



# City of Wilsonville, Oregon

Proposed Budget FY 2022-23

*Cover Photo Taken by Charlie Hyman, winner of the Let's Talk, Wilsonville! 2022 Best of Wilsonville photo contest.*

# City of Wilsonville, Oregon

FY 2022-23

## Quick Facts and Locator Page

	City			
	Operating	SDC & Capital Projects	Urban Renewal Agency	More information beginning on page
<u>Where The Money Comes From:</u>				
Property taxes	\$ 9,268,000	\$ -	\$ 9,014,580	<b>54, 270</b>
Other governments	10,351,315	9,792,358	-	<b>57</b>
Charges for services	27,682,306	-	-	<b>57</b>
Debt issuance	-	-	4,000,000	<b>276</b>
System Development Charges	-	8,657,000	-	<b>67</b>
All other revenues	14,872,449	286,877	181,521	<b>53</b>
Beginning fund balance	76,271,586	59,610,886	29,072,117	<b>23, 290</b>
Total Resources	<u>\$ 138,445,656</u>	<u>\$ 78,347,121</u>	<u>\$ 42,268,218</u>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 23,478,812	\$ -	\$ -	<b>69</b>
Materials and services	26,040,814	146,890	781,626	<b>69</b>
Capital outlay	2,790,050	-	-	<b>69</b>
Capital projects	-	81,088,993	16,799,442	<b>171, 276, 284, 289</b>
Debt service	4,859,250	453,000	14,613,100	<b>255, 273, 280, 288</b>
Ending fund balance	60,712,915	18,656,247	9,154,956	<b>23, 262, 290</b>
Total Requirements	<u>\$ 117,881,841</u>	<u>\$ 100,345,130</u>	<u>\$ 41,349,124</u>	
Net transfers in (out) of funds	\$ 20,563,815	\$ (21,998,009)	\$ 919,094	
<u>Other Facts:</u>				
Staffing (full time equivalent)	189.29			<b>71</b>
Debt outstanding (est June 2022)	\$ 45,530,880		\$ 17,139,998	<b>255, 273, 280, 288</b>
Permanent Tax rate (per \$1,000)	\$ 2.5206			<b>54, 271</b>
<u>Definitions and Explanations:</u>				
Accounting Funds				<b>22</b>
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 01, 2021**

**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, 2021. 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 2022-23

## Budget Committee

## Term Expires

Katie Hamm	Dec. 2023
Alicia Moulton	Dec. 2024
Shawn O'Neil	Dec. 2023
Samuel Scull	Dec. 2024
Julie Fitzgerald, Mayor	Dec. 2024
Kristin Akervall, Council President	Dec. 2024
Charlotte Lehan, Councilor	Dec. 2022
Dr. Joann Linville, Councilor	Dec. 2024
Ben West, Councilor	Dec. 2022

City Manager  
Bryan Cosgrove

Finance Director  
Keith Katko

Assistant Finance Director  
Katherine Smith

City of Wilsonville  
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# City of Wilsonville

## 2022-23 Proposed Budget

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Rainbow at Wilsonville Summit. Photo Credit: Ramshi Hamza.





May 6, 2022

Dear Budget Committee Members,

The annual budget process can be viewed as a vehicle propelling us into the future. The future with all its hope, and uncertainty, represents the opportunity for improvements to community livability in the lives and well-being of our residents and the businesses conducting commerce in our community. In fact, while comprised primarily of numbers, the annual budget is really a reflection of community values, desired levels of service, and a direct investment in the future.

In a world of rapidly changing political, economic, social, technological, environmental factors, the future is itself an unknown, rapidly changing variable. The pace of recent technological innovation alone is impressive. The City has allocated resources toward 5G build out, broadband access expansion, electric buses, cloud based software solutions, drone technology, enhancements to e-services up and down our customer service chain, and increased investments in cybersecurity measures. Blockchain adoption, the rise of artificial intelligence, cryptocurrency acceptance, and autonomous vehicle infrastructure build out await us just over the horizon.

While the future is beset with challenges, there is a great deal of promise and opportunity ahead, as well. Mahatma Ghandi once said, *“The future depends on what you do today.”* What that quote represents in the context of local government is, the actions and investments that we make today will position Wilsonville to shape and mold our community to maintain the livability for our current and future residents. This city has always fixed its gaze on the promise and hope of the future by having a clearly defined mission that is rooted in a basic understanding of who we are as a community.

Livability, in the City’s context, has at its core the goal of maintaining and increasing the level of *safety, security, opportunity (culturally, economically, and recreationally), and inclusivity for all*. Wilsonville is a place for everyone to thrive now and into the future. The interplay of all of these combine to create the distinct value proposition of what makes Wilsonville special and poised to take on any challenges that may come our way. The continued advancement of these values by current and past city councils, and city staff has placed the City on a path for a sustainable, promising future. The Council has expressed all of this most concisely through the City’s official mission statement: *“To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.”*

This budget – as in past budgets – is an embodiment of those values and provides the means to meet Council goals and objectives reflective of the aspirations, needs, and desires of Wilsonville residents. In this context, I am pleased to present the City of Wilsonville’s annual budget for Fiscal Year 2022-23.

## **BUDGET STRATEGY, PRIORITIES, & PERFORMANCE**

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

Service levels in this budget are set at a level that best serve the needs of the community. These are the service levels that protect and enhance the City's livability, sustainability, and advance City Council Goals established at the beginning of each year. These Council Goals areas are detailed in the Readers Guide section of this budget document and are incorporated as to specific detailed actions taken to address them in the various program budgets as detailed in the Program Expenditure section. In summarized context, they are:

1. Increase mobility for all in Wilsonville
2. Support local business recovery post-pandemic
3. Expand home ownership for lower income levels and first time buyers
4. Attract high quality industry and economic industry to Wilsonville
5. Align infrastructure plans with sustainable financing sources
6. Engage the community to support emergency preparedness and resiliency
7. Protect Wilsonville's environment and increase access to sustainable lifestyle choices

## **BUDGET SUMMARY**

The City's FY 2022-23 proposed consolidated budget totals \$285.1 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$276.7 million is appropriated. Spending occurs from appropriated amounts for operating, capital projects (CIPs), debt service, inter-fund transfers and inter-fund loans. Contingencies and set-asides for future use total \$71.0 million. Unappropriated funds, total \$8.4 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

*Quick Look Budget Summary (in millions)*

Budgetary Category	FY 21-22 Budget	FY 22-23 Proposed	% Change
Operating Budget:			
Personnel Services	\$21.6	\$23.5	8.9%
Materials & Services	\$24.3	\$26.2	7.6%
Capital Outlay	\$2.9	\$2.8	(3.0)%
Total Operating Budget	\$48.8	\$52.5	7.5%
Capital Projects (CIP)	\$75.8	\$81.1	7.0%
Debt Service	\$3.7	\$5.3	42.6%
Interfund/agency transfers	\$77.4	\$66.8	(13.7)%
Contingency	\$57.8	\$71.0	23.5%
Financial Policy Set Aside (unappropriated)	\$8.2	\$8.4	1.9%
Total Proposed Budget	\$271.8	\$285.1	4.9%



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

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

## **OPERATING BUDGET**

*"Time moves slowly, but passes quickly."*  
(Alice Walker, *The Color Purple*)

Operating expenses are incurred as a result of the City performing its normal business operations and consist of expenses categorized by personnel, materials and services, and capital outlay. This City's total operating expense budget across all funds is \$52.5 million.

- *Personnel Services (PS)* – PS expense is budgeted at \$23.5 million; up 8.9% from prior year with an increase of 7.25 full time equivalent (FTE) positions and a budget for Council Compensation as approved by Resolution 2869, effective 07/01/21. An FTE is defined by working 2,080 hours in a year. FTE changes include additions as follows:

Fund	Department	Position	FTE
General Fund	IT	Project Manager	1.00
	Human Resources	HR Assistant	0.75
	Facilities	Maintenance Specialist	1.00
	Parks & Recreation	Arts & Culture Program Coordinator	1.00
	Parks & Recreation	Recreation Internship	0.25
Transit Fund	Transit Operations	Drivers – Clackamas Route (new)	2.25
Fleet Fund	Fleet	Service Worker	1.00
TOTAL			7.25

Health insurance premiums are budgeted at a 10% year over year increase. In the past, this has been a conservative measure and anticipate again that this will come in under budget. The current tight labor market across Oregon and much of the United States is impacting all industries putting increase pressure finding eligible applicants and ultimately on wage rates. This may be a persistent issue as well into the next fiscal year.

- *Materials & Services (M&S)* – M&S expense is budgeted at \$26.2 million across 26 program areas; up 7.2% over prior year. A complete *program-by-program* analysis of variances by expense type, with corresponding explanation of significant variances, is contained in the Program Expenditures

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

*Quick Look Materials & Services Budget Detail (in millions)*

Materials & Services (MS) Detail	FY 21-22 Budget	FY 22-23 Proposed	% Change
Contract services	\$13.3	\$14.2	5.8%
Repairs & maintenance	\$2.9	\$3.1	7.8%
Utilities	\$2.6	\$2.9	10.8%
Supplies	\$2.5	\$2.8	8.8%
Other M&S – bank fees, franchise fees	\$1.6	\$1.7	8.6%
Community programs, special projects	\$0.8	\$0.8	(3.6)%
Rents, leases, insurance	\$0.4	\$0.5	24.0%
Employee development	\$0.2	\$0.2	26.5%
Total Materials & Services (MS)	\$24.3	\$26.2	7.2%

- *Capital Outlay (CO)* – CO expense is budgeted at \$2.8 million, down 3.0% from last year. Capital outlay is one-time, large equipment or vehicle type expenditures.
  - Transit operations is the largest driver of capital outlay with bus purchase expenses fluctuating year over year and often come with long lead times from order until delivery. Expense is recognized upon delivery. Total amount budgeted in the Transit Fund for capital outlay is \$1.3 million for buses with funding from federal capital grant funds.
  - Road Operations and Parks Maintenance are proposing to add an articulating bucket truck which can aid the City in tree trimming, sign installation, light maintenance, facility maintenance, and other specialized needs. The proposed asset will be managed by the Public Works Department on behalf of all City departments to utilize as needed. The total cost is \$175,000 funded 60% by the Road Operating Fund and 40% by the General Fund.
  - The Water Treatment Plant propose related equipment replacement of \$734,250.
  - The Stormwater and Wastewater cost share or \$107,000 to add a single axle vacuum/jetting truck is a roll-over budget from prior year due to delivery delay. Expense is recognized upon delivery.

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

#### **CAPITAL IMPROVEMENT PROJECT BUDGET**

*"My advice is, never do tomorrow what you can do today. Procrastination is the thief of time."*  
(Charles Dickens, *David Copperfield*)

As Wilsonville continues to grow and expand, roads are being extended and improved, new parks come into the system, and the Water, Sewer, and Stormwater utilities, add additional pipelines and customers. These projects are larger dollar, nonrecurring, and have a useful life of many years. In addition to the typical construction related projects, the CIP budget also includes Master Plans & Studies, System Development Reimbursements/Credits, and annual maintenance projects. Master plans are included as capital projects because they identify the projects to be budgeted in later years. Master Plans create future planning decisions for the city's infrastructure for the short and long term.

Categorically, the CIP represents the largest expenditure in the City's Budget at \$81.1 million excluding any internal overhead project management (OPM) costs. The list of CIP projects budgeted for embraces those included in the most recent long-range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of citizen and Council recommendations as well as the officially stated direction contained within the City's Comprehensive Plan.

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

The City has several large capital projects budgeted and several additionally through its Urban Renewal Agency component unit. The largest capital project in the City's CIP budget is \$25.3 million for the water treatment plant expansion. The second largest CIP in the City is the \$15.9 million for the construction of the Public Works Complex. The Public Works Complex project expands over several years and has a total project budget of \$22M. Capital projects (*in millions*) broken out by fund with significant projects of each noted:

CIP Fund	Request	Most significant project ( <i>as per cost</i> )
Water CIP	\$28.0	Water Treatment Plan Expansion (\$25.3M)
Sewer CIP	\$5.6	Boeckman Creek Interceptor (\$2.2M)
Roads CIP:		
Streets	\$21.9	Boeckman Dip Bridge (\$7.3)
Streetscape	\$1.3	LED Street Light Conversion (\$1.0M)
Planning	\$0.5	Frog Pond Master Planning (\$261,000)
Stormwater CIP	\$1.5	Meridian Creek Culvert Replacement (\$415,000)
Facilities CIP:		
Facilities/Transit	\$17.7	Public Works Complex (\$15.9M)
Information Technology	\$1.3	Fiber Connectivity Project (\$655,000)
Parks CIP	\$3.3	Villebois Parks Reimbursement – ASP E 7 & 8 (\$846,535)
TOTAL	\$81.1	

Capital projects are typically funded either through inter-fund transfers from Operating Funds (including the Road Operating, Road Maintenance, Water Operating, Sewer Operating, Stormwater Operating, Transit, or in some cases the General Fund), System Development Funds (Water, Sewer, Roads, or Parks), intergovernmental revenue (grants or intergovernmental agreements), or through the use of Urban

Renewal Funds. Additional detail on Capital projects are detailed in the Capital Projects section of this budget book.

## **DEBT SERVICE**

*"The past is not dead. In fact, it's not even past."*

(William Faulkner, *Requiem for a Nun*)

The City only issues debt to pay for long-term capital improvements. The City has three outstanding long-term bonded debt issuances at 07/01/22:

- Series 2021 (Tax Exempt Issuance): \$22.0 million outstanding obligation related to the 2011 expansion of the City's wastewater treatment plant. This bond was refinanced in FY 2020-21 at a rate of 1.43%. Debt payments are funded through the Sewer Operating Fund and will be fully paid off in FY 2030-31, with approximately \$2.6 million annual payments.
- Series 2022A (Tax Exempt Issuance): \$7.0 million outstanding obligation related to the 2022 expansion of the City's water treatment plant. This bond has a rate of 2.47% with a term of 20 years with prepayment option and debt payments funded through the Water System Development Fund.
- Series 2022B (Tax Exempt Issuance): \$16.5 million outstanding obligation related to the 2022 construction of a Public Works Complex. This bond has a rate of 2.24% with a term of 15 years with prepayment option and debt payments funded through an allocation proportion to Water, Sewer, Roads, and Stormwater Operating Funds.

The City's separate Urban Renewal component units also carry approximately \$18.9 million in debt obligations used to fund capital infrastructure within those districts and paid for by the corresponding tax increment revenue generated within those districts

## **FUND SUMMARIES:**

*"Life, with its rules, its obligations, and its freedoms, is like a sonnet: You're given the form, but you have to write the sonnet yourself."*

(Maeleine L'Engle, *A Wrinkle in Time*)

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



## **General Fund**

The General Fund accounts for resources devoted to services most commonly associated with local government, including Law Enforcement, Parks and Recreation, Library, Municipal Court, Policy & Administration, Public Works Administration, and Facilities. The details for these program areas can be found in the Program Expense section of this budget document. The FY 2022-23 Budget for the General Fund, including reserves and contingencies, is \$43.6 million, a decrease of \$8.4 million over the FY 2021-22 Budget of \$52.0 million.

The decrease is the result of overnight lending in the prior year to the City's Urban Renewal District. The overnight loans are budgeted for as both an outflow requirement in the General Fund and a corresponding inflow of resources in accordance with Oregon budget law. Under state law for urban renewal (ORS 457.435 and 457.440), tax increment collections in the urban renewal districts may only be spent to pay principal and interest on indebtedness. The City issues the overnight loans from the General Fund to release collections for urban renewal funded capital projects. The loans are paid back the next day. This strategic financing endeavor allows the City to save on the expenses associated with outside bonding.

The General Fund budget also includes \$4.3 million transferred out to other funds for specified purposes as outlined in the chart below.

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

Transfer out to:	Budget	Project funding including:
CD Fund	\$0.4	CD Fund subsidy for long range planning efforts
Streets CIP/Planning	\$0.5	Basalt Creek, Frog Pond, Town Center, climate action plan, wayfinding
Facilities CIP	\$2.1	Annual City facility repairs, HVAC replacements, annual furniture replacement, parking lot, City Hall roof repair, exterior envelope sealing, library wayfinding, Art Tech campus light renovation, Transit oriented development, police facility study, annual CD support, fiber connectivity project, annual copier replacement, ERP, annual network upgrades, security access system
Parks CIP	\$1.3	Memorial Park Master Plan implementation, Boeckman Creek Trail slope stabilization, annual play structure replacement, urban forestry management plan, Boones Ferry Park Master Plan implementation, annual interpretive panel repairs, Merryfeild Trail update, parks and greenspaces ADA implementation, Art Tech programming analysis.
TOTAL Transfers Out	\$4.3	

The General Fund's estimated ending fund balance for FY 2021-22 is approximately \$13.0 million, with \$3.3 million unappropriated in accordance with City financial policies and \$6.6 million designated for strategic one-time future uses, including \$2.0 million as a sustainability reserve, as outlined in the Debt and Other section of this budget document. Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$3.2 million at the end of FY 2022-23.

## **Community Development Fund**

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building the community. Housed within this fund are CD Administration, Planning, Engineering, and Urban Renewal Administration programs. The FY 2022-23 Adopted Budget for the CD Fund, including reserves and contingencies, is \$6.8 million. Resources for this fund are generated from Transfers-In from other funds, as

well as from engineering (plan check) and planning permits. Transfers-in are the revenue generated from the overhead (work performed by CD Staff) charged on various CIP projects.

The Community Development Fund is set up to operate where on-going revenues are sufficient to cover on-going expenditures. However, for the FY 2022-23 budget, this fund is anticipating a deficit of approximately \$954,633. Part of this is due to the reduction in administrative fees allocated to the CD Fund for the managerial oversight of the Urban Renewal Agency. Administrative fee revenue has been eliminated from the Year 2000 District and reduced from the Westside District in preparation for their closing and fund preservation for the remaining projects in both districts. Once the two districts are officially closed down the tax increment above their frozen bases will however flow back to the City and to all taxing jurisdictions in the plan area in accordance with the county assessor's division of tax proportionality. The City should recoup approximately \$811,000 from the Year 2000 Plan and over \$1M from the Westside Plan closures (based on a FY 2020-21 analysis). That money will flow in to the City's General Fund by way of property tax and consideration at that point may be given to increase the General Fund subsidy to this fund. For FY 2022-23, the General Fund is budgeted to contribute \$450,000 as a subsidy for long range planning efforts in this fund.

The deficit is covered by the fund's ending fund balance, which is still predicted to end FY 2022-23 at approximately \$1.6 million, which is well above the financial policy target of \$846,000 for this fund. This target is set to equal 20% of operations. The remaining \$801,985 is set aside in the fund's contingency and provides a cushion to weather permit volume variances typical in the development cycle.

### **Building Inspection Fund**

The Building Inspection Fund is dedicated to the administration and enforcement of building codes. It is funded entirely through permits and charges for services on local development. Operating revenues are projected and budgeted up 36% over prior year budget, with operating expenses up 2.6%. The FY 2022-23 Adopted Budget for the Building Inspection Fund, including reserves and contingencies, is \$4.3 million.

The spike in operating revenues is reflective of the cyclical peaks and troughs of development receipts, with permits often pulled in advance and revenue subject to timing differences with expense, as inspections typically trail. The fund is doing well and development remains vibrant in the City. The fund balance is predicted to end FY 2022-23 at approximately \$2.6 million, which is well above the financial policy target of \$263,000. The remaining \$2.3 million is set aside in the fund's contingency and provides a cushion to weather permit receipt timing.

### **Road Operating and Road Maintenance Funds**

The two similar sounding funds with two different purposes and funding sources. The Road Operating fund accounts for the City's allocation of the state's gas tax and is used for the repair and maintenance associated with streets. The state gas tax rate is 38 cents per gallon, of which a portion is allocated back to cities and counties for the explicit and sole use as outlined in the state's Constitution, *"...exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state"* (OR Constitution, Article IX, Section 3a). The biggest operational threats to the City's Road Operating Fund are from people driving less and/or driving more fuel-efficient vehicles. For now however, the revenue trend remains strong and gas tax revenue is projected to increase 3% over prior year budget and the Road Operating Fund is predicted to end FY 2022-23 with a \$2.1 million fund balance, down \$369,278, due to an increase transfers-out to the Roads CIP fund for CIP related funding.

The Road Maintenance Fund was established with a special fee on commercial and residential dwelling to be used for major road repairs and reconstruction on existing roadways. The fund has budgeted a \$1.0

million transfer to the Roads CIP fund for street maintenance projects detailed in the CIP section of the budget, and anticipates ending FY 2022-23 fund balance of \$3.4 million.

### **Transit Fund**

The Transit Fund accounts for the activities of Wilsonville's transit system: South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% employer tax on payroll. The FY 2022-23 Proposed Budget for SMART, including reserves and contingencies, is \$18.6 million.

SMART has been the beneficiary of a stable local economy as a recipient of the employer based payroll tax; which of course is directly linked with employment in the City. The presence of large national and international employers in the district who have so far maintained a stable employment presence has allowed for this stable funding source. Additionally, SMART has been the beneficiary of increased federal funding over a number of years by way of grants in recognizing public transit a critical piece of the nation's infrastructure and as well for post COVID-19 recovery efforts. SMART is a direct recipient of funding from the Federal Transit Administration (FTA). Federal grants come to SMART by way of competitive process or federal earmarks. SMART is also scheduled to receive approximately \$4 million in American Rescue Plan Act (ARPA) funding, drawn down for over the next two fiscal years in reimbursement for eligible service or capital outlay.

SMART is also a beneficiary of allocated funding from the Statewide Transportation Improvement Fund (STIF), which established a statewide payroll tax under the *Keep Oregon Moving Bill* signed into state law in 2017. Over the next two year biennium, SMART expects to receive \$3.0 million in additional funding to increase service locally, modernize fleet inventory, or add additional interconnectivity service to area communities. Both the federal grant funding and the STIF funding is included as part of budgeted intergovernmental revenue.

This intergovernmental revenue is 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. Federal grants do require a local funding match and specialized expertise to administer them. The STIF program as well requires special ongoing reporting, currently both to ODOT and TriMet.

The budgeted Transit Fund balance at the end of FY 2022-23 is \$8.2 million, well above the financial policy minimum of \$1.5 million.

### **Water, Sewer, Stormwater, and Street Lighting Operating Funds**

The Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting Funds are Enterprise type funds. Enterprise funds are self-supporting funds that sell goods or service to the general public for a fee. These four funds combined are anticipated to recognize \$22.6 million in charges for service revenue in FY 2022-23, including approximately \$1.7 million in water sales to the City of Sherwood. The City serves approximately 7,000 utility customers and processes around 85,000 payments a year.

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

- Water CIP transfer-outs includes: \$8.4 million for the Water Treatment Plant expansion from 15 MGD to 20 MGD capacity (CIP #1144), which is also financed through an additional \$8.8 million from the Water SDC Fund and an \$8.6 million contribution from the City of Sherwood. You may recall the City took out bonded debt of \$7 million in FY 2021-22 in order to preserve existing the existing Water SDC Fund balance for other capital needs.

- Sewer CIP transfer-outs includes: \$1.6 million for the Corral Creek & Rivergreen Pump Station Rehabilitation (CIP #2105), \$0.5 million for Charbonneau Lift Station Rehabilitation (CIP #2016), and \$2.4 million for the Boeckman Creek Interceptor project (CIP #2107). Once the Sewer SDC Fund has collected enough charges, a portion of that Sewer Operations Fund's contribution will be reimbursed.
- Stormwater transfer-outs includes: \$0.4 million for Charbonneau specific rehabilitation projects (CIP #7500) and \$0.2 million for the Gesselschaft Water Well Channel Restoration (CIP #7054).
- Street Lighting transfer-outs includes: \$1.0 million for the LED street light conversion project (CIP #4722).

The ending fund balances for each of these operating funds are above the financial policy minimum and detailed further in the Fund Summaries section of the Budget Document.

## **Conclusion**

*"The greatest adventure is what lies ahead. Today and tomorrow are yet to be said. The chances, the changes are all yours to make. The mold of your life is in your hands to break."*  
(J.R.R. Tolkien, *The Hobbit*)

In many ways, the future is now. In so much as whatever comes our way as an organization, we strive to be proactive in our preparation and diligent in our planning to affect our future in a positive manner.

Abraham Lincoln once said, *"The best way to predict the future is to create it"*. This organization has always embraced that sentiment. This city works hard and takes great pride in operational efficiency, service delivery innovation and planning for the future. From street sweeping, roadway construction, risk management, water treatment, wastewater treatment, building inspections, emergency operations, policing, library, transit, planning, and parks and recreation. This organization prides itself in continuous improvement.

By embracing the twin philosophies of continuous improvement, and service delivery innovation, the City adds value to the tax dollars we receive from our residents and businesses. This philosophy is evident on everything from the design, construction and operations of the city's sewer and water treatment plants to the innovative programming provided by our parks and recreation and library staff to the committed men and women who maintain the city's infrastructure to the forward-thinking employees who comprise the city's Community Development Department and who are responsible for preparing the city for future growth and overseeing current development. The city's staff have embraced a culture of Commitment, Competence, Collaboration, and Customer Service – or as we call them, "The 4Cs". The third rail of continuous improvement is an active, vibrant, and ongoing civic engagement process. The City is committed to fostering citizen involvement, transparency, and open dialogue through a variety of means and channels; including this budgetary process. Most recently, the City Council has enabled the establishment of a Diversity, Equity and Inclusion Committee and an Arts, Heritage, and Cultural Commission. This budget includes resources to support the Arts, Heritage and Cultural Commission by adding a dedicated staff person to provide direct support to this newly established commission.

We are excited about the road ahead. Sustainability, with an eye on both the present and the future, has long been a City of Wilsonville ethic. I'm proud to submit another balanced budgeted in support of



continuing this tradition. The FY 2022-23 Proposed Budget provides the framework for implementing and focusing on the goals, objectives, and key performance areas established by the City Council for the coming year.

### **Acknowledgements**

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

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

In closing, I would like to thank the Finance and Information Technology team members including Keith Katko, Katherine Smith, Dillon Jenkins, Cricket Jones, and Beth Wolf for their assistance in preparing this budget document and, as well, to my entire management team for working together in a collaborative manner to present a balanced budget that achieves City Council goals and continues to provide high levels of service to our residents, businesses and visitors alike. Lastly, I want to acknowledge the efforts of every employee in this organization for the outstanding services being provided by every department in this great city, and for their individual and collective commitment to customer service.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Cosgrove", with a long, sweeping horizontal line extending to the right.

Bryan Cosgrove  
Budget Officer and City Manager



Snowy morning on the duck pond. Photo Credit: Beth Diczno.





The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With a population of 27,186, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

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

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

The City is bisected by Interstate-5 and separated north and south by the Willamette River. Of historical note, the I-5 Bridge over the river is named the Boones Bridge after Alphonso Boone (grandson of Daniel Boone) and his son Jesse who started a river crossing ferry in 1847. This ferry provided an opportunity for the community of Boones Landing to form, which eventually became named Wilsonville after the first postmaster, Charles Wilson, on June 3, 1880. Wilsonville went on to grow with a railroad bridge built over the Willamette in 1908 to allow service to Salem, the state's Capitol. And, in 1954, Baldock Freeway, now known as I-5, was completed to include the Boones Bridge over the Willamette River providing transportation from the Mexican and Canadian borders.

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

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers as the southern gateway into the Portland metropolitan area along the Interstate 5 (I-5) corridor. Several sizable employers have made Wilsonville their corporate headquarters with the largest being Siemens Mentor Graphics Corporation. There are also several large distribution centers including Coca-Cola Bottling Company, SYSCO Food Services of Portland Inc, and Columbia Distributing. The City is not dependent upon any one industry or company for economic vitality. A diverse range of employment is maintained across the estimated 16,000 employees working within the City limits. Further information can be found within the statistics on the following pages, including a table showing the City's top 10 employers as reported on in the City's prior year audited Annual Comprehensive Financial Report.

## **PROFILE OF THE GOVERNMENT:**

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

## **PROFILE OF THE BUDGET:**

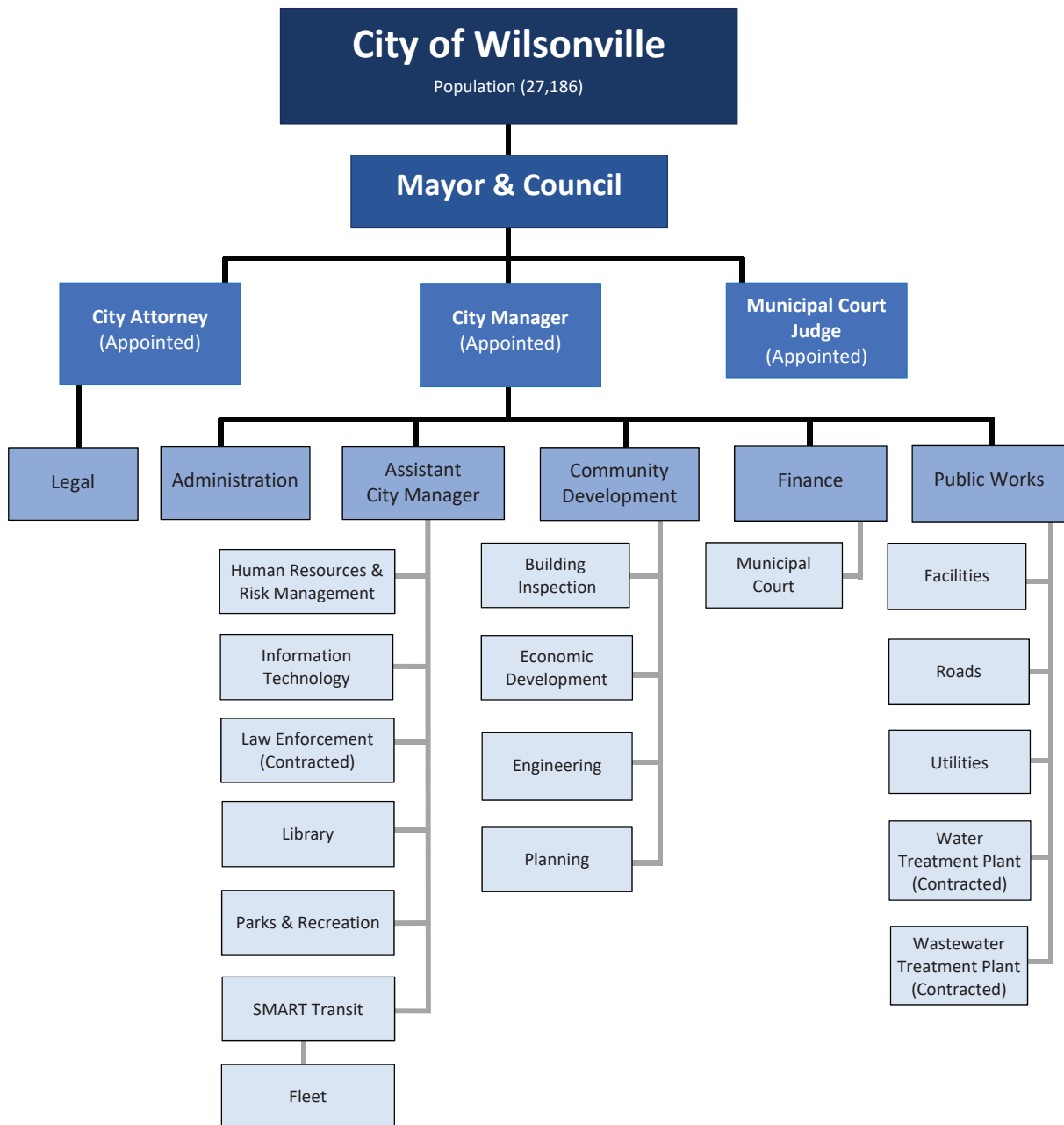
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these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

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

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

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

# Organization Chart



## Boards & Commissions

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



# City of Wilsonville Mission Statement

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

## City of Wilsonville Values

### **Diversity, Equity + Inclusion (DEI)**

We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.

### **Sustainable**

We are sustainable in the delivery of services by being good financial stewards and innovative in our approaches to service delivery to the community.

### **Economic Opportunity**

We are committed to strategically growing Wilsonville's economy providing economic opportunity for all.

### **Environment**

We are good stewards of our environment by modeling practices and embracing policies that preserve and protect the natural environment.

### **Safety**

We are committed to creating a safe, livable community for all by providing a physically safe environment and ensuring people feel psychologically safe.





# Council Goals 2021-2023

The City Council and Executive Team worked together to identify goals and strategies for 2021-2023 that will build on the work and success of previous years, while also addressing new challenges and shifting community needs. The City will begin work on these goals in addition to maintaining high-quality core City services and completing prior goals and work plans that are still in progress.

## ***Goal 1: Increase mobility for all in Wilsonville***

- Advocate at the federal, state and regional level to complete the Boone Bridge replacement.
- Pursue a legislative strategy to support aligning the SMART service boundaries with the City limits.
- Work with ODOT to incorporate the French Prairie bridge crossing into the Boone Bridge project.
- Leverage existing City funds to attract outside funding for the I-5 bike and pedestrian bridge.
- Implement existing transportation plans and advance planning efforts to improve our local transportation network.

## ***Goal 2: Support local business recovery post-pandemic***

- Develop programs for business support using ARPA funds.
- Convene the Chamber of Commerce and Small Business Development Center (SBDC) to assess local business needs and available resources.

## ***Goal 3: Expand home ownership for lower income levels and first-time home buyers***

- Continue implementation of the City's Equitable Strategic Housing Plan (ESHP) and explore funding options including Construction Excise Tax (CET), Vertical Housing Development Zone (VHDZ), etc.
- Explore examples of other programs to support home ownership for low-income residents and first-time home buyers as part of the Frog Pond East and South Master Plan.
- Develop a concept plan, zoning strategy, public outreach, identify partners, pursue grant funding, and draft development agreement for a transit-oriented development (TOD) project at WES Transit Center site.

## ***Goal 4: Attract high quality industry and economic opportunity to Wilsonville***

- Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs in two years.
- Advance the existing strategy for recruitment and expansion of the City's industrial areas.
- Develop a land aggregation strategy and conduct outreach with property owners to explore longterm plans in Basalt and Coffee Creek.
- Identify and convene key stakeholders for workforce development to understand challenges, gaps and opportunities to support local high-paying jobs for the Wilsonville community.
- Conduct outreach to help us prioritize infrastructure investments in the industrial area to expedite private investment.

## ***Goal 5: Align infrastructure plans with sustainable financing sources***

- Conduct a financial analysis to explore costs and revenue options to fund the City's major infrastructure projects that are currently without identifiable funding.
- Update the urban renewal strategic plan.
- Establish the Arts and Culture Board and fund a feasibility study for performing arts facility.

## ***Goal 6: Engage the community to support emergency preparedness and resiliency***

- Work with emergency response providers to identify gaps and enhance Wilsonville's emergency preparedness planning for all types of emergencies/ disasters.
- Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning.

## ***Goal 7: Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Update the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport.
- Participate in the Aurora State Airport planning discussions to represent Wilsonville's environmental interests.
- Develop a Wilsonville climate action strategy in alignment with Clackamas County's planning efforts.
- Explore options to expand access to urban gardening and other sustainable lifestyle choices.
- Continue implementation of Wilsonville's existing environmental programs and practices.

# City History Timeline

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

# City History Timeline

<b>2012</b>	<ul style="list-style-type: none"> <li>Oregon Institute of Technology opens its Wilsonville campus.</li> </ul>	<b>2017</b>	<ul style="list-style-type: none"> <li>In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road.</li> </ul>	<b>2020</b>	<ul style="list-style-type: none"> <li>State of emergency declared in response to COVID-19.</li> <li>Oregon wildfires burned over 1,000,000 acres of land.</li> <li>Population: 26,664</li> </ul>
<b>2014</b>	<ul style="list-style-type: none"> <li>Lowrie Primary School K-5 opens.</li> </ul>	<b>2018</b>	<ul style="list-style-type: none"> <li>Meridian Creek Middle School opens.</li> <li>Council approves a \$1,054,000 library remodeling project.</li> </ul>	<b>2021</b>	<ul style="list-style-type: none"> <li>Julie Fitzgerald elected Mayor.</li> <li>Bus on Shoulder pilot project launches.</li> <li>12,000 sq. foot nature play area opens in Memorial Park.</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>The City's Wastewater Treatment Plant is upgraded and expanded.</li> </ul>	<b>2019</b>	<ul style="list-style-type: none"> <li>City starts using zero emission battery electric bus.</li> <li>NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million.</li> </ul>		
<b>2016</b>	<ul style="list-style-type: none"> <li>Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan.</li> <li>Population: 22,700</li> <li>TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County.</li> </ul>				



Graham Oaks Nature Park. Photo credit: Charlie Hyman.

# About Wilsonville

## City Statistics - Services

Description	Base Year 2020	Year 2021	% Change	Source
<b>Culture and recreation:</b>				
Libraries	1	1	0%	City Library
Parks/open space acreage	253	253	0%	Parks Department
Parks	16	16	0%	Parks Department
Picnic shelters	11	11	0%	Parks Department
Water features	4	4	0%	Parks Department
Soccer fields	3	3	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	17	17	0%	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)	71	71	0%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	15 mgd	15 mgd	0%	Public Works
Peak capacity demand	10.9 mgd	10.9 mgd	0%	Public Works
Storage capacity	10 mg	10 mg	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	136	137	1%	Public Works
Customers	6,844	6,990	2%	Utility Billing
<b>Wastewater:</b>				
Treatment design capacity	4 mgd	4 mgd	0%	Public Works
Average daily treatment	2.094 mgd	2.4 mgd	15%	Public Works
Miles of sewer pipeline	88	88	0%	Public Works
Biosolids, tons/day	2.3	1.4	-39%	Public Works
Lift Stations	9	9	0%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	43	43	0%	<a href="http://www.bestplaces.net">www.bestplaces.net</a>
Miles of storm sewers	81	81	0%	Public Works
Stormwater catch basins	2,325	2,476	6%	Public Works
Manholes	2,336	2,527	8%	Public Works
Detention Ponds	10	10	0%	Public Works
<b>Street lights:</b>				
Number of lights	3,645	3,088	-15%	Public Works
Number of streetlight poles	2,717	2,800	3%	Public Works
<b>Public Safety:</b>				
Police calls	6,574	6,910	5%	Clackamas Co Sheriff
Citations issued	1,195	674	-44%	Municipal Court
Number of sworn officers	19	19	0%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

### LEGEND

mg = million gallons

mgd = million gallons per day

## About Wilsonville

### City Statistics - Services

Description	Base Year 2020	Year 2021	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	9	9	0%	City Transit
Demand based trips (annually)	12,698	6,737	-47%	City Transit
Number of riders (annually)	240,357	103,329	-57%	City Transit
Miles driven (annually)	719,313	586,239	-19%	City Transit
<b>Inter-City Connections:</b>				
City of Canby - local trips (daily)	12	12	0%	City Transit
City of Salem - local trips (daily)	10	10	0%	City Transit
Tualatin P&R - daily round trips	35	33	-6%	City Transit
<b>Streets:</b>				
Centerline miles	85	86	1%	Public Works
Signal lighted intersections	23	24	4%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges	4	5	25%	Public Works
Street trees	24,289	25,980	7%	Public Works
Signs	4,942	4,993	1%	Public Works
<b>Public Schools:</b>				
Elementary schools	3	3	0%	School District
Middle schools	2	2	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
<b>Building Permits:</b>				
Commercial, units	214	285	33%	Building Dept.
Commercial, value	\$32 million	\$51.5 million	61%	Building Dept.
Residential, units	113	202	79%	Building Dept.
Residential, value	\$22 million	\$45.4 million	106%	Building Dept.

		2020-21		
Principal Employers	Employer	Type of Business	Number of	Percentage
			Employees	of total City employment*
	Siemens Mentor Graphics Corporation	CAD software systems	1,126	7.0%
	Coca Cola Bottling Company	Bottling & distribution center	621	3.9%
	Collins Aerospace	Aerospace technology	600	3.7%
	Sysco Food Services of Portland Inc.	Warehouse & distribution center	460	2.9%
	Columbia Distributing	Warehouse & distribution center	412	2.6%
	Flir Surveillance Inc.	Image equipment manufacturer	400	2.5%
	Costco Wholesale	Wholesale retail	329	2.0%
	DW Fritz Automation	Advanced manufacturing solutions	324	2.0%
	TE Connectivity	Consumer electronics company	317	2.0%
	Fred Meyer	Grocer	280	1.7%
			4,869	30.2%

\* Total city employment for 2020-21 was 16,110

# About Wilsonville

## City Statistics - Demographics

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

Except as noted, the statistics below are from the 2020 U.S. Census.

<b>Incorporated</b>	1968	<b>From US Census:</b>	<b>2010</b>	<b>2020</b>
<b>Area in square miles</b>	7.8	Population	19,509	26,664
<b>Government</b>	Council/Mgr	<b>Adult education level:</b>		
<b>Registered voters 2020</b>	16,837	High school or higher	89%	96%
<b>Voted in November 2020</b>	87%	Bachelor's degree or higher	38%	45%
		<b>Race:</b>		
<b>Population:</b> July 2021 (PSU est.)	27,186	White	79%	80%
		Hispanic	12%	13%
<b>Median home cost:</b>		Asian	4%	4%
2000 census	\$227,900	Black or African Amer.	2%	2%
2015 (zillow.com)	\$445,200	Other	3%	1%
2016 (zillow.com)	\$402,000	<b>Age and Gender:</b>		
2017 (zillow.com)	\$416,800	0 to 19 years	24%	22%
2018 (zillow.com)	\$418,600	20 to 44 years	39%	39%
2019 (zillow.com)	\$447,805	45 to 64 years	24%	24%
2020 (zillow.com)	\$475,870	65 years and over	13%	15%
2021 (zillow.com)	\$501,270	Median age (years)	36	37
		Male	9,084	11,201
<b>Assessed values (November 2020):</b>		Female	10,425	13,212
Real Property	92%	<b>Income - Households:</b>		
Personal Property	6%	Less than \$25,000	20%	6%
Public Utility	2%	\$25,000 to \$49,999	26%	6%
Manufactured Structure	0%	\$50,000 to \$74,999	17%	11%
		\$75,000 to \$99,999	15%	6%
Real Property	\$3,848 million	\$100,000 or more	22%	71%
Personal Property	\$243 million	<b>Households:</b>		
Public Utility	\$74 million	Total Households	8,405	9,685
Manufactured Structure	\$3 million	with individuals <18 yrs	28%	28%
<b>Local businesses:</b>		with individuals >60 yrs	25%	36%
Licenses issued (05/2021)	1,137	Average household size	2.31	2.37
Employees (est.)	15,738			
Annual payroll (est.)	\$1 billion			

Sources: U.S. Census Bureau, Census 2000, 2010, 2020 / Portland State University Population Research Center  
Clackamas County & Washington County Elections, official results



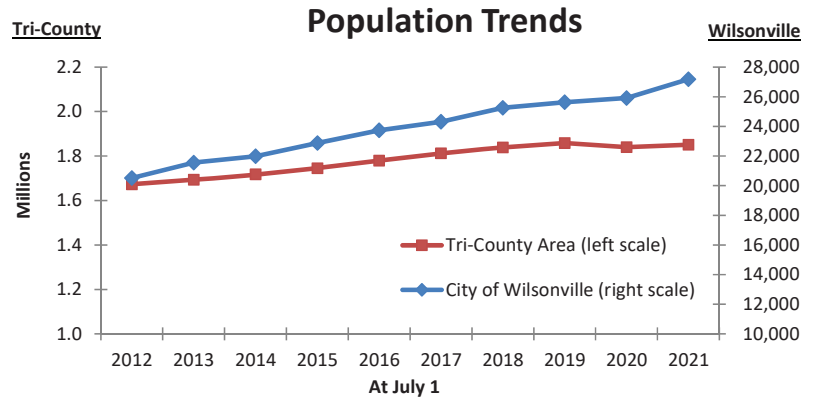
# Trends and Analysis

## Population

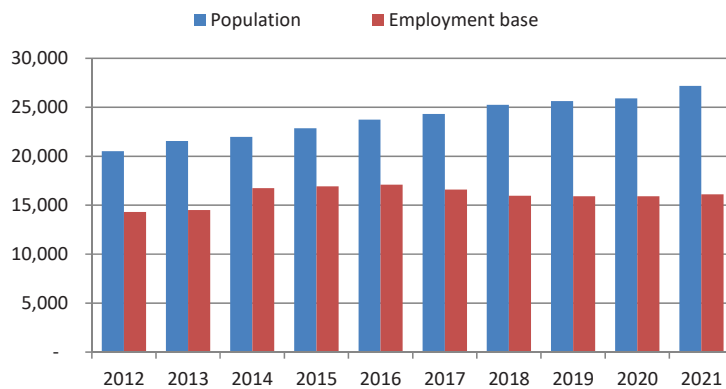
### Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.8% per year, with accelerated growth of 4.9% in 2021. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1.1% per year over the last ten years.

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



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



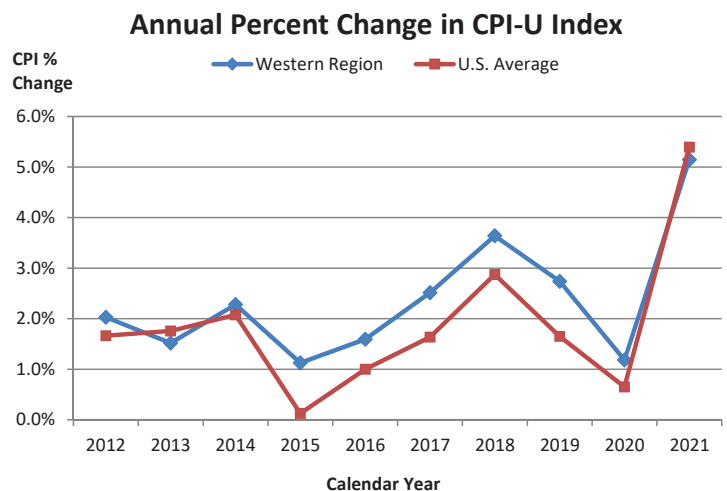
### Wilsonville Population and Local Employment

The graph to the left demonstrates the constant growth in population while employment rates have remained relatively flat the last 4 years. Both population and employment have an impact on the local economy.

## Consumer Price Index

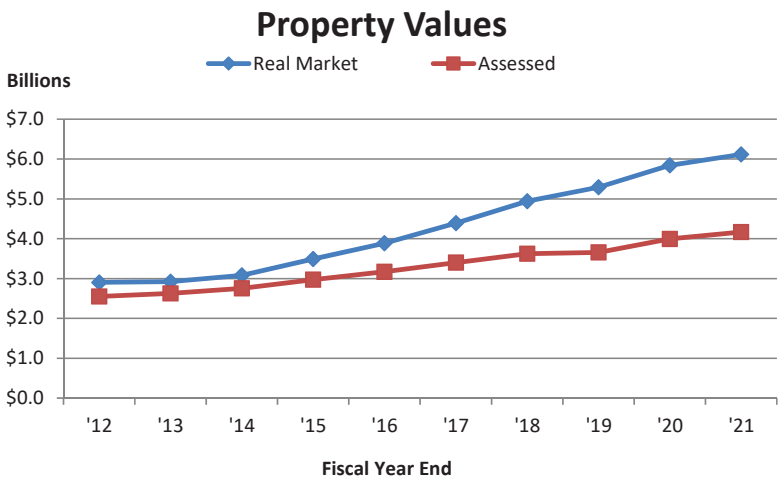
### CPI: Western Region vs National Average

The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Prices dropped between 2014 and 2015. Between 2015 and 2018 there was a sharp increase in prices. The price levels in Portland were greater than the prices nation-wide. There was a sharp decline between 2018 and 2020. Supply chain shortages during the pandemic have caused prices to skyrocket from 2020 to 2021.



# Trends and Analysis

## Property Taxes



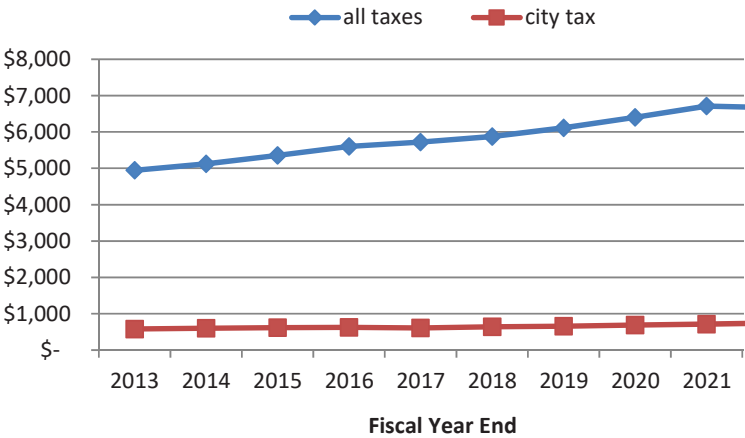
### Property Tax Values – Real Market vs Assessed

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 FY 2020-21 assessed values are approximately 68.6% of M5 real market value.

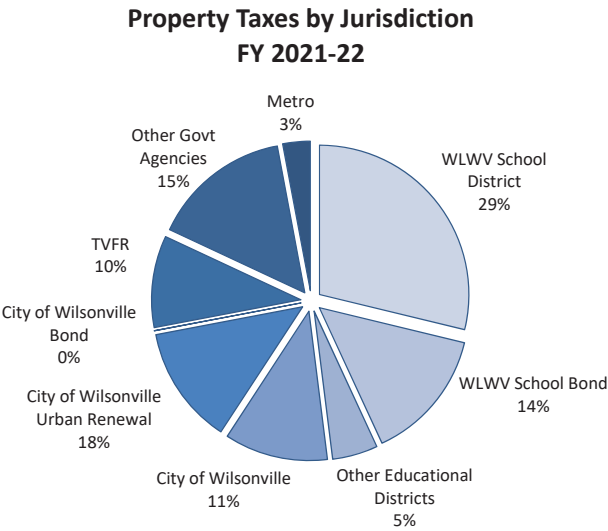
### Tax Bill Growth Comparisons

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

### Tax Bill History, City Portion and Total Taxes



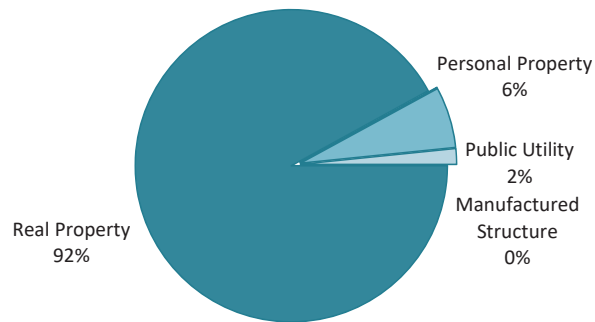
The chart shows the breakout of the approximate share of property taxes that are paid to each overlapping jurisdiction. The City’s tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.



## Property Type Tax Burden

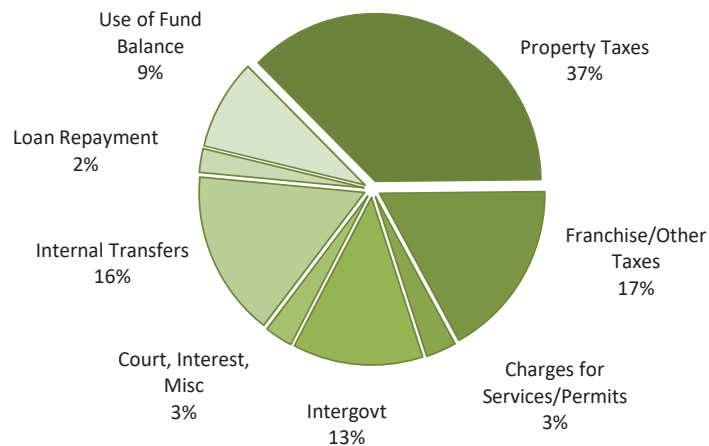
The majority of our taxes come from real property.

### City Taxes 2021 - by Property Type



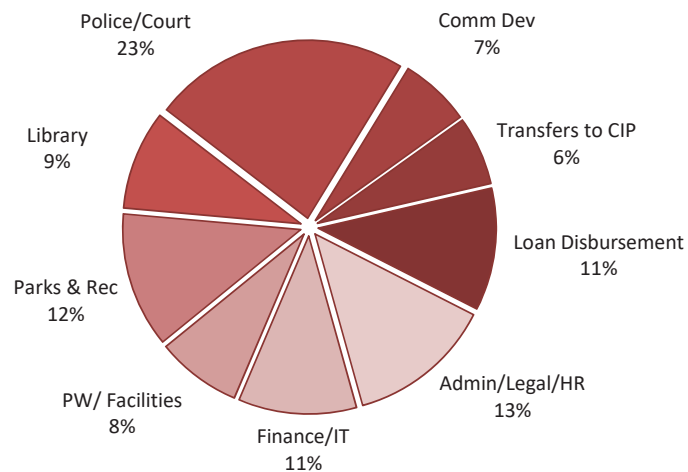
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 37% of total General Fund resources in FY 2020-21.

### General Fund Sources - FY 2020-21



This chart represents the percent of money allocated from the General Fund to different areas in FY 2020-21.

### General Fund Uses - FY 2020-21



# Budget Process

## City Budget Calendar

### ***October 2021 through January 2022***

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

### ***January 2022***

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled
- Mid-Year Financial Review for FY 2021-22 presented to Budget Committee

### ***February 2022***

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

### ***March 2022***

- Internal meetings regarding departmental budget requests

### ***April 2022***

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

### ***May 2022***

- Post notice of Budget Committee public hearings on City website
- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, one time between 5 and 30 days prior to meeting
- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

### ***June 2022***

- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council adopts budget, makes appropriations and declares tax levies

## Budgeting in the State of Oregon

A budget as defined by Oregon State Law [Oregon Revised Statutes (ORS 294)], is a financial plan containing estimates of revenues and expenditures for a given period or purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled by ORS. The state's local budget law is set out in ORS 294.305 to 294.565.

Oregon local budget law has four major purposes:

- Establish standard procedures
- Outline programs and services and the fiscal policy to carry them out
- Provide methods of estimating revenues, expenditures, and proposed levies
- Encourage citizen involvement in budget formulation before budget adoption

The budget proceeds through three phases before it is final. The first phase is the Proposed Budget, presented by the jurisdiction's Budget Official to the Budget Committee. The proposed budget includes dollar amounts and explanations for revenues and expenditures. A balanced budget must be presented. The budget officer presents a budget message along with the proposed amounts to a citizen budget committee.

The second phase is the Approved Budget, where the Budget Committee deliberates on the budget and votes on its approval. The committee consists of the elected officials and an equal number of electors of the city. The Budget Committee reviews the budget, allows for the public to ask questions about and comment on the budget, and makes adjustments the Committee deems necessary. The Committee then votes on a balanced budget and it becomes the Approved Budget.

The third phase is the Adopted Budget, where the governing body considers the Budget Committee's Approved Budget and votes on its adoption for the subsequent fiscal year. The governing body may make further changes, within certain constraints, and then adopts the budget. Adoption must occur no later than June 30 of each year.

## Budgeting in the City of Wilsonville

The City prepares its budget in accordance with the aforementioned ORS and City Charter. The budget is presented in fund and department categories. Budgetary control is at the department level or at the major appropriation category if only one department exists in a fund. The adopted budget can be amended as described below. Over-expenditures at the control level are prohibited. The City uses the encumbrance system during the year to facilitate budget control. At fiscal year end all outstanding encumbrances lapse. Unexpended budget appropriations lapse at the fiscal year end.

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

The City employs baseline (or status quo) budgeting that assumes the current service levels are maintained into the next budget year. Increases are considered separately and are dependent upon available resources and priorities.

Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, payroll taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Principal and interest on debt obligation are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds. For GAAP based reporting, major variances from budget including capitalization of assets, depreciation and debt issuance are reported as an increase in liabilities and principal payments is shown as a reduction in liabilities.

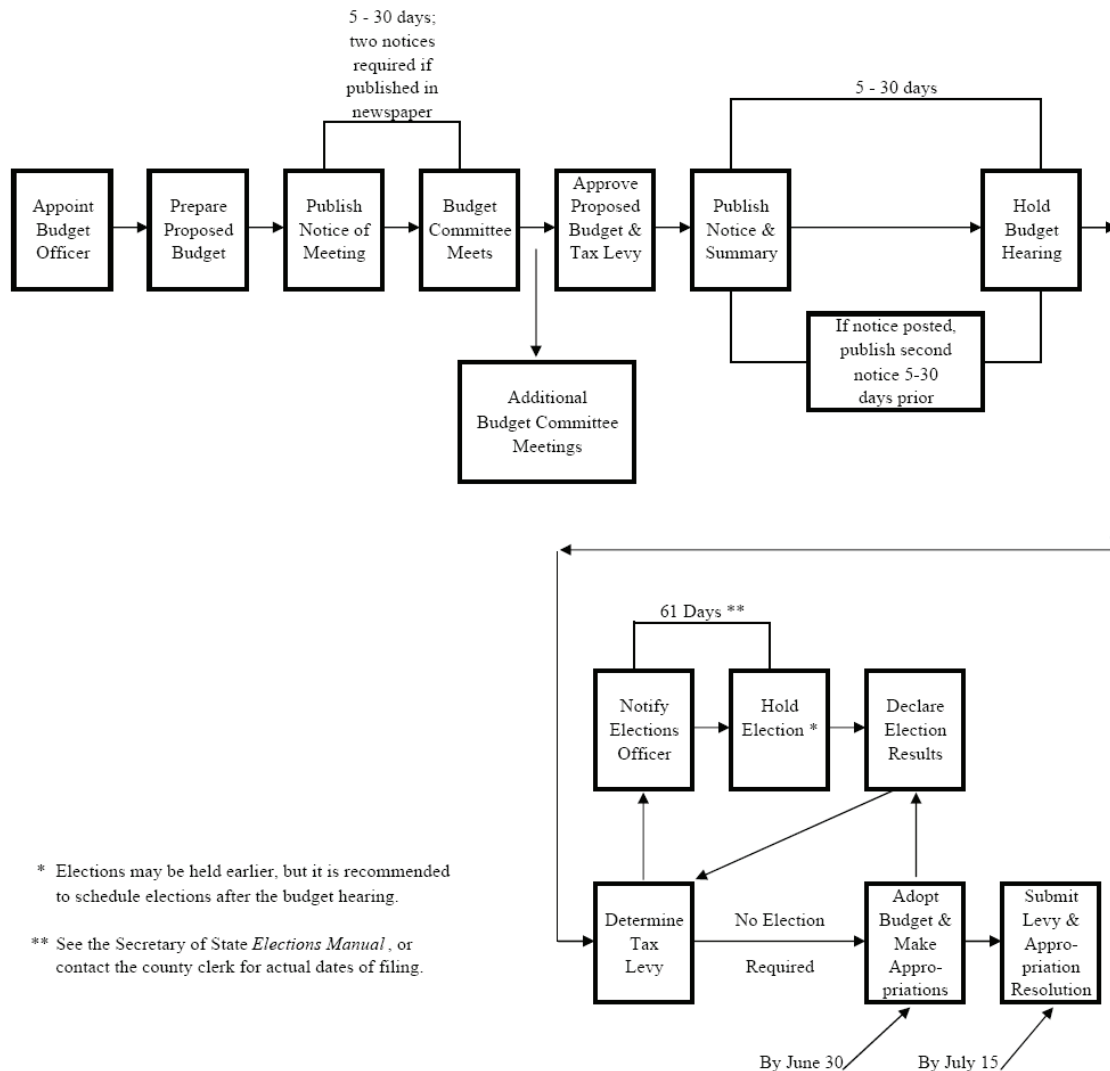
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

# Budget Process

## Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental (ORS 294.471 to 294.473). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Certain supplement adjustments require publication of the proposed adjustments in a paper of general circulation within the community and posting on the city website. All adjustments to the budget are made via resolutions. Amendments after the adoption do not require approval by the Budget Committee.

### Budget Process as Prescribed by Statute (ORS 294)



## Budget Document Columns

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



## 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 2022-23 budget:

<u>City Council Members</u>	<u>Citizen Members</u>
Julie Fitzgerald, Mayor	Katie Hamm
Kristin Akervall, Council President	Alicia Moulton
Charlotte Lehan, Councilor	Shawn O'Neil
Dr. Joann Linville , Councilor	Samuel Scull
Ben West, Councilor	(Vacant)

# Budget Process

## Budget Assumptions for FY 2022-23

### ***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 adjustment as specified in the various labor contracts. For non-represented employees the salary table is adjusted annually for cost-of-living and merit increases are available up to 4%.

#### Benefits:

- Health insurance premiums increased 10% on January 1, 2022.
  - Non-represented: Employees pay 10% of premium.
  - WilMEA: Employees pay 10% of premium cost.
  - SEIU: Employees pay 10% of premium cost.
- Public Employees Retirement (PERS) rates are set every two years. FY 2022-23 is the second year of the biennium cycle for the PERS rates, from July 1, 2021 through June 30, 2023. Effective July 1, 2021 the employer share for Tier 1 & 2 employees will be 21.46% and for OPSRP employees (Oregon Pension Service Retirement Plan) 17.40%, plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401(a) contribution is set at 3%.

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

- The current and prior budget include inflationary increases of 1%. Materials and Services that are proposed to change up or down by 5% or more are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets averaged a 10% increase.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights for each program, in the Program Expenditures section of this budget book.

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

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

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

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

## ***Indirect Cost Allocations:***

- Administrative functions are allocated to benefiting funds and programs based on an equitable activity for each function. For example, Human Resources is allocated based on number of employees, Information Technology is based on the computers and related equipment used by a department.
- Allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.
- Allocations are presented visually in the Program Budget Matrix displayed in the Fund Summaries section of the budget document.

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

- Property tax revenues for the General Fund are estimated to increase approximately 7% over the amount budgeted in FY 2021-22. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates increase 3% May 1, 2022; the third in a four-year series of annual increases established under Resolution 2788 effective May 1, 2020.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rates last increased January 1, 2021 with no additional increases budgeted. The current rate is \$11.90 per month and per equivalent residential unit (ERU).
- Road maintenance fees are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an ERU. One residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$9.08, so a single family home pays \$9.08 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. The fee is subject to change November 1 of each year.
- Transit tax is based on estimated wage base.
- Investment revenue is allocated on available pooled cash balances throughout the year.

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

- Restricted and Committed Balances are determined by Council Resolutions or third-party contractual requirements.
- Assigned Balances are for purposes as designated by Council, City Manager, or Finance Director. Use of Assigned Balances is based on need and on various maintenance, capital and concept plans. Annual additions are based on resource availability.
- The contingency minimum for the General Fund is 15% of operating costs.
- The contingency minimum for other operating funds is 20% of operating costs, and in some funds include a set-aside equating to a year's worth of debt service.

## ***Balanced Budget:***

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



Sunset stroll down by Boone's Landing. Photo Credit: Melissa Huegel.



## Fund Summaries

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

# Fund Descriptions

State law requires all funds to be budgeted.

**General Fund:** This fund accounts for resources devoted to support the services associated with local government. General Fund programs include Law Enforcement, Parks Recreation and Maintenance, the Library, Building Maintenance, Administration, Municipal Court, Finance, Information Technology and other activities for which a special fund has not been created.

**Special Revenue Funds:** These funds account for revenues allocated for a specific purpose.

- **Community Development** – Dedicated to civil engineering, economic development, planning, urban renewal management, stormwater management and natural resources
- **Building Inspection** – Dedicated to the administration and enforcement of building codes
- **Transit** – Provides a mass transit system serving Wilsonville with links north to the Portland metropolitan area’s transit system, TriMet, and south to Salem’s transit system, Cherriots
- **Road Operating** – Dedicated to signal lights, striping, curbs, gutters, potholes and minor repairs
- **Road Maintenance** – Dedicated to pay for major street repairs and reconstruction

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

- **Water Operating** – Dedicated to operations, maintenance, and debt service on the City-owned water treatment plant, water wells and the reservoirs, transmission and distribution system
- **Sewer Operating** – Dedicated to operations, maintenance, and debt service on the wastewater treatment plant and collection system
- **Stormwater** – Dedicated to maintenance of the City’s stormwater detention and diversion system and may also be used to pay for construction of improvements in developed areas of the City
- **Street Lighting** – Dedicated to pay for street lighting costs

**Internal Service Fund:** This fund accounts for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

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

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

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

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

- **Improvement Funds** – Water, Sewer, Street, Parks, Stormwater, Facilities
- **SDC Funds** – Water, Sewer, Street, Washington County Transportation Development Tax, Frog Pond Infrastructure, Stormwater, Parks



# Summary of Resources and Requirements

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

## BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Property taxes	\$ 7,953,126	\$ 8,402,017	\$ 8,655,440	\$ 9,268,000	7%
Other taxes	6,995,446	7,592,796	7,320,223	8,011,500	9%
Licenses, franchise fees & permits	5,014,172	6,216,121	5,295,309	5,973,989	13%
Intergovernmental	7,528,906	8,889,296	16,541,541	20,143,673	22%
Charges for services	24,983,757	26,017,566	26,808,044	27,682,306	3%
System development charges	4,327,261	8,183,131	6,407,917	8,657,000	35%
Fines and forfeitures	472,227	262,209	320,000	235,000	-27%
Investment revenue	2,858,614	1,400,150	759,700	549,560	-28%
Other revenues	580,643	523,345	497,376	389,277	-22%
Revenue subtotal	60,714,152	67,486,632	72,605,550	80,910,305	11%
Interfund/agency activity					
Interfund transfers in	17,371,709	30,671,927	61,234,506	62,832,267	3%
Interagency transfers in	-	-	-	919,094	-
Interfund loan/repayments	9,589,273	1,198,352	16,726,624	4,515,100	-73%
Interfund/agency subtotal	26,960,982	31,870,279	77,961,130	68,266,461	-12%
Loan proceeds	-	23,839,544	23,442,000	-	-100%
Beginning fund balance	108,210,015	110,426,878	99,463,009	135,882,472	37%
TOTAL RESOURCES	\$ 195,885,149	\$ 233,623,333	\$ 273,471,689	\$ 285,059,238	4%
<b>REQUIREMENTS</b>					
Personnel services	\$ 18,420,356	\$ 18,467,134	\$ 21,560,652	\$ 23,478,812	9%
Materials and services	22,764,744	20,059,628	24,348,070	26,187,704	8%
Capital outlay	913,369	697,864	2,876,000	2,790,050	-3%
Capital projects	10,879,821	22,176,167	75,804,967	81,088,993	7%
Debt service	6,108,274	27,449,450	3,726,500	5,312,250	43%
Expenditures subtotal	59,086,564	88,850,243	128,316,189	138,857,809	8%
Interfund/agency activity					
Interfund transfers out	17,371,709	30,671,927	61,234,506	62,832,267	3%
Interfund/Interagency loans	9,000,000	500,000	16,211,524	4,000,000	-75%
Interfund/agency subtotal	26,371,709	31,171,927	77,446,030	66,832,267	-14%
Ending fund balance					
Nonspendable	340,602	248,228	-	-	-
Restricted	35,983,341	33,923,607	17,226,460	18,956,247	10%
Committed	5,361,700	10,746,358	8,203,350	8,362,800	2%
Assigned	36,373,720	32,001,870	41,604,834	49,534,223	19%
Unassigned	32,367,513	36,681,100	674,826	2,515,892	273%
Ending fund balance subtotal	110,426,876	113,601,163	67,709,470	79,369,162	17%
TOTAL REQUIREMENTS	\$ 195,885,149	\$ 233,623,333	\$ 273,471,689	\$ 285,059,238	4%

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2022-23

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 9,268,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	360,000	-	-	5,600,000	2,051,500	-
Licenses, franchise fees & permits	3,817,850	711,389	1,442,750	-	-	-
Intergovernmental	5,407,399	339,500	-	4,604,416	-	-
Charges for services	433,484	793,369	8,190	29,000	-	2,192,850
System development charges	-	-	-	-	-	-
Fines and forfeitures	230,000	-	-	5,000	-	-
Investment revenue	87,000	13,500	14,000	58,000	18,700	19,760
Other revenues	137,400	-	-	16,800	-	-
Revenue Subtotal	19,741,133	1,857,758	1,464,940	10,313,216	2,070,200	2,212,610
Interfund/agency activity						
Interfund transfers in	3,943,019	2,336,615	46,532	-	-	-
Interagency transfers in	-	-	-	-	-	-
Interfund loan/repayments	4,515,100	-	-	-	-	-
Interfund/agency subtotal	8,458,119	2,336,615	46,532	-	-	-
Beginning fund balance	15,401,365	2,602,618	2,796,807	8,265,147	3,301,687	2,241,321
TOTAL RESOURCES	\$ 43,600,617	\$ 6,796,991	\$ 4,308,279	\$ 18,578,363	\$ 5,371,887	\$ 4,453,931
<b>REQUIREMENTS</b>						
Personnel services	\$ 11,075,352	\$ 3,578,090	\$ 1,116,250	\$ 4,897,540	\$ 440,310	\$ -
Materials and services	11,003,218	765,548	228,181	2,795,317	529,672	-
Capital outlay	182,000	-	-	1,276,000	105,000	-
Capital projects	-	-	-	-	-	-
Debt service	408,250	-	-	-	359,000	-
Expenditures subtotal	22,668,820	4,343,638	1,344,431	8,968,857	1,433,982	-
Interfund transfers out	4,265,905	805,368	391,215	1,439,057	1,823,563	1,031,093
Interfund/Interagency loans	4,000,000	-	-	-	-	-
Ending fund balance						
Restricted	300,000	-	-	-	-	-
Committed	3,300,000	846,000	263,000	1,503,000	191,500	-
Assigned	6,550,000	801,985	2,309,633	6,667,449	1,922,842	3,422,838
Unassigned	2,515,892	-	-	-	-	-
Ending fund balance subtotal	12,665,892	1,647,985	2,572,633	8,170,449	2,114,342	3,422,838
TOTAL REQUIREMENTS	\$ 43,600,617	\$ 6,796,991	\$ 4,308,279	\$ 18,578,363	\$ 5,371,887	\$ 4,453,931

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2022-23 (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,268,000
-	-	-	-	-	-	-	8,011,500
-	-	-	-	-	2,000	-	5,973,989
-	-	-	-	-	9,792,358	-	20,143,673
9,992,600	8,434,450	547,965	3,609,538	1,640,860	-	-	27,682,306
-	-	-	-	-	-	8,657,000	8,657,000
-	-	-	-	-	-	-	235,000
108,000	84,700	1,900	25,900	6,800	16,200	95,100	549,560
30,000	31,500	-	-	-	173,577	-	389,277
10,130,600	8,550,650	549,865	3,635,438	1,647,660	9,984,135	8,752,100	80,910,305
-	600,000	-	-	-	55,906,101	-	62,832,267
-	-	-	-	-	919,094	-	919,094
-	-	-	-	-	-	-	4,515,100
-	600,000	-	-	-	56,825,195	-	68,266,461
20,040,071	14,943,675	415,780	5,170,277	1,092,838	26,390,600	33,220,286	135,882,472
\$ 30,170,671	\$ 24,094,325	\$ 965,645	\$ 8,805,715	\$ 2,740,498	\$ 93,199,930	\$ 41,972,386	\$ 285,059,238
\$ 667,000	\$ 440,600	\$ -	\$ 292,810	\$ 970,860	\$ -	\$ -	\$ 23,478,812
4,906,612	3,803,134	401,500	818,292	789,340	-	146,890	26,187,704
734,250	259,000	-	107,000	126,800	-	-	2,790,050
-	-	-	-	-	81,088,993	-	81,088,993
372,000	2,881,000	-	839,000	-	-	453,000	5,312,250
6,679,862	7,383,734	401,500	2,057,102	1,887,000	81,088,993	599,890	138,857,809
9,929,454	5,988,908	445,000	1,883,118	2,400	3,238,287	31,588,899	62,832,267
-	-	-	-	-	-	-	4,000,000
-	-	-	-	-	8,872,650	9,783,597	18,956,247
1,111,000	847,000	80,300	221,000	-	-	-	8,362,800
12,450,355	9,874,683	38,845	4,644,495	851,098	-	-	49,534,223
-	-	-	-	-	-	-	2,515,892
13,561,355	10,721,683	119,145	4,865,495	851,098	8,872,650	9,783,597	79,369,162
\$ 30,170,671	\$ 24,094,325	\$ 965,645	\$ 8,805,715	\$ 2,740,498	\$ 93,199,930	\$ 41,972,386	\$ 285,059,238

# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2022-23

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Frog Pond Infrastructure	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>								
System development charges	\$ 1,429,000	\$ 290,000	\$ 3,960,000	\$ -	\$ 1,615,000	\$ 990,000	\$ 373,000	\$ 8,657,000
Investment revenue	21,700	3,700	40,300	1,800	1,100	14,300	12,200	95,100
Revenue subtotal	1,450,700	293,700	4,000,300	1,800	1,616,100	1,004,300	385,200	8,752,100
Beginning fund balance	13,096,544	714,081	9,472,258	355,815	3,422,990	3,150,222	3,008,376	33,220,286
TOTAL RESOURCES	\$ 14,547,244	\$ 1,007,781	\$ 13,472,558	\$ 357,615	\$ 5,039,090	\$ 4,154,522	\$ 3,393,576	\$ 41,972,386
<b>REQUIREMENTS</b>								
Materials and services	\$ 25,940	\$ 22,050	\$ 41,470	\$ -	\$ 34,790	\$ 5,750	\$ 16,890	\$ 146,890
Debt service	453,000	-	-	-	-	-	-	453,000
Expenditure subtotal	478,940	22,050	41,470	-	34,790	5,750	16,890	599,890
Interfund transfers	10,913,630	728,975	12,528,852	-	4,985,920	472,602	1,958,920	31,588,899
Ending fund balance								
Restricted	3,154,674	256,756	902,236	357,615	18,380	3,676,170	1,417,766	9,783,597
TOTAL REQUIREMENTS	\$ 14,547,244	\$ 1,007,781	\$ 13,472,558	\$ 357,615	\$ 5,039,090	\$ 4,154,522	\$ 3,393,576	\$ 41,972,386

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

## Summary of Funds

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The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found at the beginning of this chapter.

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

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

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

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

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

# Fund Summaries

## GENERAL FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Property taxes	\$ 7,953,126	\$ 8,402,017	\$ 8,655,440	\$ 9,268,000	7%
Hotel/motel taxes	336,869	367,506	325,000	360,000	11%
Franchise fees	3,385,646	3,499,537	3,470,500	3,615,000	4%
Licenses and permits	130,594	188,723	169,850	202,850	19%
Intergovernmental	3,236,058	2,861,043	2,685,330	5,407,399	101%
Municipal court fines	250,453	173,997	315,000	230,000	-27%
Investment revenue	433,141	212,012	91,000	87,000	-4%
Charges for services	680,475	490,058	706,490	433,484	-39%
Miscellaneous revenue	197,861	217,235	131,800	137,400	4%
Revenue subtotal	16,604,223	16,412,129	16,550,410	19,741,133	19%
Transfers from other funds					
Building Inspection Fund	210,650	213,460	215,150	225,696	5%
Community Development Fund	539,050	543,360	547,550	562,996	3%
Transit Fund	567,310	594,370	585,240	616,156	5%
Road Operating Fund	229,520	228,300	232,910	241,316	4%
Fleet Services Fund	2,400	2,400	2,400	2,400	0%
Water Operating Fund	708,800	703,720	707,500	743,392	5%
Sewer Operating Fund	539,500	533,820	524,600	550,092	5%
Stormwater Operating Fund	244,000	243,820	236,200	244,592	4%
Water Capital Projects Fund	31,738	76,459	623,134	303,038	-51%
Sewer Capital Projects Fund	54,771	186,558	136,831	138,050	1%
Streets Capital Projects Fund	118,512	68,025	199,197	223,974	12%
Stormwater Capital Projects Fund	80,812	40,961	44,501	42,755	-4%
Facilities Capital Projects Fund	3,435	52,455	8,440	22,407	165%
Parks Capital Projects Fund	6,354	118,436	59,102	26,155	-56%
Transfers subtotal	3,336,852	3,606,145	4,122,755	3,943,019	-4%
Interfund/agency loan repayments	9,406,020	1,015,100	16,726,624	4,515,100	-73%
Beginning fund balance	19,143,551	18,075,126	14,576,168	15,401,365	6%
TOTAL RESOURCES	\$ 48,490,646	\$ 39,108,500	\$ 51,975,957	\$ 43,600,617	-16%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 8,708,387	\$ 8,824,883	\$ 10,076,512	\$ 11,075,352	10%
Materials and services	10,329,194	8,288,508	10,467,018	11,003,218	5%
Capital outlay	212,231	38,985	20,000	182,000	810%
Debt service	-	-	-	408,250	-
Expenditures subtotal	19,249,812	17,152,377	20,563,530	22,668,820	10%
Transfers to other funds					
Community Development Fund	400,000	1,445,000	425,000	450,000	6%
Streets Capital Projects Fund	851,510	235,025	686,215	475,000	-31%
Facilities Capital Projects Fund	711,569	995,192	3,787,110	2,090,900	-45%
Stormwater Operating Fund	-	2,500,000	-	-	-
Parks Capital Projects Fund	202,629	175,431	975,752	1,250,005	28%
Transfers subtotal	2,165,708	5,350,648	5,874,077	4,265,905	-27%
Interfund/Interagency loans					
Urban Renewal Agency	9,000,000	500,000	16,211,524	4,000,000	-75%
Ending fund balance					
Nonspendable	340,602	248,228	-	-	-
Restricted	193,109	317,447	180,000	300,000	67%
Committed (unappropriated)	2,868,800	2,947,900	3,000,000	3,300,000	10%
Assigned (designated)	7,581,700	5,580,000	5,472,000	6,550,000	20%
Unassigned	7,090,915	7,011,900	674,826	2,515,892	273%
Ending fund balance subtotal	18,075,126	16,105,475	9,326,826	12,665,892	36%
TOTAL REQUIREMENTS	\$ 48,490,646	\$ 39,108,500	\$ 51,975,957	\$ 43,600,617	-16%



## COMMUNITY DEVELOPMENT FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Licenses and permits					
Engineering	\$ 421,438	\$ 763,771	\$ 335,500	\$ 340,000	1%
Planning	331,274	364,589	256,946	371,389	45%
Licenses and permits subtotal	752,712	1,128,360	592,446	711,389	20%
Intergovernmental	62,500	145,740	161,200	339,500	111%
Charges for services					
Urban renewal	591,959	622,362	746,780	745,869	0%
Other	22,391	36,856	41,300	47,500	15%
Charges for services subtotal	614,350	659,218	788,080	793,369	1%
Investment revenue	89,484	40,796	8,500	13,500	59%
Miscellaneous revenue	16,482	1,928	250	-	-100%
Revenue subtotal	1,535,527	1,976,042	1,550,476	1,857,758	20%
Transfers from other funds					
General Fund	400,000	1,445,000	425,000	450,000	6%
Building Inspection Fund	87,604	91,861	90,456	94,519	4%
Stormwater Operating Fund	298,267	276,606	275,644	310,188	13%
Water Capital Projects Fund	244,188	230,164	389,109	323,725	-17%
Sewer Capital Projects Fund	115,322	245,121	243,945	250,709	3%
Streets Capital Projects Fund	445,760	514,760	828,295	624,749	-25%
Stormwater Capital Projects Fund	213,087	170,461	237,855	190,220	-20%
Facilities Capital Projects Fund	28,622	411	44,281	46,000	4%
Parks Capital Projects Fund	55,334	86,479	149,619	46,505	-69%
Transfers subtotal	1,888,183	3,060,863	2,684,204	2,336,615	-13%
Beginning fund balance	2,444,059	1,530,932	2,425,794	2,602,618	7%
TOTAL RESOURCES	\$ 5,867,769	\$ 6,567,837	\$ 6,660,474	\$ 6,796,991	2%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 2,778,797	\$ 2,884,647	\$ 3,379,050	\$ 3,578,090	6%
Materials and services	980,817	467,141	783,614	765,548	-2%
Expenditures subtotal	3,759,614	3,351,788	4,162,664	4,343,638	4%
Transfers to other funds					
General Fund	539,050	543,360	547,550	562,996	3%
Building Inspection Fund	38,173	40,883	41,545	46,532	12%
Parks Capital Projects Fund	-	-	-	195,840	-
Facilities Capital Projects Fund	-	-	86,943	-	-100%
Transfers subtotal	577,223	584,243	676,038	805,368	19%
Ending fund balance					
Committed (unappropriated)	776,150	774,100	811,000	846,000	4%
Assigned (contingency)	754,782	1,857,706	1,010,772	801,985	-21%
Ending fund balance subtotal	1,530,932	2,631,806	1,821,772	1,647,985	-10%
TOTAL REQUIREMENTS	\$ 5,867,769	\$ 6,567,837	\$ 6,660,474	\$ 6,796,991	2%

# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Licenses and permits	\$ 741,611	\$ 1,399,500	\$ 1,060,463	\$ 1,442,750	36%
Charges for services	9,000	9,600	11,700	8,190	-30%
Investment revenue	78,300	40,429	12,000	14,000	17%
Revenue subtotal	828,911	1,449,529	1,084,163	1,464,940	35%
Transfers from other funds					
Community Development Fund	38,173	40,883	41,545	46,532	12%
Beginning fund balance	3,312,703	2,372,811	1,917,067	2,796,807	46%
TOTAL RESOURCES	\$ 4,179,787	\$ 3,863,223	\$ 3,042,775	\$ 4,308,279	42%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 1,003,110	\$ 1,020,443	\$ 1,132,650	\$ 1,116,250	-1%
Materials and services	314,996	159,598	176,948	228,181	29%
Expenditures subtotal	1,318,106	1,180,041	1,309,598	1,344,431	3%
Transfers to other funds					
Community Development Fund	87,604	91,861	90,456	94,519	4%
General Fund	210,650	213,460	215,150	225,696	5%
Facilities Capital Projects Fund	190,617	100,000	216,914	71,000	-67%
Transfers subtotal	488,871	405,321	522,520	391,215	-25%
Ending fund balance					
Committed (unappropriated)	249,200	254,800	256,000	263,000	3%
Assigned (designated)	100,000	-	-	-	-
Assigned (contingency)	2,023,611	2,023,062	954,657	2,309,633	142%
Ending fund balance subtotal	2,372,811	2,277,862	1,210,657	2,572,633	112%
TOTAL REQUIREMENTS	\$ 4,179,787	\$ 3,863,224	\$ 3,042,775	\$ 4,308,279	42%

## TRANSIT FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Transit tax	\$ 4,902,080	\$ 5,298,039	\$ 5,000,000	\$ 5,600,000	12%
Intergovernmental	3,463,450	2,096,035	3,964,104	4,604,416	16%
Charges for services	140,935	-	-	29,000	-
Investment revenue	134,123	63,819	75,000	58,000	-23%
Fines and forfeitures	145,359	22,011	5,000	5,000	0%
Miscellaneous revenue	32,056	16,525	16,000	16,800	5%
Revenue subtotal	8,818,003	7,496,429	9,060,104	10,313,216	14%
Beginning fund balance	4,595,626	6,564,957	7,505,702	8,265,147	10%
<b>TOTAL RESOURCES</b>	<b>\$ 13,413,630</b>	<b>\$ 14,061,386</b>	<b>\$ 16,565,806</b>	<b>\$ 18,578,363</b>	<b>12%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 3,736,261	\$ 3,670,355	\$ 4,386,050	\$ 4,897,540	12%
Materials and services	2,416,826	1,868,276	2,153,188	2,795,317	30%
Capital outlay	69,667	299,770	2,012,500	1,276,000	-37%
Expenditures subtotal	6,222,754	5,838,401	8,551,738	8,968,857	5%
Transfers to other funds					
General Fund	567,310	594,370	585,240	616,156	5%
Facilities Capital Projects Fund	58,608	7,979	84,207	822,901	877%
Transfers subtotal	625,918	602,349	669,447	1,439,057	115%
Ending fund balance					
Committed (unappropriated)	1,187,250	1,286,058	1,675,000	1,503,000	-10%
Assigned (designated)	2,929,204	3,050,847	3,161,259	1,418,042	-55%
Assigned (contingency)	2,448,503	3,283,731	2,508,362	5,249,407	109%
Ending fund balance subtotal	6,564,957	7,620,636	7,344,621	8,170,449	11%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 13,413,630</b>	<b>\$ 14,061,386</b>	<b>\$ 16,565,806</b>	<b>\$ 18,578,363</b>	<b>12%</b>

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Gasoline tax	\$ 1,756,497	\$ 1,927,251	\$ 1,995,223	\$ 2,051,500	3%
Vehicle license fee	162,543	-	-	-	-
Investment revenue	60,008	25,003	12,500	18,700	50%
Miscellaneous revenue	57,889	2,760	-	-	-
Revenue subtotal	2,036,937	1,955,014	2,007,723	2,070,200	3%
Beginning fund balance	2,008,010	2,382,124	2,325,229	3,301,687	42%
TOTAL RESOURCES	\$ 4,044,946	\$ 4,337,138	\$ 4,332,952	\$ 5,371,887	24%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 344,573	\$ 334,243	\$ 434,340	\$ 440,310	1%
Materials and services	495,400	326,032	495,930	529,672	7%
Capital outlay	-	9,950	13,000	105,000	708%
Debt service	81,446	81,446	27,400	359,000	1210%
Expenditures subtotal	921,418	751,670	970,670	1,433,982	48%
Transfers to other funds					
General Fund	229,520	228,300	232,910	241,316	4%
Streets Capital Projects Fund	496,039	177,740	582,642	1,582,247	172%
Facilities Capital Projects Fund	15,845	411,217	85,050	-	-100%
Transfers/Interfund subtotal	741,404	817,258	900,602	1,823,563	102%
Ending fund balance					
Committed (unappropriated)	300,000	183,500	185,500	191,500	3%
Assigned (designated)	-	75,000	150,000	225,000	50%
Assigned (contingency)	2,082,124	2,509,710	2,126,180	1,697,842	-20%
Ending fund balance subtotal	2,382,124	2,768,210	2,461,680	2,114,342	-14%
TOTAL REQUIREMENTS	\$ 4,044,946	\$ 4,337,138	\$ 4,332,952	\$ 5,371,887	24%

## ROAD MAINTENANCE FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 2,004,841	\$ 2,150,526	\$ 2,150,000	\$ 2,192,850	2%
Investment revenue	108,715	43,853	20,000	19,760	-1%
Revenue subtotal	2,113,556	2,194,379	2,170,000	2,212,610	2%
Beginning fund balance	4,528,327	3,868,028	2,115,770	2,241,321	6%
TOTAL RESOURCES	\$ 6,641,884	\$ 6,062,407	\$ 4,285,770	\$ 4,453,931	4%
<b>REQUIREMENTS</b>					
Transfers to other funds					
Streets Capital Projects Fund	\$ 2,773,856	\$ 2,569,071	\$ 3,443,559	\$ 1,031,093	-70%
Ending fund balance					
Committed (unappropriated)	500,000	-	-	-	-
Assigned (contingency)	3,368,028	3,493,336	842,211	3,422,838	306%
Ending fund balance subtotal	3,868,028	3,493,336	842,211	3,422,838	306%
TOTAL REQUIREMENTS	\$ 6,641,884	\$ 6,062,407	\$ 4,285,770	\$ 4,453,931	4%

# Fund Summaries

## WATER OPERATING FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 7,038,264	\$ 7,846,674	\$ 7,776,000	\$ 8,125,350	4%
Sherwood usage	1,181,443	1,433,789	1,425,000	1,650,000	16%
Connection fees	38,910	48,667	45,000	47,250	5%
Turn-off charge	4,915	670	-	-	-
User fee - fire charge	165,394	168,049	165,000	170,000	3%
Intergovernmental	50,000	-	-	-	-
Investment revenue	481,302	263,624	150,000	108,000	-28%
Fines and forfeitures	11,693	-	-	-	-
Miscellaneous revenue	27,300	38,545	12,000	30,000	150%
Revenue subtotal	8,999,222	9,800,017	9,573,000	10,130,600	6%
Interfund loan repayments					
Road Operating Fund	81,446	81,446	-	-	-
Stormwater Operating Fund	101,807	101,807	-	-	-
Interfund Loan Rpymts subtotal	183,253	183,253	-	-	-
Beginning fund balance	16,962,744	17,799,900	19,469,916	20,040,071	3%
TOTAL RESOURCES	\$ 26,145,219	\$ 27,783,170	\$ 29,042,916	\$ 30,170,671	4%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 540,093	\$ 481,222	\$ 647,150	\$ 667,000	3%
Materials and services	3,374,694	3,913,041	4,566,421	4,906,612	7%
Capital outlay	444,293	189,169	311,400	734,250	136%
Debt service	2,580,550	-	28,500	372,000	1205%
Expenditures subtotal	6,939,630	4,583,432	5,553,471	6,679,862	20%
Transfers to other funds					
General Fund	745,100	703,720	707,500	743,392	5%
Water Capital Projects Fund	624,032	858,889	9,978,191	9,101,062	-9%
Facilities Capital Projects Fund	36,556	376,885	2,172,850	85,000	-96%
Transfers subtotal	1,405,688	1,939,495	12,858,541	9,929,454	-23%
Ending fund balance					
Committed (unappropriated)	987,550	1,014,600	1,083,000	1,111,000	3%
Assigned (designated)	2,783,000	1,000,000	1,100,000	1,200,000	9%
Assigned (contingency)	14,029,350	19,245,643	8,447,904	11,250,355	33%
Ending fund balance subtotal	17,799,900	21,260,243	10,630,904	13,561,355	28%
TOTAL REQUIREMENTS	\$ 26,145,218	\$ 27,783,170	\$ 29,042,916	\$ 30,170,671	4%



## SEWER OPERATING FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 7,510,832	\$ 7,464,704	\$ 7,820,000	\$ 7,974,450	2%
High strength surcharge	500,304	403,433	455,000	460,000	1%
Investment revenue	459,077	266,106	160,000	84,700	-47%
Fines and forfeitures	64,722	66,201	-	-	-
Miscellaneous revenue	39,547	37,368	30,000	31,500	5%
Revenue subtotal	8,574,482	8,237,812	8,465,000	8,550,650	1%
Transfers from other funds					
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	0%
Loan proceeds	-	23,839,544	-	-	-
Beginning fund balance	16,165,821	17,998,597	15,976,422	14,943,675	-6%
TOTAL RESOURCES	\$ 25,340,303	\$ 50,675,952	\$ 25,041,422	\$ 24,094,325	-4%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 315,630	\$ 298,623	\$ 394,580	\$ 440,600	12%
Materials and services	3,232,619	3,421,080	3,740,830	3,803,134	2%
Capital outlay	27,345	88,034	369,100	259,000	-30%
Debt Service	2,938,451	26,751,098	2,642,900	2,881,000	9%
Expenditures subtotal	6,514,045	30,558,834	7,147,410	7,383,734	3%
Transfers to other funds					
General Fund	539,500	533,820	524,600	550,092	5%
Sewer Capital Projects Fund	256,886	2,218,632	3,014,312	5,353,816	78%
Facilities Capital Projects Fund	31,276	376,885	2,172,850	85,000	-96%
Transfers subtotal	827,662	3,129,338	5,711,762	5,988,908	5%
Ending fund balance					
Committed (unappropriated)	774,600	790,700	882,000	847,000	-4%
Assigned (designated)	5,340,000	5,340,000	5,345,000	5,345,000	0%
Assigned (contingency)	11,883,997	10,857,080	5,955,250	4,529,683	-24%
Ending fund balance subtotal	17,998,597	16,987,780	12,182,250	10,721,683	-12%
TOTAL REQUIREMENTS	\$ 25,340,303	\$ 50,675,952	\$ 25,041,422	\$ 24,094,325	-4%

# Fund Summaries

## STREET LIGHTING FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 526,241	\$ 542,050	\$ 536,650	\$ 547,965	2%
Investment revenue	35,343	17,134	8,500	1,900	-78%
Revenue subtotal	561,584	559,184	545,150	549,865	1%
Beginning fund balance	1,426,127	1,577,649	1,246,495	415,780	-67%
TOTAL RESOURCES	\$ 1,987,711	\$ 2,136,833	\$ 1,791,645	\$ 965,645	-46%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 315,989	\$ 330,299	\$ 384,030	\$ 401,500	5%
Transfers to other funds					
Streets Capital Projects Fund	94,073	551,749	1,045,000	445,000	-57%
Ending fund balance					
Committed (unappropriated)	74,000	76,300	76,850	80,300	4%
Assigned (contingency)	1,503,649	1,178,485	285,765	38,845	-86%
Ending fund balance subtotal	1,577,649	1,254,785	362,615	119,145	-67%
TOTAL REQUIREMENTS	\$ 1,987,711	\$ 2,136,833	\$ 1,791,645	\$ 965,645	-46%

## STORMWATER OPERATING FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Stormwater utility charge	\$ 3,193,878	\$ 3,388,013	\$ 3,440,000	\$ 3,609,538	5%
Investment revenue	64,042	43,016	15,000	25,900	73%
Miscellaneous revenue	-	387	-	-	-
Revenue subtotal	3,257,920	3,431,416	3,455,000	3,635,438	5%
Interfund loans					
General Fund	-	2,500,000	-	-	-
Beginning fund balance	2,686,761	2,670,531	4,035,269	5,170,277	28%
TOTAL RESOURCES	\$ 5,944,680	\$ 8,601,947	\$ 7,490,269	\$ 8,805,715	18%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 238,360	\$ 222,821	\$ 283,420	\$ 292,810	3%
Materials and services	514,129	577,693	788,536	818,292	4%
Capital outlay	-	48,280	107,000	107,000	0%
Debt service	507,827	616,907	542,700	839,000	55%
Expenditures subtotal	1,260,316	1,465,700	1,721,656	2,057,102	19%
Transfers to other funds					
General Fund	207,700	243,820	236,200	244,592	4%
Community Development Fund	298,267	276,606	275,644	310,188	13%
Stormwater Capital Projects Fund	1,487,827	1,355,283	1,741,090	1,286,338	-26%
Facilities Capital Projects Fund	20,039	228,490	84,500	42,000	-50%
Transfers subtotal	2,013,833	2,104,199	2,337,434	1,883,118	-19%
Ending fund balance					
Committed (unappropriated)	178,900	211,100	234,000	221,000	-6%
Assigned (contingency)	2,491,631	4,820,948	3,197,179	4,644,495	45%
Ending fund balance subtotal	2,670,531	5,032,048	3,431,179	4,865,495	42%
TOTAL REQUIREMENTS	\$ 5,944,680	\$ 8,601,947	\$ 7,490,269	\$ 8,805,715	18%

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Charges for services					
General Fund	\$ 154,730	\$ 134,163	\$ 156,358	\$ 171,368	10%
Building Inspection Fund	13,219	14,984	16,961	17,196	1%
Community Development Fund	27,479	22,889	25,007	25,788	3%
Transit Fund	1,058,798	1,160,966	1,191,323	1,322,792	11%
Road Operating Fund	43,928	33,114	41,109	43,716	6%
Water Operating Fund	46,192	24,873	30,284	31,008	2%
Sewer Operating Fund	19,172	12,849	17,332	18,084	4%
Stormwater Operating Fund	10,457	8,278	10,750	10,908	1%
Charges for service subtotal	1,373,975	1,412,116	1,489,124	1,640,860	10%
Investment revenue	46,301	14,796	7,500	6,800	-9%
Miscellaneous revenue	35,931	11,094	-	-	-
Revenue subtotal	1,456,207	1,438,006	1,496,624	1,647,660	10%
Beginning fund balance	1,240,272	1,073,294	1,095,106	1,092,838	0%
TOTAL RESOURCES	\$ 2,696,478	\$ 2,511,300	\$ 2,591,730	\$ 2,740,498	6%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 755,145	\$ 729,897	\$ 826,900	\$ 970,860	17%
Materials and services	705,807	625,607	671,135	789,340	18%
Capital outlay	159,832	23,676	43,000	126,800	195%
Expenditures subtotal	1,620,784	1,379,181	1,541,035	1,887,000	22%
Transfers to other funds					
General Fund	2,400	2,400	2,400	2,400	0%
Ending fund balance					
Committed (unappropriated)	70,200	72,000	-	-	-
Assigned (designated)	620,526	743,057	865,588	844,383	-2%
Assigned (contingency)	382,568	314,662	182,707	6,715	-96%
Ending fund balance subtotal	1,073,294	1,129,719	1,048,295	851,098	-19%
TOTAL REQUIREMENTS	\$ 2,696,478	\$ 2,511,300	\$ 2,591,730	\$ 2,740,498	6%

## WATER CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ 235,343	\$ 845,836	\$ 8,569,563	\$ 8,910,281	4%
Investment revenue	16,307	10,861	4,000	4,300	8%
Lease revenue	173,577	173,577	173,577	173,577	0%
Revenue subtotal	425,227	1,030,274	8,747,140	9,088,158	4%
Transfers from other funds					
Water Operating Fund	624,032	858,889	9,978,191	9,101,062	-9%
Water Development Fund (SDC)	359,845	1,445,251	10,022,053	10,913,630	9%
Transfers subtotal	983,878	2,304,141	20,000,244	20,014,692	0%
Beginning fund balance	580,013	769,898	950,800	982,000	3%
TOTAL RESOURCES	\$ 1,989,118	\$ 4,104,313	\$ 29,698,184	\$ 30,084,850	1%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 943,294	\$ 2,821,120	\$ 27,161,383	27,973,400	3%
Transfers to other funds					
General Fund	31,738	76,459	623,134	303,038	-51%
Community Development Fund	244,188	230,164	389,109	323,725	-17%
Streets Capital Projects Fund	-	-	-	1,000,000	-
Transfers subtotal	275,926	306,624	1,012,243	1,626,763	61%
Ending fund balance					
Restricted	769,898	976,569	1,524,558	484,687	-68%
TOTAL REQUIREMENTS	\$ 1,989,118	\$ 4,104,313	\$ 29,698,184	\$ 30,084,850	1%

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 20	\$ (869)	\$ 100	\$ 300	200%
Transfers from other funds					
Sewer Operating Fund	256,886	2,218,632	3,014,312	5,353,816	78%
Sewer Development Fund (SDC)	1,430,745	3,691,964	2,575,646	128,975	-95%
Frog Pond West Fund	-	-	-	766,884	-
Transfers subtotal	1,687,631	5,910,596	5,589,958	6,249,675	12%
Beginning fund balance	15,027	15,048	15,048	59,500	295%
TOTAL RESOURCES	\$ 1,702,678	\$ 5,924,774	\$ 5,605,106	\$ 6,309,475	13%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 1,517,538	\$ 5,435,170	\$ 4,996,501	\$ 5,634,606	13%
Transfers to other funds					
General Fund	54,771	186,558	136,831	138,050	1%
Community Development Fund	115,322	245,121	376,517	250,709	-33%
Transfers subtotal	170,093	431,679	513,348	388,759	-24%
Ending fund balance					
Restricted	15,048	57,926	95,257	286,110	200%
TOTAL REQUIREMENTS	\$ 1,702,678	\$ 5,924,774	\$ 5,605,106	\$ 6,309,475	13%



## STREET CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ -	\$ 2,447,676	\$ 260,000	\$ 340,577	31%
Vehicle license fee	-	492,967	482,500	541,500	12%
Investment revenue	17,955	5,637	6,000	8,100	35%
Revenue subtotal	17,955	2,946,279	748,500	890,177	19%
Transfers from other funds					
General Fund	851,510	235,025	686,215	475,000	-31%
Road Operating Fund	496,039	177,740	582,642	1,582,247	172%
Road Maintenance Fund	2,773,856	2,569,071	3,443,559	1,031,093	-70%
Frog Pond West Fund	291,951	-	-	4,219,036	-
Water Capital Projects Fund	-	-	-	1,000,000	-
Streetlight Fund	94,073	551,749	1,045,000	445,000	-57%
Streets Development Fund (SDC)	620,210	1,407,928	8,566,934	12,528,852	46%
Transfers subtotal	5,127,640	4,941,513	14,324,350	21,281,228	49%
Interagency transfers					
URA Year 2000 Program Income	-	-	-	919,094	-
Beginning fund balance	1,023,908	1,041,863	1,515,690	2,101,406	39%
TOTAL RESOURCES	\$ 6,169,503	\$ 8,929,655	\$ 16,588,540	\$ 25,191,905	52%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 4,563,368	\$ 6,732,733	\$ 13,510,031	\$ 23,728,163	76%
Transfers to other funds					
General Fund	118,512	127,025	199,197	223,974	12%
Community Development Fund	445,760	455,760	695,723	624,749	-10%
Transfers subtotal	564,272	582,785	894,920	848,723	-5%
Ending fund balance					
Restricted	1,041,863	1,614,137	2,183,589	615,019	-72%
TOTAL REQUIREMENTS	\$ 6,169,503	\$ 8,929,655	\$ 16,588,540	\$ 25,191,905	308%

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 4,818	\$ 5,157	\$ 500	\$ 700	40%
Transfers from other funds					
Stormwater Operating Fund	1,487,827	1,355,283	1,741,090	1,286,338	-26%
Stormwater Development Fund (SDC)	998,679	103,148	366,224	472,602	29%
Transfers subtotal	2,486,506	1,458,430	2,107,314	1,758,940	-17%
Beginning fund balance	265,861	56,074	57,368	136,800	138%
TOTAL RESOURCES	\$ 2,757,186	\$ 1,519,662	\$ 2,165,182	\$ 1,896,440	-12%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 2,407,212	\$ 1,174,008	\$ 1,774,594	\$ 1,490,315	-16%
Transfers to other funds					
General Fund	80,812	40,961	44,501	42,755	-4%
Community Development Fund	213,087	170,461	237,855	190,220	-20%
Transfers subtotal	293,899	211,423	282,356	232,975	-17%
Ending fund balance					
Restricted	56,074	134,232	108,232	173,150	60%
TOTAL REQUIREMENTS	\$ 2,757,186	\$ 1,519,662	\$ 2,165,182	\$ 1,896,440	-12%

## FACILITIES CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ 76,411	\$ -	\$ 418,844	\$ -	-100%
Investment revenue	3,977	(408)	1,500	1,100	-27%
Miscellaneous revenue	-	23,927	133,249	-	-100%
Revenue subtotal	80,388	23,519	553,593	1,100	-100%
Transfers from other funds					
General Fund	711,569	995,192	3,787,110	2,090,900	-45%
Community Development Fund	-	-	86,943	-	-100%
Transit Fund	58,608	7,979	84,207	822,901	877%
Building Inspection Fund	190,617	100,000	216,914	71,000	-67%
Road Operating Fund	15,845	411,217	85,050	-	-100%
Water Operating Fund	36,556	376,885	2,172,850	85,000	-96%
Sewer Operating Fund	31,276	376,885	2,172,850	85,000	-96%
Stormwater Operating Fund	20,039	228,490	84,500	42,000	-50%
Transfers subtotal	1,064,510	2,496,648	8,690,424	3,196,801	-63%
Loan proceeds	-	-	16,442,000	-	-100%
Beginning fund balance	214,768	218,745	9,888	22,771,557	230195%
TOTAL RESOURCES	\$ 1,359,666	\$ 2,738,912	\$ 25,695,905	\$ 25,969,458	1%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 1,108,864	\$ 2,465,245	\$ 25,537,419	\$ 18,968,974	-26%
Transfers to other funds					
General Fund	3,435	52,455	8,440	22,407	165%
Community Development Fund	28,622	411	44,281	46,000	4%
Transfers subtotal	32,057	52,866	52,721	68,407	30%
Ending fund balance					
Restricted	218,745	220,801	105,765	6,932,077	6454%
TOTAL REQUIREMENTS	\$ 1,359,666	\$ 2,738,912	\$ 25,695,905	\$ 25,969,458	1%

# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Tree mitigation revenue	\$ 3,609	\$ -	\$ 2,050	\$ 2,000	-2%
Intergovernmental	242,601	-	-	-	-
Investment revenue	8,155	11,261	2,250	1,700	-24%
Revenue subtotal	254,364	11,261	4,300	3,700	-14%
Transfers from other funds					
General Fund	202,629	175,431	975,752	1,250,005	28%
Community Development Fund	-	-	-	195,840	-
Parks Development Fund (SDC)	(44,292)	3,577,276	2,097,960	1,958,920	-7%
Transfers subtotal	158,337	3,752,707	3,073,712	3,404,765	11%
Beginning fund balance	311,077	322,546	323,929	339,337	5%
TOTAL RESOURCES	\$ 723,778	\$ 4,086,514	\$ 3,401,941	\$ 3,747,802	10%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 339,544	\$ 3,547,892	\$ 2,825,039	\$ 3,293,535	17%
Transfers to other funds					
General Fund	6,354	118,436	59,102	26,155	-56%
Community Development Fund	55,334	86,479	149,619	46,505	-69%
Transfers subtotal	61,688	204,915	208,721	72,660	-65%
Ending fund balance					
Restricted	322,546	333,707	368,181	381,607	4%
TOTAL REQUIREMENTS	\$ 723,778	\$ 4,086,514	\$ 3,401,941	\$ 3,747,802	10%

**WATER DEVELOPMENT CHARGES FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 1,422,654	\$ 2,131,872	\$ 873,600	\$ 1,429,000	64%
Investment revenue	176,145	75,534	37,500	21,700	-42%
Revenue subtotal	1,598,800	2,207,406	911,100	1,450,700	59%
Loan proceeds	-	-	7,000,000	-	-100%
Beginning fund balance	5,814,645	7,036,913	4,995,145	13,096,544	162%
TOTAL RESOURCES	\$ 7,413,445	\$ 9,244,319	\$ 12,906,245	\$ 14,547,244	13%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 16,687	\$ 17,744	\$ 25,940	\$ 25,940	0%
Debt service	-	-	485,000	453,000	-7%
Expenditures subtotal	16,687	17,744	510,940	478,940	-6%
Transfers to other funds					
Water Capital Projects Fund	359,845	1,445,251	10,022,053	10,913,630	9%
Ending fund balance					
Restricted	7,036,913	7,781,324	2,373,252	3,154,674	33%
TOTAL REQUIREMENTS	\$ 7,413,445	\$ 9,244,319	\$ 12,906,245	\$ 14,547,244	13%

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

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 549,916	\$ 725,355	\$ 506,270	\$ 290,000	-43%
Investment revenue	189,977	78,108	50,000	3,700	-93%
Revenue subtotal	739,893	803,462	556,270	293,700	-47%
Beginning fund balance	7,746,257	6,440,673	2,937,498	714,081	-76%
TOTAL RESOURCES	\$ 8,486,150	\$ 7,244,136	\$ 3,493,768	\$ 1,007,781	-71%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 14,732	\$ 14,674	\$ 22,050	\$ 22,050	0%
Transfers to other funds					
Sewer Operating Fund	600,000	600,000	600,000	600,000	0%
Sewer Capital Projects Fund	1,430,745	3,691,964	2,575,646	128,975	-95%
Transfers subtotal	2,030,745	4,291,964	3,175,646	728,975	-77%
Ending fund balance					
Restricted	6,440,673	2,937,498	296,072	256,756	-13%
TOTAL REQUIREMENTS	\$ 8,486,150	\$ 7,244,136	\$ 3,493,768	\$ 1,007,781	-71%

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



**STREETS DEVELOPMENT CHARGES FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 1,194,741	\$ 2,445,151	\$ 1,202,131	\$ 3,960,000	229%
Investment revenue	201,005	87,589	43,500	40,300	-80%
Revenue subtotal	1,395,745	2,532,740	1,245,631	4,000,300	221%
Beginning fund balance	7,747,428	8,493,000	7,638,882	9,472,258	24%
TOTAL RESOURCES	\$ 9,143,173	\$ 11,025,740	\$ 8,884,513	\$ 13,472,558	52%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 29,963	\$ 27,880	\$ 41,470	\$ 41,470	0%
Transfers to other funds					
Streets Capital Projects Fund	620,210	1,407,928	8,566,934	12,528,852	46%
Ending fund balance					
Restricted	8,493,000	9,589,932	276,109	902,236	227%
TOTAL REQUIREMENTS	\$ 9,143,173	\$ 11,025,740	\$ 8,884,513	\$ 13,472,558	52%

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

# Fund Summaries

## WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 8,243	\$ 3,468	\$ 1,850	\$ 1,800	-3%
Beginning fund balance	342,373	350,616	353,485	355,815	1%
TOTAL RESOURCES	\$ 350,616	\$ 354,085	\$ 355,335	\$ 357,615	1%
<b>REQUIREMENTS</b>					
Restricted	\$ 350,616	\$ 354,085	\$ 355,335	\$ 357,615	1%
TOTAL REQUIREMENTS	\$ 350,616	\$ 354,085	\$ 355,335	\$ 357,615	1%

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

## FROG POND INFRASTRUCTURE FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Infrastructure development fee	\$ 497,546	\$ 1,771,269	\$ 3,058,188	\$ 1,615,000	-47%
Investment revenue	9,978	11,609	3,000	1,100	-63%
Revenue subtotal	507,524	1,782,878	3,061,188	1,616,100	-47%
Beginning fund balance	266,889	476,375	2,086,006	3,422,990	64%
TOTAL RESOURCES	\$ 774,413	\$ 2,259,253	\$ 5,147,194	\$ 5,039,090	-2%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 6,087	\$ 8,283	\$ 8,320	\$ 34,790	318%
Transfers to other funds					
Streets Capital Projects Fund	291,951	-	-	4,219,036	-
Sewer Capital Projects Fund	-	-	-	766,884	-
Transfers subtotal	291,951	-	-	4,985,920	-
Ending fund balance					
Restricted	476,375	2,250,970	5,138,874	18,380	-100%
TOTAL REQUIREMENTS	\$ 774,413	\$ 2,259,253	\$ 5,147,194	\$ 5,039,090	-2%

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

## Fund Summaries

### STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 215,237	\$ 449,813	\$ 213,310	\$ 990,000	364%
Investment revenue	75,835	30,880	15,000	14,300	-5%
Revenue subtotal	291,072	480,693	228,310	1,004,300	340%
Beginning fund balance	3,431,467	2,719,695	2,898,723	3,150,222	9%
TOTAL RESOURCES	\$ 3,722,539	\$ 3,200,389	\$ 3,127,033	\$ 4,154,522	33%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 4,164	\$ 4,127	\$ 5,750	\$ 5,750	0%
Transfers to other funds					
Stormwater Capital Projects Fund	998,679	103,148	366,224	472,602	29%
Ending fund balance					
Restricted	2,719,695	3,093,114	2,755,059	3,676,170	33%
TOTAL REQUIREMENTS	\$ 3,722,539	\$ 3,200,389	\$ 3,127,033	\$ 4,154,522	33%

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

**PARKS DEVELOPMENT CHARGES FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 447,167	\$ 659,672	\$ 554,418	\$ 373,000	-33%
Investment revenue	156,363	50,733	35,000	12,200	-65%
Revenue subtotal	603,530	710,406	589,418	385,200	-35%
Beginning fund balance	5,936,299	6,571,482	2,991,609	3,008,376	1%
TOTAL RESOURCES	\$ 6,539,830	\$ 7,281,887	\$ 3,581,027	\$ 3,393,576	-5%
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 12,640	\$ 9,643	\$ 16,890	\$ 16,890	0%
Transfers to other funds					
Parks Capital Projects Fund	(44,292)	3,577,276	2,097,960	1,958,920	-7%
Ending fund balance					
Restricted	6,571,482	3,694,968	1,466,177	1,417,766	-3%
TOTAL REQUIREMENTS	\$ 6,539,830	\$ 7,281,887	\$ 3,581,027	\$ 3,393,576	-5%

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



Hot air balloon over Renaissance at Canyon Creek. Photo Credit: Jason Jones.



# Summary of Program Revenues

Summary of Program Revenues					
	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>General Fund</b>	\$ 16,604,225	\$ 16,412,129	\$ 16,550,410	\$ 19,741,133	19%
<b>Special Revenue Funds</b>					
Community Development	1,535,527	1,976,042	1,550,476	1,857,758	20%
Building	828,911	1,449,529	1,084,163	1,464,940	35%
Transit	8,818,003	7,496,429	9,060,104	10,313,216	14%
Road Operating	2,036,937	1,955,014	2,007,723	2,070,200	3%
Road Maintenance	2,113,556	2,194,379	2,170,000	2,212,610	2%
Total Special Revenue Funds	15,332,935	15,071,394	15,872,466	17,918,724	13%
<b>Enterprise Funds</b>					
Water Operating	8,999,222	9,800,017	9,573,000	10,130,600	6%
Sewer Operating	8,574,482	8,237,812	8,465,000	8,550,650	1%
Street Lighting Operating	561,584	559,184	545,150	549,865	1%
Stormwater Operating	3,257,920	3,431,416	3,455,000	3,635,438	5%
Total Enterprise Funds	21,393,208	22,028,429	22,038,150	22,866,553	4%
<b>Internal Service Fund</b>					
Fleet Services	1,456,207	1,438,006	1,496,624	1,647,660	10%
<b>Grand Total</b>	\$ 54,786,574	\$ 54,949,958	\$ 55,957,650	\$ 62,174,070	11%

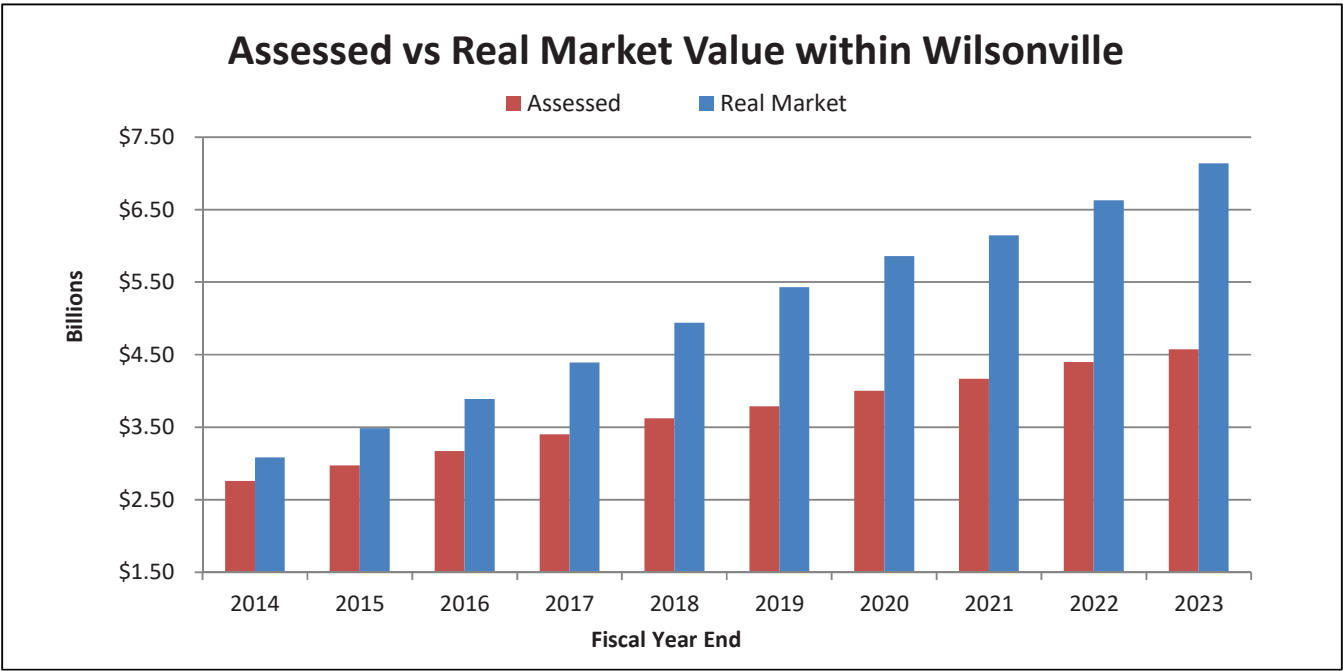
# Property Tax Summary

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

In May 1997, voters approved Measure 50 which separated real market value from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Property taxes are levied on either the determined assessed value, or on the real market value, whichever is less. During the recession that began in 2007, property values did fall. For some properties, the real market value fell below the assessed value. Thus, property taxes were levied on the real market value for those properties. As property values began to increase once more and the real market value exceeded the 3% growth in assessed value, property taxes were levied on the assessed value. The chart below compares the aggregate real market value to the aggregate assessed value within the city limits of Wilsonville.

Measure 50 also established permanent tax rates, which are not subject to change. Voters may approve a five-year local option levy above the fixed rate to fund operations. The City of Wilsonville’s permanent tax rate is \$2.5206 per \$1,000 of assessed value, and the City does not have a local option levy. Voters may approve a General Obligation Bond, which enables the City to levy property taxes above the permanent rate to pay debt service on the bond. The City of Wilsonville had a General Obligation Bond that funded expansion to the City Library, which was paid off on January 1, 2016.

In 1990, voters passed Measure 5, which introduced tax rate limits starting in 1991-92. Measure 5 stipulates that property taxes for education are limited to \$5.00 per \$1,000 of real market value, and property taxes for general government are limited to \$10.00 per \$1,000 of real market value. If the taxes levied exceed these limits, then each corresponding taxing district has its tax rate reduced proportionately until the tax limit is reached. This reduction in taxes to the limit is called compression. It is important to note these tax limits apply to individual parcels. Further, local option levies are the first to be compressed. If taxes levied still exceed the limit after compressing the local option levy to \$0, then permanent rates are proportionately compressed until the limit is reached. Local general government taxes in the City currently do not exceed the \$10.00 rate limit; however, this limitation may affect the availability of future tax revenues for the City.





# Property Tax Summary

## Property Values and Taxes

	Actual 2019-20	Actual 2020-21	Projected 2021-22	Proposed 2022-23	% Change
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### **Real Market M5 Value** \*

Within Clackamas County	\$ 5,290,113,992	\$ 5,547,143,297	\$ 6,052,545,643	6,535,670,000	8%
Within Washington County	569,134,210	600,425,065	576,195,460	601,484,000	4%
Total Estimated Real Market Value	\$ 5,859,248,202	\$ 6,147,568,362	\$ 6,628,741,103	\$ 7,137,154,000	8%

### **Assessed Values** \*

Within Clackamas County	\$ 3,657,855,817	\$ 3,805,484,854	\$ 4,032,065,970	\$ 4,193,348,609	4%
Within Washington County	343,747,280	361,664,004	365,979,508	379,703,740	4%
Total Assessed Values	4,001,603,097	4,167,148,858	4,398,045,478	4,573,052,349	4%
Less urban renewal excess	(746,229,367)	(749,684,754)	(748,249,372)	(763,214,000)	2%
Net available for general and bonded debt	\$ 3,255,373,730	\$ 3,417,464,104	\$ 3,649,796,106	\$ 3,809,838,349	4%

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

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	0%
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### **Tax Rate Levy**

General taxes	\$ 8,205,495	\$ 8,614,060	\$ 9,199,676	\$ 9,603,079	4%
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### **Property Tax Revenue (net of discounts)**

General taxes (current)	\$ 7,819,344	\$ 8,145,535	\$ 8,739,692	\$ 9,123,000	4%
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Tax Revenue Collection Rate	95%	95%	95%	95%
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\* Actual values per Clackamas and Washington County Assessors' Offices  
(As per State Requirement we used Table 4a - Detail of Taxing District Levies)



Playground in the fog. Photo Credit: Charlie Hyman



# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 7% increase when compared to the prior year's budget, representing annual increases to assessed valuation and new residential and commercial properties added to the tax rolls
- Franchise Fees and Privilege Taxes: Based on trend analysis, a 4% increase
- Intergovernmental Shared Revenues: Based on trend analysis, population and State of Oregon notifications
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, equate to \$19,741,133. This represents a 19% increase from the prior fiscal year's budget, of which the American Rescue Plan Act (ARPA) federal grant revenue makes up a large portion of this increase.

Property taxes comprise 46.9% 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 2022-23 budget assumes a 7% growth in assessed value, when compared to the prior fiscal year, as new construction including new homes in the Frog Pond area that will be added to the tax rolls. Taxes for FY 2022-23 will be billed in late October 2022 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 also large revenue sources, which are expected to comprise 18.3% of externally sourced revenues next fiscal year. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. Franchise fees for FY 2022-23 are expected to increase 4%.

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	7.00%
	Centurytel	
	Electric Lightwave	
	Other service providers	
Garbage	Republic Services	5.00%
Cable TV	Comcast	5.00%
	Verizon	
Water, Sewer & Stormwater	City of Wilsonville	4.00%

Intergovernmental revenues originate from state and county shared revenues, as well as any grants received from governmental entities. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$905,000 or 4.6% of the fund's total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2022-23 reflect the State of Oregon's overall projections.

Another component of intergovernmental revenue is the City's allocation of the Clackamas County Library District Levy. For FY 2022-23 this allocation is anticipated to be \$1,465,170 which is 7.4% of the fund's total. Allocations are based on a combination of service area population and assessed value, provided by the Library District.

The amount of federal grants, which make up 13% of General Fund revenues for next fiscal year, is comprised mostly of grant funds originating from the American Rescue Plan Act (ARPA).

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 2022-23 the fees are approximately 0.9% of the General Fund's total revenue.

# General Fund Revenues

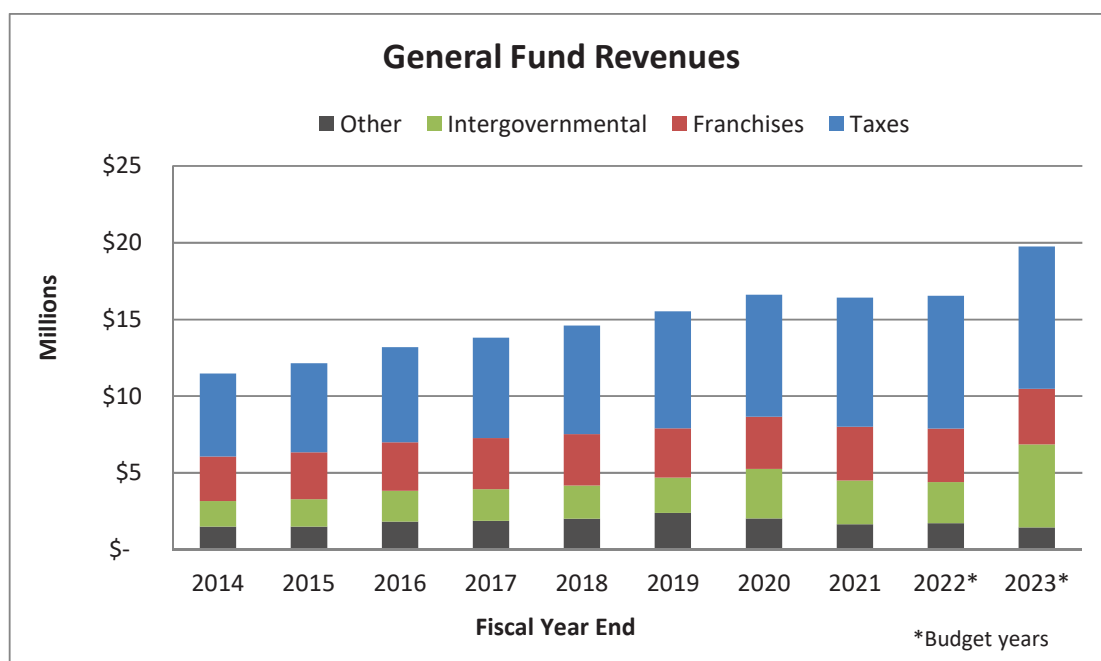
## Summary of Program Revenues

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>Property taxes</b>					
Current year property taxes	\$ 7,819,344	\$ 8,290,337	\$ 8,513,440	\$ 9,123,000	7%
Prior year property taxes	133,782	111,680	142,000	145,000	2%
Total property taxes	7,953,126	8,402,017	8,655,440	9,268,000	7%
<b>Hotel/Motel taxes</b>	336,869	367,506	325,000	360,000	11%
<b>Franchise fees/privilege tax</b>					
Portland General Electric	1,041,276	1,041,717	1,050,000	1,082,000	3%
NW Natural Gas	317,587	328,770	315,000	325,000	3%
United Disposal	313,074	423,873	335,000	360,000	7%
Comcast Cable	315,228	318,237	350,000	350,000	0%
Sewer utilities	308,433	302,572	315,000	320,000	2%
Water utilities	284,230	296,340	302,000	310,000	3%
Stormwater	122,160	129,968	130,000	140,000	8%
Charbonneau Water Company	11,765	11,704	12,500	16,000	28%
Other franchise fees	152,007	88,935	146,000	157,000	8%
Privilege tax	519,886	557,421	515,000	555,000	8%
Total franchise fees/privilege tax	3,385,646	3,499,537	3,470,500	3,615,000	4%
<b>Licenses &amp; permits</b>					
Professional and occupation	127,594	185,813	165,000	200,000	21%
Alcoholic beverages	2,075	2,000	4,000	2,000	-50%
Other licenses & permits	925	910	850	850	0%
Total licenses & permits	130,594	188,723	169,850	202,850	19%
<b>Intergovernmental</b>					
Alcoholic beverages tax	454,225	588,775	430,000	500,000	16%
Cigarette tax	27,710	22,957	20,000	25,000	25%
State shared revenue	345,170	400,652	350,000	380,000	9%
County shared revenue - Library	1,391,106	1,465,703	1,458,004	1,465,170	0%
Clack. Co. - Title III	109,607	121,928	68,000	95,000	40%
State grants - Library	4,220	4,367	4,300	4,500	5%
Federal grants	719,982	170,530	194,526	2,767,329	1323%
Other local governments	184,039	86,130	160,500	170,400	6%
Total intergovernmental	3,236,058	2,861,043	2,685,330	5,407,399	101%
<b>Municipal court fines</b>	250,453	173,997	315,000	230,000	-27%
<b>Investment revenue</b>	433,141	212,012	91,000	87,000	-4%

# General Fund Revenues

## Summary of Program Revenues (continued)

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>Charges for services</b>					
Services provided to Urban Renewal	\$ 401,850	\$ 330,360	\$ 423,240	\$ 139,534	-67%
Class registrations	79,506	42,673	85,000	80,000	-6%
Parks reservations/Facility rental	93,468	37,773	90,000	110,000	22%
Sports camp/Youth special services	31,331	30,368	34,000	35,500	4%
New book sales	414	165	750	100	-87%
Library fees	15,302	135	20,000	18,000	-10%
Photocopying	6,145	88	8,000	4,000	-50%
Non-resident fees - library	713	190	1,000	1,500	50%
Lost/damaged books	2,487	956	3,500	3,500	0%
Library room rental	6,142	-	4,000	3,000	-25%
Lien search fees	30,368	37,170	30,000	31,500	5%
Other charges for services	12,750	10,180	7,000	6,850	-2%
Total charges for services	680,475	490,058	706,490	433,484	-39%
<b>Miscellaneous revenue</b>					
Gifts	53,032	16,185	45,800	43,700	-5%
Home delivered meals	10,686	580	3,000	8,000	167%
Senior lunch revenue	7,366	-	5,000	5,000	0%
Cable receipts	64,403	60,253	60,000	60,000	0%
Other miscellaneous revenue	62,374	140,217	18,000	20,700	15%
Total miscellaneous revenue	197,861	217,235	131,800	137,400	4%
Total Revenues	\$ 16,604,225	\$ 16,412,129	\$ 16,550,410	\$ 19,741,133	19%



# Summary of Fund Revenues

## Building Inspection Fund

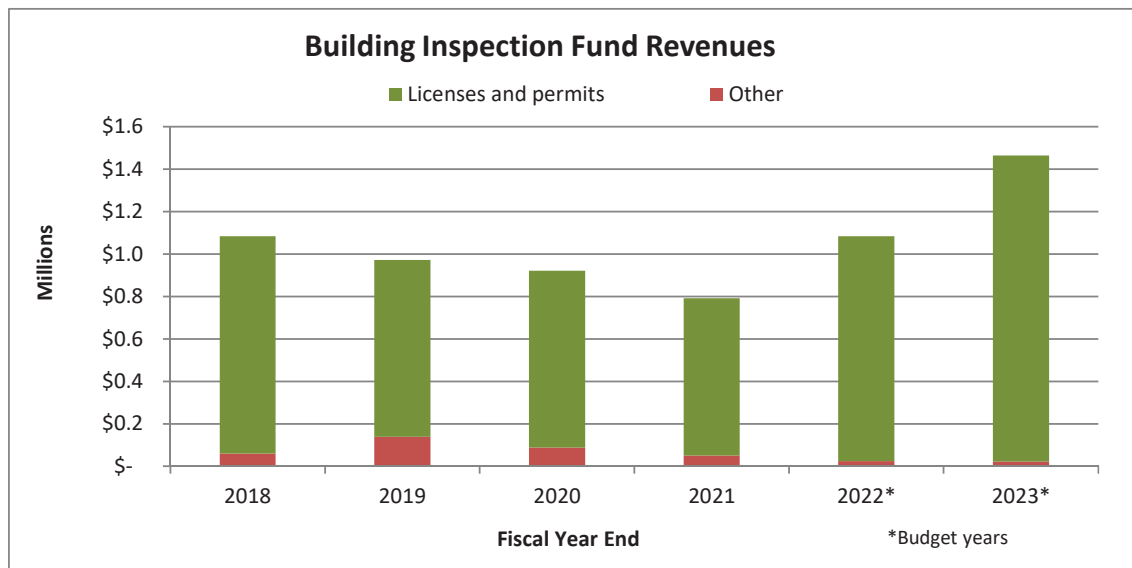
### *Assumptions for Building Inspection Fund Revenues*

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

Each fiscal year, the Building Inspector projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year. Overall, Licenses and Permits are expected to increase 36% over the prior fiscal year.

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

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Licenses and permits	\$ 741,611	\$ 1,399,500	\$ 1,060,463	\$ 1,442,750	36%
Charges for services	9,000	9,600	11,700	8,190	-30%
Investment revenue	78,300	40,429	12,000	14,000	17%
Total Revenues	\$ 828,911	\$ 1,449,529	\$ 1,084,163	\$ 1,464,940	35%



# Summary of Fund Revenues

## Community Development Fund

### Assumptions for Community Development Fund Revenues

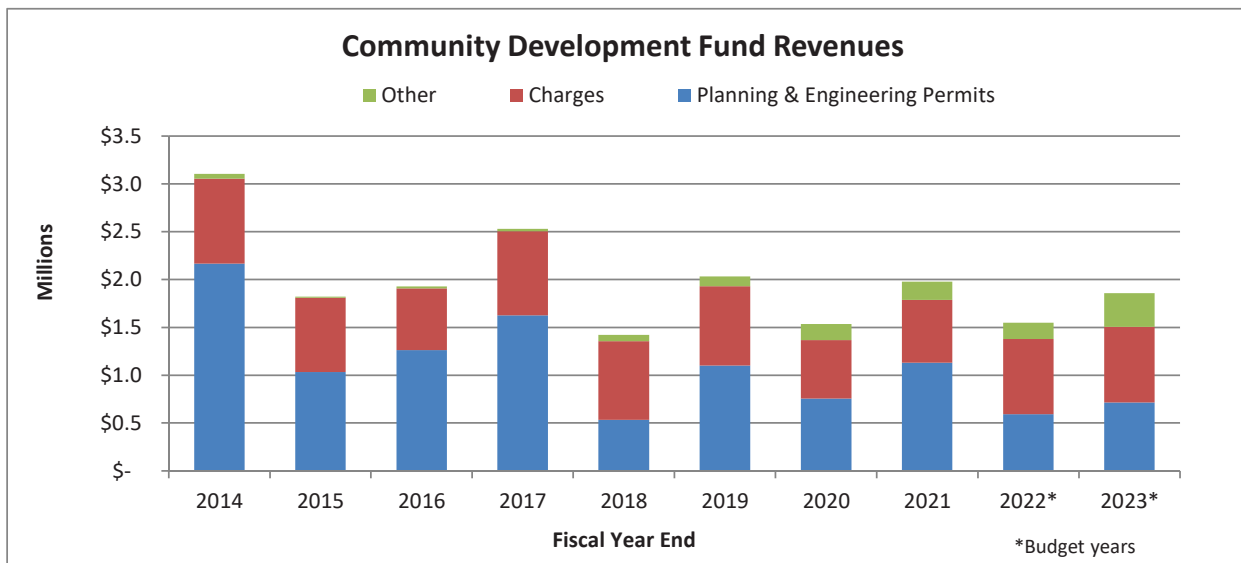
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development. Based on projections, permit fees are expected to increase by 21% when compared to the prior fiscal year.
- Charges for Services: Based on estimated overhead projections on Urban Renewal related projects and administration fees. Charges for Services are expected to remain consistent as compared the prior fiscal year.
- Intergovernmental Revenues Accounts for grants anticipated for projects that the CD Fund will undertake this fiscal year. When aggregated, these revenues are expected to increase 111% from the prior fiscal year.

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

The other primary revenue source for the Community Development Fund are charges for services to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY 2022-23, 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 interest earnings on cash balances, intergovernmental, and miscellaneous revenues.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Licenses and permits	\$ 756,312	\$ 1,130,360	\$ 593,446	\$ 715,389	21%
Intergovernmental	62,500	145,740	161,200	339,500	111%
Charges for services	610,750	657,218	787,080	789,369	0%
Investment revenue	89,484	40,796	8,500	13,500	59%
Miscellaneous revenue	16,482	1,928	250	-	-100%
<b>Total Revenues</b>	<b>\$ 1,535,527</b>	<b>\$ 1,976,042</b>	<b>\$ 1,550,476</b>	<b>\$ 1,857,758</b>	<b>20%</b>



# Summary of Fund Revenues

## Transit Fund

### Assumptions for Transit Fund Revenues

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

The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate of 0.5 percent (.005) of gross wages has been in effect since October 2008. The payroll tax is due quarterly and covers employment within City limits. Transit taxes are estimated at approximately \$5.6 million in FY 2022-23. To generate this level of income the annual payroll disbursed within the City limits exceeds \$1 billion.

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

### Oregon Transit Payroll Tax Rates

Calendar Year						South Clackamas Transit District	Lane Transit
	SMART	TriMet	Canby	Sandy			
2021	0.5000%	0.7837%	0.6000%	0.6000%		0.5000%	0.7600%
2022	0.5000%	0.7937%	0.6000%	0.6000%		0.5000%	0.7700%
2023	0.5000%	0.8037%	0.6000%	0.6000%		0.5000%	0.7800%

#### Notes:

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

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

Intergovernmental grants pay for special transportation programs, bus operations and bus purchases. The amount of grants received varies from year to year based upon grant awards. A detailed recap of grants for FY 2021-22 can be found under the Transit program, in the Program Expenditures section of this document. The Transit fund began receiving State Transportation Investment Funds last fiscal year and it will continue to infuse nearly \$1.4 million of grant funds to the FY 2021-22 budget. Funded by an employee payroll tax collect by the State, this will be a long term revenue source for the SMART system.

Transit had stopped collecting fares from its passengers since the beginning of the COVID-19 pandemic. As restrictions ease, fare revenue is projected to begin collection again during the FY 2022-23 budget. There has not been any significant budgetary impact or reduction in services due to the temporary pause of fare collections.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Transit tax	\$ 4,902,080	\$ 5,298,039	\$ 5,000,000	\$ 5,600,000	12%
Intergovernmental	3,463,450	2,096,035	3,964,104	4,604,416	16%
Charges for services	140,935	-	-	29,000	-
Fines and forfeitures	145,359	22,011	5,000	5,000	0%
Investment revenue	134,123	63,819	75,000	58,000	-23%
Miscellaneous revenue	32,056	16,525	16,000	16,800	5%
Total Revenues	\$ 8,818,003	\$ 7,496,429	\$ 9,060,104	\$ 10,313,216	14%



# Summary of Fund Revenues

## Road Operating Fund

### Assumptions for Road Operating Fund Revenues

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

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

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

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

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Gasoline tax	\$ 1,756,497	\$ 1,927,251	\$ 1,995,223	\$ 2,051,500	3%
Vehicle license fee	162,543	-	-	-	-
Investment revenue	60,008	25,003	12,500	18,700	50%
Miscellaneous revenue	57,889	2,760	-	-	-
Total Revenues	\$ 2,036,937	\$ 1,955,014	\$ 2,007,723	\$ 2,070,200	3%

## Road Maintenance Regulatory Fund

### Assumptions for Road Maintenance Regulatory Fund Revenues

- User Charge: Based on historical trends

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

Effective in 2017, the Road Maintenance Fees were restructured and are now based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$9.08 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2022-23, the Road Maintenance Fee should generate \$2.19M in revenues.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Usage charge	\$ 2,004,841	\$ 2,150,526	\$ 2,150,000	\$ 2,192,850	2%
Investment revenue	108,715	43,853	20,000	19,760	-1%
Total Revenues	\$ 2,113,556	\$ 2,194,379	\$ 2,170,000	\$ 2,212,610	2%

# Summary of Fund Revenues

## Water Operating Fund

### Assumptions for Water Operating Fund Revenues

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

The Water Operating Fund revenues maintain water system operations including water supply, treatment, storage and distribution, as well as compliance with EPA and Oregon State Health Division requirements. Charges for services are billed based on actual water consumed. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

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

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Usage charge	\$ 7,038,264	\$ 7,846,674	\$ 7,776,000	\$ 8,125,350	4%
Sherwood usage	1,181,443	1,433,789	1,425,000	1,650,000	16%
Intergovernmental	50,000	-	-	-	-
Connection fees	38,910	48,667	45,000	47,250	5%
Turn-off charge	4,915	670	-	-	-
User fee - fire charge	165,394	168,049	165,000	170,000	3%
Investment revenue	481,302	263,624	150,000	108,000	-28%
Fines and forfeitures	11,693	-	-	-	-
Miscellaneous revenue	27,300	38,545	12,000	30,000	150%
Total Revenues	\$ 8,999,222	\$ 9,800,017	\$ 9,573,000	\$ 10,130,600	6%

## Sewer Operating Fund

### Assumptions for Sewer Operating Fund Revenues

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

The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 88 miles of gravity sewer lines, 2,325 manholes, and 9 pumping lift stations. The treatment facility is designed to handle an average dry weather sewage flow of 4.0 million gallons of sewage per day and 4.72 million gallons per day during wet weather. Residential customers are billed based on water consumption between November and March. Commercial and industrial customers are based on actual water consumption each month exclusive of irrigation meters. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

The last rate increase for sewer fees went into effect in January 2017. A system rate study update is underway, with a sewer collection system master plan scheduled for FY 2025-26.

In addition to consumption service charges, certain industrial customers are monitored for the release of inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates for these high-strength surcharges are based on historic trends adjusted by rate changes. Surcharge rates are increased by the same rate increases noted above. In FY 2022-23, the high strength program is expected to generate \$460,000 in revenues.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Usage charge	\$ 7,510,832	\$ 7,464,704	\$ 7,820,000	\$ 7,974,450	2%
High strength surcharge	500,304	403,433	455,000	460,000	1%
Investment revenue	459,077	266,106	160,000	84,700	-47%
Fines and forfeitures	64,722	66,201	-	-	-
Miscellaneous revenue	39,547	37,368	30,000	31,500	5%
Total Revenues	\$ 8,574,482	\$ 8,237,812	\$ 8,465,000	\$ 8,550,650	1%

# Summary of Fund Revenues

## Street Lighting Operating Fund

### *Assumptions for Street Lighting Operating Fund Revenues*

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Usage charge	\$ 526,241	\$ 542,050	\$ 536,650	\$ 547,965	2%
Investment revenue	35,343	17,134	8,500	1,900	-78%
Total Revenues	\$ 561,584	\$ 559,184	\$ 545,150	\$ 549,865	1%

## Stormwater Operating Fund

### *Assumptions for Stormwater Operating Fund Revenues*

- User Charges: Based on historical consumption trends, the number of Equivalent Residential Units (ERUs) and adjusted for rate increases

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

The Stormwater Fund has been under financial pressure in recent years due primarily to several large unanticipated repair projects over the last couple of years. Construction has also begun on an extensive repair project that is needed in the Charbonneau area as defined in the 20-year Stormwater Capital Improvement Plan. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. This last approved rate increase went into effect January 1, 2021. With no further increases scheduled, the user charges have increased 2% for anticipated City growth.

#### Stormwater Rates:

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

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Stormwater utility charge	\$ 3,193,878	\$ 3,388,013	\$ 3,440,000	\$ 3,609,538	5%
Investment revenue	64,042	43,016	15,000	25,900	73%
Total Revenues	\$ 3,257,920	\$ 3,431,416	\$ 3,455,000	\$ 3,635,438	5%

# Summary of Fund Revenues

## Fleet Service Fund

### *Assumptions for Fleet Service Fund Revenues*

- Charges for Service: Based on the average work orders for the past three years, revenues are set to cover anticipated expenses. Additionally, a portion for each program (except Transit) sets aside a portion for future vehicle replacement.

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated for FY 2022-23. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services. Approximately 80% of the revenues collected by the Fleet Service Fund are from the Transit Fund.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Revenues:					
Charges for services					
General Fund	\$ 154,730	\$ 134,163	\$ 156,358	\$ 171,368	10%
Building Inspection Fund	13,219	14,984	16,961	17,196	1%
Community Development Fund	27,479	22,889	25,007	25,788	3%
Transit Fund	1,058,798	1,160,966	1,191,323	1,322,792	11%
Road Operating Fund	43,928	33,114	41,109	43,716	6%
Water Operating Fund	46,192	24,873	30,284	31,008	2%
Sewer Operating Fund	19,172	12,849	17,332	18,084	4%
Stormwater Operating Fund	10,457	8,278	10,750	10,908	1%
Total charges for services	1,373,975	1,412,116	1,489,124	1,640,860	10%
Investment revenue	46,301	14,796	7,500	6,800	-9%
Miscellaneous revenue	35,931	11,094	-	-	-
Total Revenues	\$ 1,456,207	\$ 1,438,006	\$ 1,496,624	\$ 1,647,660	10%

# Summary of Fund Revenues

## Assumptions for System Development Charges Revenues

- System Development Charges: Based on projections of scheduled and anticipated development

System Development Charges (SDCs) are assessed on all new residential and commercial construction within the City. Charges are based on a formula related to increased capacity demands placed upon the City's infrastructure caused by growth and development. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, stormwater, and parks. Collected revenues are earmarked for improvements needed within the City that are specifically attributable to the growing demands on these types of infrastructure. All systems development charges collected by the City are segregated into special funds and are transferred to the Capital Projects Fund when specific improvement project costs have been incurred. The SDC budgets are based on known and anticipated capacity expansion projects that will begin construction during the next fiscal year.

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>Water Development Charges Fund</b>					
System Development Charges	\$ 1,422,654	\$ 2,131,872	\$ 873,600	\$ 1,429,000	64%
Investment revenue	176,145	75,534	37,500	21,700	-42%
Total Revenues	1,598,800	2,207,406	911,100	1,450,700	59%
<b>Sewer Development Charges Fund</b>					
System Development Charges	549,916	725,355	506,270	290,000	-43%
Investment revenue	189,977	78,108	50,000	3,700	-93%
Total Revenues	739,893	803,462	556,270	293,700	-47%
<b>Streets Development Charges Fund</b>					
System Development Charges	1,194,741	2,445,151	1,202,131	3,960,000	229%
Investment revenue	201,005	87,589	43,500	40,300	-7%
Total Revenues	1,395,745	2,532,740	1,245,631	4,000,300	221%
<b>Washington County TDT Fund</b>					
Investment revenue	8,243	3,468	1,850	1,800	-3%
<b>Frog Pond West Fund</b>					
Infrastructure Development Fee	497,546	1,771,269	3,058,188	1,615,000	-47%
Investment revenue	9,978	11,609	3,000	1,100	-63%
Total Revenues	507,524	1,782,878	3,061,188	1,616,100	-47%
<b>Stormwater Development Charges Fund</b>					
System Development Charges	215,237	449,813	213,310	990,000	364%
Investment revenue	75,835	30,880	15,000	14,300	-5%
Total Revenues	291,072	480,693	228,310	1,004,300	340%
<b>Parks Development Charges Fund</b>					
System Development Charges	447,167	659,672	554,418	373,000	-33%
Investment revenue	156,363	50,733	35,000	12,200	-65%
Total Revenues	603,530	710,406	589,418	385,200	-35%
Total SDC Fund Revenues	\$ 5,144,808	\$ 8,521,053	\$ 6,593,767	\$ 8,752,100	33%



Dog watching the ducks. Photo Credit: Beth Dizenzo.





# Program Budget Organization

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

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

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

Policy & Administration	
Administration.....	74
Finance.....	78
Information Technology/GIS.....	82
Legal.....	86
Human Resources/Risk Management.....	90
Community Development	
Administration.....	94
Engineering.....	98
Building Inspections.....	102
Planning.....	106
Public Works	
Administration.....	110
Facilities.....	114
Roads.....	118
Street Lighting.....	122
Water Distribution.....	124
Water Treatment Plant.....	128
Wastewater Treatment Plant.....	132
Wastewater Collection/Industrial Pretreatment.....	136
Stormwater Maintenance.....	140
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Library Services.....	152
Transportation	
SMART Transit.....	156
Fleet Services.....	160
Public Safety	
Law/Code Enforcement.....	164
Municipal Court.....	168

In addition to these operating programs, three other categories comprise the balance of the City's budget:

**Capital Projects** consists of large dollar expenditures for buildings, infrastructure and parks. See the Capital Projects section for more details.

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

**Contingencies** include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found in the Debt and Other section.

# Summary of Workforce Trends

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

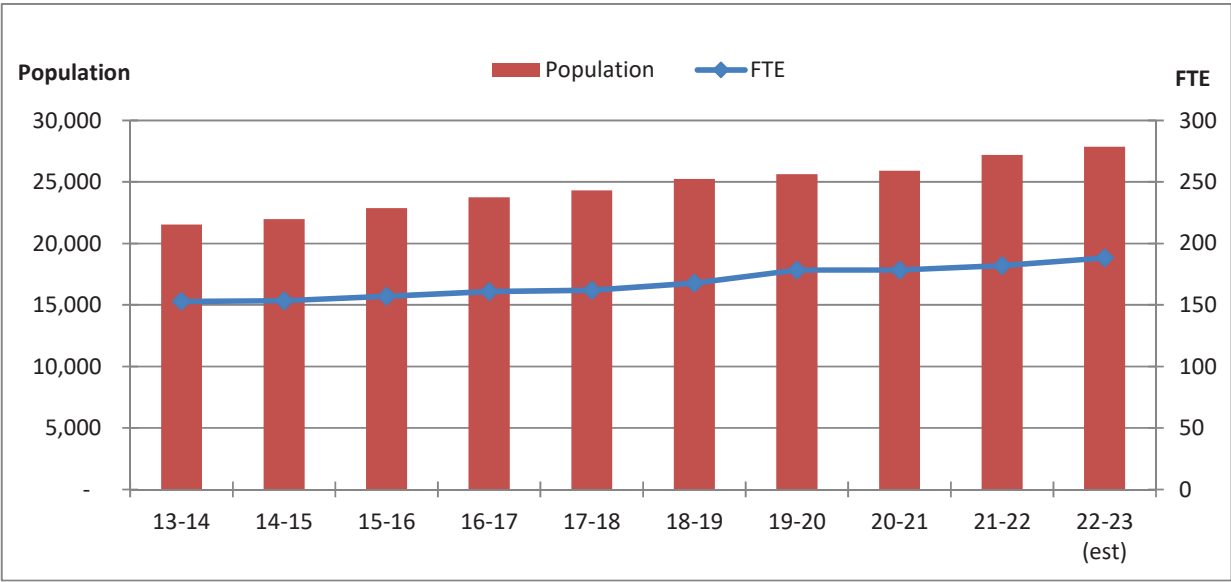
Staffing levels for FY 2022-23 are increasing from 182.04 full-time equivalents (FTEs) to 189.29. The City contracts with the Clackamas County Sheriff’s Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia North America. The Wastewater Treatment Plant and lift stations are operated and maintained by Jacobs under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions.

As the chart below illustrates, the City’s work force has been relatively stable over the past ten years. On a per capita basis, the work force has declined. In FY 2012-13, the City employed approximately three-quarters (0.75) full-time equivalent for every 100 people, whereas for FY 2022-23, the City will employ about two-thirds (68%, or 0.68) of a full-time equivalent for every 100 people. The City has been able to accomplish this by investing in equipment and technological tools to help staff remain productive and efficient as the City grows.

The figures below do not include personnel for contracted services.

Ratio of FTE to Population





# Summary of Workforce Trends

## Comparison of Personnel Changes

### Full Time Equivalent (FTE) Positions

Department	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
<b>Administration</b>				
Administration	6.50	6.50	6.50	5.50
Finance	9.50	9.50	9.50	9.50
Information Technology/GIS	5.50	5.50	5.50	6.50
Legal	3.70	3.70	3.70	3.70
Human Resources/Risk Management	3.60	3.60	3.60	4.35
	28.80	28.80	28.80	29.55
<b>Community Development</b>				
Administration	2.00	2.00	2.00	2.00
Engineering	13.50	13.50	13.50	13.50
Planning	7.60	7.60	7.60	7.60
Building Inspections	8.80	8.80	8.80	8.80
	31.90	31.90	31.90	31.90
<b>Public Works</b>				
Administration	4.50	4.50	4.50	4.50
Facilities	8.75	8.75	9.75	10.75
Roads	3.85	3.85	4.60	4.60
Water Distribution	5.53	5.53	5.53	5.53
Wastewater Collection/Industrial Pretreatment	3.63	3.63	3.63	3.63
Stormwater Maintenance	2.74	2.74	2.74	2.74
	29.00	29.00	30.75	31.75
<b>Transportation</b>				
SMART Transit	43.13	43.13	44.13	46.38
Fleet	8.00	8.00	8.00	9.00
	51.13	51.13	52.13	55.38
<b>Parks &amp; Recreation</b>				
General/Community Services	9.20	9.20	9.20	10.45
Parks Maintenance	10.25	10.25	11.25	11.25
	19.45	19.45	20.45	21.70
<b>Library</b>	16.36	16.36	16.36	16.36
	16.36	16.36	16.36	16.36
<b>Public Safety</b>				
Law/Code Enforcement	0.00	0.00	0.00	1.00
Municipal Court	1.65	1.65	1.65	1.65
	1.65	1.65	1.65	2.65
<b>Total FTE's</b>	178.29	178.29	182.04	189.29



Wood Middle School track at sunrise. Photo Credit: David Abrahamson.



# Expenditure Summaries

## By Program

*Excluding Interfund Services and Transfers*

Program	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>Policy and Administration:</b>					
Administration	\$ 1,782,593	\$ 1,597,683	\$ 2,048,025	\$ 1,944,107	-5%
Finance	3,116,108	1,444,382	1,764,160	1,827,781	4%
Information Technology/GIS	1,019,025	1,050,964	1,248,264	1,510,015	21%
Legal	654,868	589,686	722,542	764,512	6%
HR/Risk Management	753,380	777,015	914,040	1,120,240	23%
<i>Policy and Administration</i>	<u>7,325,974</u>	<u>5,459,731</u>	<u>6,697,031</u>	<u>7,166,655</u>	<u>7%</u>
<b>Community Development:</b>					
CD Administration	1,064,364	453,246	633,571	633,692	0%
Engineering	1,789,925	1,783,259	2,254,203	2,409,506	7%
Building Inspection	1,318,106	1,180,041	1,309,598	1,344,431	3%
Planning	907,451	1,115,282	1,274,890	1,300,440	2%
<i>Community Development</i>	<u>5,079,845</u>	<u>4,531,829</u>	<u>5,472,262</u>	<u>5,688,069</u>	<u>4%</u>
<b>Public Works:</b>					
PW Administration	716,565	716,661	986,041	965,392	-2%
Facilities	1,150,487	1,024,149	1,412,831	1,735,291	23%
Road Operations	839,972	670,225	943,270	1,074,982	14%
Street Lighting	315,989	330,299	384,030	401,500	5%
Water Distribution	1,495,862	1,271,179	1,597,028	1,653,333	4%
Water Treatment Plant	2,863,218	3,312,253	3,927,943	4,654,529	18%
Wastewater Trtmt Plant	2,616,256	2,870,795	3,152,746	3,072,430	-3%
Wastewater Collection	959,338	936,942	1,351,764	1,430,304	6%
Stormwater Maintenance	752,489	848,794	1,178,956	1,218,102	3%
<i>Public Works</i>	<u>11,710,177</u>	<u>11,981,296</u>	<u>14,934,609</u>	<u>16,205,863</u>	<u>9%</u>
<b>Parks &amp; Recreation:</b>					
Parks & Recreation	1,499,611	1,265,962	1,689,677	1,864,378	10%
Parks Maintenance	1,520,761	1,497,779	1,828,709	2,106,210	15%
<i>Parks &amp; Recreation</i>	<u>3,020,372</u>	<u>2,763,741</u>	<u>3,518,386</u>	<u>3,970,588</u>	<u>13%</u>
<b>Library</b>	<u>1,993,192</u>	<u>2,027,405</u>	<u>2,214,240</u>	<u>2,342,130</u>	<u>6%</u>
<b>Transportation:</b>					
Transit	6,222,754	5,838,401	8,551,738	8,968,857	5%
Fleet	1,620,784	1,379,181	1,541,035	1,887,000	22%
<i>Transportation</i>	<u>7,843,539</u>	<u>7,217,582</u>	<u>10,092,773</u>	<u>10,855,857</u>	<u>8%</u>
<b>Public Safety:</b>					
Law/Code Enforcement	4,961,616	5,060,394	5,617,621	5,980,194	6%
Municipal Court	171,456	182,649	237,800	247,210	4%
<i>Public Safety</i>	<u>5,133,072</u>	<u>5,243,043</u>	<u>5,855,421</u>	<u>6,227,404</u>	<u>6%</u>
<b>Total Operating Budget</b>	<u>\$ 42,106,170</u>	<u>\$ 39,224,626</u>	<u>\$ 48,784,722</u>	<u>\$ 52,456,566</u>	<u>8%</u>

## By Major Cost Category

*Excluding Interfund Services, Transfers, and Capital Projects*

Category	Actual 2019-20	Actual 2020-21	Adopted 2021-22	Proposed 2022-23	% Change
Personnel Services	\$ 18,420,356	\$ 18,467,134	\$ 21,560,652	\$ 23,478,812	9%
Materials and Services	22,772,445	20,059,628	24,348,070	26,187,704	8%
Capital Outlay	913,369	697,864	2,876,000	2,790,050	-3%
<b>Total Operating Budget</b>	<u>\$ 42,106,170</u>	<u>\$ 39,224,626</u>	<u>\$ 48,784,722</u>	<u>\$ 52,456,566</u>	<u>8%</u>

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

The Assistant to the City Manager performs a wide variety of administrative duties, and community outreach/engagement, in support of the City Manager and City Council. This position also serves as the staff liaison to the Wilsonville Civics Academy, Wilsonville Metro Enhancement Committee, Diversity, Equity and Inclusion Committee, and Tourism Promotion Committee. The Public and Government Affairs Division provides the information link between the citizenry, the business community and the elected and appointed officials of the City, helps advance City Council legislative initiatives, and takes on special projects assigned by the City Manager. The City Recorder serves as secretary for the City Council and is responsible for records management and elections. The Communications and Marketing Manager is responsible for the content in the Boones Ferry Messenger in addition to coordinating/developing clear and informative content to keep the community informed via various social media platforms, press releases, and other community outreach platforms.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Advocated at the state and regional level to complete the Boone Bridge replacement

### ***Support local business recovery post-pandemic***

- Evaluate programs for business support with possible ARPA funds
- Convene local stakeholders to assess local business needs and available resources

### ***Align infrastructure plans with sustainable financing sources***

- Establish the Arts, Culture and Heritage Commission
- Conduct a financial analysis to explore costs and revenue options to fund the City's major infrastructure projects that lack an identifiable funding source

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Communications & Marketing Manager	1.00	1.00	1.00	1.00
Code Compliance Officer*	1.00	1.00	1.00	0.00
Records Technician	0.50	0.50	0.50	0.50
	6.50	6.50	6.50	5.50

\* Moved to Code Enforcement

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 615,761	\$ 618,267	\$ 769,682	\$ 738,120	-4%
Employee benefits	406,251	372,127	475,988	421,770	-11%
Total	1,022,011	990,394	1,245,670	1,159,890	-7%
Materials and Services					
Supplies	45,829	34,525	54,202	50,805	-6%
Prof and tech services	242,846	251,106	255,155	267,973	5%
Utility services	5,606	4,600	6,560	6,570	0%
Insurance	439	477	510	600	18%
Community service programs	356,485	207,149	343,778	304,563	-11%
Fleet services	3,500	3,736	4,023	-	-100%
Employee development	26,989	13,388	21,965	32,084	46%
Fees, dues, advertising	15,551	43,282	53,042	60,112	13%
Meetings & Council	48,337	49,026	63,120	61,510	-3%
Total	745,581	607,289	802,355	784,217	-2%
Capital Outlay					
Machinery & equipment	15,000	-	-	-	
Total Department	\$ 1,782,593	\$ 1,597,683	\$ 2,048,025	\$ 1,944,107	-5%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Interfund charges	\$ 448,261	\$ 416,938	\$ 425,524	\$ 432,915	2%
Urban renewal charges	116,000	91,000	120,700	51,324	-57%
General Fund	1,218,332	1,089,745	1,501,801	1,459,868	-3%
Total	\$ 1,782,593	\$ 1,597,683	\$ 2,048,025	\$ 1,944,107	-5%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- The Code Compliance Officer position was moved to Law/Code Enforcement.

### *Materials and Services*

- Sidewalk program was moved to the Law/Code Enforcement budget since it is a part of the Code Compliance Officer position.
- Employee development for the administration department staff, Mayor and Council has be increased to pre-pandemic levels.
- Association fees and dues for City Association including; League of Oregon Cities, Willamette Falls Locks Heritage Commission and Willamette Falls Locks Commission for the City among others are included in this budget and continue to increase.

## PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
Adhere to public records law and respond to public records request	Number of public records request	N/A	131	178	130	140
	Number of Wilsonville businesses/ residents making the public records request	N/A	31	47	32	35
	Percent of public records request that were from Wilsonville businesses/ residents	N/A	24%	26%	25%	25%
Provide timely and accessible information to all citizens using a variety of tools	Newsletter frequency (number of issues a year)	11	11	11	11	11
	Social media followers (aggregate # from City Facebook, Twitter, Instagram, YouTube)	4771	5517	6340	6500	6,750
	Twitter impressions	100,782	91,768	165,000	100,000	150,000
	Average number of Facebook posts per year	213	248	315	250	250
	Website visits	870,707	897,922	924,860	960,000	980,000
	Let's Talk, Wilsonville! Subscribers	N/A	380	740	850	950
	Let's Talk, Wilsonville! page views	N/A	3,900	7,200	10,000	11,000

## PERFORMANCE MEASUREMENTS OUTCOME

In FY 2021-22 the COVID-19 pandemic continued throughout the year and the City continued to provide health and safety information. The City expects a slight decrease in social media posts as there are less COVID-19 related posts and no significant weather events. As the Council Goals were updated, the City also increased the number of emergency preparedness communications. The City has seen a steady increase in social media, Let's Talk, Wilsonville! (subscriptions and views), and website visits.

Records requests tend to increase around elections and large projects. It is expected that records requests will change over time depending on current events in the community.





Mayor Fitzgerald filming the State of the City Address at the Wilsonville Public Library.



The Finance Department establishes and maintains a framework for the City's and Urban Renewal Agency's financial transactions, including all accounting and budgetary transactions. The Department coordinates the annual budget process in partnership with the City Manager and other City departments, as well as creates and maintains a five-year forecast. The Department is responsible for the functions of payroll, accounts payable, utility billing, treasury and debt management. The Department ensures internal controls are in place and coordinates the annual audit of the City's financial statements with an external public accounting firm. The Department provides timely, useful and accurate financial information to internal management, City Council, Budget Committee and external users. Finance provides treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. Finance provides high quality service and support to all customers of the department.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increased mobility for all in Wilsonville*

- Leverage the existing City funds to attract outside funding for the I-5 bike and pedestrian bridge

### *Support local business recovery post-pandemic*

- Utilize the funds from the American Rescue Plan Act (ARPA)

### *Attract high quality industry and economic opportunity to Wilsonville*

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

### *Align infrastructure plans with sustainable financing sources*

- Monitor operating and capital expenditures to ensure they remain on target throughout the year
- Develop and propose a capital replacement funding strategy for the City's general government capital assets
- Work with various departments on cost recovery strategies
- Analyze administrative fees and recommend changes where necessary to cover related costs
- Conduct a financial analysis to explore options to fund the City's major infrastructure projects that are currently without identifiable funding sources
- Send out monthly budget reports and project accounting reports

### *Engage the community to support emergency preparedness and resiliency*

- Increase awareness of programs in person and through messages on the utility billing invoice

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- 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

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	1.00	0.00
Finance Operations Supervisor	0.00	0.00	0.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	3.00	3.00	3.00	3.00
Accounting Technician	1.50	1.50	1.50	1.50
	9.50	9.50	9.50	9.50



<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 732,767	\$ 737,886	\$ 806,138	\$ 817,750	1%
Employee benefits	387,765	383,004	477,732	474,190	-1%
Total	1,120,533	1,120,890	1,283,870	1,291,940	1%
Materials and Services					
Supplies	33,511	31,229	37,925	40,425	7%
Prof and tech services	117,456	123,796	191,500	203,100	6%
Utility services	40,734	44,750	67,042	69,540	4%
Fleet services	4,312	3,448	4,023	4,296	7%
Repairs & maintenance	290	-	1,850	1,850	0%
Rents and leases	2,349	2,349	4,000	4,000	0%
Insurance	3,237	4,234	4,450	5,320	20%
Employee development	3,406	1,694	8,300	18,300	120%
Fees, dues, advertising	9,072	5,797	10,500	10,500	0%
Meeting expenses	712	550	2,000	2,000	0%
Misc. services & supplies	1,780,496	105,646	148,700	176,510	19%
Total	1,995,576	323,493	480,290	535,841	12%
Total Department	\$ 3,116,108	\$ 1,444,382	\$ 1,764,160	\$ 1,827,781	4%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Interfund charges	\$ 1,031,411	\$ 664,588	\$ 595,414	\$ 652,875	10%
Urban renewal charges	139,400	128,000	161,400	42,042	-74%
General Fund	1,945,297	651,794	1,007,346	1,132,864	12%
Total	\$ 3,116,108	\$ 1,444,382	\$ 1,764,160	\$ 1,827,781	4%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes reflect adjustment to staffing configuration and as well for cost of living and benefit plan changes.

### *Materials and Services*

- Employee development is budgeted to incrementally return to pre-COVID-19 levels, in response to: training of new employees, new software implementations, and the necessity to support these investments.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20*</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<b>Goal: Stewardship of the Environment and Natural Resources</b>					
Increase electronic billing vs printed billing	35.0%	37.1%	37.5%	38%	43%
Increase electronic payments (Check Free) (2018-19 based on last 6 months of FY)	67.6%	67.8%	67.8%	68%	70%
<b>Goal: Effective Governance and Regional Influence</b>					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Comprehensive Annual Financial Report Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of Comprehensive Annual Financial Report	Yes	Yes	Yes	Yes	Yes
Actual cost to deliver financial services financial services	\$ 1,301,377	\$ 1,450,177	\$ 1,706,062	\$ 1,512,014	\$ 1,639,271
Costs to deliver financial services as percentage of total City operating budget	3.4%	3.1%	3.6%	3.2%	3.2%
<b>Goal: Expand and Maintain High Quality Infrastructure</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

\*2019-20 is net of the one time payment to PERS

**PERFORMANCE MEASUREMENTS OUTCOME**

The measurement indicators noted above reveal performance objectives are being met by the department. The goal to encourage paperless options has seen an increase in the number of paperless billing customers, and electronic payments. Further, we look forward to continuing this trend with the implementation of the City's new Utility Billing system (in Summer 2022), as well as through the use of the City's new Online Portal (for Business Licenses, Permits, and Inspections).

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, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.



Finance staff processing a utility billing payment.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area. As technology continues to evolve in every facet of the Municipal landscape, the IT department recognizes its role to provide support and the tools necessary for all City departments to be effective in achieving these goals and all future initiatives.

## DEPARTMENT GOALS

### *Act as a Support Role for Departments working towards Council Goals*

- Lead and manage projects for efficient implementation and cost effectiveness
- Participate in various projects where technology is needed
- Provide recommendations and support for current and future software needs

### *Provide the tools necessary for Departments to achieve Council Goals*

- Maintain operation and inventory of hardware, software, and network systems
- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Provide convenient and cost effective access to information and services online
- Continue to grow and enhance the city's fiber infrastructure, connecting anchor institutions, providing services, and opening pathways for improved access to internet and increasing network resiliency

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Project Manager	0.00	0.00	0.00	1.00
Senior Information Systems Analyst	1.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	5.50	5.50	6.50

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 453,574	\$ 457,952	\$ 493,066	\$ 651,480	32%
Employee benefits	279,892	271,296	303,854	376,200	24%
Total	733,466	729,247	796,920	1,027,680	29%
Materials and Services					
Supplies	88,474	75,691	132,009	135,250	2%
Prof and tech services	155,309	177,128	245,200	293,000	19%
Utility services	26,216	31,985	35,760	35,710	0%
Repairs & maintenance	7,711	7,394	7,500	7,500	0%
Employee development	3,606	(48)	7,600	7,600	0%
Fees, dues, advertising	4,136	1,755	2,925	2,925	0%
Meeting expenses	107	75	350	350	0%
Total	285,559	293,979	431,344	482,335	12%
Capital Outlay					
Machinery & equipment	-	27,737	20,000	-	-100%
Total Department	\$ 1,019,025	\$ 1,050,964	\$ 1,248,264	\$ 1,510,015	21%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Interfund charges	\$ 554,470	\$ 624,854	\$ 647,411	\$ 640,576	-1%
Urban renewal charges	11,350	8,560	11,040	6,898	-38%
General Fund	453,205	417,550	589,813	862,541	46%
Total	\$ 1,019,025	\$ 1,050,964	\$ 1,248,264	\$ 1,510,015	21%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional FTE, an Information Systems Project Manager will work closely with the IT Director and staff from other departments to assess and manage the implementation of projects that involve a significant technology component.

### *Materials and Services*

- Professional and technical services increased for add-package to update the IT Strategic Plan and annual fluctuations in software maintenance contracts that are due in FY 2022-23.

### *Capital Outlay*

- Due to limited staff resources, there are no plans for significant upgrades to equipment for the Wilsonville Government Channel.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Identify and track workload indicators	Users supported	185	198	193	190	190
	Personal computers supported (staff & public use)	205	199	204	229	230
	Copier/Printer/Fax Machines supported	46	46	45	46	46
	Mobile Devices supported	132	143	143	138	140
	Servers supported	48	50	54	60	65
	Number of helpdesk tickets	1,093	1,194	1,162	1,100	1,200
	Number of inbound phone calls	N/A	61,623	92,000	93,000	94,000
	Number of inbound email	N/A	1,435,823	1,582,000	1,620,000	1,760,000
	Percentage of email rejected by spam filter	N/A	64%	51%	55%	60%
Effectiveness indicator	Number of threats blocked by firewall	N/A	15,100,000	12,030,000	12,384,000	12,600,000
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

The number of personal computers supported increased in FY 2020-21 due to the COVID-19 pandemic response and the need for laptops to provide teleworking capabilities. The increase in servers is related to the continued rollout of the ERP software implementation.

Total number of helpdesk requests date back to FY 2018-19 and show a relatively steady amount of requests. These numbers have remained relatively consistent with the number of users supported.



GIS Manager printing out maps using a large format plotter.





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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

DEPARTMENT GOALS

*Act as a Support Role for Departments working towards Council Goals*

- The Legal Department assists all other City departments in working toward achieving Council goals through provision of legal advice and by drafting/negotiating all necessary supporting legal documents
- Provide timely, efficient, and effective review and advice to the City Council and City Manager
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective
- Provide documents that achieve the intended legal and business purpose using clear and concise language
- Provide timely, efficient, and effective review and advice to any applicable task force, board, or commission

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.50	1.50	1.50	1.50
Intern	0.20	0.20	0.20	0.20
	3.70	3.70	3.70	3.70



<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 419,183	\$ 406,974	\$ 434,256	\$ 462,032	6%
Employee benefits	206,991	165,065	212,836	226,520	6%
Total	626,174	572,039	647,092	688,552	6%
Materials and Services					
Supplies	9,942	9,109	35,380	35,000	-1%
Prof and tech services	5,391	252	26,000	25,500	-2%
Utility services	723	577	1,020	960	-6%
Employee development	9,642	6,432	9,100	10,800	19%
Fees, dues, advertising	2,896	1,217	3,800	3,500	-8%
Meeting expenses	101	60	150	200	33%
Total	28,694	17,647	75,450	75,960	1%
Total Department	\$ 654,868	\$ 589,686	\$ 722,542	\$ 764,512	6%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Interfund charges	\$ 286,187	\$ 139,153	\$ 133,506	\$ 149,830	12%
Urban renewal charges	131,900	99,600	126,900	39,270	-69%
General Fund	236,781	350,933	462,136	575,412	25%
Total	\$ 654,868	\$ 589,686	\$ 722,542	\$ 764,512	6%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Employee development is budgeted to return to pre-COVID-19 levels and plan for training of the new City Attorney and staff.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Provide clear and concise procurement documents	Contracts prepared	124	134	184	186	190
Provide effective legal representation	Legal matters processed	138	93	145	145	148
Prosecute Municipal Court traffic violations	Municipal Court verdicts favorable to the City	100%	100%	100%	100%	100%

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Municipal Court Judge Fred Weinhouse swearing in protem Judge Kimberly Graves.



The Human Resources Department seeks to enhance the efficiency and effectiveness of the organization by providing centralized personnel support for all City employees. This is accomplished through establishing employee training and development opportunities, addressing labor relations, aiding departments with recruiting and selecting individuals to fill vacancies, ensuring ethical behavior among all employees and recognizing employees for exemplary service.

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

Risk Management directs the City's risk exposure and insurance programs including property, liability, and workers' compensation coverage. The department supports an active city-wide safety program that identifies and eliminates hazardous conditions at all City facilities and promotes employee wellness and physical fitness. Through its workers' compensation program (SAIF insured), Risk Management is responsible for processing and coordinating claims for injured workers. Finally, the department annually reviews all of the City's insurance programs to ensure the best possible protection at the most reasonable cost.

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Support departments working towards council goals*

- Recruit, hire and retain 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 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Assistant City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	0.00	0.00	0.00	0.75
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	3.60	3.60	3.60	4.35

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 315,478	\$ 326,547	\$ 360,564	\$ 435,270	21%
Employee benefits	167,063	165,038	193,346	234,310	21%
Total	\$ 482,542	491,585	553,910	669,580	21%
Materials and Services					
Supplies	3,234	923	2,620	2,710	3%
Prof and tech services	53,765	61,592	59,500	67,380	13%
Utility services	1,993	1,990	2,710	2,770	2%
Insurance	167,618	184,182	210,000	275,000	31%
Employee development	25,411	26,026	49,100	65,600	34%
Fees, dues, advertising	1,602	2,546	2,000	3,000	50%
Flex plan admin	3,653	3,098	3,700	3,700	0%
Recognition expenses	13,563	4,991	30,000	30,000	0%
Meeting expenses	-	82	500	500	0%
Total	270,838	285,430	360,130	450,660	25%
Total Department	\$ 753,380	\$ 777,015	\$ 914,040	\$ 1,120,240	23%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Interfund charges	\$ 349,826	\$ 361,475	\$ 363,377	\$ 384,627	6%
General Fund revenues	403,554	415,540	550,663	735,613	34%
Total	\$ 753,380	\$ 777,015	\$ 914,040	\$ 1,120,240	23%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- In response to the steady increase in request for human resources and risk management services, a part-time Human Resources Assistant is added to ensure the department can efficiently and effectively support other departments.

### *Materials and Services*

- The City purchases various liability coverages through City County Insurance Services. The liability rates will increase in July 2022. In addition, to protect the City from the increasing threat of cyberattacks, an additional Cybersecurity policy was added in order to maximize cyber insurance coverage.
- To maximize recruitment visibility, the City posts job advertisements on various professional organizations' websites. We estimate the City will conduct 45 recruitments in FY 2022-23 fiscal year. The rising costs related to advertising, as well as expanded safety requirements, resulted to an increase in employee development.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
	FTEs (based on paid hours of non-contracted employees)	160.9	165.6	169.9	161.5	170.0
	Employee turnover per year (percent of workforce)	21.4	21.1	16.2	22	18
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	Recruitments	51	40	47	50	45
	Applications processed	1,687	884	882	850	800
	Interviews held	248	179	227	200	230
	New Hires	57	49	34	55	45
	Wellness Program Participation	242	177	91	110	150
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	7	9	7	6	6
	Total paid losses	\$2,700	\$42,516	\$6,985	\$10,000	\$10,000
	Experience Modification Rate (EMR) Is used to calculate worker's compensation premiums	0.78	0.88	0.85	0.79	0.80

**PERFORMANCE MEASUREMENTS OUTCOME**

Like many other organizations, Wilsonville is not immune to the "Great Resignation." Though many of the employee departures from 2021-2022 are due to retirement, positions have been harder to fill in recent years due to a labor market shortage. Hiring managers searching for new team members have been reopening recruitments and conducting additional interviews, ensuring they find the best candidate. While HR did not organize on-site wellness activities this fiscal year, we anticipate reintroducing this program in the upcoming year and increasing participation.



HR staff welcoming new employees.



Community Development Administration provides leadership for current development and construction in the City of Wilsonville and for planning future growth and infrastructure needs. The Community Development Department includes the Administration, Engineering, Planning and Building Divisions. Administration is tasked with regional coordination and planning for land use, transportation, natural resources and utility systems, economic development, and managing the City's Urban Renewal plans and projects.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Complete construction of the 5th Street to Kinsman Road project
- Leverage City funds to attract outside funding for the I-5 Bike and Pedestrian Bridge
- Plan, fund, design and begin construction on the Boeckman Road Corridor Project

### ***Attract high quality industry and economic opportunity to Wilsonville***

- Continue to promote the Coffee Creek area for high-quality industrial development
- Promote and facilitate local business retention and expansion
- Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs

### ***Support local business recovery post-pandemic***

- Provide quality, responsive customer service to all customers
- Continue to work with Twist Bioscience to implement the first Wilsonville Investment Now (WIN) zone
- Successfully implement and go live with EnerGov permit software

### ***Align infrastructure plans with sustainable financing sources***

- Update the urban renewal strategic plan
- Continue to coordinate with the Willamette Water Supply Program
- Advance the Town Center infrastructure analysis project

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Community Development Director	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
	2.00	2.00	2.00	2.00



<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 244,272	\$ 222,703	\$ 271,370	\$ 267,400	-1%
Employee benefits	142,982	108,123	157,970	154,950	-2%
Total	387,254	330,826	429,340	422,350	-2%
Materials and Services					
Supplies	24,549	19,347	48,800	49,400	1%
Prof and tech services	42,507	43,103	77,970	72,020	-8%
Utility services	34,662	39,422	49,685	55,320	11%
Fleet services	8,389	7,888	8,046	8,592	7%
Repairs & maintenance	-	-	160	160	0%
Rents and leases	-	-	1,500	1,500	0%
Insurance	3,253	4,251	4,470	4,850	9%
Community service programs	(200)	2,500	5,000	5,000	0%
Employee development	3,827	153	5,600	6,500	16%
Meeting expenses	1,009	-	2,000	2,000	0%
Fees, dues, advertising	5,372	5,755	1,000	6,000	500%
Misc. services & supplies	553,741	-	-	-	-
Total	677,110	122,420	204,231	211,342	3%
Total Department	\$ 1,064,364	\$ 453,246	\$ 633,571	\$ 633,692	0%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Urban renewal charges	\$ 282,200	\$ 262,730	\$ 286,000	\$ 107,086	-63%
CD Fund	782,164	190,516	347,571	526,606	52%
Total	\$ 1,064,364	\$ 453,246	\$ 633,571	\$ 633,692	0%

## BUDGET HIGHLIGHTS

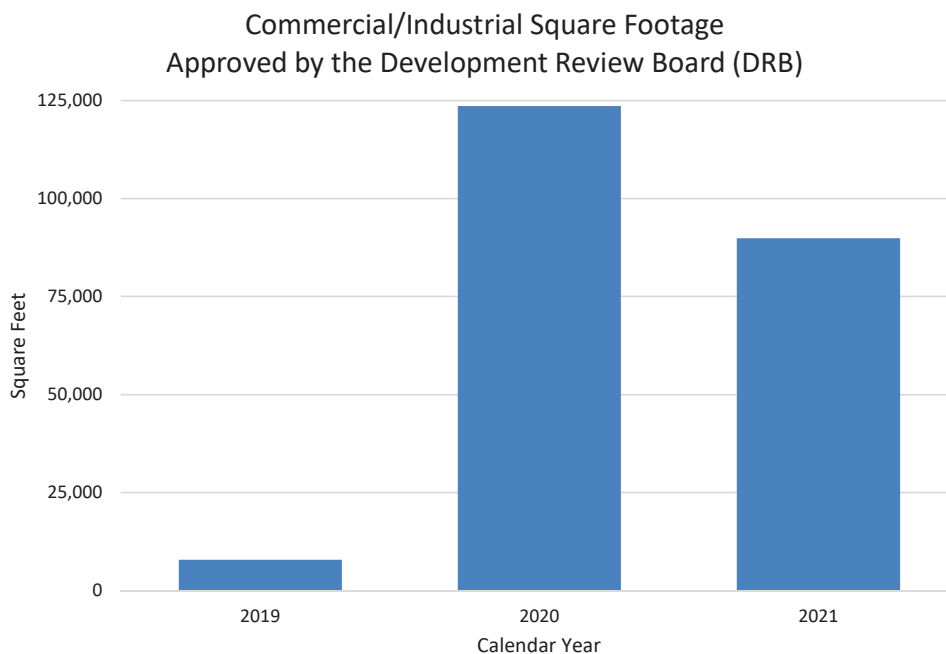
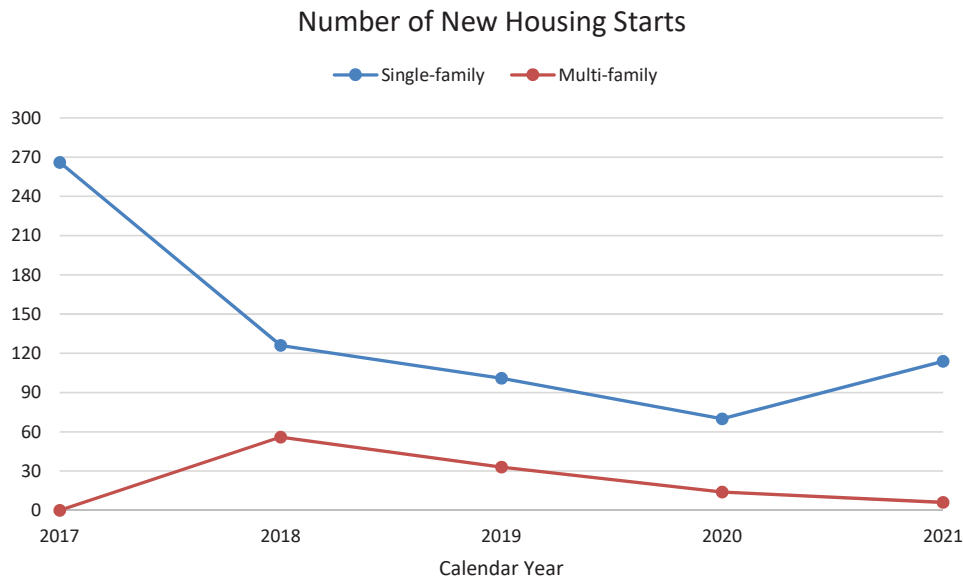
### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- CD Administration pays the utilities (sewer, water, transit, electricity) for the entire Community Development Department. Utility charges have gone up over the past several years resulting in the need to rebalance this line item to more accurately reflect current costs resulting in an 11% (\$5,635) increase.
- Employee development and training was reduced during the COVID-19 pandemic. Now that conferences are coming back to live formats, increases in this line item are proposed to allow for continued maintenance of certified planner (AICP) and economic development professional credentials. The proposed increase is 16% or \$900.
- The City is a member of numerous non-profit and professional development organizations. Annual memberships in economic development entities is a large part of this line item, with Greater Portland Inc., and Oregon Economic Development Association (OEDA) making up more than 50% of the expenditures. The City did recently drop membership in the Intertwine Alliance, due to diminished returns on membership saving \$1000.
- The Professional and technical services line item was reduced by \$5000 to more accurately reflect past actual budget expenditures.
- Overall, CD Administration expenditures are down by over \$13,000 due to various reductions across line items for a -2% reduction.

## PERFORMANCE MEASUREMENTS



## PERFORMANCE MEASUREMENTS OUTCOME

Housing starts (both single-family and multi-family) coupled with commercial and industrial square footage approved by the DRB in a calendar year are two important metrics that speaks to the general amount of permit activity and associated revenue that the Community Development Department (planning and engineering) experiences in a year. While the Department staff perform many important activities related to providing daily customer service to citizens, coordinating a wide variety of regional topics around infrastructure and land use, update and prepare codes and master plans to comport with state and regional mandates, design and develop capital improvement projects for storm, sewer, water, parks and transportation, permit activity is one important performance measurement to track over time to determine general Department activity.

2022 looks to be a very busy year with multiple subdivisions in Frog Pond West having been recently submitted for land use review, with many lots under development, and several new industrial buildings both under construction and in for land use, general development activity is very strong and looks to be that way for the next year. With the last subdivision in Villebois being constructed at Clermont, and the three mixed use buildings coming to the Village Center, the construction activity will be robust for the next 12 months provided interest rates, inflation, supply chains and global markets remain stable.



New home construction in the Frog Pond neighborhood.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase Mobility for all in Wilsonville***

- Ready the I-5 Bike and Pedestrian Bridge for construction by completing advance (90%) design
- Complete the second phase of the I-5 Undercrossing Trail
- Improve accessibility through upgraded curb ramps and pedestrian signals to Americans with Disability Act standards as part of the Street Maintenance Program
- Begin construction of the 5th Street/Kinsman Road Extension project

### ***Attract High Quality Industry and Economic Opportunity in Wilsonville***

- Complete construction of the Garden Acres Road project, extending utilities and road infrastructure into Coffee Creek and Basalt Creek Industrial Areas
- Begin design of Boeckman Road Corridor Project
- Continue implementation of high quality, thoughtful, transportation infrastructure for all modes, ages, and abilities

### ***Align Infrastructure Plan with Sustainable Financing Sources***

- Update the Wastewater Treatment Plant Master Plan
- Establish financing plan for the Boeckman Dip Bridge
- Provide engineering support for Town Center Financing Plan

### ***Protect Wilsonville's Environment and Increase Access to Sustainable Lifestyle Choices***

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

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
City Engineer	1.00	1.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Senior Civil Engineer	0.00	0.00	0.00	1.00
Civil Engineer	3.00	2.00	2.00	2.00
Associate Engineer	0.00	1.00	1.00	1.00
Engineering Inspector III	2.00	1.00	1.00	1.00
Engineering Inspector II	1.00	1.00	1.00	0.00
Engineering Inspector I	0.00	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Natural Resources Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	13.50	13.50	13.50	13.50

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 1,010,083	\$ 1,062,137	\$ 1,265,666	\$ 1,358,230	7%
Employee benefits	565,822	572,682	705,694	739,000	5%
Total	1,575,905	1,634,819	1,971,360	2,097,230	6%
Materials and Services					
Supplies	15,809	4,248	18,500	19,500	5%
Prof and tech services	136,078	104,941	188,700	214,700	14%
Utility services	7,230	7,149	8,550	8,580	0%
Fleet services	17,286	15,000	16,961	17,196	1%
Repairs & maintenance	14,645	9,230	16,000	16,000	0%
Rents and leases	-	-	1,000	1,000	0%
Insurance	2,705	2,740	2,932	3,600	23%
Community service programs	2,690	1,512	4,700	4,700	0%
Employee development	11,132	785	16,500	18,000	9%
Meeting expenses	231	-	1,000	1,000	0%
Fees, dues, advertising	6,015	2,835	8,000	8,000	0%
Total	213,820	148,440	282,843	312,276	10%
Total Department	\$ 1,789,725	\$ 1,783,259	\$ 2,254,203	\$ 2,409,506	7%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2018-19	Proposed 2022-23	% Change
Urban renewal charges	\$ 235,838	\$ 292,552	\$ 383,600	\$ 490,906	28%
CD Fund	1,553,887	1,490,708	1,870,603	1,918,600	3%
Total	\$ 1,789,725	\$ 1,783,259	\$ 2,254,203	\$ 2,409,506	7%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Supplies slightly increased to reflect current union contract that increased clothing allowance for engineering inspectors.
- Professional and Technical Services increased for additional consultant support for new NPDES MS4 Phase 1 permit reporting requirements, including stormwater monitoring and erosion and sediment control monitoring.
- Employee Development slightly increased to pre-pandemic funding levels now that professional training and conferences are back to in-person.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Track time taken to issue a PW Permit for customer service satisfactory improvement	Number of PW Permits	21	13	15	18	15
	Average time (months) taken to review plans per PW Permit	3.7	3.5	3.2	3	3
Track erosion control inspections for home site construction for environmental compliance	Number of home site permits	129	82	170	90	120
	Average number of inspections per home site	2	2	3	3	3
Track the number of private stormwater facilities installed to control and treat stormwater runoff	Number of stormwater facilities installed	119	42	13	81	50
Monitor and inspect private stormwater facilities to verify proper operation and maintenance procedures	Number of inspections on private stormwater facilities	105	108	112	116	115

**PERFORMANCE MEASUREMENTS OUTCOME**

The Engineering Division issues permits, reviews plans, and performs inspections for public improvements, including water, wastewater, storm drainage and treatment, and transportation for compliance with Wilsonville's design and construction standards. In addition, the Engineering Division issues permits, reviews plans and performs inspections for compliance with erosion prevention and sediment control requirements set forth by Wilsonville's National Pollutant Discharge Elimination System (NPDES) permit. Measurement of permit and inspection activity are listed above.





Garden Acres Road project complete.



The Building Inspections Division is responsible for reviewing plans, issuing permits and inspecting building construction to ensure compliance with the State of Oregon Specialty Codes and Fire Life Safety Codes. The Specialty Codes include Building, Residential, Fire, Plumbing, Mechanical, Energy Efficiency, and Solar Codes, in addition to other State of Oregon administrative Rules and Statutes. The Division also enforces pertinent requirements of the City of Wilsonville Code. The Building Division is managed by the Building Official and is comprised of Plans Examiners, Building Inspectors, Permit Technicians and support staff. All Building Division staff are certified in their respective disciplines by the International Code Council (ICC) and State of Oregon.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Engage the community to support emergency preparedness and resiliency*

- Engage the community through communications and outreach opportunities to promote the importance of building safety
- Maintain a strong building code program to ensure compliance with today's modern building construction codes
- Ensure staff have access to current technical training and resources. Cross-train staff where feasible
- Provide the community with safe, accessible, and energy efficient buildings through a timely and predictable approval process

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	1.00	1.00	1.00	0.00
Inspector/Examiner III	2.00	2.00	2.00	1.00
Inspector/Examiner II	0.00	0.00	0.00	2.00
Inspector/Examiner I	1.00	1.00	1.00	1.00
On-Call Inspector	0.60	0.60	0.60	0.60
Permit Technician II	1.00	1.00	1.00	1.00
Permit Technician I	2.00	2.00	2.00	2.00
Intern	0.20	0.20	0.20	0.20
	8.80	8.80	8.80	8.80



<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 640,308	\$ 661,293	\$ 728,714	\$ 726,060	0%
Employee benefits	362,802	359,150	403,936	390,190	-3%
Total	1,003,110	1,020,443	1,132,650	1,116,250	-1%
Materials and Services					
Supplies	11,463	2,997	11,200	25,750	130%
Prof and tech services	41,859	69,377	78,850	91,400	16%
Utility services	4,148	3,301	5,640	5,070	-10%
Fleet services	13,219	14,984	16,961	17,196	1%
Insurance	1,818	1,843	1,972	2,300	17%
Employee development	13,359	7,157	7,425	17,265	133%
Fees, dues, advertising	1,735	1,392	1,950	1,950	0%
Misc. services & supplies	227,395	58,547	52,950	67,250	27%
Total	314,996	159,598	176,948	228,181	29%
Total Department	\$ 1,318,106	\$ 1,180,041	\$ 1,309,598	\$ 1,344,431	3%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2018-19	Proposed 2022-23	% Change
Urban renewal charges	\$ 9,000	\$ 9,600	\$ 11,700	\$ 8,190	-30%
Building Inspection Fund	1,309,106	1,170,441	1,297,898	1,336,241	3%
Total	\$ 1,318,106	\$ 1,180,041	\$ 1,309,598	\$ 1,344,431	3%

## BUDGET HIGHLIGHTS

### Personnel Services

- Changes reflect adjustment to staffing configuration and as well for cost of living and benefit plan changes.
- Changes also include replacing the Lead Inspector/Examiner position and one Inspector/Examiner III position with two Inspector/Examiner II positions.
- The Division lost three seasoned staff members in late FY 21 and early FY 22. These were highly technical positions with certifications. Due to market conditions, finding experienced replacement staff who were certified to perform the work was extremely challenging. The Division hired new employees at lower pay and lower benefits levels and the budget line has been adjusted accordingly.

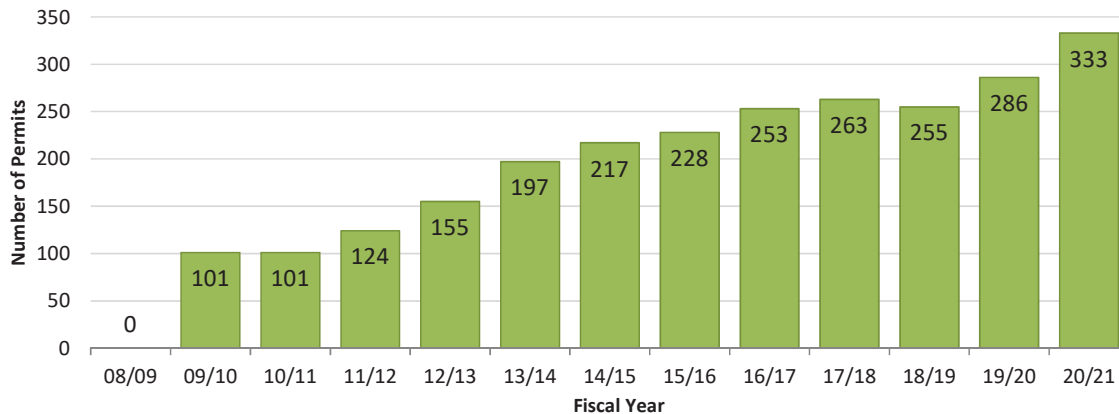
### Materials and Services

- Supplies is increasing due to add package for inspector supplies and equipment. Without add package proposed supplies budget is \$11,350; similar to last year.
- Professional and technical services is increasing 16% due to increase in annual software maintenance costs and implementing the new permit system, EnerGov.
- Employee development and training was reduced during the COVID-19 pandemic. The proposed amount is lower but in alignment with pre-COVID-19 budget in 2019 with an actual expense of \$22,139. Now that continuing education, certification training, and conferences are coming back to live formats, increases in this line item are proposed. In addition, three seasoned employees took positions elsewhere. Three new employees need technical training and additional certifications.
- Misc. services & supplies relates to credit card charges which are applied when permits are paid for with a credit card. The Division is implementing a new 3% fee to help offset this charge.

## PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
In a timely manner, meet the needs of citizens and the development community in the land use review process	Total percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued	45%	43%	37%	44%	44%
	Total number of contractor trips saved to City Hall	255	286	333	310	310
	Plumbing ePermits	47	51	50	60	60
	Plumbing Permits	311	305	341	325	325
	Percentage of Plumbing ePermits	15%	17%	15%	18%	18%
	Mechanical ePermits	208	235	283	250	250
	Mechanical Permits	252	363	556	380	375
	Percentage of Mechanical ePermits	83%	65%	51%	66%	67%
	Total ePermits	255	286	333	310	310
	Total Trades Permits	563	668	897	705	700

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



## PERFORMANCE MEASUREMENTS OUTCOME

*Percentage of permits issued online*

- **Measure definition:** This measure tracks how many trades permits are issued online through the state e-permit system as compared with the total number trades permits issued. Due to current software limitations, this measure applies only to mechanical and plumbing permits.
- **Evaluation of results:** Results continue to meet expectations with an average of 37% issued online for FY 2020-21. Mechanical contractors in particular are increasing their overall usage of online services vs. a visit to City Hall to obtain permits. The COVID-19 pandemic seems to have encouraged more use of ePermit services. The time savings associated with trips saved to City Hall by licensed contractors, just to obtain basic permits, is much appreciated saving them time and money.
- **Current year performance and trends:** Current performance is at 47% which is above target for FY 2021-22. In the first six months, the overall number of trades permits is up from 162 the year prior, to 172 currently. This is due mostly to several very large projects issued early in the FY. A growing trend in ePermitting is anticipated with the implementation of EnerGov in February 2022. Energov is a web-based permitting system which will provide a better customer experience and a more user-friendly customer interface for conducting business. The Division will be working to redirect trades permits from that state system to the Energov site. While very difficult to quantify, this is anticipated to significantly change the stats for online permit volumes and percentages next FY. Staff will adjust this performance measure accordingly as experience is gained.



Pouring the footing for the Wilsonville High School Performing Arts Center expansion.



The Planning Division helps City decision makers determine the kind of community they want Wilsonville to be and charts the course to make that vision a reality. The Planning Division is responsible for the City's land use policies and regulations, including the Comprehensive Plan, Master Plans, and the Development Code.

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase Mobility for all in Wilsonville***

- Implement the Town Center Master Plan
- Implement the Wayfinding Program

### ***Support local business recover post-pandemic***

- Expedite Covid-19 related temporary use permits

### ***Expand home ownership for lower income levels and first-time home buyers***

- Implementation of the City's Equitable Strategic Housing Plan (ESHP) and explore funding options
- Explore programs to support home ownership for low-income and first-time homebuyers
- Develop a plan and pursue grant funding and a development agreement for a housing project at the transit center

### ***Support high quality industry and economic opportunity in Wilsonville***

- Development reviews in the Coffee Creek Urban Renewal District

### ***Align infrastructure plan with sustainable financing sources***

- Complete an infrastructure-funding plan for Town Center
- Support the update of the urban renewal strategic plan as it relates to Town Center

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Update the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport
- Support the adoption of the City's first Urban Forest Management Plan

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	7.60	7.60	7.60	7.60

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 564,945	\$ 628,735	\$ 649,480	\$ 709,880	9%
Employee benefits	250,694	290,266	328,870	348,630	6%
Total	815,639	919,002	978,350	1,058,510	8%
Materials and Services					
Supplies	2,545	221	10,250	10,250	0%
Prof and tech services	72,906	179,271	266,500	209,200	-22%
Utility services	2,173	1,935	2,690	2,630	-2%
Fleet services	1,804	-	-	-	-
Insurance	439	-	-	-	-
Employee development	5,509	2,310	5,500	8,250	50%
Fees, dues, advertising	6,082	12,543	10,100	10,100	0%
Meeting expenses	356	-	1,500	1,500	0%
Total	91,812	196,281	296,540	241,930	-18%
Total Department	\$ 907,451	\$ 1,115,282	\$ 1,274,890	\$ 1,300,440	2%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Urban renewal charges	\$ 73,921	\$ 67,080	\$ 77,180	\$ 147,877	92%
CD Fund	833,530	1,048,202	1,197,710	1,152,563	-4%
Total	\$ 907,451	\$ 1,115,282	\$ 1,274,890	\$ 1,300,440	2%

## BUDGET HIGHLIGHTS

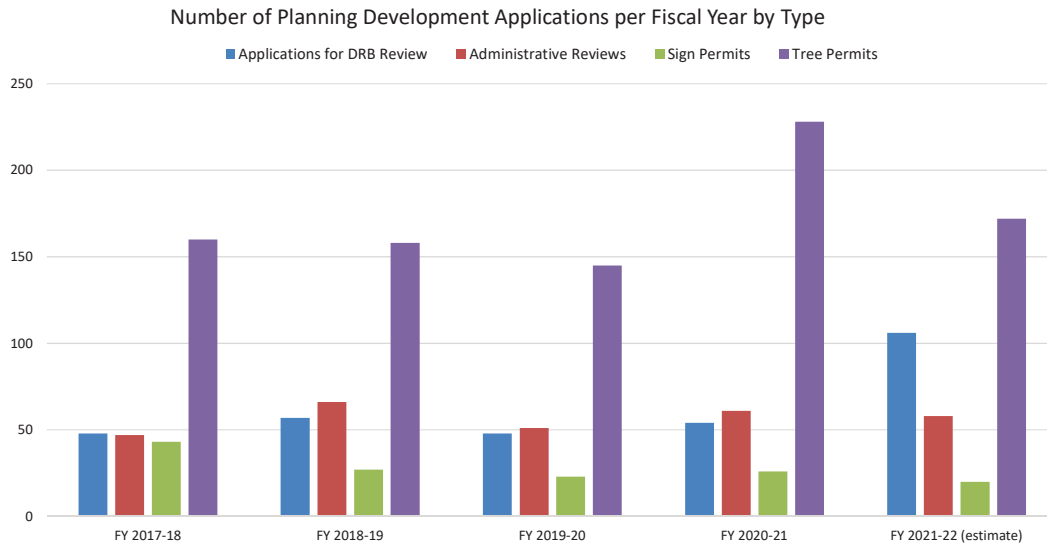
### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- The change in professional and technical services reflects the amount of grant money staff successfully acquired per year to do work associated with state mandated planning initiatives.

## PERFORMANCE MEASUREMENTS



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

## PERFORMANCE MEASUREMENTS OUTCOME

The Planning Division's work program focuses on engaging the community on important discussions, ensuring development complies with City plans and policies, and overall ensuring the long-term health and success of the community. The Planning Division collaborates with other divisions and departments to guide the built environment and preserve and enhance the natural environment to maintain the quality of life for all residents and promote a robust economy. The list below includes examples of significant outcomes from the Planning Division's 2020 work program.

- Continued implementation of the City's Equitable Strategic Housing Plan (ESHP).
- Explored policies and programs to support home ownership for low-income residents and first-time homebuyers as part of the Frog Pond East and South Master Plan.
- Completed Development Opportunity Study and RFQ/RFP to establish a development plan and partnerships for an affordable housing project at SMART Transit Center site.
- Moved forward Vertical Housing Development Zones in Villebois and Town Center.
- Adopted new development code standards to increase housing variety in Wilsonville and comply with House Bill 2001.
- Approved development plans for 143 apartments and 127 residential lots and reviewed house plans for over 100 permitted homes, consistent with the City's adopted plans and policies.
- Produced the Annual Housing Report to monitor the nature of residential growth.
- Started an infrastructure-funding plan for Town Center to identify sustainable financing options to implement the framework projects and the community's vision.
- Adopted the Wilsonville Town Center Streetscape Plan.
- Assisted with design of the future I-5 Pedestrian Bridge/Town Center Gateway Plaza.
- Oversaw development plans and permits attracting high quality industries and economic opportunity in Wilsonville, within the Coffee Creek area and at Parkway Woods.
- Progressed an amendment to the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport.
- Supported local businesses and health agencies through the approval of expedited and complimentary COVID-19 related temporary use permits.
- Responded to immediate and extensive ice storm and emergency tree permit needs and deployed significant tree mitigation resources including three community tree-planting events with Friends of Trees.
- Worked to ensure an attractive and functional community in establishing and implementing standards and procedures for reviewing wireless communication facilities
- Finished over 250 administrative actions including minor changes to existing development, sign permits, approving building permits, and tree permits to ensure compliance with approved plans, designs, and policies.
- Used Let's Talk, Wilsonville! to inform community members and engage over 400 in important planning project.
- Sought to improve outreach to historically marginalized communities and supported the work of the DEI Committee.
- Obtained State grant funds for the 2023 Housing Needs Analysis.
- Obtained State grant funds for outreach in Master Planning Frog Pond East & South.
- Obtained State grant funds for an equitable infrastructure fee analysis for various housing types in Master Planning Frog Pond East & South.





Wilsonville High School sunrise. Photo Credit: Charlie Hyman.





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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Coordinate with other City Departments on prioritization and implementation of capital improvement projects

### ***Attract high qualities industries and economic opportunity to Wilsonville***

- Provide management oversight to Jacobs and Veolia North America for the operations and maintenance of the Wastewater Treatment Plant, lift stations, and Willamette River Water Treatment Plant, respectively

### ***Engage the community to support emergency preparedness and resiliency***

- Organize City's internal emergency management supplies
- Provide emergency management training and exercises for staff
- Work with emergency response providers to identify gaps and enhance Wilsonville's emergency preparedness planning for all types of emergencies/disasters
- Ground Truth City's Hazard Mitigation Plan (Ice Storms, Wildfires, Debris Management)
- Update City's Emergency Operations Plan
- Coordinate presentations to Council from other emergency agencies on their preparedness and response plans
- Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning
- Publish emergency preparedness messages in the Boones Ferry Messenger
- Develop incentive plans to encourage community members to prepare for disasters
- Update City's Emergency Preparedness website
- Organize an Emergency Preparedness Fair for community members
- Develop Council narrated educational videos on emergency preparedness

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Reduce, monitor, and report on the use of toxins by the City
- Incorporate sustainable practices into maintenance and operations processes

	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Public Works Director	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Asset Management Analyst	1.00	1.00	1.00	1.00
Program Coordinator	0.00	0.00	1.00	1.00
Administrative Assistant I	1.00	1.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	4.50	4.50	4.50	4.50

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 367,231	\$ 383,499	\$ 412,766	\$ 454,350	10%
Employee benefits	185,676	179,961	215,364	226,490	5%
Total	552,908	563,459	628,130	680,840	8%
Materials and Services					
Supplies	122,762	99,484	223,750	101,550	-55%
Prof and tech services	5,446	23,246	89,500	135,200	51%
Utility services	18,013	19,750	25,245	27,010	7%
Fleet services	9,051	6,746	8,046	8,592	7%
Insurance	1,946	2,104	2,220	2,650	19%
Employee development	5,031	739	6,250	6,250	0%
Fees, dues, advertising	700	550	1,600	1,900	19%
Meeting expenses	708	583	1,300	1,400	8%
Total	163,658	153,201	357,911	284,552	-20%
Total Department	\$ 716,565	\$ 716,661	\$ 986,041	\$ 965,392	-2%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
General Fund	\$ 716,565	\$ 716,661	\$ 986,041	\$ 965,392	-2%
Total	\$ 716,565	\$ 716,661	\$ 986,041	\$ 965,392	-2%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Professional and technical services includes costs to implement Community Emergency Preparedness Campaign strategies, host an Emergency Preparedness Fair and update the City's Emergency Operations Plan.
- Supplies related to COVID-19 mitigation have been acquired and funding has been reduced.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<b>Goal: Prepare City staff to address various types of emergencies</b>						
Participate in at least one emergency management training each year	Exercise held	Kinder Morgan Pipeline (6/19)	COOP Plan update, Emergency Messaging System	Real world responses to various events	Regional After Action Reports for Ice Storm, Wildfires and COVID-19	Wilsonville Community Preparedness Campaign
Participate in the Oregon Shakeout event each October	Event held	Oct. 18	Oct. 17	Oct. 15	Oct. 21	Oct. 20
Have the City respond to at least one "real" or potential emergency each year	Live disaster event	Cyanotoxin in drinking water	Villebois Fire COVID-19	COVID-19 Wild fires Ice storm	COVID-19	TBD

**PERFORMANCE MEASUREMENTS OUTCOME**

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



LED streetlight conversion project - light installation.

The Facilities Maintenance Section provides professional maintenance and cleaning services to City buildings and grounds. Buildings receiving these services include City Hall, Public Works/Police, Community Center, Library, SMART/Fleet, SMART Central, Kiva, Art Tech school, and Parks & Recreation. Other facilities receiving maintenance services include well houses, pump buildings, Parks' buildings, park shelters, water feature equipment vaults, and the indoor public spaces at the Willamette River Water Treatment Plant. To provide a safe, clean and welcoming work environment, Facilities Maintenance uses in-house janitorial staff.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase Mobility for all in Wilsonville*

- Perform scheduled maintenance of City buildings and grounds
- Make prompt repairs
- Comply with State and Federal requirements for Life and Safety Inspections
- Perform regular safety compliance inspections of buildings and grounds

### *Align infrastructure plans with sustainable financing sources*

- Utilize Asset Management Program for the condition assessment of assets and generation of work orders
- Convert all building plans into CAD and implement Asset Management Facilities Module

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

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

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Facilities Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Specialist	2.00	2.00	2.00	3.00
Janitor	3.00	3.00	4.00	4.00
Seasonal Maintenance Specialist	0.75	0.75	0.75	0.75
	8.75	8.75	9.75	10.75

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 437,342	\$ 452,774	\$ 542,000	\$ 660,380	22%
Employee benefits	277,933	272,190	353,970	412,350	16%
Total	715,275	724,964	895,970	1,072,730	20%
Materials and Services					
Supplies	69,505	90,943	73,141	85,015	16%
Prof and tech services	62,852	34,297	91,263	117,621	29%
Utility services	16,744	11,600	25,530	26,717	5%
Fleet services	36,784	34,136	39,869	43,598	9%
Repairs & maintenance	235,333	114,586	265,400	325,965	23%
Rents and leases	295	1,407	4,153	4,200	1%
Insurance	3,250	3,293	3,525	4,200	19%
Employee development	8,780	1,594	11,825	13,090	11%
Fees, dues, advertising	1,429	1,511	1,630	1,630	0%
Meeting expenses	241	124	525	525	0%
Total	435,212	293,491	516,861	622,561	20%
Capital Outlay					
Machinery & equipment	-	5,694	-	-	-
Vehicles	-	-	-	40,000	-
Total	-	5,694	-	40,000	-
Total Department	\$ 1,150,487	\$ 1,024,149	\$ 1,412,831	\$ 1,735,291	23%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Urban renewal charges	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	-100%
General Fund	1,147,287	1,020,949	1,409,631	1,735,291	23%
Total	\$ 1,150,487	\$ 1,024,149	\$ 1,412,831	\$ 1,735,291	23%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- With the addition of operations and maintenance of the Kiva and Art Tech building along with addition of four parks structures and 3 restrooms, a Facilities Maintenance Specialist has been added to the Facilities team.

### *Materials and Services*

- Changes to supplies, professional and tech services and repair and maintenance are for the operation and maintenance of the Kiva and Art Tech buildings which were previously leased and maintained by the school district.
- Additional funding for employee development is needed to ensure staff remains up-to-date on procedures and technologies related to facilities maintenance.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<b>Goal: Comply with State and Federal requirements for Life and Safety Inspections</b>						
Perform monthly inspections of all fire extinguishers, AED's and exit signs for all City facilities	Percentage completion of task orders	100%	99%	100%	100%	100%
<b>Goal: Provide clean and sanitized buildings for the Public and City employees</b>						
Complete daily janitorial tasks to nine of the City's primary facilities	Percentage completion of 27 task orders	89%	79%	69%	75%	90%

PERFORMANCE MEASUREMENTS OUTCOME

To help ensure the safety, health, and well-being of employees and citizens.





Janitorial staff taking supplies to one of the City facilities.

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 city-owned street trees, landscaped medians and roadway landscapes; providing support to community groups which volunteer their services to the Adopt-A-Road Program; plowing, sanding and deicing streets during inclement weather; graffiti removal; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs and pavement markings; and providing oversight of street sweeping contractor.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- 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

### ***Attract high quality industries and economic opportunity to Wilsonville***

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

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan
- Manage the Adopt-a-Road Program to keep the community attractive and free of litter

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Roads Supervisor	0.60	0.60	0.60	0.60
Roads Maintenance Specialist	3.00	3.00	3.00	3.00
Seasonal Maintenance Specialist	0.25	0.25	1.00	1.00
	3.85	3.85	4.60	4.60

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 225,754	\$ 216,197	\$ 267,564	\$ 270,920	1%
Employee benefits	118,819	118,046	166,776	169,390	2%
Total	344,573	334,243	434,340	440,310	1%
Materials and Services					
Supplies	24,359	17,475	14,355	17,355	21%
Prof and tech services	20,476	24,203	31,500	42,000	33%
Utility services	96,431	119,624	122,460	147,340	20%
Fleet services	43,928	33,114	41,109	45,716	11%
Repairs & maintenance	235,015	122,624	273,071	263,071	-4%
Rents and leases	2,361	1,568	4,000	4,000	0%
Insurance	3,294	3,409	3,635	4,390	21%
Employee development	6,603	3,297	4,700	4,700	0%
Fees, dues, advertising	646	684	1,000	1,000	0%
Meeting expenses	302	34	100	100	0%
Misc. services & supplies	61,986	-	-	-	-
Total	495,400	326,032	495,930	529,672	7%
Capital Outlay					
Machinery & equipment	-	9,950	13,000	105,000	708%
Total Department	\$ 839,972	\$ 670,225	\$ 943,270	\$ 1,074,982	14%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Road Operating Fund	\$ 839,972	\$ 670,225	\$ 943,270	\$ 1,074,982	14%
Total	\$ 839,972	\$ 670,225	\$ 943,270	\$ 1,074,982	14%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Supplies increased this year to cover cost associated with new de-icing equipment.
- Professional and tech services cost rose to provide funds for contracting landscape work in high visibility roadway areas.
- Utility Service costs related to irrigation of road landscape have increased.

### *Capital Outlay*

- An articulating bucket truck is being added as a city asset for use in tree trimming, sign installation, light maintenance, facility maintenance, and other specialized need. Cost of the vehicle is split 60% to Roads and 40% to Parks.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<i>Goal: Conduct programmed preventative maintenance to City roadway and associate assets</i>						
Repair/replace 200 street signs	% complete	74%	95%	91%	100%	100%
Conduct 2000 roadway maintenance tasks	% complete	120%	85%	129%	100%	100%
Service/maintain 200 street trees	% complete	82%	100%	87%	100%	100%

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

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

**ANNUAL MAINTENANCE TASKS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Tree Maintenance Task	each	164	200	174	200	200
Street Signs Task	each	148	190	182	200	200
Road Maintenance Task	each	2,399	1,700	2,574	2,000	2,000
Street Striping	lineal feet		21,543	23,390	20,000	20,000



Roads/stormwater crew repairing a manhole on Wilsonville Road.

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

The City is in the process of converting street lights around the City from High Pressure Sodium (HPS) or Mercury Vapor (MV) streetlights to Light Emitting Diode (LED). Completion of Phase 1 of the conversion project occurred in January 2021. Phase 2 is scheduled for completion by the end of 2022 and Phase 3 will occur as funding allows.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Provide adequate lighting of roadways and sidewalks
- Perform prompt repairs of street lighting in public rights-of-way

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Use of energy efficient LED lights, as appropriate

## 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 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Materials and Services					
Utility services	\$ 311,554	\$ 328,279	\$ 373,030	\$ 390,500	5%
Repairs & maintenance	4,435	2,021	11,000	11,000	0%
Total Department	<u>\$ 315,989</u>	<u>\$ 330,299</u>	<u>\$ 384,030</u>	<u>\$ 401,500</u>	<u>5%</u>
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Street Lighting Fund	\$ 315,989	\$ 330,299	\$ 384,030	\$ 401,500	5%
Total	<u>\$ 315,989</u>	<u>\$ 330,299</u>	<u>\$ 384,030</u>	<u>\$ 401,500</u>	<u>5%</u>



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Attract high quality industries and economic opportunity to Wilsonville***

- Provide efficient operation and maintenance of the water distribution system

### ***Engage the community to support emergency preparedness and resiliency***

- Maintain 8 groundwater wells and chlorination systems to provide an emergency potable water supply
- Respond 24 hours a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks
- Provide adequate storage and water pressure for fire protection through operation and maintenance of distribution system

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics
- Ensure compliance with state and federal regulations through water quality sampling and operations and maintenance (O&M) best practice
- Protect public health by preventing potential cross connections through an active Backflow Prevention Program

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Utilities Supervisor	0.70	0.70	0.70	0.70
Water Distribution Technician	4.00	4.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Intern	0.50	0.50	0.50	0.50
	5.53	5.53	5.53	5.53

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 342,380	\$ 294,269	\$ 402,550	\$ 408,750	2%
Employee benefits	197,713	186,953	244,600	258,250	6%
Total	540,093	481,222	647,150	667,000	3%
Materials and Services					
Supplies	126,158	101,119	147,935	148,435	0%
Prof and tech services	89,816	111,126	132,000	133,000	1%
Utility services	50,654	67,928	63,670	67,330	6%
Fleet services	46,192	24,873	30,284	31,008	2%
Repairs & maintenance	41,804	30,587	71,600	70,600	-1%
Insurance	13,157	14,376	15,149	18,300	21%
Community service programs	-	-	300	300	0%
Employee development	4,384	2,130	6,300	6,300	0%
Fees, dues, advertising	11,411	12,887	39,000	39,000	0%
Meeting expenses	295	34	200	200	0%
Franchise fees	284,230	296,340	302,000	310,000	3%
Misc. services & supplies	228,561	128,556	141,440	161,860	14%
Total	896,662	789,957	949,878	986,333	4%
Capital Outlay					
Machinery & equipment	59,107	-	-	-	-
Total Department	\$ 1,495,862	\$ 1,271,179	\$ 1,597,028	\$ 1,653,333	4%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Water Operating Fund	\$ 1,495,862	\$ 1,271,179	\$ 1,597,028	\$ 1,653,333	4%
Total	\$ 1,495,862	\$ 1,271,179	\$ 1,597,028	\$ 1,653,333	4%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Miscellaneous services and supplies increased due to higher bank charges for utility bill payments via credit cards.

## PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<b>Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.</b>						
Achieve 90% compliance rate for all permitted backflow protection devices	Percent completion	45%	88%	87%	90%	90%
Inspect 20% of all fire hydrants	Percent completion	13%	20%	19%	20%	20%
Replace 250 residential water meters annually	Percent completion	103%	54%	100%	100%	100%
Exercise 10% of all water valves annually	Percent completion	14%	10%	32%	10%	10%

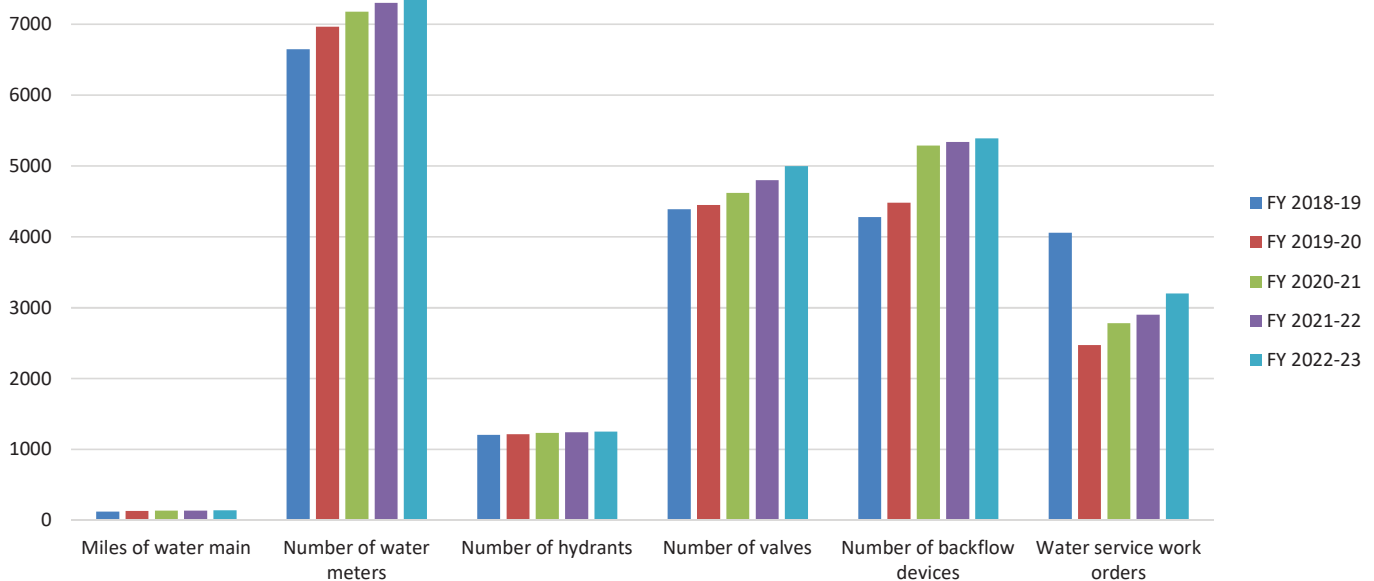
## PERFORMANCE MEASUREMENTS OUTCOME

The water distribution program demonstrates the City's ability to provide ample and safe drinking water to its customers. A well-maintained water distribution system is an integral part of business vitality and residential growth and livability. Properly operating and maintaining Wilsonville's water distribution system ensures a safe, healthy and aesthetically pleasing community while protecting the City's investment in critical water supply infrastructure.

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

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

## Water Distribution Infrastructure





Water crew exercising a valve.



The Willamette River Water Treatment Plant (WRWTP) provides safe and reliable water to Wilsonville's citizens that meets or exceeds drinking water standards. The Plant is operated by Veolia North America under contract with the City and Tualatin Valley Water District (TVWD), with the City being the managing owner. Up to 10 million gallons per day of water can be delivered to City of Wilsonville customers.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Attract high quality industries and economic opportunity to Wilsonville*

- Ensure adequate, safe, and high-quality water
- Provide efficient operation and maintenance of the Willamette River Water Treatment Plant

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Comply with all Oregon Department of Human Resources – Drinking Water Program conditions and requirements
- Engage in partnership with members of the Willamette Water Intake Facility (WIF) Commission
- Participate in the Regional Water Provider Consortium

### Contracted Employees: Full Time Equivalent Positions

Position	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	9.50	9.50	9.50	9.50

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Materials and Services					
Supplies	\$ 211,244	\$ 471,779	\$ 645,410	\$ 818,135	27%
Prof and tech services	1,653,798	1,864,140	1,985,348	2,050,410	3%
Utility services	380,106	507,185	674,294	698,350	4%
Repairs & maintenance	203,258	249,497	276,650	312,342	13%
Insurance	25,023	27,413	28,780	34,800	21%
Fees, dues, advertising	4,602	3,070	6,061	6,242	3%
Total	2,478,031	3,123,084	3,616,543	3,920,279	8%
Capital Outlay					
Machinery & equipment	385,186	189,169	311,400	734,250	136%
Total Department	\$ 2,863,218	\$ 3,312,253	\$ 3,927,943	\$ 4,654,529	18%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Water Operating Fund	\$ 2,863,218	\$ 3,312,253	\$ 3,927,943	\$ 4,654,529	18%
Total	\$ 2,863,218	\$ 3,312,253	\$ 3,927,943	\$ 4,654,529	18%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Because the Water Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Veolia North America.
- Per the contract with Veolia for operations and maintenance of the Water Treatment Plant, the operating costs are adjusted each year per a combination of the Consumer Price Index and Employee Cost Index.

### *Materials and Services*

- Supplies increase because of the rising cost of chemicals need to process drinking water.

### *Capital Outlay*

- Based on asset assessment using the criteria of criticality and condition, additional funding is requested to rehabilitate, repair or replace various assets to ensure continuous and efficient operation of the water plant.
- For this fiscal year, funding is requested for: replace motor control centers for actiflo, sludge/washwater, and finish water processes; replace programmable logic controller (PLC) for centrifuge 2; replace membrane roofs; and install cameras in treatment process critical areas.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<i>Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.</i>						
Contract with Veolia Water Company to conduct microbial, chemical and physical monitoring daily, perform preventative maintenance, provide employees with training and tools, implement asset management plans for major equipment maintenance or replacement, submit monthly Water Quality Data Reports, and publish annual Drinking Water Report (aka Consumer Confidence Report)	Months of compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	12	12	12	12	12

PERFORMANCE MEASUREMENTS OUTCOME

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





Veolia North America staff at Water Treatment Plant isolation valve.



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

The City's Wastewater Treatment Program includes a wastewater treatment plant that is designed to treat on average 4 million gallons per day in dry weather; nine wastewater lift stations; processing bio-solids into Class A product that is beneficially reused in an environmentally sound method; and testing plant influent, effluent, sludge and bio-solids.

Wastewater pipelines are completely separate from the storm water pipelines.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Attract high quality industries and economic opportunity to Wilsonville*

- Provide efficient operation and maintenance of the Wastewater Treatment Plant

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Treat up to 4 million gallons per day of effluent
- 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
- Provide effective, minimal odor operation of the wastewater collection and treatment system

### Contracted Employees: Full Time Equivalent Positions

Position	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operator	4.00	4.00	4.00	4.00
Lab Technician	1.00	1.00	1.00	1.00
Intern	1.00	1.00	1.00	1.00
	8.00	8.00	8.00	8.00

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Materials and Services					
Prof and tech services	\$ 2,286,477	\$ 2,518,005	\$ 2,570,216	\$ 2,580,000	0%
Utility services	280,862	329,692	398,180	410,130	3%
Insurance	20,745	23,098	24,250	32,300	33%
Total	2,588,083	2,870,795	2,992,646	3,022,430	1%
Capital Outlay					
Machinery & equipment	27,345	-	160,100	50,000	-69%
Total Department	\$ 2,615,428	\$ 2,870,795	\$ 3,152,746	\$ 3,072,430	-3%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Sewer Operating Fund	\$ 2,615,428	\$ 2,870,795	\$ 3,152,746	\$ 3,072,430	-3%
Total	\$ 2,615,428	\$ 2,870,795	\$ 3,152,746	\$ 3,072,430	-3%

## BUDGET HIGHLIGHTS

### *Personnel Services*

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

### *Capital Outlay*

- Funding required for machinery and equipment has been reduced for this fiscal year.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<b>Goal: Protect the water quality of the Willamette River and the public health of the community by removing pollutants from wastewater.</b>						
Contract with Jacobs Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report and annual Inflow and Infiltration and Bio-Solids Management Reports.	Months of compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits	12	10	9	12	12

PERFORMANCE MEASUREMENTS OUTCOME

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



Jacobs Company staff cleaning clarifier.



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.

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

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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Attract high quality industries and economic opportunity to Wilsonville***

- Provide efficient operation and maintenance of the wastewater collections system
- Assist commercial and industrial customers in identifying pollution prevention opportunities and strategies

### ***Engage the community to support emergency preparedness and resiliency***

- Respond 24 hour a day, 7 days a week to collection system emergencies

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)
- Flush low-slope mainlines regularly to reduce solids buildup and formation of noxious gases
- Investigate all odor complaints
- Prevent sanitary sewer overflows (SSO's) through routine maintenance and inspection
- Utilize technology to proactively track compliance of Fats, Oils and Grease (FOG) program

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Utilities Supervisor	0.30	0.30	0.30	0.30
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
Utility Maintenance Specialist	2.33	2.33	2.33	2.33
	3.63	3.63	3.63	3.63

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 191,334	\$ 185,018	\$ 236,658	\$ 267,510	13%
Employee benefits	124,295	113,605	157,922	173,090	10%
Total	315,630	298,623	394,580	440,600	12%
Materials and Services					
Supplies	33,160	26,875	29,875	26,570	-11%
Prof and tech services	50,844	52,790	138,400	143,900	4%
Utility services	16,919	15,212	16,950	20,420	20%
Fleet services	19,172	12,849	17,332	18,084	4%
Repairs & maintenance	8,143	8,984	80,700	82,700	2%
Insurance	1,884	1,909	2,047	2,480	21%
Employee development	2,750	2,203	7,900	5,900	-25%
Fees, dues, advertising	1,532	1,799	2,200	2,200	0%
Franchise fees	308,433	302,572	315,000	320,000	2%
Meeting expenses	20	-	150	150	0%
Misc. services & supplies	200,850	125,091	137,630	158,300	15%
Total	643,708	550,285	748,184	780,704	4%
Capital Outlay					
Machinery & equipment	-	88,034	209,000	209,000	0%
Total Department	\$ 959,338	\$ 936,942	\$ 1,351,764	\$ 1,430,304	6%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Sewer Operating Fund	\$ 959,338	\$ 936,942	\$ 1,351,764	\$ 1,430,304	6%
Total	\$ 959,338	\$ 936,942	\$ 1,351,764	\$ 1,430,304	6%

**BUDGET HIGHLIGHTS*****Personnel Services***

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

***Materials and Services***

- Miscellaneous services and supplies increased due to higher bank charges for utility bill payments via credit cards.

***Capital Outlay***

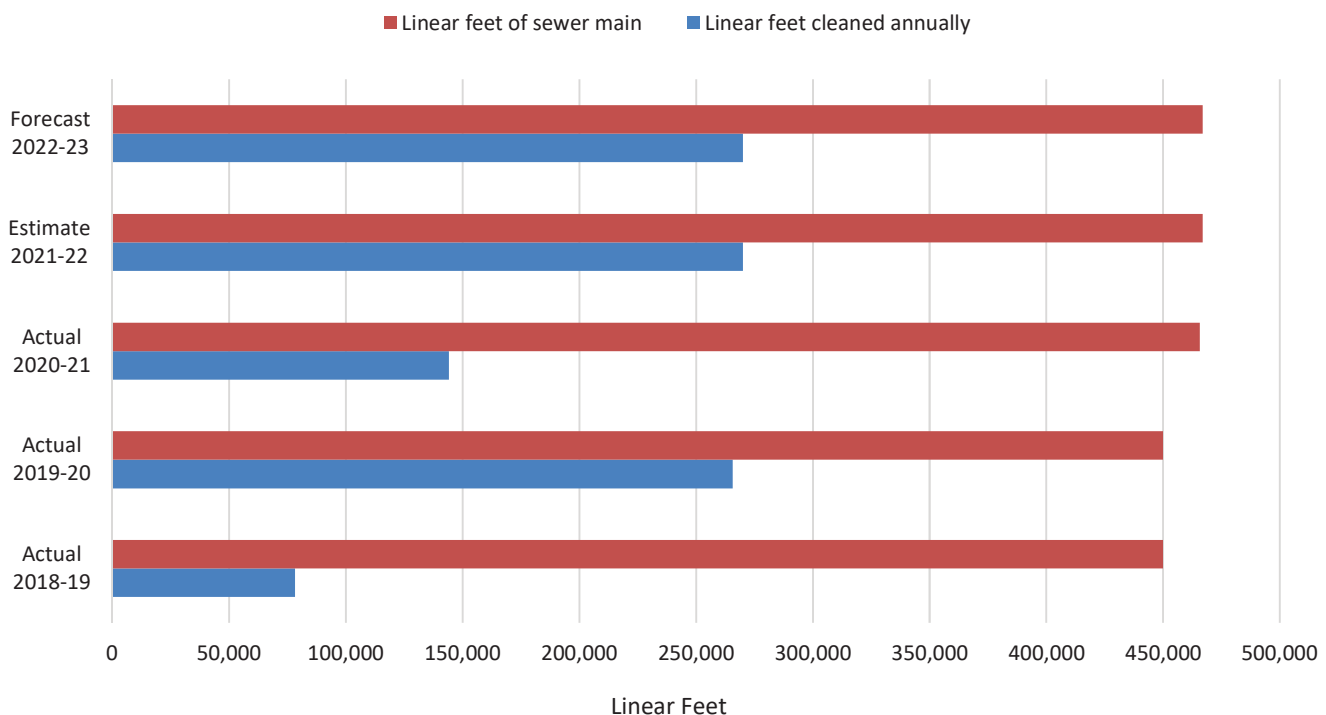
- Due to supply chain delays, funding for the single axle vacuum/jetting truck has moved to this fiscal year.



## PERFORMANCE MEASUREMENTS - WASTEWATER COLLECTION

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

## Sanitary Sewer Main Line Cleaning



## PERFORMANCE MEASUREMENTS OUTCOME

The City maintains approximately 88.2 miles of public sewer main along with 2305 manholes. Regular cleaning of sewer mains and manholes is required to prevent blockage and backups. Along with ensuring trouble free operation and reducing risk, cleaning the conveyance system helps preserve the pipe asset itself. The Utilities Division seeks to clean 20% of publically maintained sewer lines each year. Implied in overall program execution, the Utilities Division will continue performing all of its other wastewater collection duties as required. Other duties include: maintaining the flushing program for flat sections of the system, tree root removal and treatment, cleaning and repairing manholes and channels, landscaping to maintain off-street manhole access and manhole locations, responding to odor complaints, investigating service lateral concerns and managing the underground video inspection program. Properly operating and maintaining the City's wastewater collection system is important to ensure a safe, healthy and aesthetically pleasing community while protecting the environment.

**PERFORMANCE MEASUREMENTS - PRETREATMENT**

<i>Strategy</i>	<i>Measure</i>	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
<i>Goal: Protect the environment and the wastewater treatment process through the management of contaminants.</i>						
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	4	4	5	5	5
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	7	8	8	8	8
	Number of minor violations	0	0	0	0	0
	Number of major violations	0	1	0	0	0

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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 bio-retention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program

### ***Attract high quality industry and economic opportunity to Wilsonville***

- Avoid localized flooding and property damage by maintaining treatment and detention facilities, catch basins and stormwater main lines

### ***Engage the community to support emergency preparedness and resiliency***

- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

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

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Stormwater Supervisor	0.40	0.40	0.40	0.40
Utility Maintenance Specialist	2.34	2.34	2.34	2.34
	2.74	2.74	2.74	2.74

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 152,372	\$ 146,344	\$ 175,890	\$ 183,450	4%
Employee benefits	85,987	76,477	107,530	109,360	2%
Total	238,360	222,821	283,420	292,810	3%
Materials and Services					
Supplies	21,142	18,382	20,100	21,100	5%
Prof and tech services	26,782	20,368	60,832	63,000	4%
Utility services	3,020	4,323	5,950	5,410	-9%
Fleet services	10,457	8,278	10,750	10,908	1%
Repairs & maintenance	238,771	331,309	481,514	487,104	1%
Rents and leases	-	907	6,000	6,000	0%
Insurance	1,264	1,280	1,370	1,650	20%
Community service programs	24,994	-	-	-	-
Employee development	4,681	1,172	3,200	3,200	0%
Fees, dues, advertising	660	154	1,000	1,000	0%
Franchise fees	122,160	129,968	130,000	140,000	8%
Misc. services & supplies	60,197	61,552	67,820	78,920	16%
Total	514,129	577,693	788,536	818,292	4%
Capital Outlay					
Machinery & equipment	-	48,280	107,000	107,000	0%
Total Department	\$ 752,489	\$ 848,794	\$ 1,178,956	\$ 1,218,102	3%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Stormwater Operating Fund	\$ 752,489	\$ 848,794	\$ 1,178,956	\$ 1,218,102	3%
Total	\$ 752,489	\$ 848,794	\$ 1,178,956	\$ 1,218,102	3%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Miscellaneous services and supplies increased due to higher bank charges for utility bill payments via credit card.

### *Capital Outlay*

- Due to supply chain delays, funding for the single axle vacuum/jetting truck has been moved to this fiscal year.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<i>Goal: Protect the City's natural resources through environmental responsible maintenance program</i>						
	Priority catch basins cleaned - goal is 638	394	265	261	450	450
Scheduled cleaning of target number of public catch basins and water quality manholes around the City	25% of remaining catch basins cleaned - goal is 500	254	39	244	300	300
	Water quality manholes cleaned - goal is 150	18	51	17	75	75
	Cubic yards of debris removed from storm system	174.04	71.82	186	100	100

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

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



Roads and Stormwater staff working together to clean a stormwater outfall to keep things moving.



## Parks and Recreation

## general/community services

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

Parks and Recreation general services oversees and organizes a wide variety of programs and community events, manages the use and rentals of the City's park facilities, the Community Center, sport fields and community garden. The Community Center serves as a hub for a variety of programs which feature: classes and drop-in activities, a senior meal program, social services, health clinics, a fitness studio, multipurpose rooms, and a computer lab. General services is also responsible for management of community service grants, special event production, the planning and development of current and future park and recreational facilities and staff support to the Parks and Recreation Board, the Tourism Promotion Committee, Wilsonville Community Seniors Inc., Korean War Memorial Foundation of Oregon, the Kitakata Sister City Advisory Board, and the Arts, Heritage, Culture Commission.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

### DEPARTMENT GOALS

#### *Increase mobility for all in Wilsonville*

- Continue to implement Parks ADA Transition Plan
- Continue to enhance trail connectivity locally within parks, as well as connections to the Tonquin Ice Age Trail
- Pursue programming opportunities for persons with special needs, including fully accessible playgrounds
- Increase public river interaction as part of Willamette River Water Treatment Plant/Arrowhead Park upgrades

#### *Support local business recovery post-pandemic*

- Continue to provide affordable sponsorship opportunities at city events
- Continue to provide ad space in seasonal Activity guides for local businesses
- Highlight local businesses through Sister City programs, meetings, and events

#### *Align infrastructure plans with sustainable financing sources*

- Conduct a financial analysis to fund the City's major park infrastructure projects and research alternative funding sources for implementation of Comprehensive Master Plan, Memorial Park Master Plan, Boones Ferry Park Master Plan and Frog Pond Community Park
- Focus efforts to update aging park infrastructure
- Work with Korean War Memorial Foundation of Oregon for completion of Korean War Interpretive Center
- Complete development of Villebois Regional Park System

#### *Engage the community to support emergency preparedness and resiliency*

- Continue to provide emergency preparedness educational opportunities

#### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Continue environmentally focused education such as organic gardening, composting, and environmentally focused events
- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation
- Expand community gardening opportunities through limit of 1 plot per person and year round access

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Parks & Recreation Director	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist	0.50	0.50	0.50	0.50
Fitness Specialist	1.00	1.00	1.00	1.00
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.16	0.16	0.16	0.16
Program Coordinator	0.00	0.00	1.00	2.00
Administrative Assistant II	3.00	3.00	2.00	2.00
Building Monitor	0.19	0.19	0.19	0.19
Recreation Intern	0.05	0.05	0.05	0.30
	9.20	9.20	9.20	10.45



<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 619,749	\$ 625,105	\$ 662,200	\$ 751,350	13%
Employee benefits	317,912	306,916	363,020	414,350	14%
Total	937,661	932,021	1,025,220	1,165,700	14%
Materials and Services					
Supplies	107,647	113,581	110,734	113,784	3%
Prof and tech services	7,996	20,153	18,634	45,009	142%
Utility services	62,460	50,876	67,900	72,830	7%
Insurance	5,957	6,315	6,640	8,400	27%
Repairs & maintenance	2,125	300	1,500	1,500	0%
Fleet Services	4,312	3,449	3,478	3,564	2%
Community service programs	311,378	116,239	412,027	412,027	0%
Employee development	12,258	4,251	9,704	9,704	0%
Fees, dues, advertising	11,165	7,879	13,750	13,750	0%
Meeting expenses	146	133	300	300	0%
Misc. services & supplies	16,159	10,766	19,790	17,810	-10%
Total	541,603	333,941	664,457	698,678	5%
Capital Outlay					
Machinery & equipment	20,347	-	-	-	-
Total Department	\$ 1,499,611	\$ 1,265,962	\$ 1,689,677	\$ 1,864,378	10%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Adopted 2021-22	Proposed 2022-23	% Change
Charges for services	\$ 204,305	\$ 110,814	\$ 209,000	\$ 225,500	8%
Grants and donations	132,355	128,084	80,600	114,000	41%
General Fund revenues	1,162,951	1,027,064	1,400,077	1,524,878	9%
Total	\$ 1,499,611	\$ 1,265,962	\$ 1,689,677	\$ 1,864,378	10%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- Increased personnel costs reflect the addition of staff to facilitate and support the formation of the Arts, Culture, and Heritage Commission as well as the addition of a Recreation Intern to help increase capacity for summer programs.

### *Materials and Services*

- Increase in professional and technical services reflects arts and culture consultant fees until a full time coordinator is hired and on-boarded.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<i>Goal: Support the needs of our community by providing recreational, cultural and social opportunities.</i>						
Promote a connected and active community by providing special events	City sponsored events	15	15	9	13	15
	Event attendance	6,243	8,185	3,000	4,000	4,000
Provide social opportunities through the Community Center meal program	Congregate meals	7,324	6,125	0	500	4,000
	Home-delivered meals	8,979	13,625	22,000	25,000	20,000
Offer a variety of rental options that allow both residents and non-residents an opportunity to enjoy Wilsonville's park system	Total park facility rentals	276	106	12	65	85
	Stein Boozier Barn rentals	40	38	6	28	35

**PERFORMANCE MEASUREMENTS OUTCOME**

Community event participation totals had shown a continued increase. However, due to the COVID-19 pandemic which limited large gatherings, several special events were canceled, resulting in fewer events and reduced participation. New, modified events were added in FY 2021-22, but drew fewer participants due to their hybrid virtual nature. A moderate rebound is anticipated in FY 2022-23.

The nutrition program at the Community Center had seen consistent development over recent years. The COVID-19 pandemic eliminated the ability to meet in person for congregare meals, however an increased need in home-delivered meals was realized in order to serve the community. In-person congregare dining will likely see a slow rebound in FY 2022-23 which should reduce the demand for home-delivered meals as those clients will return to the Community Center.

The Park Facility rental totals were greatly impacted by the COVID-19 pandemic. The elimination of large gatherings, and the closure of City facilities contributed to the reduction in rentals. As larger gatherings return in FY 2022-23, numbers are expected to slowly recover, with a full recovery expected in FY 2023-24.



Harvest Festival at the Stein-Boozier barn in Murase Plaza.



# Parks & Recreation

# parks maintenance

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase Mobility for all in Wilsonville*

- Strive to incorporate fully accessible playgrounds, play structures and play components
- Work to implement Parks ADA Transition Plan
- Continue to enhance trail connectivity and accessibility locally within all parks, as well as connections to the Tonquin Ice Age Trail
- Assist in the development and connectivity related to the I-5 pedestrian bridge project

### *Align infrastructure plans with sustainable financing options*

- Explore opportunities for future sustainable funding sources for park development and improvements
- Prioritize projects that align with community needs and grant opportunities
- Work to develop a strategic plan to update aging park amenities

### *Attract high quality industry and economic opportunities to Wilsonville*

- Support high quality industrial and economic opportunities through thoughtful trails, parks, and green space design
- Assist with future commercial developments projects to ensure meaningful trail and park connectivity to help attract and retain high quality businesses and industry

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Increase access to community gardening through potential expansion, new construction or collaboration
- Develop and implement innovative and creative maintenance and construction practices for parks, trails and greenspaces
- Research strategies to develop native tree planting plan to help establish high quality urban forest health, maintain Bee City, and Tree City USA designation through increased awareness and habitat creation
- Organize annual park clean-up aimed at improving trails and removing invasive species

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	1.00	1.00	1.00	1.00
Parks Maintenance Specialist	6.00	6.00	6.00	6.00
Janitorial	0.00	0.00	2.00	2.00
Seasonal Maintenance Specialist	2.25	2.25	1.25	1.25
	10.25	10.25	11.25	11.25

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 458,291	\$ 556,961	\$ 631,954	\$ 708,630	12%
Employee benefits	263,240	291,078	418,736	411,210	-2%
Total	721,530	848,039	1,050,690	1,119,840	7%
Materials and Services					
Supplies	68,498	53,260	47,154	49,154	4%
Prof and tech services	55,474	42,392	41,456	43,456	5%
Utility services	231,031	278,392	323,037	364,787	13%
Fleet services	89,817	77,903	91,992	99,994	9%
Repairs & maintenance	164,836	166,005	238,863	248,277	4%
Rents and leases	5,646	7,668	10,595	11,095	5%
Insurance	12,019	12,431	13,115	15,800	20%
Employee development	9,394	5,717	10,475	10,475	0%
Meeting expenses	464	41	319	319	0%
Fees, dues, advertising	168	375	1,013	1,013	0%
Total	637,347	644,185	778,019	844,370	9%
Capital Outlay					
Machinery & equipment	97,053	5,554	-	70,000	-
Vehicles	64,831	-	-	72,000	-
Total	161,884	5,554	-	142,000	-
Total Department	\$ 1,520,761	\$ 1,497,779	\$ 1,828,709	\$ 2,106,210	15%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
General Fund revenues	\$ 1,520,761	\$ 1,497,779	\$ 1,828,709	\$ 2,106,210	15%
Total	\$ 1,520,761	\$ 1,497,779	\$ 1,828,709	\$ 2,106,210	15%

**BUDGET HIGHLIGHTS*****Personnel Services***

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

***Materials and Services***

- Cost increases reflect the growth and expansion of park amenities and the costs associated with maintaining current service levels during and beyond expansion.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<i>Goal: Enhance the Wilsonville community by providing safe, clean, and well maintained parks and green spaces</i>						
	Parks maintenance requests received	N/A	N/A	N/A	55	60
	Percentage of parks maintenance requests completed	N/A	N/A	N/A	100%	100%
Provide well maintained parks and a high level of customer service	Number of total park and green space acres maintained	228	235	240	253	258
	Number of restrooms maintained	14	14	15	15	19
	Number of playgrounds maintained	9	12	13	14	17

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

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

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





Memorial Park's nature play area is a 12,000-square-foot natural wonderland that sparks imaginative play among children, providing a natural setting in which they can build, imagine, explore and create.





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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Support local business recovery post-pandemic*

- Advance the library as a community and resource hub
- Develop small business resources including programs, technology access, and relevant materials

### *Attract high-quality industry and economic opportunity to Wilsonville*

- Provide a wide range of interesting and well attended programs for adults and children
- Review collections to ensure that the Library provides desired material in appropriate format
- Provide comprehensive promotion for the library services for the community
- Engage the staff team to encourage quality customer services and service innovation

### *Engage the community to support emergency preparedness and resiliency*

- Establish the library as a resource for emergency preparedness information
- Work with other city departments and other local partners to facilitate emergency preparedness programming

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Promote sustainability through library practices
- Provide information, programming, and opportunities for sustainability
- Expand and promote residents' connection to online tools

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	1.00
Outreach Librarian	0.60	0.60	0.60	0.60
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.13	1.13	1.00	1.00
Reference Librarian	1.71	1.71	1.83	1.83
Support Services Coordinator	1.94	1.94	2.25	2.25
Administrative Assistant I	0.50	0.50	0.50	0.50
Library Clerk II	0.86	0.86	0.00	0.00
Library Clerk I	3.22	3.22	3.78	3.78
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	<b>16.36</b>	<b>16.36</b>	<b>16.36</b>	<b>16.36</b>
Volunteers	6.00	6.00	6.00	6.00

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 1,043,512	\$ 1,072,603	\$ 1,097,306	\$ 1,190,480	8%
Employee benefits	602,353	618,375	656,444	704,250	7%
Total	1,645,864	1,690,978	1,753,750	1,894,730	8%
Materials and Services					
Supplies	207,202	215,577	249,500	265,100	6%
Prof and tech services	12,548	13,906	48,060	10,800	-78%
Utility services	57,978	67,096	78,590	83,930	7%
Repairs & maintenance	4,004	4,740	5,000	5,000	0%
Insurance	11,352	11,981	12,580	15,100	20%
Community service programs	24,919	17,842	46,300	47,200	2%
Employee development	9,036	2,081	14,600	14,700	1%
Fees, dues, advertising	2,214	2,082	3,000	3,000	0%
Misc. services & supplies	3,076	1,124	2,860	2,570	-10%
Total	332,328	336,427	460,490	447,400	-3%
Capital Outlay					
Machinery & equipment	15,000	-	-	-	-
Total Department	\$ 1,993,192	\$ 2,027,405	\$ 2,214,240	\$ 2,342,130	6%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
County shared taxes	\$ 1,395,326	\$ 1,470,070	\$ 1,462,304	\$ 1,469,670	1%
Charges for services	31,712	1,535	37,750	30,450	-19%
Grants and donations	52,503	15,689	44,700	40,400	-10%
General Fund revenues	513,651	540,112	669,486	801,610	20%
Total	\$ 1,993,192	\$ 2,027,405	\$ 2,214,240	\$ 2,342,130	6%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Large reduction in professional services over last year as the library has completed work with the strategic planning consultant.
- Slight increase in supplies budget as more digital materials and subscription to Hoopla have been added to the library's collections.

### *Resources*

- Charges for services have decreased due to a county-wide decision to not charge patrons overdue fines during much of the pandemic. The library has also increased the number of promotional fine reduction events to help remove barriers for the community to access the library.
- Grants and donations have been reduced slightly as the Wilsonville Library Foundation and the Wilsonville Friends of the Library are working towards returning to the pre-pandemic levels of fundraising.

## PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Estimate 2020-21</b>	<b>Forecast 2021-22</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
<b><i>Goal: Provide high-demand and important material in a variety of formats, and supplement local resources with effective use of networking and technology</i></b>						
Achieve Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	113,000	117,000	112,578	117,000	113,000
	Service area population, December estimate	29,000	29,500	29,339	29,500	31,700
	Items per capita	3.90	3.97	3.84	3.97	3.56
<b><i>Goal: Help stimulate an interest in and enjoyment of reading and learning</i></b>						
Provide high quality programming	Number of children's programs	60	225	64	80	150
	Attendance at children's programs	1,100	17,000	1,117	2,500	13,000
	Number of young adult programs	30	50	46	30	40
	Attendance at young adult programs	250	1,300	347	140	1,000
	Number of adult programs	60	100	105	110	100
	Attendance at adult programs	600	1,750	786	1,300	1,000
<b><i>Goal: Create a high level of public awareness and usage of library resources</i></b>						
Increase circulation by at least 2% over prior year	Annual print and A/V circulation	250,000	300,000	226,957	320,000	380,000
	Annual e-book and other downloadable circulation	55,000	60,000	51,291	52,000	52,000
	Total Circulation	305,000	360,000	278,248	372,000	432,000
	Percent increase or decrease over prior year	-11%	18%	-18%	34%	16%
<b><i>Goal: Provide high quality resource collections while maximizing benefits per dollar spent</i></b>						
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	1,500	10,000	1,648	5,500	7,000
	FTE	0.7	4.8	0.8	2.6	3.4

## PERFORMANCE MEASUREMENTS OUTCOME

2020, 2021, and 2022 all reflect the impact of the Coronavirus on Library programs and collections. 2022 was the first full year in which the Library has been open 61 hours per week. In-person programs have still not returned, however, which impacts the number of visitors to the building and circulation, as well as program attendance. Other virus-related factors affecting library use include reduction in study rooms and meeting rooms, removal of the children's play area supplies, and general unease among the community over gathering in public spaces.

Trends are positive, though, with circulation increasing a projected 34% from 2021. Program attendance also jumped this year, especially in children's programs, due in part to the presentation of some in-person programs in a semi-outdoor location. Program attendance forecasts for 2023 are based on the hope that in-library events will resume early in the fiscal year. The reinstatement of volunteer shifts during 2022 also resulted in a substantial increase and the library hopes to continue to increase volunteer hours in 2023.



Family Storytime at the Stein-Boozier barn in Murase Plaza.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase mobility for all in Wilsonville***

- Complete a comprehensive update to the Transit Master Plan
- Implement departure/arrival time electronic boards at heavily-used bus stops
- Continue upgrading bus shelters and other rider amenities
- Encourage and support City efforts for a transit-oriented development (TOD) project at Wilsonville Transit Center site
- Plan for new service between Wilsonville and Clackamas Town Center

### ***Support local business recovery post-pandemic***

- Work closely with employers to develop transportation options at worksites
- Facilitate and support the integration of vanpool programs for employer worksites
- Engage Wilsonville employers on development of new Transit Master Plan

### ***Attract high quality industry and economic opportunity to Wilsonville***

- Provide bi-lingual transit information in public spaces, on social media, at events and on websites
- Promote free in-town service
- Promote neighborhood shopper shuttles

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Develop a SMART climate action plan per our pledge under the Federal Transit Administration's Climate Initiative
- Restart SMART Options program through walks at lunch and bike projects or campaigns
- Continue work toward an alternative fuel fleet
- Complete construction of CNG/RNG fueling station and expand electric bus charging capability

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Transit Director	1.00	1.00	1.00	1.00
Transit Operations Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	4.00	4.00	4.00	4.00
Transit Drivers	30.70	30.70	30.70	32.95
Program Coordinator	1.00	1.00	1.00	1.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Transit Management Analyst	1.00	1.00	1.00	1.00
Transit Program Coordinator	0.00	0.00	1.00	1.00
Mobility Technician (TDM)	1.00	1.00	1.00	1.00
Intern	0.43	0.43	0.43	0.43
	43.13	43.13	44.13	46.38

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 2,367,459	\$ 2,325,087	\$ 2,717,630	\$ 3,059,100	13%
Employee benefits	1,368,802	1,345,268	1,668,420	1,838,440	10%
Total	3,736,261	3,670,355	4,386,050	4,897,540	12%
Materials and Services					
Supplies	87,436	17,849	49,050	51,325	5%
Prof and tech services	87,749	114,728	279,800	632,800	126%
Utility services	93,096	101,852	117,135	248,630	112%
Repairs & maintenance	1,043	10,912	6,650	6,000	-10%
Fleet services	1,071,682	1,185,365	1,207,323	1,338,792	11%
Rents and leases	2,266	1,638	2,500	2,500	0%
Insurance	57,978	65,453	69,980	81,570	17%
Commuter rail service	354,492	362,547	370,000	378,000	2%
Community service programs	792	-	3,500	2,500	-29%
Employee development	20,220	2,598	22,800	28,750	26%
Fees, dues, advertising	21,519	5,218	22,450	23,450	4%
Meeting expenses	809	116	2,000	1,000	-50%
Misc. services & supplies	617,744	-	-	-	-
Total	2,416,826	1,868,276	2,153,188	2,795,317	30%
Capital Outlay					
Machinery & equipment	32,604	-	72,500	-	-100%
Software	-	-	530,000	-	-100%
Vehicles	37,063	299,770	1,410,000	1,276,000	-10%
Total	69,667	299,770	2,012,500	1,276,000	-37%
Total Department	\$ 6,222,754	\$ 5,838,401	\$ 8,551,738	\$ 8,968,857	5%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Payroll taxes	\$ 4,902,080	\$ 5,298,039	\$ 5,000,000	\$ 5,600,000	12%
Intergovernmental	3,463,450	2,096,035	3,964,104	4,604,416	16%
Other revenues	172,991	16,525	16,000	50,800	218%
Total	\$ 8,538,521	\$ 7,410,599	\$ 8,980,104	\$ 10,255,216	14%

## BUDGET HIGHLIGHTS

### Personnel Services

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- Additional FTE for drivers in anticipation of new service to Clackamas Town Center.

### Materials and Services

- Additional budget in professional and technical services is for the Transit Master Plan consultant services.
- Utility services budget has increased to accommodate additional electric vehicle charging.

### Capital Outlay

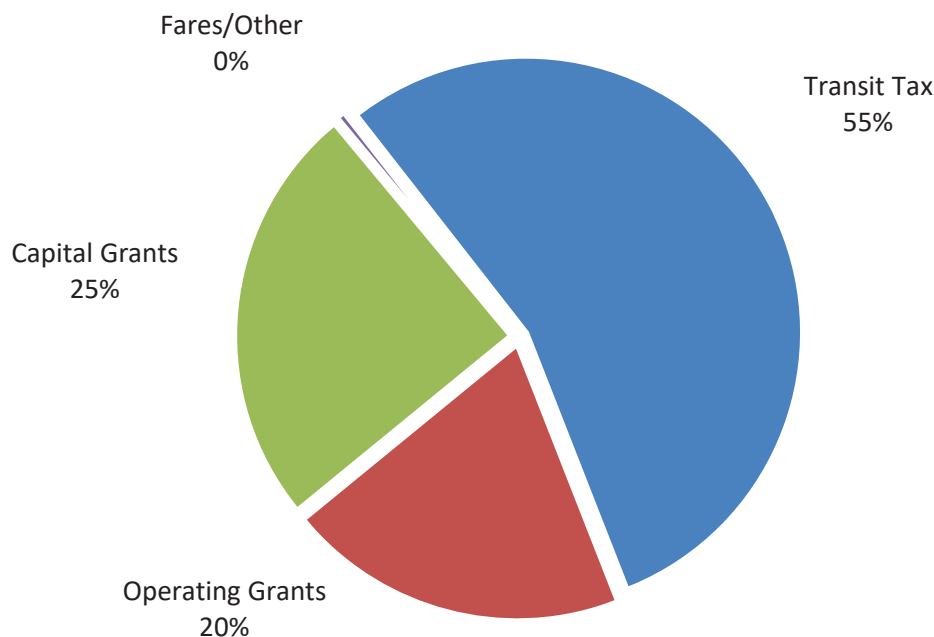
- Ongoing vehicle purchase and replacement.

## ANTICIPATED GRANTS FOR FY 2022-23

### Operation & Capital Outlay (Transit Fund) Grants:

- **Elderly & Disabled (E&D) Transportation:** State Transportation Formula (STF) funding of \$101,000 is anticipated for out of town medical (Dial-A-Ride) trips to Portland.
- **Clackamas County Agreement:** Anticipated funding in the amount \$71,000 for service in Villebois.
- **Options Program Grant:** Federal funds of \$190,000 plus \$21,700 in local match (10.27%) will support SMART Options program.
- **Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$423,000 plus \$105,000 (20%) in local match for security upgrades, travel training, and architectural and engineering services.
- **Federal Formula Grant (Capital):** Federal grant funding is anticipated in the amount of \$101,000 plus \$26,000 (20%) in local match for a bus.
- **State Discretionary Grant:** Statewide Transportation Improvement Funding is anticipated in the amount of 300,000 plus \$75,000 (20%) in local match and STIF Formula funds for transit master planning services and digital signage.

## Total Revenue Sources





**PERFORMANCE MEASUREMENTS - FIXED ROUTE**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$14.90	\$19.18	\$44.69	\$30.91	\$30.85
	Cost per service hour	\$106.35	\$134.30	\$149.57	\$130.38	\$135.05
	Cost per mile	\$1.86	\$1.42	\$1.49	\$1.76	\$1.35
	Passenger trips per service hour	7	7.6	3.3	4.2	4.4
	Passenger trips per mile	0.54	0.4	0.18	0.24	0.25
Increase ridership within the community	Number of passenger trips	292,650	228,986	103,329	137,150	142,055
	Annual total hours	41,741	30,152	30,873	32,516	32,450
	Annual total miles	537,838	574,004	585,791	568,000	571,000
	Total operating cost	\$4,359,034	\$4,392,058	\$4,617,546	\$4,239,390	\$4,382,291

**PERFORMANCE MEASUREMENTS - DIAL-A-RIDE**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$55.31	\$108.46	\$171.55	\$109.14	\$170.32
	Cost per service hour	\$91.69	\$136.01	\$151.22	\$120.55	\$155.32
	Cost per mile	\$2.65	\$4.03	\$4.28	\$2.75	\$2.90
	Passenger trips per service hour	1.7	1.3	0.9	1.1	0.9
	Passenger trips per mile	0.21	0.17	0.13	0.14	0.16
Increase ridership within the community	Number of passenger trips	17,300	12,687	6,767	9,930	7,608
	Annual total hours	10,436	10,117	7,677	8,990	8,343
	Annual total miles	82,389	74,339	51,140	69,050	49,025
	Total operating cost	\$956,859	\$1,376,048	\$1,160,887	\$1,083,776	\$1,295,783

**PERFORMANCE MEASUREMENTS OUTCOME**

Moving into FY 2022-23, SMART anticipates a gradual increase in ridership as compared to the previous year. According to the American Public Transportation Association, ridership across the nation has seen a decrease of 66% since the COVID-19 pandemic started. SMART is slightly below that average with a decrease of 64% in ridership over the same time period. Current projections show ridership not returning to pre-pandemic levels until the end of 2023. SMART is planning an extensive public outreach campaign as part of a Transit Master Plan update that will allow staff to plan for a post-pandemic future that is adaptive to the dynamic travel patterns of customers. SMART's Dial-a-Ride programs have seen similar statistical declines through the pandemic era. New technology acquired by SMART will help gain efficiencies in scheduling and dispatching, making programs even more accessible to customers.

The Fleet Services program provides internal customers with safe, reliable and efficient vehicles and equipment needed to perform their duties. Fleet also protects the City's investment in vehicles and equipment through quality maintenance. Fleet charges participating departments through an internal work order system and depreciation in order to recover costs associated with operating, maintaining, and replacing vehicles.

Fleet Services manages the vehicle and equipment maintenance and replacement funds, coordinates and executes all fleet acquisitions and sales, maintains and manages centralized fueling for all City vehicles, repairs and maintains vehicles and equipment, manages vehicle and fueling related projects (specifically alternative fuel related capital projects for SMART), manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments. Fleet is also responsible for the cleaning and maintenance of SMART's 183 bus stops and shelters.

Fleet personnel are responsible for the repair and ongoing maintenance of 347 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

*Fleet is an internal support division, and as such, assists all City Departments in their efforts to deliver on Council goals.*

### ***Increase mobility for all in Wilsonville***

- Provide maintenance to keep buses operational and other equipment for maintaining City assets

### ***Support local business recovery post-pandemic***

- Continue to buy parts and tools locally when it is fiscally responsible

### ***Attract high quality industry and economic opportunity to Wilsonville***

- Maintain support to other divisions so they can effectively achieve their goals

### ***Align infrastructure plans with sustainable financing sources***

- Extend vehicle service life through quality maintenance

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Continue work toward an alternative fuel fleet

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Fleet Manager	1.00	1.00	1.00	1.00
Shop Foreman	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Mechanic I	2.00	2.00	2.00	2.00
Service Worker	2.00	2.00	2.00	3.00
	8.00	8.00	8.00	9.00

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 467,666	\$ 480,709	\$ 495,680	\$ 589,830	19%
Employee benefits	287,479	249,188	331,220	381,030	15%
Total	755,145	729,897	826,900	970,860	17%
Materials and Services					
Supplies	227,737	254,881	248,650	266,050	7%
Prof and tech services	-	8,739	9,000	9,500	6%
Fuel	228,769	214,472	280,000	380,000	36%
Utility services	64,336	60,895	89,205	88,790	0%
Repairs & maintenance	51,638	82,727	34,700	34,700	0%
Insurance	2,280	2,917	3,080	3,800	23%
Employee development	5,513	977	6,500	6,500	0%
Misc. services & supplies	125,534	-	-	-	-
Total	705,807	625,607	671,135	789,340	18%
Capital Outlay					
Machinery & equipment	60,760	-	-	-	-
Vehicles	99,072	23,676	43,000	126,800	195%
Total	159,832	23,676	43,000	126,800	195%
Total Department	\$ 1,620,784	\$ 1,379,181	\$ 1,541,035	\$ 1,887,000	22%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Fleet charges	\$ 1,373,975	\$ 1,412,116	\$ 1,489,124	\$ 1,640,860	10%
Assigned contingencies	159,832	23,676	43,000	126,800	195%
Total	\$ 1,533,807	\$ 1,435,791	\$ 1,532,124	\$ 1,767,660	15%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- Additional service worker position to support expanded transit service to Clackamas Town Center and provide staffing on Saturdays.

### *Materials and Services*

- Increases to fuel and supplies due to inflationary pressures.

### *Capital Outlay*

- Ongoing replacement of non-transit vehicles and equipment.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2018-19	Actual 2019-20	Actual 2020-21	Estimate 2021-22	Forecast 2022-23
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	74%	76%	76%	76%	74%
Preventative maintenance	Percent completed on time	91%	82%	83%	85%	85%

PERFORMANCE MEASUREMENTS OUTCOME

Performance indicators include labor productivity, and preventative maintenance on time percentage. Fleet staff continue to meet or exceed these goals.

Meeting these goals helps contribute to equipment uptime, reliability in the field, and availability of vital vehicles and equipment. These goals are specifically important to SMART, as these performance measures are included in required reporting to both the Federal Transit Administration and the National Transit Database.



Fleet staff installing chains on SMART bus during inclement weather.



## Public Safety

## law/code enforcement

The Clackamas County Sheriff's Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A CCSO Captain serves as the City's Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes 2 Traffic Enforcement Officers, 12 Patrol Officers, a Community Service Officer, a School Resource Officer and 2 Detectives. The City added a Behavioral Health Clinician in 2022 to support law enforcement as well as other City operations. Additional services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, K9 Team, SWAT/HNT team, and bomb squad. New for FY 2022-23 is the addition of Code Enforcement services, which were previously tracked in the Administration department. The Code Enforcement program is internally resourced, and not connected to CCSO services.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

### DEPARTMENT GOALS

#### *Align infrastructure plans with sustainable financing sources*

- Conduct a facility and space needs analysis for a police building, including funding options

#### *Provide support to departments implementing council goals*

- Proactive enforcement of city code to gain voluntary compliance
- Address livability concerns through building relationships with the community

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
<b>Contracted Employees:</b>				
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	1.50	2.00	2.00	2.00
Traffic Officer	2.00	2.00	2.00	2.00
Behavioral Health Clinician	0.00	0.00	0.00	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	12.00	12.00
<b>Non-Contracted Employees:</b>				
Code Compliance Officer*	0.00	0.00	0.00	1.00
	20.50	21.00	22.00	24.00

\*Moved from Administration

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ -	\$ -	\$ -	\$ 68,760	-
Employee benefits	-	-	-	32,900	-
Total	-	-	-	101,660	-
Materials and Services					
Supplies	\$ 9,083	\$ 9,031	\$ 8,550	\$ 11,400	33%
Prof and tech services					
Police protection	4,924,372	5,024,760	5,486,964	5,619,600	2%
Behavioral health services	-	-	79,165	190,400	141%
Other prof/tech services	2,500	2,919	4,900	1,900	-61%
Utility services	13,712	15,120	19,885	20,840	5%
Fleet services	7,069	4,746	4,927	9,324	89%
Repairs & maintenance	158	201	3,000	3,500	17%
Insurance	1,497	1,650	1,730	2,070	20%
Community service programs	-	-	-	10,000	-
Employee development	3,224	1,967	8,500	9,500	12%
Total	\$ 4,961,616	\$ 5,060,394	\$ 5,617,621	\$ 5,878,534	5%
Total Department	\$ 4,961,616	\$ 5,060,394	\$ 5,617,621	\$ 5,980,194	6%
<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
General Fund revenues	\$ 4,961,616	\$ 5,060,394	\$ 5,617,621	\$ 5,980,194	6%
Total	\$ 4,961,616	\$ 5,060,394	\$ 5,617,621	\$ 5,980,194	6%

**BUDGET HIGHLIGHTS****Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- The Code Compliance Officer position moved from Administration.

**Materials and Services**

- Behavioral health services will be contracted to provide additional support to the program.
- Code Enforcement sidewalk program and fleet services were added.



**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Actual 2020-21</b>	<b>Estimate 2021-22</b>	<b>Forecast 2022-23</b>
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	25,635	25,915	25,915	27,186	27,566
	Calls for service	8,602	6,710	8,602	11,267	12,000
	Average number of calls for service per day	24	18	24	31	33
	Calls per Deputy	782	610	812	704	705
	Officers per thousand population	0.65	0.66	0.66	0.62	0.66

\*Chart is based on calendar year statistics

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Wilsonville Police Chief Wurpes meeting with kids at local school.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Increase Mobility for All in Wilsonville***

- The court offers diversion programs for certain types of cases for both adults and youth, and are currently being offered online only by Legacy Emanuel's Trauma Nurses Talk Tough and by UTurn 180
- The court offers individuals with suspensions for violations the opportunity to reach out for Judge's approval of a payment plan in order to release their hold on their license. Upon completed requirements, driving privileges may be reinstated while the payment plan is continuing to be paid upon

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

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

### ***Engage the community to support emergency preparedness and resiliency***

- Through membership in both the Oregon Association of Court Administrators (OACA) and the Oregon Municipal Judge's Association (OMJA) the court remains aware of current and proposed legislative changes as well as networking with other courts for information
- The court adjusts the court night setups depending on the COVID-19 pandemic situation at present time. Allowing appearances by phone when necessary or resetting court dates for those who are ill or have a household family member who is ill

Position	Full Time Equivalent Positions			
	Budget 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Accounting Specialist	1.50	1.50	1.00	1.00
Accounting Technician	0.00	0.00	0.50	0.50
Building Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.65	1.65	1.65	1.65

<b>Operating Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Personnel Services					
Salaries and wages	\$ 89,546	\$ 95,788	\$ 117,470	\$ 123,870	5%
Employee benefits	60,877	65,480	77,820	78,340	1%
Total	150,423	161,267	195,290	202,210	4%
Materials and Services					
Supplies	218	639	5,370	3,750	-30%
Prof and tech services	11,555	13,409	23,550	26,000	10%
Utility services	1,398	1,239	1,370	1,600	17%
Employee development	775	249	2,750	3,250	18%
Fees, dues, advertising	801	1,187	1,150	1,400	22%
Meeting expenses	1,085	-	2,400	2,500	4%
Misc. services & supplies	5,201	4,659	5,920	6,500	10%
Total	21,033	21,382	42,510	45,000	6%
Total Department	\$ 171,456	\$ 182,649	\$ 237,800	\$ 247,210	4%

<b>Resources Summary</b>	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Fines and forfeitures	\$ 250,453	\$ 173,997	\$ 315,000	\$ 230,000	-27%
Total	\$ 250,453	\$ 173,997	\$ 315,000	\$ 230,000	-27%

**BUDGET HIGHLIGHTS*****Personnel Services***

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

***Materials and Services***

- Employee development is budgeted to incrementally return to pre-COVID-19 levels, in response to training of new employees, new software implementations, and the necessity to support these investments.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2018-19</b>	<b>Actual 2019-20</b>	<b>Actual 2020-2021</b>	<b>Estimate 2021-2022</b>	<b>Forecast 2022-2023</b>
<b><i>Goal: Organizational Excellence and Continuous Improvement</i></b>					
Court staff attendance at OACA	yes	yes	yes-online	yes- online	yes
Court staff attendance at ODOT Conference	yes	yes	no	no	no
Diversion Course availability for adults and youth	yes	yes	yes	yes	yes
<b><i>Goal: Stewardship of the Environment</i></b>					
Laserfiche digital repository to manage citation files	yes	yes	yes	yes	yes
Number of citations closed by Violations Bureau	1067	678	422	500	600
<b><i>Goal: Effective Governance and Regional Influence</i></b>					
Active members of OACA	yes	yes	yes	yes	yes
Active member of Oregon Municipal Judge's Association (Judge)	yes	yes	yes	yes	yes
<b><i>Goal: Thoughtful, Inclusive Built Environment</i></b>					
Spanish interpreter services available at arraignments	100%	100%	100%	100%	100%
Interpreter services available at trials (when needed)	100%	100%	100%	100%	100%
Payment plan arrangements available for customers	yes	yes	yes	yes	yes

**PERFORMANCE MEASUREMENTS OUTCOME**

Municipal Court processes all the violations and sends a letter to each defendant with their options. Defendants can come in person, call, or email to follow up on the citation. The Municipal Court has returned to pre-COVID procedures for holding court in person. Exceptions can be made for individuals who are unable to attend court due to COVID-19 illness and reset court dates are allowed on a case-by-case basis. The type of work varies but the overall workload is relatively the same. Citations issued have begun to steadily increase since October 2021. Oregon DMV has returned to a normal workload and the moratorium for some citations (expired registrations, expired drivers licenses) has ended as of December 31, 2021. Payment plan arrangements have temporarily been adjusted to monthly payment plans with no fees per the Judge in order to work with defendant's financial struggles during the pandemic. The court staff has been working towards having most filed stored electronically on Laserfiche and continue to work with the IT department to have payment plan files eventually be stored electronically as well. Staffing levels have remained the same.

## Capital Projects

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

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# Capital Projects

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

For FY 2022-23, the adopted CIP Budget will only provide the funding necessary for first year of the five year plan. The 5-Year CIP presented below **does not** constitute a commitment to fund a particular project past FY 2022-23, but rather signifies the intention to begin the process of creating a funding plan to meet the estimated construction costs during the ensuing years. As the City prepares for continued growth, funding for the 5 Year CIP will need to be balanced each year with the operational needs of the City and available funding.

## Five Year CIP Forecast Summary Fiscal years 2022-23 through 2026-27

	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>					
Water	\$ 28,222,271	\$ 6,531,537	\$ 290,041	\$ 1,043,720	\$ 2,823,369
Sewer	5,955,013	5,367,002	8,358,082	6,053,860	1,858,353
Streets	39,340,229	6,755,903	6,423,562	7,566,654	6,252,868
Stormwater	1,402,975	1,339,110	2,851,341	1,864,414	1,581,173
Facilities	17,505,401	8,114,597	112,798	77,798	42,798
Parks	1,145,450	3,457,388	227,000	-	-
<b>Master Plans and Studies</b>					
Water	40,526	432,250	97,625	-	-
Sewer	97,450	-	-	462,250	-
Planning	671,000	210,000	110,000	45,000	45,000
Stormwater	199,520	-	-	-	-
Parks	1,104,405	-	-	-	-
<b>System Development Charges</b>					
Parks	889,310	-	-	-	-
<b>Livability Improvements</b>					
Streetscape	1,044,787	990,918	854,024	428,411	420,573
<b>Annual Maintenance Projects</b>					
Water	252,400	618,438	717,321	684,404	553,054
Sewer	103,500	103,500	103,500	103,500	103,500
Streets	927,237	2,106,560	2,169,757	2,234,849	2,301,894
Stormwater	90,800	90,800	90,800	90,800	90,800
Facilities	143,400	734,327	152,132	156,725	386,278
<b>Miscellaneous Projects</b>					
Water	409,776	395,920	399,182	115,537	118,986
Sewer	93,712	96,511	99,406	102,389	105,460
Streets	239,135	132,070	230,120	140,053	244,100
Streetscape	12,000	12,360	12,731	13,113	13,506
Stormwater	65,645	64,627	66,482	68,366	70,279
Facilities	70,000	10,000	10,000	10,000	10,000
Information Technology	1,328,000	723,500	432,000	659,000	322,000
Parks	300,600	368,850	379,964	391,091	402,233
<b>Total 5-Year CIP Forecast</b>	<b>\$ 101,654,542</b>	<b>\$ 38,656,169</b>	<b>\$ 24,187,868</b>	<b>\$ 22,311,932</b>	<b>\$ 17,746,224</b>
<b>Funding Sources</b>					
Operating Funds	25,393,361	12,824,735	12,883,763	10,465,849	10,836,548
Intergovernmental Revenues	8,910,281	287,000	287,000	-	-
Urban Renewal	17,583,703	2,905,000	4,012,000	7,710,000	4,750,000
Grants/Contributions	1,007,393	1,981,887	34,000	34,000	34,000
System Development Funds	29,058,899	13,837,255	5,440,260	2,827,882	983,145
General Fund	3,850,905	6,228,292	1,530,845	1,274,201	1,142,531
Loan Proceeds	15,850,000	592,000	-	-	-
<b>Total Funding Sources</b>	<b>\$ 101,654,542</b>	<b>\$ 38,656,169</b>	<b>\$ 24,187,868</b>	<b>\$ 22,311,932</b>	<b>\$ 17,746,224</b>



## 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 various projects will require different levels of ongoing maintenance and repairs, the Public Works Department reviews each individual project after the planning phase is complete to determine its possible increase on operating costs. Estimated "Operations Impact" are included in the description of each project.

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ 2,600	\$ 2,700	\$ 2,800	\$ 2,900	\$ 3,000	\$ 14,000
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Annual - GIS and Water Model Updates	500	500	500	500	500	2,500
<b>Sewer</b>						
5th Street/Kinsman Extension Sewer Trunk	300	300	300	300	300	1,500
Boeckman Road Sanitary Improvements	3,100	3,200	3,300	3,400	3,500	16,500
<b>Streets</b>						
5th Street/Kinsman Road Extension	31,050	32,150	33,300	34,450	35,650	166,600
Boeckman Road Improvements	51,750	53,550	55,400	57,350	59,350	277,400
I-5 Pedestrian Bridge	2,050	2,100	2,150	2,250	2,350	10,900
Canyon Creek/Boeckman Traffic Signal	15,500	16,050	16,600	17,200	17,800	83,150
Pedestrian Enhancements	3,100	3,200	3,300	3,400	3,500	16,500
Signal Improvements	3,100	3,200	3,300	3,400	3,500	16,500
<b>Stormwater</b>						
Garden Acres Road Stormwater System	4,150	4,300	4,450	4,600	4,750	22,250
Willamette River Outfalls	5,200	5,400	5,600	5,800	6,000	28,000
<b>Parks</b>						
Various Villebois Projects	32,050	44,700	46,250	70,350	72,800	266,150
	<u>\$ 155,100</u>	<u>\$ 172,000</u>	<u>\$ 177,900</u>	<u>\$ 206,550</u>	<u>\$ 213,650</u>	<u>\$ 925,200</u>

\*This table does not incorporate potential maintenance savings following project completions.

# Capital Projects

## Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Capital Project Expense	\$ 27,973,400	\$ 5,634,606	\$ 511,000	\$ 39,554,863	\$ 941,742	\$ 1,490,315	\$ 17,640,974	\$ 1,328,000	\$ 3,293,535	\$ 98,368,435
Project Management Fees	478,805	417,849	160,000	695,809	63,180	216,460	50,000	-	90,835	2,172,937
General Fund Overhead Fees	472,768	197,220	-	255,929	51,865	52,165	27,827	-	55,395	1,113,170
	<u>\$ 28,924,973</u>	<u>\$ 6,249,675</u>	<u>\$ 671,000</u>	<u>\$ 40,506,601</u>	<u>\$ 1,056,787</u>	<u>\$ 1,758,940</u>	<u>\$ 17,718,801</u>	<u>\$ 1,328,000</u>	<u>\$ 3,439,765</u>	<u>\$ 101,654,542</u>

## Summary of Resources

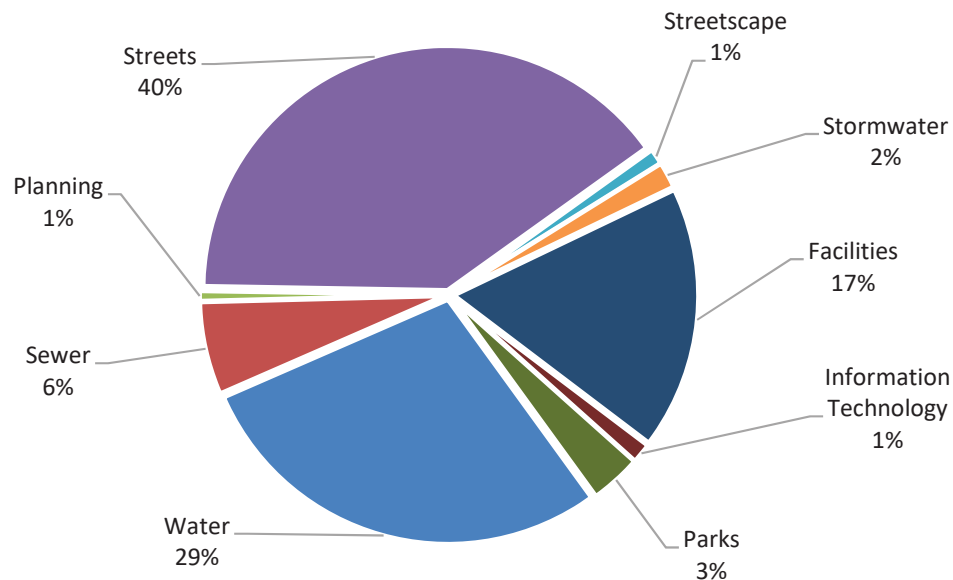
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Operating Funds	\$ 9,101,062	\$ 5,353,816	\$ -	\$ 8,107,410	\$ 909,810	\$ 1,286,338	\$ 156,085	\$ 283,000	\$ 195,840	\$ 25,393,361
Intergovernmental Revenues	8,910,281	-	-	-	-	-	-	-	-	8,910,281
Urban Renewal	-	-	-	17,583,703	-	-	-	-	-	17,583,703
Grants/Contributions	-	-	261,000	-	79,577	-	666,816	-	-	1,007,393
System Development Funds	10,913,630	895,859	-	14,815,488	2,400	472,602	-	-	1,958,920	29,058,899
General Fund	-	-	410,000	-	65,000	-	1,045,900	1,045,000	1,285,005	3,850,905
Loan Proceeds	-	-	-	-	-	-	15,850,000	-	-	15,850,000
	<u>\$ 28,924,973</u>	<u>\$ 6,249,675</u>	<u>\$ 671,000</u>	<u>\$ 40,506,601</u>	<u>\$ 1,056,787</u>	<u>\$ 1,758,940</u>	<u>\$ 17,718,801</u>	<u>\$ 1,328,000</u>	<u>\$ 3,439,765</u>	<u>\$ 101,654,542</u>

## Summary by Program

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Construction Projects	\$ 28,222,271	\$ 5,955,013	\$ -	\$ 39,340,229	\$ -	\$ 1,402,975	\$ 17,505,401	\$ -	\$ 1,145,450	\$ 93,571,339
Master Plans and Studies	40,526	97,450	671,000	-	-	199,520	-	-	1,104,405	2,112,901
System Development Charges	-	-	-	-	-	-	-	-	889,310	889,310
Livability Improvements	-	-	-	-	1,044,787	-	-	-	-	1,044,787
Annual Maintenance Projects	252,400	103,500	-	927,237	-	90,800	143,400	-	-	1,517,337
Miscellaneous Projects	409,776	93,712	-	239,135	12,000	65,645	70,000	1,328,000	300,600	2,518,868
	<u>\$ 28,924,973</u>	<u>\$ 6,249,675</u>	<u>\$ 671,000</u>	<u>\$ 40,506,601</u>	<u>\$ 1,056,787</u>	<u>\$ 1,758,940</u>	<u>\$ 17,718,801</u>	<u>\$ 1,328,000</u>	<u>\$ 3,439,765</u>	<u>\$ 101,654,542</u>

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

## Summary by Program



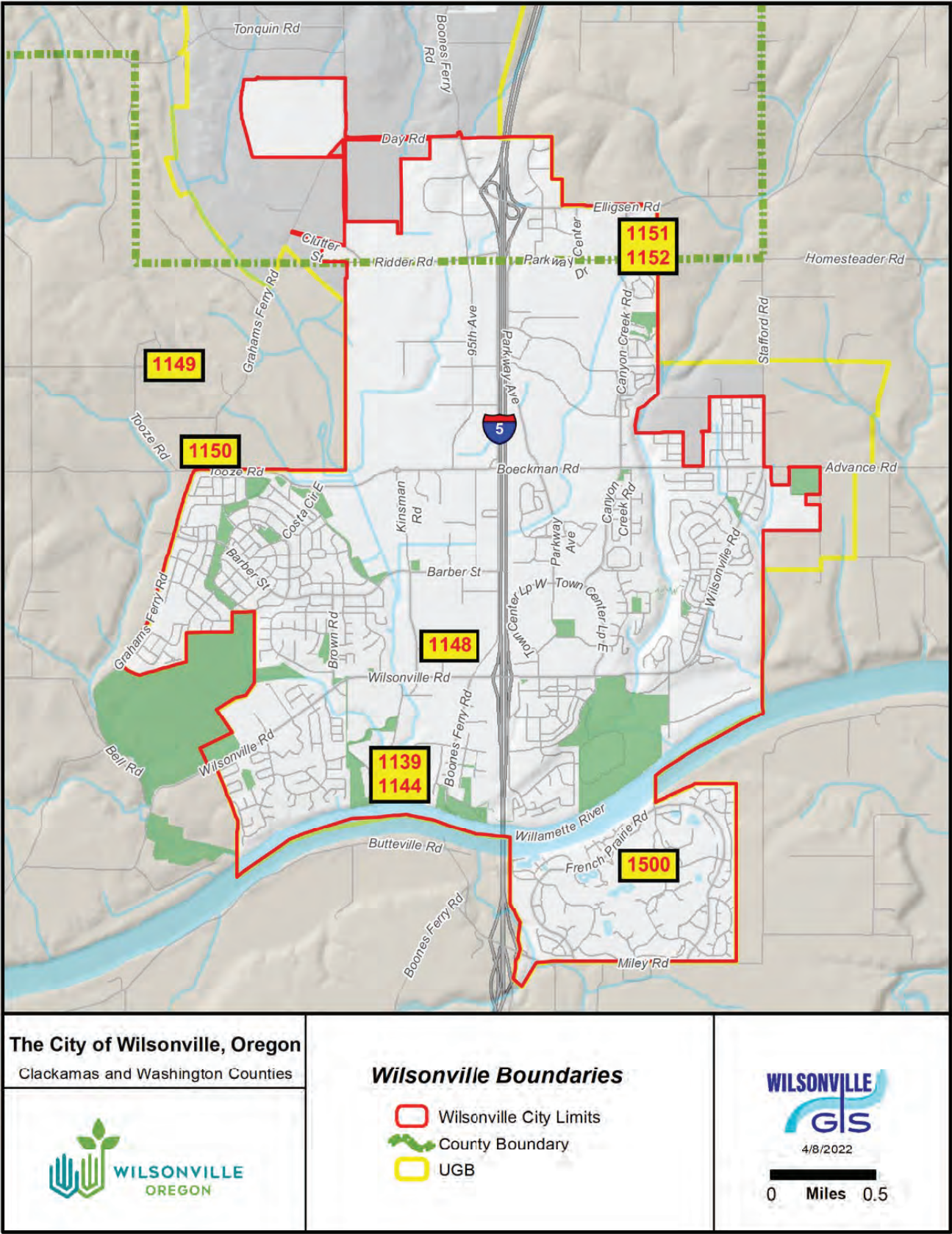


Stein-Boozier Barn at Murase Plaza. Photo Credit: Charlie Hyman.





Water Projects



## 2022-23 Funding Sources

CIP #	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
<b>Construction Projects</b>						
1139	5th Street/Kinsman Extension Water Line	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
1144	Water Treatment Plant 20 MGD Expansion	8,418,597	8,853,862	-	8,623,281	25,895,740
1148	Priority 1B Water Distribution Improvements	164,575	-	-	-	164,575
1149	West Side Level B Reservoir and Off-Site Improvements	-	1,963,000	-	-	1,963,000
1150	Automated Valve at Tooze/Westfall	-	20,286	-	-	20,286
1151	Elligsen West Tank - Add High Altitude Valve	-	10,850	-	-	10,850
1152	Elligsen Reservoir Fall Protection System Replacement	30,950	-	-	-	30,950
1153	Reservoir Security Improvements (AWIA)	125,985	-	-	-	125,985
1500	Water Operations Allocation to Charbonneau	5,885	-	-	-	5,885
<b>Master Plan and Studies</b>						
1138	Water Management and Conservation Plan	23,177	17,349	-	-	40,526
<b>Annual Maintenance Projects</b>						
1048	Water Distribution System Miscellaneous Improvements	103,500	-	-	-	103,500
1121	Pipe/Valve/Hydrant Replacement	103,500	-	-	-	103,500
1128	Well Upgrades and Maintenance (Down-hole)	45,400	-	-	-	45,400
<b>Miscellaneous Projects</b>						
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	5,850	-	-	-	5,850
1126	Segment 3B Waterline Mitigation Site	9,364	7,662	-	-	17,026
1127	Willamette Water Supply Program (WWSP) Coordination	-	-	287,000	-	287,000
1129	Annual - GIS and Water Model Updates	6,200	-	-	-	6,200
1990	Community Development Support for Misc. Projects	10,500	-	-	-	10,500
1993	Annual - Final CIP Closeout from Prior Years	1,600	1,200	-	-	2,800
1995	Annual - Early Planning for Future CIP Projects	6,005	4,495	-	-	10,500
1998	Annual - 5-Year and Annual Budget Planning	4,518	3,382	-	-	7,900
1999	Annual - Project Design & Development	35,456	26,544	-	-	62,000
		<u>\$ 9,101,062</u>	<u>\$ 10,913,630</u>	<u>\$ 287,000</u>	<u>\$ 8,623,281</u>	<u>\$ 28,924,973</u>

# Water Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

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

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

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2022-23*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 1,195,787	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		25,000	5,000	-	-	-	-	
General Fund Overhead Fees		41,853	-	-	-	-	-	
	<u>\$ 112,208</u>	<u>\$ 1,262,640</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,379,848</u>

### CIP #1144: WATER TREATMENT PLANT 20 MGD EXPANSION

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

*Priority: High*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC/City of Sherwood*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 4,000,000	\$ 25,316,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		60,000	200,000	-	-	-	-	
General Fund Overhead Fees		140,000	379,740	-	-	-	-	
	<u>\$ -</u>	<u>\$ 4,200,000</u>	<u>\$ 25,895,740</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,095,740</u>

## CIP #1148: PRIORITY 1B WATER DISTRIBUTION IMPROVEMENTS

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan. FY 2022-23 includes 10-Inch Loop at Wilsonville Summit & Canyon Creek Apartments, 8-Inch Loop at Sundial Apartments.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 449,339	\$ 145,000	\$ 258,710	\$ -	\$ -	\$ -	
Project Management Fees		44,934	14,500	22,800	-	-	-	
General Fund Overhead Fees		15,727	5,075	9,050	-	-	-	
	<u>\$ -</u>	<u>\$ 510,000</u>	<u>\$ 164,575</u>	<u>\$ 290,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 965,135</u>

## CIP #1149: WEST SIDE LEVEL B RESERVOIR AND OFF-SITE IMPROVEMENTS

This project constructs a 3.0 million gallon storage reservoir in pressure zone B near the intersection of Tooze and Baker Road.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 1,800,000	\$ 5,457,950	\$ -	\$ -	\$ -	
Project Management Fees		-	100,000	278,050	-	-	-	
General Fund Overhead Fees		-	63,000	191,050	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,963,000</u>	<u>\$ 5,927,050</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,890,050</u>



# Water Projects

## CIP #1150: AUTOMATED VALVE AT TOOZE/WESTFALL

This projects modifies the existing Tooze Road vault at Westfall Road and installs a automated valve necessary for operation of the West Side Level B Storage Tank.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 19,600	\$ 58,860	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	686	2,050	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,286</u>	<u>\$ 60,910</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 81,196</u>

## CIP #1151: ELLIGSEN WEST TANK - ADD HIGH ALTITUDE VALVE

This project installs an altitude valve at the existing West Elligsen Storage Tank, preventing tank overflow during filling operations of the planned West Side Level B Storage Tank.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 10,480	\$ 31,451	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	370	1,100	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,850</u>	<u>\$ 32,551</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 43,401</u>

## CIP #1152: ELLIGSEN RESEVOIR FALL PROTECTION SYSTEM REPLACEMENT

This project replaces the Elligsen Reservoir fall protection system in accordance with the 2012 Water System Master Plan safety recommendations. This work to be coordinated with the Elligsen Reservoir Altitude Valve and West Side Level B Reservoir projects.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 29,900	\$ 89,483	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	1,050	3,150	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,950</u>	<u>\$ 92,633</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,583</u>

## CIP #1153: RESERVOIR SECURITY IMPROVEMENTS (AWIA)

Based upon the findings of the Risk & Resilience Assessment which was conducted as a part of the federally mandated America Water Infrastructure Act (AWIA), recommendations were made to improve the physical security at the Elligsen, C-Level, and Charbonneau reservoir sites. Improvements include: upgrading perimeter fencing and signage; reinforce doors and locks, install access control, motion detectors and cameras; update policies and procedures; install locks on reservoir vaults; secure on-site equipment, strengthen main and alternative gate entrances, anti climb ladder shroud, replace vent, installation of removable bollards.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 111,000	\$ 104,452	\$ 106,854	\$ -	\$ -	
Project Management Fees		-	11,100	9,200	9,400	-	-	
General Fund Overhead Fees		-	3,885	3,650	3,750	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,985</u>	<u>\$ 117,302</u>	<u>\$ 120,004</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 363,291</u>

## CIP #1500: WATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2022-23 includes design of Edgewater Lane.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 350,000	\$ 5,150	\$ 9,331	\$ 150,687	\$ 532,320	\$ 1,092,119	
Project Management Fees		5,000	550	850	14,100	49,750	102,050	
General Fund Overhead Fees		12,250	185	350	5,250	18,650	38,200	
	<u>\$ 185,308</u>	<u>\$ 367,250</u>	<u>\$ 5,885</u>	<u>\$ 10,531</u>	<u>\$ 170,037</u>	<u>\$ 600,720</u>	<u>\$ 1,232,369</u>	<u>\$ 2,572,100</u>

# Water Projects

## PROJECT SUMMARIES: MASTER PLAN & STUDIES

### CIP #1138: WATER MANAGEMENT AND CONSERVATION PLAN

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

*Priority: High*

*Justification: Legal Requirement*

*Funding Sources: Water Operating/Water SDC*

*Status: New Project*

*Estimated Date of Phase 1 Completion: FY 2022-23*

*Operations Impact: Not Applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 80,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	25,000	-	-	-	-	
General Fund Overhead Fees		2,800	526	-	-	-	-	
	<u>\$ -</u>	<u>\$ 82,800</u>	<u>\$ 40,526</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,326</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS

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

*Priority: Medium*

*Justification: Aging infrastructure*

*Funding Sources: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	3,500	3,500	3,500	3,500	3,500	
		<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

## CIP #1121: PIPE/VALVE/HYDRANT REPLACEMENT

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

*Priority: High*

*Justification: Aging infrastructure and public safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 65,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,275	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 67,275</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

## CIP #1128: WELL UPGRADES AND MAINTENANCE (DOWN-HOLE)

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The City's 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. In FY 2022-23, the City intends to perform a peer review study of the work performed to-date at the three well locations (Gesellschaft, Elligsen, and Charbonneau) to recommend next steps to address ongoing positive testing of coliform bacteria and help inform future rehab work. Beginning in FY 2023-24, this project will address one well per year and include well column and casing inspection, water chemistry analysis, redevelopment of well capacity, and "down-hole" upgrades and repairs as needed to correct deficiencies. This project is a companion project with Project 1083.

*Priority: Medium*

*Justification: Aging infrastructure and public safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 15,000	\$ 40,000	\$ 101,400	\$ 122,646	\$ 126,314	\$ -	Annual
Project Management Fees		7,500	4,000	8,950	10,800	11,150	-	
General Fund Overhead Fees		525	1,400	3,150	3,800	3,900	-	
		<u>\$ 23,025</u>	<u>\$ 45,400</u>	<u>\$ 113,500</u>	<u>\$ 137,246</u>	<u>\$ 141,364</u>	<u>\$ -</u>	

# Water Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

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

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

*Priority: Medium*

*Justification: Public Safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>	Annual	\$ 5,300	\$ 5,650	\$ 5,823	\$ 6,004	\$ 6,190	\$ 6,332	Annual
Design & Construction		-	-	-	-	-	-	
Project Management Fees		186	200	200	200	200	250	
General Fund Overhead Fees		\$ 5,486	\$ 5,850	\$ 6,023	\$ 6,204	\$ 6,390	\$ 6,582	

### CIP #1126: SEGMENT 3B WATERLINE MITIGATION SITE

The wetland mitigation site constructed during the Segment 3B water line project (Water Project 1055) required five years of maintenance and monitoring. This project budgets for eight years of expenditures, due to an additional three-years added to reach the required plant densities on an annual basis until completion in 2022-23..

*Priority: High*

*Justification: Regulatory requirement*

*Funding Source: Water Operating/Water SDC*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>	Annual	\$ 7,700	\$ 15,000	\$ -	\$ -	\$ -	\$ -	Annual
Design & Construction		-	1,500	-	-	-	-	
Project Management Fees		270	526	-	-	-	-	
General Fund Overhead Fees		\$ 7,970	\$ 17,026	\$ -	\$ -	\$ -	\$ -	

## CIP #1127: WILLAMETTE WATER SUPPLY PROGRAM (WWSP) COORDINATION

This project provides for city oversight of ongoing design and construction of Willamette Water Supply Program (WWSP) facilities in and through Wilsonville. Per Intergovernmental Agreements - direct costs such as Owners Rep services are reimbursable by WWSP to Wilsonville.

*Priority: High*

*Justification: Regional Growth*

*Funding Source: WWSP*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 60,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	
Project Management Fees		50,000	80,000	80,000	80,000	-	-	
General Fund Overhead Fees		2,100	7,000	7,000	7,000	-	-	
	<u>\$ 602,425</u>	<u>\$ 112,100</u>	<u>\$ 287,000</u>	<u>\$ 287,000</u>	<u>\$ 287,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,575,525</u>

## CIP #1129: GIS AND WATER MODEL UPDATES

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

*Priority: High*

*Justification: City growth*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 3,000	\$ 5,990	\$ 6,186	\$ 6,372	\$ 6,508	\$ 6,694	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		105	210	200	200	250	250	
		<u>\$ 3,105</u>	<u>\$ 6,200</u>	<u>\$ 6,386</u>	<u>\$ 6,572</u>	<u>\$ 6,758</u>	<u>\$ 6,944</u>	

# Water Projects

## CIP #1990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 6,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

## CIP #1993: WATER CIP'S – FINAL CLOSEOUT FROM PRIOR YEARS

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,800	2,884	2,971	3,060	3,151	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,800</u>	<u>\$ 2,884</u>	<u>\$ 2,971</u>	<u>\$ 3,060</u>	<u>\$ 3,151</u>	



## CIP #1995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

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

*Priority: Medium*

*Justification: City growth*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

## CIP #1998: ANNUAL - 5 YEAR AND ANNUAL CIP BUDGET PLANNING

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*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,700	7,900	8,137	8,381	8,633	8,892	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,700</u>	<u>\$ 7,900</u>	<u>\$ 8,137</u>	<u>\$ 8,381</u>	<u>\$ 8,633</u>	<u>\$ 8,892</u>	

# Water Projects

## CIP #1999: ANNUAL - 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 recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

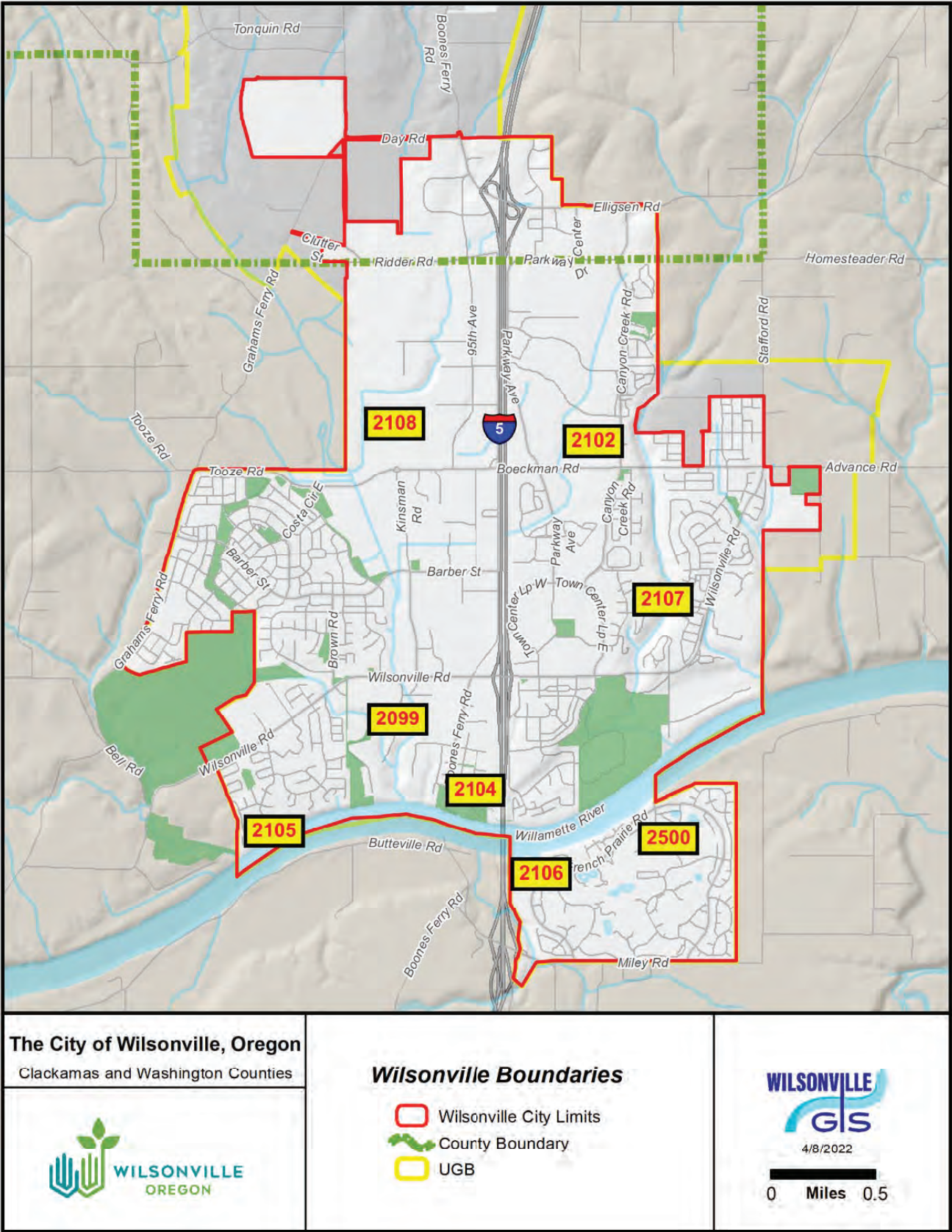
<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 54,630	\$ 63,860	\$ 65,776	\$ 67,749	\$ 69,782	Annual
Project Management Fees		-	5,455	6,386	6,578	6,775	6,978	
General Fund Overhead Fees		-	1,915	2,235	2,302	2,371	2,442	
		<u>\$ -</u>	<u>\$ 62,000</u>	<u>\$ 72,481</u>	<u>\$ 74,656</u>	<u>\$ 76,895</u>	<u>\$ 79,202</u>	

# Water Projects

## Five Year Water CIP Forecast Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
5th Street/Kinsman Extension Water Line	Water SDC	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Water Treatment Plant 20 MGD Expansion	33.30% Sherwood, 32.51% Ops, 34.19% SDC	25,895,740	-	-	-	-
Priority 1B Water Distribution Improvements	Water Ops	164,575	290,560	-	-	-
West Side Level B Reservoir and Off-Site Improvements	Water SDC	1,963,000	5,927,050	-	-	-
Automated Valve at Tooze/Westfall	Water SDC	20,286	60,910	-	-	-
Elligsen Reservoir Fall Protection	Water Ops	30,950	92,633	-	-	-
Elligsen West Tank - Add High Altitude Valve	Water SDC	10,850	32,551	-	-	-
Reservoir Security Improvements (AWIA)	Water Ops	125,985	117,302	120,004	-	-
16" Willamette River Crossing to Charbonneau	Water Ops	-	-	-	443,000	1,591,000
Water Operations Allocation to Charbonneau	Water Ops	5,885	10,531	170,037	600,720	1,232,369
<b>Master Plan and Studies</b>						
Water Management and Conservation Plan	42.81% SDC and 57.19% Water Ops	40,526	-	-	-	-
Distribution System Master Plan and WMCP Update	42.81% SDC and 57.19% Water Ops	-	432,250	-	-	-
Water Rate & SDC Study	50% SDC and 50% Water Ops	-	-	97,625	-	-
<b>Annual Maintenance Projects</b>						
Water Distribution System Miscellaneous Improvements	Water Ops	103,500	103,500	103,500	103,500	103,500
Well Facility Rehabilitation and Upgrades	Water Ops	-	238,350	306,110	267,066	275,011
Water System Telemetry	Water Ops	-	59,588	66,965	68,974	71,043
Pipe/Valve/Hydrant Replacement	Water Ops	103,500	103,500	103,500	103,500	103,500
Well Upgrades and Maintenance (Down-hole)	Water Ops	45,400	113,500	137,246	141,364	-
<b>Miscellaneous Projects</b>						
Annual - Fire Flow Data Collection For System Capacity & Growth	Water Ops	5,850	6,023	6,204	6,390	6,582
Segment 3B Waterline Mitigation Site	55% Water Ops and 45% Water SDC	17,026	-	-	-	-
Willamette Water Supply Program (WWSP) Coordination	WWSP	287,000	287,000	287,000	-	-
Annual - GIS and Water Model Updates	Water Ops	6,200	6,386	6,572	6,758	6,944
Community Development Support for Misc. Projects	Water Ops	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	42.81% SDC and 57.19% Water Ops	2,800	2,884	2,971	3,060	3,151
Annual - Early Planning for Future CIP Projects	42.81% SDC and 57.19% Water Ops	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	42.81% SDC and 57.19% Water Ops	7,900	8,137	8,381	8,633	8,892
Annual - Project Design & Development	42.81% SDC and 57.19% Water Ops	62,000	63,860	65,776	67,749	69,782
Total 5 Year Projections		<u>\$ 28,924,973</u>	<u>\$ 7,978,145</u>	<u>\$ 1,504,169</u>	<u>\$ 1,843,661</u>	<u>\$ 3,495,409</u>
<b>Funding Sources</b>						
Water Operations		\$ 9,101,062	1,448,902	\$ 1,130,570	1,804,740	\$ 3,455,321
Water SDC		10,913,630	6,242,244	86,600	38,921	40,088
Willamette Water Supply Program (WWSP)		287,000	287,000	287,000	-	-
City of Sherwood		8,623,281	-	-	-	-
Total Funding Sources		<u>\$ 28,924,973</u>	<u>\$ 7,978,145</u>	<u>\$ 1,504,169</u>	<u>\$ 1,843,661</u>	<u>\$ 3,495,409</u>

# Sewer Projects



## 2022-23 Funding Sources

CIP #	Project Name	Sewer Operating	Sewer SDC	Frog Pond Fund	Total Resources
<b>Construction Projects</b>					
2099	5th Street/Kinsman Extension Sewer Trunk	\$ -	\$ 5,000	\$ -	\$ 5,000
2102	Boeckman Road Sanitary Improvements	479,676	-	766,884	1,246,560
2105	Corral Creek & Rivergreen Pump Station Rehabilitation	1,582,176	-	-	1,582,176
2106	Charbonneau Lift Station Rehabilitation	510,750	-	-	510,750
2107	Boeckman Creek Interceptor	2,387,000	-	-	2,387,000
2108	Coffee Creek Interceptor Phase II	26,682	14,368	-	41,050
2500	Sewer Operations Allocation to Charbonneau	182,477	-	-	182,477
<b>Master Plan and Studies</b>					
2066	Sewer System Rate Study and SDC Update	46,225	46,225	-	92,450
2104	Wastewater Treatment Plant Master Plan	1,407	3,593	-	5,000
<b>Annual Maintenance Projects</b>					
2060	Miscellaneous Small Sewer Projects	103,500	-	-	103,500
<b>Miscellaneous Projects</b>					
2990	Community Development Support for Misc. Projects	10,500	-	-	10,500
2993	Annual - Final CIP Closeout from Prior Years	788	2,012	-	2,800
2995	Annual - Early Planning for Future CIP Projects	2,955	7,545	-	10,500
2998	Annual - 5-Year and Annual Budget Planning	2,225	5,677	-	7,902
2999	Annual - Project Design & Development	17,455	44,555	-	62,010
		<u>\$ 5,353,816</u>	<u>\$ 128,975</u>	<u>\$ 766,884</u>	<u>\$ 6,249,675</u>

# Sewer Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

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

In conjunction with the construction of the 5th to Kinsman Extension (CIP #4196), this project will complete waster collection pipeline from Boones Ferry Road to the Wood School Interceptor, providing increased wastewater capacity and additional service to properties within the Arrowhead Creek Planning Area.

Priority: High  
 Justification: City Growth  
 Funding Sources: Sewer SDC  
 Status: Continued from FY 2016-17  
 Estimated Date of Completion: FY 2022-23  
 Operations Impact: Maintenance costs estimated at \$300 per year

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 1,454,663	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		30,000	5,000	-	-	-	-	
Engineering Administration		50,913	-	-	-	-	-	
	<u>\$ 137,579</u>	<u>\$ 1,535,576</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,678,155</u>

### CIP #2102: BOECKMAN ROAD SANITARY IMPROVEMENTS - FROG POND

This project will extend a sewer collection pipeline along Boeckman Road between Boeckman Creek and Stafford Road to serve the Frog Pond area in conjunction with the Boeckman Road Corridor Project (CIP #4205, #4206, and #4212).

Priority: Medium  
 Justification: City Growth  
 Funding Sources: Sewer Operating/Frog Pond Infrastructure Fee  
 Status: Continued from FY 2017-18  
 Estimated Date of Completion: FY 2022-23  
 Operations Impact: Maintenance costs estimated at \$3,000 per year

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 25,000	\$ 1,113,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	94,605	-	-	-	-	
General Fund Overhead Fees		875	38,955	-	-	-	-	
	<u>\$ 271,149</u>	<u>\$ 25,875</u>	<u>\$ 1,246,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,543,584</u>

## CIP #2105: CORRAL CREEK & RIVERGREEN PUMP STATION REHABILITATION

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

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Improvements to help decrease maintenance cost*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 250,000	\$ 1,456,206	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		15,000	75,000	-	-	-	-	
General Fund Overhead Fees		8,750	50,970	-	-	-	-	
	<u>\$ -</u>	<u>\$ 273,750</u>	<u>\$ 1,582,176</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,855,926</u>

## CIP #2106: CHARBONNEAU LIFT STATION REHABILITATION

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

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 200,000	\$ 450,000	\$ 298,750	\$ -	\$ -	\$ -	
Project Management Fees		12,000	45,000	26,300	-	-	-	
General Fund Overhead Fees		7,000	15,750	10,450	-	-	-	
	<u>\$ -</u>	<u>\$ 219,000</u>	<u>\$ 510,750</u>	<u>\$ 335,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,065,250</u>



# Sewer Projects

## CIP #2107: BOECKMAN CREEK INTERCEPTOR

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline to serve the Frog Pond area.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 2,200,000	\$ 3,416,403	\$ 2,771,619	\$ -	\$ -	
Project Management Fees		-	110,000	157,450	127,700	-	-	
General Fund Overhead Fees		-	77,000	119,600	97,000	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,387,000</u>	<u>\$ 3,693,453</u>	<u>\$ 2,996,319</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,076,772</u>

## CIP #2108: COFFEE CREEK INTERCEPTOR PHASE II

This project upsizes the existing Coffee Creek wastewater interceptor pipeline from the P&W Railroad crossing to Boeckman Road and will provide additional capacity for growth in the Coffee Creek and Basalt Creek industrial areas. FY 2022-23 includes a wastewater capacity analysis to determine how much development in Coffee Creek can occur before additional wastewater pipeline capacity is needed.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 30,000	\$ 344,430	\$ 1,157,255	\$ -	\$ -	
Project Management Fees		-	10,000	83,900	281,900	-	-	
General Fund Overhead Fees		-	1,050	12,050	40,500	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,050</u>	<u>\$ 440,380</u>	<u>\$ 1,479,655</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,961,085</u>

## CIP #2500: SEWER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2022-23 includes design of Edgewater Lane and Village Greens Circle.

*Priority: High*

*Justification: Aging infrastructure*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 300,000	\$ 160,770	\$ 456,794	\$ 457,308	\$ 302,490	\$ 648,093	
Project Management Fees		20,000	16,077	40,250	40,300	26,650	57,100	
General Fund Overhead Fees		10,500	5,630	16,000	16,000	10,600	22,700	
	<u>\$ 516,118</u>	<u>\$ 330,500</u>	<u>\$ 182,477</u>	<u>\$ 513,044</u>	<u>\$ 513,608</u>	<u>\$ 339,740</u>	<u>\$ 727,893</u>	<u>\$ 3,123,380</u>

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #2066: SEWER SYSTEM RATE STUDY AND SDC

This project evaluates and updates the sewer utility rates and SDC rate structure, including rate analysis related to the 2015 Collection System Master Plan and 2022 Wastewater Treatment Plant Master Plan.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		3,000	20,000	-	-	-	-	
General Fund Overhead Fees		-	2,450	-	-	-	-	
	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 92,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,450</u>

# Sewer Projects

## CIP #2104: WASTEWATER TREATMENT PLANT MASTER PLAN

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

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY 2019-20*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		25,000	5,000	-	-	-	-	
General Fund Overhead Fees		8,575	-	-	-	-	-	
	<u>\$ 28,208</u>	<u>\$ 278,575</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 311,783</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #2060: MISCELLANEOUS SMALL SEWER PROJECTS

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

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ 100,000	\$ 103,500	\$ 103,500	\$ 103,500	\$ 103,500	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	3,500	3,623	3,623	3,623	3,623	
		<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ 107,123</u>	<u>\$ 107,123</u>	<u>\$ 107,123</u>	<u>\$ 107,123</u>	

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS****CIP #2990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,500	\$ 10,815	\$ 11,139	\$ 11,474	\$ 11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

**CIP #2993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

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

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,800	\$ 2,884	\$ 2,971	\$ 3,060	\$ 3,151	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,800</u>	<u>\$ 2,884</u>	<u>\$ 2,971</u>	<u>\$ 3,060</u>	<u>\$ 3,151</u>	

# Sewer Projects

## CIP #2995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

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

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,500	\$ 10,815	\$ 11,139	\$ 11,474	\$ 11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

## CIP #2998: ANNUAL - 5 YEAR AND ANNUAL CIP BUDGET PLANNING

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

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,700	7,902	\$ 8,137	\$ 8,381	\$ 8,633	\$ 8,892	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,700</u>	<u>\$ 7,902</u>	<u>\$ 8,137</u>	<u>\$ 8,381</u>	<u>\$ 8,633</u>	<u>\$ 8,892</u>	

## CIP #2999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ 54,630	\$ 63,860	\$ 65,776	\$ 67,749	\$ 69,782	Annual
Project Management Fees		-	5,465	6,386	6,578	6,775	6,978	
General Fund Overhead Fees		-	1,915	2,235	2,302	2,371	2,442	
		<u>\$ -</u>	<u>\$ 62,010</u>	<u>\$ 72,481</u>	<u>\$ 74,656</u>	<u>\$ 76,895</u>	<u>\$ 79,202</u>	

# Sewer Projects

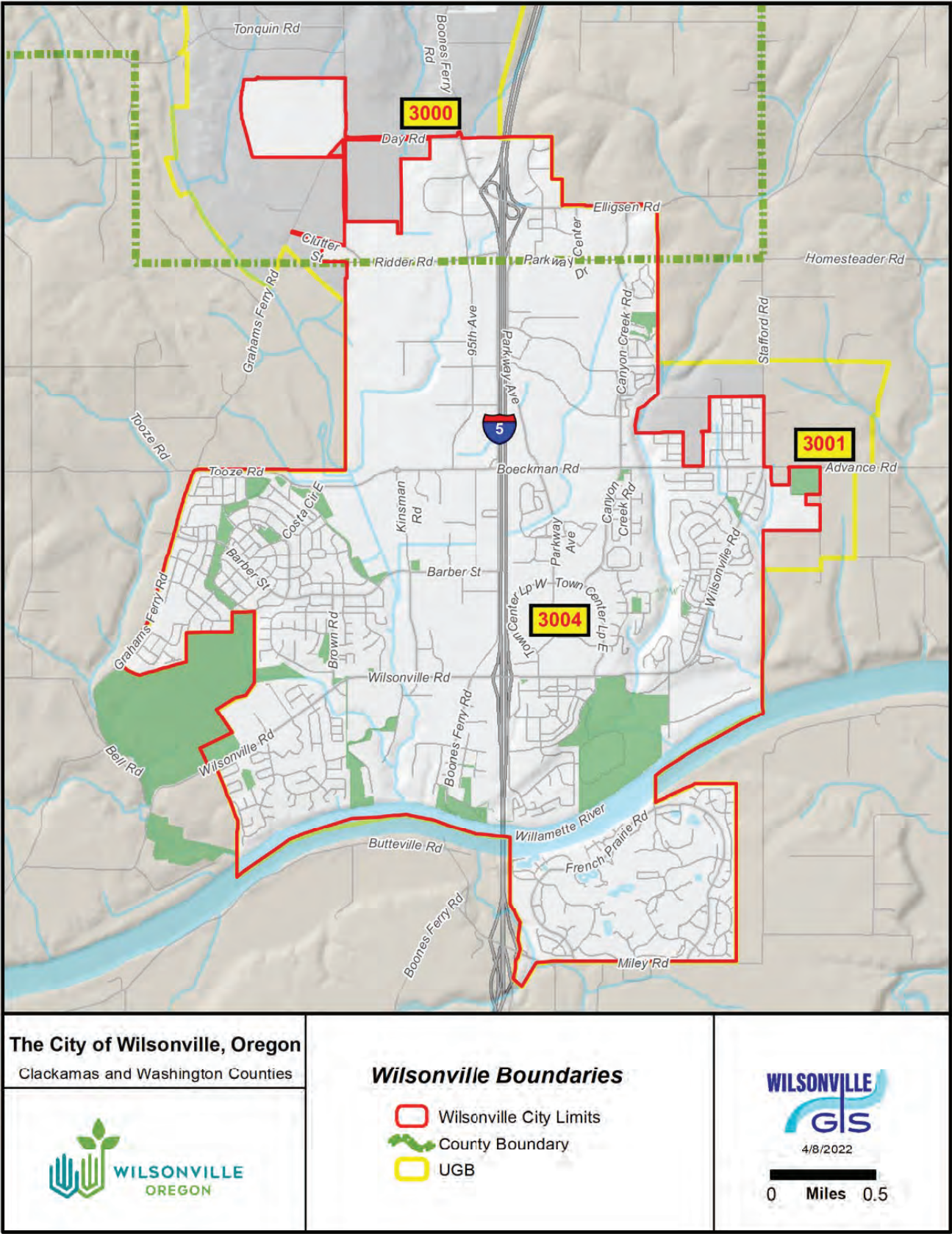
## Five Year Sewer CIP Forecast Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
5th Street/Kinsman Extension Sewer Trunk	Sewer SDC	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Boeckman Road Sanitary Improvements - Frog Pond	Sewer SDC/Frog Pond Dev.	1,246,560	-	-	-	-
Boeckman Creek Interceptor	Sewer Ops/Sewer SDC	2,387,000	3,693,453	2,996,319	-	-
Corral Creek & Rivergreen Lift Station Rehabilitation	Sewer Ops	1,582,176	-	-	-	-
Charbonneau Lift Station Rehabilitation	Sewer Ops	510,750	335,500	-	-	-
Coffee Creek Interceptor Phase II	Sewer Ops/Sewer SDC	41,050	440,380	1,479,655	-	-
Town Center Pump Station Replacement	Sewer Ops	-	-	-	127,120	829,685
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	186,000	582,000	-	-
Coffee Creek - Day Road Sewer Extension	Coffee Creek Urban Renewal	-	-	857,000	3,090,000	-
WWTP Backup Ultra Violet Disinfection System Replacement	Sewer Ops	-	198,625	1,362,000	-	-
Willamette Way West Sewer Rehabilitation	Sewer Ops	-	-	283,750	851,250	-
WWTP Clarifier Mechanisms Replacement	Sewer Ops	-	-	283,750	1,645,750	-
Day Dream Sewer Rehabilitation Phase I	Sewer Ops	-	-	-	-	300,775
Sewer Operations Allocation to Charbonneau	Sewer Ops	182,477	513,044	513,608	339,740	727,893
<b>Master Plan and Studies</b>						
Sewer System Rate Study and SDC Update	Sewer Ops/Sewer SDC	92,450	-	-	-	-
Wastewater Treatment Plant Master Plan	Sewer Ops/Sewer SDC	5,000	-	-	-	-
Wastewater Collection System Master Plan	Sewer Ops/Sewer SDC	-	-	-	462,250	-
<b>Annual Maintenance Projects</b>						
Miscellaneous Small Sewer Projects	Sewer Ops	103,500	103,500	103,500	103,500	103,500
<b>Miscellaneous Projects</b>						
Community Development Support for Misc. Projects	Sewer Ops	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	Sewer Ops/Sewer SDC	2,800	2,884	2,971	3,060	3,151
Annual - Early Planning for Future CIP Projects	Sewer Ops/Sewer SDC	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	Sewer Ops/Sewer SDC	7,902	8,137	8,381	8,633	8,892
Annual - Project Design & Development	Sewer Ops/Sewer SDC	62,010	63,860	65,776	67,749	69,782
		<u>\$ 6,249,675</u>	<u>\$ 5,567,013</u>	<u>\$ 8,560,988</u>	<u>\$ 6,721,999</u>	<u>\$ 2,067,313</u>
<b>Funding Sources</b>						
Sewer Operations		\$ 5,353,816	\$ 5,230,399	\$ 6,744,381	\$ 3,234,495	\$ 2,000,022
Sewer SDC		128,975	336,614	959,608	397,504	67,291
Coffee Creek Urban Renewal		-	-	857,000	3,090,000	-
Frog Pond Fund		766,884	-	-	-	-
Total Funding Sources		<u>\$ 6,249,675</u>	<u>\$ 5,567,013</u>	<u>\$ 8,560,988</u>	<u>\$ 6,721,999</u>	<u>\$ 2,067,313</u>

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



Planning Projects





## 2022-23 Funding Sources

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CIP #	Project Name	General Fund	Grants/Contributions	Total Resources
<b>Master Plan and Studies</b>				
3000	Basalt Creek Planning	\$ 115,000	\$ -	\$ 115,000
3001	Frog Pond Master Planning (East/South)	50,000	261,000	311,000
3004	Town Center Concept Plan Implementation	140,000	-	140,000
3007	Climate Action Plan	105,000	-	105,000
		<u>\$ 410,000</u>	<u>\$ 261,000</u>	<u>\$ 671,000</u>

# Planning Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #3000: BASALT CREEK PLANNING

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

*Priority: High*

*Justification: Future growth and economic development*

*Funding Sources: General Fund*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 75,000	\$ 51,950	\$ 29,700	\$ -	\$ -	
Project Management Fees		500	40,000	18,050	10,300	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 510,042</u>	<u>\$ 500</u>	<u>\$ 115,000</u>	<u>\$ 70,000</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 735,542</u>

### CIP #3001: FROG POND MASTER PLANNING (EAST/SOUTH)

Adopt Master Plan, Comprehensive Plan, and Zoning for Frog Pond East and South added to the Urban Growth Boundary in 2018.

*Priority: High*

*Justification: Future growth*

*Funding Sources: General Fund/Grants*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 170,000	\$ 261,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		99,000	50,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 793,674</u>	<u>\$ 269,000</u>	<u>\$ 311,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,373,674</u>

## CIP #3004: TOWN CENTER CONCEPT PLAN IMPLEMENTATION

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

*Priority: Medium*

*Justification: Future Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 150,000	\$ 100,000	\$ 108,900	\$ 54,450	\$ 35,000	\$ 35,000	
Project Management Fees		90,000	40,000	31,100	15,550	10,000	10,000	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 985,563</u>	<u>\$ 240,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 70,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 1,665,563</u>

## CIP #3007: CLIMATE ACTION PLAN

For FY 2021-22, the City Council adopted a goal of developing a climate action strategy in alignment with Clackamas County's planning efforts. The City's plan will incorporate an inventory and implementation measures specific to Wilsonville, as well as plan elements from Clackamas County's Climate Action Plan.

*Priority: Medium*

*Justification: Future Growth*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

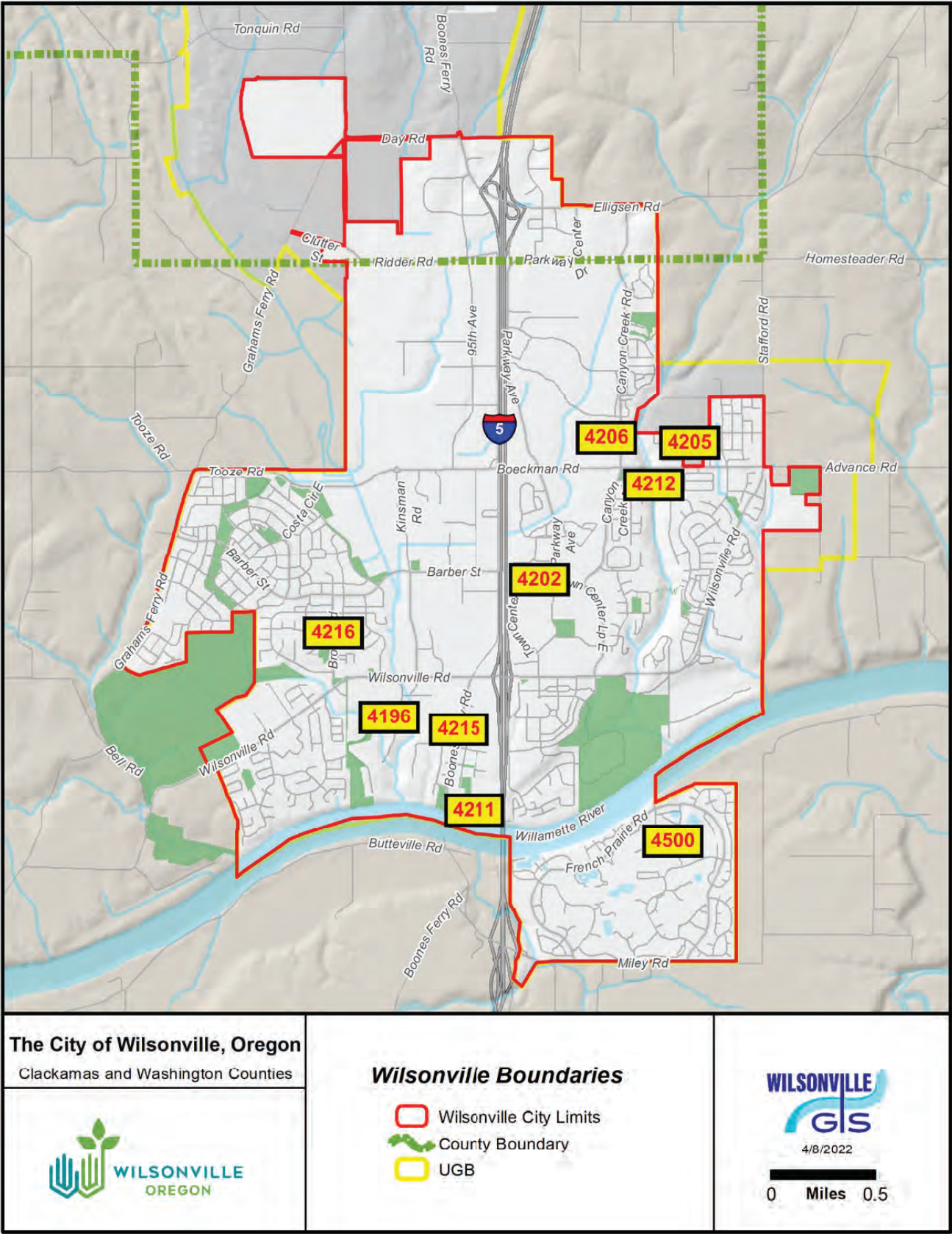
<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	30,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>

## Five Year Planning CIP Forecast

Fiscal years 2022-23 through 2026-27

<b>Project Name</b>	<b>Funding Source</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>Master Plan and Studies</b>						
Basalt Creek Planning	General Fund	\$ 115,000	\$ 70,000	\$ 40,000	\$ -	\$ -
Frog Pond Master Planning (East/South)	General Fund/Grant	311,000	-	-	-	-
Town Center Concept Plan Implementation	General Fund	140,000	140,000	70,000	45,000	45,000
Climate Action Plan	General Fund	105,000	-	-	-	-
		<u>\$ 671,000</u>	<u>\$ 210,000</u>	<u>\$ 110,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
<b>Funding Sources</b>						
General Fund		\$ 410,000	\$ 210,000	\$ 110,000	\$ 45,000	\$ 45,000
Grants/Contributions		261,000	-	-	-	-
		<u>\$ 671,000</u>	<u>\$ 210,000</u>	<u>\$ 110,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
<b>Total Funding Sources</b>		<u>\$ 671,000</u>	<u>\$ 210,000</u>	<u>\$ 110,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>

Streets Projects



## 2022-23 Funding Sources

CIP #	Project Name	Road Maint Fee	Road Operating	Road SDC	Frog Pond Fund	Road CIP	Westside URA	Year 2000 URA	Total Resources
<b>Construction Projects</b>									
4196	5th Street/Kinsman Road Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,417,633	\$ 3,417,633
4202	I-5 Pedestrian Bridge	-	-	6,550,000	-	-	-	-	6,550,000
4205	Boeckman Road Street Improvements	-	-	3,081,767	2,289,036	-	-	-	5,370,803
4206	Canyon Creek/Boeckman Traffic Signal	-	-	1,467,950	-	-	-	-	1,467,950
4211	French Prairie Bridge	-	-	1,200,000	-	-	-	-	1,200,000
4212	Boeckman Dip Bridge	-	-	-	-	6,958,880	-	13,316,070	20,274,950
4216	Brown Road Improvements	-	-	-	-	-	850,000	-	850,000
4500	Road Maintenance Allocation to Charbonneau	208,893	-	-	-	-	-	-	208,893
<b>Annual Maintenance Projects</b>									
4014	Street Maintenance	817,200	-	-	-	-	-	-	817,200
4118	Signal Improvements	-	105,037	-	-	-	-	-	105,037
4215	Boones Ferry Road Maintenance	5,000	-	-	-	-	-	-	5,000
<b>Miscellaneous Projects</b>									
4192	Transportation Performance Modeling	-	-	88,580	-	-	-	-	88,580
4194	5 Year Monitoring: Barber Road	-	-	11,350	-	-	-	-	11,350
4210	5 Year Monitoring: Kinsman Road Extension	-	-	11,005	-	-	-	-	11,005
4993	Annual - Final CIP Closeout from Prior Years	-	420	7,980	-	-	-	-	8,400
4995	Annual - Early Planning for Future CIP Projects	-	2,120	19,080	-	-	-	-	21,200
4998	Annual - 5-Year and Annual Budget Planning	-	960	8,640	-	-	-	-	9,600
4999	Annual - Project Design & Development	-	8,900	80,100	-	-	-	-	89,000
		<u>\$ 1,031,093</u>	<u>\$ 117,437</u>	<u>\$ 12,526,452</u>	<u>\$ 2,289,036</u>	<u>\$ 6,958,880</u>	<u>\$ 850,000</u>	<u>\$ 16,733,703</u>	<u>\$ 40,506,601</u>

# Streets Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #4196: 5TH STREET/KINSMAN ROAD EXTENSION

This project will construct a roadway connection from the Boones Ferry Road/5th Street intersection westward and northward to the Kinsman Road/Wilsonville Road intersection. This project is a companion project to 5th St/Kinsman Extension Water Line (CIP 1139), 5th St/Kinsman Extension Sewer Line (CIP 2099), Boones Ferry Road Street Maintenance (CIP 4215), and Ice Age Tonquin Trail (CIP 9155).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Year 2000 Urban Renewal*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2022-23*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 5,000,000	\$ 3,417,633	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		117,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,639,240</u>	<u>\$ 5,117,000</u>	<u>\$ 3,417,633</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,173,873</u>

### CIP #4202: I-5 PEDESTRIAN BRIDGE

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/Barber Street. Property acquisition will occur this fiscal year, with the remainder accumulating the needed funds to meet future construction needs.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2025-26*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 1,150,000	\$ 6,500,000	\$ 1,918,200	\$ 1,918,200	\$ 287,750	\$ -	
Project Management Fees		75,000	50,000	14,650	14,650	2,200	-	
General Fund Overhead Fees		40,250	-	67,150	67,150	10,050	-	
	<u>\$ 555,860</u>	<u>\$ 1,265,250</u>	<u>\$ 6,550,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ 12,671,110</u>



## CIP #4205: BOECKMAN ROAD STREET IMPROVEMENTS

As part of the Frog Pond West Neighborhood Master Plan the City agreed to take on the design and reconstruction of Boeckman Road from Advance/Wilsonville Rd. to the proposed bridge over Boeckman Creek. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP#2012, #4206, #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC/Frog Pond Infrastructure Fee*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2024-25*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 100,000	\$ 4,790,980	\$ 786,416	\$ -	\$ -	\$ -	
Project Management Fees		3,000	412,139	60,350	-	-	-	
General Fund Overhead Fees		3,500	167,684	27,550	-	-	-	
	<u>\$ 7,830</u>	<u>\$ 106,500</u>	<u>\$ 5,370,803</u>	<u>\$ 874,316</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,359,449</u>

## CIP #4206: CANYON CREEK/BOECKMAN TRAFFIC SIGNAL

The existing Canyon Creek/Boeckman Intersection 4-way stop is at Level of Service (LOS) rating of E and this project will construct a traffic signal at this intersection to add vehicular capacity and improved LOS rating to within City operating standards. A roundabout as a design alternative to a traffic signal is also under consideration for this intersection. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP #2012, #4205, & #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 35,000	\$ 1,370,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		3,000	50,000	-	-	-	-	
General Fund Overhead Fees		1,225	47,950	-	-	-	-	
	<u>\$ -</u>	<u>\$ 39,225</u>	<u>\$ 1,467,950</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,507,175</u>



# Streets Projects

## CIP #4211: FRENCH PRAIRIE BRIDGE

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

*Priority: Low*

*Justification: City growth*

*Funding Sources: Road SDC*

*Status: New Project*

*Estimated Date of Completion: To be determined*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 1,200,000	\$ 483,100	\$ 483,100	\$ 579,700	\$ 579,700	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	16,900	16,900	20,300	20,300	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,200,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 3,400,000</u>

## CIP #4212: BOECKMAN DIP BRIDGE

This project enhances safety of Boeckman Road by removal of vertical curve deficiency and by adding urban roadway cross-section amenities, including bike lanes and sidewalks by constructing a bridge across Boeckman Creek. Culvert removal, stream restoration, wildlife crossing enhancements, and regional trail extension is included as part of the project. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP #2012, #4205, #4206).

*Priority: High*

*Justification: City growth/Public Safety*

*Funding Sources: Year 2000 Urban Renewal/Frog Pond Infrastructure Fee/Road CIP*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2024-25*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 600,000	\$ 20,274,950	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		130,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 57,016</u>	<u>\$ 730,000</u>	<u>\$ 20,274,950</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,061,966</u>

## CIP #4216: BROWN ROAD IMPROVEMENTS

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

*Priority: High*

*Justification: City Growth*

*Funding Sources: Westside URA*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 850,000	\$ 2,806,750	\$ 2,400,950	\$ -	\$ -	
Project Management Fees		20,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	98,250	84,050	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 850,000</u>	<u>\$ 2,905,000</u>	<u>\$ 2,485,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,260,000</u>

## CIP #4500: STREET MAINTENANCE ALLOCATION TO CHARBONNEAU

This project provides an annual budget for planning, design and construction of needed street rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP #1500, CIP #2500, and CIP #7500. FY 2022-23 includes design of Edgewater Lane and Village Greens Circle.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Road Maintenance Fee*

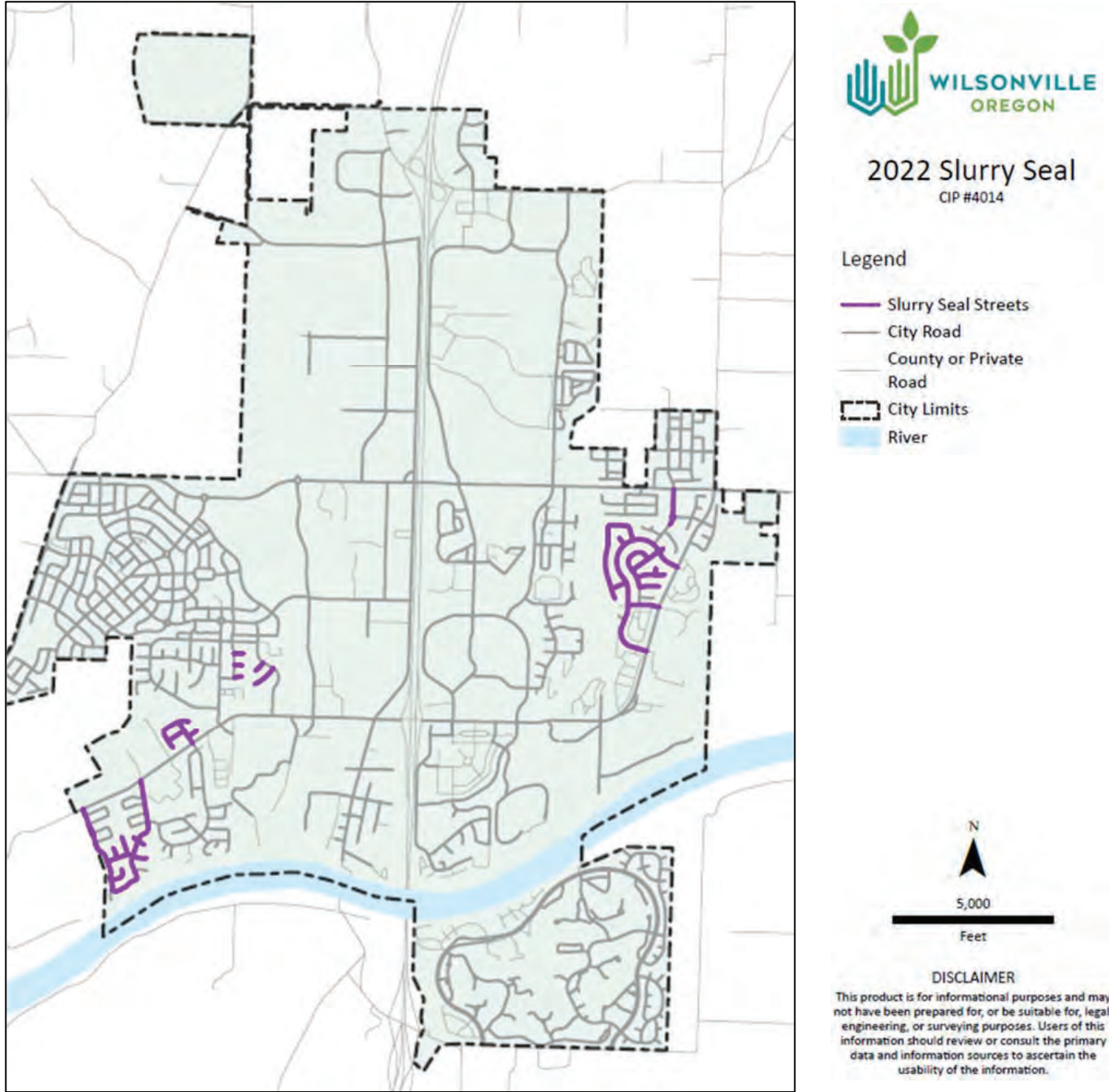
*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 300,000	\$ 184,048	\$ 424,337	\$ 377,137	\$ 646,454	\$ 803,868	Annual
Project Management Fees		25,000	18,405	37,400	33,250	56,950	70,850	
General Fund Overhead Fees		10,500	6,440	14,850	13,200	22,650	28,150	
		<u>\$ 335,500</u>	<u>\$ 208,893</u>	<u>\$ 476,587</u>	<u>\$ 423,587</u>	<u>\$ 726,054</u>	<u>\$ 902,868</u>	

Streets Projects



## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

**CIP #4014: STREET MAINTENANCE**

Annual street maintenance projects include surface repair and resurfacing of streets. The projects for FY 2022-2023 include slurry seal and crack seal work as well as curb ramp replacement work at Wilsonville Road/Boones Ferry Road and Wilsonville Road/Rose Lane in preparation for 2023 street maintenance paving work.

*Priority: High*

*Justification: Aging infrastructure*

*Funding Sources: Road Maintenance Fees*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 2,455,000	\$ 720,000	\$ 1,667,500	\$ 1,717,533	\$ 1,769,050	\$ 1,822,104	Annual
Project Management Fees		125,000	72,000	146,900	151,300	155,850	160,550	
General Fund Overhead Fees		85,925	25,200	58,350	60,100	61,900	63,750	
		<u>\$ 2,665,925</u>	<u>\$ 817,200</u>	<u>\$ 1,872,750</u>	<u>\$ 1,928,933</u>	<u>\$ 1,986,800</u>	<u>\$ 2,046,404</u>	

**CIP #4118: SIGNAL IMPROVEMENTS**

This project will install protective/permissive signal heads at appropriate locations to improve system capacity; perform upgrades, rehabilitation or replacement of aging traffic signal equipment, push buttons, and controllers; and provide fiber optic signal connectivity allowing enhanced operational control by Clackamas County. This is an annual project with installations occurring city-wide. The projects for FY 2022-23 will include necessary pedestrian signal and pushbutton improvements at the intersection of Wilsonville Road and Boones Ferry Road in companionship with curb ramp upgrades in preparation for 2023 street maintenance paving.

*Priority: Medium*

*Justification: City growth/Aging Infrastructure/Regulatory Requirement*

*Funding Sources: Road Operating Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 150,000	\$ 92,542	\$ 208,160	\$ 214,424	\$ 220,849	\$ 227,490	Annual
Project Management Fees		4,000	9,255	18,350	18,900	19,450	20,050	
General Fund Overhead Fees		5,250	3,240	7,300	7,500	7,750	7,950	
		<u>\$ 159,250</u>	<u>\$ 105,037</u>	<u>\$ 233,810</u>	<u>\$ 240,824</u>	<u>\$ 248,049</u>	<u>\$ 255,490</u>	

# Streets Projects

## CIP #4215: BOONES FERRY RD STREET MAINTENANCE

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

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road Maintenance Fees*

*Status: Annual*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		15,200	5,000	-	-	-	-	
General Fund Overhead Fees		5,320	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 172,520</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 177,520</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #4192: TRANSPORTATION PERFORMANCE MODELING

Biennial Update to the Wilsonville Transportation Performance Model report.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road SDC*

*Status: Biennial*

*Estimated Date of Completion: Biennial*

*Operations Impact: None*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 56,600	\$ -	\$ 68,500	\$ -	\$ 72,730	Annual
Project Management Fees		-	30,000	-	23,200	-	24,650	
General Fund Overhead Fees		-	1,980	-	2,400	-	2,550	
		<u>\$ -</u>	<u>\$ 88,580</u>	<u>\$ -</u>	<u>\$ 94,100</u>	<u>\$ -</u>	<u>\$ 99,930</u>	

### CIP #4194: 5-YEAR MONITORING: BARBER ROAD

The wetland mitigation site constructed during the Barber Street Extension project (Streets Project 4194) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in 2023.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Sources: Road SDC*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 14,338	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	1,000	-	-	-	-	
General Fund Overhead Fees		502	350	-	-	-	-	
		<u>\$ 14,840</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## CIP #4210: 5-YEAR MONITORING: KINSMAN ROAD EXTENSION

The wetland mitigation site constructed during the original Kinsman Road Extension project (CIP #4210) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY2022-23.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Sources: Road SDC*

*Status: Annual*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 13,527	\$ 9,695	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	970	-	-	-	-	
General Fund Overhead Fees		473	340	-	-	-	-	
		<u>\$ 14,000</u>	<u>\$ 11,005</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## CIP #4993: ANNUAL - FINAL CIP 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*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	8,400	8,700	9,000	9,300	9,600	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 8,400</u>	<u>\$ 8,700</u>	<u>\$ 9,000</u>	<u>\$ 9,300</u>	<u>\$ 9,600</u>	

## CIP #4995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

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

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	21,200	21,800	22,400	23,000	23,600	
General Fund Overhead Fees		560	-	-	-	-	-	
		<u>\$ 21,560</u>	<u>\$ 21,200</u>	<u>\$ 21,800</u>	<u>\$ 22,400</u>	<u>\$ 23,000</u>	<u>\$ 23,600</u>	

# Streets Projects

## CIP #4998: ANNUAL - 5 YEAR AND ANNUAL CIP BUDGET PLANNING

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*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		9,300	9,600	9,900	10,200	10,500	10,800	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 9,300</u>	<u>\$ 9,600</u>	<u>\$ 9,900</u>	<u>\$ 10,200</u>	<u>\$ 10,500</u>	<u>\$ 10,800</u>	

## CIP #4999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>thru FY21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>Total</b>
Design & Construction	Annual	\$ 60,000	\$ 78,415	\$ 81,620	\$ 84,070	\$ 86,553	\$ 89,220	Annual
Project Management Fees		10,000	7,840	7,200	7,400	7,650	7,850	
General Fund Overhead Fees		2,100	2,745	2,850	2,950	3,050	3,100	
		<u>\$ 72,100</u>	<u>\$ 89,000</u>	<u>\$ 91,670</u>	<u>\$ 94,420</u>	<u>\$ 97,253</u>	<u>\$ 100,170</u>	



# Streets Projects

## Five Year Streets CIP Forecast

Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
5th Street/Kinsman Extension Phase 1	Year 2000	\$ 3,417,633	\$ -	\$ -	\$ -	\$ -
15 Pedestrian Bridge	Street SDC*	6,550,000	2,000,000	2,000,000	300,000	-
Boeckman Road Street Improvements - Frog Pond	Street SDC/Frog Pond Dev.	5,370,803	874,316	-	-	-
Canyon Creek/Boeckman Traffic Signal	Street SDC	1,467,950	-	-	-	-
French Prairie Bridge	Street SDC	1,200,000	500,000	500,000	600,000	600,000
Boeckman Dip Bridge	Year 2000	20,274,950	-	-	-	-
Brown Road Improvements	West Side Urban Renewal	850,000	2,905,000	2,485,000	-	-
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	670,000	4,620,000	4,750,000
Stafford/Frog Pond Intersection Improvements	Street SDC/Frog Pond Dev.	-	-	344,975	1,320,600	-
Street Maintenance Allocation to Charbonneau	Road Maintenance	208,893	476,587	423,587	726,054	902,868
<b>Annual Maintenance Projects</b>						
Street Maintenance	Road Maintenance	817,200	1,872,750	1,928,933	1,986,800	2,046,404
Signal Improvements	Street SDC/Road Operating	105,037	233,810	240,824	248,049	255,490
Boones Ferry Road Maintenance	Road Maintenance	5,000	-	-	-	-
<b>Miscellaneous Projects</b>						
Transportation Performance Modeling	Street SDC	88,580	-	94,100	-	99,930
5 Year Monitoring: Barber Road	Street SDC	11,350	-	-	-	-
5 Year Monitoring: Kinsman Road Extension	Street SDC	11,005	-	-	-	-
Annual - Final CIP Closeout from Prior Years	Street SDC/Road Operating	8,400	8,700	9,000	9,300	9,600
Annual - Early Planning for Future CIP Projects	Street SDC/Road Operating	21,200	21,800	22,400	23,000	23,600
Annual - 5-Year and Annual Budget Planning	Street SDC/Road Operating	9,600	9,900	10,200	10,500	10,800
Annual - Project Design & Development	Street SDC/Road Operating	89,000	91,670	94,420	97,253	100,170
*Additional Federal Funding is anticipated for completion of project		<u>\$ 40,506,601</u>	<u>\$ 8,994,533</u>	<u>\$ 8,823,439</u>	<u>\$ 9,941,556</u>	<u>\$ 8,798,862</u>
<b>Funding Sources</b>						
Road Maintenance Fee		\$ 1,031,093	\$ 2,349,337	\$ 2,352,520	\$ 2,712,854	\$ 2,949,272
Road Operations		117,437	246,582	253,976	261,589	269,427
Road SDC		12,526,452	3,120,981	2,775,614	1,251,014	830,163
Frog Pond Fund		2,289,036	372,633	286,329	1,096,098	-
Roads CIP		6,958,880	-	-	-	-
Westside Urban Renewal		850,000	2,905,000	2,485,000	-	-
Year 2000 Urban Renewal		16,733,703	-	-	-	-
Coffee Creek Urban Renewal		-	-	670,000	4,620,000	4,750,000
Total Funding Sources		<u>\$ 40,506,601</u>	<u>\$ 8,994,533</u>	<u>\$ 8,823,439</u>	<u>\$ 9,941,556</u>	<u>\$ 8,798,862</u>

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

# Streetscape/Bikeway Projects

## 2022-23 Funding Sources

CIP #	Project Name	Road Operating	Streetlight Fund	Road SDC	General Fund	Grants/ Contributions	Total Resources
<b>Livability Improvements</b>							
4717	Pedestrian Enhancements	\$ 455,210	\$ -	\$ -	\$ -	\$ 79,577	\$ 534,787
4722	LED Streetlight Conversion	-	445,000	-	-	-	445,000
<b>Annual Maintenance Projects</b>							
4729	Citywide Signage & Wayfinding	-	-	-	65,000	-	65,000
<b>Miscellaneous Projects</b>							
4799	Streetscape Project Design	9,600	-	2,400	-	-	12,000
		<u>\$ 464,810</u>	<u>\$ 445,000</u>	<u>\$ 2,400</u>	<u>\$ 65,000</u>	<u>\$ 79,577</u>	<u>\$ 1,056,787</u>

## PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

### CIP #4717: PEDESTRIAN ENHANCEMENTS

This project will construct and implement various pedestrian crossing enhancements identified in the recently completed Wilsonville Pedestrian Crossing Assessment (Kittelson & Associates, January 2022) as well as a new pedestrian crosswalk at Courtside Park on Wimbledon Circle South in coordination with Parks and Recreation. The projects for FY 2022-23 include 95th Avenue & Freeman Drive (Site 3), Parkway Center Drive & Burns Way (Site 8), and all crossings identified in Charbonneau (Sites 10 through 18).

*Priority: High*

*Justification: Council Goal*

*Funding Sources: Road Operating Fund*

*Status: Continued from FY 2017-18*

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

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 105,000	\$ 471,172	\$ 177,318	\$ 164,664	\$ 345,861	\$ 338,873	
Project Management Fees		-	47,120	15,600	14,500	30,450	29,850	
General Fund Overhead Fees		3,675	16,495	6,200	5,750	12,100	11,850	
	<u>\$ 3,967</u>	<u>\$ 108,675</u>	<u>\$ 534,787</u>	<u>\$ 199,118</u>	<u>\$ 184,914</u>	<u>\$ 388,411</u>	<u>\$ 380,573</u>	<u>\$ 1,800,445</u>

### CIP #4722: LED STREET LIGHT CONVERSION

The City has over 3,800 high-pressure sodium or mercury vapor streetlights that are encased in one of nine different luminaire styles. Phase 1 of this project converted 932 cobrahead street light on arterial to LED lights. Phase 2 will convert the remainder of the streetlights around the city which are mostly a decorative style of light. Lights are being converted for energy savings and minimizing repair and replacement needs.

*Priority: Medium*

*Justification: Environmental Stewardship and Cost Savings*

*Funding Sources: Streetlight Fund*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 1,045,000	\$ 400,000	\$ 494,100	\$ 395,250	\$ -	\$ -	
Project Management Fees		-	10,000	11,100	8,900	-	-	
General Fund Overhead Fees		36,575	35,000	17,300	13,850	-	-	
	<u>\$ 163,270</u>	<u>\$ 1,081,575</u>	<u>\$ 445,000</u>	<u>\$ 522,500</u>	<u>\$ 418,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,630,345</u>

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #4729 CITYWIDE SIGNAGE & WAYFINDING

Implement projects in the Citywide Signage & Wayfinding Plan. Phase One projects include 2 park kiosks and I-5 Gateway Signs. Phase 1 is complete. Phase 2 includes new signs for the Library, City Hall, and numerous regional and neighborhood parks.

*Priority: High*

*Justification: Annual Maintenance*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 132,000	\$ 60,000	\$ 58,450	\$ 36,000	\$ 36,000	\$ 36,000	
Project Management Fees		-	5,000	4,500	2,750	2,750	2,750	
General Fund Overhead Fees		4,620	-	2,050	1,250	1,250	1,250	
	\$ -	\$ 136,620	\$ 65,000	\$ 65,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 386,620

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #4799: ANNUAL - 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 recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Road Operating Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction	Annual	\$ -	\$ 10,570	\$ 11,010	\$ 11,331	\$ 11,663	\$ 12,056	Annual
Project Management Fees		-	1,060	950	1,000	1,050	1,050	
General Fund Overhead Fees		-	370	400	400	400	400	
		\$ -	\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	

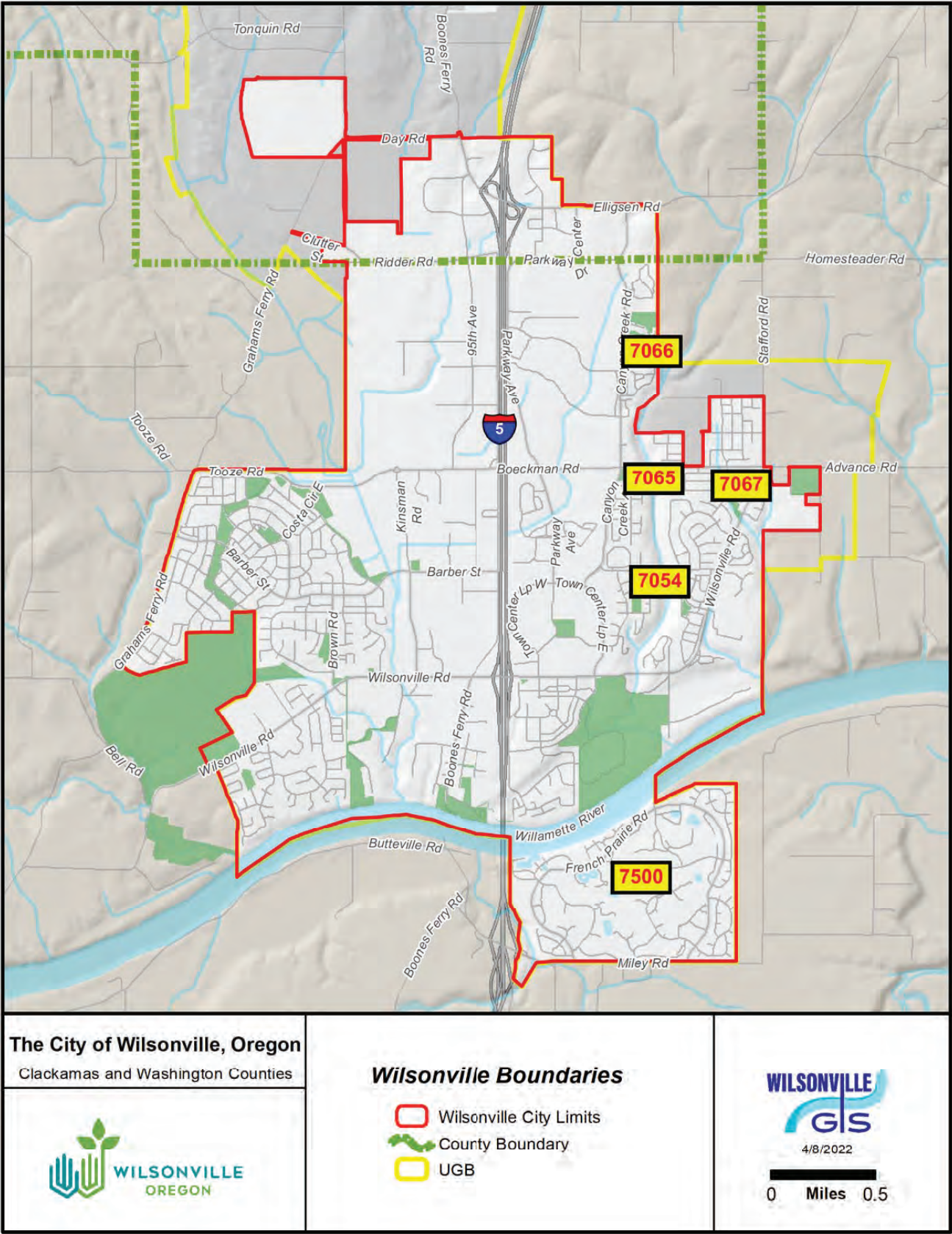
# Streetscape/Bikeway Projects

## Five Year Streetscape CIP Forecast

Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Livability Projects</b>						
Pedestrian Enhancements	Road Operating	534,787	\$ 199,118	\$ 184,914	\$ 388,411	\$ 380,573
LED Streetlight Conversion	Streetlight Fund	445,000	522,500	418,000	-	-
Crosswalk Flasher Replacement	Road Operating	-	204,300	211,110	-	-
Citywide Signage & Wayfinding	General	65,000	65,000	40,000	40,000	40,000
<b>Miscellaneous Projects</b>						
Streetscape Project Design	Street SDC/Road Operating	12,000	12,360	12,731	13,113	13,506
		<u>\$ 1,056,787</u>	<u>\$ 1,003,278</u>	<u>\$ 866,755</u>	<u>\$ 441,523</u>	<u>\$ 434,079</u>
<b>Funding Sources</b>						
Road Operations		\$ 464,810	\$ 413,306	\$ 406,209	\$ 398,901	\$ 391,378
Street SDC		2,400	2,472	2,546	2,623	2,701
Streetlight Fund		445,000	522,500	418,000	-	40,000
General Fund		65,000	65,000	40,000	40,000	-
Grants/Contributions		79,577	-	-	-	-
Total Funding Sources		<u>\$ 1,056,787</u>	<u>\$ 1,003,278</u>	<u>\$ 866,755</u>	<u>\$ 441,523</u>	<u>\$ 434,079</u>

Stormwater Projects



## 2022-23 Funding Sources

CIP #	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
<b>Construction Projects</b>				
7054	Gesellschaft Water Well Channel Restoration	\$ 234,580	\$ 58,645	\$ 293,225
7065	Boeckman Creek Hydraulic Analysis	2,500	2,500	5,000
7066	Canyon Creek Estates Pipe Removal	204,300	-	204,300
7067	Meridian Creek Culvert Replacement	185,113	285,912	471,025
7500	Stormwater Operations Allocation to Charbonneau	429,425	-	429,425
<b>Master Plan and Studies</b>				
7059	Stormwater Rate and SDC Study	47,260	47,260	94,520
7064	Stormwater Master Plan Update	52,500	52,500	105,000
<b>Annual Maintenance Projects</b>				
7048	Citywide Stormwater Line Replacements (Not Charbonneau)	90,800	-	90,800
<b>Miscellaneous Projects</b>				
7051	Morey's/Rivergreen Channel Monitoring	2,840	-	2,840
7990	Community Development Support for Misc. Projects	10,600	-	10,600
7993	Annual - Final CIP Closeout from Prior Years	2,520	280	2,800
7995	Annual - Early Planning for Future CIP Projects	7,950	2,650	10,600
7998	Annual - 5-Year and Annual Budget Planning	5,135	2,765	7,900
7999	Annual - Project Design & Development	10,815	20,090	30,905
		<u>\$ 1,286,338</u>	<u>\$ 472,602</u>	<u>\$ 1,758,940</u>



# Stormwater Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #7054: GESELLSCHAFT WATER WELL CHANNEL RESTORATION

Severe erosion is occurring in the drainage channel downstream of Gesellschaft well house due to weekly discharges from the drinking water well and excess stormwater runoff from the surrounding residential development. The proposed plan is to bypass the channel entirely by piping to the bottom of the slope and restoring the eroded channel with native trees and shrubs. Furthermore, project initiation is dependent on the Boeckman Road Corridor project (CIP #4212) downstream mitigation requirements to be determined as part of the environmental permitting with the Boeckman Dip Bridge.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	50,000	-	-	-	-	
General Fund Overhead Fees		-	8,225	-	-	-	-	
	<u>\$ 10,076</u>	<u>\$ -</u>	<u>\$ 293,225</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 303,301</u>

### CIP #7065: BOECKMAN CREEK HYDRAULIC ANALYSIS

This project will assess the integrity of existing structures in the Boeckman Creek Basin and evaluate existing hydraulic capacity. It will also assess proposed project impacts and provide recommendations on environmental permitting requirements. This project is a companion project with the Boeckman Road Corridor Project (CIP #2012, #4205, #4206).

*Priority: High*

*Justification: Aging Infrastructure/City Growth*

*Funding Sources: Stormwater Operating/Storm SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 73,500	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		362	5,000	-	-	-	-	
General Fund Overhead Fees		2,573	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 76,435</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 81,435</u>

## CIP #7066: CANYON CREEK ESTATES PIPE REMOVAL

This project repairs scouring of Boeckman Creek caused by a culvert and includes revegetation and bio-engineering to enhance bank stability. Project initiation is dependent on the Boeckman Road Corridor project (CIP #4212) downstream mitigation requirements determined during as part of the environmental permitting with the Boeckman Dip Bridge.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	18,000	-	-	-	-	
General Fund Overhead Fees		-	6,300	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 204,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 204,300</u>

## CIP #7067: MERIDIAN CREEK CULVERT REPLACEMENT

The project provides additional storm drainage capacity by upsizing the existing culverts crossing Boeckman Road at Meridian Creek necessary to support Frog Pond Development.

*Priority: High*

*Justification: Aging Infrastructure/City Growth*

*Funding Sources: Stormwater Operating/Storm SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 415,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	41,500	-	-	-	-	
General Fund Overhead Fees		-	14,525	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 471,025</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 471,025</u>

## CIP #7500: STORMWATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2022-23 includes design of Edgewater Lane and Village Greens Circle.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 750,000	\$ 378,350	\$ 877,110	\$ 819,441	\$ 1,491,654	\$ 1,407,873	
Project Management Fees		85,000	37,835	77,300	72,200	131,450	124,050	
General Fund Overhead Fees		26,250	13,240	30,700	28,700	52,200	49,250	
	<u>\$ 4,273,671</u>	<u>\$ 861,250</u>	<u>\$ 429,425</u>	<u>\$ 985,110</u>	<u>\$ 920,341</u>	<u>\$ 1,675,304</u>	<u>\$ 1,581,173</u>	<u>\$ 10,726,274</u>

# Stormwater Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #7059: STORMWATER RATE AND SDC STUDY

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

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	2,520	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 94,520</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 94,520</u>

### CIP #7064: STORMWATER MASTER PLAN UPDATE

Stormwater Master Plan last update was in 2012. There have been changes in land use and new stormwater management requirements that need to be addressed and therefore update to the Stormwater Master Plan is needed.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 250,000	\$ 92,510	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		100,000	9,250	-	-	-	-	
General Fund Overhead Fees		8,750	3,240	-	-	-	-	
	<u>\$ -</u>	<u>\$ 358,750</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 463,750</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #7048: CITYWIDE STORMWATER LINE REPLACEMENTS (NOT CHARBONNEAU)

As part of routine maintenance, stormwater lines throughout the city undergo video inspection to establish pipe condition and identify priority repairs. This project funds repair or replacement of lines designated as Priority 1 projects, except for Charbonneau District stormwater projects, which are covered and budgeted separately under CIP#7500.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvement to help decrease maintenance*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 70,000	\$ 87,730	\$ 87,750	\$ 87,750	\$ 87,750	\$ 87,750	Annual
Project Management Fees		7,500	-	-	-	-	-	
General Fund Overhead Fees		2,450	3,070	3,050	3,050	3,050	3,050	
		<u>\$ 79,950</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #7051: MOREY'S/RIVERGREEN CHANNEL MONITORING

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects requires five years of monitoring to be completed in May 2023.

*Priority: High*

*Justification: Regulatory requirement*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 2,742	\$ 2,500	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	250	-	-	-	-	
General Fund Overhead Fees		96	90	-	-	-	-	
		<u>\$ 2,838</u>	<u>\$ 2,840</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

### CIP #7990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,600	10,900	11,200	11,500	11,800	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,600</u>	<u>\$ 10,900</u>	<u>\$ 11,200</u>	<u>\$ 11,500</u>	<u>\$ 11,800</u>	

### CIP #7993: ANNUAL - FINAL CIP 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*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,800	2,900	3,000	3,100	3,200	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,800</u>	<u>\$ 2,900</u>	<u>\$ 3,000</u>	<u>\$ 3,100</u>	<u>\$ 3,200</u>	

# Stormwater Projects

## CIP #7995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

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

*Priority: Medium*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,600	10,900	11,200	11,500	11,800	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,600</u>	<u>\$ 10,900</u>	<u>\$ 11,200</u>	<u>\$ 11,500</u>	<u>\$ 11,800</u>	

## CIP #7998: ANNUAL - 5 YEAR AND ANNUAL CIP BUDGET PLANNING

This project funds staff time expenditures for developing and planning the annual capital project budget and the 5-year capital improvement program.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,700	7,900	8,100	8,300	8,500	8,700	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,700</u>	<u>\$ 7,900</u>	<u>\$ 8,100</u>	<u>\$ 8,300</u>	<u>\$ 8,500</u>	<u>\$ 8,700</u>	

## CIP #7999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 26,000	\$ 27,225	\$ 28,337	\$ 29,187	\$ 30,063	\$ 30,965	Annual
Project Management Fees		3,090	2,725	2,499	2,574	2,651	2,730	
General Fund Overhead Fees		910	955	992	1,022	1,052	1,084	
		<u>\$ 30,000</u>	<u>\$ 30,905</u>	<u>\$ 31,827</u>	<u>\$ 32,782</u>	<u>\$ 33,766</u>	<u>\$ 34,779</u>	

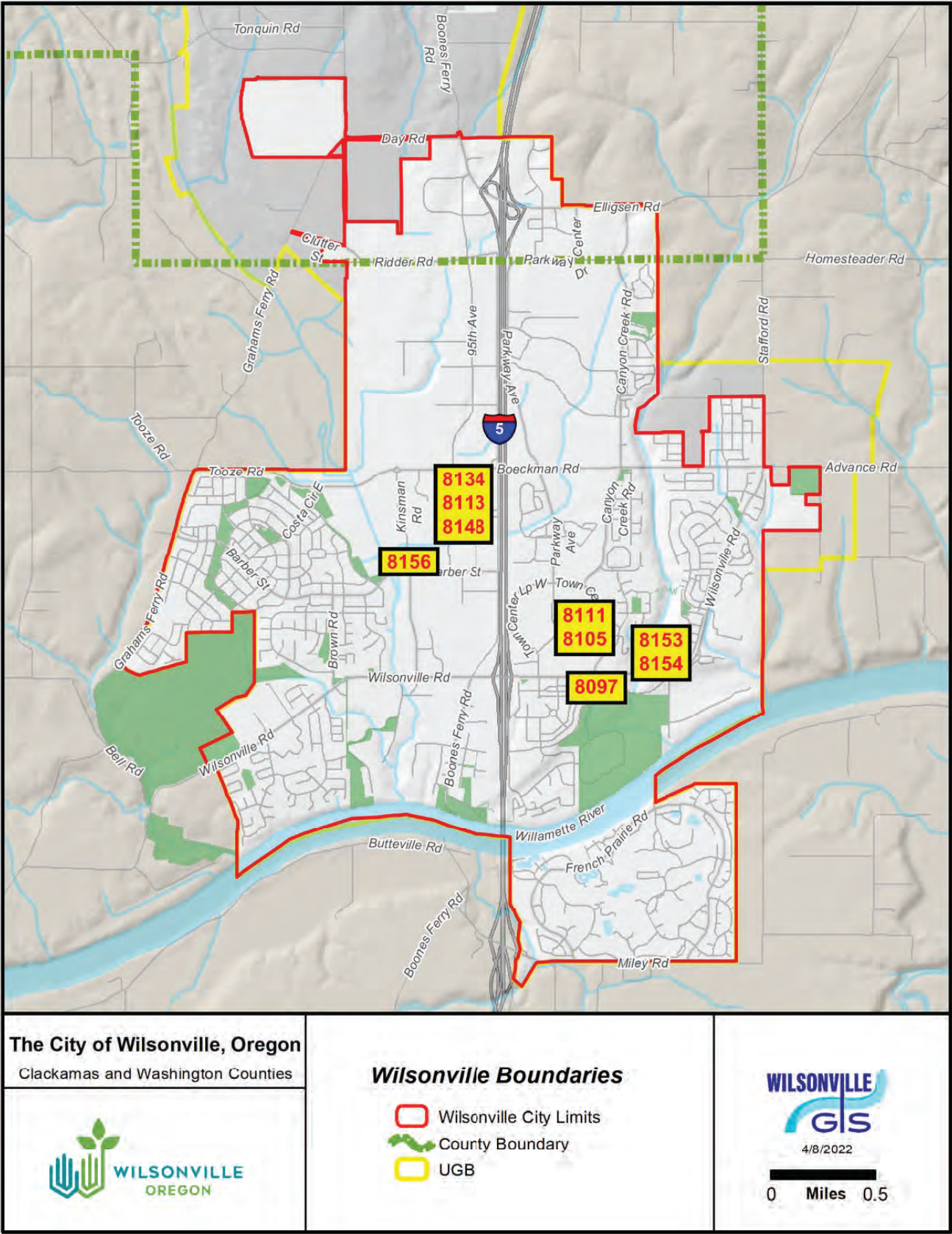
# Stormwater Projects

## Five Year Stormwater CIP Forecast Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
Gesellschaft Water Well Channel Restorations	Stormwater Ops/SDC	\$ 293,225	\$ -	\$ -	\$ -	\$ -
Boeckman Creek Hydraulic Analysis	Stormwater Ops/SDC	5,000	-	-	-	-
Canyon Creek Estates Pipe Removal	Stormwater Ops	204,300	-	-	-	-
Meridian Creek Culvert Replacement	Stormwater Ops/SDC	471,025	-	-	-	-
Coffee Creek Storm System	Stormwater Ops	-	354,000	1,416,000	-	-
Rose Lane Culvert Replacement	Stormwater Ops	-	-	515,000	-	-
Willamette Way East Bubbler Repair	Stormwater Ops	-	-	-	189,110	-
Stormwater Operations Allocation to Charbonneau	Stormwater Ops	429,425	985,110	920,341	1,675,304	1,581,173
<b>Master Plans and Studies</b>						
Stormwater Rate and SDC Study	Stormwater Ops/SDC	94,520	-	-	-	-
Stormwater Master Plan Update	Stormwater Ops/SDC	105,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Citywide Stormwater Line Replacements (Not Charbonneau)	Stormwater Ops	90,800	90,800	90,800	90,800	90,800
<b>Miscellaneous Projects</b>						
Morey's/Rivergreen Channel Monitoring	Stormwater Ops	2,840	-	-	-	-
Community Development Support for Misc. Projects	Stormwater Ops	10,600	10,900	11,200	11,500	11,800
Annual - Final CIP Closeout from Prior Years	Stormwater Ops/SDC	2,800	2,900	3,000	3,100	3,200
Annual - Early Planning for Future CIP Projects	Stormwater Ops/SDC	10,600	10,900	11,200	11,500	11,800
Annual - 5-Year and Annual Budget Planning	Stormwater Ops/SDC	7,900	8,100	8,300	8,500	8,700
Annual - Project Design & Development	Stormwater Ops/SDC	30,905	31,827	32,782	33,766	34,779
		<u>\$ 1,758,940</u>	<u>\$ 1,494,537</u>	<u>\$ 3,008,623</u>	<u>\$ 2,023,580</u>	<u>\$ 1,742,252</u>
<b>Funding Sources</b>						
Stormwater Operations		\$ 1,286,338	\$ 1,202,500	\$ 1,919,310	\$ 1,995,472	\$ 1,713,331
Stormwater SDC		472,602	292,038	1,089,313	28,108	28,921
Total Funding Sources		<u>\$ 1,758,940</u>	<u>\$ 1,494,537</u>	<u>\$ 3,008,623</u>	<u>\$ 2,023,580</u>	<u>\$ 1,742,252</u>



Facilities and Transit Projects





# Facilities and Transit Projects

## 2022-23 Funding Sources

CIP #	Project Name	General Fund	Grants	Transit	Loan Proceeds	Total Resources
<b>Construction Projects</b>						
8104	Transit Shelters & ADA Improvements	\$ -	\$ 35,190	\$ 8,800	\$ -	\$ 43,990
8105	City Hall Roof Repair	190,000	-	-	-	190,000
8113	Public Works Facility	-	-	-	15,850,000	15,850,000
8134	Transit Security Upgrades	-	213,038	53,300	-	266,338
8148	SMART Facility Upgrades Phase II	-	213,223	42,645	-	255,868
8149	STIF Bus Stop Technology Upgrade	-	205,365	51,340	-	256,705
8151	Facility Parking Lot Repairs	70,000	-	-	-	70,000
8153	Art Tech Campus Light Renovation	300,000	-	-	-	300,000
8154	Police Station Renovation	100,000	-	-	-	100,000
8155	Exterior Envelope Sealing	132,500	-	-	-	132,500
8156	TOD Ground Floor Improvements	40,000	-	-	-	40,000
<b>Annual Maintenance Projects</b>						
8106	City Facility Repairs	52,500	-	-	-	52,500
8111	HVAC Replacements	60,000	-	-	-	60,000
8125	Annual Furniture Replacement	30,900	-	-	-	30,900
<b>Miscellaneous Projects</b>						
8097	Library Wayfinding	60,000	-	-	-	60,000
8990	Community Development Support for Misc. Projects	10,000	-	-	-	10,000
		<u>\$ 1,045,900</u>	<u>\$ 666,816</u>	<u>\$ 156,085</u>	<u>\$ 15,850,000</u>	<u>\$ 17,718,801</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #8104: TRANSIT SHELTERS & ADA IMPROVEMENTS

This grant-funded project replaces 4 shelters to include benches, trash receptacles, information cases, and concrete work, as needed.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: Transit/Grant*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: To be determined after the completion of the planning phase*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ 42,500	\$ 41,351	\$ 41,351	\$ 41,351	\$ 41,351	Annual
Project Management Fees		300	-	-	-	-	-	
General Fund Overhead Fees		-	1,490	1,447	1,447	1,447	1,447	
		<u>\$ 300</u>	<u>\$ 43,990</u>	<u>\$ 42,798</u>	<u>\$ 42,798</u>	<u>\$ 42,798</u>	<u>\$ 42,798</u>	

### CIP #8105: CITY HALL ROOF REPAIR

The City Hall Roof membrane has several areas of concern due to failing Thermoplastic Polyolefin (TPO) and the perimeter base flashings. This project would include general housekeeping repairs, Installation of additional roof penetration and vault, thermal scan and replacement of wet insulation, thorough cleaning and prep of existing membrane, and the application of an ENERGY STAR qualified liquid waterproofing membrane with a 10 year warranty.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</u>

# Facilities and Transit Projects

## CIP #8113: PUBLIC WORKS FACILITY

Construction of a work-yard, warehouse functions and administrative building together into a new consolidated Public Works complex. Currently, all three functions are housed remotely from each other resulting in inefficient operations. Additionally, the existing facilities are deficient in size and do not accommodate all of the department needs. City Council identified this as a priority project in the FY 2019-20 City Council Goals.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Multiple Sources*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2023-24*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 600,000	\$ 15,850,000	\$ 5,845,411	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		21,000	-	204,589	-	-	-	
	<u>\$ 133,891</u>	<u>\$ 621,000</u>	<u>\$ 15,850,000</u>	<u>\$ 6,050,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,654,891</u>

## CIP #8134: TRANSIT SECURITY UPGRADES

Upgrade security system on buses. Project includes security camera upgrades and associated software and hardware.

*Priority: Medium*

*Justification: Public Safety*

*Funding Sources: Transit/Grant*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 257,338	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	9,000	-	-	-	-	
	<u>\$ 7,763</u>	<u>\$ -</u>	<u>\$ 266,338</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 274,101</u>

## CIP #8148: SMART FACILITY UPGRADES PHASE II

Building Expansion/Infrastructure Improvement. Design & Engineering for Phase II for transit facilities including administration building expansion and fleet parking facility.

*Priority: Medium*

*Justification: Public Safety*

*Funding Sources: Transit/Grant*

*Status: New project*

*Estimated Date of Completion: FY 2022-23*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 247,216	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	8,652	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 255,868</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 255,868</u>

# Facilities and Transit Projects

## CIP #8149: STIF BUS STOP TECHNOLOGY UPGRADE

The STIF Bus Stop Technology Upgrade adds the installation of eReader signs at 14 bus stops throughout the City of Wilsonville based on ridership levels and demographics. The eReaders will provide an additional customer amenity to bus stops and improve convenience and safety for riders. The project also includes additional ADA enhancements such as verbal announcements of next bus arrivals. This project also includes internal bus reader boards for passenger information.

*Priority: Medium*

*Justification: Public Safety*

*Funding Sources: Transit/Grant*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

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

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 248,020	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	8,685	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,705</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,705</u>

## CIP #8151: FACILITY PARKING LOT REPAIRS

This annual project will begin the repairing of the City's facility parking lots. For FY 2022-23, the Community Center parking lot will receive a chip seal and striping repair.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ 106,280	\$ 70,000	\$ 61,836	\$ 67,633	\$ 33,816	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,720	-	2,164	2,367	1,184	-	
	<u>\$ -</u>	<u>\$ 110,000</u>	<u>\$ 70,000</u>	<u>\$ 64,000</u>	<u>\$ 70,000</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 349,000</u>

# Facilities and Transit Projects

## CIP #8153: ART TECH CAMPUS LIGHT RENOVATION

The City has resumed operation and occupation of the Art Tech Campus that was previously operated by the West Linn - Wilsonville School District. The City needs to conduct some interior tenant improvements including painting, wall repair, flooring and minor ADA compliance improvements. This project will allow the Parks and Recreation Department to assume occupancy of the space for temporary programming until a long term programming analysis can be completed.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>

## CIP #8154: POLICE STATION RENOVATION

Provide architectural services to analyze space needs for the police facility.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

# Facilities and Transit Projects

## CIP #8155: EXTERIOR ENVELOPE SEALING

The exterior envelopes of the Smart/Fleet, City Hall, and Parks and Rec. Buildings are all due or past due for cleaning, joint repair and moisture sealing of thier exterior envelopes.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ 132,500	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 132,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 132,500</u>

## CIP #8156: TOD GROUND FLOOR IMPROVEMENTS

Build first floor of Transit Oriented Development (TOD) project at Wilsonville Transit Center, including SMART customer service center and other wraparound service space. This is part of the larger \$33 million TOD affordable housing building project and is intended to cover aspects of the projects not covered by affordable housing funding sources.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
Design & Construction		\$ -	\$ -	\$ 1,744,984	\$ -	\$ -	\$ -	
Project Management Fees		-	40,000	91,841	-	-	-	
General Fund Overhead Fees		-	-	63,175	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 1,900,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,940,000</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #8106: CITY FACILITY REPAIRS (FACILITY MASTER PLAN IMPLEMENTATION)

This project provides an annual budget used for unforeseen repair/replace of Facility projects outside of the anticipated maintenance budget.

*Priority: Medium*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance costs to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 52,500	\$ 52,500	\$ 50,725	\$ 53,816	\$ 55,459	\$ 57,005	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,775	1,884	1,941	1,995	
		<u>\$ 52,500</u>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	<u>\$ 55,700</u>	<u>\$ 57,400</u>	<u>\$ 59,000</u>	

### CIP #8111: HVAC REPLACEMENTS

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 60,000	\$ 628,019	\$ 61,498	\$ 63,343	\$ 282,609	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	21,981	2,152	2,217	9,891	
		<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 650,000</u>	<u>\$ 63,650</u>	<u>\$ 65,560</u>	<u>\$ 292,500</u>	

### CIP #8125: ANNUAL FURNITURE REPLACEMENT

This project allows the Facilities department to replace furniture in public spaces throughout the City facilities as required.

*Priority: Medium*

*Justification: Aging Infrastructure*

*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>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 25,000	\$ 30,900	\$ 30,751	\$ 31,673	\$ 32,623	\$ 33,602	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,076	1,109	1,142	1,176	
		<u>\$ 25,000</u>	<u>\$ 30,900</u>	<u>\$ 31,827</u>	<u>\$ 32,782</u>	<u>\$ 33,765</u>	<u>\$ 34,778</u>	



# Facilities and Transit Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #8097: LIBRARY WAYFINDING

This project will encompass the design and implementation of wayfinding signage throughout the interior of the library. The library hopes to incorporate Spanish as much as possible in the design and make sure all signage meets or exceeds ADA compliance. New replacement signage was not put into place after the 2018 renovation and is needed to help patrons navigate the library successfully.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Ongoing maintenance expected to remain the same*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>

### CIP #8990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for Facility and Transit.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,500	10,000	10,000	10,000	10,000	10,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 6,500</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	

# Facilities and Transit Projects

## Five Year Facilities CIP Forecast

Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
Transit Shelters & ADA Improvements	Transit & Grants	\$ 43,990	\$ 42,798	\$ 42,798	\$ 42,798	\$ 42,798
City Hall Roof Repair	General	190,000	-	-	-	-
Public Works Facility	Loan Proceeds	15,850,000	6,050,000	-	-	-
Transit Security Upgrades	Transit & Grants	266,338	-	-	-	-
SMART Facility Upgrades Phase II	Transit & Grants	255,868	-	-	-	-
STIF Bus Stop Technology Upgrade	Transit & Grants	256,705	-	-	-	-
Facility Parking Lot Repairs	General	70,000	64,000	70,000	35,000	-
Art Tech Campus Light Renovation	General	300,000	-	-	-	-
Police Station Renovation	General	100,000	-	-	-	-
Exterior Envelope Sealing	General	132,500	-	-	-	-
TOD Ground Floor Improvements	General & Grants	40,000	1,900,000	-	-	-
Transit Center Enhancements	Transit & Grants	-	57,799	-	-	-
<b>Annual Maintenance Projects</b>						
City Facility Repairs	General	52,500	52,500	55,700	57,400	59,000
HVAC Replacements	General	60,000	650,000	63,650	65,560	292,500
Annual Furniture Replacement	General	30,900	31,827	32,782	33,765	34,778
<b>Miscellaneous Projects</b>						
Library Wayfinding	General	60,000	-	-	-	-
CD Support for Miscellaneous Projects	General	10,000	10,000	10,000	10,000	10,000
		<u>\$ 17,718,801</u>	<u>\$ 8,858,924</u>	<u>\$ 274,930</u>	<u>\$ 244,523</u>	<u>\$ 439,076</u>
<b>Funding Sources</b>						
General Fund		\$ 1,045,900	\$ 808,327	\$ 232,132	\$ 201,725	\$ 396,278
Grants/Contributions		666,816	1,981,887	34,000	34,000	34,000
Transit Fund		156,085	18,710	8,798	8,798	8,798
Loan Proceeds		15,850,000	6,050,000	-	-	-
Total Funding Sources		<u>\$ 17,718,801</u>	<u>\$ 8,858,924</u>	<u>\$ 274,930</u>	<u>\$ 244,523</u>	<u>\$ 439,076</u>

## Information Technology Projects



Wilsonville National Night Out. Photo Credit: Sarah Brown.

## 2022-23 Funding Sources

CIP #	Project Name	General Fund	Building Fund	Water Operations	Sewer Operations	Stormwater Operations	Total Resources
<b>Miscellaneous Projects</b>							
8093	Fiber Connectivity Project	\$ 655,000	\$ -	\$ -	\$ -	\$ -	\$ 655,000
8122	Copier Replacement Plan	18,000	-	-	-	-	18,000
8126	ERP Replacement	177,000	71,000	85,000	85,000	42,000	460,000
8127	Annual Network Upgrades	45,000	-	-	-	-	45,000
8129	Security Access System	150,000	-	-	-	-	150,000
		<u>\$ 1,045,000</u>	<u>\$ 71,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 42,000</u>	<u>\$ 1,328,000</u>

# Information Technology Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #8093: FIBER CONNECTIVITY PROJECT

City growth and changes of technology are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure IT connections. This is a reoccurring project addressing Fiber Projects throughout the City. Generally it is used to pull or connect fiber through conduit already placed in other City projects. It can also be used for projects partnering with other vendors doing work in the City that would offer mutual benefit.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 50,000	\$ 655,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 50,000</u>	<u>\$ 655,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	

### CIP #8122: COPIER REPLACEMENT PLAN

This project provides annual funding for replacement of office copiers throughout the City. This year replacements include one at the Community Center and Library.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction	Annual	\$ 22,700	\$ 18,000	\$ 27,000	\$ 37,000	\$ 37,000	\$ 27,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 22,700</u>	<u>\$ 18,000</u>	<u>\$ 27,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 27,000</u>	

# Information Technology Projects

## CIP #8126: ERP REPLACEMENT

This project will replace the City's current software system, Eden, with a new enterprise resource planning (ERP) solution. The new solution will update all of the core software functions within the City including Financials, Utility Billing, Permitting and Human Resources.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund/Building Fund/Water Ops/Sewer Ops/Stormwater Ops*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: To be determined*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 340,000	\$ 460,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 635,820</u>	<u>\$ 340,000</u>	<u>\$ 460,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,435,820</u>

## CIP #8127: ANNUAL NETWORK UPGRADES

This project provides annual funding for the annual network upgrades required throughout the City.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	

## CIP #8129: SECURITY ACCESS SYSTEM

This project will be approached in three distinct phases. The first phase will address physical access via keys at City facilities. The second and third phases will address card access and security cameras. The current card access system is nearing end of life and the security camera system is made up of multiple aging systems making administration difficult. This project looks to update both systems and tie them together where appropriate.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 75,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ 150,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,000</u>

# Information Technology Projects

## Five Year Information Technology CIP Forecast Fiscal years 2022-23 through 2026-27

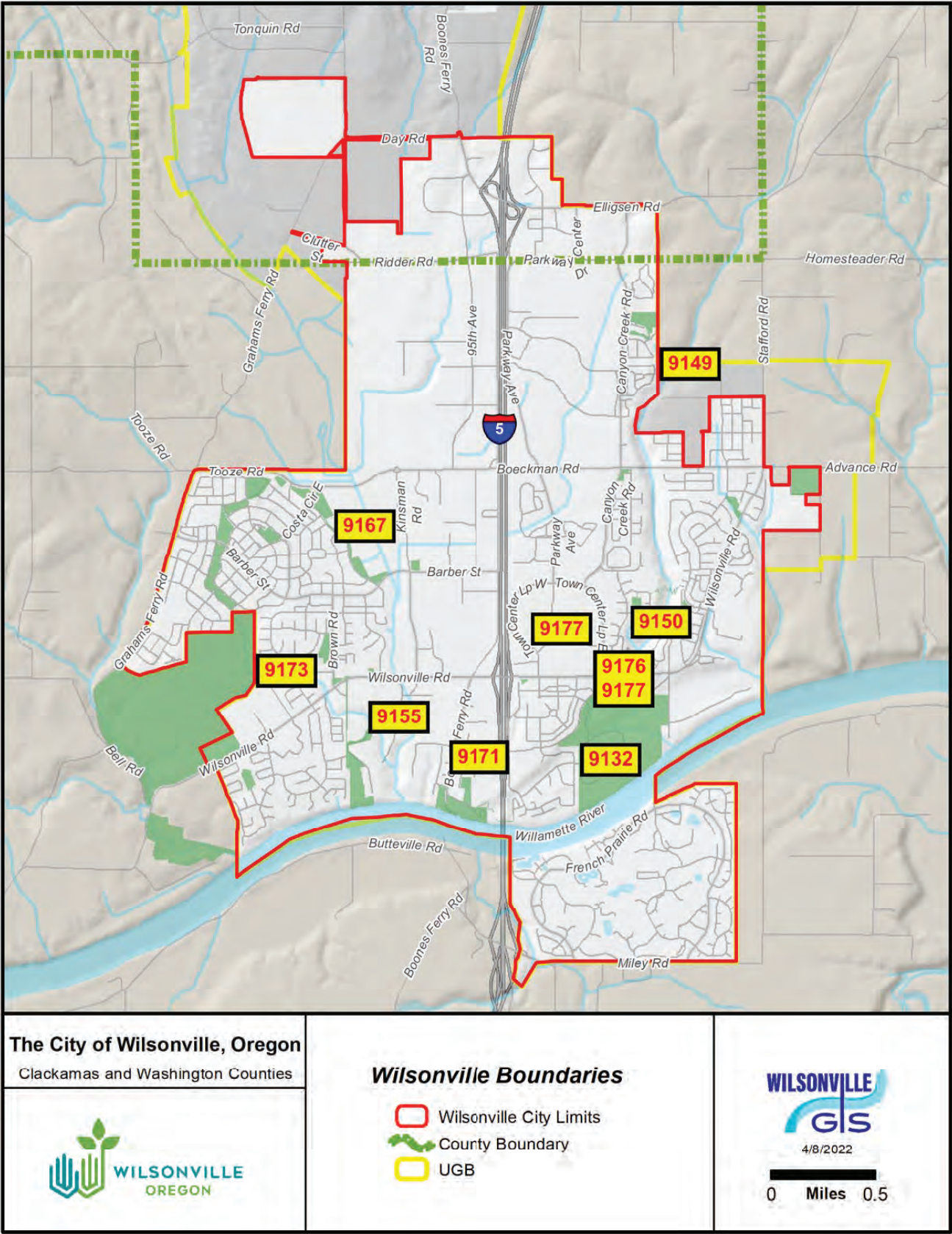
Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Miscellaneous Projects</b>						
Fiber Connectivity Project	General	\$ 655,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Copier Replacement Plan	General, Community Development, Transit	18,000	27,000	37,000	37,000	27,000
ERP Replacement	General, Building, Water, Sewer, Storm Ops	460,000	-	-	-	-
Annual Network Upgrades	General	45,000	45,000	45,000	45,000	45,000
Security Access System	General	150,000	100,000	100,000	-	-
Office 365 Upgrade	General	-	300,000	50,000	50,000	50,000
Enterprise Event, Facility, Volunteer System	General	-	51,500	-	-	-
Client Virtualization	General	-	-	-	272,500	-
Business Intelligence Tool	General	-	-	-	54,500	-
		<u>\$ 1,328,000</u>	<u>\$ 723,500</u>	<u>\$ 432,000</u>	<u>\$ 659,000</u>	<u>\$ 322,000</u>
<b>Funding Sources</b>						
General Fund		\$ 1,045,000	\$ 723,500	\$ 404,000	\$ 650,000	\$ 313,000
Transit Fund		-	-	-	9,000	-
Building Fund		71,000	-	-	-	-
Community Development Fund		-	-	28,000	-	9,000
Water Operations		85,000	-	-	-	-
Sewer Operations		85,000	-	-	-	-
Stormwater Operations		42,000	-	-	-	-
	Total Funding Sources	<u>\$ 1,328,000</u>	<u>\$ 723,500</u>	<u>\$ 432,000</u>	<u>\$ 659,000</u>	<u>\$ 322,000</u>





Wilsonville Water Treatment Plant. Photo Credit: Susan Reep.

Parks Projects



## 2022-23 Funding Sources

CIP #	Project Name	Parks SDC	Revenue Specific	General Fund	Total Resources
<b>Construction Projects</b>					
9149	Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	\$ 651,700	\$ -	\$ -	\$ 651,700
9150	Boeckman Creek Regional Trail South	56,750	-	-	56,750
9155	Ice Age Tonquin Trail	207,000	-	-	207,000
9173	Merryfield Trail Update	-	-	170,000	170,000
9177	Water Feature Controllers	-	-	60,000	60,000
<b>Master Plan and Studies</b>					
9132	Memorial Park Master Plan Implementation	-	-	250,000	250,000
9161	Parks SDC Study	70,370	-	-	70,370
9165	Urban Forest Management Plan	-	-	70,000	70,000
9171	Boones Ferry Park Master Plan Implementation	267,110	-	296,925	564,035
9176	Art Tech Programming Analysis	-	-	150,000	150,000
<b>System Development Reimbursements/Credits</b>					
9167	Villebois Park Improvements - SAP E (RP7/RP8)	693,470	195,840	-	889,310
<b>Miscellaneous Projects</b>					
9087	Tree Mitigation - Other than White Oak	-	25,000	-	25,000
9088	Tree Mitigation - White Oak	-	10,000	-	10,000
9148	Boeckman Trail Slope Stabilization	-	-	15,000	15,000
9152	Play Structure Replacement	-	-	120,000	120,000
9172	Interpretive Sign Replacement	-	-	20,000	20,000
9174	Parks and Green Spaces ADA Implementation	-	-	90,000	90,000
9990	Community Development Support for Misc. Projects	5,300	-	5,300	10,600
9993	Annual - Final CIP Closeout from Prior Years	1,680	-	1,120	2,800
9995	Annual - Early Planning for Future CIP Projects	3,300	-	1,100	4,400
9998	Annual - 5-Year and Annual Budget Planning	2,240	-	560	2,800
		<u>\$ 1,958,920</u>	<u>\$ 230,840</u>	<u>\$ 1,250,005</u>	<u>\$ 3,439,765</u>

# Parks Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #9149: BOECKMAN CREEK REGIONAL TRAIL - PHASE 2 (FROG POND)

The Frog Pond West Master Plan includes the Boeckman Creek Regional Trail and a trailhead park as SDC eligible projects. West Hills Development is proposing two subdivisions (Frog Pond Overlook and Frog Pond Terrace) that include portions of the regional trail and a trailhead park. The applications are in for DRB review, with construction anticipated to occur in spring/summer of 2022. The developer will be conditioned to construct eligible public improvements identified in a master plan.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 620,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	10,000	-	-	-	-	
General Fund Overhead Fees		-	21,700	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 651,700</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 651,700</u>

### CIP #9150: BOECKMAN CREEK REGIONAL TRAIL SOUTH

This project provides regional trail improvements to the Boeckman Creek Trail between the Memorial Park Pump Station and Wilsonville High School connection. This project is to be coordinated with the Boeckman Creek Interceptor Phase 1 project (CIP #2107).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 50,000	\$ 202,118	\$ 202,118	\$ -	\$ -	
Project Management Fees		-	5,000	17,808	17,808	-	-	
General Fund Overhead Fees		-	1,750	7,074	7,074	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,750</u>	<u>\$ 227,000</u>	<u>\$ 227,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 510,750</u>



## CIP #9155: ICE AGE TONQUIN TRAIL

This project provides a 1900 foot extension of the Tonquin Trail between Arrowhead Creek and Boones Ferry Road as part of the 5th Street/Kinsman Road Extension project (CIP #4196).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: Carryover from FY 2021-22*

*Estimated Date of Completion: FY 2022-23*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 8,426	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		295	7,000	-	-	-	-	
	<u>\$ 63,676</u>	<u>\$ 8,721</u>	<u>\$ 207,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 279,397</u>

## CIP #9173: MERRYFIELD TRAIL UPDATE

This project will improve and update trail connectivity in the Park at Merryfield. The current trail has ADA slope issues and is moving into a state of continual needed maintenance. The .16 mile asphalt trail built prior to the year 2000, will be widened and striped to improve safety. ADA improvements will be made to ensure the trail and connected playground are accessible to all community members. The Park at Merryfield trail system has been identified as a key connection for students attending both Boones Ferry Primary School and Inza R. Wood Middle School. Both schools serve the Villebois and Camelot neighborhoods. The Park at Merryfield trail is a key off street connection for those neighborhoods to the schools.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2022-23*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,000</u>

## CIP #9177: WATER FEATURE CONTROLLERS

This project replaces the water feature controllers at Town Center Park and Murase Plaza, which are beyond the planned life expectancy and are in need of replacement.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2022-23*

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

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>

# Parks Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #9171: BOONES FERRY PARK MASTER PLAN IMPLEMENTATION

Conduct an archaeological inventory in Boones Ferry Park to help inform implementation of planned park improvements identified in the Parks Master Plan. Replace the outdated 24 year old Boones Ferry Park playground, improving safety in accordance with Boones Ferry Master Plan. Improve trail connectivity within the north portion of Boones Ferry Park and the Old Town Neighborhood in accordance with the Boones Ferry Master Plan.

*Priority: High*

*Justification: City Growth/Aging Infrastructure*

*Funding Sources: General Fund & Parks SDCs*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 20,000	\$ 555,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	9,035	-	-	-	-	
General Fund Overhead Fees		700	-	-	-	-	-	
	<u>\$ 67,762</u>	<u>\$ 20,700</u>	<u>\$ 564,035</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 652,497</u>

### CIP #9132: MEMORIAL PARK MASTER PLAN IMPLEMENTATION

Memorial Park athletic fields 1, 2 and 3 are without safety netting for spectators. The trees in close proximity to the spectator spaces, which provided some protection, were severely damaged and removed as a result of ice storm. Installation of safety netting is needed to help ensure spectator and community safety.

Tennis, pickle ball, and basketball courts are all key recreational amenities in Memorial Park for the community. The surfacing on these courts is in need of complete restoration. Without a resurfacing the courts will continue to degrade and may fall into disrepair and/or need further work in the future.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Carryover from FY 2014-15*

*Estimated Date of Completion: Ongoing Project*

*Operations Impact: Maintenance costs estimated at \$7,000 per year*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 570,500	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		19,968	-	-	-	-	-	
	<u>\$ 1,188,399</u>	<u>\$ 590,468</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,028,867</u>

## CIP #9161: PARKS SDC STUDY

A Parks SDC Methodology update will be key to the long term success and planning for the Parks team. Last studied in 2006 the SDC Methodology should be updated to align with the 2018 Parks and Recreation Comprehensive Master Plan, 2015 Memorial Park Master Plan, 2018 Boones Ferry Master Plan as well as future park, trail and greenspace development plans in Wilsonville.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 62,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	6,200	-	-	-	-	
General Fund Overhead Fees		-	2,170	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,370</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,370</u>

## CIP #9165: URBAN FOREST MANAGEMENT PLAN IMPLEMENTATION

In 2020, the Urban Forest Management Plan (UFMP) was approved by the City Council. The UFMP includes a variety of actions that implement the goals of the plan. In FY 2022-23, actions will include the development of a tree manual and the completion of an urban tree canopy assessment.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: Continued from FY2021-22*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ 2,551	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		1,440	20,000	-	-	-	-	
General Fund Overhead Fees		89	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 4,080</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 74,080</u>

## CIP #9176: ART TECH PROGRAMMING ANALYSIS

Wilsonville is a growing community. With that growth comes increased demand on Parks & Recreation infrastructure. Prior to the COVID pandemic our programming revenue was steadily increasing year over year. Assuming we get past the pandemic and are able to fully program our indoor spaces again, conducting this program analysis of the Art Tech building will provide a clear path forward to increase our programming capacity, which will provide revenue to help offset the improvement costs.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

	Expenses thru FY21	YE Estimates 2021-22	Budget 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Project Total
<b>Project Costs:</b>								
Design & Construction		\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>



# Parks Projects

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### CIP #9167: VILLEBOIS PARK IMPROVEMENTS: SPECIFIC AREA PLAN (SAP) EAST PARKS REIMBURSEMENTS

The project is to provide the funding for Parks SDC Reimbursement for the Villebois Park SAP E. This project includes the Regional Park No. 7 and Regional Park No. 8.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2022-23*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction		\$ 890,000	\$ 846,535	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	20,000	-	-	-	-	
General Fund Overhead Fees		31,150	22,775	-	-	-	-	
	<u>\$ 458,894</u>	<u>\$ 931,150</u>	<u>\$ 889,310</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,279,354</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #9087: TREE MITIGATION – OTHER THAN WHITE OAK

Funds paid by developers to replenish or replace trees throughout the City during the development process. Additional funding is being requested to accommodate more Friends of Trees tree planting events as part of the on-going recovery from the 2021 ice storm.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund/Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 25,000	\$ 25,000	\$ 2,200	\$ 2,250	\$ 2,300	\$ 2,350	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 2,200</u>	<u>\$ 2,250</u>	<u>\$ 2,300</u>	<u>\$ 2,350</u>	

## CIP #9088: TREE MITIGATION – WHITE OAK

This project is similar to CIP #9087, but is intended specifically for pruning, planting, preservation, and enhancement of White Oaks.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund/Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 1,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	

## CIP #9148: BOECKMAN TRAIL SLOPE STABILIZATION

This project provides an ongoing budget to repair the Boeckman Trail Slope if required.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 15,000</u>	<u>\$ 15,450</u>	<u>\$ 15,914</u>	<u>\$ 16,391</u>	<u>\$ 16,883</u>	

## CIP #9152: PLAY STRUCTURE REPLACEMENT

The inclusivity and accessibility of the playgrounds in Wilsonville is a key focus for the Parks team. The replacement and accessibility improvements of the climber at the Murase Plaza playground is a critical step in bringing true universal play and inclusivity to the playground in Murase Plaza. The current climbing net structure was installed in 2005 and then moved in 2015. It is the only remaining component from the original playground. The component will soon need repairs that will be time consuming and costly. This project would improve components to the area around the climber and leave the remaining 75% of the playground in its current state. The climber will be replaced by a new climber that allows for meaningful play for community members of all mental, emotional and physical means. The new climber and ground play components will be greatly improved by utilizing a unitary surface instead of engineered wood fiber for surfacing. A unitary surface allows for true and meaningful accessibility for those in mobility devices.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 101,423	\$ 120,000	\$ 210,000	\$ 220,000	\$ 230,000	\$ 240,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 101,423</u>	<u>\$ 120,000</u>	<u>\$ 210,000</u>	<u>\$ 220,000</u>	<u>\$ 230,000</u>	<u>\$ 240,000</u>	

# Parks Projects

## CIP #9172: INTERPRETIVE SIGN REPLACEMENT

The needed upkeep and subsequent replacement of historical and informative panels in Wilsonville is being accomplished with this CIP. This CIP was implemented in 2021/2022 and resulted in 5 historical signs at the Stein Boozier barn to be updated. With 78 historical and informative panels in the city, a rotational replacement schedule of approximately 5 signs per year has been implemented with the first 5 years currently under contract. An approximate 15 year schedule will ensure that signs do not fall into disrepair.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 19,324	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		676	-	-	-	-	-	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	

## CIP #9174: PARKS AND GREEN SPACES ADA IMPLEMENTATION

The parks ADA transition plan which was completed in 2014 is a continued focus for equitable improvements in the parks system. This reoccurring CIP would help the team continue to make progress on the estimated \$2.8 million worth of needed ADA park improvements. Year one of the ADA Implementation CIP would focus on work to be done at Hathaway Park. ADA trail improvements, installation of accessible picnic tables and benches as well as an accessible drinking fountain will increase accessability in Hathaway park all in our community.

*Priority: Medium*

*Justification: Aging Infrastructure/Regulatory Requirements*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 90,000	\$ 86,957	\$ 86,957	\$ 86,957	\$ 86,957	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	3,043	3,043	3,043	3,043	
		<u>\$ -</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	

## CIP #9990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for Parks projects that are generally performed or contracted for directly by the Parks Department.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,000	10,600	10,900	11,200	11,500	11,800	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,000</u>	<u>\$ 10,600</u>	<u>\$ 10,900</u>	<u>\$ 11,200</u>	<u>\$ 11,500</u>	<u>\$ 11,800</u>	

## CIP #9993: ANNUAL - FINAL CIP 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*

*Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	2,800	2,900	3,000	3,100	3,200	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 2,800</u>	<u>\$ 2,900</u>	<u>\$ 3,000</u>	<u>\$ 3,100</u>	<u>\$ 3,200</u>	

## CIP #9995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City's park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		4,300	4,400	4,500	4,600	4,700	4,800	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 4,300</u>	<u>\$ 4,400</u>	<u>\$ 4,500</u>	<u>\$ 4,600</u>	<u>\$ 4,700</u>	<u>\$ 4,800</u>	

## CIP #9998: ANNUAL - 5 YEAR AND ANNUAL CIP BUDGET PLANNING

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*

*Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY21</b>	<b>YE Estimates 2021-22</b>	<b>Budget 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,700	2,800	2,900	3,000	3,100	3,200	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,700</u>	<u>\$ 2,800</u>	<u>\$ 2,900</u>	<u>\$ 3,000</u>	<u>\$ 3,100</u>	<u>\$ 3,200</u>	

# Parks Projects

## Five Year Parks CIP Forecast Fiscal years 2022-23 through 2026-27

Project Name	Funding Source	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Construction Projects</b>						
Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	Parks SDC	\$ 651,700	\$ -	\$ -	\$ -	\$ -
Boeckman Creek Regional Trail South	Parks SDC	56,750	227,000	227,000	-	-
Ice Age Tonquin Trail	Parks SDC	207,000	-	-	-	-
Merryfield Trail Update	General Fund	170,000	-	-	-	-
Frog Pond West Neighborhood Park	Frog Pond Fund	-	3,230,388	-	-	-
Water Feature Controllers	General Fund	60,000	-	-	-	-
<b>Master Plan and Studies</b>						
Memorial Park Master Plan Implementation	General Fund	250,000	-	-	-	-
Parks SDC Rate Study	Parks SDC	70,370	-	-	-	-
Urban Forest Management Plan Implementation	General Fund	70,000	-	-	-	-
Boones Ferry Park Master Plan Implementation	Parks SDC	564,035	-	-	-	-
Art Tech Programming Analysis	General Fund	150,000	-	-	-	-
<b>System Development Reimbursements/Credits</b>						
Villebois Park Improvements - SAP E (RP7/RP8)	Parks SDC	889,310	-	-	-	-
<b>Miscellaneous Projects</b>						
Tree Mitigation - Other than White Oak	General Fund	25,000	2,200	2,250	2,300	2,350
Tree Mitigation - White Oak	General Fund	10,000	10,000	10,000	10,000	10,000
Boeckman Trail Slope Stabilization	General Fund	15,000	15,450	15,914	16,391	16,883
Play Structure Replacement	General Fund	120,000	210,000	220,000	230,000	240,000
Interpretive Sign Replacement	General Fund	20,000	20,000	20,000	20,000	20,000
Parks and Green Spaces ADA Implementation	General Fund	90,000	90,000	90,000	90,000	90,000
Community Development Support for Misc. Projects	Parks SDC/General Fund	10,600	10,900	11,200	11,500	11,800
Annual - Final CIP Closeout from Prior Years	Parks SDC/General Fund	2,800	2,900	3,000	3,100	3,200
Annual - Early Planning for Future CIP Projects	Parks SDC/General Fund	4,400	4,500	4,600	4,700	4,800
Annual - 5-Year and Annual Budget Planning	Parks SDC/General Fund	2,800	2,900	3,000	3,100	3,200
		<u>\$ 3,439,765</u>	<u>\$ 3,826,238</u>	<u>\$ 606,964</u>	<u>\$ 391,091</u>	<u>\$ 402,233</u>
<b>Funding Sources</b>						
Parks SDC		\$ 1,958,920	\$ 239,885	\$ 240,250	\$ 13,615	\$ 13,980
General Fund		1,285,005	355,965	366,714	377,476	388,253
Community Development Fund		195,840	-	-	-	-
Frog Pond Fund		-	3,230,388	-	-	-
Total Funding Sources		<u>\$ 3,439,765</u>	<u>\$ 3,826,238</u>	<u>\$ 606,964</u>	<u>\$ 391,091</u>	<u>\$ 402,233</u>

## Debt and Other

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### Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. Debt policies are located in section IX of the Financial Management Policies in the appendix. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. In the past, the City has issued general obligation bonds, revenue bonds, as well as full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are secured by a specified revenue source other than described above, and are typically used to finance capital improvements related to the City's utilities and repaid from related utility charges.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## Long-Term Debt Estimated as of June 30, 2022

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Full Faith &amp; Credit Obligations</b>				
Series 2021 (Tax-Exempt) / Wastewater Treatment Plant	1.43%	\$ 24,280,000	06/01/2031	\$ 22,005,400
Series 2022A (Tax-Exempt) / Water Treatment Plant	2.47%	7,046,000	02/01/2042	7,046,000
Series 2022B (Tax-Exempt) / PW Complex	2.24%	16,479,480	02/01/2037	16,479,480
<b>Other Financing:</b>				
Interfund Loan - General Fund to Stormwater Operating	1.00%	2,500,000	01/15/2025	1,514,900
Interfund Loan - Water Operating to General Fund	0.55%	1,500,000	03/01/2026	1,500,000
				<u>\$ 48,545,780</u>

## Legal Debt Limits

Under Oregon statutes, (ORS 287A) the City is limited in the amount of principal outstanding for general obligation bonded debt to three percent of real market value of the taxable properties within its boundaries. The statutory limit specifically excludes full faith and credit obligations, and bonds for water, sanitary and storm sewers.

The following schedule depicts the City's legal debt capacity and indicates the amount of marginal capacity available:

## Statutory Debt Limitation Estimated as of June 30, 2021

Real Market Value	\$ 6,628,741,103
Debt capacity at 3%	198,862,233
Less outstanding debt	<u>\$ -</u>
Net debt subject to 3% limit	-
Marginal capacity	<u>\$ 198,862,233</u>



# Overlapping Debt

## Overlapping Debt as of June 30, 2021

Jurisdiction	Debt Outstanding	Applicable to Government <sup>1</sup>	Applicable to Government
Direct:			
City of Wilsonville	\$ 27,548,830	100.00%	\$ 27,548,830
Overlapping:			
Clackamas Community College	104,855,428	8.59%	9,005,089
Clackamas County	125,400,000	6.33%	7,943,338
Clackamas County ESD	23,805,136	6.91%	1,645,244
Clackamas County School District No. 3J	348,463,289	38.55%	134,342,006
Clackamas County School District No. 86	113,244,037	11.88%	13,454,977
Clackamas Soil & Water Conservation	6,144,000	6.33%	389,186
Metro	958,580,000	1.73%	16,545,091
Northwest Regional ESD	1,964,662	0.27%	5,226
Port of Portland	51,330,000	1.59%	814,556
Portland Community College	607,975,000	0.21%	1,301,066
Tualatin Valley Fire & Rescue	26,035,000	5.71%	1,485,661
Washington County	196,818,344	0.53%	1,041,563
Washington County School District No. 1J	263,751	0.00%	-
Washington County School District No. 88J	312,546,518	6.49%	20,275,205
Total Overlapping	2,877,425,165	7.24%	208,248,208
Total Debt	\$ 2,904,973,995	8.12%	\$ 235,797,038

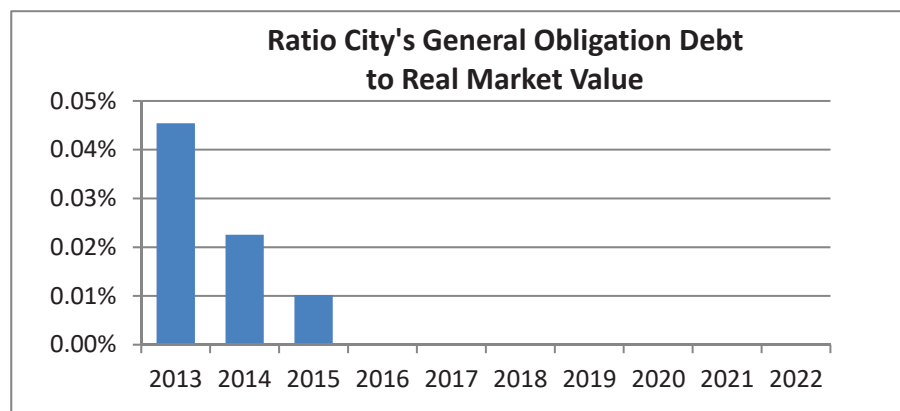
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

<sup>1</sup> The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

Source: Oregon State Treasury, Debt Management Division

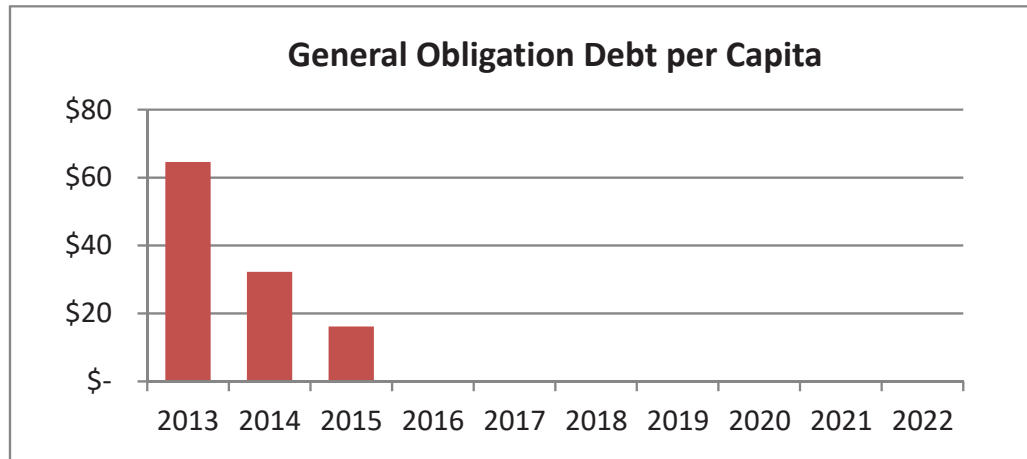
## Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio since the end of the 2016 fiscal year is 0.00%. The trend seen in the graph below shows the ratio decreasing as the result of new development, increases in market values and decreases in annual debt service payments as debt neared retirement.



## Debt Per Capita

The amount of City debt per capita for general obligation bonds indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with decreases in annual debt service payments as debt neared retirement. The General Obligation Bond was paid off in January 2016, and resulted in a per capita amount of zero at fiscal year end.



## Future Debt Plans

The City does not plan to issue debt during FY 2022-23.

### Debt Service Activity All City Funds, Fiscal Year 2022-23

Fund/Bond or Debt Issue	Principal Balance 7/01/2022	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2023
<b>Full Faith &amp; Credit (Tax-Exempt):</b>				
Series 2021 - Wastewater Treatment Plant				
Sewer Operating Fund	\$ 22,005,400	\$ 2,310,000	\$ 314,677	\$ 19,695,400
Series 2022A - Water Treatment Plant				
Water SDC Fund	7,046,000	276,700	174,036	6,769,300
Series 2022B - Public Works Complex				
Road Operating Fund	4,515,380	272,160	84,287	4,243,220
Water Operating Fund	4,696,650	283,080	87,671	4,413,570
Sewer Operating Fund	3,197,020	192,700	59,678	3,004,320
Stormwater Operating Fund	4,070,430	245,340	75,981	3,825,090
Subtotal Series 2022B - PW Complex	16,479,480	993,280	307,617	15,486,200
<b>Interfund Loans:</b>				
General Fund to Stormwater	1,514,900	499,951	15,149	1,014,949
Water Operations to General Fund	1,500,000	371,920	8,250	1,128,080
Subtotal Interfund Loans	3,014,900	871,871	23,399	2,143,029
<b>TOTAL ALL DEBT</b>	<b>\$ 48,545,780</b>	<b>\$ 4,451,851</b>	<b>\$ 819,729</b>	<b>\$ 44,093,929</b>

Issue Title: Full Faith and Credit Obligations, Series 2021			
Issue Date:	March 10, 2021	Amount:	\$24,280,200
Average interest rate:	1.43%	Insurance:	None
Bond rating:	Not applicable	First principal due:	June 1, 2022
CUSIPs:	Not applicable	Last principal due:	June 1, 2031

### Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$38.9 million debt issuance. The original borrowing had an average interest rate of 3.43%. By refunding the debt, the City will save approximately \$2,957,500 (present value cash basis) over the remaining life of the bonds.

The original \$38.9 million bonds proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the City's wastewater treatment plant. Construction began in 2012. The expansion increased capacity from 2.8 mgd to 4.0 mgd in dry weather.

### Security:

The City covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues.

FY	Principal	Interest	Total
2022-23	2,310,000	314,677	2,624,677
2023-24	2,343,700	281,644	2,625,344
2024-25	2,373,100	248,129	2,621,229
2025-26	2,408,100	214,194	2,622,294
2026-27	2,443,200	179,758	2,622,958
2027-28	2,478,100	144,820	2,622,920
2028-31	7,649,200	219,824	7,869,024
Total	\$ 22,005,400	\$ 1,603,047	\$ 23,608,447

Issue Title: Full Faith and Credit Obligation, Series 2022A (Tax-Exempt)			
Issue Date:	February 1, 2022	Amount:	\$7,046,000
Average interest rate:	2.47%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2042

### Purpose of issuance:

To finance expansion of the City's Water Treatment Plant. The financing arrangement will allow the City to maintain resources in its Water related funds for other water related capital project needs, as determined by a 20-Year Capital Finance study completed in 2019. The WTP expansion project has a total budget of \$25.3 million. Wilsonville will pay 66.7% and the City Sherwood will pay 33.3% of the total final project costs.

### Security:

The Series A Agreement will be a full faith and credit obligation of the City, and the City will pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series A Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series A Agreement. The City expects to make payments on the Series A Agreement using revenues of its Water System Development Fund. However, such revenues are not specifically pledged as security.

FY	Principal	Interest	Total
2022-23	276,700	174,036	450,736
2023-24	283,500	167,202	450,702
2024-25	290,500	160,199	450,699
2025-26	297,700	153,024	450,724
2026-27	305,000	145,671	450,671
2027-28	312,600	138,137	450,737
2028-33	1,682,500	570,990	2,253,490
2033-38	1,900,800	352,676	2,253,476
2038-42	1,696,700	106,047	1,802,747
Total	\$ 7,046,000	\$ 1,967,982	\$ 9,013,982

Issue Title: Full Faith and Credit Obligation, Series 2022B (Tax-Exempt)			
Issue Date:	April 1, 2022	Amount:	\$16,479,480
Average interest rate:	2.24%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2037

### Purpose of issuance:

To finance to construction of a Public Works Complex. The PW Complex will address the current and future needs of the Public Works Department; improve efficiency through consolidation, organization, and layout; provide adequate shop space, office space, meeting rooms, breakrooms, locker and shower areas, vehicles, equipment and materials storage, disposal areas and parking; and incorporate sustainability and green energy technology. The new facility will meet seismic design category IV ensuring operations during and immediate after a seismic event.

### Security:

The Series B Agreement will be a full faith and credit obligation of the City, and the City will pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series B Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series B Agreement. The City expects to make payments on the Series B Agreement using revenues from Road Operations, Water Operations, Sewer Operations, and Stormwater Operations.

FY	Principal	Interest	Total
2022-23	993,280	307,617	1,300,897
2023-24	954,010	346,891	1,300,901
2024-25	975,370	325,521	1,300,891
2025-26	997,220	303,673	1,300,893
2026-27	1,019,560	281,335	1,300,895
2027-28	1,042,400	258,497	1,300,897
2028-33	5,572,880	931,598	6,504,478
2033-37	4,924,760	278,842	5,203,602
Total	\$ 16,479,480	\$ 3,033,974	\$ 19,513,454

# Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

## **General Fund**

**Financial systems software:** The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc., will need to be replaced in the near future.

**Operating systems, servers:** Hardware and software upgrades or replacement.

**Other business software systems:** Software upgrades or replacements related to non-financial and permitting functions, such as event and volunteer management, asset management, etc.

**City websites, wireless improvements:** Periodically the City upgrades its web sites and wi-fi systems.

**Conduit, fiber, communications:** Installation of fiber conduit for connectivity.

**Office equipment replacement:** Replacing and upgrading various office equipment, such as copiers, printers, and remote devices.

**Park improvements, structures, amenities:** Rehabilitating or replacing various park amenities, such as play structures, buildings, shelters and trails.

**Parking lot improvements:** Various parking lots owned by the City are in need of repair and possible expansion, including the parking lot associated with the Library, Community Center and the Police/Public Works building.

**Building repairs, remodeling:** Major repairs, rehabilitation or remodeling of City buildings.

**Future expansion, relocation:** Future expansion and relocation costs.

**Emergency management:** Equipment and major supplies related to disaster preparedness and response.

**Future program costs:** Sustainability reserve for unanticipated circumstances and necessary to maintain critical operations.

## **Building Inspection Fund**

**Software:** Reserve for permit software replacement.

## **Transit Fund**

**Bus, building, capital needs:** Reserve for future capital needs, including the purchase of rolling stock.

## **Water Operating Fund**

**Plant major repair and replacement:** Replacement of plant equipment, amount required by contract with operator.

**Maximum annual debt service:** Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose.

## **Sewer Operating Fund**

**Plant major repair and replacement:** Replacement of plant equipment, amount required by contract with operator.

**Maximum annual debt service:** Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City.

## **Fleet Services Fund**

**Vehicle replacement:** Accumulated special charges for vehicle replacement typically on a 10-year cycle.

## Assigned Balances - Designated Purpose

	June 30, 2022 Balance	Increases	Decreases*	June 30, 2023 Balance
<b>General Fund</b>				
<b>Computers, office equipment, software, fiber</b>				
Financial systems software	\$ 75,000	\$ -	\$ (50,000)	\$ 25,000
Operating systems, servers	150,000	50,000	-	200,000
Other business software systems	150,000	50,000	-	200,000
City websites, wireless improvements	150,000	100,000	-	250,000
Conduit, fiber, communications	200,000	50,000	-	250,000
Office equipment replacement	250,000	-	-	250,000
<b>Facilities and park infrastructure</b>				
Park improvements, structures, amenities	300,000	210,000	(135,000)	375,000
Parking lot improvements	700,000	20,000	(70,000)	650,000
Building repairs, remodeling	1,205,000	447,500	(302,500)	1,350,000
Future expansion, relocation	142,000	708,000	(100,000)	750,000
<b>Emergency management</b>				
Equipment and major supplies	150,000	100,000	-	250,000
<b>Future program costs</b>				
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 5,472,000</u>	<u>\$ 1,735,500</u>	<u>\$ (657,500)</u>	<u>\$ 6,550,000</u>
<b>Transit Fund</b>				
STIF reserve	\$ 2,161,259	\$ -	\$ (1,743,217)	418,042
Bus, building, capital needs	1,000,000	-	-	1,000,000
	<u>\$ 3,161,259</u>	<u>\$ -</u>	<u>\$ (1,743,217)</u>	<u>\$ 1,418,042</u>
<b>Water Operating Fund</b>				
Plant major repair and replacement	\$ 1,100,000	\$ 100,000	\$ -	\$ 1,200,000
	<u>\$ 1,100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 1,200,000</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service <sup>1</sup>	2,945,000	-	-	2,945,000
	<u>\$ 5,345,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,345,000</u>
<b>Road Operating Fund</b>				
Emergency road repairs	\$ 150,000	\$ 75,000	\$ -	\$ 225,000
<b>Fleet Services Fund</b>				
Vehicle replacement	\$ 865,588	\$ 50,610	\$ (71,815)	\$ 844,383

<sup>1</sup> Not a bond requirement

\*Decreases reflect funds used on projects (financial systems software, park improvements & building remodeling) and overall assigned balance reductions.



# Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

## Restricted Fund Balances

- *Nonspendable* – Represents both assets that are non-liquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
- *Restricted* – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

## Unrestricted Fund Balances

- *Committed* – Constraints created by the governing body on the uses of its own resources  
These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.
- *Assigned* – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director  
Earmarking of resources is not legally binding and can be changed without formal action.
- *Unassigned* – Excess of total fund balance over nonspendable, restricted, committed and assigned components  
Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

### Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	State statute

### Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Sustainability Reserve	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition

# Urban Renewal Agency

## FY 2022-23 Proposed Budget

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Urban Renewal Budget Committee  
City of Wilsonville  
FY 2022-23

Urban Renewal Budget Committee

Katie Hamm	Shawn O'Neil
Sam Scull	Alicia Moulton

Urban Renewal Agency Board

Julie Fitzgerald, Chair

Kristin Akervall	Charlotte Lehan
Dr. Joann Linville	Ben West

Executive Director  
Bryan Cosgrove  
City Manager

Economic Development Manager  
Matt Lorenzen

Finance Director  
Keith Katko

Urban Renewal Agency  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070  
503.682.1011  
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May 6, 2022

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2022-23 for the Urban Renewal Agency. The Urban Renewal Agency of the City of Wilsonville is a separate municipal entity responsible for governing the City's three urban renewal areas. The three areas include the Year 2000, West Side, and Coffee Creek plan areas. The Year 2000 and West Side district have been quite successful while the newer Coffee Creek area is just getting started.

The Year 2000 Plan District was formed in 1992 with a frozen tax base assessed value of \$44 million. In tax year 2022-23, the total assessed valuation of the area is estimated at approximately \$572 million, an increase of over 13 times the original amount. The Year 2000 Plan District, located primarily on the east side of town, continues two projects into FY 2022-23: the construction of the 5th St to Kinsman road project, and the Boeckman Dip Bridge project. The District expects to have all outstanding related debt fully paid off in fiscal year 2022-23, with no additional tax increment funds needed thereafter.

The Westside Plan District was formed in 2003 with a frozen tax base assessed value of \$16.5 million. In tax year 2022-23, the total assessed valuation of the area is estimated to be approximately \$777 million, nearly 47 times the original frozen amount. The last capital project remaining in the plan, the Brown Rd project, continues in the current budget cycle. The District expects to have all outstanding related debt fully paid off in two years, by the end of fiscal year 2023-24.

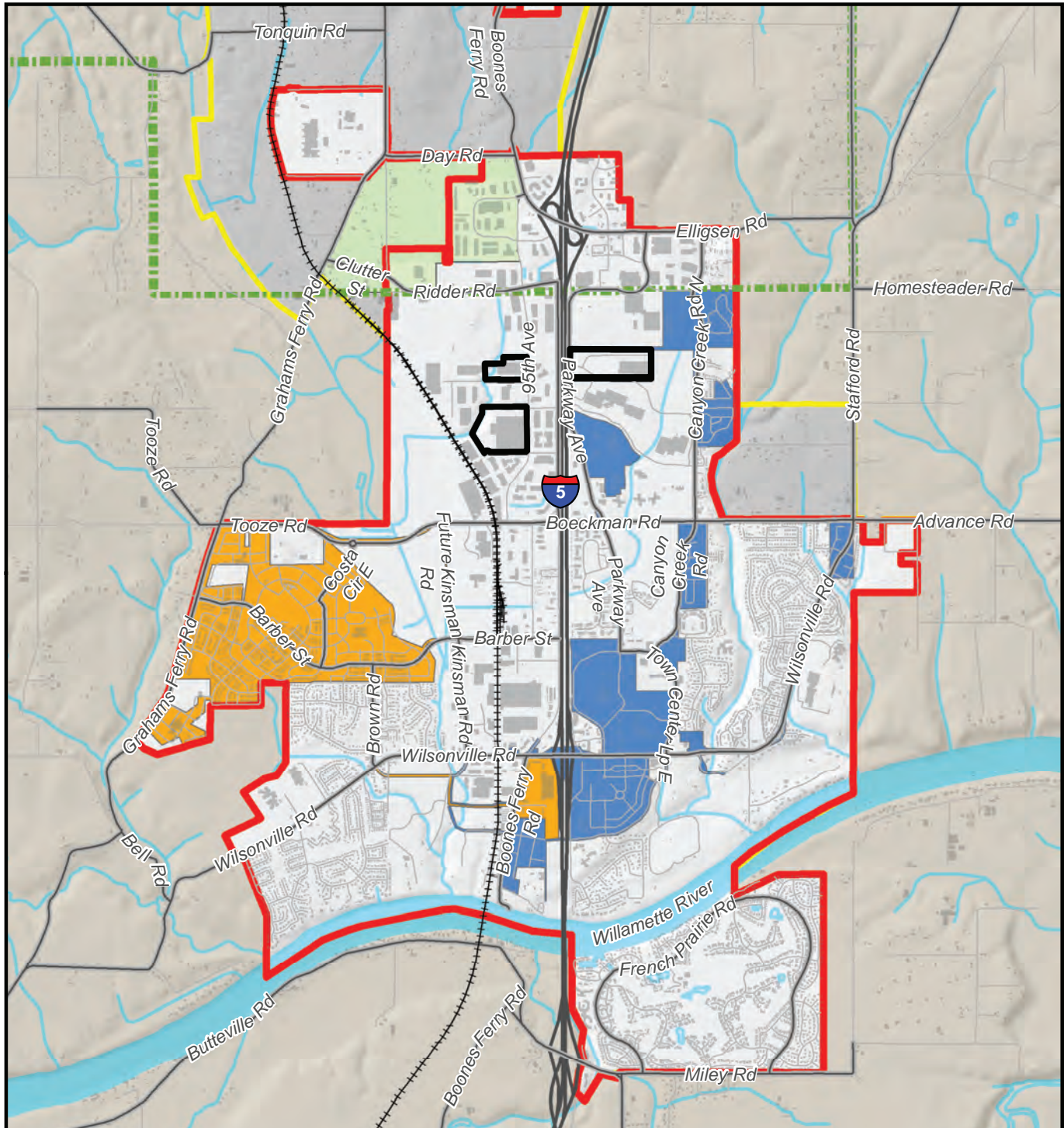
The Coffee Creek Plan District was formed in 2016 with frozen tax based assessed value of approximately \$99 million. In tax year 2022-23, the total assessed valuation of the area is estimated to be approximately \$136 million. In fiscal year 2018-19, the Coffee Creek District issued \$3.8 million in debt to prepare for the construction of Garden Acres Rd. This project is a key infrastructure improvement identified in the Coffee Creek Urban Renewal Plan to support development within the Coffee Creek District. No capital improvement projects are budgeted for fiscal year 2022-23.

Both the Year 2000 and West Side Districts have had great success and have easily met their respective financial targets of specific debt reserve set-asides, according to their respective bond covenants. While number of anticipated projects for these two districts will be completed in the near future, the Coffee Creek area is just beginning. Combined, these Districts have been and will continue to be instrumental in enabling the City to build key infrastructure that has not only encouraged economic development, but has served the entire community with additional road connections and park amenities. We look forward to continued success of each District.

Respectfully submitted,

Bryan Cosgrove  
City Manager

# Urban Renewal District Map



The City of Wilsonville, Oregon  
Clackamas and Washington Counties

## Urban Renewal Areas & Tax Increment Finance Zones

- Coffee Creek URA
- Year 2000 URA
- West Side URA
- TIF Taxlots
- UGB
- City Limits
- County Boundary



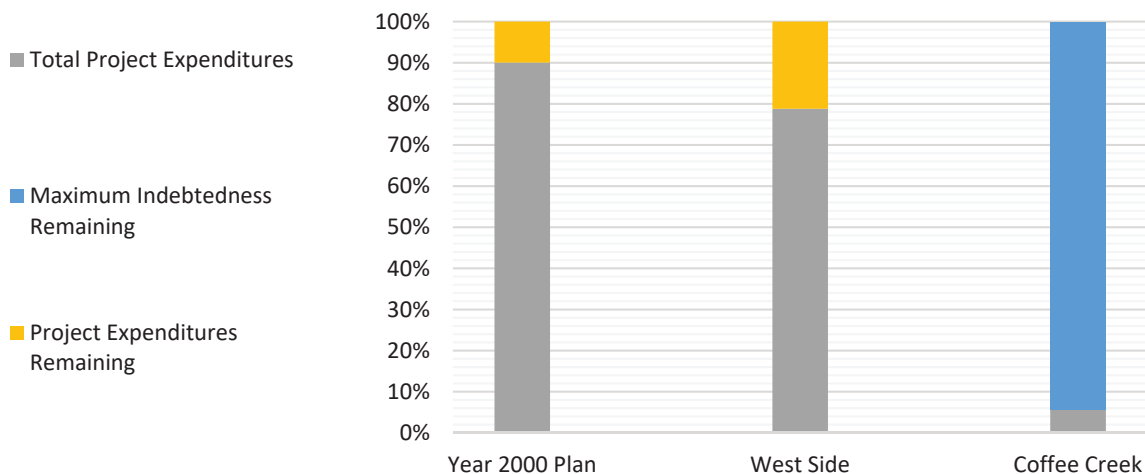
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## Urban Renewal Agency Quick Facts

	Year 2000 Plan	West Side	Coffee Creek
District formation date	May 1992	November 2003	October 2016
Current size (acreage)	454	415	258
Maximum indebtedness	\$ 107,196,524	\$ 49,400,000	\$ 67,000,000
Cumulative debt issuances as of July 1, 2022	(103,196,524)	(49,400,000)	(3,800,000)
Budgeted debt issuances for FY 2022-23	(4,000,000)	-	-
Maximum indebtedness remaining at June 30, 2023	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,200,000</u>
Debt outstanding at July 1, 2022	3,990,000	9,100,000	3,334,998
Budgeted debt issuances for FY 2022-23	4,000,000	-	-
Budgeted principal payments for FY 2022-23	(7,990,000)	(5,329,075)	(172,000)
Debt outstanding at June 30, 2023	<u>\$ -</u>	<u>\$ 3,770,925</u>	<u>\$ 3,162,998</u>
Cumulative project expenditures and budgeted appropriations as of June 30, 2023	\$ 96,493,663	\$ 38,935,676	\$ 3,800,000
Percentage of maximum indebtedness expended and appropriated as of June 30, 2023	90%	79%	6%

### Maximum Indebtedness / Project Expenditures





# Urban Renewal Agency - Overview

## MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## HOW URBAN RENEWAL WORKS

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

## GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board responsible for governing the City’s three urban renewal areas. The three areas include the Year 2000 Plan, West Side Plan, and Coffee Creek Plan areas.

## URA DISTRICT MANAGEMENT

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

## ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

## TAXES COLLECTED

- The Year 2000 District Plan division of taxes is limited to \$4.0 million per Urban Renewal Board Commitment.
- The West Side District Plan division of taxes is subject to revenue sharing with the overlapping jurisdictions, as outlined in Oregon Revised Statutes (ORS 457). Meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5.0 million in property tax collections.
- The Coffee Creek District Plan collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.



# Urban Renewal Agency - Overview

## PROPERTY TAX LIMITATION AND TAX INCREMENT

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling.

## URBAN RENEWAL TAX RATES

Urban renewal entities do not have independent, permanent tax rates.

The dollar amount listed a property owner's annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the "division of taxes" mentioned earlier.

Each taxing jurisdiction has a total tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax code rate to be applied to each parcel for Urban Renewal.

One example of one Wilsonville area tax code (Clackamas County Tax Code: 003-027), displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied.

Tax rates are applied per \$1,000 of Assessed Value.

The "District Rate" shows the authorized tax rates prior to applying urban renewal. The "Tax Code Rate" is what a taxpayer would see when reviewing the rates as applied to their property.

District	District Rate	Tax Code Rate
Clack comm coll	0.5582	0.4540
Clackamas ESD	0.3687	0.3022
WLWV School Dist	4.8684	3.8786
WLWV SD Local Opt	1.5000	1.5000
<b>Total, Education</b>	<b>7.2953</b>	<b>6.1348</b>
City Wilsonville	2.5206	2.0919
County Clackamas	2.4042	1.9720
Co 4-H	0.0500	0.0410
Co. Library	0.3974	0.3240
Co PS Local Opt	0.2480	0.2480
Co Soil Conserv	0.0500	0.0410
FD64 TVFR	1.5252	1.2644
FD64 TVFR Local Opt	0.4500	0.4500
Port PDX	0.0701	0.0580
Srv2 Metro	0.0966	0.0796
Srv2 Metro Local Opt	0.0960	0.0960
Urban Renewal County	-	0.0110
Urban Renewal Wilsonville	-	2.3928
Vector Control	0.0065	0.0054
Vector Con Local Opt	0.0250	0.0250
<b>Total, General Govt</b>	<b>7.9396</b>	<b>9.1001</b>
Clack Comm Coll Bond	0.1622	0.1622
County Emergency Radio Bond	0.0968	0.0968
TVFR Bond	0.1411	0.1411
W Linn Bnd 2015	2.6782	2.6782
Metro Bond 2006	0.3774	0.3774
<b>Total, Bonds</b>	<b>3.4557</b>	<b>3.4557</b>
<b>Grand Total, Tax Rate</b>	<b>18.6906</b>	<b>18.6906</b>

# Urban Renewal - Year 2000 Plan

## YEAR 2000 PLAN

The Year 2000 Plan district was the first urban renewal district in the City. The plan was adopted on August 29, 1990. Since its inception, it has completed over \$70 million in public improvements. Chief among these have been improvements to Wilsonville Road, widening Wilsonville Road at the I-5 Interchange, construction of a new road for the Day Dream Ranch Subdivision, acquisition and development of park lands, cooperative funding with the local school district for public related improvements, construction of City Hall, land acquisition for an affordable senior housing project, and construction of Canyon Creek Road.

In August 2007, the Council and URA Board approved extending the maximum indebtedness of the district to \$92,687,423 in order to complete several more projects. Key projects identified are land acquisition and construction assistance for affordable senior housing, improvements to the Wilsonville Road Interchange and enhancements to the existing roadways, and new road construction on Canyon Creek Road and within the Old Town area. The City's Urban Renewal Strategic Plan, adopted in 2014, calls for the closure of this district around the year 2020. However, in early 2017, the City Council directed staff to explore extending the District three more years and to increase the maximum indebtedness in order to fund construction of a bridge on Boeckman Road, where the road severely dips down toward Boeckman Creek. The Urban Renewal Task Force convened in April of 2017 and found in favor of extending the District to fund the project. Final concurrence of the necessary taxing jurisdictions was made in May of 2018.

Three funds are used to account for the activities of the Year 2000 Plan district including:

1. **Debt Service Fund** – records the tax increment and costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

## YEAR 2000 PLAN ASSESSED VALUES AND TAXES

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Assessed Valuation in District	\$ 499,772,685	\$ 528,425,253	\$ 550,468,882	\$ 572,487,637	4%
Frozen Tax Base	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)	0%
Incremental Value	454,446,244	483,098,812	505,142,441	527,161,196	4%
<b>Incremental Value Certified<sup>1</sup></b>	322,000,000	322,000,000	322,000,000	TBD	
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes <sup>2</sup>	\$ 3,999,005	\$ 3,982,092	\$ 4,000,000	\$ 3,482,880	-13%

<sup>1</sup> Beginning FY 2010-11 the Agency has certified to an assessed valuation estimated to yield \$4 million tax receipts.

<sup>2</sup> Fixed to yield necessary tax increment revenue to service outstanding debt.

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Timely payment of principal and interest on outstanding debt and maintenance of compliance with all debt covenants
2. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**YEAR 2000 PLAN HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted June 1998*	\$ 53,851,923	
Increased September 2007	38,835,500	
Increased May 2018	14,509,101	
Total Maximum Indebtedness	<u>107,196,524</u>	
<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; Town Center Planning
June 2018	3,000,000	5th Street Extension
July 2019	9,000,000	5th Street Extension; Boeckman Dip Bridge
July 2021	9,811,524	5th Street Extension; Boeckman Dip Bridge
Total debt issued through June 2022	<u>103,196,524</u>	
<b>Balance Available, July 1, 2022 (Maximum Indebtedness less Total Debt Issued)</b>		
	<u>\$ 4,000,000</u>	

*Issue amount excludes refinancing activity*

\*Maximum Indebtness was established in 1998 as a result of Measures 5, 47, and 50.

## URBAN RENEWAL - YEAR 2000 DEBT SERVICE FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Tax increment revenues					
Current year	\$ 3,999,005	\$ 3,982,092	\$ 4,000,000	\$ 3,482,880	-13%
Prior year	74,467	59,083	74,200	62,000	-16%
Tax increment subtotal	4,073,473	4,041,175	4,074,200	3,544,880	-13%
Investment revenue	89,480	103,523	40,000	999	-98%
Beginning fund balance	13,219,647	7,792,834	11,342,687	4,998,646	-56%
TOTAL RESOURCES	\$ 17,382,600	\$ 11,937,532	\$ 15,456,887	\$ 8,544,525	-45%
<b>REQUIREMENTS</b>					
Expenditures					
Debt service					
Principal	\$ 370,000	\$ 390,000	\$ 410,000	\$ 3,990,000	873%
Interest	219,766	203,363	191,000	304,525	59%
Short-term debt	9,000,000	-	9,811,524	4,000,000	-59%
Debt service subtotal	9,589,766	593,363	10,412,524	8,294,525	-20%
Ending fund balance					
Restricted (debt service)	7,792,834	11,344,170	5,044,363	250,000	-95%
TOTAL REQUIREMENTS	\$ 17,382,600	\$ 11,937,532	\$ 15,456,887	\$ 8,544,525	-45%

## BUDGET HIGHLIGHTS

In 2007, the Urban Renewal Agency Board passed a resolution expressing its intent to limit tax increment collections to approximately \$4 million. From 2007 to 2010, the District achieved this by removing parcels from the District. Beginning in 2010, the Agency began "underlevying" - certifying to a lower incremental assessed valuation than available, in order to cap the total amount of property tax received at approximately \$4 million.

The District is currently operating with the goal of closing the District in 2023. The District does have one debt obligation that extends until fiscal year 2025, with a balloon payment due in the final year of \$3,130,000.

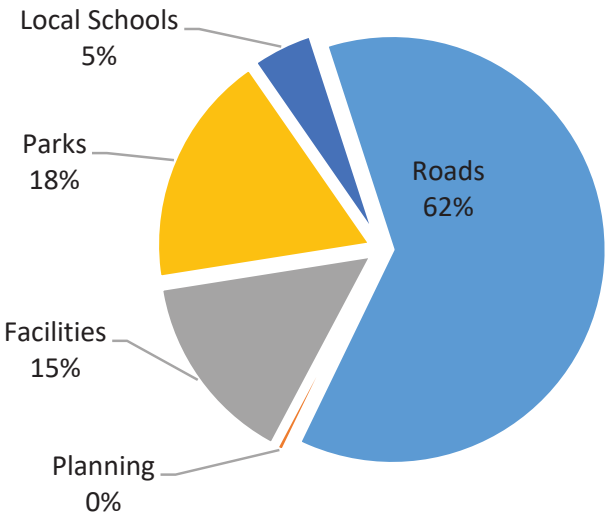
DEBT OUTSTANDING

The Agency has pledged through bond covenants to not make reductions in the amount of increment collected such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15th year.

Year 2000 Plan Debt 2010 Issue - Bank of America			
FY	Principal	Interest	Total
2022-23	\$ 420,000	\$ 169,575	\$ 589,575
2023-24	440,000	151,725	591,725
2024-25	3,130,000	133,025	3,263,025
	<u>\$ 3,990,000</u>	<u>\$ 454,325</u>	<u>\$ 4,444,325</u>

Year 2000 - Project History by Type



**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area's residential livability and environmental values.

**PROGRAM OBJECTIVES**

1. Construct the 5th Street Extension (aka Old Town Escape) Street Project and improve other streets in the area
2. Construct the Boeckman Dip Bridge

**URBAN RENEWAL – YEAR 2000 CAPITAL PROJECTS FUND**

## Revenues

Investment revenue	\$	331,865	\$	121,143	\$	75,000	\$	88,570	18%
Loan proceeds		9,000,000		-		9,811,524		4,000,000	-59%
Beginning fund balance		2,541,644		11,285,527		8,790,966		12,653,567	44%
<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>11,873,509</b>	<b>\$</b>	<b>11,406,670</b>	<b>\$</b>	<b>18,677,490</b>	<b>\$</b>	<b>16,742,137</b>	<b>-10%</b>

**REQUIREMENTS**

## Expenditures

## Materials and services

Prof and tech services	\$	532,113	\$	628,578	\$	685,880	\$	347,000	-49%
Utility services		1,478		1,135		1,280		-	-100%
Fees, dues, advertising		293		659		2,000		-	-100%
Employee development		-		-		1,000		-	-100%
<b>Materials and services subtotal</b>		<b>533,884</b>		<b>630,372</b>		<b>690,160</b>		<b>347,000</b>	<b>-50%</b>

## Capital projects

#4196 5th Street Extension		28,430		1,845,411		8,417,633		3,377,633	-60%
#4212 Boeckman Dip Bridge		25,668		81,929		3,345,165		12,711,809	280%
<b>Capital projects subtotal</b>		<b>54,098</b>		<b>1,927,340</b>		<b>11,762,798</b>		<b>16,089,442</b>	<b>37%</b>

## Ending fund balance

Restricted (capital projects)		11,285,527		8,848,958		6,224,532		305,695	-95%
<b>TOTAL REQUIREMENTS</b>	<b>\$</b>	<b>11,873,509</b>	<b>\$</b>	<b>11,406,670</b>	<b>\$</b>	<b>18,677,490</b>	<b>\$</b>	<b>16,742,137</b>	<b>-10%</b>

**BUDGET HIGHLIGHTS**

Construction work for the 5th Street Extension and the Boeckman Dip Bridge projects continue from the prior fiscal year.

## HISTORY OF YEAR 2000 URBAN RENEWAL PROJECTS

	Years Prior	Estimate 2021-22	Budget 2022-23
<b>Road Projects</b>			
Wilsonville Road Related	\$ 25,123,241	\$ -	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	-	-
5th Street to Kinsman (Old Town Escape)*	3,566,083	5,117,000	3,377,633
Boeckman Dip Bridge*	289,851	730,000	12,711,809
Other Street Construction Projects	5,464,376	-	-
Boeckman Bike/Ped Improvements	408,075	-	-
Streetscape, Signals, Crossings	936,838	-	-
Total Road Projects	<u>\$ 38,062,783</u>	<u>\$ 5,847,000</u>	<u>\$ 16,089,442</u>
<b>Planning Projects</b>			
Town Center Concept Planning	<u>\$ 568,490</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Facilities Projects</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	-	-
Total Facilities Projects	<u>\$ 14,218,325</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Park Projects</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	-	-
Murase Playground Retrofit	258,239	-	-
Villebois Parks N. Greenway*	204,437	-	-
Villebois Park Edelweiss	243,040	-	-
Murase Mound Regrade	169,249	-	-
Total Park Projects	<u>\$ 17,222,278</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Local Schools</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	-	-
Total Local Schools	<u>\$ 4,485,345</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>	<u>\$ 74,557,221</u>	<u>\$ 5,847,000</u>	<u>\$ 16,089,442</u>

\*Active CIP



**STATEMENT OF PURPOSE**

Beginning in FY 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of activity within the District that generates a receivable, such as reimbursements, rental income and land sales. The predominant source of program income has been rental of property and a sale of property owned by the District.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition

**URBAN RENEWAL - YEAR 2000 PROGRAM INCOME FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES:</b>					
Revenues					
Investment revenue	\$ 18,512	\$ 9,115	\$ 6,500	\$ 8,200	26%
Intergovernmental	35,000	-	-	-	-
Miscellaneous revenue	141,774	155,053	150,000	-	-100%
Revenue subtotal	195,286	164,167	156,500	8,200	-95%
Beginning fund balance	714,267	859,606	975,827	915,894	-6%
TOTAL RESOURCES	\$ 909,553	\$ 1,023,773	\$ 1,132,327	\$ 924,094	-18%
<b>REQUIREMENTS:</b>					
Expenditures					
Materials and services					
Repairs & maintenance	\$ 7,212	\$ 8,380	\$ 68,000	\$ 5,000	-93%
Utility services	-	-	11,200	-	-100%
Prof and tech services	116	-	-	-	-
Misc. services & supplies	42,620	50,164	11,000	-	-100%
Expenditure subtotal	49,947	58,544	90,200	5,000	-94%
Ending fund balance					
Assigned (contingency)	859,606	965,229	1,042,127	-	-100%
TOTAL REQUIREMENTS	\$ 909,553	\$ 1,023,773	\$ 1,132,327	\$ 5,000	-100%

**BUDGET HIGHLIGHTS**

Repairs and maintenance are planned for the properties owned by the Year 2000 Plan.

## WEST SIDE PLAN

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City's Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects.

Three funds are used to account for the activities of the West Side district consisting of:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
2. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

## WEST SIDE ASSESSED VALUE AND TAXES

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Assessed Valuation in District	\$ 674,149,459	\$ 715,116,225	\$ 747,487,913	\$ 777,387,430	4%
Frozen Tax Base	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)	0%
Incremental Value	656,132,187	697,098,953	729,470,641	759,370,158	16%
<b>Incremental Value Certified<sup>1</sup></b>	401,210,000	401,210,000	401,210,000	401,210,000	0%
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes <sup>2</sup>	\$ 4,982,693	\$ 4,953,053	\$ 5,000,000	\$ 5,000,000	0%

<sup>1</sup> Beginning FY 2017-18 the Agency will certify to the assessed valuation that will raise a maximum of \$5 million in tax receipts, due to revenue share provision in the ORS.

<sup>2</sup> Fixed to yield necessary tax increment of \$5 million due to revenue share provisions.

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**WEST SIDE HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

In February of 2016, a Substantial Amendment was passed that increased the maximum indebtedness of the district to bring the total to \$49.4 million. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted November 2003	\$ 40,000,000	
Increased, February 2016	9,400,000	
	<u>49,400,000</u>	
<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, Tooze Road
January 2019	3,000,000	Tooze Road
July 2021	6,400,000	Brown Road
Total debt issued through June 2022	<u>49,400,000</u>	
<b>Balance Available, July 1, 2022 (Maximum Indebtedness less Total Debt Issued)</b>		
	<u>\$ -</u>	

## URBAN RENEWAL - WEST SIDE DEBT SERVICE FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Tax increment revenues					
Current year	\$ 4,982,692	\$ 4,953,053	\$ 5,000,000	\$ 5,000,000	0%
Prior year	94,473	74,118	84,500	84,500	0%
Tax increment subtotal	5,077,165	5,027,171	5,084,500	5,084,500	0%
Investment revenue	302,995	173,109	77,500	36,000	-54%
Beginning fund balance	11,497,138	14,023,826	16,447,044	3,718,575	-77%
TOTAL RESOURCES	\$ 16,877,299	\$ 19,224,106	\$ 21,609,044	\$ 8,839,075	-59%
<b>REQUIREMENTS</b>					
Expenditures					
Debt service					
Principal	\$ 1,967,965	\$ 1,878,355	\$ 11,664,044	\$ 5,329,075	-54%
Interest	885,508	813,165	745,000	710,000	-5%
Short-term debt	-	-	6,400,000	-	-100%
Debt service subtotal	2,853,472	2,691,520	18,809,044	6,039,075	-68%
Ending fund balance					
Restricted (debt service)	14,023,826	16,532,586	2,800,000	2,800,000	0%
TOTAL REQUIREMENTS	\$ 16,877,299	\$ 19,224,106	\$ 21,609,044	\$ 8,839,075	-59%

## BUDGET HIGHLIGHTS

The district will continue to reduce its outstanding debt load. The total debt service budget of \$6 million includes regularly scheduled debt principal and interest payments in the amount of \$1.1M, as well as additional amounts for potential prepayments including associated fees and penalties.

**LONG-TERM DEBT**

The West Side Plan has two issues outstanding with Bank of America. These issuances are amortized over 20 years, and each has a balloon payment due as indicated in the table below.

Date issued	Bank	Amount	Interest rate	Date of balloon payment	Amount of balloon payment
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

These bonds are paid solely from tax increment revenues, and are considered senior lien debt. At the time the Urban Renewal Agency issued these bonds, and also for additional bond issues that may happen in the future, the Agency pledges that either:

- 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
- An independent expert certifies that the tax increment revenues will be greater than or equal to 135% of the average annual debt service for all outstanding bonds, including any proposed bonds, the year any new bonds are proposed, and for the subsequent five years.

Additionally, the West Side Plan is required to set aside a debt service cash reserve equal to the maximum annual debt service on all outstanding bonds, and is restricted to be used only in the event that the tax increment revenues are not sufficient to meet the debt service obligations in any given year.

The debt service cash reserve is displayed in the table below:

Date issued	Debt Service Cash Reserve
June, 2011	\$ 382,320
June, 2012	\$ 553,450
<b>TOTAL RESERVE</b>	<b>\$ 935,770</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 OUTSTANDING**

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			
<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2022-23	\$ 400,000	\$ 153,450	\$ 553,450
2023-24	410,000	140,250	550,250
2024-25	425,000	126,720	551,720
2025-26	440,000	112,695	552,695
2026-27	2,975,000	98,175	3,073,175
Total	\$ 4,650,000	\$ 631,290	\$ 5,281,290

West Side Plan Debt 2013 Issue Bank of America			
<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2022-23	\$ 340,000	\$ 155,750	\$ 495,750
2023-24	350,000	143,850	493,850
2024-25	365,000	131,600	493,850
2025-26	375,000	118,825	493,850
2026-27	390,000	105,700	493,850
2027-28	2,630,000	92,050	493,850
Total	\$ 4,450,000	\$ 747,775	\$ 2,965,000

In June 2013, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$7,000,000, carries an interest rate of 3.50%. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this Debt is annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

**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. The remaining project for this district is the Brown Road construction project

**HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS**

	Years Prior	Estimate 2021-22	Budget 2022-23
<b>Road Projects</b>			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
I-5 Pedestrian Bridge	1,512,000	-	-
Brown Road*	-	20,000	710,000
Tooze Road	5,625,951	-	-
Total Road Projects	<u>\$ 28,880,974</u>	<u>\$ 20,000</u>	<u>\$ 710,000</u>
<b>Park Projects</b>			
Villebois Park Promenade	\$ 151	\$ -	\$ -
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
Total Park Projects	<u>\$ 1,694,620</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Facilities Projects</b>			
Art Tech Siding Replacement	\$ 79,749	\$ -	\$ -
<b>Local Schools</b>			
School Site Acquisition, #1	\$ 4,152,235	\$ -	\$ -
School Site Acquisition, #2	3,437,972	-	-
Total Local Schools	<u>\$ 7,590,207</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>	<u>\$ 38,205,676</u>	<u>\$ 20,000</u>	<u>\$ 710,000</u>

\*Active CIP



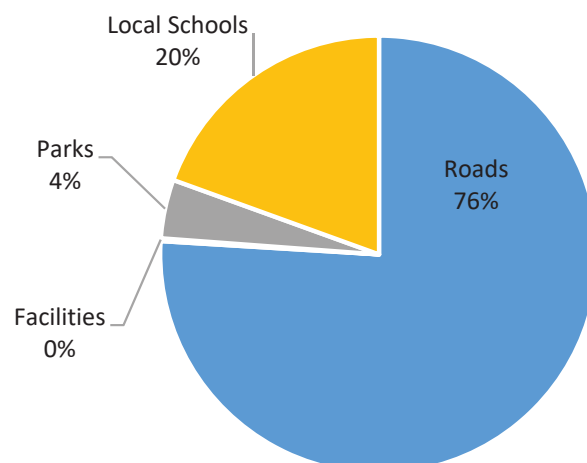
## URBAN RENEWAL – WEST SIDE CAPITAL PROJECTS FUND

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 32,085	\$ 6,051	\$ 6,500	\$ 44,502	585%
Miscellaneous revenue	10,671	-	-	-	-
Loan proceeds	-	-	6,400,000	-	-100%
Beginning fund balance	2,047,632	1,121,454	269,136	6,357,379	2262%
<b>TOTAL RESOURCES</b>	<b>\$ 2,090,387</b>	<b>\$ 1,127,505</b>	<b>\$ 6,675,636</b>	<b>\$ 6,401,881</b>	<b>-4%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ 268,640	\$ 290,070	\$ 365,880	\$ 277,836	-24%
Fees, dues, advertising	293	659	400	500	25%
Employee development	-	-	2,500	2,000	-20%
Water system development charges	700,000	563,395	-	-	-
Materials and services subtotal	968,933	854,124	368,780	280,336	-24%
Capital projects					
#4216 Brown Road	-	-	470,000	710,000	51%
Capital projects subtotal	-	-	470,000	710,000	51%
Ending fund balance					
Restricted (capital projects)	1,121,454	273,381	5,836,856	5,411,545	-7%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,090,387</b>	<b>\$ 1,127,505</b>	<b>\$ 6,675,636</b>	<b>\$ 6,401,881</b>	<b>-4%</b>

## BUDGET HIGHLIGHTS

Brown Road capital project continues and is the last remaining project for the district.

## West Side - Project History by Type



**STATEMENT OF PURPOSE**

Beginning in FY 2015-16 the Urban Renewal Agency began recording program income for the West Side Plan District in a new fund called the Program Income Fund, to account for the sale of property. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to improve Tooze Road.

**URBAN RENEWAL - WEST SIDE PROGRAM INCOME FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES:</b>					
Revenues					
Investment revenue	\$ 4,053	\$ 1,578	\$ 1,000	\$ 750	-25%
Intergovernmental	165,000	-	-	-	-
Revenue subtotal	169,053	1,578	1,000	750	-25%
Beginning fund balance	188,847	175,150	176,897	137,478	-22%
<b>TOTAL RESOURCES</b>	<b>\$ 357,900</b>	<b>\$ 176,728</b>	<b>\$ 177,897</b>	<b>\$ 138,228</b>	<b>-22%</b>
<b>REQUIREMENTS:</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ 1,784	\$ -	\$ -	\$ -	-
Misc. services & supplies	165,000	40,000	-	-	-
Expenditure subtotal	166,784	40,000	-	-	-
Ending fund balance					
Assigned (contingency)	191,116	136,728	177,897	138,228	-22%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 357,900</b>	<b>\$ 176,728</b>	<b>\$ 177,897</b>	<b>\$ 138,228</b>	<b>-22%</b>

**BUDGET HIGHLIGHTS**

As intended, the program income fund has been used to construct the Tooze Road project.

# Urban Renewal - Coffee Creek Plan

## COFFEE CREEK PLAN

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop a new employment area in north Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres. The Plan expects to utilize tax increment financing for 25 years with a maximum indebtedness of \$67,000,000.

Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition.

Three funds may eventually be used to account for the activities of the Coffee Creek Plan district including:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs (not currently active)

## COFFEE CREEK ASSESSED VALUES AND TAXES

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
Assessed Valuation in District	\$ 124,838,103	\$ 128,964,801	\$ 128,275,421	\$ 135,971,946	6%
Frozen Tax Base	(99,003,704)	(99,003,704)	(99,003,704)	(99,003,704)	0%
<b>Incremental Value</b>	<b>25,834,399</b>	<b>29,961,097</b>	<b>29,271,717</b>	<b>36,968,242</b>	<b>26%</b>
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes <sup>2</sup>	\$ 284,303	\$ 321,149	\$ 343,860	\$ 381,700	11%

<sup>1</sup> Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Monitor private development that would result in future tax increment revenue generation

**COFFEE CREEK HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

Date	Issue Amount	Key Projects
<b>Maximum Indebtedness</b>		
Adopted October 2016	\$ 67,000,000	
<b>Debt Issued</b>		
April 2019	3,800,000	Garden Acres Road
Total debt issued through June 2022	3,800,000	
<b>Balance Available, July 1, 2022 (Maximum Indebtedness less Total Debt Issued)</b>		
	<u>\$ 63,200,000</u>	

**URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Tax increment revenues					
Current year	\$ 284,303	\$ 321,149	\$ 347,700	\$ 381,700	10%
Prior year	3,537	3,394	3,000	3,500	17%
Tax increment subtotal	287,840	324,543	350,700	385,200	10%
Investment revenue	11,621	2,293	1,000	1,000	0%
Beginning fund balance	459,842	480,161	29,393	98,936	237%
<b>TOTAL RESOURCES</b>	<b>\$ 759,303</b>	<b>\$ 806,997</b>	<b>\$ 381,093</b>	<b>\$ 485,136</b>	<b>27%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Debt service					
Principal	\$ 137,329	\$ 161,244	\$ 168,000	\$ 172,000	2%
Interest	141,813	117,176	112,000	107,500	-4%
Short-term debt	-	500,000	-	-	-
Debt service subtotal	279,142	778,421	280,000	279,500	0%
Ending fund balance					
Restricted (debt service)	480,161	28,576	101,093	205,636	103%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 759,303</b>	<b>\$ 806,997</b>	<b>\$ 381,093</b>	<b>\$ 485,136</b>	<b>27%</b>

**BUDGET HIGHLIGHTS**

The fund continues the debt service payments for the funding of the Garden Acres Rd Project.

**DEBT OUTSTANDING**

On April 4, 2019, the Agency issued \$3.8 million through a note held by Columbia State Bank with an interest rate of 3.19%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

Coffee Creek Plan Debt 2019 Issue - Columbia Bank			
FY	Principal	Interest	Total
2022-23	\$ 171,781	\$ 105,027	\$ 276,808
2023-24	177,304	99,504	276,808
2024-25	183,005	93,802	276,808
2025-26	188,890	87,918	276,808
2026-27	194,963	81,845	276,808
2027-28	201,232	75,576	276,808
2028-29	2,217,823	69,105	2,286,928
	<u>\$ 3,334,998</u>	<u>\$ 612,777</u>	<u>\$ 3,947,774</u>

**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve public infrastructure including transportation and utility improvements to generate industrial private development.

**PROGRAM OBJECTIVES**

1. Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:
  - Construct regional detention pond with an outfall to Basalt Creek
  - Construct new SW Java Road; three lane road section with bike lanes, sidewalks, and landscaping
  - Complete Coffee Creek Industrial area sewer extensions
  - Continue various roadway upgrades on Day Road, Boones Ferry, and Grahams Ferry Road

**URBAN RENEWAL – COFFEE CREEK CAPITAL PROJECTS FUND**

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 41,668	\$ 17,552	\$ 13,500	\$ 1,500	-89%
Loan proceeds	-	500,000	-	-	-
Beginning fund balance	3,778,120	2,484,872	469,224	191,642	-59%
<b>TOTAL RESOURCES</b>	<b>\$ 3,819,787</b>	<b>\$ 3,002,424</b>	<b>\$ 482,724</b>	<b>\$ 193,142</b>	<b>-60%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ 187,190	\$ 41,179	\$ 173,880	\$ 149,290	-14%
Fees, dues, advertising	55	-	-	-	-
Materials and services subtotal	187,244	41,179	173,880	149,290	-14%
Capital projects					
#4201 Garden Acres Road	1,147,671	2,518,744	175,000	-	-100%
Ending fund balance					
Restricted (capital projects)	2,484,872	442,501	133,844	43,852	-67%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,819,787</b>	<b>\$ 3,002,424</b>	<b>\$ 482,724</b>	<b>\$ 193,142</b>	<b>-60%</b>

**BUDGET HIGHLIGHTS**

The Coffee Creek Urban Renewal District does not currently have any capital projects under construction.

# Urban Renewal Summary

## SUMMARY OF URBAN RENEWAL BY FUND

	Year 2000			West Side			Coffee Creek		URA
	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	Grand Total
<b>RESOURCES</b>									
Tax increment	\$ 3,544,880	\$ -	\$ -	\$ 5,084,500	\$ -	\$ -	\$ 385,200	\$ -	\$ 9,014,580
Investment revenue	999	88,570	8,200	36,000	44,502	750	1,000	1,500	181,521
Loan proceeds	-	4,000,000	-	-	-	-	-	-	4,000,000
Beginning fund balance	4,998,646	12,653,567	915,894	3,718,575	6,357,379	137,478	98,936	191,642	29,072,117
<b>TOTAL RESOURCES</b>	<b>\$ 8,544,525</b>	<b>\$ 16,742,137</b>	<b>\$ 924,094</b>	<b>\$ 8,839,075</b>	<b>\$ 6,401,881</b>	<b>\$ 138,228</b>	<b>\$ 485,136</b>	<b>\$ 193,142</b>	<b>\$ 42,268,218</b>
<b>REQUIREMENTS</b>									
Materials and services	\$ -	\$ 347,000	\$ 5,000	\$ -	\$ 280,336	\$ -	\$ -	\$ 149,290	\$ 781,626
Capital projects	-	16,089,442	-	-	710,000	-	-	-	16,799,442
Debt service	8,294,525	-	-	6,039,075	-	-	279,500	-	14,613,100
Interagency transfer out	-	-	919,094	-	-	-	-	-	919,094
Ending fund balance									
Restricted (debt service)	250,000	-	-	2,800,000	-	-	205,636	-	3,255,636
Restricted (capital projects)	-	305,695	-	-	5,411,545	-	-	43,852	5,761,092
Assigned (contingency)	-	-	-	-	-	138,228	-	-	138,228
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,544,525</b>	<b>\$ 16,742,137</b>	<b>\$ 924,094</b>	<b>\$ 8,839,075</b>	<b>\$ 6,401,881</b>	<b>\$ 138,228</b>	<b>\$ 485,136</b>	<b>\$ 193,142</b>	<b>\$ 42,268,218</b>

## SUMMARY OF DEBT OUTSTANDING BY DISTRICT

		Year 2000	West Side	Coffee Creek	Total URA
	Original Issuance	July 1, 2022 Balance	July 1, 2022 Balance	July 1, 2022 Balance	July 1, 2022 Balance
<b>ISSUANCE</b>					
Series 2010 Note Payable	\$ 8,000,000	\$ 3,990,000	\$ -	\$ -	\$ 3,990,000
Series 2012 Note Payable	8,000,000	-	5,035,000	-	5,035,000
Series 2013 Note Payable	7,000,000	-	4,780,000	-	4,780,000
Series 2019 Note Payable	3,800,000	-	-	3,334,998	3,334,998
<b>Total Outstanding Debt</b>	<b>\$ 26,800,000</b>	<b>\$ 3,990,000</b>	<b>\$ 9,815,000</b>	<b>\$ 3,334,998</b>	<b>\$ 17,139,998</b>

# Urban Renewal Summary

The table below combines seven funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

## BUDGET SUMMARY - ALL URBAN RENEWAL FUNDS COMBINED

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	% Change
<b>RESOURCES</b>					
Tax increment	\$ 9,438,478	\$ 9,392,889	\$ 9,509,400	\$ 9,014,580	-5%
Investment revenue	832,280	434,363	221,000	181,521	-18%
Other revenue	352,445	155,053	150,000	-	-100%
Loan proceeds	9,000,000	500,000	16,211,524	4,000,000	-75%
Beginning fund balance	34,447,137	38,223,431	38,501,174	29,072,117	-24%
TOTAL RESOURCES	<u>\$ 54,070,340</u>	<u>\$ 48,705,735</u>	<u>\$ 64,593,098</u>	<u>\$ 42,268,218</u>	<u>-35%</u>
<b>REQUIREMENTS</b>					
Materials and services	\$ 1,906,793	\$ 1,624,218	\$ 1,323,020	\$ 781,626	-41%
Capital projects	1,201,770	4,446,084	12,407,798	16,799,442	35%
Debt service	12,722,380	4,063,303	29,501,568	14,613,100	-50%
Interagency transfer out	-	-	-	919,094	-
Ending fund balance					
Restricted (debt service)	22,296,822	27,905,332	7,945,456	3,255,636	-59%
Restricted (capital projects)	14,891,854	9,564,841	12,195,232	5,761,092	-53%
Assigned (contingency)	1,050,722	1,101,957	1,220,024	138,228	-89%
TOTAL REQUIREMENTS	<u>\$ 54,070,340</u>	<u>\$ 48,705,735</u>	<u>\$ 64,593,098</u>	<u>\$ 42,268,218</u>	<u>-35%</u>





Nature in Wilsonville. Photo Credit: Hilary L.



## Appendix

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Morey's Bear. Photo Credit: Amanda Harmon.



# Boards and Commissions

Like most cities in Oregon, Wilsonville operates on a council/manager form of government. City Council sets policy and provides direction to an appointed City Manager that directs staff and carries out the day-to-day administration of the City, see the organizational chart on the third page of the Reader’s Guide.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City’s boards and commissions.

## City Council

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months. They meet at 7:00 PM on the first and third Monday of every month at City Hall.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City’s urban renewal program.

*City Council members are:*

Julie Fitzgerald, Mayor	Dr. Joann Linville, Councilor
Kristin Akervall, Council President	Ben West, Councilor
Charlotte Lehan, Councilor	

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## Budget Committee

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee’s primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

*Budget Committee members are:*

Julie Fitzgerald, Mayor	Katie Hamm
Kristin Akervall	Alicia Moulton
Charlotte Lehan	Shawn O’Neil
Dr. Joann Linville	Samuel Scull
Ben West	(Vacant)

## Boards and Commissions

### ***Arts, Culture, and Heritage Commission (ACHC)***

Commissioners shall be community members with knowledge and experience in arts, culture or heritage activities, events, facilities and/or programs, and includes artists, business professionals, youth, community members of diverse ethnic backgrounds and those with proficiency relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.

*ACHC members are:*

David Altman  
Joan Carlson  
Jason Jones  
Benjamin Mefford  
Susan Schenk

Angela Sims  
Elaine Swyt  
Steven Traugh  
Deborah Zundel

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### ***Development Review Board (DRB)***

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at City Hall, 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land divisions, planned development, site level review of specific development proposals, design review applications, street naming and vacations, zoning variances, conditional use permits, and quasi-judicial amendments to the Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB determine how the city will look. Decisions of the DRB are usually binding, but may be appealed to the City Council.

*Development Review Board members are:*

#### **Panel A**

Rachelle Barrett  
Daniel McKay  
Kathryn Neil  
Jean Svadlenka  
Ben Yacob

#### **Panel B**

Jason Abernathy  
John Andrews  
Katherine Dunwell  
Nicole Hendrix  
Michael Horn



### ***Diversity, Equity, and Inclusion (DEI) Committee***

The Diversity, Equity and Inclusion Committee generally meets on the second Tuesday of each month at 6:00pm to identify and address systemic barriers to inclusion that exist within the City's practices, processes, regulations, events and other initiatives.

Thirteen Committee members serve as a direct liaison between the community and City Hall, amplifying the voices and addressing the needs of people traditionally under-represented or excluded in government.

*Diversity, Equity, and Inclusion Committee members are:*

Jay Edwards	Santiago Landazuri
Malak El Manhawym	Camryn Lau
Luis Gonzalez	Joni McNeil
Fay Gyapong-Porter	Erika Pham
Imran Haider	Rudyane Rivera-Lindstrom
Tracy Hester	Sudeep Taksali
Diane Imel	

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### ***Kitakata Sister City Advisory Board***

The board must consists of 5 members and no more than nine. Participants meet quarterly, and typically serve three-year terms. Board members serve as program ambassadors, advocating for and supporting program activities, maintaining strong relationships with delegates from Kitakata and promoting a positive image of the program locally and abroad. The Board participates in the cross-cultural exchange of ideas and information, also plans itineraries and identifies host families for visiting delegations, recommends annual program budgets and performs community outreach to support the program.

Wilsonville has enjoyed a sister-city relationship with Kitakata since October 1988 "to deepen the understanding and friendship between the two cities through programs in such fields as education, culture and economy." The cities participate in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board.

*Kitakata Sister City Advisory Board members are:*

Sruthy Menon	Dave Schalk
Adrienne Phillips	Seiji Shiratori
Aaron Reyna	Kevin Stewart
Tracy Sailors	Ashleigh Sumerlin
Samuel Scarpone	

*Emeritus Representatives are:*

Susan Raxter  
Lois Reimer  
Bev Schalk

# Boards and Commissions

## ***Library Board***

The Wilsonville Library Board meets on the fourth Wednesday of each month at 6:30 PM at the Library, 8200 SW Wilsonville Road.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development. Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

*Library Board members are:*

Megan Chuinard  
Rich Dougall  
Yasmin Ismail

Joseph Mallett  
Miriam Pinoli

*Youth Representative:*

(Vacant)

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## ***Parks & Recreation Advisory Board***

The Wilsonville Parks and Recreation Advisory Board meets at 4:00 PM on the second Thursday of the month at the Parks and Recreation Administration Building, 29600 SW Park Place. This board only meets during the following months: January, April, May, and October.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

*Parks & Recreation Advisory Board members are:*

Amanda Aird  
James Barnes  
Dahe Chen  
Daniel Christensen

Amanda Harmon  
Jennifer Link Raschko  
Steve Werts



***Planning Commission***

The Wilsonville Planning Commission meets at 6:00 PM on the second Wednesday of every month at City Hall, 29799 SW Town Center Loop E.

The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

*Planning Commission members are:*

Olive Gallagher	Breanne Tusinski
Ronald Heberlein	Jennifer Willard
Andrew Karr	Aaron Woods
Kamran Mesbah	

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***Tourism Promotion Committee***

The Tourism Promotion Committee consists of 12 members total, including seven voting members drawn from the hospitality and tourism industry in the greater Wilsonville area and five ex-officio, advisory members composed of tourism professionals and key City officials. The Tourism Promotion Committee has three primary areas of responsibility. They oversee the implementation of the Tourism Development Strategy, make recommendations to the City Council on ways to increase tourism, and they make recommendations to City Council concerning the selection and disbursement of Tourism Grants.

*Tourism Promotion Committee voting members are:*

Owen Elaine	Brandon Roben
Jennifer Gage	Rohit Sharma
Al Levit	(Vacant)
Lizabeth Price	

## Boards and Commissions

### ***Wilsonville - Metro Community Enhancement Committee***

The Wilsonville-Metro Community Enhancement Committee consists of 7 members: 4 citizen/community members, 2 City Council members, and 1 Metro Councilor. They oversee the local implementation of the Wilsonville-Metro Community Enhancement Program. The program is funded by a per-ton fee charged by Metro regional government on solid-waste transfer stations located in communities throughout the greater Portland region. The Committee in essence reviews “community enhancement” projects or programs nominated by the public and members of City boards and commissions that are first assessed by City staff, and decides which projects or programs, if any, to advance with the Community Enhancement Program funds.

*Wilsonville - Metro Community Enhancement Committee members are:*

Amy Day

Natasha Hancock

Jordan Herron

Sageera Oravil Abdulla Koya

Julie Fitzgerald, Mayor

Joann Linville, Councilor

Craig Dirksen, Metro Councilor, District 3

# Financial Management Policies

## Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Objectives

- To guide the City Council and management policy decisions that have significant fiscal impact.
- To employ balanced revenue policies that provides adequate funding for services and service levels.
- To maintain appropriate financial capacity for present and future needs.
- To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- To ensure the legal use of financial resources through an effective system of internal controls.
- To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

# Financial Management Policies

## I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law, regulations, and financial reporting that conform to Generally Accepted Accounting Principles (GAAP). Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

### A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law, regulations, and annual financial reporting that conforms to (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP. The Annual Comprehensive Financial Reports and continuing disclosure statements will also meet these standards.

### B. Financial and Management Reporting

1. Monthly financial reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, City Council and Budget Committee Members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.
3. Annually the annual comprehensive financial report, subjected to independent audit, will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

### C. Annual Audit

1. Annual Comprehensive Financial Report  
It will be prepared pursuant to state law. The City shall have an annual financial and compliance audit and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.
2. Audit Committee  
Can be formed by City Council to promote issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the Audit Committee, consisting of the Mayor, one City Councilor, one Budget Committee Member and two citizens with an accounting or business background. The primary purpose of the Audit Committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit Committee charter which outlines the duties and responsibilities of the Audit Committee.
3. Annual Financial Disclosure  
As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

### D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures. Checks will be signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

## **E. Compliance with Council Policies**

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

## **II. BUDGETING - OPERATIONS**

### **A. Budget Committee**

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

### **B. Proposed Budget Document**

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting.

### **C. Use of Non-Recurring Revenues**

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

### **D. Budget Preparation**

1. Department directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The budget document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

### **E. Full Cost Recovery and Overhead**

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

### **F. Budget Management**

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

### **G. Amended Budget**

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via resolution.

### **H. Monitoring**

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

# Financial Management Policies

## I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy in section VIII).

## III. BUDGETING – CAPITAL OUTLAY

### A. Definition

#### Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

#### Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

### B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

### C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

#### Pay-As-You-Go:

The City will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

# Financial Management Policies

Certain assets may best be funded via debt. Refer to Debt Management Policy in section IX for discussion on when debt may be considered for projects.

## **D. Monitoring**

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on time and within budget. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

## **E. Infrastructure Evaluation and Replacement/Rehabilitation**

Water, wastewater, drainage, street lighting, streets, sidewalks, municipal facilities, and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's capital improvement projects should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs and to maintain existing levels of service and accommodate growth.

1. Priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing and provides the best value to the City.

## **IV. LONG-RANGE FINANCIAL PLAN**

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

### **A. Operating**

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

### **B. Capital Outlay - Projects**

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees, and Council directed improvements. Included projects shall meet the definition of capital projects as defined previously.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. Priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment, furnishing, and administrative charges. All costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and



# Financial Management Policies

recommendations on alternative funding shall be incorporated in the forecast report.

7. The forecast shall be presented to the Budget Committee during the annual budget process.

## V. CASH MANAGEMENT AND INVESTMENTS

### A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

### B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. Responsibility and Control: Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. Eligible Investments: The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS, 294.035 to 294.046 and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. Eligible Financial Institutions: The City will conduct business only with financial institutions such as banks' investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. Objectives:
  - a. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - b. Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
  - c. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions, and safety of principal.
  - d. Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

### C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

### A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

### B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include but not be limited to; market and competitive pricing, effect of demand for services, and impact on users which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance.

### C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets.

### D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

### E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

### F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

# Financial Management Policies

4. Municipal court fines shall follow a process established by the Municipal Court Judge and reviewed by the City Attorney.

## VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board, and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### A. General Fund

#### Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

#### Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

#### Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

#### Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

# Financial Management Policies

## B. Special Revenue Funds

### Restricted

Certain funds may have restricted balances such as building fees within the Community Development Fund that are restricted under Oregon law.

### Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund.

### Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

### Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in interagency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

### Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances.

### Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

## IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment, and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease/purchase agreements, must be authorized pursuant to a resolution of the City Council.

### A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates

# Financial Management Policies

of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, interagency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

## **B. Debt Margins**

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

## **C. Debt Structures**

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future longterm debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall issue debt based on a fixed rate and strive to minimize the use and life of such debt.

## **D. Improvement District and Assessment Contract**

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans: The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts: Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the City plus administrative and contract servicing costs.

## **E. Debt Refunding**

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance. The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible, and net present value saving equal or exceed \$100,000.

## **F. Interest Earnings on Debt Proceeds**

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

## **G. Sale Process**

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

## **H. Financial Advisor**

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

## **I. Bond Ratings**

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

## **J. Covenant Compliance and Annual Disclosure**

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB, and any special notices of certain "material events," in connection with its borrowings.

## **K. Debt Security**

Debt may be secured by various funding sources including:

1. General Obligation Bonds: secured by property taxes
2. Revenue Bonds: secured by specified revenue(s)
3. Limited Tax General Obligation: secured by resources within the General Fund
4. Local Improvement District Bonds: secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases

## **L. Arbitrage Rebate Monitoring and Reporting**

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

## **M. Lease/Purchase Agreements**

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease/purchase agreements will be reviewed by the Finance Director who shall determine whether a lease/purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.



# Financial Management Policies

## X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

### A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs to include assumptions of support for grant-funded positions from local revenues will be considered prior to applying for a grant.

### B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant.
  - c. The local match required, if any, plus the source of the local match.
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, Human Resources, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

### C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

### D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

## XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

### A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.



# Financial Management Policies

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

## **B. Arbitrage**

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

## **C. Bond Counsel**

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas. The City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment, security for the bonds, and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances there is no requirement for rotation.

## **D. Financial Advisory Services**

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to:

- method of sale
- analysis of market conditions
- size and structure of the issue
- coordinating rating agency relations
- evaluation of and advice on the pricing of securities, assisting with closing and debt management
- calculation of debt service schedules
- advising on financial management

The City will contract with financial advisors providing a broad range of services and expertise working with governmental entities. Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



Gopher on Tonquin Trail. Photo Credit: David Abrahamson.





# City of Wilsonville, Oregon

Five-Year Forecast FY 2023-24 to FY 2027-28

## Five-Year Forecast

*“Snowberries at the Stein-Boozier Barn.”*

*Cover Photo Taken by Mary Potter, submission from the Let’s Talk, Wilsonville! 2022 Best of Wilsonville photo contest.*



## OVERVIEW

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This Five-Year Financial Forecast is meant to complement the FY 2022-23 Proposed Budget. The goal of the Forecast is to assess the City's financial ability over the next five years to continue to effectively provide services to the residents based upon service levels proposed in the annual budget, accounting for projected population growth and based upon the goals set by Council, as well as other factors such as estimated labor costs and forecasted economic pressures, such as inflation. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

While this forecast is anchored by the Fiscal Year (FY) 2022-23 Proposed Budget, it is itself not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provides the City Council, Budget Committee, management and the citizens of Wilsonville with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a longer-term perspective to the annual budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is a useful method to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognizes the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

## FORECAST METHODOLOGY

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as service demands by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, the price of gasoline, emergency operations and technological changes that could impact staffing configuration and/or the business community.

This forecast begins with the FY 2022-23 Proposed Budget. Revenues, expenditures, debt service, capital obligations and reserves are then extrapolated for the subsequent five years. The five-year forecast is then grounded by Council intent and levels of service, and demonstrates the financial positions of the City's operating funds after incorporating proposals that are included in the Proposed Budget.

This forecast focuses on the City's nine operating funds. Many of the operating funds support designated capital programs, generally treated as "one-time" expenditures from the operating funds and paid for with accumulated reserves or financed with debt payments from the operating funds. The City's Capital Improvement Program (CIP) is accounted for through various capital funds which receive transfers from the operating funds, debt proceeds, and resources from System Development Charges. The utility operating funds of Water, Wastewater and Stormwater have a margin built into their respective utility rates to cover on-going capital investments through the use of debt financing, where rates are set to cover not only on-going operations but also debt service requirements. The City's capital funds and detailed CIP is not part of this forecast document, but can be found within the FY 2022-23 Proposed Budget document. The CIP section of the budget also includes the five-year forecast that is included in the appropriate operating funds in this document.

## COMMON ASSUMPTIONS

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### POPULATION GROWTH

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2021, Wilsonville's population is estimated at 27,186, an increase of 4.9% over the reported population of July, 2020. Wilsonville's population continues to grow each year and is anticipated to continue this growth pattern in the near future. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the continued residential construction projects slated for the next several years and is aligned with a 4 year rolling average.

# Five-Year Forecast

## REVENUES

In general, this forecast reviews the revenue sources to each fund individually. Each funding source is forecasted on a different basis. For example, water user fees are based on upon future rate increases approved by Council. Property taxes, on the other hand, are increased a minimum of 3% each year based on Oregon's Measure 50.

## EXPENDITURES

Expense classifications include personnel services (labor), material and services, capital outlay, debt service, and inter-fund transfers (for capital improvement projects).

- **Personnel Services (PS):** 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. Wage tables are typically negotiated every three years for represented positions across the City, as are retirement and health insurance contributions. Currently employees pick up 10% of health insurance expense. The City participates in the Oregon Public Employees Retirement (PERS) system for all its employees. Rates are set every two years. FY 2021-22 was the first year of the biennium cycle for the PERS rates. This forecast assumes the City continues its current wage and benefit package. The FY 2022-23 budget includes an additional 7.25 fulltime equivalent (FTE). Any additional FTE expectations over the course of the five-year projection, in any fund, are noted and factored into the forecast. An FTE is the equivalent of 2,080 hours. Forecast expenses are based on historical averaging, negotiated contracts of represented employees, anticipated health insurance premiums, and factors for any expected future FTE additions.
- **Materials & Services (MS):** The City typically has as large or larger (MS) budget due to extensive contracted services. Annual inflation for materials and services is assumed to be approximately 1% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Wastewater, are assumed to increase between 3% and 6% per year.
- **Capital Outlay (CO):** Capital outlay is one-time, large equipment or vehicle type expenditure. Most departments and/or funds have a random pattern of CO spending, with the exception of Transit in the case of regular and routine yearly bus purchases as well as the Water Operations and Wastewater Operation Funds responsible for treatment plant equipment upgrades. Capital Outlay patterns and forecasted future expense are based on historical trending and an annual inflationary index.
- **Debt Service (DS):** The City only issues debt for capital infrastructure financing with debt service typically paid out of its Operating Funds. Debt financing was incurred in FY 2021-22 to advance construction on two large capital improvement projects in the City; the \$25.3 million expansion of the City's water treatment plant and the \$22.5 million construction of a Public Works Complex. The water treatment plant expansion will increase capacity at the plant from 15 million gallons per day (MGD) to 20 million and is financed through a combination of water utility fees, water system development charge debt service, and contributions from the City of Sherwood. The Public Works complex is financed from combined Water, Wastewater, and General Fund reserve contributions made in FY 2021-22, as well as debt financing in the amount of \$16.5 million with allocated continuing debt service requirements from the Road, Water, Wastewater, and Stormwater Operating Funds. No additional debt is factored in the five-year forecast.
- **Interfund Transfers:** Operating fund also include transfers out to other fund to specific purposes such as for payment of indirect serviced provide by the General Fund (such as for Finance, Legal, HR, and Admin services) or for funding needs related to capital improvement infrastructure, accounted for in on the City's CIP funds.

## FUNDS PRESENTED

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- General Fund
- Community Development Fund
- Building Fund
- Transit Fund
- Water Operating Fund
- Wastewater Operating Fund
- Stormwater Fund
- Street Lighting Fund
- Road Operating Fund

## GENERAL FUND

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### FUND DESCRIPTION

The General Fund houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the transient tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, human resources, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The City engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

## GENERAL FUND REVENUES AND EXPENDITURES

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### REVENUES

#### *Property Taxes*

Property tax revenue comprises approximately one-third of General Fund external resources, and affects just about every resident and business in the City. Therefore, property tax revenue receives the bulk of the discussion in this forecast.

Property taxes are based on assessed value. As mentioned above, the State constitution limits a property's assessed value growth to 3%. As new construction is placed on the tax rolls, property tax revenue to the City increases. Also, the assessed value of the commercial and industrial sectors may grow at more than 3% depending upon the value of personal property and equipment.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.



## Five-Year Forecast

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing to spur economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value within the Urban Renewal Area. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville's Urban Renewal Agency (URA) currently has three urban renewal districts – the Year 2000 Plan district, the Westside Plan district, the recently formed Coffee Creek district. When the Year 2000 Plan district was formed, its frozen assessed value base was \$44 million. The total assessed valuation of the area in tax year 2021-22 is estimated to be \$550 million (per Clackamas County), an increase of more than thirteen times the original amount. When the Westside Plan district was formed, its frozen assessed value base was \$18 million, and its total assessed valuation is estimated to be \$748 million (per Clackamas County) in tax year 2021-22, an increase over 41 times the original amount. The new Coffee Creek Plan area has a frozen value of approximately \$99 million and its total assessed valuation is estimated to be \$129 million (per Clackamas County) in tax year 2021-22.

The City is on a trajectory for closure of its two oldest URA districts over next two fiscal years: the Year 2000 Plan and the West Side Plan districts. The completion of the last three projects slated for the districts and the time needed to accumulate the funds needs to pay off outstanding debt issues will determine when the districts can be closed. As it currently stands, the Year 2000 district area will be able to pay off all outstanding in FY 2022-23, ending the collection of additional tax increment thereafter. This will allow all of the property tax increment above its frozen base be directed back to all of the taxing districts of the area, including the City. For the Westside district, another two fiscal years of tax increment collection will be need to full pay off all remaining debt. The West Side district is limited to collecting \$5 million each year, and tax revenue that is generated by the incremental AV above that amount reverts back to the City and the other overlapping jurisdictions.

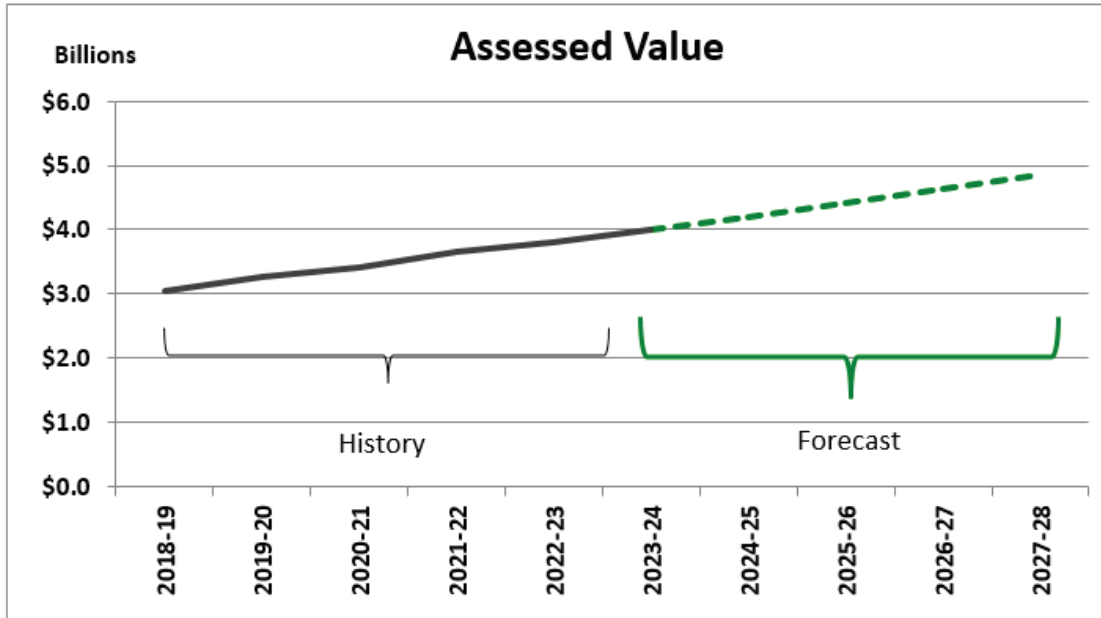
This five-year forecast uses an algorithm to estimate property tax revenue in the future. Since the ultimate base of property tax revenue is AV, the City's AV is projected over time. This includes estimates for new construction, as well as the effects of the urban renewal districts. The forecast is then adjusted downward to account for discounts and collection delinquency.

Note that the City of Wilsonville is located both in Clackamas County and Washington County. The tax assessor in each county makes various adjustments to the calculated taxes to account for urban renewal amendments, rounding the numbers, etc.

The 5-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

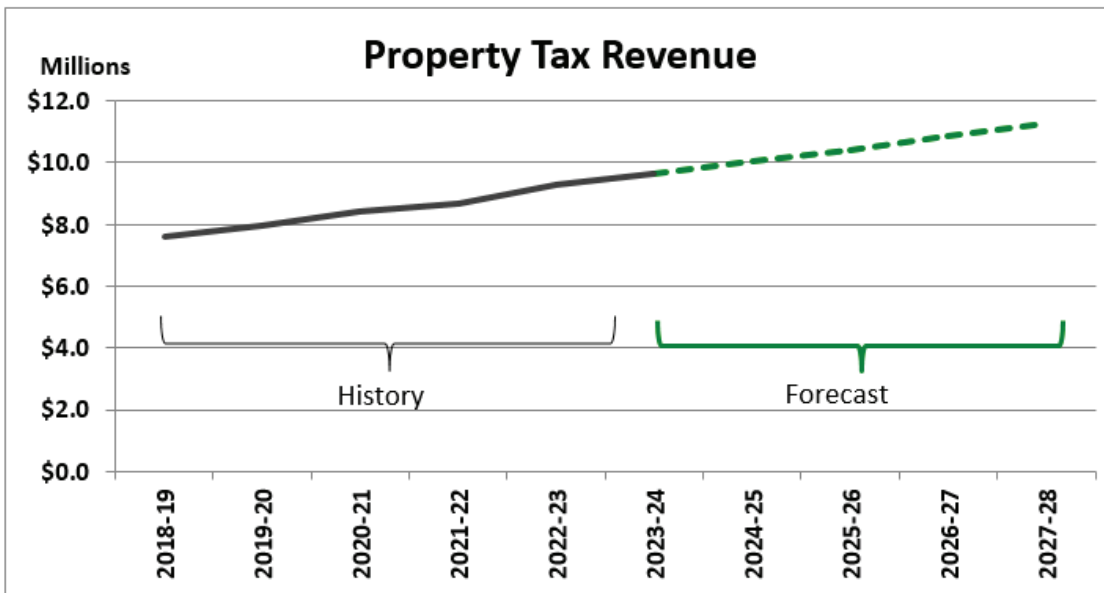
Graph 1 on the next page displays the five year history of AV, the AV used to build the FY 2022-23 Proposed Budget, and the five-year forecast, for both Clackamas and Washington Counties combined.

Property Tax Assessed Value Graph:



The next graph displays the property tax revenue five-year history, the property taxes proposed in the FY 2022-23 budget, and the five-year property tax forecast.

Property Tax Revenue Graph:



# Five-Year Forecast

## *Hotel/Motel Taxes*

The City assesses a Transient Lodging Tax of 5% of the occupancy rents at hotels, motels and vacation rentals, recorded in the budget as the Hotel/Motel Tax. The City began imposing this tax in 1975. While in recent years, the Hotel/Motel Taxes were beginning to show signs of growth, the pandemic has had a negative effect on the revenues received. It is anticipated that revenues will return to pre-COVID receipts beginning in FY 2022-23. The City sets aside approximately one-half of these receipts to be used for tourism promotion.

## *Right of Way Charges*

Another revenue to the General Fund is Rights of Way Charges, also known as Franchise Fees and Privilege Taxes. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, wastewater and stormwater at 4.0%; and garbage at 5%.

The majority of the fees collected are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.0% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater.

## *Transfers In*

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Wastewater, Roads, Community Development, and the Capital Improvement Program pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, and direct charges are determined by specific, dedicated efforts.

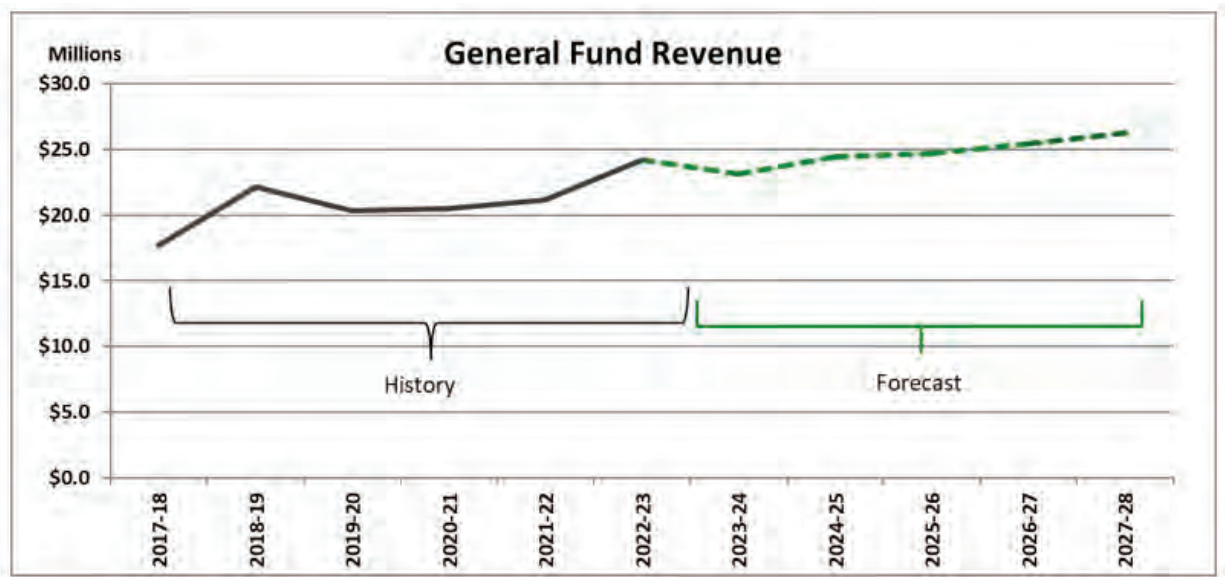
## *Other Revenues*

Other revenues to the General Fund include intergovernmental revenues, charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy. In FY 2021-22 the City received \$2.7 million in federal American Rescue Plan Act (ARPA) funds. The ARPA provides flexible funds to governments to meet local needs for recovery from the pandemic. The City will receive \$5.4 million over a two year period with the remaining balance expected in FY 2022-23. For any historical trending of General Fund revenues in projecting revenues forward, these one-time ARPA funds have been excluded. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 3% annual average rate.

## **GENERAL FUND TOTAL REVENUE**

General Fund total revenue will see a ramp up in fiscal years 2023-24 and 2024-25 driven by the closure of two of the City's Urban Renewal Plans. Over these two fiscal years, their closure will result in a small surge of property tax revenue beyond the historical average of 4-5% a year. Thereafter, rates of growth should return to a normal range of around 4%. The forecasted revenue path going forward is projected to grow more conservatively at 4.0% average annual rate, accounting for the risk of uncertainty. The next graph displays the overall General fund revenue for the last four years of actuals, those budgeted for the current year, and those proposed in the FY 2022-23 budget, and as well the five years forecasted.

General Fund Revenue Graph:



EXPENDITURES

The General Fund accounts for the expenditures of Parks & Recreation, the Library, the Municipal Court, Police and the City’s Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

The services the General Fund provides to the community are very labor intensive, making up 48.7% of the General Fund’s operating budget in the FY 2022-23 Proposed Budget. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 9%. The public employees’ retirement system contribution is included in the forecast, and as mentioned earlier, the contribution rates are expected to increase in the PERS bienniums covered by this forecast period. These growth assumptions are anchored in the FY 2022-23 Proposed Budget, and extends out the staffing levels as proposed over the subsequent five years, with additions in the future noted below.

OPERATIONS

Parks & Recreation

Parks & Recreation maintains the City’s park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 12% over the last ten years, from 201 acres in FY 2010-11 to 223 acres in 2021-22, and is expected to continue to add acreage and facilities as growth continues. The forecast anticipates continued growth in youth and adult programming. Over the next several years, the Parks Maintenance program will also begin to maintain a number of parks located in the Villebois area.

Parks & Recreation continually strives to provide services to match the community’s demand for recreational services, and actively involves the community in park and recreation related planning efforts. Prior to COVID, the Parks and Recreation team were preparing to present a General Obligation Bond to the citizens of Wilsonville to fund future parks and recreation areas. This program will need to be re-evaluated in the future.

As more parks are added, there will be a need to add one additional Park Maintenance Specialists most likely in FY 2025-26, to keep up with the growing system. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available. Overall park maintenance expenditures are forecasted to increase as acreage is added to the system, especially the water expense line for irrigating additional parks, and also including the addition of equipment and tools.

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment, such as additional mowers and work trucks, will be requested through the annual budget cycle, as well as play structure replacements and other hard-scape amenities.

## Five-Year Forecast

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment, such as additional mowers and work trucks, will be requested through the annual budget cycle, as well as play structure replacements and other hard-scape amenities.

### *The Library*

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. The Library is projected to receive 31.1% of its funding from the City's General Fund, and 68.9% of its funding from the Clackamas County Library District in FY 2022-23. The rest of the funding for the Library is made up of donations, grants, and late fees.

The forecast anticipates an additional position will be added in FY 2027-28. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

### *Law Enforcement*

The City contracts with Clackamas County for law enforcement (police) services. Even though the personnel are technically employed by the Clackamas County Sheriff's Office, the City's police force is seamlessly integrated into the City's work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a Police Chief. Police services include patrol, traffic enforcement, a community service officer, a school resource officer and a detective. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

In FY 2022-23, the budget includes the cost for a personnel level up to 21 full-time equivalents. The forecast does include one additional officer in FY 2026-27. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

### *Municipal Court*

The Municipal Court adjudicates traffic violations and City code violations. It receives revenue from court fines paid by defendants.

Over the five-year forecast period, there are no changes anticipated to the Municipal Court.

### *Public Works – Administration and Facilities*

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as water, Wastewater, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Wastewater, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Over the next five years, Public Works Administration and Facilities will need to keep up with a growing city and expanding duties, as well as various tools and equipment for grounds and building maintenance in the coming years. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## *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.

The forecast does not include a staff increase for these programs throughout the five year forecast although increasing workloads may make that necessary. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## *Operating Transfers Out*

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.

## *Capital Improvements*

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

CIP projects funded by the General Fund in this five-year forecast are being reported at \$1.25M. The 5 year CIP forecasts, however, indicates more funding will be needing from the general fund for CIP projects that are on the horizon. Each project will need to be evaluated in order to meet goals set by Council.

## **GENERAL FUND FORECAST**

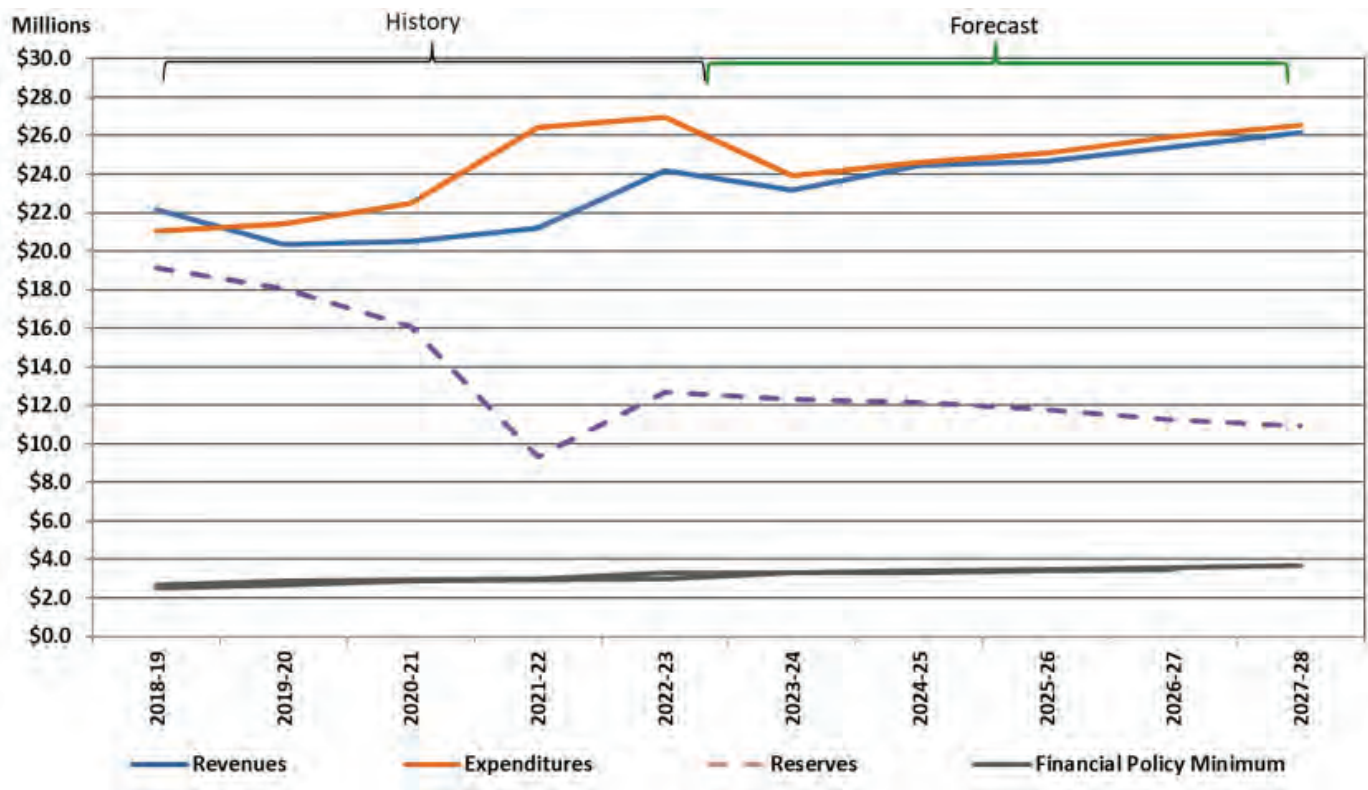
The forecast for the City's General Fund revenues and expenditures over the next five years, based upon the levels of service proposed in the FY 2022-23 Budget and future additions as noted above, shows that the fund will have a continual decrease in the fund balance through FY 2027-28. This forecast reveals that increasing levels of service will be difficult in the coming years without drawing down fund balance, and will need to be considered carefully with each budget cycle. It is important to note that the Year 2000 Urban Renewal District and the West Side Urban Renewal District will be scheduled to close in the near future. At the time of the District closures, additional property tax revenue will be generated that will help close the revenue to expense gap in the future.

The graph on the next page compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the business financial software replacement, fiber connectivity and building repairs. Policy limits on the use of the General Fund reserve include maintaining a minimum that is approximately equal to 15% of operations, indicated in the graph below. In addition to the operating reserve, in FY 2013-14 the City Council added an additional \$2 million sustainability reserve.



# Five-Year Forecast

General Fund Forecast Graph:



You may note that the expenditure line is above the revenue line, thereby drawing down the fund balance. This draw down is due to the forecasted \$1.25 million contribution each year to the capital improvement program (CIP).

The financial indicator to monitor is the operating net figure in Table on the next page. This forecast shows, on a budgetary basis, this net figure will increase over time indicating that the on-going services provided by the General Fund will not require the usage of fund balance. This will provide some funding to CIP projects, however, not enough to meet the projects on the horizon. It is important to note that actual revenues and expenditures vary from budgeted figures. Typically, revenues come in slightly higher than budgeted, and departments typically underspend appropriated budgets because the Oregon Budget Law does not allow budgeted appropriations to be exceeded. Additionally, should the trend in this forecast be realized, this five-year forecast demonstrates that the City has adequate reserves to bridge the shortfall.



TABLE - General Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 19,143,551	\$ 18,075,124	\$ 14,576,168	\$ 15,401,365	\$ 13,045,870	\$ 12,282,110	\$ 12,147,770	\$ 11,765,060	\$ 11,258,230
<b>RESOURCES</b>									
Revenues:									
Property taxes	7,953,126	8,402,017	8,655,440	9,268,000	10,658,200	11,724,020	12,192,980	12,680,700	13,187,930
Hotel/Motel taxes	336,869	367,506	325,000	360,000	367,200	374,540	382,030	389,670	397,460
Franchise fees	3,385,646	3,499,537	3,470,500	3,615,000	3,687,300	3,761,050	3,836,270	3,913,000	3,991,260
Licenses & permits	130,594	188,723	169,850	202,850	204,880	206,930	209,000	211,090	213,200
Intergovernmental	3,236,058	2,861,043	2,685,330	5,407,399	2,707,400	2,761,550	2,816,780	2,873,120	2,930,580
Charges for services	680,475	490,058	706,490	433,484	400,000	408,000	416,160	424,480	432,970
Municipal court fines	250,453	173,997	315,000	230,000	236,900	244,010	251,330	258,870	266,640
Investment income	433,141	212,018	91,000	87,000	195,700	184,200	182,200	176,500	168,900
Miscellaneous revenue	204,136	217,234	131,800	137,400	141,520	145,770	150,140	154,640	159,280
Operating Revenue Subtotal	16,610,498	16,412,133	16,550,410	19,741,133	18,599,100	19,810,070	20,436,890	21,082,070	21,748,220
Interfund Loan Repayment	406,020	515,100	515,100	515,100	515,100	515,100	-	-	-
Transfers from other funds:	3,336,852	3,606,145	4,122,755	3,943,019	4,041,590	4,142,630	4,246,200	4,352,360	4,461,170
<b>Revenue Subtotal</b>	<b>\$ 20,353,370</b>	<b>\$ 20,533,378</b>	<b>\$ 21,188,265</b>	<b>\$ 24,199,252</b>	<b>\$ 23,155,790</b>	<b>\$ 24,467,800</b>	<b>\$ 24,683,090</b>	<b>\$ 25,434,430</b>	<b>\$ 26,209,390</b>
<b>REQUIREMENTS</b>									
Expenditures:									
<u>Department</u>									
Administration	\$ 1,783,293	\$ 1,597,682	\$ 2,048,025	1,944,107	\$ 1,903,670	\$ 1,960,780	\$ 1,990,190	\$ 2,049,900	\$ 2,090,900
Finance	3,031,835	1,362,030	1,643,740	1,680,891	1,645,930	1,695,310	1,720,740	1,772,360	1,807,810
Information Technologies & GIS	1,019,025	1,050,967	1,248,264	1,510,015	1,478,610	1,522,970	1,545,810	1,592,180	1,624,020
Legal	654,868	589,686	722,542	764,512	748,610	771,070	782,640	806,120	822,240
Human Resources	753,380	777,017	914,040	1,120,240	1,096,940	1,129,850	1,146,800	1,181,200	1,204,820
Law Enforcement	4,961,616	5,060,394	5,617,621	5,980,194	5,977,800	6,157,130	6,249,490	6,596,970	6,728,910
Court	171,456	182,651	237,800	247,210	242,070	249,330	253,070	260,660	265,870
Public Works Admin	716,565	716,659	986,041	965,392	945,310	973,670	988,280	1,017,930	1,038,290
Facilities	1,150,487	1,024,148	1,412,831	1,735,291	1,699,200	1,750,180	1,776,430	1,829,720	1,866,310
Parks/Recreation & Park Maintenance	3,020,372	2,763,738	3,518,386	3,970,588	3,888,000	4,004,640	4,164,710	4,289,650	4,375,440
Library	1,993,192	2,027,407	2,214,240	2,342,130	2,293,410	2,362,210	2,397,640	2,469,570	2,618,961
Expenditures Subtotal	19,256,089	17,152,379	20,563,530	22,260,570	21,919,550	22,577,140	23,015,800	23,866,260	24,443,571
Transfers to other funds:									
Community Development Fund	400,000	1,445,000	425,000	450,000	750,000	775,000	800,000	825,000	850,000
To Capital Improvement Program (CIP)	1,765,708	3,905,648	5,449,077	4,224,155	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Transfers Subtotal	2,165,708	5,350,648	5,874,077	4,674,155	2,000,000	2,025,000	2,050,000	2,075,000	2,100,000
<b>Expenditures Total</b>	<b>\$ 21,421,797</b>	<b>\$ 22,503,027</b>	<b>\$ 26,437,607</b>	<b>\$ 26,934,725</b>	<b>\$ 23,919,550</b>	<b>\$ 24,602,140</b>	<b>\$ 25,065,800</b>	<b>\$ 25,941,260</b>	<b>\$ 26,543,571</b>
Operating net	1,097,281	(28,853)	624,735	1,938,682	486,240	1,115,660	867,290	743,170	915,819
Net after transfer to CIP	(1,068,427)	(1,969,649)	(5,249,342)	(2,735,473)	(763,760)	(134,340)	(382,710)	(506,830)	(334,181)
<b>Ending fund balance</b>	<b>\$ 18,075,124</b>	<b>\$ 16,105,475</b>	<b>\$ 9,326,826</b>	<b>\$ 12,665,892</b>	<b>\$ 12,282,110</b>	<b>\$ 12,147,770</b>	<b>\$ 11,765,060</b>	<b>\$ 11,258,230</b>	<b>\$ 10,924,049</b>
Financial Policy Minimum	2,868,800	2,947,900	3,000,000	3,300,000	3,287,900	3,386,600	3,452,400	3,579,900	3,666,500

## Five-Year Forecast



Strolling on a Wilsonville sidewalk. Photo Credit: Julie Etzel



## COMMUNITY DEVELOPMENT FUND

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### FUND DESCRIPTION

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

### COMMUNITY DEVELOPMENT FUND REVENUES AND EXPENDITURES

It is important to note that CD Fund will continue to face financial challenges in the near future. Based on the 5-year forecast, the CD Fund will be operating precariously close to City Council mandated minimum ending fund balance levels. It will be imperative that the CD Fund be carefully reviewed, with an increase in permit fees if warranted, increase support from the General Fund and search for possible reductions in expenses in an effort to keep the fund operating.

### REVENUES

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

#### *Engineering and Planning Fees*

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out.

#### *General Fund Subsidy and Planning CIP Funding*

The General Fund subsidizes the Planning Program for their efforts of long-term planning. For FY 2022-23, the subsidy will be \$450,000.

In addition, the General Fund also funds the Planning CIP projects. This year, the projects include Basalt Creek Planning, Frog Pond Master Plan and the Town Center Concept Planning.

#### *Charges for Services*

Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency. The City has three Urban Renewal Districts: Year 2000 Plan district, West Side Plan district and the Coffee Creek Area district.

#### *Transfers In*

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For the services provided, revenues are transferred into to the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through interfund fund transfers. Support to the CIP is projected to be relatively constant over the forecast period.

The CD Fund also receives a transfer from the Building Division for the services provided by the Community Development Director and CD staff. The CD Fund houses the central administration and oversight for the Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division. The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration.

# Five-Year Forecast

## EXPENDITURES

### Operations

Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City’s compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

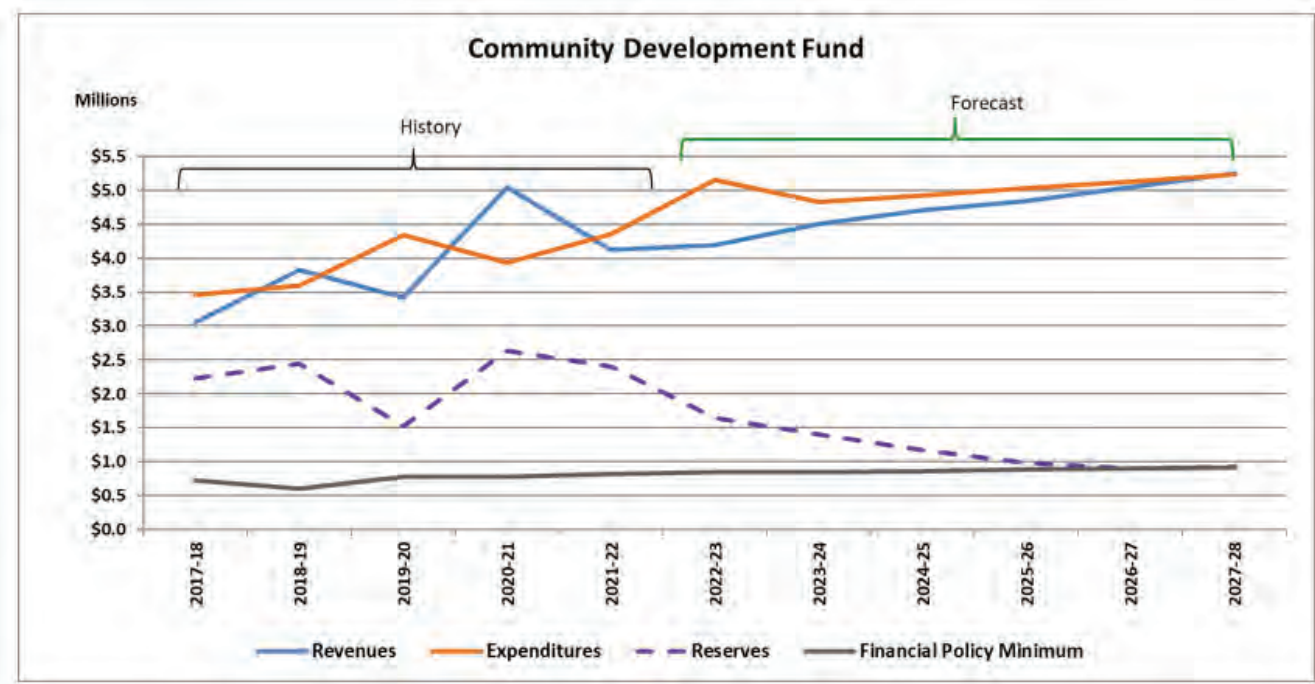
The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning. The fund currently has two positions that will not be filled until such time that the fund has resolved its future funding issues.

The City is currently engaged in the planning of the Basalt Creek, Frog Pond and Town Center areas. These efforts are funded in the FY 20 by the General Fund and grant funding.

## COMMUNITY DEVELOPMENT FUND FORECAST

The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The current projections indicate the fund will be in default by the end of FY 2023-24 if corrective actions are not taken. An extensive review of all revenues sources and expenditures will be required to develop and financial plan for the future.

The graph below of the CD Fund reveals indicates a continual use of fund balance through FY 2024-25, however, it does stay above the Financial Policy Minimum, which is set at 20% of operations. This fund will be monitored closely in each of the coming budget cycles, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.



For a more detailed view of the five-year forecast, the Table on the next page displays the CD Fund major revenue categories, department expenditures, and transfers. The table also displays the net CD Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. A negative net figure implies the use of fund balance, and a positive net figure implies contributions to fund balance.

TABLE - Community Development Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	2,444,059	1,530,932	2,425,794	2,602,618	\$ 1,730,380	\$ 1,403,260	\$ 1,174,910	\$ 987,460	\$ 902,630
<b>RESOURCES</b>									
Revenues:									
Permits									
Engineering	\$ 421,438	\$ 763,771	\$ 335,500	\$ 340,000	\$ 625,000	\$ 656,250	\$ 689,060	\$ 723,510	\$ 759,690
Planning	331,274	364,589	256,946	371,389	389,960	409,460	429,930	451,430	474,000
Permit subtotal	752,712	1,128,360	592,446	711,389	1,014,960	1,065,710	1,118,990	1,174,940	1,233,690
Intergovernmental	62,500	145,740	161,200	339,500	75,000	75,000	75,000	75,000	75,000
Charges for services									
Urban renewal - Main	591,958	622,362	746,780	615,152	520,000	525,200	530,500	535,800	541,200
Urban renewal - WIIN Prgrm	-	-	-	-	-	100,000	105,000	110,250	115,760
Master Planner	-	-	-	130,717	130,000	50,000	-	-	-
Other	22,391	36,856	41,300	47,500	6,000	6,060	6,120	6,180	6,240
Charges for services Subtotal	614,349	659,218	788,080	793,369	656,000	681,260	641,620	652,230	663,200
Investment income	89,484	40,796	8,500	13,500	25,960	21,050	17,620	19,750	18,050
Miscellaneous Revenue	16,482	1,928	250	-	500	500	500	500	500
Operating Revenue Subtotal	1,535,527.00	1,976,042	1,550,476	1,857,758	1,772,420	1,843,520	1,853,730	1,922,420	1,990,440
Transfers from other funds:									
General Fund	400,000	1,445,000	425,000	450,000	750,000	775,000	800,000	825,000	850,000
Building Fund	87,604	91,861	90,456	94,519	99,240	104,200	109,410	114,880	120,620
Stormwater Operating Fund	298,267	276,606	275,644	310,188	325,700	341,990	359,090	377,040	395,890
Capital project overhead	1,102,312	1,247,396	1,893,104	1,481,908	1,556,000	1,633,800	1,715,490	1,801,260	1,891,320
Transfers Subtotal	1,888,183.00	3,060,863	2,684,204	2,336,615	2,730,940	2,854,990	2,983,990	3,118,180	3,257,830
Revenue Total	\$ 3,423,710.00	\$ 5,036,905	\$ 4,234,680	\$ 4,194,373	\$ 4,503,360	\$ 4,698,510	\$ 4,837,720	\$ 5,040,600	\$ 5,248,270
<b>REQUIREMENTS</b>									
Expenditures:									
CD Admin	\$ 1,062,232	\$ 453,248	\$ 633,571	\$ 633,692	\$ 614,050	\$ 626,330	\$ 638,860	\$ 651,640	\$ 664,670
Engineering	1,789,928	1,783,258	2,254,203	2,409,506	2,334,810	2,381,510	2,429,140	2,477,720	2,527,270
Planning	907,454	1,115,282	1,274,890	1,300,440	1,260,130	1,285,330	1,311,040	1,337,260	1,364,010
Expenditures Subtotal	3,759,614.00	3,351,788	4,162,664	4,343,638	4,208,990	4,293,170	4,379,040	4,466,620	4,555,950
Transfers to other funds:									
General Fund	539,050	543,360	547,550	562,996	574,260	585,750	597,470	609,420	621,610
Building Inspection Fund	38,173	40,883	41,545	46,532	47,230	47,940	48,660	49,390	50,130
Capital Improvement Funds	-	-	86,943	195,840	-	-	-	-	-
Transfers Subtotal	577,223.00	584,243	676,038	805,368	621,490	633,690	646,130	658,810	671,740
Expenditures Total	\$ 4,336,837	\$ 3,936,031	\$ 4,838,702	\$ 5,149,006	\$ 4,830,480	\$ 4,926,860	\$ 5,025,170	\$ 5,125,430	\$ 5,227,690
NET	(913,127)	1,100,874	(604,022)	(954,633)	(327,120)	(228,350)	(187,450)	(84,830)	20,580
Ending fund balance	\$ 1,530,932.0	\$ 2,631,806	\$ 1,821,772	\$ 1,647,985	\$ 1,403,260	\$ 1,174,910	\$ 987,460	\$ 902,630	\$ 923,210
Financial Policy Minimum	776,150	774,100	811,000	846,000	841,800	858,630	875,810	893,320	911,190



# Five-Year Forecast

## BUILDING FUND

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### FUND DESCRIPTION

The Building Fund houses the City's functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund is a dedicated fund to support building code permitting, inspection, and compliance activities as required by state law.

### BUILDING FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

##### *Building Permit Fees*

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle. The building permit fees were recently increased for the first time since 2006.

The forecast predicts continued increase in permit fees through FY 2027-28. This is a combination of annual increases and anticipated residential and construction activities.

#### EXPENDITURES

Expenditure drivers for this fund are primarily related to labor.

### BUILDING FUND FORECAST

The five-year forecast for the Building Fund reveals a steady ending fund balance well above the City's financial policy minimum. Ending fund balances for this fund are subject to the cyclical nature of development as well as the timing of receipts in the permitting process.

For a more detailed view of the five-year forecast, the Table on the next page displays the Building Fund major revenue categories, department expenditures, and transfers. The Table also displays the net Building Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. The fund is on trend to meet its expenses and continue to grow its ending fund balance.

TABLE - Building Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 3,312,704	\$ 2,372,812	\$ 1,917,067	\$ 2,796,807	\$ 2,649,810	\$ 2,459,770	\$ 2,378,330	\$ 2,292,710	\$ 2,219,430
<b>RESOURCES</b>									
Revenues:									
Permits	741,611	1,399,500	1,060,463	1,442,750	1,486,000	1,545,000	1,591,000	1,655,000	1,705,000
Investment income	78,301	40,431	12,000	14,000	39,750	36,900	35,670	34,390	33,290
Charges for Services- UR	9,000	9,600	11,700	8,190	8,190	8,190	8,190	8,190	8,190
Operating Revenue Subtotal	828,912	1,449,531	1,084,163	1,464,940	1,533,940	1,590,090	1,634,860	1,697,580	1,746,480
Transfers from other funds:									
Community Development Fund	38,173	40,883	41,545	46,532	47,460	48,410	49,380	50,370	51,380
<b>Revenue Total</b>	<b>\$ 867,085</b>	<b>\$ 1,490,414</b>	<b>\$ 1,125,708</b>	<b>\$ 1,511,472</b>	<b>\$ 1,581,400</b>	<b>\$ 1,638,500</b>	<b>\$ 1,684,240</b>	<b>\$ 1,747,950</b>	<b>\$ 1,797,860</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Building Inspection	\$ 1,318,106	\$ 1,180,043	\$ 1,309,598	\$ 1,344,431	\$ 1,343,220	\$ 1,383,520	\$ 1,425,030	\$ 1,467,780	\$ 1,511,810
Transfers to other funds:									
Community Development	87,604	91,861	90,456	94,519	96,880	99,300	101,780	104,320	106,930
General Fund	210,650	213,460	215,150	225,696	231,340	237,120	243,050	249,130	255,360
Building CIP Fund	190,617	100,000	216,914	71,000	100,000	-	-	-	-
Transfers Subtotal	488,871	405,321	522,520	391,215	428,220	336,420	344,830	353,450	362,290
<b>Expenditures Total</b>	<b>\$ 1,806,977</b>	<b>\$ 1,585,364</b>	<b>\$ 1,832,118</b>	<b>\$ 1,735,646</b>	<b>\$ 1,771,440</b>	<b>\$ 1,719,940</b>	<b>\$ 1,769,860</b>	<b>\$ 1,821,230</b>	<b>\$ 1,874,100</b>
NET	(939,892)	(94,950)	(706,410)	(224,174)	(190,040)	(81,440)	(85,620)	(73,280)	(76,240)
<b>Ending fund balance</b>	<b>\$ 2,372,812</b>	<b>\$ 2,277,862</b>	<b>\$ 1,210,657</b>	<b>\$ 2,572,633</b>	<b>\$ 2,459,770</b>	<b>\$ 2,378,330</b>	<b>\$ 2,292,710</b>	<b>\$ 2,219,430</b>	<b>\$ 2,143,190</b>
Financial Policy Minimum	249,200	254,800	256,000	263,000	268,640	276,700	285,010	293,560	302,360



# Five-Year Forecast

## TRANSIT FUND

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### FUND DESCRIPTION

The Transit Fund accounts for the City's transit system – South Metro Area Regional Transit, or SMART. SMART provides fixed route bus service throughout the City of Wilsonville, and connecting service to Salem, Portland, Canby, and Tualatin. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority to ADA-qualified riders, transporting elderly and disabled riders to out-of-town medical appointments.

In addition to fixed-route service, SMART provides business, residents, and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and telework through the SMART Options Program.

SMART works cooperatively with state and regional partners, including Oregon Department of Transportation (ODOT), TriMet, Cherriots, Canby Area Transit (CAT), Multnomah, Clackamas and Washington Counties, and Portland Metro, in order to ensure equitable access, coordinated transit services and enhance regional mobility of transit programs and projects.

### TRANSIT FUND REVENUES AND EXPENDITURES

#### REVENUES

SMART has three primary sources of continuous revenue, a local payroll tax, intergovernmental revenue, and charges for services. The predominant source of ongoing funding is the local payroll tax levied on businesses performing work in Wilsonville assessed on gross payroll and/or self-employment earnings. The local payroll tax represents 55% of the total funding in the Proposed Budget 2020-21. The second largest source is intergovernmental revenue which represents 44% of total funding in the Proposed Budget 2019-20. Intergovernmental revenue includes State and Federal grants and contracts, as well as funding from the Statewide Transportation Improvement Fund (STIF).

#### *Payroll Taxes*

The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. This tax rate is determined by the City Council.

An important variable for the payroll tax is the local wage base. Since FY 2008-09, the total wage base has increased annually, on average, 4.3%. For the FY 2022-23 Proposed Budget, as well as, for the five year forecast, the wage base growth, however, is budgeted more conservatively at 2%. Wage base growth depends on the dynamic interplay between the local economy, the composition and type of jobs in the area, and inflationary wage increases. The 2% conservative five year forecast wage base growth rate balances each of these considerations. The revenue from the payroll tax assessed on the wage base is shown below.

### *Intergovernmental Revenue*

In 2017, the State Legislature passed HB2017, Keep Oregon Moving, which included a payroll tax of 0.1% (one-tenth of one percent) on employees, beginning on July of 2018. The centerpiece of Keep Oregon Moving is the creation of the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation. The funds from this tax are distributed by the Oregon Department of Transportation in the form of a formula allocation and competitive grants as specified in the legislation to qualified entities, such as SMART.

The formula component is distributed to qualified entities based on taxes paid within their geographic area. For the Proposed FY 2022-23 Budget, SMART anticipates receiving \$1,500,000 in formula funds. Beyond that and for the purposes of five year planning the amount projected has been projected to be the same. SMART is also eligible for competitive based grant awards from this funding source. SMART has been awarded \$310,000 in competitive STIF funding for FY 2022-23. Competitive award amounts thereafter for the five year forecast have been estimated at \$100,000 annually.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$4,000,000. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

### **EXPENDITURES**

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the matching requirement for grant funded capital purchases.

### *Operations*

SMART operates nearly every day of the year, with the exception of Sundays and major holidays. With the passage of HB2017 and this new revenue stream with corresponding service increase expectations, SMART does not foresee adding additional personnel during the five-year period of this forecast. This forecast does assume that PERS contribution rates will increase at the beginning of each PERS biennial cycle. The Proposed Budget for FY 2021-22 include a PERS increase, so the next increase will be July 1, 2023, followed by the next biennium beginning July 1, 2023.

### *Capital Improvements*

The purchase of SMART's rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing three Dial-a-Ride vans, three electric buses, a number of the smaller buses, as well as compressed natural gas (CNG) vehicles. These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

### **TRANSIT FUND FORECAST**

The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund remains in a viable financial position. On average over time, revenues are keeping up with expenditures, thanks to the State transportation package passed in 2017 (HB2017), referred to as allocated to qualified entities as STIF Funds. The Transit Fund balance (also referred to as reserve) is projected to remain above financial policy targets. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

# Five-Year Forecast

**TABLE 5 - Transit Fund Forecast**

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	3,592,929	4,595,626	5,084,730	7,505,702	\$ 7,536,271	\$ 7,263,781	\$ 6,973,383	\$ 6,707,951	\$ 6,422,500
<b>RESOURCES</b>									
Revenues:									
Transit tax	\$ 5,026,869	\$ 4,902,080	\$ 5,050,000	\$ 5,000,000	\$ 5,100,000	\$ 5,202,000	\$ 5,306,040	\$ 5,412,161	\$ 5,520,404
Intergovernmental:									
STIF Formula	-	-	1,800,000	1,400,000	1,428,000	1,456,560	1,485,690	1,515,400	1,545,710
STIF (competitive)	-	-	1,300,000	530,000	300,000	300,000	300,000	300,000	300,000
Grants (#5307, TDM, Ot.	3,381,180	3,463,450	2,196,588	2,034,104	750,000	757,500	765,075	772,726	780,453
Intergovernmental Total	3,381,180	3,463,450	5,296,588	3,964,104	2,478,000	2,514,060	2,550,765	2,588,126	2,626,163
Charges for services	206,399	140,935	170,000	-	-	-	-	-	-
Investment income	106,952	134,123	31,100	75,000	37,681	36,319	34,867	33,540	32,113
Miscellaneous	47,061	177,415	21,000	21,000	15,000	15,000	15,000	15,000	15,000
<b>Revenue Total</b>	<b>\$ 8,768,461</b>	<b>\$ 8,818,003</b>	<b>\$ 10,568,688</b>	<b>\$ 9,060,104</b>	<b>\$ 7,630,681</b>	<b>\$ 7,767,379</b>	<b>\$ 7,906,672</b>	<b>\$ 8,048,826</b>	<b>\$ 8,193,680</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 3,384,655	\$ 3,736,261	\$ 4,106,110	\$ 4,251,900	\$ 4,336,938	\$ 4,467,046	\$ 4,556,387	\$ 4,693,079	\$ 4,786,940
Materials & services	1,732,360	2,416,826	2,268,268	2,118,188	2,120,306	2,122,426	2,124,549	2,126,673	2,128,800
Capital outlay	2,071,020	69,667	2,629,941	1,990,000	787,500	793,125	798,806	804,544	810,340
Expenditures Subtotal	7,188,035	6,222,754	9,004,319	8,360,088	7,244,744	7,382,598	7,479,742	7,624,296	7,726,080
Transfers to other funds:									
General Fund	543,250	567,310	594,370	585,240	599,871	614,868	630,239	645,995	662,145
Building Capital Fund	34,479	58,608	214,493	84,207	58,556	60,312	62,122	63,985	64,625
Transfers Subtotal	577,729	625,918	808,863	669,447	658,427	675,180	692,361	709,980	726,770
<b>Expenditures Total</b>	<b>\$ 7,765,764</b>	<b>\$ 6,848,672</b>	<b>\$ 9,813,182</b>	<b>\$ 9,029,535</b>	<b>\$ 7,903,171</b>	<b>\$ 8,057,777</b>	<b>\$ 8,172,104</b>	<b>\$ 8,334,277</b>	<b>\$ 8,452,850</b>
NET (Revenues less Expenditures,	1,002,697	1,969,331	755,506	30,569	(272,490)	(290,399)	(265,432)	(285,451)	(259,171)
<b>Ending fund balance</b>	<b>\$ 4,595,626</b>	<b>\$ 6,564,957</b>	<b>\$ 5,840,236</b>	<b>\$ 7,536,271</b>	<b>\$ 7,263,781</b>	<b>\$ 6,973,383</b>	<b>\$ 6,707,951</b>	<b>\$ 6,422,500</b>	<b>\$ 6,163,329</b>
Financial Policy Minimum	1,023,403	1,230,617	1,274,876	1,274,100	1,291,500	1,317,900	1,336,200	1,364,000	1,383,200

## WATER OPERATING FUND

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### FUND DESCRIPTION

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis. The City contracts with Veolia Water North America to operate the water treatment plant.

The Water Operating Fund periodically transfers funds to the Water Capital Fund. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility.

### WATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the water fund include water consumption, the number of customers, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

##### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 7,000 water customers. While individual residential usage has been trending slightly downwards over the last several years, the continued addition of new accounts has led to an overall increase in water consumption.

A new residential water rate structure based on a two tier consumption table, was put into effect May 1, 2020. An additional two year rate path was also adopted, increasing rates at an overall 3% thru May 1, 2023.

##### *Water Sales*

The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.5 million per year for the water.

##### *Other Revenues*

The Water Fund also receives interest earnings and due to the large fund balance, this has been a reliable income source for the fund. However, with the current low interest rates and using of the fund balance for capital projects, the impact of investment revenue will not be as significant as in the past.

#### EXPENDITURES

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

##### *Operations*

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

##### *Capital Improvements*

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. This year's CIP includes the continuation of the Water Treatment Plant upgrade from a capacity of 15 MGD to 20 MGD. Overall, the cost estimate of this project is \$29.2 million with the Water Operations responsible for approximately 1/3 of the total cost. The other funding sources for the project will include the Water SDC Fund and the City of Sherwood.

Maintenance and repair of the treatment plant, pipes, pumps, valves and the like are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the 5 year forecast CIP can be found in the FY 2022-23 Proposed Budget document.

# Five-Year Forecast

## WATER FUND FORECAST

The five-year forecast for the Water Fund shows that fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. The ending fund balance is well above the financial policy minimum at the end of the forecast period. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements, for example, to replace aging critical processing equipment, to increase back-up power capability, to invest in seismic retrofitting, and improve the treatment process.

The five-year forecast predicts water revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. The forecast does not account for weather patterns – hot, dry summers tend to mean more revenue as more water is used, while cooler, wetter summers mean less revenue.

Over the five-year period of this forecast, water operations anticipates increases in the PERS contribution rates, as well contractual increases to the contract with Veolia North America, according to the terms of the contract.

For a more detailed view of the five-year forecast, the Table on the next page displays the Water Fund’s major revenue categories, expenditure expenditures, and transfers.

TABLE - Water Operating Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 16,962,744	\$ 17,799,900	\$ 19,469,916	\$ 20,040,071	\$ 13,832,580	\$ 15,042,530	\$ 16,381,171	\$ 17,800,933	\$ 19,303,516
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 7,038,264	\$ 7,846,674	\$ 7,776,000	\$ 8,125,350	\$ 8,328,480	\$ 8,536,690	\$ 8,750,110	\$ 8,968,860	\$ 9,193,080
Sherwood usage	1,181,443	1,433,789	1,425,000	1,650,000	1,683,000	1,716,660	1,750,990	1,786,010	1,821,730
Connection fees	38,910	48,667	45,000	47,250	47,720	48,200	48,680	49,170	49,660
User fee - fire charge	165,395	168,049	165,000	170,000	170,850	171,700	172,560	173,420	174,290
Investment income	481,302	263,624	150,000	108,000	207,490	225,640	245,720	267,010	289,550
Miscellaneous	93,907	39,214	12,000	30,000	30,000	30,001	30,002	30,003	30,004
Operating Revenue Subtotal	8,999,221	9,800,017	9,573,000	10,130,600	10,467,540	10,728,891	10,998,062	11,274,473	11,558,314
Interfund loan repayments:									
General Fund	-	-	-	-	380,170	380,170	380,170	380,170	-
Road Operating Fund	81,446	81,446	-	-	-	-	-	-	-
Stormwater Operating Fund	101,807	101,807	-	-	-	-	-	-	-
Interfund Loan Rpymts Subtotal	183,253	183,253	-	-	380,170	380,170	380,170	380,170	-
<b>Revenue Total</b>	<b>\$ 9,182,474</b>	<b>\$ 9,983,270</b>	<b>\$ 9,573,000</b>	<b>\$ 10,130,600</b>	<b>\$ 10,847,710</b>	<b>\$ 11,109,061</b>	<b>\$ 11,378,232</b>	<b>\$ 11,654,643</b>	<b>\$ 11,558,314</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Water Operations/Treatment (PS + MS)	\$ 3,914,787	\$ 4,394,263	\$ 5,213,571	\$ 5,573,612	\$ 5,453,780	\$ 5,617,390	\$ 5,785,910	\$ 5,959,490	\$ 6,138,270
Capital outlay	444,293	189,169	311,400	734,250	500,000	500,000	500,000	500,000	500,000
Debt service	2,580,550	-	28,500	372,000	372,000	372,000	372,000	372,000	372,000
Expenditures Subtotal	6,939,630	4,583,432	5,553,471	6,679,862	6,325,780	6,489,390	6,657,910	6,831,490	7,010,270
Transfers to other funds:									
General Fund	745,100	703,720	707,500	743,392	761,980	781,030	800,560	820,570	841,080
Water Capital Fund	624,032	858,890	9,978,191	9,101,062	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Building Capital Fund	36,556	376,885	2,172,850	85,000	50,000	-	-	-	-
Transfers/Interfund Subtotal	1,405,688	1,939,495	12,858,541	9,929,454	3,311,980	3,281,030	3,300,560	3,320,570	3,341,080
<b>Expenditures Total</b>	<b>\$ 8,345,318</b>	<b>\$ 6,522,927</b>	<b>\$ 18,412,012</b>	<b>\$ 16,609,316</b>	<b>\$ 9,637,760</b>	<b>\$ 9,770,420</b>	<b>\$ 9,958,470</b>	<b>\$ 10,152,060</b>	<b>\$ 10,351,350</b>
NET	837,156	3,460,343	(8,839,012)	(6,478,716)	1,209,950	1,338,641	1,419,762	1,502,583	1,206,964
<b>Ending fund balance</b>	<b>\$ 17,799,900</b>	<b>\$ 21,260,243</b>	<b>\$ 10,630,904</b>	<b>\$ 13,561,355</b>	<b>\$ 15,042,530</b>	<b>\$ 16,381,171</b>	<b>\$ 17,800,933</b>	<b>\$ 19,303,516</b>	<b>\$ 20,510,480</b>
Financial Policy Minimum	987,550	1,014,600	1,083,000	1,111,000	1,090,760	1,123,480	1,157,180	1,191,900	1,227,650





Llamas from the Frog Pond Farm. Photo Credit: Sageera Oravil Abdulla Koya.





## WASTEWATER OPERATING FUND

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### FUND DESCRIPTION

The Wastewater Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with Jacobs (formerly CH2M HILL) to operate the plant.

The Wastewater Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Wastewater Operating Fund periodically transfers funds to the Wastewater Capital Fund. The Wastewater Capital Fund accounts for the Capital Improvement Program (CIP) of the Wastewater utility.

### WASTEWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include wastewater rates charged, the size and type of industries, winter water consumption, and the City's population growth. The wastewater rates are scheduled to be reviewed during FY 2022-23.

##### *Charges*

The City charges for use of the wastewater system each month. Currently, the City has about 6,600 Wastewater accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. As such, the City uses a residential customer's winter water average (November through March of the preceding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their Wastewater charges adjusted, they have the option to install an irrigation meter, and their Wastewater charges will be adjusted according to the water that diverts through the irrigation meter.

As the City grows, more accounts will be added, leading to growth in the wastewater operating revenue.

##### *Other Revenues*

The Wastewater fund also receives interest earnings and a transfer from the Wastewater System Development Charges (SDCs). The transfer from the Wastewater SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

#### EXPENDITURES

Expenditures of the wastewater utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the wastewater utility also drive expenditures.

##### *Operations*

Wastewater operations include managing and maintaining the wastewater treatment plant, the wastewater collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits. The City has recently undergone an evaluation of its treatment processes as part of renewing its NPDES permit.

# Five-Year Forecast

## *Capital Improvements*

The wastewater utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the wastewater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both wastewater rates and SDCs, depending upon whether the project expands capacity.

During FY 2021-22, the Wastewater Treatment Plant Master Plan which will update the capital project lists for next 20 years. After the completion of the master plan, a rate study will be completed to insure wastewater rates will continue meet the needed of both operational and capital costs.

## **WASTEWATER FUND FORECAST**

The five-year forecast for the Wastewater Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum. The minimum consists of a set aside equal to 20% of operations, in addition to a capital reserve for the plant and a debt service reserve. The fund balance is drawn down to fund the capital program, including a possible public works facility.

The five-year forecast predicts wastewater revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. As mentioned above, the City is completing a master plan and subsequent rate study to meet future financial needs. This forecast assumes the current rate structure remains in effect over the period.

Over the five-year period of this forecast, Wastewater operations anticipates increases in the labor rates, as well contractual increases to the contract with Jacobs.

The table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2022-23 and five subsequent fiscal years. The Table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

TABLE 7 - Wastewater Operating Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 16,165,821	\$ 17,998,597	\$ 15,976,422	\$ 14,943,675	\$ 10,936,120	\$ 10,451,380	\$ 9,996,480	\$ 9,519,640	\$ 9,018,190
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 7,510,832	\$ 7,464,704	\$ 7,820,000	\$ 7,974,450	8,094,070	8,215,480	8,338,710	8,463,790	8,590,750
High strength surcharge	500,304	403,433	455,000	460,000	466,900	473,900	481,010	488,230	495,550
Investment income	459,077	266,106	160,000	84,700	164,040	156,770	149,950	142,790	135,270
Miscellaneous	104,271	103,569	30,000	31,500	25,000	25,000	25,000	25,000	25,000
Operating Revenue Subtotal	8,574,483	8,237,811	8,465,000	8,550,650	8,750,010	8,871,150	8,994,670	9,119,810	9,246,570
Loan proceeds	-	23,839,544	-	-	-	-	-	-	-
Transfers from other funds:									
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
<b>Revenue Total</b>	<b>\$ 9,174,483</b>	<b>\$ 32,677,355</b>	<b>\$ 9,065,000</b>	<b>\$ 9,150,650</b>	<b>\$ 9,350,010</b>	<b>\$ 9,471,150</b>	<b>\$ 9,594,670</b>	<b>\$ 9,719,810</b>	<b>\$ 9,846,570</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Sewer Operations/Treatment (PS + MS)	\$ 3,548,249	\$ 3,719,703	\$ 4,135,410	\$ 4,243,734	4,239,910	4,367,110	4,498,120	4,633,060	4,772,050
Capital outlay	27,345	88,034	369,100	259,000	100,000	100,000	100,000	100,000	100,000
Debt Service	2,938,451	26,751,098	2,642,900	2,881,000	2,881,000	2,881,000	2,881,000	2,881,000	2,881,000
Expenditures Subtotal	6,514,045	30,558,835	7,147,410	7,383,734	7,220,910	7,348,110	7,479,120	7,614,060	7,753,050
Transfers to other funds:									
General Fund	539,500	533,820	524,600	550,092	563,840	577,940	592,390	607,200	622,380
Sewer Capital Fund	256,886	2,218,632	3,014,312	5,353,816	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Facilities Fund	31,276	376,885	2,172,850	85,000	50,000	-	-	-	-
Transfers Subtotal	827,662	3,129,337	5,711,762	5,988,908	2,613,840	2,577,940	2,592,390	2,607,200	2,622,380
<b>Expenditures Total</b>	<b>\$ 7,341,707</b>	<b>\$ 33,688,172</b>	<b>\$ 12,859,172</b>	<b>\$ 13,372,642</b>	<b>\$ 9,834,750</b>	<b>\$ 9,926,050</b>	<b>\$ 10,071,510</b>	<b>\$ 10,221,260</b>	<b>\$ 10,375,430</b>
NET	1,832,776	(1,010,817)	(3,794,172)	(4,221,992)	(484,740)	(454,900)	(476,840)	(501,450)	(528,860)
<b>Ending fund balance</b>	<b>\$ 17,998,597</b>	<b>\$ 16,987,780</b>	<b>\$ 12,182,250</b>	<b>\$ 10,721,683</b>	<b>\$ 10,451,380</b>	<b>\$ 9,996,480</b>	<b>\$ 9,519,640</b>	<b>\$ 9,018,190</b>	<b>\$ 8,489,330</b>
Financial Policy Minimum	774,600	790,700	882,000	847,000	847,980	873,420	899,620	926,610	954,410

## Five-Year Forecast



The Guardian. Photo Credit: Jason Jones.



## STORMWATER OPERATING FUND

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### FUND DESCRIPTION

The Stormwater Operating Fund accounts for the City's stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan. The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

### STORMWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

##### *Charges*

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an ERU, using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The City Council establishes the rates for stormwater, and were last approved beginning in April 2015 for a seven year period. The rate increases are necessary in order to pay for the capital program. The last increase went into effect as of January 1, 2021. A new rate study will be conducted during FY 2022-23.

Even as the City grows and adds households, many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces. Growth in households is therefore offset by changes in how commercial and industrial customers manage their stormwater, leading to a projected growth rate of ERUs of about 1.5% annual average over the next five years.

#### EXPENDITURES

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

##### *Operations*

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

A \$2.5M interfund loan from the General Fund was approved with the FY 2020-21 budget. The annual debt payments of \$515 thousand will continue through FY 2024-25. The loan has enabled the Stormwater Operating Fund to meet both its operational and Capital Improvement requirements.

##### *Capital Improvements*

While the stormwater utility is not as capital intensive as water and wastewater, it does have an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not.

Major capital projects include the repairs required at Charbonneau and the upcoming Coffee Creek Storm System. The Charbonneau list of repairs is quite extensive and will require years to complete.

# Five-Year Forecast

## STORMWATER OPERATING FUND FORECAST

The five-year forecast for the Stormwater Operating Fund shows fund remaining in balance over the time period, with the planned rate increases to fund operations, planned capital improvements and debt service payments.

The table below displays the expenditures over the next five years, and reflects the additional maintenance work as the City continues to grow, as well as the anticipated increase in the PERS contribution rate. Over the five-year period of this forecast, the City continues its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$2.0 million each year to its capital program through FY 2027-28 without the need to enter into debt.

The Table on the next page displays revenues, expenditures, and the fund’s ending fund balance for prior two years, the current year budget, the proposed budget for FY 2022-23 and five subsequent fiscal years. The Table demonstrates that the Fund remains in a sound financial position throughout the forecast period.



TABLE - Stormwater Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 2,686,761	\$ 2,670,531	\$ 4,035,269	\$ 5,170,277	\$ 4,962,800	\$ 4,641,620	\$ 4,336,430	\$ 4,546,860	\$ 4,764,970
<b>RESOURCES</b>									
Revenues:									
Stormwater utility charge	\$ 3,193,878	\$ 3,388,013	\$ 3,440,000	\$ 3,609,538	\$ 3,663,680	\$ 3,718,640	\$ 3,774,420	\$ 3,831,040	\$ 3,888,510
Interfund Loan from General Fund	-	2,500,000	-	-	-	-	-	-	-
Investment income	64,042	43,403	15,000	25,900	74,440	69,620	65,050	68,200	71,470
<b>Revenue Total</b>	<b>\$ 3,257,920</b>	<b>\$ 5,931,416</b>	<b>\$ 3,455,000</b>	<b>\$ 3,635,438</b>	<b>\$ 3,738,120</b>	<b>\$ 3,788,260</b>	<b>\$ 3,839,470</b>	<b>\$ 3,899,240</b>	<b>\$ 3,959,980</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Stormwater Operations (PS + MS)	\$ 752,489	\$ 800,513	\$ 1,071,956	\$ 1,111,102	\$ 1,110,100	\$ 1,143,400	\$ 1,177,700	\$ 1,213,030	\$ 1,249,420
Capital outlay	-	48,280	107,000	107,000	25,000	25,000	25,000	25,000	25,000
Debt service	507,827	616,907	542,700	839,000	839,000	839,000	324,000	324,000	324,000
Expenditures Subtotal	1,260,316	1,465,700	1,721,656	2,057,102	1,974,100	2,007,400	1,526,700	1,562,030	1,598,420
Transfers to other funds:									
General Fund	207,700	243,820	236,200	244,592	250,710	256,980	263,400	269,990	276,740
Community Development Fund	298,267	276,606	275,644	310,188	319,490	329,070	338,940	349,110	359,580
Stormwater Capital Fund	1,487,827	1,355,283	1,741,090	1,286,338	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Facilities Capital Fund	20,039	228,490	84,500	42,000	15,000	-	-	-	-
Transfers Subtotal	2,013,833	2,104,199	2,337,434	1,883,118	2,085,200	2,086,050	2,102,340	2,119,100	2,136,320
<b>Expenditures Total</b>	<b>\$ 3,274,149</b>	<b>\$ 3,569,899</b>	<b>\$ 4,059,090</b>	<b>\$ 3,940,220</b>	<b>\$ 4,059,300</b>	<b>\$ 4,093,450</b>	<b>\$ 3,629,040</b>	<b>\$ 3,681,130</b>	<b>\$ 3,734,740</b>
<b>NET</b>	<b>(16,229)</b>	<b>2,361,517</b>	<b>(604,090)</b>	<b>(304,782)</b>	<b>(321,180)</b>	<b>(305,190)</b>	<b>210,430</b>	<b>218,110</b>	<b>225,240</b>
<b>Ending Fund Balance</b>	<b>\$ 2,670,531</b>	<b>\$ 5,032,048</b>	<b>\$ 3,431,179</b>	<b>\$ 4,865,495</b>	<b>\$ 4,641,620</b>	<b>\$ 4,336,430</b>	<b>\$ 4,546,860</b>	<b>\$ 4,764,970</b>	<b>\$ 4,990,210</b>
Financial Policy Minimum	178,900	211,100	234,000	221,000	222,020	228,680	235,540	242,610	249,880



# Five-Year Forecast

## STREET LIGHTING FUND

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### FUND DESCRIPTION

The Street Lighting Fund accounts for the maintenance and operation of City's street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

### STREET LIGHTING FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

##### *Charges*

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

#### EXPENDITURES

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

##### *Operations*

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. As more of the streetlights are converted over to light-emitting diode (LED), it is anticipated that electricity expense will begin to decrease and/or stop increasing year over year.

##### *Capital Improvements*

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with LED fixtures and will continue this project through FY 2025-26. This project is funded by the fund's reserves.

### STREET LIGHTING FUND FORECAST

The five-year forecast for the Street Light Fund shows a stable fund with the reserve being utilized to retrofit the City's street lights with LED fixtures. The Table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the FY 2022-23 Proposed Budget and five subsequent fiscal years. The Table demonstrates that the Street Lighting Fund will be able to meet its operational and capital requirements throughout the forecast period.

TABLE - Street Lighting Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 1,426,127	\$ 1,577,648	\$ 1,246,495	\$ 415,780	\$ 121,530	\$ 174,720	\$ 233,390	\$ 297,780	\$ 368,120
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 526,241	\$ 542,050	\$ 536,650	\$ 547,965	\$ 560,290	\$ 572,900	\$ 585,790	\$ 598,970	\$ 612,450
Investment income	35,342	17,135	8,500	1,900	2,430	3,490	4,670	5,960	7,360
<b>Revenue Total</b>	<b>\$ 561,583</b>	<b>\$ 559,185</b>	<b>\$ 545,150</b>	<b>\$ 549,865</b>	<b>\$ 562,720</b>	<b>\$ 576,390</b>	<b>\$ 590,460</b>	<b>\$ 604,930</b>	<b>\$ 619,810</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Materials & services	\$ 315,989	\$ 330,300	\$ 384,030	\$ 401,500	\$ 409,530	\$ 417,720	\$ 426,070	\$ 434,590	\$ 443,280
Transfers to other funds:									
Streets Capital Projects Fund	94,073	551,749	1,045,000	445,000	100,000	100,000	100,000	100,000	100,000
<b>Expenditures Total</b>	<b>\$ 410,062</b>	<b>\$ 882,049</b>	<b>\$ 1,429,030</b>	<b>\$ 846,500</b>	<b>\$ 509,530</b>	<b>\$ 517,720</b>	<b>\$ 526,070</b>	<b>\$ 534,590</b>	<b>\$ 543,280</b>
NET	151,521	(322,864)	(883,880)	(296,635)	53,190	58,670	64,390	70,340	76,530
<b>Ending fund balance</b>	<b>\$ 1,577,648</b>	<b>\$ 1,254,784</b>	<b>\$ 362,615</b>	<b>\$ 119,145</b>	<b>\$ 174,720</b>	<b>\$ 233,390</b>	<b>\$ 297,780</b>	<b>\$ 368,120</b>	<b>\$ 444,650</b>
Financial Policy Minimum	74,000	76,300	76,850	80,300	82,000	83,600	85,300	87,000	88,700

# Five-Year Forecast

## ROAD OPERATING (GAS TAX) FUND

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### FUND DESCRIPTION

The Road Operating Fund accounts for the gas tax received by the City, for the maintenance of and improvements to its rights of way, including landscape, markings, signs and signals. Gas tax is apportioned by the State based on receipts and population.

### ROAD OPERATING FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue for this fund are the total gallons of gas used across the state and the City's population.

##### *Gas Tax*

Oregon gas tax is set by State statute, currently at 38 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

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

Over the five-year forecast period, gas tax revenue is forecasted to increase due to both the increases in the tax approved by the Legislature, and due to the City's population increasing. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more fuel efficient. It is difficult to predict how gas prices and driving habits may change over time. This forecast attempts to strike a reasonable balance between the approved gas tax increases, and the price elasticity of demand that may dampen revenues.

#### EXPENDITURES

The major expenditure drivers for this fund include the cost of labor and materials and new streets as the City grows.

##### *Operations and Capital Improvements*

The Road Fund operations include street repair and improvements, maintenance of City crosswalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

### ROAD OPERATING FUND FORECAST

The five-year forecast shows that the Fund remains in a strong position over the forecast period. The Table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2022-23 and five subsequent fiscal years. This fund remains financially sound over the forecast period.

TABLE - Road Operating Fund Forecast

	Actual 2019-20	Actual 2020-21	Budget 2021-22	Proposed 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Beginning fund balance	\$ 2,008,010	\$ 2,382,125	\$ 2,325,229	\$ 3,301,687	\$ 2,198,920	\$ 2,216,620	\$ 2,186,840	\$ 2,156,130	\$ 2,073,480
<b>RESOURCES</b>									
Revenues:									
Gasoline tax	1,756,497	1,927,251	1,995,223	2,051,500	2,061,760	2,072,070	2,082,430	2,092,840	2,103,300
Vehicle license fee	162,543	-	-	-	-	-	-	-	-
Investment income	60,010	25,004	12,500	18,700	21,990	22,170	21,870	21,560	20,730
Miscellaneous	57,889	2,760	-	-	-	2,000	2,000	2,000	2,000
<b>Revenue Total</b>	<b>2,036,939</b>	<b>1,955,015</b>	<b>2,007,723</b>	<b>2,070,200</b>	<b>2,083,750</b>	<b>2,096,240</b>	<b>2,106,300</b>	<b>2,116,400</b>	<b>2,126,030</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Road operating (PS + MS)	\$ 839,974	\$ 660,276	\$ 930,270	\$ 969,982	\$ 959,700	\$ 988,490	\$ 1,018,140	\$ 1,048,680	\$ 1,080,140
Capital Outlay	-	9,950	13,000	105,000	-	25,000	-	25,000	-
Debt service	81,446	81,446	27,400	359,000	359,000	359,000	359,000	359,000	359,000
Expenditures Subtotal	921,420	751,671	970,670	1,433,982	1,318,700	1,372,490	1,377,140	1,432,680	1,439,140
Transfers to other funds:									
General Fund	229,520	228,300	232,910	241,316	247,350	253,530	259,870	266,370	273,030
Streets Capital Projects Fund	511,884	177,740	582,642	1,582,247	500,000	500,000	500,000	500,000	500,000
Building Capital Projects Fund	-	411,217	85,050	-	-	-	-	-	-
Transfers/Interfund Subtotal	741,404	817,257	900,602	1,823,563	747,350	753,530	759,870	766,370	773,030
<b>Expenditures Total</b>	<b>\$ 1,662,824</b>	<b>\$ 1,568,928</b>	<b>\$ 1,871,272</b>	<b>\$ 3,257,545</b>	<b>\$ 2,066,050</b>	<b>\$ 2,126,020</b>	<b>\$ 2,137,010</b>	<b>\$ 2,199,050</b>	<b>\$ 2,212,170</b>
NET	374,115	386,087	136,451	(1,187,345)	17,700	(29,780)	(30,710)	(82,650)	(86,140)
<b>Ending fund balance</b>	<b>\$ 2,382,125</b>	<b>\$ 2,768,211</b>	<b>\$ 2,461,680</b>	<b>\$ 2,114,342</b>	<b>\$ 2,216,620</b>	<b>\$ 2,186,840</b>	<b>\$ 2,156,130</b>	<b>\$ 2,073,480</b>	<b>\$ 1,987,340</b>
Financial Policy Minimum	300,000	183,500	185,500	191,500	191,940	197,700	203,630	209,740	216,030

## Five-Year Forecast



On the sidewalk, petroglyph-like design. Photo Credit: Steve Buel.



## SUPPLIES

- 430001 Office Supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 430002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 442001).
- 430003 Small Tools & Equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item. Items of \$5,000 or more are considered capital outlay.
- 430004 Computer Software: New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IT program.
- 430005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 430099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 431001 Fuel: Fuel costs for all City vehicles.
- 431002 Tires: Tire costs for all City vehicles.
- 431003 Chemicals: Chemicals for water/sewer operations.
- 431004 Personal Protective Equipment: All uniform and safety items specified in the union contract are to be budgeted and accounted for here. Also includes apparel for use by City employees, including, jackets, pants, shoes, coveralls, etc.
- 431005 Water Meters & Boxes: Purchase of meters and boxes.
- 431099 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 432001 Books: For use by the Library with children's books to be recorded in 432002.
- 432002 Youth Books: For use by the Library, see above.
- 432003 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.
- 432004 Audio/Visual Materials: Compact disks, DVDs, video tapes. Typically used by the Library.
- 432005 Audio/Visual - Youth
- 432006 Database Subscriptions
- 432007 E-books

## UTILITY SERVICES

- 435002 Electricity: PGE electric bills
- 435008 Natural Gas: NW Natural-natural gas bills
- 435010 Water: City water bills
- 435011 Sewer: City sewer bill
- 435012 Streetlights: City streetlight bills



# Chart of Accounts

- 435013 Road Maintenance Charge: City road maintenance bills
- 435014 Stormwater Charge: City stormwater bills
- 435020 Garbage Collection: Garbage collection and disposal costs
- 435030 Telephone: Land lines, central costs for switching stations, long distance charges
- 435031 Cellular Phones: Cost of phones and service time from private companies
- 435032 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 435033 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.
- 435124 Communications: Costs of accessing and maintaining an internet presence. Includes fees paid to providers and identifiable line or bandwidth costs.

## PROFESSIONAL & TECHNICAL SERVICES

- 440001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 440002 External Attorney Services: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 440003 Traffic Impact Consultant: Generally used by Engineering program.
- 440004 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 440009 Other Professional Services: Services provided by other professional firms or individuals not fitting another category.
- 444013 IT Department Expenditures
- 440020 Computer Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 440021 Lab Work: Technical services provided by outside entities.
- 440022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 440023 Computer Maintenance Contracts
- 440025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 440026 Printing: Cost to produce physical publications usually from internally developed media. Typically includes photocopy services provided by outside entities, printing of brochures and publications of reports for public use and inspection.
- 440028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 440029 Code Enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 440030 Commuter Rail Service
- 440031 Communication/Marketing



- 440032 Litter Pickup
- 440033 Street Sweeping Maintenance
- 440034 Cable Telecasting: Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 440035 Flex Plan Admin: Used by Human Resources program.
- 440036 Medical Evaluations: Cost of testing and evaluation services as necessary.
- 440040 Laundry/Floormat Services: Cost of maintaining and cleaning floormats and uniform equipment.
- 440099 Other Technical/Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 440XXX The 440XXX series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

## **REPAIRS & MAINTENANCE (MAJORITY OF THESE USED ONLY BY PUBLIC WORKS)**

- 441010 Infrastructure Maintenance
- 441011 Charbonneau Tree Preservation Program
- 441012 Street Tree Infill Program
- 441013 Sidewalk Replacement/Infill Program
- 441014 Collection System Maintenance
- 441015 Catch Basin Maintenance
- 441016 Conveyance Maintenance
- 441017 Field Screenings
- 441018 Project Management Fees: Internal costs from Community Development for time spend on URA CIP projects.
- 441020 Janitorial Services
- 441021 Building Maintenance
- 441022 Athletic Field Maintenance
- 441023 Park Maintenance
- 441024 Landscape Maintenance
- 441027 Dock Maintenance
- 441028 Equipment Maintenance
- 441029 Traffic Signal Maintenance
- 441030 Vehicle Maintenance
- 441610 Fleet Services - Interfund Charges
- 441611 Fleet - Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.

# Chart of Accounts

441911 Emergency Repairs: A broad category for emergency repairs.

442001 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.

442002 Building Rental: Office space and storage space rent or lease.

442051 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within Personnel Services (412XXX).

442052 Insurance - Vehicle: Insurance costs for City vehicles.

## **PARKS & RECREATION PROGRAMS**

443001 Community Programs

443002 Tourism Development

443003 Special Events: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.

443005 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).

443006 Tourism Grants

443007 Metro Enhancement Grants

443009 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.

443010 Opportunity Grants

443012 Purchased Transportation Services: Taxi and limousine services.

443013-6 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.

443017-9 Instructors/Facilitators: Generally used by Community Services program.

443020 Sports Camp: All costs associated with this Community Services program.

443021 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)

443022 Summer Programs - Library

443023 Adult Programs - Library

443024 Youth Programs - Library

443025 Outreach Programs

## **EMPLOYEE DEVELOPMENT**

- 444002 Recruitment Expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 444003 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 444004 Mileage & Vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.
- 444005 Safety and Health: Use for safety, health, and medical costs. Includes specific training costs for safety and health purposes.
- 444006 Recognition Expenses: Used by Human Resources.

## **FEES, DUES, ADVERTISING**

- 445001 Legal Advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 445002 Advertising and Publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 445003 Recording Fees: Used primarily by Legal and Community Development programs.
- 445004 Fees and Dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

## **MEETING EXPENSES**

- 446006 Meeting Costs: Meetings costs, including meals, provided by the City.

## **FRANCHISE FEES**

- 447001 Franchise Fees: Franchise fees paid by utility funds to the City.

## **MISCELLANEOUS SERVICES AND SUPPLIES**

- 449001 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 449002 Miscellaneous Charges: Payments that do not fit any other category. This account should be avoided if at all possible, especially if the transaction is expected to be recurring in nature. In such event, Finance should be informed of new activities and will discern whether new accounts should be created.

# Chart of Accounts

## **CAPITAL OUTLAY**

450500 Building Improvements

450600 Land Improvements

450700 Machinery & Equipment: All equipment and machinery that does not one of the other categories.

450800 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans.

450900 Software: Used by Information Systems program.

## **DEBT SERVICES**

470001 Principal

470002 Principal Short-Term

470011 Interest

470031 Debt Issuance Costs

## **TRANSFERS OUT**

491XXX Transfers Out - Overhead

494001 Subsidy

495XXX Transfers Out - CIP & Other

# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2022

Range	Position	Hourly		Annual	
		Low	High	Low	High
13	Nutrition Program Assistant	\$16.16	\$20.57	\$33,612.80	\$42,785.60
21	Library Clerk I	\$19.69	\$25.11	\$40,955.20	\$52,228.80
23	Janitor	\$20.71	\$26.39	\$43,076.80	\$54,891.20
24	Nutrition Coordinator I	\$21.21	\$27.04	\$36,504.00	\$46,529.60
26	Administrative Assistant I Records Technician	\$22.29	\$28.38	\$46,363.20	\$59,030.40
27	Nutrition Coordinator II	\$22.83	\$29.12	\$47,486.40	\$60,569.60
28	Support Services Coordinator	\$23.39	\$29.12	\$48,651.20	\$60,569.60
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$24.57	\$31.32	\$51,105.60	\$65,145.60
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$25.20	\$32.13	\$52,416.00	\$66,830.40
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$25.84	\$32.95	\$53,747.20	\$68,536.00
34	Engineering Technician I Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Transportation Demand Mgmt Tech Utilities Maintenance Technician	\$27.12	\$34.59	\$56,409.60	\$71,947.20
36	Assistant Planner Water Distribution Technician	\$28.52	\$36.35	\$59,321.60	\$75,608.00
37	Code Compliance Coordinator Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$29.21	\$37.26	\$60,756.80	\$77,500.80

Continued on Next Page

# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2022

Range	Position	Hourly		Annual	
		Low	High	Low	High
38	Asset Management Analyst	\$29.96	\$38.19	\$62,316.80	\$79,435.20
	Information Systems Assistant II				
	Storm Water Management Coordinator				
39	Accountant	\$30.68	\$39.13	\$63,814.40	\$81,390.40
	Building Inspector/Plans Examiner I				
	Industrial Pre-Treatment Coordinator				
40	Adult Services Librarian	\$31.47	\$40.14	\$65,457.60	\$83,491.20
	Engineering Inspector II				
	Youth Services Librarian				
41	Engineering Technician III	\$32.25	\$41.14	\$67,080.00	\$85,571.20
42	Associate Planner	\$33.05	\$42.15	\$68,744.00	\$87,672.00
	Information Systems Analyst				
43	Building Inspector/Plans Examiner II	\$33.87	\$43.22	\$70,449.60	\$89,897.60
44	Engineering Inspector III	\$34.73	\$44.28	\$72,238.40	\$92,102.40
	Facilities Lead Maintenance Technician				
46	Building Inspector/Plans Examiner III	\$36.51	\$46.53	\$75,940.80	\$96,782.40
47	Lead Building Inspector/Plans Examiner	\$37.40	\$47.70	\$77,792.00	\$99,216.00
	Network Administrator				
	Senior Accountant				
	Senior Information Systems Analyst				
	Senior Planner				
49	IT Project Manager	\$39.29	\$50.12	\$81,723.20	\$104,249.60

## SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2022

Range	Position	Hourly		Annual	
		Low	High	Low	High
120	Fleet Hostler	\$19.20	\$24.50	\$ 37,294.40	\$ 47,569.60
125	Transit Driver	\$21.75	\$27.69	\$ 42,224.00	\$ 53,768.00
128	Dispatcher	\$23.40	\$29.84	\$ 45,448.00	\$ 57,948.80
128	Equipment Mechanic I	\$23.40	\$29.84	\$ 45,448.00	\$ 57,948.80
133	Equipment Mechanic II	\$27.27	\$34.77	\$ 52,956.80	\$ 67,516.80

## Employees Under Contract

Effective July 1, 2022

Municipal Court Judges	\$100 per hour
City Attorney, contract pay package*	\$180,000 - \$190,000
City Manager, contract pay package*	\$180,000 - \$190,001
<i>*City Manager and City Attorney pay package reviewed periodically by Council</i>	

## City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2022

Range	Position	Hourly		Annual	
		Low	High	Min	Max
b	Human Resources Assistant	\$27.10	\$36.59	\$56,366.01	\$76,107.18
c	Accounting Specialist (Conf) Legal Assistant	\$27.90	\$37.66	\$59,199.82	\$79,917.39
d	Shop Foreman	\$29.88	\$40.34	\$62,152.68	\$83,918.13
f	Associate Engineer Finance Operations Supervisor Human Resources Analyst Transit Management Analyst	\$32.97	\$44.48	\$68,582.28	\$92,514.69
g	City Recorder Transit Supervisor	\$34.60	\$46.70	\$71,963.75	\$97,134.43
h	Facilities Supervisor Library Operations Manager Library Services Manager Parks Supervisor Roads & Stormwater Maintenance Supervisor Utilities Supervisor	\$36.33	\$49.04	\$75,559.65	\$101,992.40
i	Assistant to the City Manager Civil Engineer Communications & Marketing Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$38.15	\$51.48	\$79,345.96	\$107,088.32
j	Fleet Manager	\$40.05	\$54.06	\$83,298.86	\$112,446.38
k	Senior Civil Engineer	\$42.05	\$56.76	\$87,466.20	\$118,066.30
l	Human Resources Manager Planning Manager Transit Operations Manager	\$44.15	\$59.60	\$91,847.86	\$123,971.89
m	Economic Development Manager Engineering Manager Public Affairs Director	\$46.37	\$62.58	\$96,443.82	\$130,163.39
o	Assistant City Attorney Assistant Finance Director Building Official City Engineer Planning Director Public Works Operations Manager	\$51.11	\$69.01	\$106,326.38	\$143,522.65
p	Information Systems Director Library Director Parks & Recreation Director	\$53.68	\$72.45	\$111,636.72	\$150,690.43
q	Transit Director Public Works Director	\$55.02	\$74.26	\$114,446.62	\$154,452.94
r	Finance Director	\$56.40	\$76.13	\$117,304.21	\$158,334.50
s	Community Development Director	\$57.80	\$78.03	\$120,233.29	\$162,287.68
t	Assistant City Manager	\$59.25	\$79.98	\$123,239.11	\$166,344.87





Staff cleaning wastewater pipes throughout the City.



# Acronyms & Glossary

## ***Acronym - Definition***

ACFR - Annual Comprehensive Financial Report  
ACHC - Arts, Culture, and Heritage Commission  
ADA - Americans with Disabilities Act  
AED - Automated External Defibrillator  
AICP - American Institute of Certified Planners  
ARPA - American Rescue Plan Act  
AWIA - America's Water Infrastructure Act  
BHU - Behavioral Health Unit  
BMP - Best Management Practices  
CCSO - Clackamas County Sheriffs Office  
CET - Construction Excise Tax  
CIP - Capital Improvement Project  
CNG - Compressed Natural Gas  
DEI - Diversity, Equity, and Inclusion  
DEQ - Department of Environmental Quality  
DMV - Department of Motor Vehicles  
DRB - Development Review Board  
EMMA - Electronic Municipal Market Access  
EPA - Environmental Protection Agency  
ERP - Enterprise Resource Planning  
ESHP - Equitable Strategic Housing Plan  
ERU - Equivalent Residential Unit  
FOG - Fats, Oils, and Grease  
FTA - Federal Transit Administration  
FTE - Full-time Equivalent  
FY - Fiscal Year  
GAAP - Generally Accepted Accounting Principles  
GASB - Governmental Accounting Standards Board  
GFOA - Government Finance Officers Association  
HNT - Hostage Negotiation Team  
HPS - High Pressure Sodium  
HVAC - Heating, Ventilating, Air Conditioning  
I&I - Inflow and Infiltration  
ICC - International Code Council  
LEED - Leadership in Energy and Environmental Design  
LED - Light Emitting Diode  
LID - Land Improvement District  
LOS - Level of Service  
MGD - Millions Gallons per Day

MV - Mercury Vapor  
NPDES - National Pollutant Discharge Elimination System  
O&M - Operations and Maintenance  
OACA - Oregon Association of Court Administrators  
ODOT - Oregon Department of Transportation  
OEDA - Oregon Economic Development Association  
OGFOA - Oregon Government Finance Officers Association  
OMJA - Oregon Municipal Judges Association  
OPSRP - Oregon Pension Service Retirement Plan  
ORS - Oregon Revised Statutes  
PERS - Public Employees Retirement System  
PGE - Portland General Electric  
PLC - Programmable Logic Controller  
RNG - Renewable Natural Gas  
RTP - Regional Transportation Plan  
SAIF - Savings Association Insurance Fund  
SAP - Specific Area Plan  
SBDC - Small Business Development Center  
SCADA - Supervisory Control And Data Acquisition  
SDC - System Development Charges  
SMART - South Metro Area Regional Transit  
SSO - Sanitary Sewer Overflows  
STIF - Statewide Transportation Improvement Fund  
SWAT - Special Weapons and Tactics  
TOD - Transit Oriented Development  
TPO - Thermoplastic Polyolefin  
TVWD - Tualatin Valley Water District  
UFMP - Urban Forest Management Plan  
UGB - Urban Growth Boundary  
URA - Urban Renewal Agency  
WES - Westside Express Service  
WIF - Water Intake Facility  
WIN - Wilsonville Investment Now  
WMCP - Water Management and Conservation Plan  
WRWTP - Willamette River Water Treatment Plant  
WWSP - Willamette Water Supply Program  
WWTP - Wastewater Treatment Plant  
VHDZ - Vertical Housing Development Zone

# Acronyms & Glossary

## **Accrual**

An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

## **Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents funds expended in the fiscal year indicated. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

## **Ad Valorem Tax**

A tax based on the assessed value of a property.

## **Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget formally adopted by the City Council via a resolution. The Adopted Budget becomes effective July 1st each year. Subsequent to adoption, Council may make changes throughout the year.

## **Amortization**

The spreading payments over multiple periods. The term is used for two separate processes: amortization of loans and amortization of assets. In the latter case it refers to allocating the cost of an intangible asset over a period of time.

## **Approved Budget**

Represents the budget that has been approved with changes (if any) by the Budget Committee.

## **Appropriation**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

## **Arbitrage**

The practice of taking advantage of a price difference between two or more markets.

## **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

## **Assets**

Resources having a monetary value and that are owned or held by an entity.

## **Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action.

Exclusive of the General Fund, this amount is also referred to as contingency.

## **Audit**

An objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation of the transactions they claim to represent.

## **Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

## **Beginning Fund Balance**

The beginning fund balance is the residual resources brought forward from the previous financial year (ending balance).

## **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

## **Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

## **Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the resources to pay for them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways: 1) Sometimes it designates the financial plan presented for adoption or 2) It designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the governing body has approved it.

## **Budget Calendar**

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

## **Budget Committee**

The Oregon Revised Statute (ORS) 294.414 outlines the establishment of the Budget Committee. The committee is comprised of the elected officials plus an equal number of electors within the jurisdiction for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget that is forwarded on to the City Council for adoption.

## **Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

## **Budget Law**

Refers to the Oregon Revised Statutes 294.305 to 294.565 that govern how local governments in Oregon prepare and report

their budgets.

## ***Budget Message***

Written explanation of the budget and the City's financial priorities for the next fiscal year.

## ***Budgetary Basis***

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds.

## ***Capital Asset***

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

## ***Capital Budget***

The City's budget for projects, major repairs, and improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

## ***Capital Expenditures***

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$5,000), (2) long asset life (equal to or greater than 1 year of useful life), and (3) results in the creation of a capital asset, or the revitalization of a capital asset.

## ***Capital Improvement***

A term defined in the ORS 310.410 (1D) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

## ***Capital Improvement Program***

The City's plan for capital infrastructure and long-range planning over a five-year time horizon. Projects and funding sources are estimated over the five-year time period and are updated annually.

## ***Capital Improvement Project***

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

## ***Capital Outlay***

A method to classify expenditures made that includes the purchase of land, the purchase or construction of buildings, structures, and facilities, plus machinery and equipment. The Capital Outlay category is distinct from other expenditure categories such as personnel or materials and services. Whereas the materials and services category tends to represent recurring, consumable type items, Capital Outlay expenditures are non-recurrent and for items that have a life cycle of use. Capital Outlay includes expenditures that result

in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating an existing capital asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital asset is classified as capital outlay under the same code as the original purchase. Repairs are classified under materials and services.

## ***Capital Projects***

Major repairs, improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

## ***Cash Management***

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

## ***Charges for Service***

Includes a wide variety of fees charged for services provided to the public and other agencies.

## ***Clean Water Act***

The primary federal law in the United States regarding water pollution.

## ***Committed Fund Balance***

Assets that are constrained by actions of the governing body on how such resources will be used.

## ***Comprehensive Annual Financial Report***

The annual audited results of the City's financial position and activity.

## ***Comprehensive Plan***

An official statement of the goals, objectives and physical plan for the development of the city. The plan contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

## ***Consumer Price Index***

A statistical description of price levels provided by the U.S. Department of Labor, Bureau of Labor Statistics. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

## ***Contingency***

A budgetary appropriation set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be transferred for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and



# Acronyms & Glossary

Unassigned Fund Balance)

## **Cost Center**

An organizational budget/operating unit within each City division or department.

## **Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

## **Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

## **Defeasance**

A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

## **Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Finance, Parks, Library, Public Works, Planning, etc).

## **Depreciation**

Decrease in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

## **Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

## **Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

## **Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

## **Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

## **Enterprise Funds**

Established to account for operations, including debt service, that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

## **Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

## **Expenditures**

Represents decreases in net financial resources through the disbursement of funds. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

## **Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

## **Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

## **Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

## **Five-Year Financial Plan**

An estimation of revenues and expenses required by the City to operate for the next five-year period.

## **Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

## **Full-Time Equivalent (FTE)**

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

## **Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## **Fund Balance**

The difference between assets and liabilities of a fund.

**General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

**General Long-Term Debt**

Represents any unmatured debt not considered to be a fund liability.

**General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

**Governmental Fund**

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

**Grant**

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

**Infrastructure**

Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

**Indirect Charges**

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

**Indirect Cost Allocation**

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

**Interfund Transfers**

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

**Intelligent Transportation System**

Traffic control devices that has the ability to adjust depending on demand.

**Intergovernmental Revenues**

Levied by one government but shared on a predetermined

basis with another government or class of governments. This category also includes federal and state grants.

**Job Access/Reverse Commute (JARC)**

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**Line Item Budget**

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

**Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

**Local Improvement District**

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against benefitting properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Local Option Levy**

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a primary (May) or general (November) election. For elections held at other times, a double majority is required.

**Major Fund**

Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

**Materials and Services**

Expendable items purchased for delivery and city services. This

# Acronyms & Glossary

classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

## **Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets a maximum \$10 per \$1,000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1,000 of real market value.

## **Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

## **Mission**

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

## **National Pollutant Discharge Elimination System (NPDES)**

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

## **Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

## **Nonspendable**

Balances that will not convert to cash in the defined accounting period (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

## **Objective**

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

## **Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

## **Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues.

Operating revenues are used to pay for day-to-day services.

## **Ordinance**

A formal legislative enactment by the governing body of a municipality having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in full force and effect of the law within the boundaries of the municipality to which it applies.

## **Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

## **Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

## **Permanent Fund**

A fund established to report resources that are legally restricted so that only earnings, and not principal, may be used for purposes that support the program.

## **Permanent Tax Rate**

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

## **Personnel Services**

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

## **Privilege Tax**

City of Wilsonville is authorized under ORS 221.450 and ORS 221.515 to impose privilege taxes on telecommunications carriers, utilities, and others for the use of city streets, alleys or highways for other than travel. This is to secure fair and reasonable compensation to the City and its residents for permitting use of the public right away.

## **Project Manager**

The individual responsible for budgeting for a project and managing project to its completion.

## **Property Tax**

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

## **Proposed Budget**

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.



**Proprietary Fund**

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

**Rainy Day Fund**

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

**Real Market Value**

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a result of voter approved tax initiative 50 passed in 1997.

**Resolution**

A special or temporary order of a legislative body requiring City Council action.

**Resources**

Total of revenues, interfund transfers in and beginning fund balance.

**Restricted Fund Balance**

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

**Retained Earnings**

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, the financed project, grants, excise or other specified non-property tax.

**Sinking Fund**

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

**South Metro Area Regional Transit (SMART)**

Wilsonville's transit system.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service

deemed to be benefit primarily those properties, see Local Improvement District.

**Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

**Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Statewide Transportation Improvement Fund STIF**

This is a dedicated funding source for transportation per HB 2017. The Oregon "transit tax" is a state payroll tax equal to one-tenth of 1 percent. The Transit Tax is the sole revenue source for STIF.

**Supplemental Budget**

Appropriations established during a fiscal year to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

**Transportation Demand Management**

A strategy aimed at encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

**Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Revenue**

Total revenue yielded from various taxes levied by the local government.

# Acronyms & Glossary

## ***Tax Roll***

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

## ***Transfers***

The authorized exchange of cash or other resources between funds.

## ***Transient Lodging Tax***

City of Wilsonville collects a 5% Transient Lodging Tax per City Code 7.210. A portion of the funds go to the Community Tourism Matching Grant program.

## ***Trust Funds***

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

## ***Unappropriated Ending Fund Balance***

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

## ***Unassigned Fund Balance***

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

## ***User Fees***

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

## ***Wilsonville Transit Tax***

Fund was established to finance the operating and administrative costs of the SMART (South Metro Area Regional Transit) by City Code 7.400. Wilsonville Transit Tax rate is 0.005 effective October 1, 2008.