fund Appropriations</b>		<b>\$2,333,978</b>

<b>Building Capital Projects Fund</b>		
Building Capital Projects	\$	3,501,500
Transfers to Other Funds		92,400
Contingency		<u>212,488</u>
<b>Total Fund Appropriations</b>		<b>\$3,806,388</b>

<b>Parks Capital Projects Fund</b>		
Parks Capital Projects	\$	1,936,500
Transfers to Other Funds		198,323
Contingency		<u>256,803</u>
<b>Total Fund Appropriations</b>		<b>\$2,391,626</b>

<b>Water Development Charges</b>		
Materials & Services	\$	9,696
Transfers to Other Funds		1,151,842
Contingency		<u>4,909,126</u>
<b>Total Fund Appropriations</b>		<b>\$6,070,664</b>

<b>Sewer Development Charges</b>		
Materials & Services	\$	6,262
Transfers to Other Funds		3,515,458
Contingency		<u>6,183,527</u>
<b>Total Fund Appropriations</b>		<b>\$9,705,247</b>

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>Streets Development Charges</b>		
Materials & Services	\$ 16,059	
Transfers to Other Funds	3,538,299	
Contingency	<u>6,885,704</u>	
<b>Total Fund Appropriations</b>		<b>\$10,440,062</b>
<b>Washington County TDT</b>		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	<u>400,000</u>	
<b>Total Fund Appropriations</b>		<b>\$400,000</b>
<b>Stormwater Development Charges</b>		
Materials & Services	\$ 2,626	
Transfers to Other Funds	140,052	
Contingency	<u>2,534,148</u>	
<b>Total Fund Appropriations</b>		<b>\$2,676,826</b>
<b>Parks Development Charges</b>		
Materials & Services	\$ 3,889	
Transfers to Other Funds	2,012,213	
Contingency	<u>4,025,338</u>	
<b>Total Fund Appropriations</b>		<b>\$6,041,440</b>
<b>Total City Appropriations - All Funds</b>		<b><u><u>\$149,483,865</u></u></b>

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 269**

**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 2016-17.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency Budget Committee met on June 1, 2016 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2016-17; and,

**WHEREAS**, the Budget Committee deliberated on the proposed budget, and on June 1, 2016 approved the budget with no amendments and approved the full amount of the division of tax for the West Side District; and set the incremental assessed value for the Year 2000 Plan District to \$303,000,000, thus limiting tax collections in that district to approximately \$4,200,000 in accordance with ORS 457.455(1); and,

**WHEREAS**, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and,

**WHEREAS**, on June 15, 2016 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

**WHEREAS**, in accordance with ORS 294.456 the Wilsonville Urban Renewal Agency duly held a public hearing on June 20, 2016 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for Fiscal Year beginning July 1, 2016.



# Resolutions

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**


1. The Wilsonville Urban Renewal Agency Board adopts the budget for FY 2016-17 in the total amount of \$33,415,770.
2. Of the total adopted budget of \$33,415,770, the Agency appropriates \$28,965,716, for the fiscal year beginning July 1, 2016 as shown in Attachment A – Schedule of Appropriations. The difference of \$4,450,054 is not appropriated and is not available for expenditure during the fiscal year.
3. The Wilsonville Urban Renewal Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows:
  - a. To collect 100% of the “Division of Taxes” portion from the West Side District.
  - b. To set the incremental assessed value in the Year 2000 Plan District to \$303,000,000, which will generate approximately \$4,200,000 in taxes.
4. In compliance with the City’s Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
  - b. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, Executive Director and the Finance Director for the purpose of setting aside resources for specific future needs. Within the budget document specific designations shall be titled Assigned (designated). All other balances other than Restricted or Assigned (designated) shall be budgeted as Assigned (contingency). The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Board resolution.
  - c. The Urban Renewal Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to

# Resolutions

occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.

5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regularly scheduled meeting thereof this 20th day of June 2016 and filed with the City Recorder this date.

  
TIM KNAPP, Chair

ATTEST:

  
Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Chair Tim Knapp	Yes
Board Member Starr	Excused
Board Member Fitzgerald	Yes
Board Member Stevens	Yes
Board Member Lehan	Yes

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

**Year 2000 Plan Area - Debt Service Fund**

Debt Service	5,593,075	
Contingency	2,500,000	
<b>Total Fund Appropriations</b>	<b>\$ 8,093,075</b>	

**Year 2000 Plan Area - Capital Projects Fund**

Materials and Services	525,270	
Capital Outlay	583,560	
Contingency	1,566,791	
<b>Total Fund Appropriations</b>	<b>\$ 2,675,621</b>	

**Year 2000 Plan Area - Program Income Fund**

Materials and Services	50,000	
Contingency	1,924,045	
<b>Total Fund Appropriations</b>	<b>\$ 1,974,045</b>	

**West Side - Debt Service Fund**

Debt Service	3,863,271	
Contingency	4,831,903	
<b>Total Fund Appropriations</b>	<b>\$ 8,695,174</b>	

**West Side - Capital Projects Fund**

Materials and Services	949,545	
Capital Outlay	612,500	
Contingency	1,005,756	
<b>Total Fund Appropriations</b>	<b>\$ 2,567,801</b>	

**West Side - Program Income Fund**

Materials and Services	-	
Capital Outlay	484,000	
Contingency	4,476,000	
<b>Total Fund Appropriations</b>	<b>\$ 4,960,000</b>	

<b>Total Agency Appropriations</b>		<b>\$ 28,965,716</b>
------------------------------------	--	----------------------

# Notices of Property Tax and Certification of Intent to Impose Taxes

## Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50  
2016-2017**

To assessor(s) of Clackamas and Washington County:

Check here if this is an amended form.

▪ Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Wilsonville has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>29799 SW Town Center Lp E</u> <small>Mailing Address of District</small>	<u>Wilsonville</u> <small>City</small>	<u>Oregon</u> <small>State</small>	<u>97070</u> <small>ZIP code</small>
			<u>July 1, 2016</u> <small>Date</small>
<u>Susan Cole</u> <small>Contact Person</small>	<u>Finance Director</u> <small>Title</small>	<u>503-570-1511</u> <small>Daytime Telephone</small>	<u>cole@ci.wilsonville.or.us</u> <small>Contact Person E-Mail</small>

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	\$2.5206 rate	<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
2.	Local option operating tax . . . . .	\$0	
3.	Local option capital project tax . . . . .	\$0	
4.	City of Portland Levy for pension and disability obligations . . . . .	0	
5a.	Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .		0
5b.	Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .		0
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .		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 <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	n/a
8.	<b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	n/a

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
n/a				

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 n/a		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

