CITY COUNCIL MEETING
STAFF REPORT

Meeting Date: November 17, 2025	**Subject:** Parks Utility Rate (Fee) **Staff Member:** Kris Ammerman, Parks and Recreation Director and Keith Katko, Finance Director **Department:** Parks and Recreation, Finance

Action Required		**Advisory Board/Commission Recommendation**	
☐	Motion	☐	Approval
☐	Public Hearing Date:	☐	Denial
☐	Ordinance 1st Reading Date:	☐	None Forwarded
☐	Ordinance 2nd Reading Date:	☒	Not Applicable
☐	Resolution	**Comments:** N/A	
☒	Information or Direction		
☐	Information Only		
☐	Council Direction		
☐	Consent Agenda		

Staff Recommendation: N/A

Recommended Language for Motion: N/A

Project / Issue Relates To:		
☒Council Goals/Priorities: Maintain existing park maintenance levels of service with upcoming expansion	☒Adopted Master Plan(s): 2018 Parks and Recreation Comprehensive Master Plan	☐Not Applicable

ISSUE BEFORE COUNCIL:

Staff and the FCS Group (consultant) will provide background and rate analysis for the creation of a potential park utility rate, also known as a parks utility fee. This is in response to city council goal to “maintain existing park maintenance levels of service with upcoming expansion”.

EXECUTIVE SUMMARY:
This is the third phase of a three-part series.

Phase 1: Staffing Assessment-September 15 city council meeting
Phase 2: System Analysis-October 20 city council meeting
Phase 3: Future Funding-November 17 city council meeting

Background
The first phase was an analysis of staffing levels within the parks maintenance division. A staffing assessment is critical to better understand current and future costs. The City contracted with Matrix Consulting to conduct a holistic review of the parks maintenance division staffing levels. These findings were presented to the City Council on September 15. Based on the assessment, Matrix determined the parks maintenance division is currently understaffed by two (2) full-time equivalent (FTE) positions. As the City's park system continues to grow, Matrix Consulting recommends adding one (1) FTE for every sixteen (16) acres. This is based on industry standards to maintain a quality park system.

The second phase included information about the City's current park system and future expansion. This information was presented to the City ouncil in October. Soon, the City will be assuming responsibility for maintenance of several parks in Villebois currently maintained by homeowner's associations. This arrangement is unique and part of Villebois development agreements. In addition to the Villebois parks just mentioned, the City will be responsible for maintaining the new three-acre Frog Pond Community Park which will open in spring 2026. As the city continues to grow, so will the number of parks. The city has a long-standing requirement for developers to construct open space and/or parks as part of development. This has resulted in an award-winning parks system that is appreciated by the community and touted as a reason to live in and visit Wilsonville. However, a high-quality and growing park system is expensive to maintain.

The third phase was to examine a parks utility fee. Staff contracted with FCS Group for the financial analysis. Currently, the parks department is almost entirely funded by the general fund. The general fund forecast shows revenues will not keep up with cost of operations and service levels. This is especially true for parks maintenance where the operational needs will continue to grow each year. To sustain the same level of service for current and future parks, the City must look for stable revenue that reduces financial pressure on the general fund. A parks utility fee is a flat rate included on the monthly utility bill and paid by residential and non-residential rate payers. The fee can be used for both maintenance and capital costs, making it a versatile option that many municipalities already have in place.

At the November 17 work session, staff and the FCS project team will present information on the City's expenditures, financial forecast, and potential revenue generated by a parks utility fee. The project team will present three (3) funding scenarios, fiscal policy best practices, rate structure and implementation options should the City Council decide to pursue a parks utility fee. The project team will also provide example rates from comparable jurisdictions. The purpose of the fee is to supplement other existing revenue sources and in the long-term become less dependent on the general fund.

EXPECTED RESULTS:
Staff would like direction from Council regarding the proposed parks utility fee. Does City Council want to pursue a parks utility fee and if so, which of the three scenarios (rate) presented by staff is preferred.

TIMELINE:
N/A

CURRENT YEAR BUDGET IMPACTS:
The adopted fiscal year fiscal year (FY) 2025- 2026 budget included $30,000 (CIP # 9180) for the Park Infrastructure Fee Study.

COMMUNITY INVOLVEMENT PROCESS:
If the City Council is interested in pursuing a parks utility fee, staff will develop a public information process for the community.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:
The benefits of implementing a park utility fee would be the creation of a secure, dedicated, and versatile funding source to help offset the cost of providing park and recreation services. The fee would not replace but rather supplement existing revenue sources and would help alleviate the burden on the general fund.

ALTERNATIVES:
The Council can choose not to implement a park utility fee or reconsider a park utility fee.

CITY MANAGER COMMENT:
N/A

ATTACHMENT:
N/A