

Adopted Budget FY 2010-11

City of Wilsonville, Oregon



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City of Wilsonville, Oregon

FY 2010-11

Quick Facts and Locator Page

	City		Urban Renewal Agency	More information on these pages
	Operating & Other	Capital Projects		
<u>Where The Money Comes From:</u>				
Property taxes	\$ 5,406,000	\$ -	\$ 6,425,000	65, 269-271
Other governments	3,806,933	6,396,910	-	67-77, 194
Charges for services	15,680,846	-	-	67-77
Bond sales	-	9,454,000	5,500,000	194, 273
System Development Charges	-	4,328,429	-	78
All other revenues	9,288,189	2,310,600	330,000	67-77, 273
Carryover/beginning balance	29,604,779	13,421,812	19,066,418	28-29, 273
Total Resources	\$ 63,786,747	\$ 35,911,751	\$ 31,321,418	
<u>Where The Money Goes:</u>				
Personal services	\$ 13,530,085	\$ -	\$ -	84-192
Materials and services	15,983,369	38,050	1,118,286	88-194, 273
Capital - equipment	618,992	-	-	88-192
Capital - projects	-	25,443,020	11,405,000	193, 279, 286
Debt service	3,051,850	-	6,626,780	245-257, 277, 285
Contingency/reserves	29,499,854	9,923,018	3,871,262	254-259, 273
Unappropriated ending balance	1,610,260	-	8,300,090	256, 273
Total Requirements	\$ 64,294,410	\$ 35,404,088	\$ 31,321,418	
Net transfers in (out) of funds	\$ (507,663)	\$ 507,663		
<u>Other Facts:</u>				
Staffing (full time equivalent)	186.88			85
Debt outstanding (est July 2010)	\$ 26,290,000		\$ 44,197,000	246, 277, 285
Designated contingencies	\$ 13,628,526			258
Tax rate (per \$1000)				
General operations	\$ 2.5206			65
Bonded debt (estimate)	\$ 0.1700			65
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Revenue debt	Aa3	Moody's		
<u>Definitions and Explanations:</u>				
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2009

A handwritten signature in black ink, appearing to be 'HWR'.

President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Erwin'.

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, 2009. 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 2010-11

Budget Committee	Term Expires
Norman Bengel, Chairperson	Dec. 2012
Paul Bunn	Dec. 2011
Tony Holt	Dec. 2012
Anne Easterly	Dec. 2010
Christopher Moore	Dec. 2011
Tim Knapp, Mayor	Dec. 2012
Alan Kirk, Council President	Dec. 2010
Celia Núñez, Councilor	Dec. 2012
Michelle Ripple, Councilor	Dec. 2010
Steven Hurst, Councilor	Dec. 2012

City Manager
Arlene Loble

Finance Director
Gary Wallis

Assistant Finance Director
Cathy Rodocker

City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, Oregon 97070
503.682.1011
www.ci.wilsonville.or.us

City of Wilsonville

2010-11 Adopted Budget

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April 27, 2010

Members of the Budget Committee:

The worst is likely behind us albeit recovery will be slow. As mentioned last year, the financial crisis has not impacted Wilsonville as harshly as elsewhere. The reasons include a lack of reliance upon income taxes, no sales tax in Oregon and a stable property tax system based on a formula where assessed value is separate from real market value. It looks like we may be well positioned to be on the leading edge of recovery with new commercial development, Villebois housing starts picking up and positive signs that the Oregon Institute of Technology (OIT), an accredited college offering bachelor and graduate degrees, will relocate to Wilsonville.

That is not to say that the economic downturn has not affected the city. At mid-year we shared that Community Development's permit revenues were down and resulted in cost and job reductions in building inspections, planning and engineering. Job losses by local businesses as well as business closures have significantly reduced revenues for our transit system. The key to current and future financial stability resides in managing within available resources. Our prior practice of building healthy fund balances during good economic times has greatly contributed to the stable level of services provided today.

In response to the downturn, department managers were directed to scrutinize their program budgets to determine where reductions could be made and limit growth. As such, this budget embraces a conservative approach to costs and program changes. Personal services are down slightly due to reductions in Community Development. Only one new position is proposed and is for building maintenance in response to new construction and increasing demands from the City Hall Building.

Explanations for each of the larger budgetary variances are noted in the Statement of Funding Issues for each program. Many of the increases are due to one-time items. One example is for the replacement of granular activated charcoal at the Water Treatment Plant. The cost is estimated at \$245,000 with funds already accumulated for this recurring cost. Another example is \$90,000 for the updating our computer operating system and office tools which was last done seven years ago. Here, too, we have set aside money to pay for the upgrades.

As we look to the future, we can expect continued tight economic times with signs of optimism; OIT could bring hundreds of jobs and a synergistic focus on optical technology within the City. Polygon, a metro area builder, has approached the City to construct 81 homes in the Villebois neighborhood. Coca Cola has completed their recent expansion and remodeling which will bring 200 new jobs into Wilsonville. Fred Meyer is still on track to begin construction of a 200,000 square foot retail outlet and housing complex. All of these are important to the region as well as the City. Financially, these developments will bring much needed fees and workload for Community Development and payroll taxes for our transit operations.

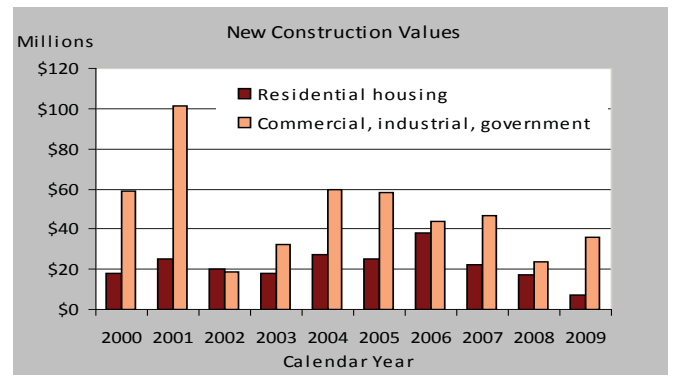
Besides the private sector providing new construction projects, the City will be active too. The City is nearing the end of the planning phase for what could be the largest city construction project to date, a major rehabilitation and expansion of our Wastewater Treatment Plant. As planned, the improvements will replace 30-40 year old components, control odor, embrace new technology to meet anticipated future regulatory requirements and add capacity to meet demands through build out, some 20 years from now. Just like with our successful Water Treatment Plant, a private company will be contracted to design, build and operate (DBO) the plant. Using one company to manage the upgrade and future operations is critical to smoothly transition from our current facility to a new one.

The state also is active in infrastructure improvements in and around Wilsonville with federal stimulus money providing the primary funding source for these projects. The larger projects include north and south bound auxiliary lanes from north Wilsonville to I-205 (\$23 million federal and state), a north bound auxiliary lane over the Willamette River (\$5 million state), Interstate 5 and Wilsonville Road Interchange improvements (\$12.5 million city, \$8.5 million federal and state), SMART/WES Transit Central breakroom and public bathrooms (\$700,000 federal).

Local Economy – Construction

The Oregon Office of Economic Analysis reported in March 2010 that the recent good news in housing prices and sales may be tied to the federal homebuyer incentive. As this incentive ends there may be a return to lower prices and sales. If true, this would adversely impact the needed resurgence in new construction within the Villebois neighborhood. Despite the potential for negative news, the City is in discussion with four parties for constructing new homes in Villebois: Polygon, Matrix, Wachovia and Fasano. For now, we have seen the number of new housing permits for April 2010 increase by 35% over September 2009, although only from 59 to 80 permits. As the graph below shows, residential housing construction experienced another year of decline.

Commercial and industrial development continues to exceed residential development with several new construction projects moving forward. In the past year Rockwell Collins completed their construction of a 120,000 square foot research and development complex and a 10,700 square foot storage facility at an estimated cost of \$12 million. Coca-Cola expanded the local facility from 200,000 to 360,000 square feet with an estimated cost of \$35 million. Fred Meyer is still on track to begin construction of the retail and housing center this summer, a 200,000 square foot development at an estimated cost of \$70 million. Plans have been submitted for an 8.8 acre industrial development to be known as Wilsonville Road Business Park which will include five buildings totaling over 90,000 square feet. The West Linn-Wilsonville School District has plans to construct a new primary school within Villebois and make improvements to other schools within the City.

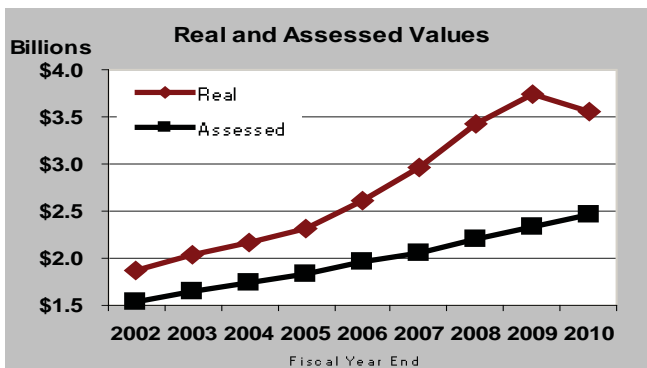


Local Economy – Workforce

Businesses located within Wilsonville have certainly felt the economic brunt. Of the top ten major employers, four have reduced staffing or ceased operations equating to a loss of 103 positions or 2% of the group’s local workforce over the past 12 months.

A couple of new businesses with a few planning to begin operation in the months ahead will offset workforce reductions. Rockwell Collins began operations in 2009 and employs over 250 positions today. Coca Cola’s expansion adds a Dasani bottling plant will add about 25 positions and the relocation of other distribution centers to Wilsonville will bring another 250 more. When complete, Fred Meyers will provide an additional 450 positions to the local workforce. The impact of job losses and gains on City programs is explained under the Tax Revenues – Transit section below.

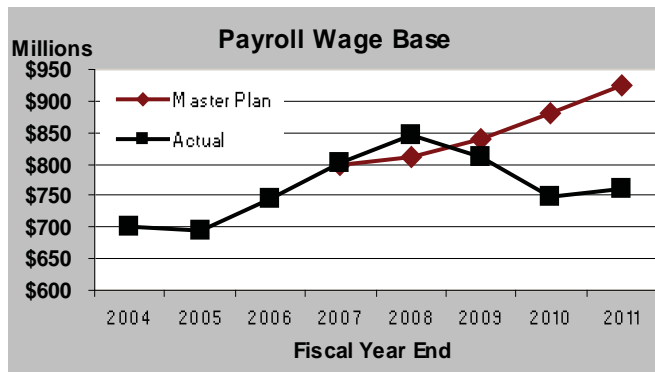
Tax Revenues – Real and Assessed



When the creators designed the last tax initiative some 13 years ago, they probably never intended the silver lining that has protected local governments during the falling housing prices. Unlike other areas of the country, real market values and assessed values are not tied together. Thus, as market prices fell the associated property taxes have not fallen. This is because in Oregon assessed values were set artificially lower than real market and limited to 3% annual growth. A year ago most homes assessed values were at 65% of real market. Even after a year’s decline in real market, the ratio is 70%. As long as assessed values are below real market property, taxes are allowed to grow at 3%

per year. For our General Fund a 3% annual increase translates into \$150,000 more, which is enough to pay for one contracted Police Officer or 15% of the Parks Maintenance budget, or more realistically not enough to cover the effects of inflation on the General Fund in one year. Property taxes are reliable, but do not grow fast enough to meet the needs of the expanding community.

Tax Revenue – Transit



The City’s transit system, SMART, is funded from a tax on local payrolls. The rate is 0.5% of gross wages and is expected to generate \$3.8 million next year. This is almost \$1 million less than was anticipated by the Transit Master Plan adopted just three years ago. That plan did not anticipate the economic downturn and job loss. The accompanying graph presents the payroll base projected by the master plan versus the actual wages.

Job losses have obviously had a significant adverse impact on the City’s payroll tax receipts. The decline in revenues will cause delays in funding of new buses and more importantly makes financing a new office space and fleet maintenance facility very

difficult. Although job growth is expected to improve, the outlook is for a slow recovery and, therefore, a quick fix is not likely. Regardless of job losses and reduced revenue, we need to vacate the facility we are in by June 2012. The City is seeking federal grants to assist with the cost and \$2 million has been committed and another \$4 million has been requested. It is possible that the majority of the cost will need to be supported by local revenues. A long-term solution may entail moving into temporary office space until economic conditions improve.

Five Year Forecast and Financial Issues

The Finance Department has prepared a Five-Year Financial Forecast each year for over a decade typically for internal use. In December 2009 the Forecast was shared with the Budget Committee. Basic assumptions and financial outcomes were explored for each fund.

Financial Issues – General Fund

Costs growing faster than revenues

The trend in this fund involves costs growing at a faster rate than revenues. Last year we increased franchise fees and this year the new Library District has provided a much needed resource. The FY 2010-11 Budget shows departments restraining costs with some charges being transferred back to the Road Operating Fund. In the years that follow there will be an increased need for more police officers and maintenance for new parks. The General Fund’s greatest challenge will be to find a way to balance demands with available resources.

The number of patrol officers has remained constant at 11 positions since 2004. Six years later the population has grown by 13%. It won’t be long before the need to increase the number of officers will become critical. A “fully loaded” contracted position costs about \$150,000 per year. Although there is no dedicated revenue for police, property taxes comprise 80% of the funding and general resources the other 20%.

Parks maintenance costs are climbing, new parks within Villebois will be added to the workload while this program has no dedicated revenues. Property taxes and general resources fund 90% of this program’s budget. Finding a new dedicated resource will be important to sustain this program as well as to balance the General Fund.

Several alternatives were presented to the Budget Committee in December including a parks maintenance fee, a law enforcement fee, a City utility franchise fee increase and a local option levy. The parks maintenance fee or franchise fee are the most likely to be received by the community. The Budget Committee will need to discuss the viability of these options.

New resource alternatives

Financial Issues – Road (aka gas tax) and Road Maintenance Funds

Two resources are available to pay for road maintenance: state shared gas tax and a City billed road maintenance fee. Gas taxes have declined over the past several years to the point where they no longer cover basic operating costs such as street tree maintenance, sidewalk repairs and certain staffing costs. This trend changes in FY 2011 with passage of House Bill 2001 which increased vehicle fees and the gas tax. Full implementation will take a couple of years but the City expects to receive about \$200,000 more in FY 2011 than FY 2010. This increase effectively eliminates the financial shortfall this fund has been experiencing.

The City billed road maintenance fee was first enacted over 10 years ago. The proceeds are restricted to road repair and reconstruction. Administrative and engineering costs for carrying out the road maintenance program are not covered. A potential change for the Budget Committee's consideration is whether to expand the use to include engineering, administration, sidewalks and other street related improvements, essentially covering costs where gas taxes are insufficient.

Financial Issues – Transit Fund

A year has passed since TriMet's WES commuter rail service began operations. Despite news reports that ridership is not at the expected levels, the train has had a significant impact on our transit system. The "10-Minute Plan" designed to get workers to their job site within 10 minutes or less from the WES station has proved to be a tremendous success. To make this goal possible a new route was added that serves the large employers in the City's northeast sector and has been the route of choice for commuters. It carries two to three times as many commuters as the other three local routes.

But, of course, these changes come with a cost. A cost that we were well prepared to cover until the economic downturn, job losses and the resulting reduction in payroll taxes occurred. This fund is operating on a razor thin margin. Grant receipts and the Oregon Business Energy Tax Credit program contribute significantly toward operating costs.

Compounding the financial outlook is the need to relocate from our current facility as mentioned earlier. Staff is looking at costs to build on City owned land, availability of suitable facilities in the City, and whether we will need to rent space until we can afford to build. Although we have no accurate estimate of the cost to construct new, we know the cost will be greater than funds on hand and our ability to finance using transit tax revenues to repay. Grants, while they might be available, are not assured.

The one item that would help this fund the most is a growth in the number of jobs and resulting increases in payroll taxes to pay for transit operations. As mentioned earlier, there are some recent significant increases but several more large increases are needed just to return to where we were a couple of years ago. Until a more robust recovery, we shall have to pursue grants and manage within available resources.

Financial Issues – Sewer Operating Fund

The good news is that there are sufficient annual resources to cover recurring costs. However, the treatment plant is in need of improvements and expansion which will lead to increased debt service costs. The Proposed Budget assumed a \$60 million bond sale and estimated a rate increase of 100% to cover those costs. Construction will be delayed until at least the ensuing fiscal year and resulted in Council reducing the budget's estimated 100% sewer increase to 25%. This recognizes that improvements are needed, rates will need to increase, but may be ramped up during the period of construction. Timing of any sizable rate increase in the current economic times is controversial at the very least.

Operating Budget – Changes and Key Items

Staffing

Total staffing is essentially unchanged at 186 full-time equivalents (FTE). However, there are changes between departments. Due to decreased construction activity 3.6 FTEs were eliminated in Building Inspections, Engineering and Planning. Offsetting this is a new building maintenance position, several intern positions in various departments equating to 2 FTE and some nominal increases in a few part-time positions. Total wages and benefits are expected to be slightly lower in FY 2011 than in FY 2010.

Material and Services

This category anticipates a \$1 million, 7%, increase over FY 2010. Most of the increase is related to a few large items for which new revenues are available or funds have been accumulated for this use. The larger dollar increases are noted below with a reference to funding source.

Law Enforcement Services: The City contracts with Clackamas County for these services and estimates the costs will increase \$179,000. Costs are paid from unrestricted resources within the General Fund.

Water treatment: Every couple of years the granular activated charcoal is replaced. The cost is estimated to be \$245,000. Funding will come from cash set aside in prior years for this purpose.

Sewer treatment: Late in FY 2010 one of three sand filters quit working. A temporary rental unit plus repairs to a second ailing filter add some \$200,000 to the costs. Funding will come from a carryover balance.

Capital Projects

One aspect of the City has held constant for the last decade; capital projects are a major portion of our budget. The FY 2011 budget is no different with \$25 million in projects. There are approximately 90 projects but only a few comprise the largest percentage. The largest three projects are explained below and comprise 59% of the total. It is interesting to note that the majority of projects are occurring on the west-side of the City. Funding for this level of projects comes from accumulated system development charges, federal grants, developer contributions, bond proceeds (urban renewal and sewer) and operating funds.

Wastewater treatment plant, \$9 million This multi-year plant upgrade will be broken into four phases. The first phase, known as Phase A, occurred during FY 2010 and established the overall project management approach, identified key information about the existing plant, issued requests for qualification and established the foundation of the Design-Build-Operate (DBO) procurement process. The second phase, Phase B, will conclude in early FY 2011 with the compilation of the procurement bid process. The third phase, Phase C, could begin in late FY 2011 with the completion of the design and start of construction. Although an actual number is not known at this time, staff is estimating the total project costs to be \$60 million with funding coming from the issuance of debt.

95th at Boones Ferry Road, \$2 million This project will construct turn-lane and signalization improvements, improve safety, capacity and freight mobility. It will also relieve traffic delays during peak hours. Primary funding source is from ARRA federal grant money.

Water Improvements – Kinsman Roads, \$910,000 This is a key component to providing volume delivery to the city of Sherwood and entails an approximate 1 mile length of new pipeline from Barber Street north to Boeckman. FY 2011 costs are for preliminary design and engineering and will be shared by the Wilsonville and Sherwood. Future year construction costs will also be shared and are estimated at \$8.7 million.

Debt Service

The City is rated by Moody's Investors Service and has recently upgraded our outstanding debt as part of their Global Scale Rating. Our general obligation debt has increased from Aa3 to Aa2 and our water revenue bonds have increased from A2 to Aa3.

The City has one outstanding general obligation bond. The bonds were issued in 2001 and used to construct the library expansion. By the end of FY 2011 the amount of bonds outstanding will be \$1,620,000. These bonds are repaid via a special levy, for which the rate is anticipated to be \$0.1700 per \$1,000 of assessed valuation. Taxes on a typical home with an assessed value of \$250,000 equates to \$42 annually.

The City has several water and sewer backed bonds. Although the full faith and credit has been pledged on two of these bonds the intent is to repay the debt solely from utility operating revenues. The City meets all bond covenant requirements.

The budget for FY 2011 anticipates issuing \$9.5 million of short-term debt to pay for design, architect and engineering services on the Wastewater Treatment Plant Improvement and Expansion Project. The debt will be repaid when long-term financing is obtained when construction begins. Interest on the short-term debt will be paid from sewer user fees.

Acknowledgements

In closing, I would like to thank Gary Wallis, Finance Director, for his efforts in coordinating the budget process and to all program managers and staff that have contributed to the creation of this document. Special thanks to Kristin Retherford who led the capital projects section and Finance staff members Kourtnei Kersey, Keith Katko, Vania Heberlein and Cathy Alexander for their efforts in the budget document process.

And lastly, I would like to thank you the members of the Budget Committee and City Council for your continuing support and 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 difficulties of revenue shortfalls.

Sincerely,

A handwritten signature in black ink, appearing to read "Arlene Loble". The signature is fluid and cursive, with a long horizontal stroke at the end.

Arlene Loble

Budget Officer and City Manager

Budget Changes

FY 2010-11

The annual budget for FY 2010-11 was approved by the Budget Committee with one change.

	Approved	Adopted	Difference
General Fund			
Administration program			
Personal services	\$ 721,460	\$ 729,225	\$ 7,765
Material and services	504,605	504,605	-
Capital outlay	20,000	20,000	-
All other programs	11,685,583	11,685,583	-
Interfund transfers - out	85,000	85,000	-
Contingency	12,437,776	12,430,011	(7,765)
Unappropriated ending balance	630,000	630,000	-
Total Appropriations	<u>\$ 26,084,424</u>	<u>\$ 26,084,424</u>	<u>\$ -</u>

The Committee approved an increase to the Mayoral stipend to be effective October 1, 2010. The change increases the monthly stipend by \$750 plus related taxes.

The annual budget for FY 2010-11 was adopted by the City Council with changes to the three following accounts.

	Approved	Adopted	Difference
Sewer Operating Fund			
Revenues	\$ 7,205,220	\$ 5,590,220	\$ (1,615,000)
Interfund transfers - in	300,000	300,000	-
Beginning fund balance	5,269,393	5,269,393	-
Total Resources	<u>\$ 12,774,613</u>	<u>\$ 11,159,613</u>	<u>\$ (1,615,000)</u>
Program operations	\$ 2,541,168	\$ 2,541,168	\$ -
Debt service	2,375,020	800,020	(1,575,000)
Interfund transfers - out	1,507,600	1,507,600	-
Contingency	6,225,825	6,185,825	(40,000)
Unappropriated ending balance	125,000	125,000	-
Total Appropriations	<u>\$ 12,774,613</u>	<u>\$ 11,159,613</u>	<u>\$ (1,615,000)</u>

Council decreased the proposed sewer rate increase from 100% to 25%. The net effect is to delay bond issuance and debt service appropriation.

Stormwater Operating Fund

Revenues	\$ 1,250,000	\$ 965,000	\$ (285,000)
Beginning fund balance	240,908	240,908	-
Total Resources	<u>\$ 1,490,908</u>	<u>\$ 1,205,908</u>	<u>\$ (285,000)</u>
Program operations	\$ 724,278	\$ 724,278	\$ -
Interfund transfers - out	446,460	396,460	(50,000)
Contingency	285,170	50,170	(235,000)
Unappropriated ending balance	35,000	35,000	-
Total Appropriations	<u>\$ 1,490,908</u>	<u>\$ 1,205,908</u>	<u>\$ (285,000)</u>

Council removed the 30% stormwater rate increase. Decrease in resources reduces transfers for capital projects.

Stormwater Capital Projects Fund

Revenues	\$ 501,000	\$ 501,000	\$ -
Interfund transfers - in	542,733	492,733	(50,000)
Beginning fund balance	11,272	11,272	-
Total Resources	<u>\$ 1,055,005</u>	<u>\$ 1,005,005</u>	<u>\$ (50,000)</u>
Capital projects	\$ 923,450	\$ 873,450	\$ (50,000)
Interfund transfers - out	119,283	119,283	-
Contingency	12,272	12,272	-
Total Appropriations	<u>\$ 1,055,005</u>	<u>\$ 1,005,005</u>	<u>\$ (50,000)</u>

Corresponding reduction to capital projects due to reduction in operating fund resources available for transfer.

Reader's Guide



A rapidly growing community with vibrant residential and business communities

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

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

Located 20 miles south of Portland, Oregon, the City of Wilsonville was formally incorporated in 1969. At the time, the population was about 1,000 and the City was basically a market town for the surrounding farms.

Shortly after incorporation, things started changing fast. First some land developers announced plans to turn a large farm on the Willamette River into a

planned residential community that would eventually be home to more than 3,000 people. That community, known as Charbonneau, began developing in 1970 and was incorporated into the City in 1971. By 1980, the population had grown to about 3,000 and the City employed only a few people. In fact, beyond water and sewer, the City provided limited services.

That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that swelled the population to more than 7,000 by 1990 and more than 13,000 by 2000. City services expanded to include police, mass transit, parks & recreation, street maintenance, senior services and a library.

Meanwhile, some of Oregon's largest and most influential corporate citizens, including Mentor Graphics, Hollywood Video, Xerox and Flir choose Wilsonville as their home, swelling the City's employment base to over 15,000.

City History Timeline

1968	Wilsonville incorporates on October 17, 1968.	1987	Voters approve a bond measure to pay for a new library and park improvements.	2000	Construction begins on a new prison and water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,991
1969	Wilsonville citizens vote to adopt the City's first charter. Population approximately 1,000.	1988	Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.	2001	Construction underway on library expansion. Women's prison facility completed and begins accepting inmates.
1970	Developers announce plans for a major residential subdivision known as "Charbonneau."	1991	Arlene Loble hired as City Manager. Town Center Shopping Center opens. 1990 Census population: 7,705	2002	Wilsonville's water treatment plant becomes operational. Expanded library opens.
1971	Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	1992	Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	2003	The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
1972	Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	1993	Serial levy failure forces \$1 million budget cut, reorganization of departments.	2004	Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.
1973	Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.	1994	In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	2005	Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
1979	Construction begins on Inza R. Wood Middle School. City signs first contract with Clackamas County Sheriff's Office for police services.	1995	Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	2006	Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
1980	Wilsonville adopts its first Comprehensive Plan. Population: 2,920	1996	Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.	2007	Public Works and Police Department relocated to the remodeled old City Hall building.
1982	Voters approve Wilsonville's first tax base: \$300,000. Wilsonville's first library opens.	1998	City Council imposes moratorium on new development approvals until new, long-term water supply is identified.	2008	Tim Knapp elected Mayor. Local voters approved the creation of a county library district.
1984	Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	1998	The State of Oregon sites its new women's prison complex in northwest Wilsonville. City voters approve the Willamette River as Wilsonville's new long-term water source.	2009	WES Commuter Rail begins operations. Population: 17,940

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 2000 U.S. Census.

Incorporated	1968
Area in square miles	7.4
Government	Council/Manager
Registered voters	9,964
Voted in November 2008	86%

Population (7/2009)	18,020
<u>From 2000 US census:</u>	
Population	13,991

Adult education level:	
High school or higher	93%
Bachelor's degree or higher	38%

Race:	
White	87%
Hispanic	7%
Asian	2%
Black or African Amer.	1%
Other	3%

Age:	
0 to 19 years	27%
20 to 44 years	39%
45 to 64 years	20%
65 years and over	14%
Median age (years)	35

Income – Households:	
Less than \$25,000	18%
\$25,000 to \$49,999	29%
\$50,000 to \$74,999	20%
\$75,000 to \$99,999	15%
\$100,000 or more	18%

Housing:	
1-unit	47%
2 to 4 units	6%
5 to 9 units	14%
10 or more units	33%

Median home cost:	
2000 census	\$227,900
2010 (zillow.com)	\$304,000
percent change	34%

Year housing built (2000 census):	
pre 1970	4%
1970 to 1989	47%
1990 to 2000	49%

Assessed values (November 2009):	
Residential	47%
Multi-family	10%
Commercial	16%
Industrial	22%
Farm, other	5%

Residential	\$1,276mil.
Multi-family	\$273 mil.
Commercial	\$433 mil.
Industrial	\$600 mil.
Farm, other	\$144 mil.

Local businesses:	
Licenses issued (12/2009)	904
Employees (est.)	13,809
Annual payroll (est.)	\$769 mil.

City Statistics - Services

Description	Base Year 2000	Year 2009	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	137	201	47%	Parks Department
Parks	10	14	40%	Parks Department
Picnic shelters	3	8	166%	Parks Department
Interactive play fountains	0	2		Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	6	11	83%	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)	39	55	40%	Business license
City utilities:				
Water:				
Production capacity	4 mgd	10 mgd	150%	Public Works
Peak capacity demand	4+ mgd	6 mgd	50%	Public Works
Winter average demand	1.5 mgd	2.1 mgd	40%	Utility billing
Storage capacity	8 mg	10.2 mg	27%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	65	93	43%	Public Works
Customers	3,700	4,700	27%	Utility billing
Wastewater:				
Treatment capacity	5.3 mgd	5.3 mgd	0%	Public Works
Average daily treatment	1.5 mgd	2.7 mgd	80%	Public Works
Miles of sewer pipeline	56	72	28%	Public Works
Biosolids, pounds/day	1,695	1,900	12%	Public Works
Lift Stations	8	8	0%	Public Works
Stormwater:				
Average rainfall, inches	40	41	3%	www.countrystudies.us
Miles of storm sewers	49	65	33%	Public Works
Storm water basins	808	1,823	125%	Public Works
		1,723		Public Works
Street lights:				
Number of lights	1564	2206	41%	Public Works
Public Safety:				
Police calls	5,827	7,962	36%	Clackamas Co Sheriff
Citations issued	2,792	2,942	5%	Municipal Court
Number of sworn officers	14	18	29%	Clackamas Co Sheriff
Fire calls	237	250	5%	Fire District
Fire stations	2	2	0%	Fire District
Emergency medical calls	840	1,393	66%	Fire District
Other service calls	109	130	19%	Fire District

About Wilsonville

City Statistics - Services

Description	Base Year 2000	Year 2009	% Change	Source
Public Transportation:				
City operated:				
Fixed routes	5	7	40%	City Transit
Demand based trips	16,106	17,443	8%	City Transit
Number of riders	178,832	312,309	74%	City Transit
Miles driven	410,576	604,091	47%	City Transit
Other transit systems:				
City of Canby – local trips	0	8		City Transit
City of Salem – local trips	5	8	60%	City Transit
TriMet – local trips (bus)	23	35	52%	City Transit
TriMet – rail stations	0	1		City Transit
TriMet – rail passengers	0	not avail.		City Transit
Streets:				
Lane miles of paved	54	65	20%	Public Works
Signal lighted intersections	15	23	53%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	1	4	300%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	6000	8000	33%	Public Works
Public Schools:				
Elementary schools	2	2	0%	School District
Middle schools	1	1	0%	School District
Charter schools	0	1		School District
High schools	1	1	0%	School District
Students taking SAT, percent		65%		City-Data.com
2009 SAT Scores / compared to state average:				
Reading/exceeding		531 / 8		College Board
Math/exceeding		545 / 20		College Board
Writing/lagging		491 / -8		College Board
Building Permits:				
Commercial, units	143	276	93%	Building Dept.
Commercial, value	\$10 mil	\$21 mil	110%	Building Dept.
Residential, units	141	79	-44%	Building Dept.
Residential, value	\$18 mil	\$9 mil	-50%	Building Dept.

bg = billion gallons
mg = million gallons
mgd = million gallons per day
mi = millions

The City Budget Calendar

October through December 2009

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

January 2010

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

February 2010

- Preliminary budget draft prepared and delivered to departments
- Review meetings with department staff
- Balance operating and capital improvement needs for operating funds
- Computation of indirect costs and interfund transfers

March 2010

- Determine new or expanded program requests
- Final adjustments to balance each fund
- Send budget summary information to Washington County Tax Supervising and Conservation Commission (TSCC)
- Preparation of Proposed Budget document

April 2010

- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings
- City Manager presents budget message at opening meeting of Budget Committee

May 2010

- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- Budget is updated to reflect committee changes, if any
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

June 2010

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

The Budget Process

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 basic budget process starts with proposed budget amounts 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 committee consists of the elected officials and an equal number of electors of the city. After the budget committee has reviewed and made adjustments, if any, they approve the budget. The approved budget is forwarded to the City Council for adoption. Council may make further changes, within certain constraints, and then adopts the budget. Adoption must occur no later than June 30.

Budgeting in the City of Wilsonville

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

The City Manager serves as the Budget Officer (ORS 294.331) and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

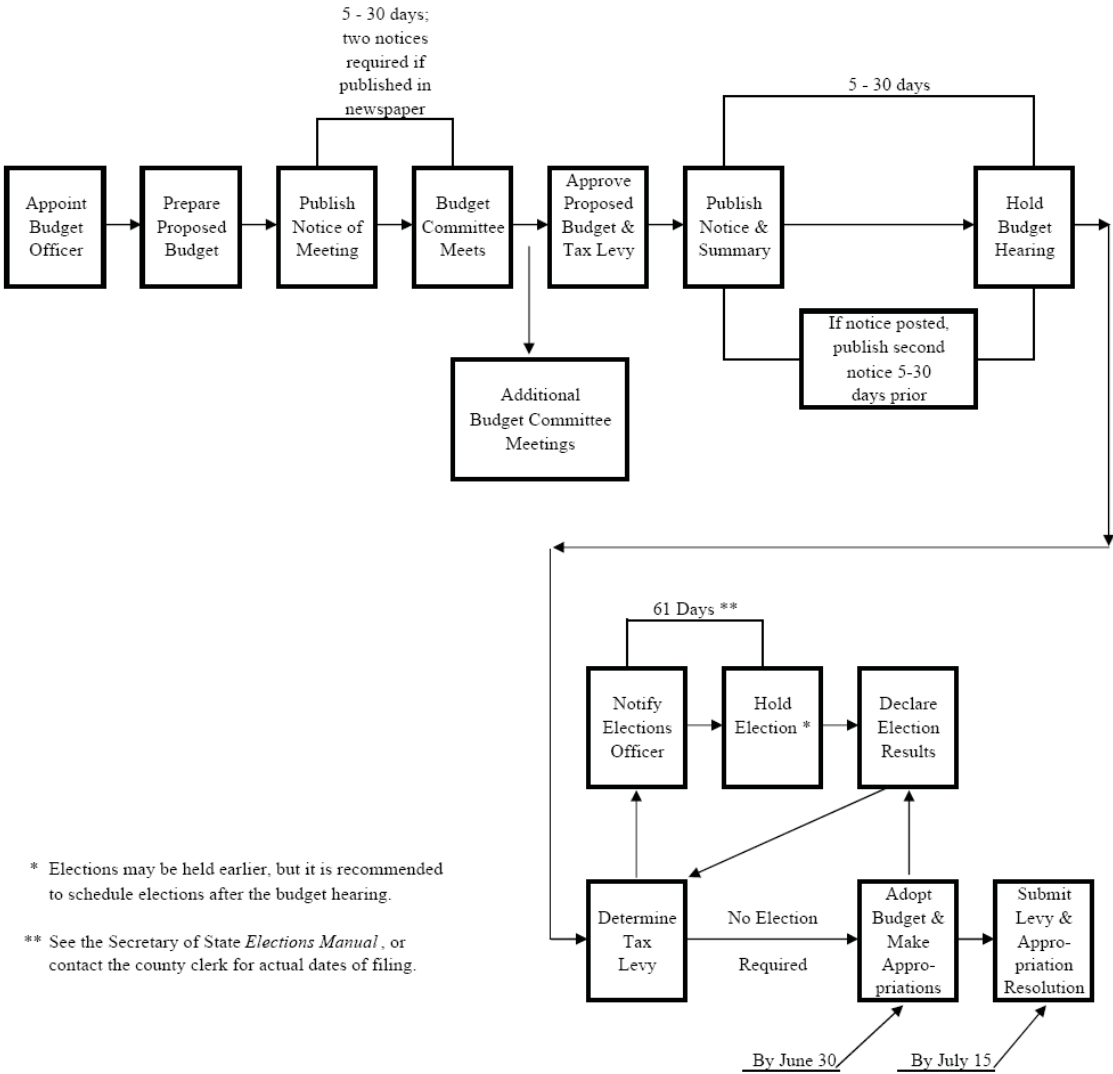
Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, payroll taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Principal and interest on general obligation bonds are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds.

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 Amendments

The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). 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 notification of the Washington County TSCC. All adjustments to the budget are made via resolutions. Amendments after the adoption do not require approval by the Budget Committee.

Budget Process as Prescribed by Statute (ORS 294)



* Elections may be held earlier, but it is recommended to schedule elections after the budget hearing.
 ** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

Budget Document Columns

In accordance with Oregon Local Budget Law, five columns of data are provided. For the Proposed document: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, current year estimated actual and proposed for the new year. The Adopted document is similar except columns for Approved and Adopted are added.

The Budget Process

The Budget Committee

Oregon budgeting law requires the formation of a Budget Committee to review and approve the budget as proposed by the budget officer (ORS 294.336). 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. 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.

Oregon law also specifies 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. For Wilsonville a portion of the city overlaps Washington County which has a population in excess of 500,000. (ORS 294.411)

The powers and duties of the Budget Committee are:

- Receive the proposed budget
- Receive public testimony
- Discuss and deliberate on the budget
- Request from officers or employees information the committee requires for the revision of the proposed budget
- Specify the ad valorem property tax amount or rate
- Approve the proposed budget with changes as voted on by the committee

The Budget Committee members for review and approval of the FY 2010-11 budget:

City Council Members

Tim Knapp, Mayor
Alan Kirk, Council President
Michelle Ripple
Celia Núñez
Steve Hurst

Citizen Members

Norman Bengel, Chair
Tony Holt
Paul Bunn
Anne Easterly
Christopher Moore

Budget Assumptions for FY 2010-11

The following assumptions were used in development of the proposed budget.

Personal services:

- Management merit increase of 4% on employee's anniversary date, no cost of living adjustment and salary table adjustment of 7%
- Union negotiated merit increase of 4% on employee's anniversary date, cost of living adjustment of 2% and salary table adjustment of 2%
- Health insurance increases including an 8% increase for Blue Cross Blue Shield coverage and 16% increase for Kaiser
- Management and union pay 6% of health insurance premiums
- Retirement rate steady with employer share of 9%, plus 6% employee pickup

Material and services:

- Nominal 2% increase across the board except as noted below
- Sewer rate increase of 10% for July-December, then 25%; water 3%
- Electricity and natural gas increases of 5%
- Certain accounts may exceed these amounts as justified by the department. Such amounts may be contractual terms or notifications by suppliers of goods or services.
- Significant variances from the current year budget are explained in the Statement of Funding Issues for each program.

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 estimates.
- Cost includes all ancillary costs to put the asset into operation.

Debt service:

- Debt amortization schedules when appropriate
- Interest only variable rate debt at 2%

Indirect cost allocations:

- Administrative functions are allocated to benefiting funds and programs based on an equitable activity for each function. For example, human resources is allocated based on number of employees, information systems based on the computers and related equipment used by a department.
- Administrative functions are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.

The Budget Process

Budget Assumptions for FY 2010-11

Primary Revenue Sources:

- Property assessed values increase by 3% as allowed by law plus an additional 1% for new growth. Tax rate remains same at \$2.5206 per \$1,000 of assessed valuation.
- Tax rate for general obligation debt to decrease slightly to \$0.1700 per \$1,000.
- Franchise fee and right-of-way privilege tax for electricity at 5%. Telecommunications companies' rate at 7%.
- Building permits are based on developer construction plans as communicated to staff.
- Water revenue rate increase of 3% to be effective November 2010.
- Sewer rate increase of 25% effective January 2011.
- Gas tax revenues will increase approximately 20% due to HB 2001.
- Transit tax wage base increase of 2%.
- Investment income on available cash balances at 1%.

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. Annual additions tend to be consistent from year to year. Use of Assigned Balances is based on need.
- Contingencies for operating funds should be no less than 5% of operating costs
- Ending Fund Balances, by fiscal policy, should be 5% of operating costs.

City of Wilsonville Local Economy

Unlike many suburbs, Wilsonville is not a bedroom community. Commercial and industrial properties comprise 34% of the City's assessed value. Some 900 companies do business in the city and the number of employees is almost as many as residents. An interesting dynamic is that there are more people in the city during the middle of the day than at night. This helps to create a demand for goods and services which cities this size generally don't experience.

There are many large employers in Wilsonville. Several high tech companies have chosen to locate here. In addition, several distribution centers have taken advantage of the easy freeway access afforded by Interstate 5 bisecting the city. The city continues to grow and new businesses are locating in Wilsonville each year.

Major Employers of 2009-10	Type of Business	# Employees	% of City FTE Base
Xerox Corporation	Copiers and printers	1,568	11.4%
Mentor Graphics Corporation	CAD software systems	1,006	7.3%
Sysco/Continental Food Service	Warehouse & distribution center	539	3.9%
Precision Interconnect	Electronic machinery	510	3.7%
Flir Systems Inc.	Thermal imaging / infared equipment	427	3.1%
Hollywood Entertainment Corporation	Video rental distribution	407	2.9%
Rockwell Collins	Aerospace technology	258	1.9%
Rite Aid Distribution Center	Warehouse & distribution center	243	1.8%
Fry's Electronics	Retail	235	1.7%
Adecco USA Inc	Temporary services	153	1.1%

Source: City Business License Data Base FY09-10

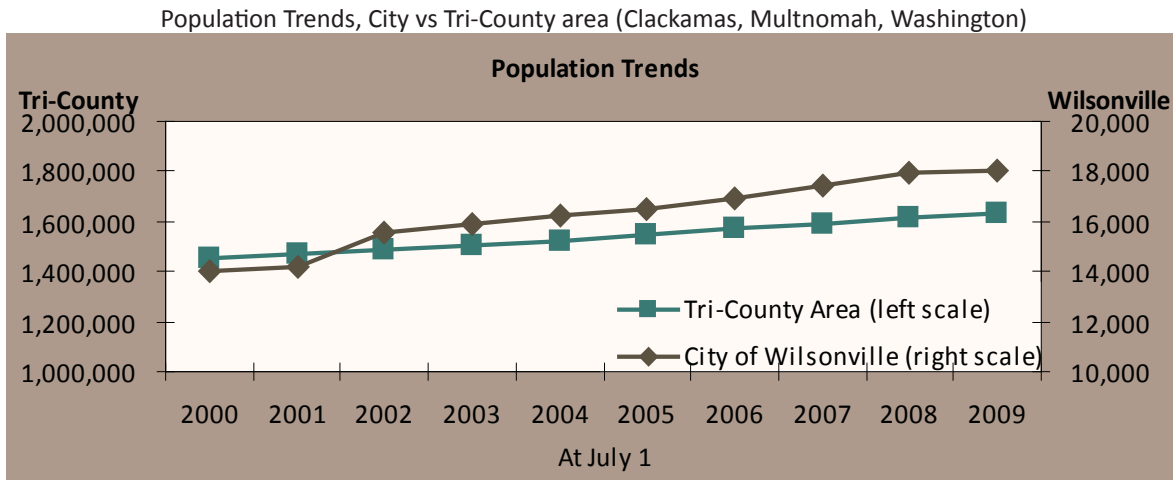
Major Taxpayers of 2009-10	Type of Business	2009-10 Assessed Taxes	2009-10 Assessed Value	% of City Assessed Value*
Xerox Corporation	Color printers	\$ 1,657,707	\$ 92,844,086	3.77%
Mentor Graphics Corporation	CAD software systems	1,012,286	54,853,781	2.23%
Thomson Reuters PTS Inc	Commercial property	796,513	42,631,669	1.73%
Argyle Capital LLC	Shopping center	772,124	42,895,960	1.74%
BIT Holdings	Hollywood Entertainment properties	540,573	28,933,020	1.18%
CH Realty III/Portland Industrial	Commercial property	514,786	27,852,772	1.13%
Flir Systems Inc	Thermal imaging & infared cameras	504,199	28,199,851	1.15%
Sysco/Continental Food Service	Warehouse & distribution center	476,298	25,492,846	1.04%
Coca-Cola Bottling Company	Bottling & distribution center	472,383	25,983,681	1.06%
Senior Partners Portfolio LLC	Commercial property	448,196	27,303,082	1.11%

*Total City assessed valuation for 2009-10 was \$2,460,780,015

Source: Clackamas and Washington County Assessor's Office

Trends and Analysis

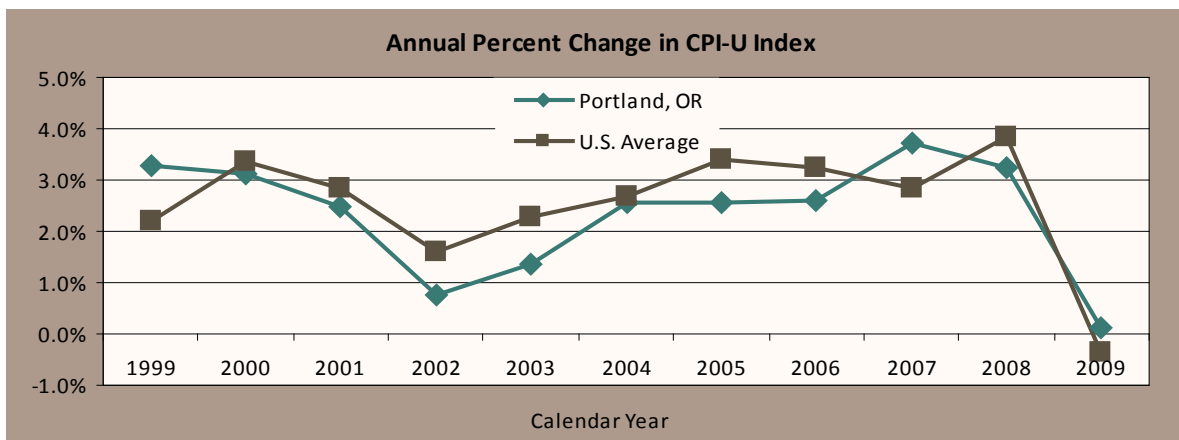
Population



Growth within the city continues at approximately 2% per year. Continued growth is expected as the Villebois planned community develops. As the graph indicates, the city is growing at a faster pace than the metropolitan area.

The Tri-County area 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.

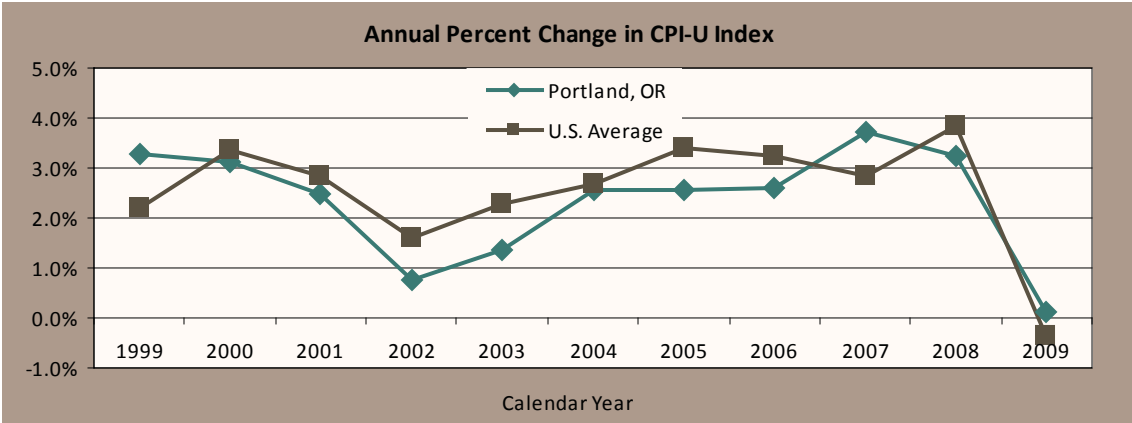
Wilsonville Population and Local Employment



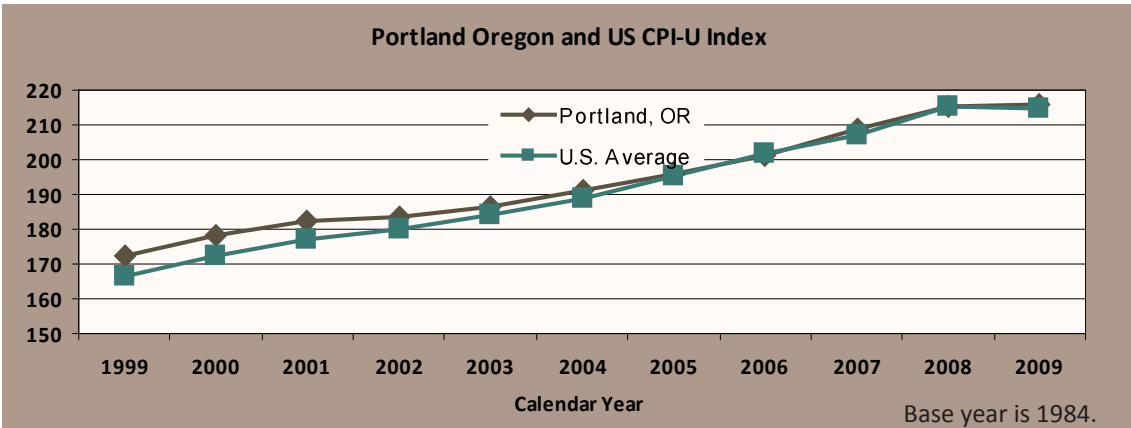
The graph demonstrates the constant growth in population as well as the growth in local businesses. Over the past 10 years the local population has increased to now exceed the local work force. Both population and employment have an impact on the local economy.

Consumer Price Index

Consumer Price Index, Portland/Salem vs National average

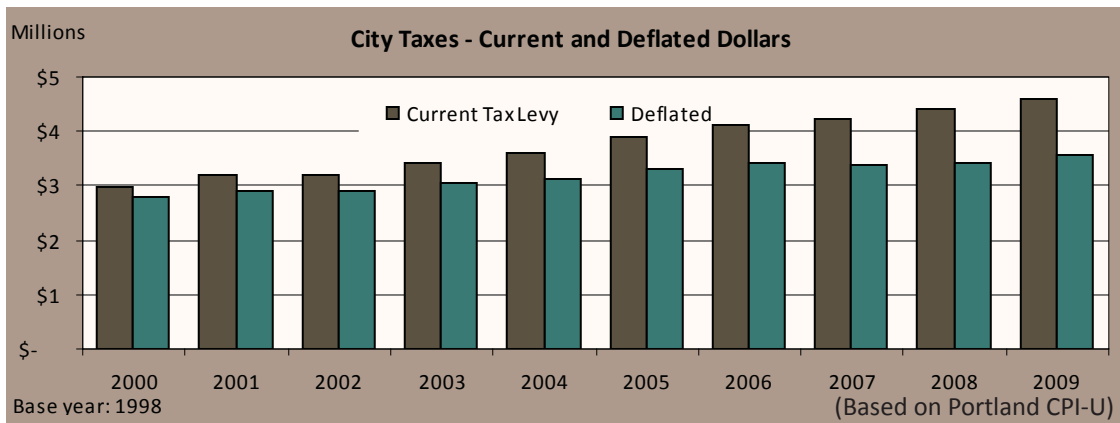


Consumer Price Index for urban areas (CPI-U) is a primary index for measuring inflation. The chart above indicates that year to year the Portland / Salem index is similar to, but rarely matches the national index albeit the annual changes are typically lower in Portland / Salem.



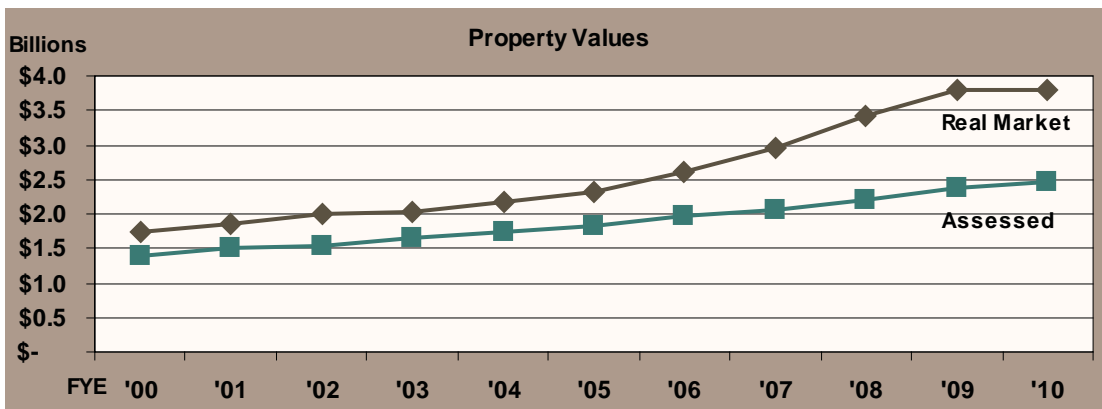
Trends and Analysis

Property Values



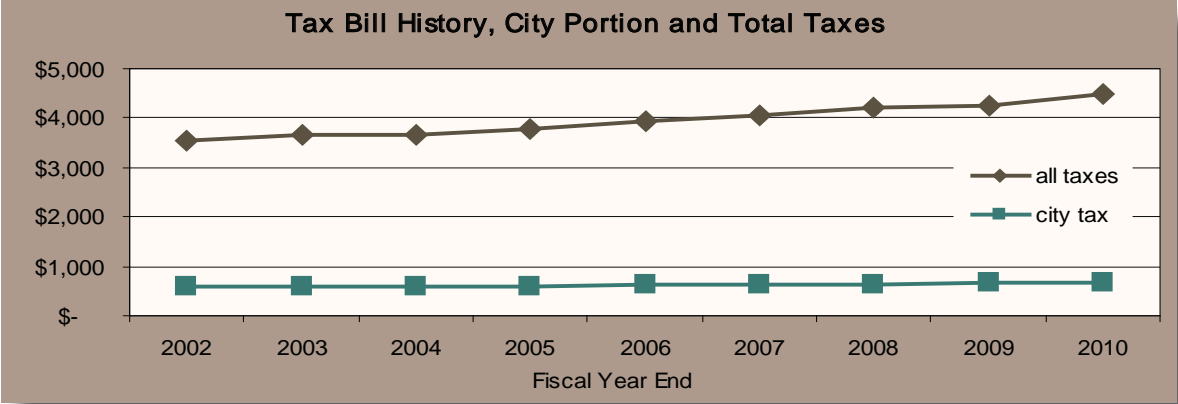
Property taxes have increased nearly \$2 million over the past ten years. When adjusted for inflation; however, the economic increase is only \$1 million. The increase in tax collection is due to several factors. The 3% annual growth accounts for \$0.9 million, new construction another \$0.6 million and reductions to the Year 2000 Plan urban renewal district the remaining \$0.2 million.

Property Tax Values – Real Market vs Assessed



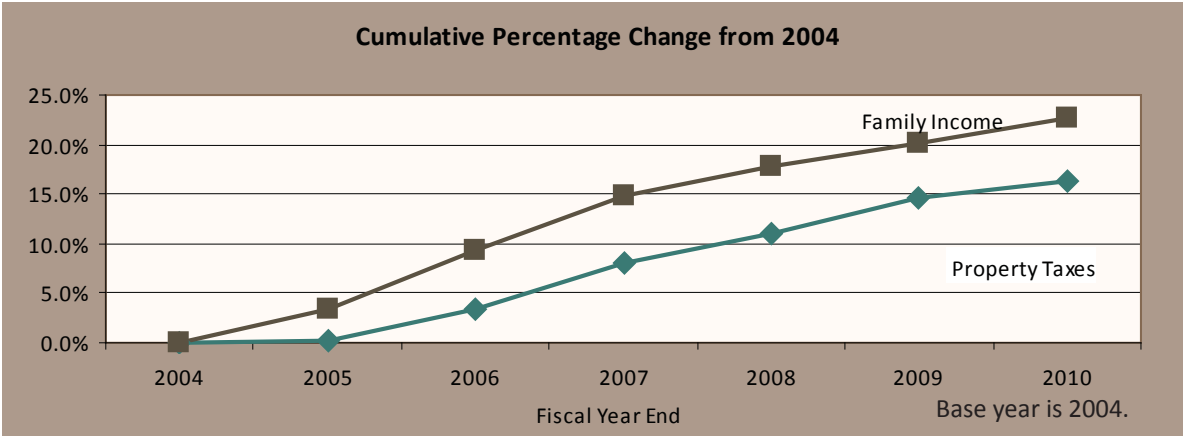
Real market value reflects the estimated value if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases.

Tax Bill Growth Comparisons



The above graph is representative of a typical home in Wilsonville. The city share of total taxes is relatively small and constant. Other taxing entities, with larger tax rates, 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, e.g. fire district and Metro open spaces bonds. For FY 2010 total taxes will increase due to the voter approved library district and 4-H district.

Tax Bill vs Family Income – Percentage Change

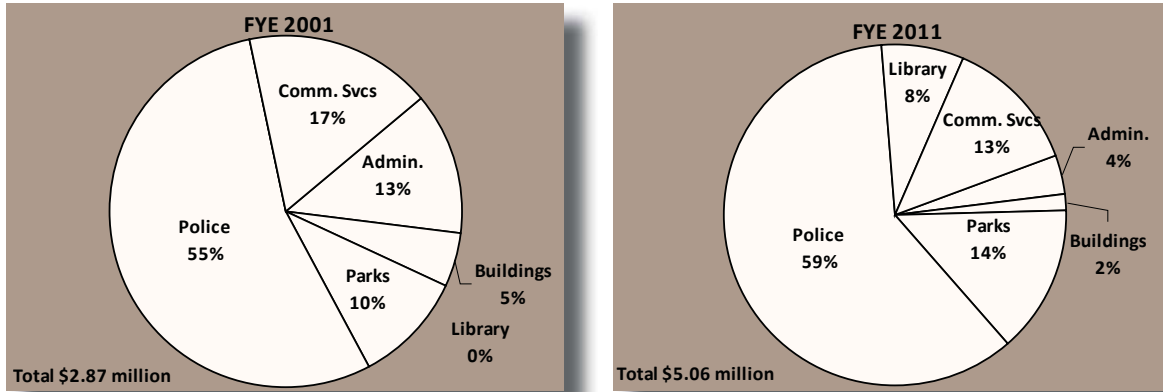


Family income is derived from the 2000 census and inflated by the Bureau of Labor Statistics wage index for the Seattle area, the closest index to Wilsonville. Property taxes include all taxing entities and reflect what a typical homeowner might pay. The graph indicates that wages tend to grow by more than the property taxes.

Trends and Analysis

Programs Funded by City Taxes

Where The Tax Dollars Go

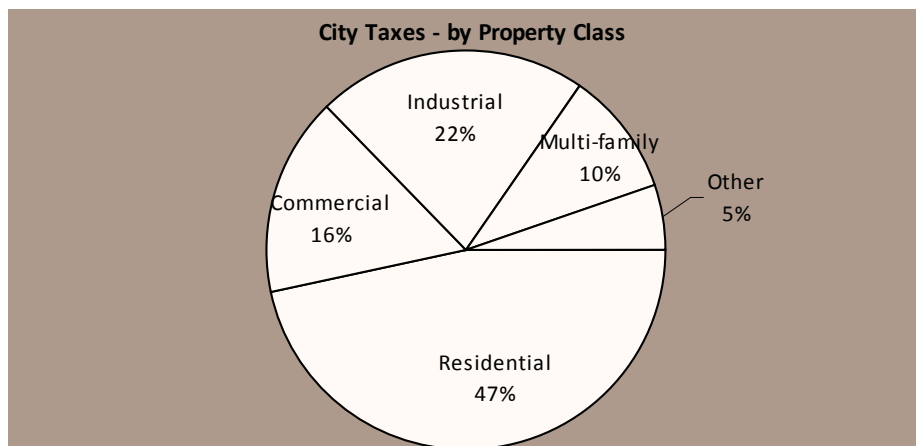


Over the past ten years the allocation of property taxes to city programs has changed slightly. In FY 2003 the city library was added to the mix with corresponding decreases to administrative and building maintenance programs.

The law enforcement program receives the largest share of taxes. Nevertheless, the cost of this program exceeds the allocation and an additional \$618,000 (or 18% of the program budget) of unrestricted general fund resources is needed to cover the difference.

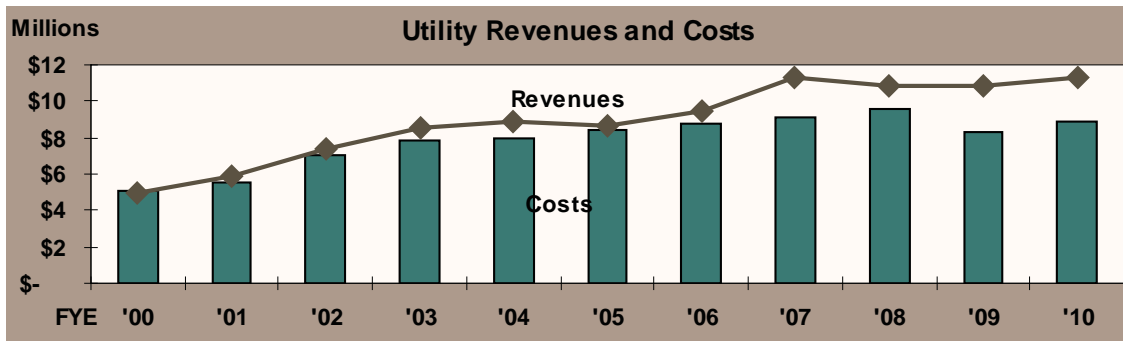
The tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

Property Type Tax Burden



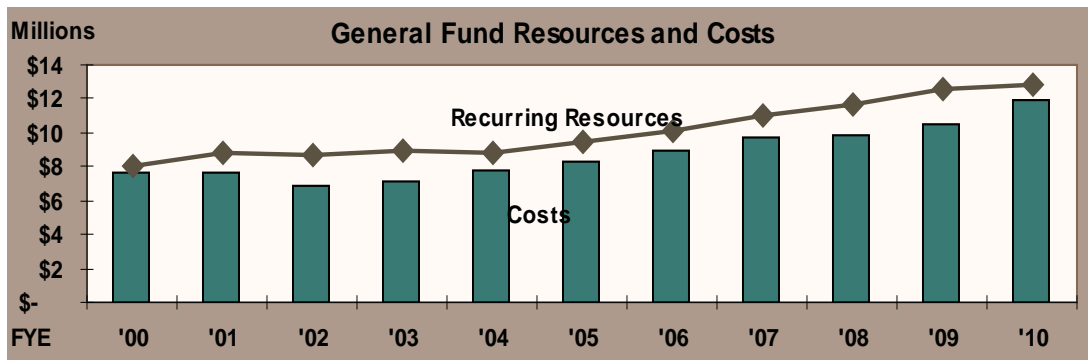
Reflective of a vibrant business community the graph shows that half of our taxes come from homeowners and the rest come from businesses. Although the graph depicts FY 2009 values, the distribution between the various property types has remained fairly consistent over the years.

City Operations - Utilities



The brown line reflects the combined utility revenues, the green bars represent the costs of operations plus debt service. The financial goal is for revenues to exceed these costs such that resources are available for major capital projects and to fund reserves for future year costs. As indicated by the graph the City is achieving this goal.

City Operations - General Fund



The brown line reflects the revenues and operating transfers in from other funds. The green bar is the total of personal services, material and services and capital outlay. To achieve sustainability revenues should consistently exceed operating costs. The excess of revenues over costs is used for capital improvement projects, interfund loans and to accumulate reserves for future year costs. FY 2010 includes \$300,000 of costs to be paid from accumulated revenues.

Budgetary Indicators

	Adopted 2002-03	Adopted 2003-04	Adopted 2004-05
City general credit rating (Moody's)	A1	A1	A1
Consumer Price Index (Portland/Salem Area - all items)	183.8	186.3	191.1
Population, at July 1 (2000 US Census, subsequent estimates from Portland State University Center for Population Studies, estimate for 2009-10 by City Staff)	15,590	15,880	16,250
City personnel - Full Time Equivalent (FTE's) (Including contracted Law Enforcement and Water Treatment Plant Staff)	148.77	152.90	156.61
<u>Expenditures:</u>			
City and Urban Renewal Agency - personal services	\$8,245,520	\$8,771,605	\$8,823,474
City and Urban Renewal Agency - materials and services ¹	\$9,752,541	\$9,779,078	\$9,937,245
City and Urban Renewal Agency - capital equipment	\$854,235	\$381,665	\$973,602
City and Urban Renewal Agency - total operating costs	<u>\$18,852,296</u>	<u>\$18,932,348</u>	<u>\$19,734,321</u>
City and Urban Renewal Agency - capital improvement expenditures	\$23,766,636	\$29,654,000	\$27,607,597
City and Urban Renewal Agency - debt service	\$8,748,911	\$9,896,895	\$5,068,963
Total expenditures	<u><u>\$51,367,843</u></u>	<u><u>\$58,483,243</u></u>	<u><u>\$52,410,881</u></u>
<u>Analytics:</u>			
Per capita - City personnel (FTE's) per 1000 population	9.54	9.63	9.64
Per capita cost - operating costs	\$1,209	\$1,192	\$1,214
Per capita cost - capital improvement expenditures	\$1,524	\$1,867	\$1,699
Per capita cost - debt service	\$561	\$623	\$312
Per capita cost - total expenditures	<u>\$3,294</u>	<u>\$3,682</u>	<u>\$3,225</u>
Inflation Adjusted (base year 2000) - total operating costs	\$18,257,392	\$18,088,878	\$18,381,523
Inflation Adjusted (base year 2000) - per capita operating costs	\$1,171	\$1,139	\$1,131
Percentage of total operating costs - personal services	44%	46%	45%
Percentage of total operating costs - materials & services	52%	52%	50%
Percentage of total operating costs - capital equipment	5%	2%	5%
Program areas change	New Water Treatment Plant	4 new positions: SMART, parks, & police	1 police officer, new GIS program
<u>Property Values:</u>			
Total real market value (estimated)	\$2,044,135,290	\$2,169,160,089	\$2,320,353,518
Total assessed valuation (net of urban renewal incremental value)	\$1,410,638,415	\$1,483,545,732	\$1,607,868,325
Operating costs per \$1,000 of real market value	\$9.22	\$8.73	\$8.50

¹ Urban Renewal excludes administrative charges paid to City

Budgetary Indicators

Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Aa3	Aa3	Aa3	Aa3	Aa2	Aa2
196.0	201.1	208.6	215.4	215.6	216.2
16,510	16,885	17,405	17,940	18,020	18,050
165.76	170.36	170.06	181.25	186.50	186.88
\$10,106,816	\$10,601,814	\$11,277,327	\$12,911,253	\$13,595,127	\$13,530,085
\$10,863,824	\$12,791,456	\$14,156,652	\$15,663,068	\$15,998,800	\$17,139,705
\$834,250	\$694,213	\$381,700	\$700,250	\$982,000	\$618,992
\$21,804,890	\$24,087,483	\$25,815,679	\$29,274,571	\$30,575,927	\$31,288,782
\$45,791,472	\$50,596,272	\$34,916,177	\$24,154,020	\$28,508,109	\$36,848,020
\$11,671,428	\$7,926,777	\$32,941,831	\$40,087,410	\$14,878,585	\$9,678,630
\$79,267,790	\$82,610,532	\$93,673,687	\$93,516,001	\$73,962,621	\$77,815,432
10.04	10.09	9.77	10.10	10.35	10.35
\$1,321	\$1,427	\$1,483	\$1,632	\$1,697	\$1,733
\$2,774	\$2,997	\$2,006	\$1,346	\$1,582	\$2,041
\$707	\$469	\$1,893	\$2,235	\$826	\$536
\$4,802	\$4,893	\$5,382	\$5,213	\$4,105	\$4,310
\$19,802,400	\$21,320,597	\$22,028,719	\$24,191,614	\$25,867,575	\$26,599,806
\$1,200	\$1,263	\$1,265	\$1,349	\$1,436	\$1,473
46%	44%	44%	44%	44%	43%
50%	53%	55%	54%	52%	55%
4%	3%	1%	2%	3%	2%
10 new positions: SMART, police, CD programs	3 new positions: park maint & engineering	Library staff & police reductions	Commuter Rail service to Beaverton begins	Library District restores library operating hours	Affordable Senior Housing Completed
\$2,602,032,428	\$2,958,936,921	\$3,426,298,443	\$3,740,996,089	\$3,558,020,924	\$3,650,000,000
\$1,693,954,232	\$1,746,776,185	\$1,818,316,731	\$1,894,222,161	\$1,981,180,603	\$2,055,277,598
\$8.38	\$8.14	\$7.53	\$7.83	\$8.59	\$8.57

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.

Organizational Vision

Council and Staff working together to

create a challenging, dynamic workplace committed to

excellence and innovation that anticipates and

responds to community needs in a healthy

balance with available time and resources.

Internal Values

Enable Others to Act

Foster collaboration and support each other

Model the Way

Set an example for others to follow and plan small wins

Encourage the Heart

Recognize contributions and celebrate accomplishments

Council Goals & Accomplishments 2010-11

Council Goal 1

Enhance Livability and Safety in Wilsonville

- Community Services Opportunity Grant Program to aid the funding of projects and services that promote education, diversity, arts or community involvement
- Adoption of the Interchange Area Master Plan (IAMP)
- Adopted the Clackamas County Multi-jurisdictional hazard Mitigation Plan, a natural hazard mitigation plan establishing a comprehensive, coordinated planning process to eliminate or minimize vulnerabilities related to natural, technological and societal disasters

Council Goal 2

Engage the Community in Smart Growth and Sustainability Concepts

- Smart Growth and sustainability concepts – direction to Planning Commission
- Metro Title 13 Nature in Neighborhoods Compliance
- Smart Growth Sustainability conference attendance
- Committee for Citizen Involvement (CCI) whose roll is to provide a forum for discussion of matters related to land-use and sustainability
- Home Energy Efficiency Workshop
- Advance Road school site planning
- Provide paperless utility billing option for customers

Council Goal 3

Provide Support to Individuals and Families in Need Due to the Current Challenging Economic Times

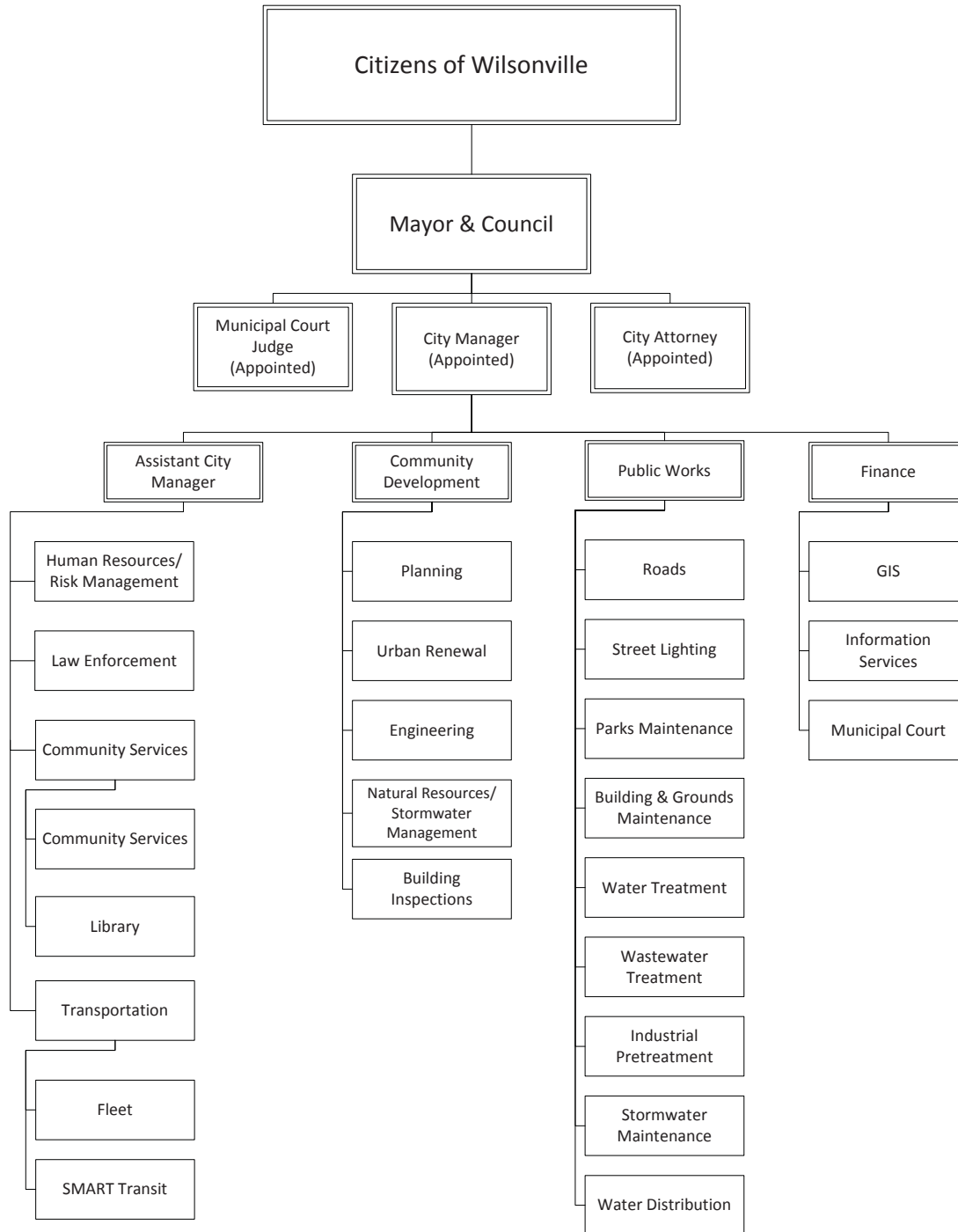
- Utility Relief Program revisions
- Creekside Woods Senior Housing
- Accessory Dwelling Unit Policy
- First-time Homebuyer's Workshop

Council Goal 4

Stimulate Business and Job Growth in the Community

- Economic Development briefings and industrial sites tour held for federal, state and local officials, chamber leaders and area developers
- Recruitment and retention meetings with prospective and existing businesses to discuss doing business in Wilsonville
- Pursue federal and state support for infrastructure funding for road, transit and industrial-development planning projects
- Manufacturers' roundtables with local and state officials have been organized with City assistance to provide a forum for major employers to discuss issues of concern and how governments may help
- Respond to requests for industrial-site information that originates from site-selection consultants via state and regional public economic-development agencies

Organizational Chart



Fund Summaries

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

Fund Descriptions

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

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

- **Water Operating** – Dedicated to operations, maintenance, and debt service on City-owned water wells and the water treatment plant, reservoirs, transmission and distribution system
- **Sewer Operating** – Dedicated to operations, maintenance, and debt service on the wastewater collection and treatment 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

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

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

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

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

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. Following the table is a series of charts comparing the Amended FY 2009-10 Budget with the Proposed FY 2010-11 Budget. This combination of financial data and graphs is intended to provide the reader with a broad overview of the City's budget.

Budget Summary - All City Funds Combined

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Property taxes	\$ 4,805,333	\$ 4,932,123	\$ 5,226,000	\$ 5,406,000	\$ 5,406,000	\$ 5,406,000
Other taxes	3,068,270	3,630,638	4,270,000	3,970,000	3,970,000	3,970,000
Licenses, franchise fees & permits	3,734,345	3,307,593	4,124,478	4,333,169	4,333,169	4,333,169
Other governments	8,466,730	2,965,987	8,549,817	10,203,843	10,203,843	10,203,843
Charges for services	14,102,630	14,527,432	14,763,346	17,580,846	17,580,846	15,680,846
System development fees	3,787,813	2,313,648	8,224,984	4,328,429	4,328,429	4,328,429
Interest earnings	2,338,006	1,352,916	785,054	775,000	775,000	775,000
Miscellaneous	6,985,841	633,897	2,264,766	2,520,620	2,520,620	2,520,620
Bond proceeds	7,875,000	-	7,000,000	9,454,000	9,454,000	9,454,000
Interfund transfers	15,297,561	15,059,568	23,438,190	14,603,956	14,603,956	14,553,956
Beginning fund balance	48,334,488	49,371,788	43,249,028	43,026,591	43,026,591	43,026,591
Total Resources	118,796,017	98,095,590	121,895,663	116,202,454	116,202,454	114,252,454
REQUIREMENTS						
Personal services	10,612,971	11,480,842	13,595,127	13,522,320	13,530,085	13,530,085
Materials & services	16,095,856	13,103,175	14,930,308	16,021,419	16,021,419	16,021,419
Capital outlay	16,262,482	8,347,189	26,266,609	26,112,012	26,112,012	26,062,012
Debt service	11,155,359	3,092,363	3,024,933	4,626,850	4,626,850	3,051,850
Interfund transfers	15,297,561	15,059,568	23,438,190	14,603,956	14,603,956	14,553,956
Contingencies	-	-	39,060,365	39,705,637	39,697,872	39,422,872
Total Expenditures	69,424,229	51,083,137	120,315,532	114,592,194	114,592,194	112,642,194
Resources over expenditures	<u>\$ 49,371,788</u>	<u>\$ 47,012,453</u>				
Unappropriated ending balance			<u>\$ 1,580,131</u>	<u>\$ 1,610,260</u>	<u>\$ 1,610,260</u>	<u>\$ 1,610,260</u>

Fund Summaries

Summary of City Funds - Fiscal Year 2010-11

	General*	Community Development*	Transit*	Road Operating	Fleet Services	Road Maintenance
RESOURCES						
Property taxes	\$ 5,060,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	170,000	-	3,800,000	-	-	-
Licenses, franchise fees & permits	3,155,200	1,173,469	-	-	-	-
Other governments	1,512,300	198,562	1,223,871	872,200	-	-
Charges for services	408,586	809,500	136,200	-	1,272,560	620,000
System development fees	-	-	-	-	-	-
Interest earnings	210,000	37,000	15,000	3,000	52,000	2,000
Miscellaneous	486,300	1,000	10,000	-	-	-
Bond proceeds	-	-	-	-	-	-
Revenue Subtotal	<u>11,002,386</u>	<u>2,219,531</u>	<u>5,185,071</u>	<u>875,200</u>	<u>1,324,560</u>	<u>622,000</u>
Interfund transfers	2,237,009	1,928,894	-	-	-	-
Beginning fund balance	<u>12,845,029</u>	<u>2,354,406</u>	<u>1,855,662</u>	<u>250,654</u>	<u>2,979,488</u>	<u>235,332</u>
Total Resources	<u>26,084,424</u>	<u>6,502,831</u>	<u>7,040,733</u>	<u>1,125,854</u>	<u>4,304,048</u>	<u>857,332</u>
REQUIREMENTS						
Personal services	5,796,005	3,155,490	2,381,680	268,530	516,250	-
Materials & services	6,908,408	670,010	1,911,845	408,135	611,505	510
Capital outlay	235,000	-	317,492	-	46,000	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	<u>12,939,413</u>	<u>3,825,500</u>	<u>4,611,017</u>	<u>676,665</u>	<u>1,173,755</u>	<u>510</u>
Interfund transfers	85,000	175,300	461,560	179,280	2,040	814,000
Contingencies	<u>12,430,011</u>	<u>2,342,031</u>	<u>1,718,156</u>	<u>229,909</u>	<u>3,068,253</u>	<u>42,822</u>
Total Appropriations	<u>25,454,424</u>	<u>6,342,831</u>	<u>6,790,733</u>	<u>1,085,854</u>	<u>4,244,048</u>	<u>857,332</u>
Unappropriated balance	<u>\$ 630,000</u>	<u>\$ 160,000</u>	<u>\$ 250,000</u>	<u>\$ 40,000</u>	<u>\$ 60,000</u>	<u>\$ -</u>

* Identifies funds that are designated as a major fund for GASB 34 purposes

Fund Summaries

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	G.O. Debt Service	Capital Projects	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ 346,000	\$ -	\$ 5,406,000
-	-	-	-	-	-	3,970,000
-	-	-	-	-	4,500	4,333,169
-	-	-	-	-	6,396,910	10,203,843
5,609,000	5,480,000	390,000	955,000	-	-	15,680,846
-	-	-	-	-	4,328,429	4,328,429
48,000	92,000	3,000	10,000	2,000	301,000	775,000
-	18,220	-	-	-	2,005,100	2,520,620
-	-	-	-	-	9,454,000	9,454,000
5,657,000	5,590,220	393,000	965,000	348,000	22,489,939	56,671,907
350,000	300,000	-	-	-	9,738,053	14,553,956
2,866,284	5,269,393	547,383	240,908	160,240	13,421,812	43,026,591
8,873,284	11,159,613	940,383	1,205,908	508,240	45,649,804	114,252,454
405,010	787,680	-	219,440	-	-	13,530,085
2,932,810	1,750,988	286,820	502,338	-	38,050	16,021,419
15,500	2,500	-	2,500	-	25,443,020	26,062,012
1,883,850	800,020	-	-	367,980	-	3,051,850
5,237,170	3,341,188	286,820	724,278	367,980	25,481,070	58,665,366
595,800	1,507,600	91,200	396,460	-	10,245,716	14,553,956
2,885,314	6,185,825	547,363	50,170	-	9,923,018	39,422,872
8,718,284	11,034,613	925,383	1,170,908	367,980	45,649,804	112,642,194
\$ 155,000	\$ 125,000	\$ 15,000	\$ 35,000	\$ 140,260	\$ -	\$ 1,610,260



Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$98,088,238 from a *total appropriations budget* of \$112,642,194. The difference of \$14,553,956 is a result of interfund service charges and transfers. The working budget number of \$98,088,238 represents the real cost of running the City of Wilsonville. The Program Expenditures section of this report focuses on the working budget and not the total budget.

Budget Matrix

BUDGET UNITS	OPERATING FUNDS					
	General Fund	Community Dev. Fund	Transit Fund	Road Operating	Fleet Services	Road Maintenance
Policy and Administration						
Administration	\$ 1,043,445	\$ 9,265	\$ 56,503	\$ 9,904	\$ -	\$ -
Finance	430,886	71,847	210,521	12,130	-	510
Information Systems	520,737	12,697	32,340	2,466	-	-
GIS	39,345	47,940	9,180	11,220	-	-
Legal	412,324	2,707	16,510	2,894	-	-
Human Resources/Risk Mgmt	373,022	17,796	102,140	13,115	710	-
Total	2,819,759	162,252	427,194	51,729	710	510
Community Development						
Administration	-	431,076	-	-	-	-
Engineering	-	635,559	-	-	-	-
Building Inspections	-	599,080	-	-	-	-
Planning	-	766,530	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	40,000	191,255	-	-	-	-
Total	40,000	2,623,500	-	-	-	-
Public Works						
Administration	242,498	-	-	16,394	-	-
Building Maintenance	611,241	10,188	40,346	-	-	-
Parks Maintenance	945,152	-	-	18,507	-	-
Roads	-	-	19,140	676,255	-	-
Street Lighting	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-
Total	1,798,891	10,188	59,486	711,156	-	-
Community Services						
Community Services	963,845	-	-	-	-	-
Library	1,346,105	-	-	-	-	-
Total	2,309,950	-	-	-	-	-
Transportation						
Transit	-	-	4,578,517	-	-	-
Fleet Service	-	-	-	-	1,173,045	-
Total	-	-	4,578,517	-	1,173,045	-
Public Safety						
Law Enforcement	3,708,355	-	-	-	-	-
Municipal Court	196,095	-	-	-	-	-
Total	3,904,450	-	-	-	-	-
Total Operating Budget	10,873,050	2,795,940	5,065,197	762,885	1,173,755	510
Non-Operating Units						
Capital Improvements	85,000	-	2,000	-	-	814,000
Debt Service	-	-	-	-	-	-
Contingencies/Designations	12,430,011	2,342,031	1,718,156	229,909	3,068,253	42,822
Total Non-Operating Budget	12,515,011	2,342,031	1,720,156	229,909	3,068,253	856,822
Total Working Budget	23,388,061	5,137,971	6,785,353	992,794	4,242,008	857,332
Adjustments:						
Interfund Service & Transfers	2,066,363	1,204,860	5,380	93,060	2,040	-
Total Appropriations	25,454,424	6,342,831	6,790,733	1,085,854	4,244,048	857,332
Unappropriated Ending Balance	630,000	160,000	250,000	40,000	60,000	-
Total Uses	\$ 26,084,424	\$ 6,502,831	\$ 7,040,733	\$ 1,125,854	\$ 4,304,048	\$ 857,332
Revenues and Transfers In	\$ 13,239,395	\$ 4,148,425	\$ 5,185,071	\$ 875,200	\$ 1,324,560	\$ 622,000
Estimated 10-11 Beginning Bal	12,845,029	2,354,406	1,855,662	250,654	2,979,488	235,332
Total Estimated Resources	\$ 26,084,424	\$ 6,502,831	\$ 7,040,733	\$ 1,125,854	\$ 4,304,048	\$ 857,332

Budget Matrix (Continued)

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	G.O. DEBT SERVICE FUND	TOTAL ALL FUND	PAGE
Water Operating	Sewer Operating	Street Lighting	Stormwater Operating				REFERENCE #
\$ 47,087	\$ 33,981	\$ -	\$ 10,057	\$ 43,588	\$ -	\$ 1,253,830	95
224,086	202,016	-	91,375	91,434	-	1,334,804	97
36,343	35,442	-	3,350	51,833	-	695,210	101
35,700	33,660	-	33,660	-	-	210,705	105
13,759	9,929	-	2,939	12,738	-	473,800	109
15,497	29,095	-	10,005	-	-	561,380	111
372,472	344,123	-	151,386	199,593	-	4,529,729	
-	-	-	73,000	371,129	-	875,205	117
-	-	-	-	742,371	-	1,377,930	119
-	-	-	-	-	-	599,080	121
-	-	-	-	-	-	766,530	125
-	-	-	164,262	-	-	395,517	127
-	-	-	237,262	1,113,500	-	4,014,262	
208,466	170,626	-	30,652	18,460	-	687,096	133
12,559	28,019	-	2,880	-	-	705,232	135
19,031	-	-	-	-	-	982,690	137
-	-	-	-	-	-	695,395	139
-	-	286,820	-	-	-	286,820	141
1,178,375	-	-	-	-	-	1,178,375	143
2,108,117	-	-	-	-	-	2,108,117	147
-	119,770	-	-	-	-	119,770	151
-	2,360,290	-	-	-	-	2,360,290	155
-	-	-	536,758	-	-	536,758	159
3,526,548	2,678,705	286,820	570,290	18,460	-	9,660,543	
-	-	-	-	-	-	963,845	165
-	-	-	-	-	-	1,346,105	171
-	-	-	-	-	-	2,309,950	
-	-	-	-	-	-	4,578,517	183
-	-	-	-	-	-	1,173,045	189
-	-	-	-	-	-	5,751,562	
-	-	-	-	-	-	3,708,355	195
-	-	-	-	-	-	196,095	199
-	-	-	-	-	-	3,904,450	
3,899,020	3,022,828	286,820	958,938	1,331,553	-	30,170,496	Operating
35,000	891,000	80,000	184,000	23,352,020	-	25,443,020	
1,533,850	500,020	-	-	650,000	367,980	3,051,850	
2,885,314	6,185,825	547,363	50,170	9,923,018	-	39,422,872	
4,454,164	7,576,845	627,363	234,170	33,925,038	367,980	67,917,742	
8,353,184	10,599,673	914,183	1,193,108	35,256,591	367,980	98,088,238	Working
365,100	434,940	11,200	(22,200)	10,393,213	-	14,553,956	
8,718,284	11,034,613	925,383	1,170,908	45,649,804	367,980	112,642,194	Approp.
155,000	125,000	15,000	35,000	-	140,260	1,610,260	
\$ 8,873,284	\$ 11,159,613	\$ 940,383	\$ 1,205,908	\$ 45,649,804	\$ 508,240	\$ 114,252,454	Total Uses
\$ 6,007,000	\$ 5,890,220	\$ 393,000	\$ 965,000	\$ 32,227,992	\$ 348,000	\$ 71,225,863	
2,866,284	5,269,393	547,383	240,908	13,421,812	160,240	43,026,591	
\$ 8,873,284	\$ 11,159,613	\$ 940,383	\$ 1,205,908	\$ 45,649,804	\$ 508,240	\$ 114,252,454	

Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMENTS FUNDS
Policy and Administration							
Administration	\$ 8,766	\$ 21,382	\$ 9,735	\$ 1,235	\$ 73	\$ 2,397	\$ 43,588
Finance	10,736	26,188	11,922	1,513	89	2,936	53,384
Information Systems	10,424	25,427	11,576	1,469	86	2,851	51,833
GIS	-	-	-	-	-	-	-
Legal	2,562	6,248	2,845	361	21	701	12,738
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	32,488	79,245	36,078	4,578	269	8,885	161,543
Community Development							
Administration	84,192	130,387	101,990	22,164	533	31,863	371,129
Engineering	168,408	260,813	204,010	44,336	1,067	63,737	742,371
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	252,600	391,200	306,000	66,500	1,600	95,600	1,113,500
Public Works							
Administration	3,712	9,056	4,123	524	31	1,014	18,460
Building Maintenance	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	3,712	9,056	4,123	524	31	1,014	18,460
Community Services							
Community Services	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	288,800	479,501	346,201	71,602	1,900	105,499	1,293,503
Non-Operating Units							
Capital Improvements	1,171,000	9,715,000	5,335,070	450,000	30,000	381,500	17,082,570
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	278,598	395,549	382,999	12,272	187,375	137,119	1,393,912
Total Non-Operating Budget	1,449,598	10,110,549	5,718,069	462,272	217,375	518,619	18,476,482
Total Working Budget	1,738,398	10,590,050	6,064,270	533,874	219,275	624,118	19,769,985
Adjustments:							
Interfund Service & Transfers	2,030,460	2,455,069	3,654,229	471,131	78,180	533,421	9,222,490
Total Appropriations	3,768,858	13,045,119	9,718,499	1,005,005	297,455	1,157,539	28,992,475
Unappropriated Ending Balance							
Total Uses	\$ 3,768,858	\$ 13,045,119	\$ 9,718,499	\$ 1,005,005	\$ 297,455	\$ 1,157,539	\$ 28,992,475
Revenues and Transfers In	\$ 3,494,260	\$ 12,673,570	\$ 9,345,500	\$ 993,733	\$ 113,080	\$ 1,022,420	27,642,563
Estimated 10-11 Beginning Bal	274,598	371,549	372,999	11,272	184,375	135,119	1,349,912
Total Estimated Resources	\$ 3,768,858	\$ 13,045,119	\$ 9,718,499	\$ 1,005,005	\$ 297,455	\$ 1,157,539	\$ 28,992,475



Summary of Funds

The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 26.

Resources include all revenues, transfers and beginning fund balances.

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

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

- **Expenditures** include employee wages and benefits, supplies and services purchased by the City, capital expenditures, and payment of principal and interest on debt.
- **Transfers** are transactions between funds and represent payment for services provided by one fund to another.
- **Contingencies** are discretionary amounts set by the City's Fiscal Management Policy at a minimum of 5% of operating costs.
- **Ending fund balances**, or unappropriated ending balances, are the difference between total resources and the sum of the previous requirements. Under Oregon Local Budget Law, amounts in this classification may not be expended in the current year. This classification should not be confused with contingency. Amounts in the contingency classification may be transferred to other accounts if approved by Council.

Fund Summaries

General Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Property taxes	\$ 4,465,998	\$ 4,583,628	\$ 4,885,000	\$ 5,060,000	\$ 5,060,000	\$ 5,060,000
Hotel/Motel taxes	275,369	218,608	220,000	170,000	170,000	170,000
Franchise fees	2,181,959	2,489,994	2,750,700	3,039,800	3,039,800	3,039,800
Licenses & permits	150,148	146,831	135,400	115,400	115,400	115,400
Intergovt./other agencies	1,032,981	1,088,362	1,339,722	1,512,300	1,512,300	1,512,300
Charges for services	450,859	504,513	391,386	408,586	408,586	408,586
Municipal court fines	330,150	287,000	325,000	308,000	308,000	308,000
Investment income	446,859	298,202	166,894	210,000	210,000	210,000
Miscellaneous revenue	4,399,634	144,310	139,500	178,300	178,300	178,300
Revenue Subtotal	<u>13,733,957</u>	<u>9,761,448</u>	<u>10,353,602</u>	<u>11,002,386</u>	<u>11,002,386</u>	<u>11,002,386</u>
Transfers from other funds:						
Community Development Fund	125,935	563,499	191,000	175,300	175,300	175,300
Transit Fund	354,232	484,977	466,000	459,280	459,280	459,280
Road Operating Fund	221,119	159,895	14,000	89,280	89,280	89,280
Fleet Services Fund	1,700	2,000	2,000	2,040	2,040	2,040
Water Operating Fund	601,431	486,315	570,000	555,900	555,900	555,900
Sewer Operating Fund	439,285	459,615	540,000	491,860	491,860	491,860
Stormwater Fund	141,982	156,699	175,000	163,700	163,700	163,700
Water Capital Fund	113,474	52,709	57,240	60,180	60,180	60,180
Sewer Capital Fund	27,751	57,075	142,360	147,010	147,010	147,010
Streets Capital Fund	43,445	62,890	212,260	66,990	66,990	66,990
Stormwater Capital Fund	23,453	20,572	12,279	8,469	8,469	8,469
Building Capital Fund	51,740	41,473	11,500	440	440	440
Park Capital Fund	10,552	33,052	14,793	16,560	16,560	16,560
Debt Service Funds	-	177,667	-	-	-	-
Transfers/Interfund Subtotal	<u>2,156,099</u>	<u>2,758,438</u>	<u>2,408,432</u>	<u>2,237,009</u>	<u>2,237,009</u>	<u>2,237,009</u>
Beginning fund balance	<u>9,544,337</u>	<u>10,095,293</u>	<u>11,126,816</u>	<u>12,845,029</u>	<u>12,845,029</u>	<u>12,845,029</u>
TOTAL RESOURCES	<u>\$ 25,434,393</u>	<u>\$ 22,615,179</u>	<u>\$ 23,888,850</u>	<u>\$ 26,084,424</u>	<u>\$ 26,084,424</u>	<u>\$ 26,084,424</u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 4,379,427	\$ 4,653,850	\$ 5,401,736	\$ 5,788,240	\$ 5,796,005	\$ 5,796,005
Materials & services	9,623,429	5,682,756	6,540,866	6,908,408	6,908,408	6,908,408
Capital outlay	90,473	151,301	129,000	235,000	235,000	235,000
Expenditures Subtotal	<u>14,093,329</u>	<u>10,487,907</u>	<u>12,071,602</u>	<u>12,931,648</u>	<u>12,939,413</u>	<u>12,939,413</u>
Transfers to other funds:						
Streets Capital Projects Fund	-	-	-	10,000	10,000	10,000
Building Capital Projects Fund	1,068,115	122,694	55,000	75,000	75,000	75,000
Park Capital Projects Fund	177,656	-	60,000	-	-	-
Transfers/Interfund Subtotal	<u>1,245,771</u>	<u>122,694</u>	<u>115,000</u>	<u>85,000</u>	<u>85,000</u>	<u>85,000</u>
Contingencies/Designations	-	-	11,092,248	12,437,776	12,430,011	12,430,011
Unappropriated ending balance	<u>10,095,293</u>	<u>12,004,578</u>	<u>610,000</u>	<u>630,000</u>	<u>630,000</u>	<u>630,000</u>
TOTAL REQUIREMENTS	<u>\$ 25,434,393</u>	<u>\$ 22,615,179</u>	<u>\$ 23,888,850</u>	<u>\$ 26,084,424</u>	<u>\$ 26,084,424</u>	<u>\$ 26,084,424</u>

This is a major fund for GASB 34 purposes.

Fund Summaries

Community Development Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Permits						
Building	\$ 955,566	\$ 422,049	\$ 819,867	\$ 748,669	\$ 748,669	\$ 748,669
Engineering	174,343	41,693	112,375	198,700	198,700	198,700
Planning	269,510	201,848	301,136	226,100	226,100	226,100
Permit subtotal	<u>1,399,419</u>	<u>665,590</u>	<u>1,233,378</u>	<u>1,173,469</u>	<u>1,173,469</u>	<u>1,173,469</u>
Intergovernmental	<u>13,000</u>	<u>-</u>	<u>15,000</u>	<u>198,562</u>	<u>198,562</u>	<u>198,562</u>
Charges for services						
Urban renewal	1,074,000	1,070,000	703,000	755,000	755,000	755,000
Traffic engineering	75,649	46,230	50,000	50,000	50,000	50,000
Other	2,146	5,104	2,500	4,500	4,500	4,500
Charges for services subtotal	<u>1,151,795</u>	<u>1,121,334</u>	<u>755,500</u>	<u>809,500</u>	<u>809,500</u>	<u>809,500</u>
Investment income	<u>144,061</u>	<u>85,566</u>	<u>56,010</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
Miscellaneous Revenue	<u>16,479</u>	<u>5,869</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Revenue Subtotal	<u>2,724,754</u>	<u>1,878,359</u>	<u>2,059,888</u>	<u>2,219,531</u>	<u>2,219,531</u>	<u>2,219,531</u>
Transfers from other funds:						
Road Operating Fund	40,409	18	-	-	-	-
Water Operating Fund	50,409	77,130	24,000	-	-	-
Sewer Operating Fund	110,409	147,130	24,000	-	-	-
Stormwater Operating Fund	80,505	105,039	81,000	73,000	73,000	73,000
Water Capital Fund	632,903	244,839	406,440	421,080	421,080	421,080
Sewer Capital Fund	145,077	443,364	917,160	652,060	652,060	652,060
Streets Capital Fund	464,729	402,449	1,336,560	509,940	509,940	509,940
Stormwater Capital Fund	155,193	334,829	136,675	110,814	110,814	110,814
Building Capital Fund	28,240	39,889	69,000	2,640	2,640	2,640
Park Capital Fund	91,120	167,547	151,758	159,360	159,360	159,360
Transfers Subtotal	<u>1,798,994</u>	<u>1,962,234</u>	<u>3,146,593</u>	<u>1,928,894</u>	<u>1,928,894</u>	<u>1,928,894</u>
Beginning fund balance	<u>2,496,329</u>	<u>3,363,121</u>	<u>2,896,449</u>	<u>2,354,406</u>	<u>2,354,406</u>	<u>2,354,406</u>
TOTAL RESOURCES	<u>\$ 7,020,077</u>	<u>\$ 7,203,714</u>	<u>\$ 8,102,930</u>	<u>\$ 6,502,831</u>	<u>\$ 6,502,831</u>	<u>\$ 6,502,831</u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 2,929,240	\$ 3,074,798	\$ 3,637,700	\$ 3,155,490	\$ 3,155,490	\$ 3,155,490
Materials & services	582,176	469,395	669,455	670,010	670,010	670,010
Capital outlay	19,605	15,532	-	-	-	-
Expenditures Subtotal	<u>3,531,021</u>	<u>3,559,725</u>	<u>4,307,155</u>	<u>3,825,500</u>	<u>3,825,500</u>	<u>3,825,500</u>
Transfers to other funds:						
General Fund	125,935	563,499	191,000	175,300	175,300	175,300
Contingencies/Designations	-	-	3,404,775	2,342,031	2,342,031	2,342,031
Unappropriated ending balance	<u>3,363,121</u>	<u>3,080,490</u>	<u>200,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
TOTAL REQUIREMENTS	<u>\$ 7,020,077</u>	<u>\$ 7,203,714</u>	<u>\$ 8,102,930</u>	<u>\$ 6,502,831</u>	<u>\$ 6,502,831</u>	<u>\$ 6,502,831</u>

This is a major fund for GASB 34 purposes.

Fund Summaries

	Transit Fund					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Transit tax	\$ 2,792,901	\$ 3,412,030	\$ 4,050,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000
Charges for services	133,456	174,413	175,000	136,200	136,200	136,200
Intergovernmental	431,260	369,818	948,425	623,871	623,871	623,871
Investment income	115,847	77,929	42,018	15,000	15,000	15,000
Miscellaneous	4,439	7,270	23,000	10,000	10,000	10,000
Business Energy Tax Credit	-	677,833	-	600,000	600,000	600,000
Revenue Subtotal	3,477,903	4,719,293	5,238,443	5,185,071	5,185,071	5,185,071
Beginning fund balance	2,752,582	2,513,222	1,522,223	1,855,662	1,855,662	1,855,662
TOTAL RESOURCES	\$ 6,230,485	\$ 7,232,515	\$ 6,760,666	\$ 7,040,733	\$ 7,040,733	\$ 7,040,733
REQUIREMENTS						
Expenditures:						
Personal services	\$ 1,617,205	\$ 1,889,752	\$ 2,361,410	\$ 2,381,680	\$ 2,381,680	\$ 2,381,680
Materials & services	1,024,815	1,710,277	1,813,897	1,911,845	1,911,845	1,911,845
Capital outlay	5,514	28,373	777,000	317,492	317,492	317,492
Expenditures Subtotal	2,647,534	3,628,402	4,952,307	4,611,017	4,611,017	4,611,017
Transfers to other funds:						
General Fund	354,232	484,977	466,000	459,280	459,280	459,280
Building Capital Fund	715,497	1,268,367	17,100	2,280	2,280	2,280
Transfers Subtotal	1,069,729	1,753,344	483,100	461,560	461,560	461,560
Contingencies/Designations	-	-	1,125,259	1,718,156	1,718,156	1,718,156
Unappropriated ending balance	2,513,222	1,850,769	200,000	250,000	250,000	250,000
TOTAL REQUIREMENTS	\$ 6,230,485	\$ 7,232,515	\$ 6,760,666	\$ 7,040,733	\$ 7,040,733	\$ 7,040,733

This is a major fund for GASB 34 purposes.

Fund Summaries

Road Operating Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Gasoline tax	\$ 752,386	\$ 687,902	\$ 707,200	\$ 872,200	\$ 872,200	\$ 872,200
Investment income	32,151	3,922	3,629	3,000	3,000	3,000
Miscellaneous	1,412	3,323	-	-	-	-
Revenue Subtotal	<u>785,949</u>	<u>695,147</u>	<u>710,829</u>	<u>875,200</u>	<u>875,200</u>	<u>875,200</u>
Beginning fund balance	815,752	365,663	141,953	250,654	250,654	250,654
TOTAL RESOURCES	<u><u>\$ 1,601,701</u></u>	<u><u>\$ 1,060,810</u></u>	<u><u>\$ 852,782</u></u>	<u><u>\$ 1,125,854</u></u>	<u><u>\$ 1,125,854</u></u>	<u><u>\$ 1,125,854</u></u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 200,534	\$ 197,062	\$ 258,180	\$ 268,530	\$ 268,530	\$ 268,530
Materials & services	334,937	354,621	341,005	408,135	408,135	408,135
Capital outlay	14,128	34,360	-	-	-	-
Expenditures Subtotal	<u>549,599</u>	<u>586,043</u>	<u>599,185</u>	<u>676,665</u>	<u>676,665</u>	<u>676,665</u>
Transfers to other funds:						
General Fund	221,119	159,895	14,000	89,280	89,280	89,280
Community Development Fund	40,409	18	-	-	-	-
Streets Capital Projects Fund	424,354	111,985	-	90,000	90,000	90,000
Building Capital Fund	557	-	11,400	-	-	-
Transfers Subtotal	<u>686,439</u>	<u>271,898</u>	<u>25,400</u>	<u>179,280</u>	<u>179,280</u>	<u>179,280</u>
Contingencies/Designations	-	-	188,197	229,909	229,909	229,909
Unappropriated ending balance	365,663	202,869	40,000	40,000	40,000	40,000
TOTAL REQUIREMENTS	<u><u>\$ 1,601,701</u></u>	<u><u>\$ 1,060,810</u></u>	<u><u>\$ 852,782</u></u>	<u><u>\$ 1,125,854</u></u>	<u><u>\$ 1,125,854</u></u>	<u><u>\$ 1,125,854</u></u>

Fund Summaries

Fleet Services Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Charges for services						
General Fund	\$ 114,330	\$ 138,890	\$ 119,660	\$ 129,030	\$ 129,030	\$ 129,030
Community Development	38,390	42,770	43,930	39,370	39,370	39,370
Transit Fund	659,600	841,040	884,370	946,060	946,060	946,060
Road Operating Fund	21,350	24,970	29,860	32,780	32,780	32,780
Water Operating Fund	56,210	62,260	55,670	44,650	44,650	44,650
Sewer Operating Fund	64,840	72,740	64,650	60,000	60,000	60,000
Stormwater Operating Fund	25,590	31,080	29,320	20,670	20,670	20,670
Charges for service subtotal	980,310	1,213,750	1,227,460	1,272,560	1,272,560	1,272,560
Investment income	49,069	59,868	37,055	52,000	52,000	52,000
Miscellaneous	1,544,760	19,464	34,050	-	-	-
Revenue Subtotal	2,574,139	1,293,082	1,298,565	1,324,560	1,324,560	1,324,560
Beginning fund balance	1,113,921	2,453,786	2,774,662	2,979,488	2,979,488	2,979,488
TOTAL RESOURCES	\$ 3,688,060	\$ 3,746,868	\$ 4,073,227	\$ 4,304,048	\$ 4,304,048	\$ 4,304,048
REQUIREMENTS						
Expenditures:						
Personal services	\$ 336,995	\$ 422,851	\$ 510,260	\$ 516,250	\$ 516,250	\$ 516,250
Materials & services	489,666	508,534	586,945	611,505	611,505	611,505
Capital outlay	330,248	51,235	23,000	46,000	46,000	46,000
Debt service	75,665	25,430	-	-	-	-
Expenditures Subtotal	1,232,574	1,008,050	1,120,205	1,173,755	1,173,755	1,173,755
Transfers to other funds:						
General Fund	1,700	2,000	2,000	2,040	2,040	2,040
Contingencies/Designations	-	-	2,891,022	3,068,253	3,068,253	3,068,253
Unappropriated ending balance	2,453,786	2,736,818	60,000	60,000	60,000	60,000
TOTAL REQUIREMENTS	\$ 3,688,060	\$ 3,746,868	\$ 4,073,227	\$ 4,304,048	\$ 4,304,048	\$ 4,304,048

Fund Summaries

Road Maintenance Regulatory Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Usage charge	\$ 598,872	\$ 606,668	\$ 625,000	\$ 620,000	\$ 620,000	\$ 620,000
Investment income	2,849	1,059	895	2,000	2,000	2,000
Revenue Subtotal	<u>601,721</u>	<u>607,727</u>	<u>625,895</u>	<u>622,000</u>	<u>622,000</u>	<u>622,000</u>
Beginning fund balance	365,512	192,768	133,499	235,332	235,332	235,332
TOTAL RESOURCES	<u><u>\$ 967,233</u></u>	<u><u>\$ 800,495</u></u>	<u><u>\$ 759,394</u></u>	<u><u>\$ 857,332</u></u>	<u><u>\$ 857,332</u></u>	<u><u>\$ 857,332</u></u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 500	\$ 510	\$ 510	\$ 510
Transfers to other funds:						
Streets Capital Projects Fund	774,465	490,605	600,000	814,000	814,000	814,000
Contingencies/Designations	-	-	158,894	42,822	42,822	42,822
Unappropriated ending balance	192,768	309,890	-	-	-	-
TOTAL REQUIREMENTS	<u><u>\$ 967,233</u></u>	<u><u>\$ 800,495</u></u>	<u><u>\$ 759,394</u></u>	<u><u>\$ 857,332</u></u>	<u><u>\$ 857,332</u></u>	<u><u>\$ 857,332</u></u>

Fund Summaries

Water Operating Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Usage charge	\$ 5,163,801	\$ 5,274,205	\$ 5,330,000	\$ 5,495,000	\$ 5,495,000	\$ 5,495,000
Connection fees	56,195	18,574	40,000	16,000	16,000	16,000
User fee - fire charge	87,988	93,886	94,000	98,000	98,000	98,000
Investment income	225,192	102,842	53,599	48,000	48,000	48,000
Miscellaneous	17,741	30,387	-	-	-	-
Bond sale proceeds	7,875,000	-	-	-	-	-
Revenue Subtotal	13,425,917	5,519,894	5,517,599	5,657,000	5,657,000	5,657,000
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	3,954,825	3,556,289	2,810,066	2,866,284	2,866,284	2,866,284
TOTAL RESOURCES	\$ 17,730,742	\$ 9,426,183	\$ 8,677,665	\$ 8,873,284	\$ 8,873,284	\$ 8,873,284
REQUIREMENTS						
Expenditures:						
Personal services	\$ 333,524	\$ 325,172	\$ 393,530	\$ 405,010	\$ 405,010	\$ 405,010
Materials & services	2,254,903	2,459,791	2,618,714	2,932,810	2,932,810	2,932,810
Capital outlay	4,456	11,136	53,000	15,500	15,500	15,500
Debt service	9,824,817	2,046,767	1,885,000	1,883,850	1,883,850	1,883,850
Expenditures Subtotal	12,417,700	4,842,866	4,950,244	5,237,170	5,237,170	5,237,170
Transfers to other funds:						
General Fund	601,431	486,315	570,000	555,900	555,900	555,900
Community Development Fund	50,409	77,130	24,000	-	-	-
Water Capital Fund	1,104,913	791,344	589,380	39,900	39,900	39,900
Transfers Subtotal	1,756,753	1,354,789	1,183,380	595,800	595,800	595,800
Contingencies/Designations	-	-	2,394,041	2,885,314	2,885,314	2,885,314
Unappropriated ending balance	3,556,289	3,228,528	150,000	155,000	155,000	155,000
TOTAL REQUIREMENTS	\$ 17,730,742	\$ 9,426,183	\$ 8,677,665	\$ 8,873,284	\$ 8,873,284	\$ 8,873,284

Fund Summaries

Sewer Operating Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Usage charge	\$ 3,980,122	\$ 3,925,270	\$ 4,550,000	\$ 6,600,000	\$ 6,600,000	\$ 5,100,000
High strength surcharge	272,650	283,232	250,000	495,000	495,000	380,000
Investment income	155,571	92,942	65,912	92,000	92,000	92,000
Miscellaneous	19,342	17,823	18,216	18,220	18,220	18,220
Business Energy Tax Credit	-	54,565	-	-	-	-
Revenue Subtotal	<u>4,427,685</u>	<u>4,373,832</u>	<u>4,884,128</u>	<u>7,205,220</u>	<u>7,205,220</u>	<u>5,590,220</u>
Transfers from other funds:						
Sewer Development Fund (SDC)	300,000	300,000	300,000	300,000	300,000	300,000
Beginning fund balance	2,933,688	4,080,294	3,908,390	5,269,393	5,269,393	5,269,393
TOTAL RESOURCES	<u><u>\$ 7,661,373</u></u>	<u><u>\$ 8,754,126</u></u>	<u><u>\$ 9,092,518</u></u>	<u><u>\$ 12,774,613</u></u>	<u><u>\$ 12,774,613</u></u>	<u><u>\$ 11,159,613</u></u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 651,368	\$ 718,662	\$ 809,861	\$ 787,680	\$ 787,680	\$ 787,680
Materials & services	1,303,247	1,340,434	1,608,024	1,750,988	1,750,988	1,750,988
Capital outlay	258,509	25,480	-	2,500	2,500	2,500
Debt Service	649,017	650,055	770,483	2,375,020	2,375,020	800,020
Expenditures Subtotal	<u>2,862,141</u>	<u>2,734,631</u>	<u>3,188,368</u>	<u>4,916,188</u>	<u>4,916,188</u>	<u>3,341,188</u>
Transfers to other funds:						
General Fund	439,285	459,615	540,000	491,860	491,860	491,860
Community Development Fund	110,409	147,130	24,000	-	-	-
Sewer Capital Fund	169,244	940,169	921,120	1,015,740	1,015,740	1,015,740
Transfers Subtotal	<u>718,938</u>	<u>1,546,914</u>	<u>1,485,120</u>	<u>1,507,600</u>	<u>1,507,600</u>	<u>1,507,600</u>
Contingencies/Designations			4,299,030	6,225,825	6,225,825	6,185,825
Unappropriated ending balance	4,080,294	4,472,581	120,000	125,000	125,000	125,000
TOTAL REQUIREMENTS	<u><u>\$ 7,661,373</u></u>	<u><u>\$ 8,754,126</u></u>	<u><u>\$ 9,092,518</u></u>	<u><u>\$ 12,774,613</u></u>	<u><u>\$ 12,774,613</u></u>	<u><u>\$ 11,159,613</u></u>

Fund Summaries

Street Lighting Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 371,580	\$ 380,989	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
Investment income	22,294	8,787	4,244	3,000	3,000	3,000
Revenue Subtotal	393,874	389,776	394,244	393,000	393,000	393,000
Beginning fund balance	417,318	321,226	415,052	547,383	547,383	547,383
TOTAL RESOURCES	\$ 811,192	\$ 711,002	\$ 809,296	\$ 940,383	\$ 940,383	\$ 940,383
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 206,828	\$ 254,029	\$ 281,200	\$ 286,820	\$ 286,820	\$ 286,820
Transfers to other funds:						
Streets Capital Projects Fund	283,138	926	159,600	91,200	91,200	91,200
Contingencies/Designations	-	-	353,496	547,363	547,363	547,363
Unappropriated ending balance	321,226	456,047	15,000	15,000	15,000	15,000
TOTAL REQUIREMENTS	\$ 811,192	\$ 711,002	\$ 809,296	\$ 940,383	\$ 940,383	\$ 940,383

Fund Summaries

Stormwater Operating Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 855,001	\$ 924,072	\$ 935,000	\$ 1,240,000	\$ 1,240,000	\$ 955,000
Investment income	48,855	12,056	15,619	10,000	10,000	10,000
Miscellaneous	428	-	-	-	-	-
Revenue Subtotal	<u>904,284</u>	<u>936,128</u>	<u>950,619</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>965,000</u>
Beginning fund balance	<u>1,244,310</u>	<u>831,905</u>	<u>439,825</u>	<u>240,908</u>	<u>240,908</u>	<u>240,908</u>
TOTAL RESOURCES	<u>\$ 2,148,594</u>	<u>\$ 1,768,033</u>	<u>\$ 1,390,444</u>	<u>\$ 1,490,908</u>	<u>\$ 1,490,908</u>	<u>\$ 1,205,908</u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 164,678	\$ 198,696	\$ 222,450	\$ 219,440	\$ 219,440	\$ 219,440
Materials & services	267,474	309,755	411,121	502,338	502,338	502,338
Capital Outlay	4,455	19,128	-	2,500	2,500	2,500
Expenditures Subtotal	<u>436,607</u>	<u>527,579</u>	<u>633,571</u>	<u>724,278</u>	<u>724,278</u>	<u>724,278</u>
Transfers to other funds:						
General Fund	141,982	156,699	175,000	163,700	163,700	163,700
Community Development Fund	80,505	105,039	81,000	73,000	73,000	73,000
Stormwater Capital Fund	657,595	407,815	125,919	209,760	209,760	159,760
Transfers Subtotal	<u>880,082</u>	<u>669,553</u>	<u>381,919</u>	<u>446,460</u>	<u>446,460</u>	<u>396,460</u>
Contingencies/Designations	-	-	344,954	285,170	285,170	50,170
Unappropriated ending balance	<u>831,905</u>	<u>570,901</u>	<u>30,000</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
TOTAL REQUIREMENTS	<u>\$ 2,148,594</u>	<u>\$ 1,768,033</u>	<u>\$ 1,390,444</u>	<u>\$ 1,490,908</u>	<u>\$ 1,490,908</u>	<u>\$ 1,205,908</u>

Fund Summaries

General Obligation Debt Service Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Property taxes - current year	\$ 326,985	\$ 333,832	\$ 330,000	\$ 335,000	\$ 335,000	\$ 335,000
Property taxes - prior year	12,350	14,663	11,000	11,000	11,000	11,000
Investment income	6,597	4,532	2,555	2,000	2,000	2,000
Revenue Subtotal	<u>345,932</u>	<u>353,027</u>	<u>343,555</u>	<u>348,000</u>	<u>348,000</u>	<u>348,000</u>
Beginning fund balance	<u>222,951</u>	<u>198,773</u>	<u>172,856</u>	<u>160,240</u>	<u>160,240</u>	<u>160,240</u>
TOTAL RESOURCES	<u><u>\$ 568,883</u></u>	<u><u>\$ 551,800</u></u>	<u><u>\$ 516,411</u></u>	<u><u>\$ 508,240</u></u>	<u><u>\$ 508,240</u></u>	<u><u>\$ 508,240</u></u>
REQUIREMENTS						
Debt service						
Principal	\$ 250,000	\$ 260,000	\$ 270,000	\$ 280,000	\$ 280,000	\$ 280,000
Interest	<u>120,110</u>	<u>110,110</u>	<u>99,450</u>	<u>87,980</u>	<u>87,980</u>	<u>87,980</u>
Expenditures Subtotal	<u>370,110</u>	<u>370,110</u>	<u>369,450</u>	<u>367,980</u>	<u>367,980</u>	<u>367,980</u>
Transfers to other funds:						
Unappropriated ending balance	<u>198,773</u>	<u>181,690</u>	<u>146,961</u>	<u>140,260</u>	<u>140,260</u>	<u>140,260</u>
TOTAL REQUIREMENTS	<u><u>\$ 568,883</u></u>	<u><u>\$ 551,800</u></u>	<u><u>\$ 516,411</u></u>	<u><u>\$ 508,240</u></u>	<u><u>\$ 508,240</u></u>	<u><u>\$ 508,240</u></u>

Fund Summaries

Water Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Intergovernmental	\$ 4,343,607	\$ -	\$ 847,000	\$ 1,334,940	\$ 1,334,940	\$ 1,334,940
Investment income	24,418	4,712	1,555	4,000	4,000	4,000
Other	442,719	-	-	-	-	-
Revenue Subtotal	<u>4,810,744</u>	<u>4,712</u>	<u>848,555</u>	<u>1,338,940</u>	<u>1,338,940</u>	<u>1,338,940</u>
Transfers from other funds:						
Water Operating Fund	1,104,913	791,344	589,380	39,900	39,900	39,900
Water Development Fund (SDC)	1,832,311	1,017,602	2,436,300	2,115,420	2,115,420	2,115,420
Transfers Subtotal	<u>2,937,224</u>	<u>1,808,946</u>	<u>3,025,680</u>	<u>2,155,320</u>	<u>2,155,320</u>	<u>2,155,320</u>
Beginning fund balance	179,630	263,885	265,830	274,598	274,598	274,598
TOTAL RESOURCES	<u><u>\$ 7,927,598</u></u>	<u><u>\$ 2,077,543</u></u>	<u><u>\$ 4,140,065</u></u>	<u><u>\$ 3,768,858</u></u>	<u><u>\$ 3,768,858</u></u>	<u><u>\$ 3,768,858</u></u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 6,917,336	\$ 1,511,397	\$ 3,259,000	\$ 3,009,000	\$ 3,009,000	\$ 3,009,000
Transfers to other funds:						
General Fund	113,474	52,709	57,240	60,180	60,180	60,180
Community Development Fund	632,903	244,839	406,440	421,080	421,080	421,080
Transfers Subtotal	<u>746,377</u>	<u>297,548</u>	<u>463,680</u>	<u>481,260</u>	<u>481,260</u>	<u>481,260</u>
Contingency	-	-	417,385	278,598	278,598	278,598
Unappropriated ending balance	263,885	268,598	-	-	-	-
TOTAL REQUIREMENTS	<u><u>\$ 7,927,598</u></u>	<u><u>\$ 2,077,543</u></u>	<u><u>\$ 4,140,065</u></u>	<u><u>\$ 3,768,858</u></u>	<u><u>\$ 3,768,858</u></u>	<u><u>\$ 3,768,858</u></u>

Fund Summaries

Sewer Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Contributions	\$ -	\$ -	\$ -	\$ 701,100	\$ 701,100	\$ 701,100
Investment income	57,724	24,823	18,728	24,000	24,000	24,000
Bond sale proceeds	-	-	7,000,000	9,454,000	9,454,000	9,454,000
Revenue Subtotal	57,724	24,823	7,018,728	10,179,100	10,179,100	10,179,100
Transfers from other funds:						
Sewer Operating Fund	169,244	940,169	921,120	1,015,740	1,015,740	1,015,740
Sewer Development Fund (SDC)	1,031,473	1,016,562	1,556,400	1,478,730	1,478,730	1,478,730
Transfers Subtotal	1,200,717	1,956,731	2,477,520	2,494,470	2,494,470	2,494,470
Beginning fund balance	208,254	259,356	282,768	371,549	371,549	371,549
TOTAL RESOURCES	\$ 1,466,695	\$ 2,240,910	\$ 9,779,016	\$ 13,045,119	\$ 13,045,119	\$ 13,045,119
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,034,511	\$ 1,456,292	\$ 7,118,000	\$ 11,850,500	\$ 11,850,500	\$ 11,850,500
Transfer to other funds:						
General Fund	27,751	57,075	142,360	147,010	147,010	147,010
Community Development Fund	145,077	443,364	917,160	652,060	652,060	652,060
Sewer Development Charges Fund	-	-	1,300,000	-	-	-
Transfers Subtotal	172,828	500,439	2,359,520	799,070	799,070	799,070
Contingency	-	-	301,496	395,549	395,549	395,549
Unappropriated ending balance	259,356	284,179	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,466,695	\$ 2,240,910	\$ 9,779,016	\$ 13,045,119	\$ 13,045,119	\$ 13,045,119

Fund Summaries

Streets Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ 2,867,070	\$ 4,623,070	\$ 4,623,070	\$ 4,623,070
Contributions	852,711	-	1,710,000	782,000	782,000	782,000
Investment income	12,738	6,116	11,214	10,000	10,000	10,000
Miscellaneous	-	124,977	-	-	-	-
Revenue Subtotal	865,449	131,093	4,588,284	5,415,070	5,415,070	5,415,070
Transfers from other funds:						
General Fund	-	-	-	10,000	10,000	10,000
Road Operating	424,354	111,985	-	90,000	90,000	90,000
Road Maintenance	774,465	490,605	600,000	814,000	814,000	814,000
Street Lighting	283,138	926	159,600	91,200	91,200	91,200
Streets Development (SDC)	1,698,988	1,948,053	8,325,150	2,925,230	2,925,230	2,925,230
Transfers Subtotal	3,180,945	2,551,569	9,084,750	3,930,430	3,930,430	3,930,430
Beginning fund balance	341,115	353,854	367,872	372,999	372,999	372,999
TOTAL RESOURCES	\$ 4,387,509	\$ 3,036,516	\$ 14,040,906	\$ 9,718,499	\$ 9,718,499	\$ 9,718,499
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 3,525,481	\$ 2,211,178	\$ 12,113,000	\$ 8,758,570	\$ 8,758,570	\$ 8,758,570
Transfers to other funds:						
General Fund	43,445	62,890	212,260	66,990	66,990	66,990
Community Development Fund	464,729	402,449	1,336,560	509,940	509,940	509,940
Transfers Subtotal	508,174	465,339	1,548,820	576,930	576,930	576,930
Contingency	-	-	379,086	382,999	382,999	382,999
Unappropriated ending balance	353,854	359,999	-	-	-	-
TOTAL REQUIREMENTS	\$ 4,387,509	\$ 3,036,516	\$ 14,040,906	\$ 9,718,499	\$ 9,718,499	\$ 9,718,499

This is a major fund for GASB 34 purposes.

Fund Summaries

Stormwater Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Intergovernmental	\$ 283,625	\$ 48,525	\$ 568,000	\$ -	\$ -	\$ -
Investment income	345	1,578	84	1,000	1,000	1,000
Contributions	-	-	-	500,000	500,000	500,000
Revenue Subtotal	<u>283,970</u>	<u>50,103</u>	<u>568,084</u>	<u>501,000</u>	<u>501,000</u>	<u>501,000</u>
Transfers from other funds:						
Stormwater Fund	657,595	407,815	125,919	209,760	209,760	159,760
Stormwater Development (SDC)	336,857	460,309	636,990	332,973	332,973	332,973
Transfers Subtotal	<u>994,452</u>	<u>868,124</u>	<u>762,909</u>	<u>542,733</u>	<u>542,733</u>	<u>492,733</u>
Beginning fund balance	8,349	8,693	8,798	11,272	11,272	11,272
TOTAL RESOURCES	<u><u>\$ 1,286,771</u></u>	<u><u>\$ 926,920</u></u>	<u><u>\$ 1,339,791</u></u>	<u><u>\$ 1,055,005</u></u>	<u><u>\$ 1,055,005</u></u>	<u><u>\$ 1,005,005</u></u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,099,432	\$ 561,247	\$ 1,181,955	\$ 923,450	\$ 923,450	\$ 873,450
Transfers to other funds:						
General Fund	23,453	20,572	12,279	8,469	8,469	8,469
Community Development Fund	155,193	334,829	136,675	110,814	110,814	110,814
Transfers Subtotal	<u>178,646</u>	<u>355,401</u>	<u>148,954</u>	<u>119,283</u>	<u>119,283</u>	<u>119,283</u>
Contingency	-	-	8,882	12,272	12,272	12,272
Unappropriated ending balance	8,693	10,272	-	-	-	-
TOTAL REQUIREMENTS	<u><u>\$ 1,286,771</u></u>	<u><u>\$ 926,920</u></u>	<u><u>\$ 1,339,791</u></u>	<u><u>\$ 1,055,005</u></u>	<u><u>\$ 1,055,005</u></u>	<u><u>\$ 1,005,005</u></u>

Fund Summaries

Building Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Intergovernmental	\$ 757,160	\$ 1,682	\$ 790,000	\$ 22,800	\$ 22,800	\$ 22,800
Investment income	5,979	4,440	3,337	3,000	3,000	3,000
Other	-	-	-	10,000	10,000	10,000
Revenue Subtotal	<u>763,139</u>	<u>6,122</u>	<u>793,337</u>	<u>35,800</u>	<u>35,800</u>	<u>35,800</u>
Transfers from other funds:						
General Fund	1,068,115	122,694	55,000	75,000	75,000	75,000
Transit Fund	715,497	1,268,367	17,100	2,280	2,280	2,280
Road Operating Fund	557	-	11,400	-	-	-
Parks Development Fund (SDC)	79,845	(1,863)	-	-	-	-
Transfers Subtotal	<u>1,864,014</u>	<u>1,389,198</u>	<u>83,500</u>	<u>77,280</u>	<u>77,280</u>	<u>77,280</u>
Beginning fund balance	166,756	172,735	176,907	184,375	184,375	184,375
TOTAL RESOURCES	<u><u>\$ 2,793,909</u></u>	<u><u>\$ 1,568,055</u></u>	<u><u>\$ 1,053,744</u></u>	<u><u>\$ 297,455</u></u>	<u><u>\$ 297,455</u></u>	<u><u>\$ 297,455</u></u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 2,541,194	\$ 1,309,318	\$ 793,000	\$ 107,000	\$ 107,000	\$ 107,000
Transfers to other funds:						
General Fund	51,740	41,473	11,500	440	440	440
Community Development Fund	28,240	39,889	69,000	2,640	2,640	2,640
Transfers Subtotal	<u>79,980</u>	<u>81,362</u>	<u>80,500</u>	<u>3,080</u>	<u>3,080</u>	<u>3,080</u>
Contingency	-	-	180,244	187,375	187,375	187,375
Unappropriated ending balance	172,735	177,375	-	-	-	-
TOTAL REQUIREMENTS	<u><u>\$ 2,793,909</u></u>	<u><u>\$ 1,568,055</u></u>	<u><u>\$ 1,053,744</u></u>	<u><u>\$ 297,455</u></u>	<u><u>\$ 297,455</u></u>	<u><u>\$ 297,455</u></u>

Fund Summaries

Parks Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 37,300	\$ 467,400	\$ 416,100	\$ 416,100	\$ 416,100
Tree Mitigation	2,820	5,179	5,000	4,500	4,500	4,500
Investment income	7,262	1,796	1,993	2,000	2,000	2,000
Contributions	-	-	15,000	12,000	12,000	12,000
Revenue Subtotal	10,082	44,275	489,393	434,600	434,600	434,600
Transfers from other funds:						
General Fund	177,656	-	60,000	-	-	-
Parks Development Fund (SDC)	337,461	1,114,330	438,806	587,820	587,820	587,820
Transfers Subtotal	515,117	1,114,330	498,806	587,820	587,820	587,820
Beginning fund balance	129,936	136,323	138,815	135,119	135,119	135,119
TOTAL RESOURCES	\$ 655,135	\$ 1,294,928	\$ 1,127,014	\$ 1,157,539	\$ 1,157,539	\$ 1,157,539
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 417,140	\$ 961,211	\$ 819,654	\$ 844,500	\$ 844,500	\$ 844,500
Transfers to other funds:						
General Fund	10,552	33,052	14,793	16,560	16,560	16,560
Community Development Fund	91,120	167,546	151,758	159,360	159,360	159,360
Transfers Subtotal	101,672	200,598	166,551	175,920	175,920	175,920
Contingency	-	-	140,809	137,119	137,119	137,119
Unappropriated ending balance	136,323	133,119	-	-	-	-
TOTAL REQUIREMENTS	\$ 655,135	\$ 1,294,928	\$ 1,127,014	\$ 1,157,539	\$ 1,157,539	\$ 1,157,539

Fund Summaries

Water Development Charges Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
System development charges	\$ 733,139	\$ 782,929	\$ 1,013,047	\$ 625,404	\$ 625,404	\$ 625,404
Investment income	201,150	133,481	91,702	61,000	61,000	61,000
Revenue Subtotal	934,289	916,410	1,104,749	686,404	686,404	686,404
Beginning fund balance	5,408,201	4,158,860	3,604,125	2,306,222	2,306,222	2,306,222
TOTAL RESOURCES	\$ 6,342,490	\$ 5,075,270	\$ 4,708,874	\$ 2,992,626	\$ 2,992,626	\$ 2,992,626
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,319	\$ 2,166	\$ 9,900	\$ 10,100	\$ 10,100	\$ 10,100
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	1,832,311	1,017,602	2,436,300	2,115,420	2,115,420	2,115,420
Transfers Subtotal	2,182,311	1,367,602	2,786,300	2,465,420	2,465,420	2,465,420
Contingency	-	-	1,912,674	517,106	517,106	517,106
Unappropriated ending balance	4,158,860	3,705,502	-	-	-	-
TOTAL REQUIREMENTS	\$ 6,342,490	\$ 5,075,270	\$ 4,708,874	\$ 2,992,626	\$ 2,992,626	\$ 2,992,626

Fund Summaries

Sewer Development Charges Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
System development charges	\$ 994,421	\$ 323,048	\$ 1,217,666	\$ 907,086	\$ 907,086	\$ 907,086
Investment income	195,425	90,612	52,738	88,000	88,000	88,000
Revenue Subtotal	1,189,846	413,660	1,270,404	995,086	995,086	995,086
Transfers from other funds:						
Sewer Capital Projects Fund	-	-	1,300,000	-	-	-
Beginning fund balance	3,986,763	3,842,609	1,744,869	3,618,023	3,618,023	3,618,023
TOTAL RESOURCES	\$ 5,176,609	\$ 4,256,269	\$ 4,315,273	\$ 4,613,109	\$ 4,613,109	\$ 4,613,109
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,527	\$ 3,796	\$ 10,000	\$ 10,200	\$ 10,200	\$ 10,200
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	300,000	300,000	300,000	300,000	300,000
Sewer Capital Projects Fund	1,031,473	1,016,562	1,556,400	1,478,730	1,478,730	1,478,730
Transfers Subtotal	1,331,473	1,316,562	1,856,400	1,778,730	1,778,730	1,778,730
Contingency	-	-	2,448,873	2,824,179	2,824,179	2,824,179
Unappropriated ending balance	3,842,609	2,935,911	-	-	-	-
TOTAL REQUIREMENTS	\$ 5,176,609	\$ 4,256,269	\$ 4,315,273	\$ 4,613,109	\$ 4,613,109	\$ 4,613,109

Fund Summaries

Streets Development Charges Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
System development charges	\$ 844,856	\$ 895,546	\$ 5,025,795	\$ 2,245,088	\$ 2,245,088	\$ 2,245,088
I-5 Supplemental SDCs	483,465	-	-	-	-	-
Investment income	386,548	193,634	64,297	53,000	53,000	53,000
Revenue Subtotal	1,714,869	1,089,180	5,090,092	2,298,088	2,298,088	2,298,088
Beginning fund balance	7,915,145	7,928,579	7,313,227	3,780,013	3,780,013	3,780,013
TOTAL RESOURCES	\$ 9,630,014	\$ 9,017,759	\$ 12,403,319	\$ 6,078,101	\$ 6,078,101	\$ 6,078,101
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,448	\$ 5,276	\$ 10,000	\$ 10,200	\$ 10,200	\$ 10,200
Transfers to other funds:						
Streets Capital Projects Fund	1,698,987	1,948,053	8,325,150	2,925,230	2,925,230	2,925,230
Contingency	-	-	4,068,169	3,142,671	3,142,671	3,142,671
Unappropriated ending balance	7,928,579	7,064,430	-	-	-	-
TOTAL REQUIREMENTS	\$ 9,630,014	\$ 9,017,759	\$ 12,403,319	\$ 6,078,101	\$ 6,078,101	\$ 6,078,101

This is a major fund for GASB 34 purposes.

Fund Summaries

Stormwater Development Charges Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
System development charges	\$ 402,348	\$ 146,976	\$ 410,228	\$ 256,588	\$ 256,588	\$ 256,588
Investment income	52,760	21,228	12,000	13,000	13,000	13,000
Revenue Subtotal	455,108	168,204	422,228	269,588	269,588	269,588
Beginning fund balance	1,031,734	1,149,683	796,519	261,403	261,403	261,403
TOTAL RESOURCES	\$ 1,486,842	\$ 1,317,887	\$ 1,218,747	\$ 530,991	\$ 530,991	\$ 530,991
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 302	\$ 372	\$ 1,400	\$ 1,430	\$ 1,430	\$ 1,430
Transfers to other funds:						
Stormwater Cap Proj Fund	336,857	460,309	636,990	332,973	332,973	332,973
Contingency	-	-	580,357	196,588	196,588	196,588
Unappropriated ending balance	1,149,683	857,206	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,486,842	\$ 1,317,887	\$ 1,218,747	\$ 530,991	\$ 530,991	\$ 530,991

Fund Summaries

Parks Development Charges Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES						
Revenues:						
System development charges	\$ 329,584	\$ 165,149	\$ 558,248	\$ 294,263	\$ 294,263	\$ 294,263
Investment income	137,490	122,208	78,582	42,000	42,000	42,000
Revenue Subtotal	467,074	287,357	636,830	336,263	336,263	336,263
Beginning fund balance	2,870,219	2,918,642	2,178,450	2,106,239	2,106,239	2,106,239
TOTAL RESOURCES	\$ 3,337,293	\$ 3,205,999	\$ 2,815,280	\$ 2,442,502	\$ 2,442,502	\$ 2,442,502
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,345	\$ 1,974	\$ 6,000	\$ 6,120	\$ 6,120	\$ 6,120
Transfers to other funds:						
Building Capital Fund	79,845	(1,863)	-	-	-	-
Parks Capital Fund	337,461	1,114,329	438,806	587,820	587,820	587,820
Transfers Subtotal	417,306	1,112,466	438,806	587,820	587,820	587,820
Contingency	-	-	2,370,474	1,848,562	1,848,562	1,848,562
Unappropriated ending balance	2,918,642	2,091,559	-	-	-	-
TOTAL REQUIREMENTS	\$ 3,337,293	\$ 3,205,999	\$ 2,815,280	\$ 2,442,502	\$ 2,442,502	\$ 2,442,502



Program Revenues

General Fund

The General Fund is the 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.

Special Revenue Funds

Special revenue funds account for purpose-specific revenues received primarily from intergovernmental sources, charges for services or taxes and include:

- *Community Development Fund*
- *Transit Fund*
- *Road Operating Fund*
- *Fleet Service Fund*
- *Road Maintenance Regulatory Fund*

Enterprise Funds

These funds account for goods and services provided on a continuing basis to the general public. User fees are charged for these services. Enterprise funds are managed in a manner similar to the private business sector, are structured to be self-supporting and include:

- *Water Operating Fund*
- *Sewer Operating Fund*
- *Street Lighting Operating Fund*
- *Stormwater Operating Fund*

Revenues for Capital Project Funds can be found beginning on page 194; Debt Funds can be found beginning on page 245.

Summary of Program Revenues

Summary of Program Revenues						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
General Fund	\$ 13,733,957	\$ 9,761,453	\$ 10,353,602	\$ 11,002,386	\$ 11,002,386	\$ 11,002,386
Special Revenue Funds						
Community Development	2,724,754	1,878,359	2,059,888	2,219,531	2,219,531	2,219,531
Transit	3,477,903	4,719,293	5,238,443	5,185,071	5,185,071	5,185,071
Road Operating	785,949	695,147	710,829	875,200	875,200	875,200
Fleet Services	2,574,139	1,293,083	1,298,565	1,324,560	1,324,560	1,324,560
Road Maintenance	601,722	607,728	625,895	622,000	622,000	622,000
Library Exp Capital Endowment	503	250	170	-	-	-
Library Exp Campaign Endowment	178	88	60	-	-	-
TOTAL Spec Rev Funds	10,165,148	9,193,948	9,933,850	10,226,362	10,226,362	10,226,362
Enterprise Funds						
Water Operating	5,550,915	5,519,892	5,517,599	5,657,000	5,657,000	5,657,000
Sewer Operating	4,427,685	4,373,832	4,884,128	7,205,220	7,205,220	5,590,220
Street Lighting Operating	393,873	389,776	394,244	393,000	393,000	393,000
Stormwater Operating	904,284	936,129	950,619	1,250,000	1,250,000	965,000
TOTAL Enterprise Funds	11,276,757	11,219,629	11,746,590	14,505,220	14,505,220	12,605,220
Permanent Fund						
Library Non-Expendable Endowment	484	241	164	-	-	-
GRAND TOTAL	\$ 35,176,346	\$ 30,175,271	\$ 32,034,206	\$ 35,733,968	\$ 35,733,968	\$ 33,833,968

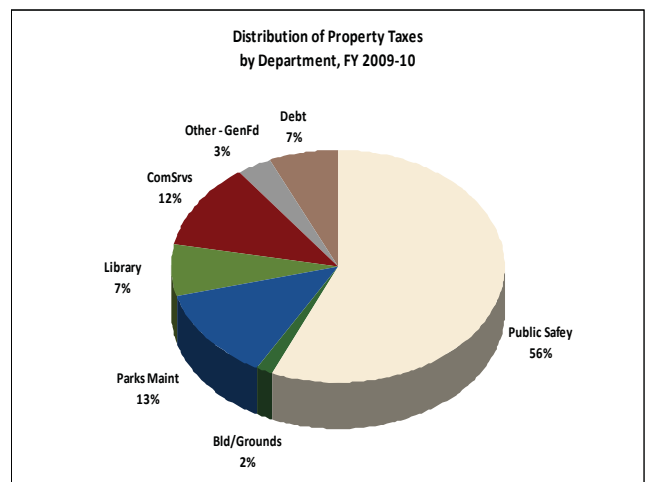
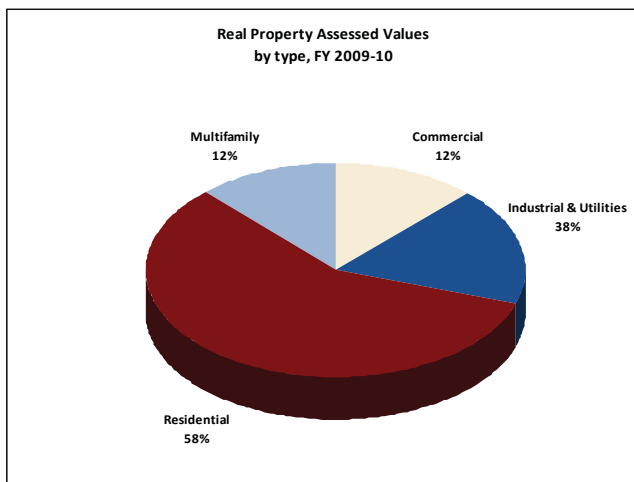
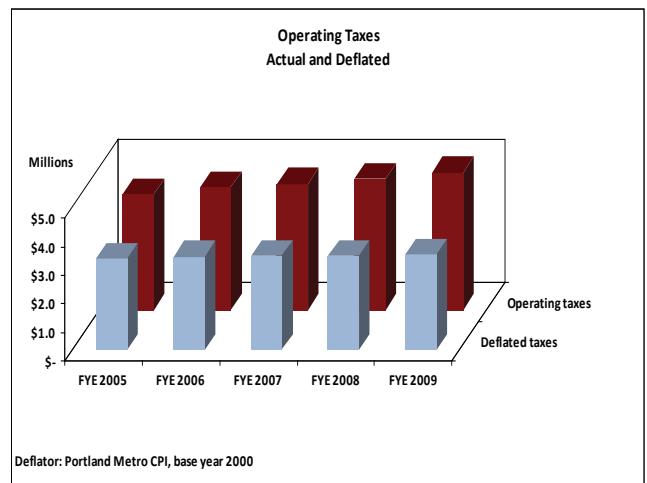
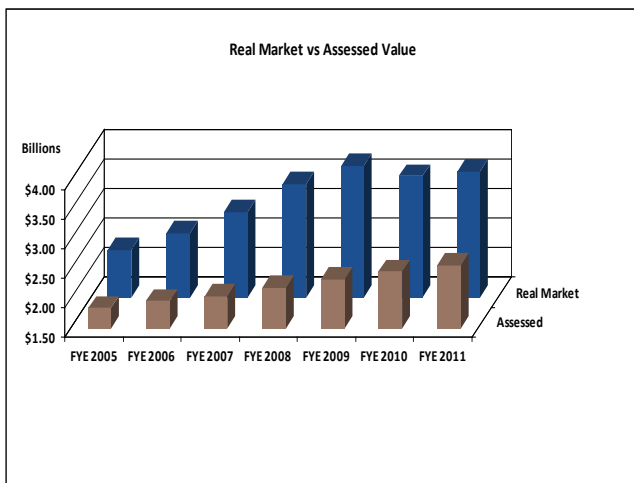


Property Tax Summary

The State of Oregon has a constitutional limit on property taxes for governmental operations. Under the limitation, tax revenue is separated for public schools and for local governments other than public schools. The limitation specifies a maximum rate for all local government operations of \$10.00 per \$1,000 of real market value while schools are similarly limited to a \$5.00 maximum rate. Local 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.

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. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate with a majority approval at a general election in an even numbered year or at any other election in which at least 50% of registered voters cast a ballot.

In Wilsonville, the permanent tax rate is \$2.5206 per \$1,000 of assessed valuation without any outstanding local initiatives. Taxes from the permanent rate are recorded in the General Fund. A debt service levy is collected for outstanding general obligation bonds. The effective debt service tax rate for FY 2008-09 was \$0.1767.



Property Tax Summary

Property Values and Taxes

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Adopted 2010-11
Estimated Real Market Value					
Within Clackamas County	\$ 2,636,992,307	\$ 3,068,156,790	\$ 3,339,814,283	\$ 3,159,681,221	\$ 3,250,000,000
Within Washington County	321,944,614	358,141,653	401,181,806	398,339,703	400,000,000
Total Estimated Real Market Value	\$ 2,958,936,921	\$ 3,426,298,443	\$ 3,740,996,089	\$ 3,558,020,924	\$ 3,650,000,000

Assessed Values

Prior Year Assessed Values	\$ 1,960,533,722	\$ 2,054,032,171	\$ 2,195,847,082	\$ 2,333,248,746	\$ 2,460,780,015
Change in Value	93,498,449	141,814,911	137,401,664	127,531,269	102,623,400
Total Assessed Values	2,054,032,171	2,195,847,082	2,333,248,746	2,460,780,015	2,563,403,415
Less urban renewal excess	(307,255,986)	(377,530,351)	(439,026,585)	(479,599,412)	(508,125,312)
Net available for general and bonded debt	\$ 1,746,776,185	\$ 1,818,316,731	\$ 1,894,222,161	\$ 1,981,180,603	\$ 2,055,278,103

Tax Rate per \$1,000 of Assessed Value

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.2118	0.1815	0.1847	0.1767	0.1700
Total	\$ 2.7324	\$ 2.7021	\$ 2.7053	\$ 2.6973	\$ 2.6906

Taxes Levied

General taxes	\$ 4,494,806	\$ 4,633,243	\$ 4,795,256	\$ 4,993,764	\$ 5,180,500
Bonded debt	370,136	350,018	349,988	350,000	350,000
Total taxes levied	\$ 4,864,942	\$ 4,983,261	\$ 5,145,244	\$ 5,343,764	\$ 5,530,500

Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 4,237,305	\$ 4,337,130	\$ 4,435,194	\$ 4,795,000	\$ 4,925,000
Bonded debt	349,051	326,985	333,832	335,000	335,000
Total taxes paid	\$ 4,586,356	\$ 4,664,115	\$ 4,769,026	\$ 5,130,000	\$ 5,260,000
% paid vs levied	94%	94%	93%	96%	95%

Notes:

Actual values per Clackamas and Washington County assessor offices.



General Fund Revenues

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.

Property taxes comprise 46% of the total revenues 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 taxes and remits payment to the City. The Proposed FY 2010-11 Budget assumes a 3% growth in assessed value as allowed by measure 50 and another 1% for new construction within the City. Taxes for FY 2010-11 will be billed in late October 2010 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

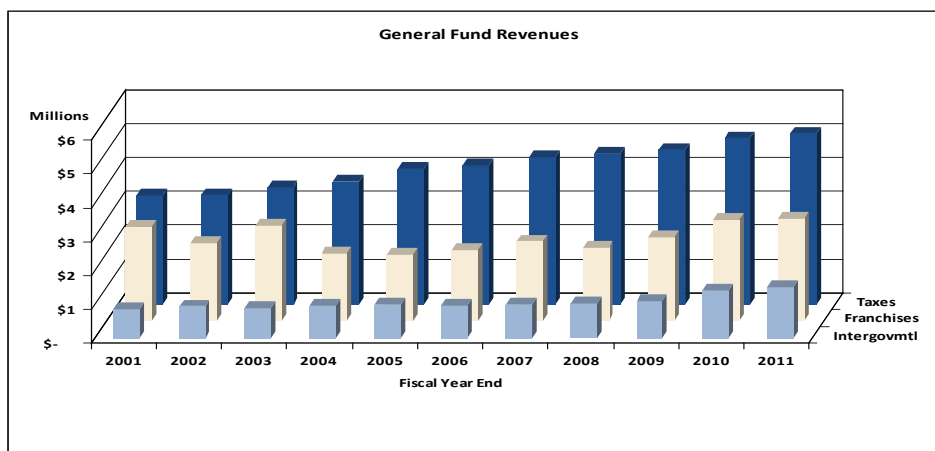
Franchise fees and privilege taxes are the second largest revenue source and comprise 28% of total revenues. These fees are charged to various utility companies for use of public rights-of-way. The Proposed FY 2010-11 Budget is based upon trend analysis. The fees are based upon a percentage of net sales within city limits. The current percentages by utility category are:

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

Intergovernmental revenues originate from state and county shared revenues. State shared revenues include alcoholic beverage, cigarette and emergency 911 taxes and state shared revenue. These four sources total \$534,000, or 5%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2010-11 this allocation is anticipated to be \$834,000. Allocations are based on a combination of service area population and assessed value.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. While the Agency does not have staff, City administration charges for providing these services. For FY 2010-11 the fees are computed to be 2% of the General Fund's total revenue.



General Fund Revenues

Summary of Program Revenues

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes						
Current property taxes	\$ 4,337,130	\$ 4,435,194	\$ 4,750,000	\$ 4,925,000	\$ 4,925,000	\$ 4,925,000
Prior year property taxes	128,868	148,434	135,000	135,000	135,000	135,000
Total property taxes	4,465,998	4,583,628	4,885,000	5,060,000	5,060,000	5,060,000
Hotel/Motel tax	275,369	218,608	220,000	170,000	170,000	170,000
Franchise and privilege fees						
Portland General Electric	811,399	854,407	1,170,000	1,112,000	1,112,000	1,112,000
NW Natural Gas	387,382	385,909	465,000	450,000	450,000	450,000
Verizon	96,110	102,633	90,000	80,000	80,000	80,000
United Disposal	122,914	112,917	132,000	133,000	133,000	133,000
Comcast Cable	197,014	200,709	200,000	200,000	200,000	200,000
Sewer utilities	168,458	167,344	200,000	280,000	280,000	280,000
Water utilities	209,360	214,120	225,000	225,000	225,000	225,000
Stormwater	34,160	36,997	36,000	50,000	50,000	50,000
Charbonneau Water Company	-	-	-	1,000	1,000	1,000
Telecomm - Privilege tax	155,162	414,959	232,700	508,800	508,800	508,800
Total franchise and privilege fees	2,181,959	2,489,995	2,750,700	3,039,800	3,039,800	3,039,800
Licenses & permits						
Professional and occupation	149,308	146,101	135,000	115,000	115,000	115,000
Alcoholic beverages	800	490	300	300	300	300
Other	40	240	100	100	100	100
Total licenses & permits	150,148	146,831	135,400	115,400	115,400	115,400
Intergovernmental/Other agencies						
911 shared revenue	109,491	93,421	90,000	90,000	90,000	90,000
Alcoholic beverages tax	196,267	213,602	170,000	250,000	250,000	250,000
Cigarette tax	28,195	27,781	31,000	24,000	24,000	24,000
State shared revenue	159,161	165,119	160,000	170,000	170,000	170,000
County shared revenue - Library	435,279	426,638	749,222	834,000	834,000	834,000
County shared revenue - Sheriff	6,800	7,004	-	-	-	-
Clack. Co. - Title III	29,227	69,221	56,000	57,000	57,000	57,000
Federal grants	3,743	4,280	4,600	4,000	4,000	4,000
State grants - Parks	3,300	3,300	3,300	3,300	3,300	3,300
State grants - Library	436	8,287	4,300	3,000	3,000	3,000
Other local gov't grant	61,082	69,710	71,300	77,000	77,000	77,000
Total intergov./Other agencies	1,032,981	1,088,363	1,339,722	1,512,300	1,512,300	1,512,300
Municipal court fines	330,150	287,001	325,000	308,000	308,000	308,000
Investment income	446,859	298,202	166,894	210,000	210,000	210,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services						
Services provided to Urban Renewal	\$ 268,574	\$ 311,918	\$ 223,186	\$ 218,186	\$ 218,186	\$ 218,186
Class registrations	44,137	47,619	30,000	57,500	57,500	57,500
Parks reservations/Facility rental	34,384	42,929	39,000	41,000	41,000	41,000
Sports camp/Youth special services	29,763	29,811	22,000	22,400	22,400	22,400
New book sales	4,521	3,474	4,500	4,500	4,500	4,500
Library fees	41,166	39,086	46,100	40,000	40,000	40,000
Photocopying	3,834	3,635	3,500	3,500	3,500	3,500
Non-resident fees - library	5,997	7,144	6,000	6,000	6,000	6,000
Lost/damaged books	5,201	4,573	4,500	4,000	4,000	4,000
Library room rental	2,308	3,237	3,600	2,500	2,500	2,500
Lien search fees	10,500	10,800	9,000	9,000	9,000	9,000
Other charges	474	288	-	100	100	100
Total charges for services	450,859	504,514	391,386	408,686	408,686	408,686
Miscellaneous revenue						
Gifts	39,291	48,007	67,700	65,750	65,750	65,750
Meals on Wheels	2,344	4,853	4,500	6,200	6,200	6,200
Senior lunch revenue	7,905	10,582	8,500	8,750	8,750	8,750
Cable receipts	62,826	64,457	56,000	65,000	65,000	65,000
Urban Renewal loan repayment	4,200,000	-	-	-	-	-
Other	87,268	16,412	2,800	32,500	32,500	32,500
Total miscellaneous revenue	4,399,634	144,311	139,500	178,200	178,200	178,200
TOTAL REVENUES	\$ 13,733,957	\$ 9,761,453	\$ 10,353,602	\$ 11,002,386	\$ 11,002,386	\$ 11,002,386

Summary of Special Revenue Funds

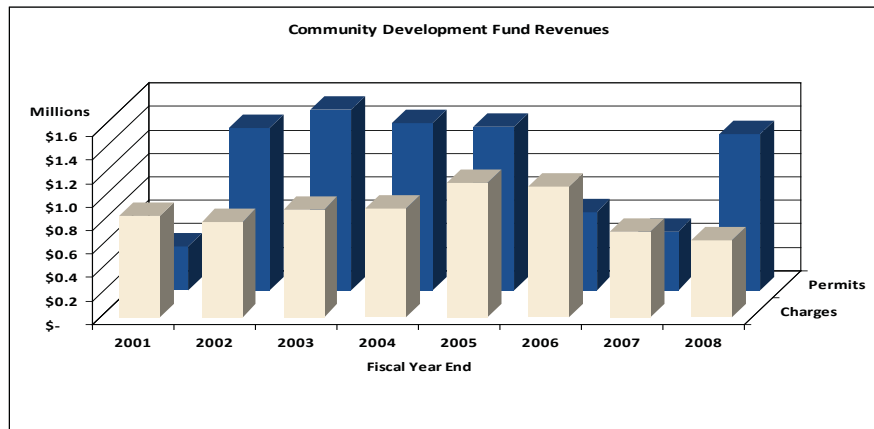
Community Development Fund

The Community Development Fund was established in FY 2003-04 and now encompasses Community Development Administration, Planning, Building Inspections, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. Prior to that time these functions were included within the General Fund. Primary revenue comes from building inspection and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. Permit rates are periodically reviewed and adjusted to reflect the costs of providing services. No change in permit fee rates is anticipated for FY 2010-11.

The second largest revenue source is charges from services which include fees charged to the Urban Renewal Agency for services provided by the department to carry out the goals of the Agency. Charges are based on a percentage of wages and benefits for specific employees and a related share of office overhead costs. This amount fluctuates from year to year dependent upon the anticipated activity within the Urban Renewal Agency Districts.

Other income includes interest earned on cash balances, miscellaneous charges and grants the Planning Division receives to assist with accomplishing their objectives.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Permits	\$ 1,129,909	\$ 665,590	\$ 1,233,378	\$ 1,173,469	\$ 1,173,469	\$ 1,173,469
Charges for services	1,421,305	1,121,334	755,500	809,500	809,500	809,500
Investment income	144,061	85,566	56,010	37,000	37,000	37,000
Intergovernmental	13,000	-	15,000	198,562	198,562	198,562
Miscellaneous revenue:	16,479	5,869	-	1,000	1,000	1,000
Total Revenues	\$ 2,724,754	\$ 1,878,359	\$ 2,059,888	\$ 2,219,531	\$ 2,219,531	\$ 2,219,531



Summary of Special Revenue Funds

Transit Fund

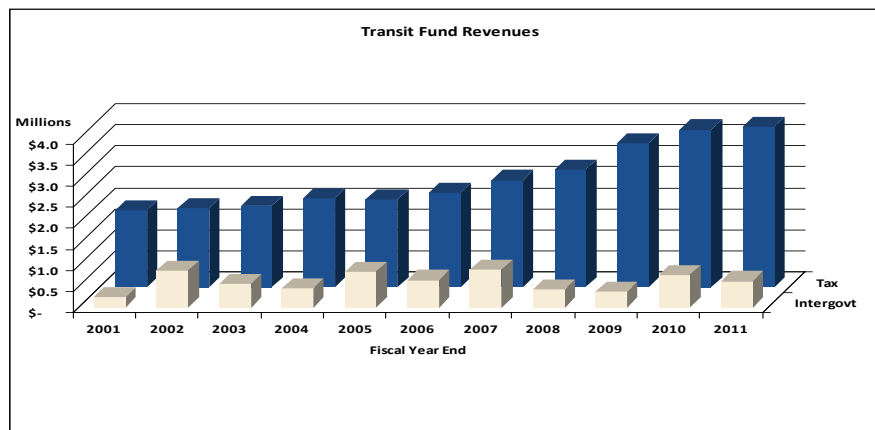
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with the new TriMet WES Commuter Rail which began servicing Wilsonville in February 2009. While WES is run by TriMet, the City contributes \$300,000 towards its annual operating costs. In response to the commuter rail, the City added a new bus line and modified all existing routes to coordinate service with the arrival and departure of trains. The City receives no revenues from commuter rail customers.

The payroll tax is due quarterly and covers employment within City limits. Recent layoffs throughout the City have limited the expected growth from the rate increase. The forecast for FY 2010-11 assumes a wage base growth of 1%, far less than the typical 5% experienced prior to the economic downturn.

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 2010-11 can be found under the Transit program on page 232.

The Transit program has applied for and received funding under the Oregon Business Energy Tax Credit program. Receipt is not guaranteed and in past years, collections have varied from zero to \$600,000. Transit qualifies under the natural energy savings by removing individual cars from the transportation system in favor of combined rides on buses. The City will continue to apply for this funding with \$600,000 estimated for FY 2010-11. Receipts are used for promoting transportation alternatives that achieve energy savings.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Transit tax	\$ 2,792,901	\$ 3,412,030	\$ 4,050,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000
Charges for svcs	133,456	174,413	175,000	136,200	136,200	136,200
Intergovernmental	431,260	369,818	948,425	623,871	623,871	623,871
Bus. Energy Tax	-	677,833	-	600,000	600,000	600,000
Investment income	115,847	77,929	42,018	15,000	15,000	15,000
Miscellaneous	4,439	5,151	23,000	10,000	10,000	10,000
Vehicle sales	-	2,119	-	-	-	-
Total Revenues	\$ 3,477,903	\$ 4,719,293	\$ 5,238,443	\$ 5,185,071	\$ 5,185,071	\$ 5,185,071



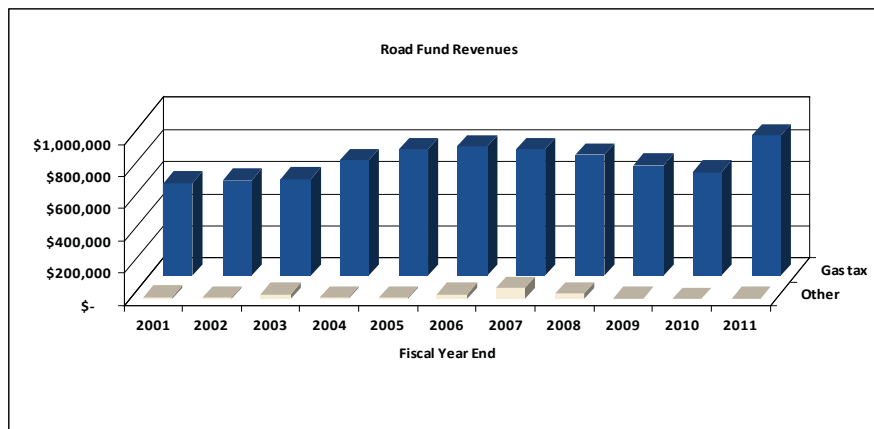
Summary of Special Revenue Funds

Road Operating Fund

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

The 2009 Oregon Legislative Session approved HB 2001 which increases fees and gas taxes. The higher fees and taxes will be phased in over 2011 and 2012. A key component of the bill is a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon) that will become effective no later than January 1, 2011. As a result the City should receive approximately 20% more in FY 2010-11 over FY 2009-10.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Gas tax	\$ 752,386	\$ 687,902	\$ 707,200	\$ 872,200	\$ 872,200	\$ 872,200
Investment income	32,151	3,923	3,629	3,000	3,000	3,000
Miscellaneous	1,412	3,322	-	-	-	-
Total Revenues	\$ 785,949	\$ 695,147	\$ 710,829	\$ 875,200	\$ 875,200	\$ 875,200



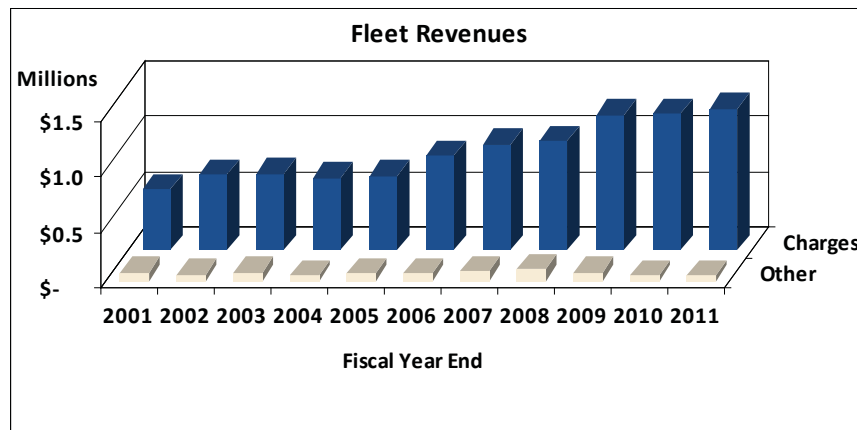
Summary of Special Revenue Funds

Fleet Service Fund

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for other City programs. Maintenance charges to each department are based on an average of the prior three years work orders and are set to recover current operating year costs. 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.

In 2008 the City sold the Fleet maintenance facility to Tualatin Valley Fire and Rescue (TVFR) for \$1,489,700. This amount is being held for a future replacement site. Although sold to the Fire District, TVFR has allowed the City to continue our fleet operations until June 2012.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services						
General Fund	\$ 114,330	\$ 138,890	\$ 119,660	\$ 129,030	\$ 129,030	\$ 129,030
CD Fund	38,390	42,770	43,930	39,370	39,370	39,370
Transit Fund	659,600	841,040	884,370	946,060	946,060	946,060
Road Op Fund	21,350	24,970	29,860	32,780	32,780	32,780
Water Op Fund	56,210	62,260	55,670	44,650	44,650	44,650
Sewer Op Fund	64,840	72,740	64,650	60,000	60,000	60,000
Stormwater Fund	25,590	31,080	29,320	20,670	20,670	20,670
Charges subtotal	<u>\$ 980,310</u>	<u>\$ 1,213,750</u>	<u>\$ 1,227,460</u>	<u>\$ 1,272,560</u>	<u>\$ 1,272,560</u>	<u>\$ 1,272,560</u>
Investment income	49,069	59,868	37,055	52,000	52,000	52,000
Rental income	34,050	-	34,050	-	-	-
Sale of Property	1,507,779	9,914	-	-	-	-
Miscellaneous	2,931	9,550	-	-	-	-
Total Revenues	<u><u>\$ 2,574,139</u></u>	<u><u>\$ 1,293,082</u></u>	<u><u>\$ 1,298,565</u></u>	<u><u>\$ 1,324,560</u></u>	<u><u>\$ 1,324,560</u></u>	<u><u>\$ 1,324,560</u></u>



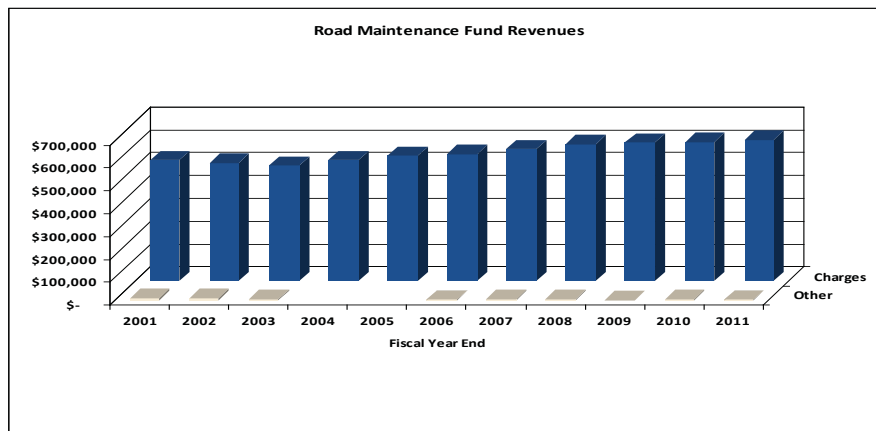
Summary of Special Revenue Funds

Road Maintenance Regulatory Fund

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

Effective January 2002 the fees were reduced 10%. Residential customers are charged a monthly fee of \$4.03 per household, while commercial and industrial customer's fees are based on a formula that considers traffic impact, square footage and the amount of truck traffic generated. Commercial and industrial rates range from \$10.46 to \$285.88 per month. Forecasted revenues are based on historic trends.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Usage charge	\$ 598,872	\$ 606,668	\$ 625,000	\$ 620,000	\$ 620,000	\$ 620,000
Investment income	2,849	1,059	895	2,000	2,000	2,000
Total Revenues	\$ 601,721	\$ 607,727	\$ 625,895	\$ 622,000	\$ 622,000	\$ 622,000



Summary of Enterprise Fund Revenues

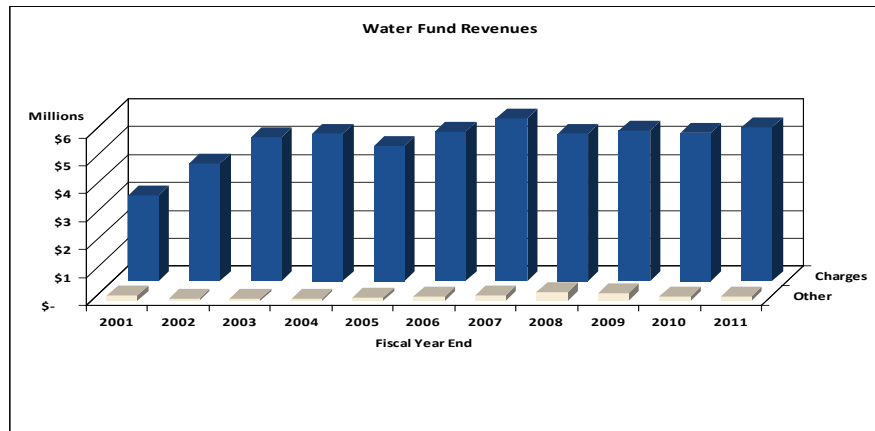
Water Operating Fund

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.

Recent and future Council approved rate increases are see below. Staff anticipates updating the rate study in 2010 or 2011.

November 2005	5%
November 2009	3%
November 2010	3%
November 2011	3%

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Usage charge	\$ 5,163,801	\$ 5,274,205	\$ 5,330,000	\$ 5,495,000	\$ 5,495,000	\$ 5,495,000
Connection fees	56,195	18,574	40,000	16,000	16,000	16,000
User fee- fire charge	87,988	93,886	94,000	98,000	98,000	98,000
Investment income	237,360	102,842	53,599	48,000	48,000	48,000
Miscellaneous	5,573	30,387	-	-	-	-
Total Revenues	\$ 5,550,917	\$ 5,519,894	\$ 5,517,599	\$ 5,657,000	\$ 5,657,000	\$ 5,657,000



Summary of Enterprise Fund Revenues

Sewer Operating Fund

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

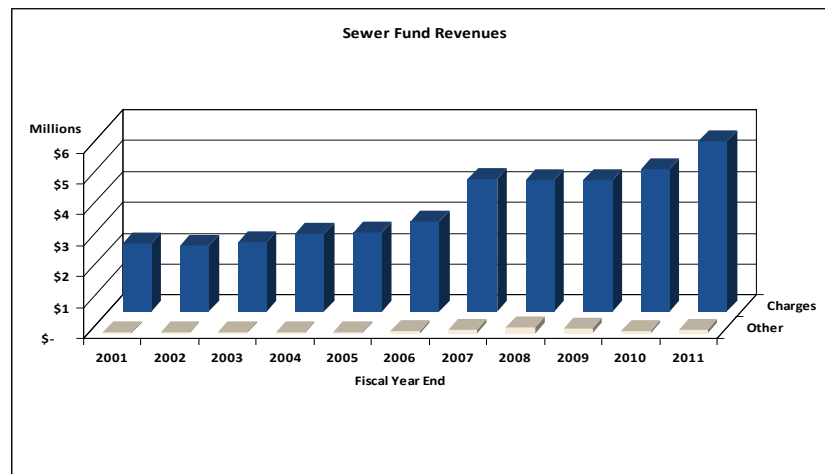
Recent and future Council approved rate increases are shown below. A rate study update is expected to be completed in the spring of 2011.

November 2005	3%
May 2006	55%
January 2009	10%
January 2010	10%
January 2011	10%
January 2012	10%

The series of recent and planned increases is related to major improvements to the treatment plant. At budget adoption in June 2010, Council proposed a 15% increase in addition to the 10% increase that was already authorized. The actual increase will coincide with the rate study due in the spring of 2011.

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

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Usage charge	\$ 3,980,122	\$ 3,925,270	\$ 4,550,000	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000
High strength surcharge	272,650	283,232	250,000	495,000	495,000	495,000
Investment income	155,571	92,942	65,912	92,000	92,000	92,000
Bus. Energy Tax Credit	-	54,565	-	-	-	-
Miscellaneous	19,342	17,823	18,216	18,220	18,220	18,220
Total Revenues	\$ 4,427,685	\$ 4,373,832	\$ 4,884,128	\$ 7,205,220	\$ 7,205,220	\$ 7,205,220

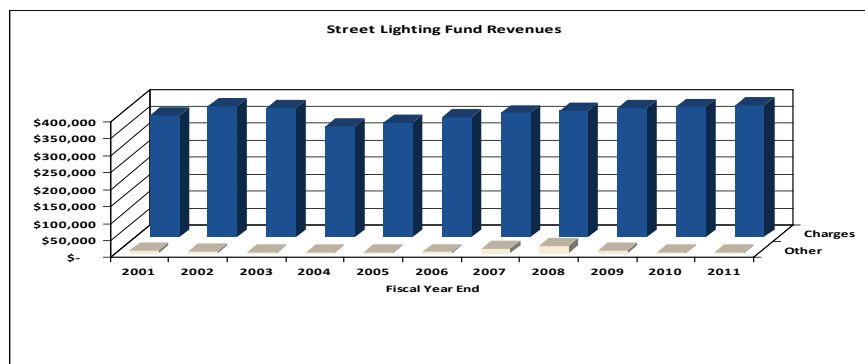


Summary of Enterprise Fund Revenues

Street Lighting Fund

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 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Usage charge	\$ 371,580	\$ 380,989	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
Investment income	22,294	8,787	4,244	3,000	3,000	3,000
Total Revenues	\$ 393,874	\$ 389,776	\$ 394,244	\$ 393,000	\$ 393,000	\$ 393,000

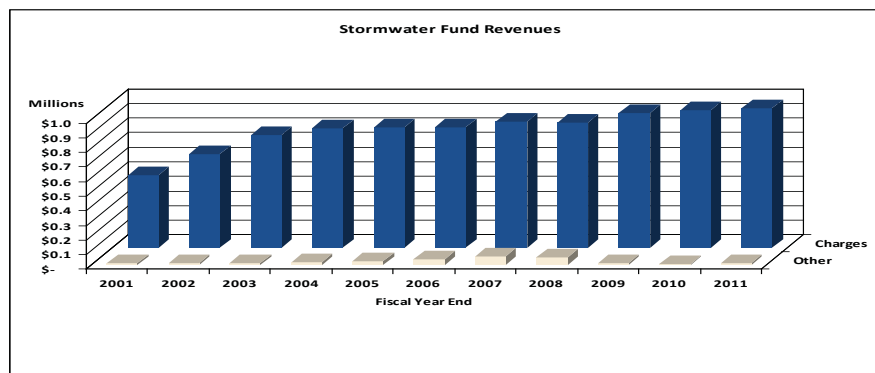


Stormwater Fund

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

The program first implemented a monthly user charge in August 1994. A rate increase effective December 2001 raised the charge per equivalent dwelling unit to \$3.72 per month. Rates have remained constant since then. A master plan and rate study is nearly complete and will recommend an increase in both user rates and system development charges. A proposed 30% increase was removed by Council at adoption. Reductions to the Stormwater Master Plan are anticipated along with a revised rate change submitted in early 2010-11.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Stormwater charges	\$ 855,002	\$ 924,072	\$ 935,000	\$ 1,240,000	\$ 1,240,000	\$ 1,240,000
Investment income	49,282	12,057	15,619	10,000	10,000	10,000
Total Revenues	\$ 904,284	\$ 936,129	\$ 950,619	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000



Summary of Enterprise Fund Revenues

Library Endowment Funds

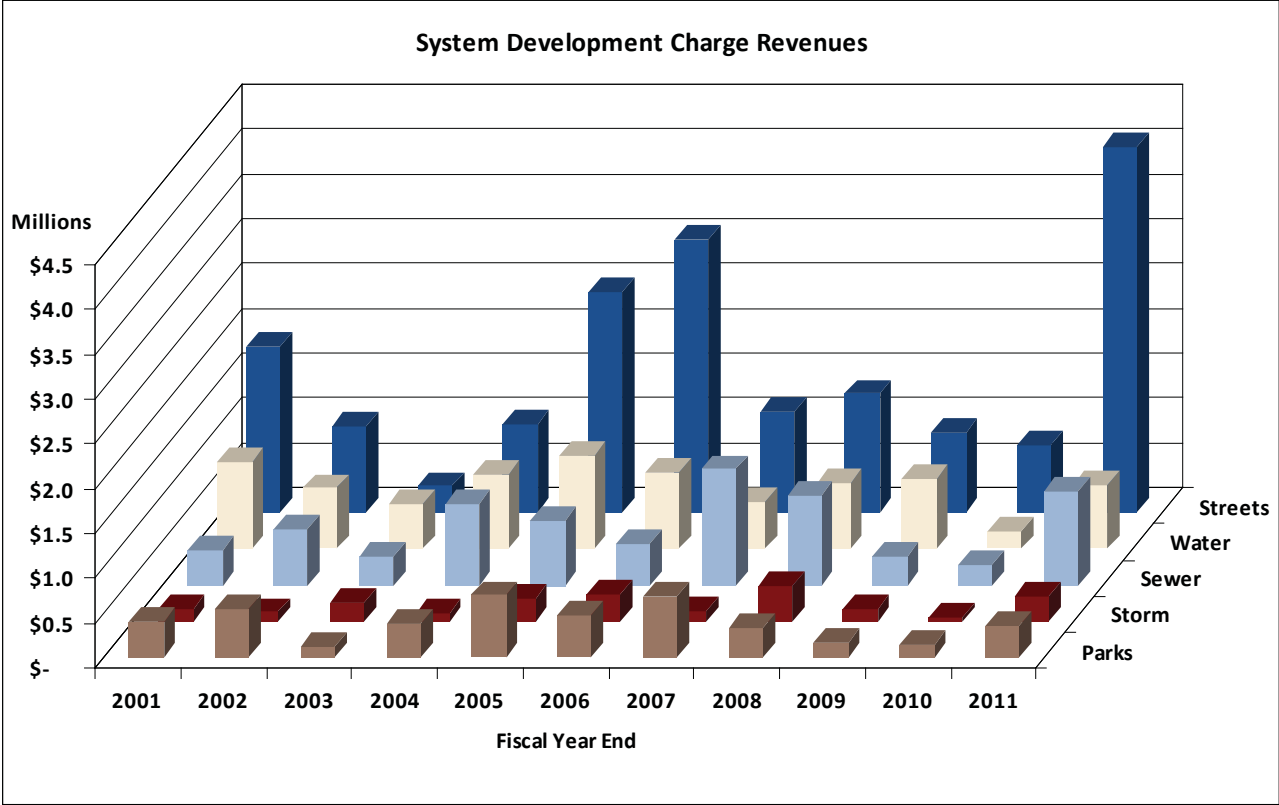
In accordance with direction from the City Council and Wilsonville Public Library Foundation, the balances in these funds approximating \$29,541 were transferred to the Oregon Community Foundation which will establish and manage a Wilsonville Public Library Endowment. City Ordinance No. 668 authorized this action in September 2009.

Summary of System Development Charges

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 demands on the City's infrastructure caused by new construction. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, stormwater, and parks. Collected revenues are earmarked for improvements needed within the City that are specifically attributable to the growing demands on these types of infrastructure. All systems development charges collected by the City are segregated into special funds and are only transferred to the Capital Projects Fund when specific improvement project costs have been incurred.

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Water Development Charges Fund						
System Development Charges	\$ 733,139	\$ 782,929	\$ 1,013,047	\$ 625,404	\$ 625,404	\$ 625,404
Investment income	201,150	133,481	91,702	61,000	61,000	61,000
Total Revenues	934,289	916,410	1,104,749	686,404	686,404	686,404
Sewer Development Charges Fund						
System Development Charges	994,421	323,048	1,217,666	907,086	907,086	907,086
Investment income	195,425	90,612	52,738	88,000	88,000	88,000
Total Revenues	1,189,846	413,660	1,270,404	995,086	995,086	995,086
Streets Development Charges Fund						
System Development Charges	844,856	895,546	5,025,795	2,245,088	2,245,088	2,245,088
Sup. System Devlpmt Charges	483,465	-	-	-	-	-
Traffic impact fees	-	-	-	-	-	-
Investment income	386,548	193,634	64,297	53,000	53,000	53,000
Total Revenues	1,714,869	1,089,180	5,090,092	2,298,088	2,298,088	2,298,088
Stormwater Development Charges Fund						
System Development Charges	402,348	146,976	410,228	256,588	256,588	256,588
Investment income	52,760	21,228	12,000	13,000	13,000	13,000
Total Revenues	455,108	168,204	422,228	269,588	269,588	269,588
Parks Development Charges Fund						
System Development Charges	329,584	165,149	558,248	294,263	294,263	294,263
Investment and other income	137,490	122,208	78,582	42,000	42,000	42,000
Total Revenues	467,074	287,357	636,830	336,263	336,263	336,263
Total SDC Funds	\$ 4,761,186	\$ 2,874,811	\$ 8,524,303	\$ 4,585,429	\$ 4,585,429	\$ 4,585,429

Summary of System Development Charges





Program Budget Organization

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

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

Sources of funding for each operating program are summarized in the Budget Summary on page 26.

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

Policy & Administration	Page	Public Works, <i>continued</i>	Page
Administration	92	Water Treatment Plant	144
Finance	94	Industrial Pretreatment	146
Information Systems	98	Wastewater Collection & Treatment	150
Geographic Information Systems	102	Stormwater Maintenance	154
Legal	106	Community Services	
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Community Development		Library	166
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Administration	130		
Building and Grounds Maintenance	132		
Parks Maintenance	134		
Roads	136		
Street Lighting	138		
Water Distribution	140		

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

Capital Projects consists of large dollar expenditures for buildings, infrastructure, and parks. The detail for capital projects is provided in a separate section of the budget document beginning on page 193.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 245.

Contingencies/designations include allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 258.

Program Investments

Every year, the City purchases various items intended to improve efficiency and/or effectiveness. Rather than thinking of these as expenditures, they can be thought of as investments. Recent acquisitions and the impacts of those purchases are noted below.



PEG Monies – Audio Visual Equipment

Cable rates paid by subscribers contain a small fee for public, education and government (PEG) purchases of audio visual equipment. The City recently used these funds to purchase cameras, editing and broadcast console equipment. During broadcast meetings the cameras provide improved camera angles, picture and sound quality. The system operator has greater options for capturing speakers whether at the dais or speaker’s table. Console changes allow for on-screen character generation and titles to aid the viewer. Plus, with a switch to digital recording the system can accommodate longer meetings and facilitates playback and downloads by the public. Besides broadcasting meetings, staff also creates local programs that highlight the City of Wilsonville.

Wastewater Pipe Videotaping

During the past three years, the City has video-taped all of the wastewater collections system. There is over 353,800 lineal feet of wastewater piping throughout the city. This required an associated 137 gigabytes of memory to be stored on video media. Information gathered from the video-tapes will be used to help us focus on “areas of concern” and to develop capital improvement plan lists for repair, cleaning and rehabilitation of the wastewater infrastructure.

Reconstruction of Memorial Park Ball Infields

This past summer the infields of 1, 2, & 3 ball fields in Memorial Park were reconstructed with the help of a laser leveling system and infield 4 was re-graded. The irrigation system was reconfigured on around the perimeters of infield 1, 2, & 3. In addition permanent base sets were installed on the infields of 1, 2, 3, 4, & 5. Performing this work will the fields better playability, make them safer for the users and will lessen the maintenance needed to keep the field in regulation condition.

Invasive Species and Training

The Public Works crews had a two-for-one event when they combined the much needed removal of invasive plants with desired training on the mini-excavator and chain-saws. Crews were able to participate in a four-day hands-on training to gain experience in the operation of the equipment that might otherwise that over three years to gain. Over 300 cubic yard of invasive plant material was removed from the Holly Orchard near Rose Lane. This was a triple bottom line event as a critical success of people, plant and profit.

Program Investments

Parks Maintenance

To help address vandalism in our parks, we have installed security cameras in key locations for a cost of \$10,000. Prior vandalism in Wilsonville parks cost the City over \$20,000 in damage over a two year period. With this equipment in place we have been able to identify and prosecute offenders. This has made positive impact to the security in our parks.

Community Services

In June of 2008, the Community Center hired a half-time Fitness Specialist to address the increasing demand for exercise classes and programs at the Center and the high cost of hiring contracted instructors. To meet the demand of participation in fitness programming for adults 55+ the hours of the Fitness Specialist were increased from .5 FTE to .8 FTE in January of 2009. This investment in the health and wellness of older adults in Wilsonville has produced the following results: a projected 54% increase in revenue brought in by fitness classes and personal training sessions conducted by the Fitness Specialist from \$16,310 to \$35,334 from FY 2008-09 to FY 2009-10 and an actual increase in participant numbers of 24% from 2008 to 2009. We anticipate participant numbers and revenue will continue to increase with the opening of the new senior housing facility adjacent to the Center, and the availability of the Fitness Specialist to conduct quality programming.

Library

This year, the Library will add 4,000 donated items to its collection while the Friends of the Library will make over \$31,000 from selling the rest.

Transit

SMART's "10-minute plan", designed to get workers to their job sites in 10 minutes or less from the WES station, has proved to be a tremendous success. Seamlessly, commuters coming from Portland, Salem, or Canby can get off at SMART Central (the WES station) and immediately hop onto one of four other SMART bus routes to whisk them to almost any employment area of Wilsonville.

To ensure the success of the 10-minute plan, the new commute Route 6 that serves the large employers in Wilsonville's northeast section has proved to be the route of choice for commuters. It carries 2-3 times as many commuters from SMART Central than other local routes (up to 3,000 commuters a month), serving Mentor Graphics, Xerox, Sysco, Argyle Square, and the new Rockwell Collins facilities.

Summary of Employment Trends

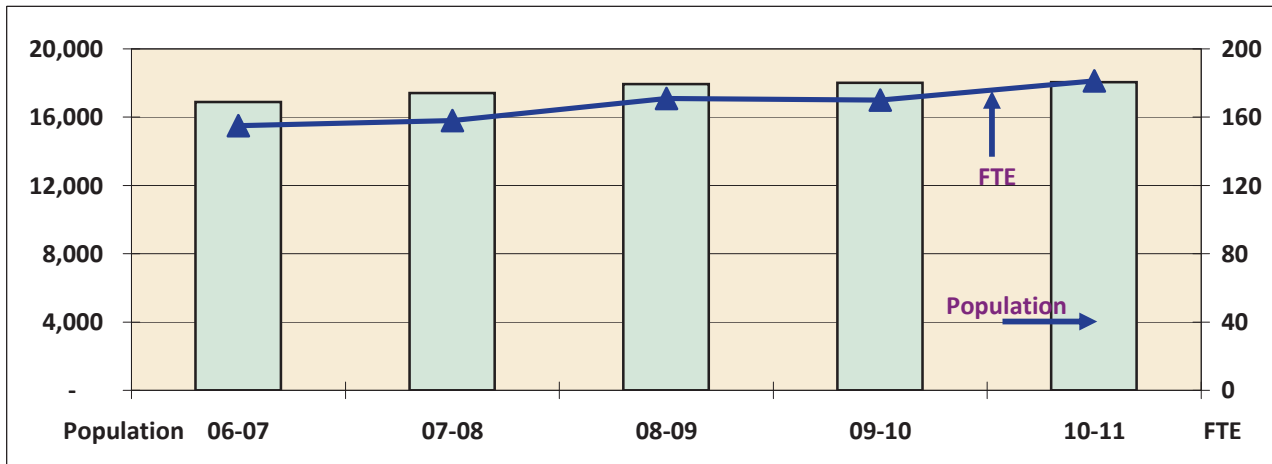
The City’s workforce expands in response to increased demands for service. As the City grows in population so do service levels for recreation, library, police, parks maintenance and utility services. The ratio of workforce to population has remained fairly constant over the past five years.

Staffing for FY 2010-11 remains constant at 187 full-time equivalents (FTE). Although total staffing remains constant, two FTE intern positions are added: one intern in Administration to assist the City Manager, .5 in GIS for various mapping projects and .5 in Public Works Administration for an asset tracking project. One FTE is added to the Building Maintenance program. Offsetting these increases are reductions in Engineering, Planning and Building Inspections.

The City contracts with the Clackamas County Sheriff Department for 18 FTEs to provide police services to the community. The water plant is operated by Veolia Water with 7 FTEs.

The City has one single bargaining unit (SEIU Local 503), which encompasses three-quarters of all employment positions. The current union contract expires on June 30, 2012.

Ratio of FTE to Population



Comparison of Personnel Changes Full Time Equivalent (FTE) Positions

DEPARTMENT	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
ADMINISTRATION				
Administration	5.00	5.00	5.00	6.00
Finance	8.75	8.80	8.85	8.90
Information Systems	3.00	3.00	3.00	3.00
Geographic Information Systems	1.00	1.00	1.00	1.50
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.90	2.82	2.82	2.85
	<u>23.65</u>	<u>23.62</u>	<u>23.67</u>	<u>25.25</u>
COMMUNITY DEVELOPMENT				
Administration	7.75	8.40	8.40	6.00
Engineering	11.00	11.00	11.00	10.00
Building Inspections	6.35	6.35	6.35	5.10
Planning	8.50	8.50	8.50	7.50
Natural Resources/Stormwater Management	0.00	1.00	1.00	3.00
	<u>33.60</u>	<u>35.25</u>	<u>35.25</u>	<u>31.60</u>
PUBLIC WORKS				
Administration	5.00	5.00	5.00	5.50
Buildings and Grounds Maintenance	4.50	4.75	3.25	4.25
Parks Maintenance	5.50	6.00	7.00	7.00
Roads	2.75	3.25	3.75	3.75
Water Distribution and Sales	4.00	4.33	4.33	4.58
Water Treatment (contracted)	7.00	7.00	7.00	7.00
Stormwater Maintenance	2.25	1.84	1.84	1.84
Wastewater Collection and Treatment	7.50	7.83	8.16	8.16
Industrial Pretreatment	1.00	1.00	1.00	1.00
	<u>39.50</u>	<u>41.00</u>	<u>41.33</u>	<u>43.08</u>
TRANSIT				
SMART Transit	28.77	34.29	35.29	35.69
Fleet	5.50	7.00	7.00	7.00
	<u>34.27</u>	<u>41.29</u>	<u>42.29</u>	<u>42.69</u>
COMMUNITY SERVICES				
Community Services	7.97	7.97	7.70	8.00
Library	12.12	12.12	16.26	16.26
	<u>20.09</u>	<u>20.09</u>	<u>23.96</u>	<u>24.26</u>
PUBLIC SAFETY				
Law Enforcement (contracted)	17.00	18.00	18.00	18.00
Municipal Court	1.95	2.00	2.00	2.00
	<u>18.95</u>	<u>20.00</u>	<u>20.00</u>	<u>20.00</u>
TOTAL FTE's	<u>170.06</u>	<u>181.25</u>	<u>186.50</u>	<u>186.88</u>

City of Wilsonville SEIU Compensation Plan

Effective July 1, 2010

Range	Position	Monthly		Annually	
		Low Rate	High Rate	Low Rate	High Rate
6	Library Aide	1,718	2,190	9,9115	12.6346
13	Nutrition Program Assistant	2,042	2,604	11.7808	15.0231
17	Library Clerk I	2,255	2,874	13.0096	16.5808
20	Library Clerk II Fleet Hostler <i>Sewer Vactor Operator I</i>	2,427	3,095	14.0019	17.8558
22	Library Volunteer Coordinator <i>CD Permit Clerk/Receptionist</i>	2,550	3,251	14.7115	18.7558
24	Library Clerk III <i>Administrative Specialist I *</i>	2,680	3,417	15.4615	19.7135
25	Utility Worker Transit Driver Equipment Mechanic I	2,747	3,502	15.8481	20.2038
26	Administrative Assistant I* <i>Administrative Specialist II *</i> Nutrition Program Coordinator	2,815	3,589	16.2404	20.7058
28	Transit Dispatcher	2,958	3,771	17.0654	21.7558
30	Accounting Technician Administrative Assistant II* <i>Administrative Assistant I *</i> <i>HR Assistant</i> <i>Information Systems Assistant I</i>	3,108	3,962	17.9308	22.8577
31	<i>Accounting Specialist</i> Senior Utility Worker	3,186	4,061	18.3808	23.4288
32	Permit Technician Municipal Court Clerk Utility Billing Clerk Sludge Truck Driver Wastewater Operator I Administrative Assistant III* <i>Administrative Assistant II *</i> Fitness Specialist Information & Referral Specialist	3,265	4,163	18.8365	24.0173
33	Equipment Mechanic II	3,346	4,267	19.3038	24.6173
34	Project Coordinator GIS and Mapping Technician Assistant Planner Environmental Education Specialist Recreation Coordinator Reference Librarian Sewer Vactor Operator II	3,430	4,373	19.7885	25.2288
36	Water Distribution Technician	3,604	4,594	20.7923	26.5038
37	<i>Accountant</i> <i>Transit Project Coordinator</i> Real Property Specialist Wastewater Operator II Public Works Analyst	3,693	4,710	21.3058	27.1731
38	Wastewater Lab Technician IS Assistant II <i>Public Works Operations Chief</i> Stormwater Management Coordinator	3,786	4,827	21.8423	27.8481
39	Building Inspector I Industrial Pre-treatment Coordinator	3,881	4,948	22.3904	28.5462
40	Senior Accountant Adult Services Librarian Children Services Librarian Senior Engineering Technician Wastewater Lead Operator	3,977	5,072	22.9442	29.2615
42	Associate Planner Information Systems Analyst Building/Plumbing Inspector II	4,179	5,328	24.1096	30.7385
46	Plans Examiner Network Administrator	4,613	5,881	26.6135	33.9288

* Results of an internal administrative class review
Italics indicate an unfilled position

City of Wilsonville Management Compensation Plan

Effective May 1, 2010

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
A	Accounting Specialist Human Resources Assistant	\$3,347	\$4,783	\$40,180	\$57,400
B	Executive Secretary Legal Secretary Transit Trainer	\$4,051	\$5,788	\$48,620	\$69,455
C	Fleet Services Manager Operation Manager (Library) Public Affairs Coordinator Public Works Supervisor Senior Programs Manager Transit Field Supervisor Transportation Options Program Manager				
D	City Recorder Natural Resource Manager Financial Operations Manager Sr. Planner/Mgr of Current Planning <i>Sr. Planner/Mgr of Long Range Planning</i>	\$4,902	\$7,003	\$58,830	\$84,040
E	Civil Engineer (Associate Engineer) GIS Manager Human Resources Manager Operations Manager (Transit)	\$5,392	\$7,704	\$64,715	\$92,450
F	Assistant Finance Director Community Services Director Deputy City Engineer Information Systems Manager Library Director Operations Manager (Public Works) Public Affairs Director Urban Renewal Manager <i>Transit Director</i>	\$5,932	\$8,475	\$71,185	\$101,695
G	Assistant CD Director Assistant City Attorney Building Official City Engineer Planning Director	\$6,525	\$9,322	\$78,305	\$111,865
H	Assistant City Manager Community Development Director Finance Director Public Works Director	\$7,178	\$10,253	\$86,135	\$123,050
	Municipal Court Judges	\$90 - \$94 per hour			
	City Attorney, contract pay package	\$9,583		\$118,123	
	City Manager, contract pay package	\$10,302		\$127,185	

Expenditure Summaries

By Program

Excluding Interfund Services and Transfers

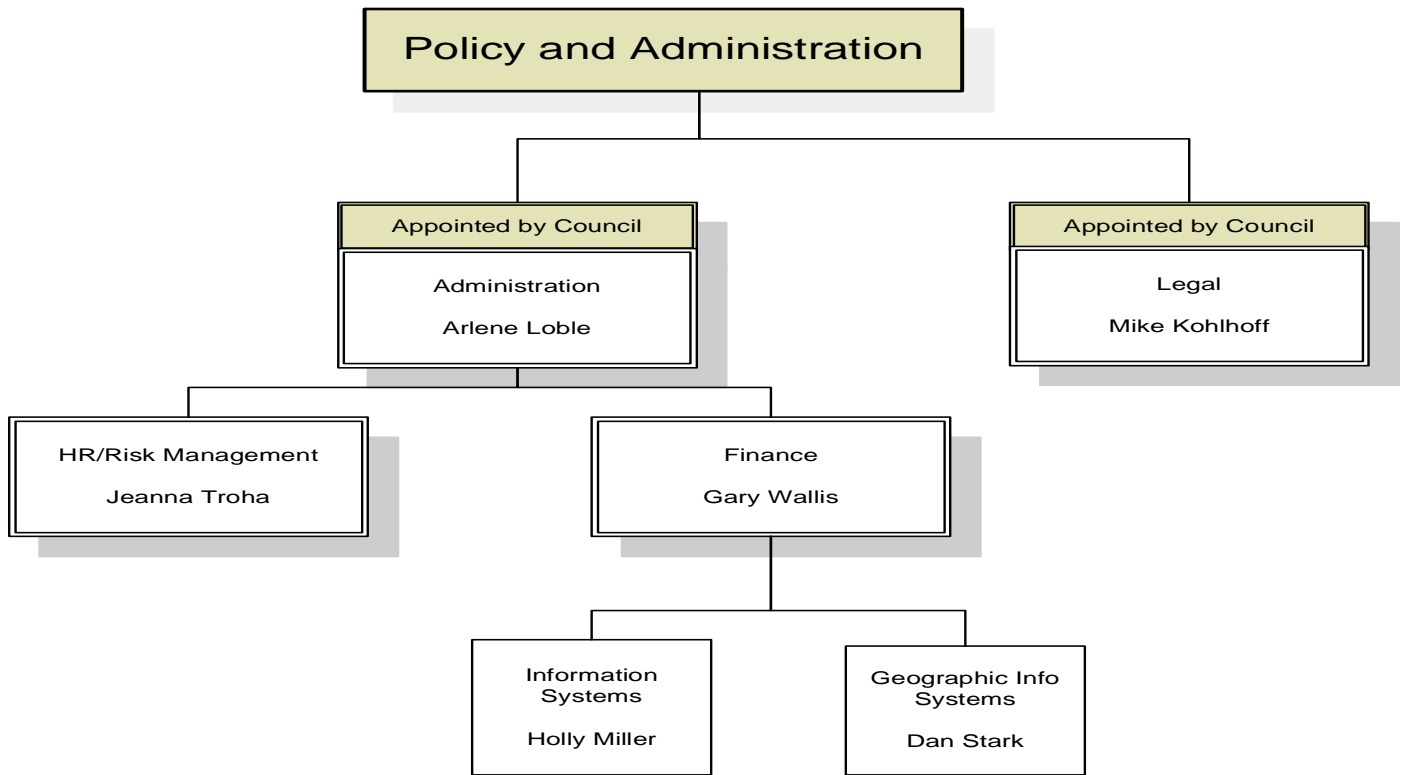
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Policy and Administration	\$ 3,422,269	\$ 3,691,501	\$ 4,138,088	\$ 4,521,964	\$ 4,529,729	\$ 4,529,729
Community Development	3,527,872	3,688,965	4,454,327	4,014,262	4,014,262	4,014,262
Public Works	7,945,819	7,968,539	8,993,261	9,660,543	9,660,543	9,660,543
Community Services	1,488,142	1,772,360	2,171,198	2,309,950	2,309,950	2,309,950
Transportation	3,794,804	4,589,530	6,034,312	5,751,562	5,751,562	5,751,562
Public Safety	2,997,052	3,209,672	3,716,249	3,904,450	3,904,450	3,904,450
Total Operating Budget	\$ 23,175,958	\$ 24,920,567	\$ 29,507,435	\$ 30,162,731	\$ 30,170,496	\$ 30,170,496

By Major Cost Category

Excluding Interfund Services, Transfers, and Capital Projects

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services	\$ 10,612,996	\$ 11,480,843	\$ 13,595,127	\$ 13,522,320	\$ 13,530,085	\$ 13,530,085
Materials and Services	11,835,572	13,103,179	14,930,308	16,021,419	16,021,419	16,021,419
Capital Outlay	727,390	336,545	982,000	618,992	618,992	618,992
Total Appropriations	\$ 23,175,958	\$ 24,920,567	\$ 29,507,435	\$ 30,162,731	\$ 30,170,496	\$ 30,170,496

Policy & Administration



	Expenditure Summaries					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Administration	\$ 929,591	\$ 1,057,840	\$ 1,087,436	\$ 1,246,065	\$ 1,253,830	\$ 1,253,830
Finance	982,817	1,082,861	1,272,937	1,334,804	1,334,804	1,334,804
Information Systems	438,915	511,880	558,111	695,210	695,210	695,210
Geographic Information Systems	164,547	152,948	191,166	210,705	210,705	210,705
Legal	398,288	380,798	463,258	473,800	473,800	473,800
Human Resources/Risk Management	508,111	505,174	565,180	561,380	561,380	561,380
Total	\$ 3,422,269	\$ 3,691,501	\$ 4,138,088	\$ 4,521,964	\$ 4,529,729	\$ 4,529,729

Policy & Administration

Interesting Facts

Finance

Both the annual budget document and comprehensive annual financial report have earned the Government Finance Officers' Association awards for excellence for twelve consecutive years.

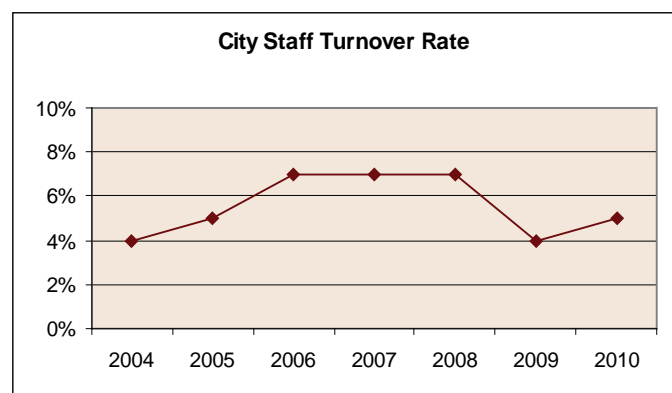
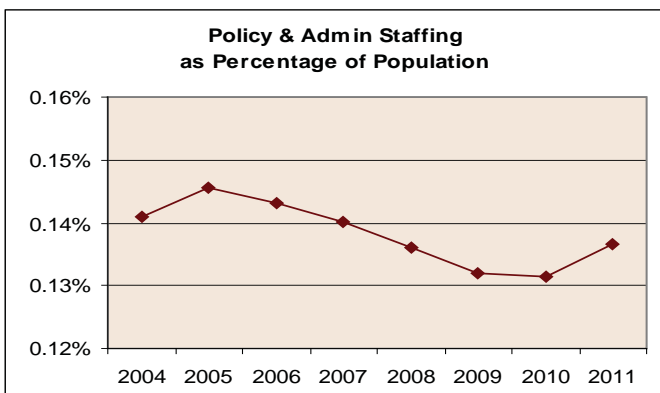
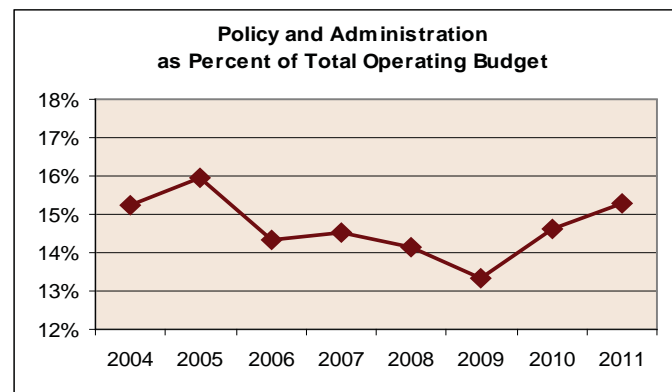
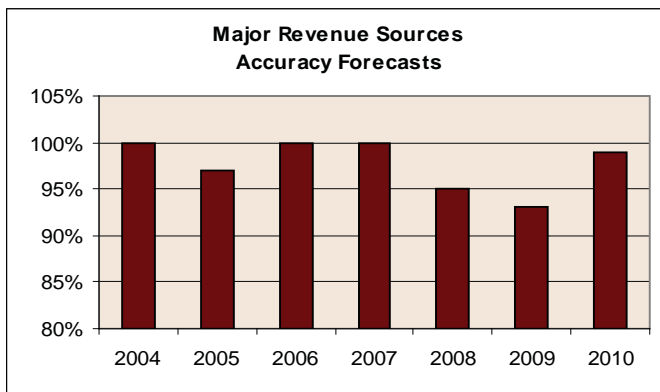
GIS

GIS Interns completed a summer project this year to add SMART to online multi-agency trip planning on Google Transit. The project involved GPS locating of all SMART stops, shelters and amenities as well as converting schedule data for input into Google's system. Multi-agency trip planning with SMART on Google Transit should be available in the spring of 2010.

Human Resources

Through effective risk management, the City has reduced workers' compensation losses and will receive a \$65,000 credit from insurance carriers in 2009-10.

The City received a silver level award for safety and wellness indicating limited time loss related to workers comp and also received a wellness grant from CIS to support healthy living for employees.





Statement of Purpose

The City Manager is appointed by the Mayor with the advice and consent of the City Council and is the chief administrative officer of the City. It is the City Manager’s responsibility to manage, direct and coordinate the municipal services and business affairs of the City. The Manager is responsible for translating the City Council’s goals into budgetary priorities. The City Manager also prepares and presents the annual budget to the City Council for its review and adoption.

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

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Continue efforts to find sustainable funding solutions for infrastructure needs
- Work to find sustainable funding for the police, parks, and the city’s regional, state and federal partnerships
- Implement a city-wide communications strategy
- Provide opportunities for the public to interact with the Council and staff

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Implement the staff and Council vision for our organization by inspiring a shared vision, enabling others to act, modeling the way and encouraging the heart
- Continue Council commitment to training and sustainable practices relating to our common goals, values and vision
- Use the Chamber and City newsletters to keep the public informed

Council Goal 3: Provide Support to Individuals and Families in Need due to the Current Challenging Economic Times

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens concerns

Council Goal 4: Stimulate Business and Job Growth in the Community

- Facilitate City Council and Community decision making concerning the future growth and development of Wilsonville and funding infrastructure improvements
- Develop a unique, identifiable trademark for the City of Wilsonville
- Work on public policy issues that impact the City at regional, state and federal levels
- Work with Willamette Falls Television to broadcast Development Review board and Planning Commission meetings on the Government Channel

	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	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
Public Affairs Coordinator	1.00	1.00	1.00	1.00
Intern*	0.00	0.00	0.00	1.00
	5.00	5.00	5.00	6.00

* Budgeted at 100% with 50% reimbursable paid by the City of Tualatin

Policy & Administration

administration

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 365,141	\$ 387,393	\$ 420,176	\$ 491,820	\$ 498,570	\$ 498,570
Employee benefits	167,043	181,660	228,780	229,640	230,655	230,655
Total	532,184	569,053	648,956	721,460	729,225	729,225
Materials and Services						
Supplies	34,346	39,311	21,111	41,748	41,748	41,748
Prof and tech serv	88,766	124,834	83,080	107,300	107,300	107,300
Utility services	3,158	3,621	3,539	7,415	7,415	7,415
Rents and leases	-	-	-	11,040	11,040	11,040
Comm svcs programs	133,996	162,195	182,200	184,500	184,500	184,500
Employee development	62,019	51,767	65,300	74,672	74,672	74,672
Fees, dues, advertising	24,627	25,852	22,000	27,660	27,660	27,660
Meetings & Council	42,099	42,565	41,250	50,270	50,270	50,270
Total	389,813	450,145	418,480	504,605	504,605	504,605
Capital Outlay						
Machinery & equipment	7,594	38,642	20,000	20,000	20,000	20,000
Total Department	\$ 929,591	\$ 1,057,840	\$ 1,087,436	\$ 1,246,065	\$ 1,253,830	\$ 1,253,830
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Dedicated revenues	89,047	48,858	56,000	65,000	65,000	65,000
Interfund charges	215,766	199,873	205,495	185,707	185,707	185,707
Urban renewal charges	130,000	155,000	106,000	107,000	107,000	107,000
Assigned contingency	-	-	-	41,000	41,000	41,000
General Fund revenues	369,778	564,109	629,941	757,358	765,123	765,123
Total	\$ 929,591	\$ 1,057,840	\$ 1,087,436	\$ 1,246,065	\$ 1,253,830	\$ 1,253,830

Statement of Funding Issues for 2010-11

There has been a long understanding with the City of Tualatin that the area north of Day Road to Tualatin would be planned cooperatively. Tualatin and Wilsonville agree to share the cost of an intern whose job will be to work with both communities. Total cost of the intern (wage, benefits, miscellaneous) will be \$60,000 and Tualatin will reimburse Wilsonville \$30,000.

While Supplies appear to double, a look at prior year actual costs shows the increase is a reflection of true operating costs.

Professional and Technical Services, just like Supplies, increases to reflect actual service level costs.

The new category Rents and Leases will provide for replacement of the current copier used by Policy and Administration departments. The leased color copier will replace the old black and white copier which has been in service since 2003, logged over 1.5 million copies and is requiring more frequent service calls.

The Mayor's stipend increased from \$577 to \$1,327 per month beginning October 1, 2010 and increased applicable taxes as well.

Statement of Purpose

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

Primary functions include accounting, budgeting, managing and investing cash, managing debt, paying invoices, processing payroll, billing, and collecting receivables (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes) and financial reporting. Finance answers all incoming phone calls for City Hall. Although budgeted separately, the department oversees municipal court administration and information technology services including computers, networks and telephones.

Program Objectives

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Continue to promote the use of our newly installed paperless billing system to all utility billing customers

Council Goal 3: Provide Support to Individuals and Families in Need due to the Current Challenging Economic Times

- Administer the utility relief program to help low-income customers with delinquent utility bills

Other Program Objectives

- Coordinate the sewer rate study update and bond sale for plant improvements
- Analyze administrative fees and recommended changes where necessary to cover related costs
- Update the City’s five-year financial plan
- Prepare the FY 2009-10 Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officer’s Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the FY 2010-11 adopted budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program

	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Financial Operations Manager	0.00	0.00	1.00	1.00
Administrative Assistant II	0.75	0.80	0.85	0.00
Administrative Assistant III	0.00	0.00	0.00	0.90
Accountant	1.00	1.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	3.00	3.00	2.00	2.00
Utility Billing Specialist	0.00	0.00	1.00	1.00
	8.75	8.80	8.85	8.90

Policy & Administration

finance

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 461,386	\$ 503,193	\$ 538,710	\$ 580,950	\$ 580,950	\$ 580,950
Employee benefits	214,065	233,986	278,490	268,250	268,250	268,250
Total	675,451	737,179	817,200	849,200	849,200	849,200
Materials and Services						
Supplies	66,543	66,806	79,400	80,980	80,980	80,980
Prof and tech serv	158,917	140,736	183,900	193,164	193,164	193,164
Utility services	3,869	35,961	40,030	41,235	41,235	41,235
Fleet services	4,010	3,380	3,100	1,300	1,300	1,300
Repairs & maintenance	11,924	22,083	22,168	20,545	20,545	20,545
Rents & leases	602	1,035	750	770	770	770
Insurance	220	4,180	4,389	4,520	4,520	4,520
Meeting expenses	837	20	500	510	510	510
Comm svcs programs	-	-	18,500	18,870	18,870	18,870
Employee development	10,596	11,688	17,700	18,060	18,060	18,060
Fees, dues, advertising	14,998	7,078	9,600	9,790	9,790	9,790
Misc. service & supplies	34,850	52,715	75,700	88,360	88,360	88,360
Total	307,366	345,682	455,737	478,104	478,104	478,104
Capital Outlay						
Machinery & equipment	-	-	-	7,500	7,500	7,500
Total Department	\$ 982,817	\$ 1,082,861	\$ 1,272,937	\$ 1,334,804	\$ 1,334,804	\$ 1,334,804

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 10,500	\$ 10,800	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Interfund charges	676,968	764,872	865,984	908,622	908,622	908,622
Urban renewal charges	40,000	48,000	46,000	47,000	47,000	47,000
Assigned contingency	-	-	12,000	-	-	-
General Fund revenues	255,349	259,189	339,953	370,182	370,182	370,182
Total	\$ 982,817	\$ 1,082,861	\$ 1,272,937	\$ 1,334,804	\$ 1,334,804	\$ 1,334,804

Statement of Funding Issues for 2010-11

Fleet service costs decline slightly due to the elimination of vehicle replacement charges. The replacement is fully funded but the van is still serviceable and won't be replaced at this time.

The Miscellaneous Services increase is related to bank fees on credit card acceptances. Fees are covered by the fund to which the revenues are recorded, with SDC funds covering the largest percent of processing fees.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2008-09	Forecast 2010-11
Maintain high levels of financial integrity	Independent auditor opinion	unqualified	unqualified	unqualified	unqualified	unqualified
	Number of auditor proposed adjustments	0	0	0	0	0
	General obligation bond rating	Aa3	Aa3	Aa3	Aa2	Aa2
Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 886,858	\$ 982,817	\$ 1,082,861	\$ 1,237,215	\$ 1,334,804
	Costs to deliver financial services as percentage of total City operating budget	4%	4%	4%	4%	4%
	Current fiscal year savings from refinanced or early payment on debt:					
	<i>Water supported</i>	\$ 32,953	\$ 35,146	\$ 81,067	\$ 139,111	\$ 133,886
	<i>Sewer supported</i>	\$ 54,416	\$ 52,201	\$ 55,251	\$ 52,410	\$ 53,890
	<i>Local Impr. District</i>	\$ 64,737	\$ 54,717	\$ 44,211	\$ 32,914	\$ 5,199
Provide relevant, effective and timely information to users to facilitate decision making processes	Revenue forecasts on major revenues - percentage variance to budget	-0.2%	-5.1%	-7.2%	-1.5%	0.0%
	Percent of monthly reports distributed within four days of month-end	100%	100%	100%	100%	100%
	Percent of quarterly council analysis reports distributed within 30 days of end of quarter	0%	75%	100%	100%	100%

Performance Measurements Outcome

Financial Integrity: Unqualified opinions, lack of auditor adjustments and awards for both CAFR and budget documents indicate a well run financial system. An improved bond rating by Moody’s provides outside evidence of this.

Efficiency and effectiveness: Maintaining a constant cost percent to deliver financial services through new demands and special analyses indicate efficiencies are realized.

Relevant and timely: Revenue forecasts are within acceptable ranges and imply accuracy of projections. Issuance of quarterly reports has been revised to better meet goals.



Statement of Purpose

The Information Systems Department manages the City’s information and communications technologies including the City’s network, phone system, desktop equipment, websites and applications. In addition, IS provides training and special project assistance to departments and oversees the City’s Geographic Information Systems Program.

FY 2009-10 IS Department accomplishments include:

- Consolidated and centralized the city’s cell phone services for greater efficiency and cost reduction
- Converted all standard analog land lines to a new provider offering more competitive pricing and improved service
- Provided purchasing and support for department specific hardware and software applications
- Worked with Public Works on a pilot project for an asset management system
- Currently working on a design refresh of the City website
- Assisting CD and Administration in creating an Economic Development section on the City website

Program Objectives

Council Goal 4: Stimulate Business and Job Growth in the Community

- Continue enhancement of Economic Development web pages

Other Program Objectives

- Utilize current and emerging technologies to reduce costs and create efficiencies
- Oversee installation and implementation of new systems and technologies
- Maintain inventory of hardware, software and network systems
- Develop and test business continuity and disaster recovery plans for City information systems
- Continue to enhance City websites to provide convenient and cost effective access to information and services
- Guide the GIS program in creating operating efficiencies through the implementation of mapping technologies

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant II	1.00	1.00	1.00	1.00
Systems Analyst	1.00	1.00	1.00	0.00
Network Administrator	0.00	0.00	0.00	1.00
	3.00	3.00	3.00	3.00

Policy & Administration

information systems

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 185,033	\$ 197,772	\$ 214,970	\$ 228,990	\$ 228,990	\$ 228,990
Employee benefits	84,725	91,037	107,920	100,610	100,610	100,610
Total	269,758	288,809	322,890	329,600	329,600	329,600
Materials and Services						
Supplies	74,987	69,800	76,524	66,100	66,100	66,100
Prof and tech serv	74,773	70,305	97,522	89,420	89,420	89,420
Utility services	8,781	9,478	10,585	11,230	11,230	11,230
Repairs & maintenance	4,338	6,212	6,800	6,940	6,940	6,940
Meeting expenses	149	43	200	200	200	200
Employee development	5,873	1,913	6,340	6,460	6,460	6,460
Fees, dues, advertising	256	131	250	260	260	260
Total	169,157	157,882	198,221	180,610	180,610	180,610
Capital Outlay						
Machinery & equipment	-	65,189	37,000	185,000	185,000	185,000
Total Department	\$ 438,915	\$ 511,880	\$ 558,111	\$ 695,210	\$ 695,210	\$ 695,210
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Interfund charges	\$ 217,715	\$ 202,597	\$ 261,369	\$ 204,062	\$ 204,062	\$ 204,062
Assigned contingency	-	-	-	140,000	140,000	140,000
General Fund revenues	221,200	309,283	296,742	351,148	351,148	351,148
Total	\$ 438,915	\$ 511,880	\$ 558,111	\$ 695,210	\$ 695,210	\$ 695,210

Statement of Funding Issues for 2010-11

For FY 2010-11, the IS budget shows a decrease in Professional & Technical Services and Supplies line items due to fluctuation in equipment purchases and multi-year software contracts.

Capital Outlay includes city-wide upgrades to Windows 7 (\$25,000) and MS Office 2010 (\$65,000). It also includes \$25,000 to begin replacement of aging City network equipment, the majority of which was purchased as part of the phone system upgrade in 2004, and \$50,000 for the addition of a storage area network (SAN) that will provide needed data capacity and improved backup and recovery capabilities. The SAN is also an integral part of future plans to implement a document management system. The software and SAN projects are one-time costs being funded from IS reserves.

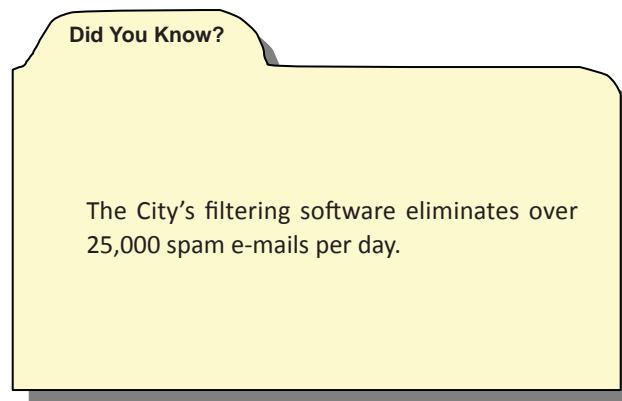
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Identify and track workload indicators	Users supported	144	136	140	146	133
	Personal computers supported	178	177	198	214	207
	Servers supported	26	26	26	34	31
	Other equipment supported	95	95	95	84	84
	Applications supported	87	87	85	73	73
Effectively maintain and support City systems	Network up-time	99.04	99.47	99.52	99.76	99.8
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

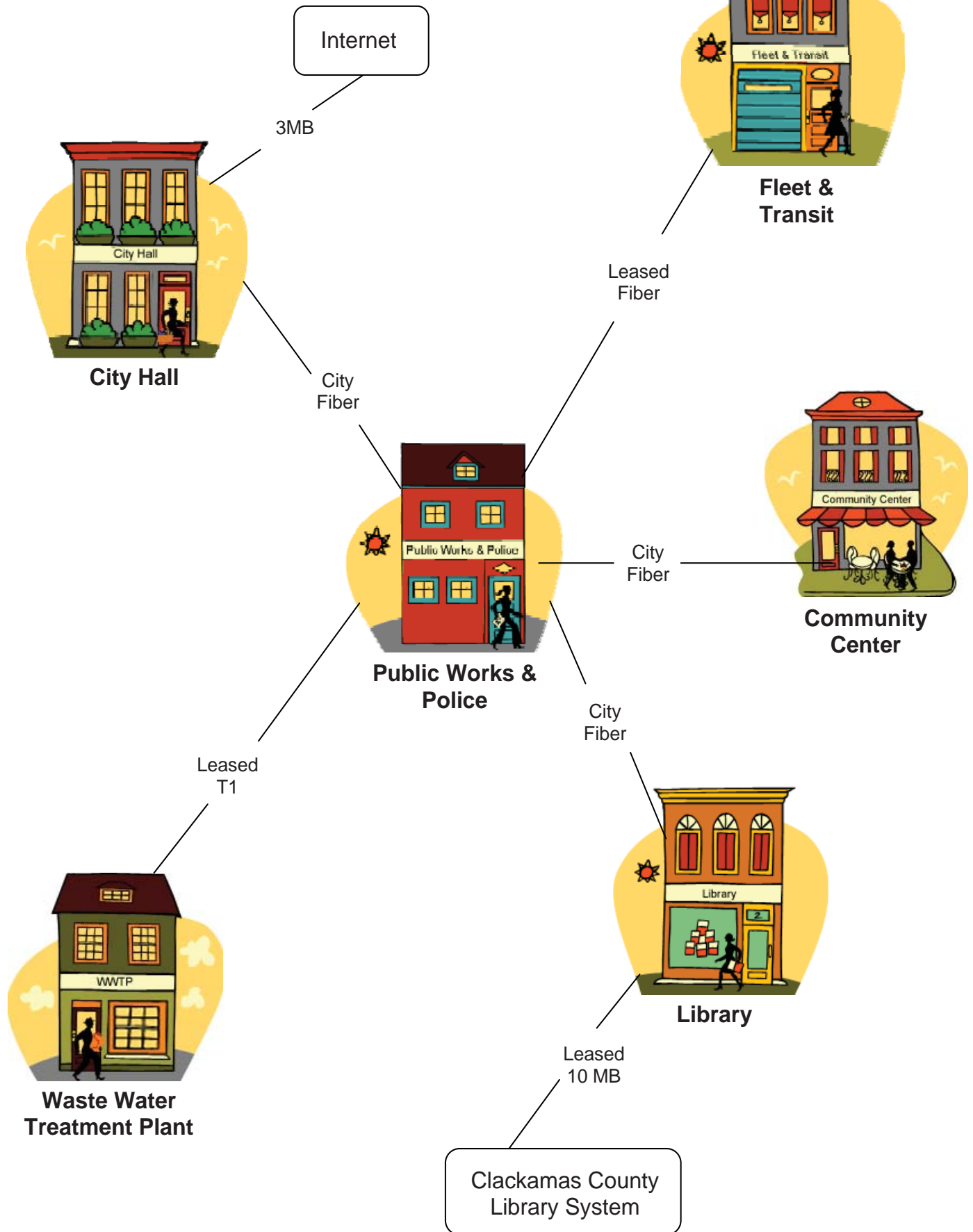
Fluctuation in the number of users is due primarily to employee turnover and temporary/intern staff. The number of computers is higher than the number of users due, in large part, to Library public computers and telemetry systems monitoring PCs.

For FY 2009-10, the annual IS survey was offered in an online form, increasing participation by more than 20% and maintaining an excellent customer satisfaction rating.



Policy & Administration

information systems



Statement of Purpose

The GIS Department creates, maintains, and administers the City’s Enterprise GIS system. GIS works with the GIS Steering Committee (GISSC) to identify projects and priorities across the enterprise and provides tools and analysis to City staff. GIS’s goal is to provide excellent customer service to Wilsonville residents and business customers.

In FY 2009-10 the GIS Department:

- Supervised 2 GIS interns during the first summer intern program
- Completed the first Google Transit Feed for SMART led by an intern team
- Field mapped public stormwater infrastructure with mobile GPS
- Maintained the enterprise GIS hardware, software and website
- Continued to coordinate with regional partners in data sharing and project planning
- Performed GIS Strategic Plan updates

Program Objectives

Council Goal 4: Stimulate Business and Job Growth in the Community

- Complete projects requested by City staff
- Provide maps and analysis to the 99 Connector and UGB expansion projects
- Develop and maintain GIS access tools for City staff and the community

Other Program Objectives

- Provide GIS education and training
- Identify opportunities to utilize GIS to improve City services
- Develop a long-term funding strategy for the GIS program
- Maintain GIS hardware and software systems
- Develop and maintain GIS data layers

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.00	0.00	0.00	0.50
	1.00	1.00	1.00	1.50

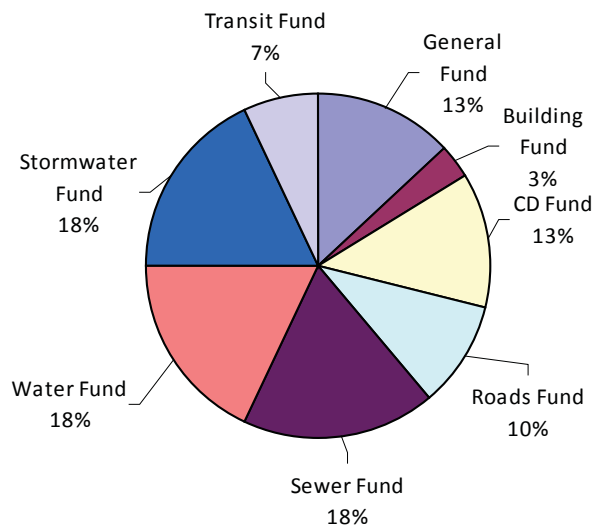
Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 71,673	\$ 75,963	\$ 82,230	\$ 101,930	\$ 101,930	\$ 101,930
Employee benefits	35,479	36,641	43,620	42,610	42,610	42,610
Total	107,152	112,604	125,850	144,540	144,540	144,540
Materials and Services						
Supplies	6,070	4,183	7,675	7,820	7,820	7,820
Prof and tech serv	46,072	32,346	50,631	50,840	50,840	50,840
Utility services	194	230	206	215	215	215
Meeting expenses	-	-	-	300	300	300
Employee development	3,668	1,532	5,000	5,150	5,150	5,150
Fees, dues, advertising	1,391	2,053	1,804	1,840	1,840	1,840
Total	57,395	40,344	65,316	66,165	66,165	66,165
Total Department	\$ 164,547	\$ 152,948	\$ 191,166	\$ 210,705	\$ 210,705	\$ 210,705

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Interfund charges	\$ 137,040	\$ 155,000	\$ 168,000	\$ 171,544	\$ 171,544	\$ 171,544
Urban renewal charges	8,574	8,918	9,186	9,186	9,186	9,186
General Fund revenues	18,933	-	13,980	29,975	29,975	29,975
Total	\$ 164,547	\$ 163,918	\$ 191,166	\$ 210,705	\$ 210,705	\$ 210,705

Statement of Funding Issues for 2010-11

For FY 2010-11, there is an increase in Personal Services to fund a summer intern project. Last year’s project was extremely successful, providing the field mapping of Transit assets and the technical foundation for Google Transit participation. For FY 2010-11, interns will capture additional assets such as hydrants, manholes, sign locations and other infrastructure.

Estimated FY 10/11 - GIS Use by Fund



Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Workload indicators	% of survey respondents that use GIS for job duties	n/a	93%	84%	63%	75%
	% of survey respondents that use online mapping tools	n/a	49%	74%	63%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Very Good	Very Good	Excellent	Excellent	Excellent

Performance Measurements Outcome

For FY 2009-10 GIS used an online survey tool to encourage enhanced participation. The total number of surveys returned increased 35% from the previous year. For those that use GIS, 9 out of 10 found service as “excellent” with the remaining rating it “good”. The desire for training was rated as high again this year so additional training and outreach will be conducted.



Statement of Purpose

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

The City Attorney directly supervises the Assistant City Attorney and the Legal Secretary.

Program Objectives

Other Program Objectives

- Provide legal advice to City Council, City Manager, boards and commissions and department heads that is timely, efficient, and effective
Measured by ratings for legal advice from the annual Legal Department survey
- Provide documents that achieve the intended legal and business purpose using clear and concise language
Measured by ratings for document provision on annual Legal Department survey
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient and effective
Measured by the City Council on a per case basis

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 242,684	\$ 257,670	\$ 275,240	\$ 290,750	\$ 290,750	\$ 290,750
Employee benefits	103,721	104,104	130,380	124,310	124,310	124,310
Total	346,405	361,774	405,620	415,060	415,060	415,060
Materials and Services						
Supplies	7,135	8,571	8,600	8,790	8,790	8,790
Prof and tech serv	33,877	1,281	35,000	35,700	35,700	35,700
Utility services	582	494	618	570	570	570
Meeting expenses	-	51	100	100	100	100
Employee development	8,385	6,677	10,000	10,200	10,200	10,200
Fees, dues, advertising	1,904	1,950	3,320	3,380	3,380	3,380
Total	51,883	19,024	57,638	58,740	58,740	58,740
Total Department	\$ 398,288	\$ 380,798	\$ 463,258	\$ 473,800	\$ 473,800	\$ 473,800
Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	96,090	63,131	70,133	56,648	56,648	56,648
Urban renewal charges	90,000	97,000	59,000	52,000	52,000	52,000
General Fund revenues	87,198	130,667	244,125	275,152	275,152	275,152
Total	\$ 398,288	\$ 380,798	\$ 463,258	\$ 473,800	\$ 473,800	\$ 473,800

Statement of Funding Issues for 2010-11

The budget for FY 2010-11 includes a summer/academic year work-study position through the Lewis and Clark Law School federal work study program and is paid out of the Professional and Technical Services line item. The intern position is funded in part by the City and the Law School. It has proven to be successful in the past and will assist with the volume of research and special projects in FY 2010-11.

The use of outside legal counsel varies from year to year. Given the variety of issues anticipated in FY 2010-11, this line item has again been budgeted.

Statement of Purpose

The purpose of the Human Resources Department is to enhance the efficiency and effectiveness of the organization by providing centralized personnel support for all City employees. This includes addressing labor relations, compensation, classification, recruitment, selection and training issues. The department provides systems, services and solutions to support the organization in order to effectively provide service to the citizens of Wilsonville.

The Assistant City Manager serves as the Human Resources Director and Risk Manager, and provides management oversight to five operating divisions: Human Resources, Community Services, Library, Transit, and Police (contract). The Human Resource Department includes a Human Resources Manager and a Human Resources Assistant.

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.

Program Objectives

Other Program Objectives

- Recruit and hire the most qualified people to staff the City’s delivery of service and employ individuals with positive attitudes and strong work ethics who fit within a culture of high quality customer service
- Maintain current and accurate job descriptions for all City staff positions
- Minimize work-related accidents through safety awareness and proactive programs
- 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 solutions

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.70	0.74	0.74	0.75
Intern (High School)	0.20	0.08	0.08	0.10
	2.90	2.82	2.82	2.85

Policy & Administration

human resources/risk management

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 194,490	\$ 194,105	\$ 224,230	\$ 234,880	\$ 234,880	\$ 234,880
Employee benefits	79,711	78,870	114,130	97,870	97,870	97,870
Total	274,201	272,975	338,360	332,750	332,750	332,750
Materials and Services						
Supplies	1,855	2,465	2,700	5,750	5,750	5,750
Prof and tech serv	58,016	91,992	35,500	25,510	25,510	25,510
Utility services	631	945	1,220	1,190	1,190	1,190
Insurance	117,742	93,362	115,000	118,450	118,450	118,450
Employee development	40,813	27,199	54,000	55,070	55,070	55,070
Fees, dues, advertising	1,348	871	1,700	1,730	1,730	1,730
Flex plan admin	3,515	3,752	3,600	4,300	4,300	4,300
Recognition expenses	1,375	860	1,600	15,630	15,630	15,630
Meeting expenses	8,615	10,753	11,500	1,000	1,000	1,000
Total	233,910	232,199	226,820	228,630	228,630	228,630
Total Department	\$ 508,111	\$ 505,174	\$ 565,180	\$ 561,380	\$ 561,380	\$ 561,380
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund charges	173,562	158,419	160,215	175,677	175,677	175,677
General Fund revenues	209,549	346,755	404,965	385,703	385,703	385,703
Total	\$ 508,111	\$ 505,174	\$ 565,180	\$ 561,380	\$ 561,380	\$ 561,380

Statement of Funding Issues for 2010-11

The Supplies budget increased \$3,000 to replace HR file cabinets with fire safe cabinets. This is important to ensure that personnel records are protected, as required by law, in the event of a fire.

The Recognition Expenses budget increased in order to offset similar reductions in Meeting Expenses. Overall, there are no new expenditures associated with recognition expenses.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office or Water Treatment Plant - Veolia)	145	146	156	161.5	161.9
	Full-time recruitments	10	10	6	6	4
	Turnover rate (Full Time)	7%	7%	4%	5%	3%
	Percentage of FTEs that pass probationary period	99%	98%	99%	99%	100%
Minimize work-related accidents and maintain an excellent safety record	Number of workers' compensation claims	8	10	5	5	5
	Number of time loss days due to workers compensation injuries	129	21	28	84	25
	Total paid losses	\$15,000	\$6,631	\$17,800	\$12,386	\$10,000
	Experience modification history	0.87	0.82	0.76	0.83	0.83

Performance Measurements Outcome

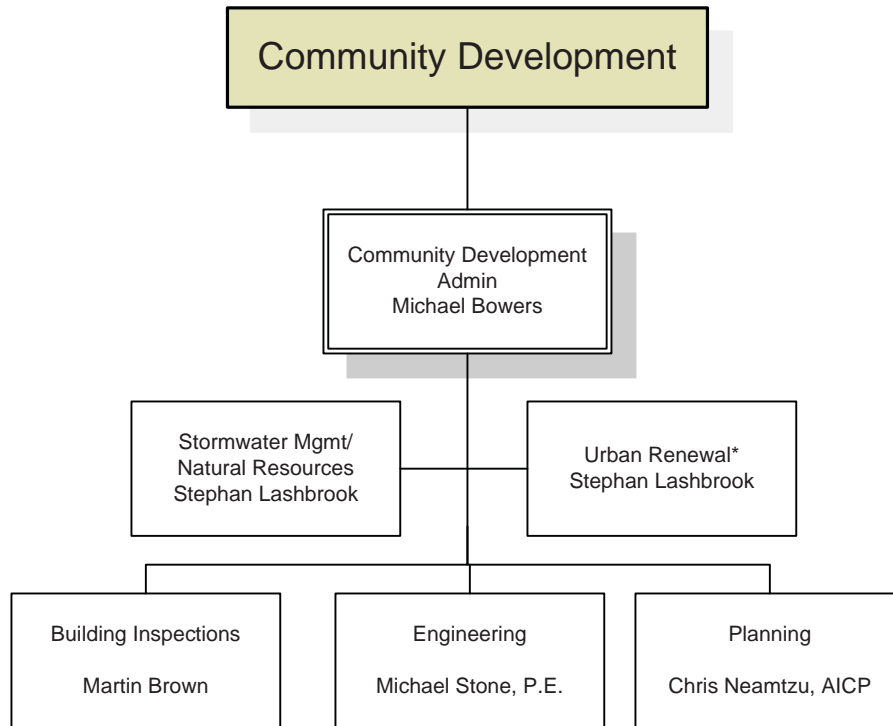
The employee Safety Committee continues to be active in promoting a safe work environment which resulted in a decrease in worker's comp injuries. Our experience modification was .83 in 2009-10 and is expected to remain at the same level in 2010-11.

In 2008, the City recruited for 15 positions including seasonal and temporary positions. This is slightly below average based upon the last three-year history.

Did You Know?

Over 20% of City staff have worked here for 15 or more years.

Community Development



* For the Urban Renewal budget, see page 261.

	Expenditure Summaries					Adopted 2010-11
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	
Community Development Administration	\$ 885,736	\$ 874,434	\$ 1,141,310	\$ 875,205	\$ 875,205	\$ 875,205
Engineering	1,227,839	1,268,734	1,481,880	1,377,930	1,377,930	1,377,930
Building Inspections	608,031	613,730	717,441	599,080	599,080	599,080
Planning	806,266	795,236	954,524	766,530	766,530	766,530
Stormwater Management	-	136,831	159,172	-	-	-
Natural Resources/Stormwater Management	-	-	-	395,517	395,517	395,517
Total	\$ 3,527,872	\$ 3,688,965	\$ 4,454,327	\$ 4,014,262	\$ 4,014,262	\$ 4,014,262

Stormwater Management was moved from Public Works in FY 2008-09. In FY 2010-11 the Natural Resource program was moved from CD Administration and combined with Stormwater Management.

Community Development

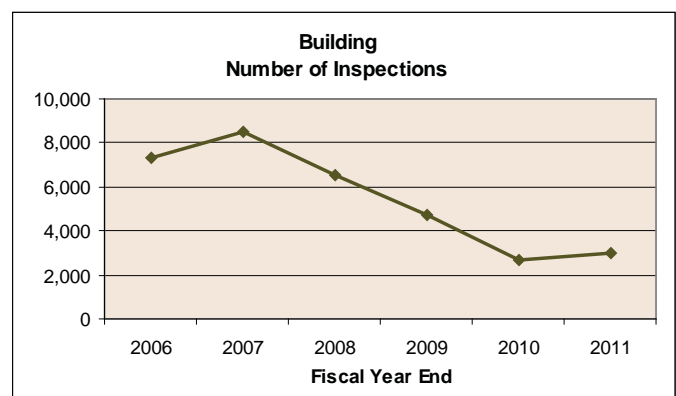
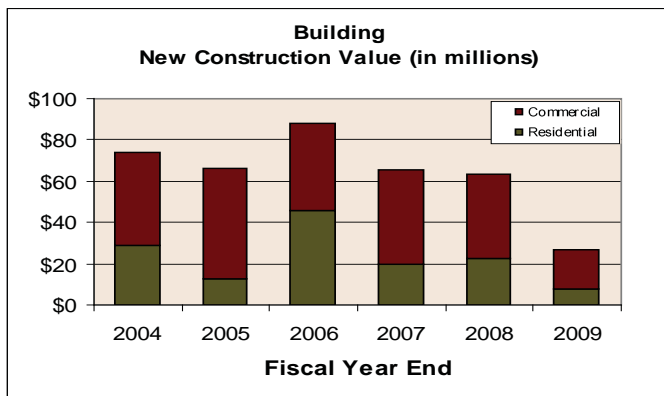
Interesting Facts

Engineering

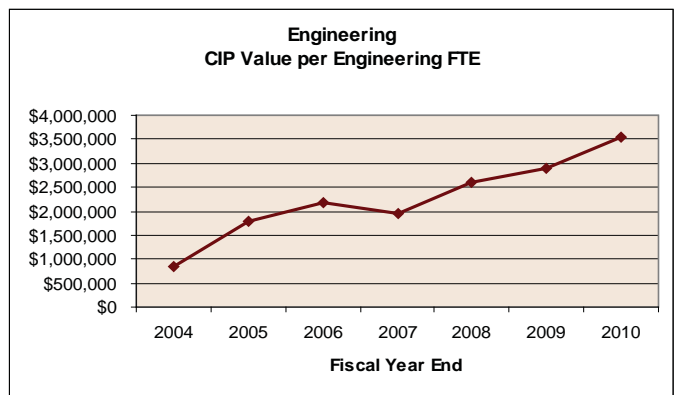
The City and the Oregon Department of Transportation (ODOT) are jointly undertaking the reconstruction of the I-5/Wilsonville Road Interchange. In conjunction with this work, the City was required to complete an Interchange Area Management Plan (IAMP) addressing circulation and access immediately adjacent to the Interchange. Staff along with DKS Associates (traffic) and the Angello Group (land-use) completed the IAMP and submitted it to ODOT for approval by the Oregon Transportation Commission (OTC). Upon adoption, staff was informed that our IAMP format and content has now become the 'standard' for other jurisdictions to follow under similar circumstances.

Planning

Villebois has been the focus of two recent national conference field tours focusing on urban forestry, smart growth and low-impact development. Over the past year, Chris Neamtzu, Planning Director and Kerry Rappold, Natural Resources Program Manager led two walking tours of Villebois with over 100 participants from the Conservation Fund *Green Infrastructure Conference* and the National Arbor Day Foundation *Partners in Community Forestry National Conference*. Conference attendants came to Wilsonville to learn about the latest practices in tree preservation in new development, parks planning, green infrastructure and innovative stormwater management. City staff is proud to be able to share the great work of the City of Wilsonville with visitors from around the country.



- ### Upcoming Planning Division Master Plans
- 2010**
 - Villebois Master Plan Revisions
 - 2011**
 - Old Town Neighborhood Plan
 - Advance Rd School/Park Concept Plan
 - Create Coffee Creek Industrial Area Infrastructure Plan
 - Update the Transportation Systems Plan
 - Develop the Tonquin Trail Master Plan
 - Initiate concept planning for the North Wilsonville Industrial Area





Statement of Purpose

Community Development Administration provides leadership over the City's 5-year Capital Improvement Program and direction over annual execution of projects to accomplish goals established in adopted Master Plans. This includes Natural Resource projects and development oversight, Urban Renewal funded projects, real estate acquisitions, and major road and utility projects. The department includes administration, engineering, building, planning, natural resources/stormwater management and urban renewal.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Concept planning the Villebois School Site, Advance Road School Site and Coffee Creek Industrial areas
- Liaison with ODOT for project development at the City's interfaces with I-5
- Design, fund and start construction of the I-5/Wilsonville Road Improvement Project
- Implement project recommendations for the recently adopted Parks and Recreation Master Plan and the Bicycle/Pedestrian Master Plan
- Maintain 5-Year CIP and associated revenue vs. expense forecasts
- Begin concept planning (with the City of Tualatin) for the area north of Day Road

Council Goal 4: Stimulate Business and Job Growth in the Community

- Plan and implement a strategy to serve Sherwood with Willamette Water
- Economic development activities

Other Program Objectives

- Complete updates to both water and sewer SDCs and user rates
- Develop a procurement plan, RFP and update finance strategy for the WWTP expansion project
- Create Development Agreements to support capital program goals
- Implement new Stormwater Master Plan financing elements
- Plan and implement financing and infrastructure programs to support Villebois
- Assist SMART and Public Works with facility plans
- Real property acquisitions to support the City's infrastructure projects

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	0.00	0.00	1.00
Project Coordinator	1.00	1.00	0.00	0.00
Real Property Specialist	0.00	0.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.00
Administrative Assistant III	0.00	0.00	0.00	1.00
Administrative Specialist II	1.00	1.00	1.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00
Urban Renewal Projects Manager	1.00	1.00	1.00	0.00
Urban Renewal Manager	0.00	0.00	0.00	1.00
Redevelopment Director	1.00	1.00	1.00	0.00
Special Projects Manager	0.50	0.40	0.40	0.00
Natural Resource Intern	0.25	0.00	0.00	0.00
Natural Resource Program Manager*	1.00	1.00	1.00	0.00
Environmental Education Specialist*	0.00	1.00	1.00	0.00
	7.75	8.40	8.40	6.00

*Stormwater Management was moved from Public Works (FY 2008-09) and Natural Resources program was moved from CD Administration to Stormwater Management (FY 2010-11).

Community Development

administration

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 495,592	\$ 485,524	\$ 623,260	\$ 464,970	\$ 464,970	\$ 464,970
Employee benefits	227,677	214,008	301,860	205,840	205,840	205,840
Total	723,269	699,532	925,120	670,810	670,810	670,810
Materials and Services						
Supplies	56,479	38,335	51,000	46,000	46,000	46,000
Prof and tech serv	55,278	55,769	77,000	73,440	73,440	73,440
Utility services	3,898	36,117	39,991	40,000	40,000	40,000
Fleet services	3,930	3,490	3,320	2,750	2,750	2,750
Repairs & maintenance	7,153	27,445	28,302	26,815	26,815	26,815
Rents & leases	20,983	3,001	175	180	180	180
Insurance	312	4,240	4,452	4,600	4,600	4,600
Meeting expenses	4,817	3,716	4,700	4,790	4,790	4,790
Employee development	9,587	2,744	6,250	4,800	4,800	4,800
Fees, dues, advertising	30	45	1,000	1,020	1,020	1,020
Total	162,467	174,902	216,190	204,395	204,395	204,395
Total Department	\$ 885,736	\$ 874,434	\$ 1,141,310	\$ 875,205	\$ 875,205	\$ 875,205
Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Interfund charges	\$ 564,797	\$ 651,162	\$ 679,101	\$ 598,570	\$ 598,570	\$ 598,570
Urban renewal charges	560,000	551,000	531,000	400,000	400,000	400,000
Intergovernmental	-	-	-	100,000	100,000*	100,000
Total	\$ 1,124,797	\$ 1,202,162	\$ 1,210,101	\$ 1,098,570	\$ 1,098,570	\$ 1,098,570

* Based on pending Development Agreements

Statement of Funding Issues for 2010-11

The Community Development Department is on target to meet its execution goals and revenue in Capital Projects and Development Agreement objectives for commercial and industrial developments.

We need to continue to monitor home construction activity in the City and its impact on staffing and revenue. Expenses have been cut in the short-term as we monitor this sector's economic downturn.

A large spike in public-funded construction is expected to occur by Spring 2011 which will challenge the span of control of existing managers and project management teams.

The Natural Resources program was moved from Community Development Administration and combined with Stormwater Management during FY 2010-11.

Statement of Purpose

The Engineering Division staff provides project design services, project management, construction inspection, and other related needs for publicly funded capital improvement projects and privately financed residential, commercial and industrial development. Engineering also provides technical assistance to other departments for infrastructure planning, design, operations and maintenance. Additional public services are provided through traffic management, maintenance of aerial photographic records, infrastructure mapping, street addressing and infrastructure ‘as-built’ information.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- With the completion of the IAMP (Interchange Area Management Plan) (January 2010) and the preliminary engineering (November 2009), continue toward the completion of final engineering (March 2010) and right-of-way acquisition (July 2010), commence construction of the I-5/Wilsonville Rd Interchange reconstruction (December 2010) with completion October 2012
- Complete construction of the improvements along Boones Ferry Rd (Wilsonville Rd to Bailey St) and along Wilsonville Rd (from the railroad tracts east to Boones Ferry Rd) by November 2010
- Complete the construction of Barber St (Boberg to Boones Ferry) by November 2010, commence preliminary engineering of Kinsman Extension and Barber Extensions (Kinsman to Coffee Lake Dr) and for the widening of Tooze Rd which is provided for by stimulus monies
- Complete the installation of the necessary utility infrastructure for the relocated Villebois school by November 2010

Other Program Objectives

- In cooperation with the City’s owner’s representative, complete Phases #2 and #3 of the DBO (Design-Build-Operate) selection process, select the DBO firm and execute the DBO agreement for the City’s wastewater treatment plant expansion by January 2011
- Continue to partner with Sherwood in an IGA (Intergovernmental Agreement) in an accelerated completion schedule for the design and construction of segment #3 (Kinsman Rd) waterline and the Tooze Rd Vault with completion set for September 2012
- Support private development through review and inspection of projects ranging from sidewalk repairs to large scale developments
- Complete the design and construction of smaller capital projects as may be required

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
City Engineer	1.00	1.00	1.00	1.00
Deputy City Engineer	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	1.00	1.00
Senior Engineering Technician	5.00	5.00	5.00	4.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	0.00
Administrative Assistant II	0.00	0.00	0.00	1.00
	11.00	11.00	11.00	10.00

Community Development

engineering

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 659,906	\$ 721,130	\$ 787,750	\$ 757,860	\$ 757,860	\$ 757,860
Employee benefits	304,973	357,507	435,990	359,170	359,170	359,170
Total	964,879	1,078,637	1,223,740	1,117,030	1,117,030	1,117,030
Materials and Services						
Supplies	42,799	19,440	32,239	32,890	32,890	32,890
Prof and tech serv	136,071	118,474	153,399	156,470	156,470	156,470
Utility services	5,101	7,830	10,040	9,900	9,900	9,900
Fleet services	18,320	19,960	20,170	18,480	18,480	18,480
Repairs & maintenance	4,860	2,943	2,472	2,520	2,520	2,520
Rents & leases	10,000	-	11,133	11,360	11,360	11,360
Insurance	1,598	2,118	2,224	2,290	2,290	2,290
Meeting expenses	655	339	1,236	1,260	1,260	1,260
Employee development	17,318	14,108	19,570	19,960	19,960	19,960
Fees, dues, advertising	6,633	4,885	5,657	5,770	5,770	5,770
Total	243,355	190,097	258,140	260,900	260,900	260,900
Capital Outlay						
Vehicles	19,605	-	-	-	-	-
Total Department	\$ 1,227,839	\$ 1,268,734	\$ 1,481,880	\$ 1,377,930	\$ 1,377,930	\$ 1,377,930

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Permits	\$ 479,343	\$ 41,693	\$ 229,000	\$ 198,700	\$ 198,700	\$ 198,700
Charges for services	77,715	50,609	52,500	52,500	52,500	52,500
Interfund charges	1,158,280	1,165,541	1,062,380	1,184,000	1,184,000	1,184,000
Urban renewal charges	305,000	345,000	138,000	271,000	271,000	271,000
Total	\$ 2,020,338	\$ 1,602,843	\$ 1,481,880	\$ 1,706,200	\$ 1,706,200	\$ 1,706,200

Statement of Funding Issues for 2010-11

Reflective with the downturn in privately financed construction related projects, many Engineering Department staff are now focused on those projects in the City's Capital Improvement Program. With more work directed towards publicly funded CIP projects, the level of internal fees collected by interfund transfers has offset the drop in fees collected in conjunction with private construction permits.

Additionally, a Senior Engineering Technician position associated with private construction will remain unfilled after an employee resignation. This position will remain unfilled until an upturn in the level of development.

Statement of Purpose

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

Program Objectives

Other Program Objectives

- Recognize and meet the adopted department operating plan and program standards mandated through the State Building Codes Division and the Metro Tri-County Service Center
- Review all single-family dwelling plans in the Villebois Development within 15 days of a completed application
- Review all commercial project plans within three weeks of a completed application
- Respond to public concerns within 48 hours from date received and coordinate with Assistant Planner/Code Enforcement in Planning Department
- Accomplish all requested building inspections within 24 hours from date of request
- Aid in the management and supervision of assigned capital improvement projects as directed in the budget
- Support Community Development work teams as assigned

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Administrative Specialist I	0.20	0.25	0.25	0.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
Building Inspector I	1.00	1.00	1.00	0.00
On-Call Inspector	0.15	0.10	0.10	0.10
	6.35	6.35	6.35	5.10

Community Development

building inspections

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 368,299	\$ 380,039	\$ 423,130	\$ 366,840	\$ 366,840	\$ 366,840
Employee benefits	177,021	180,645	226,740	169,500	169,500	169,500
Total	545,320	560,684	649,870	536,340	536,340	536,340
Materials and Services						
Supplies	7,240	9,626	11,000	10,890	10,890	10,890
Prof and tech serv	18,381	9,979	21,360	19,030	19,030	19,030
Utility services	3,926	3,833	4,064	4,070	4,070	4,070
Fleet services	16,140	19,020	18,870	16,450	16,450	16,450
Rents & leases	10,000	-	-	-	-	-
Insurance	1,065	1,073	1,127	1,150	1,150	1,150
Employee development	5,454	8,415	8,750	8,700	8,700	8,700
Fees, dues, advertising	505	1,100	2,400	2,450	2,450	2,450
Total	62,711	53,046	67,571	62,740	62,740	62,740
Total Department	\$ 608,031	\$ 613,730	\$ 717,441	\$ 599,080	\$ 599,080	\$ 599,080

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Permits	\$ 955,566	\$ 422,049	\$ 554,860	\$ 766,139	\$ 766,139	\$ 766,139
Urban renewal charges	-	-	-	13,000	13,000	13,000
Operating reserve	-	191,681	162,581	-	-	-
Total	\$ 955,566	\$ 613,730	\$ 717,441	\$ 779,139	\$ 779,139	\$ 779,139

Revenues in excess of operating costs are used to pay administrative charges, a portion of the Natural Resource Program Manager's wages and maintain an operating reserve.

Statement of Funding Issues for 2010-11

In response to a significant decline in new construction, this program has eliminated 1 Building Inspector position and a part-time Administrative Specialist while temporarily reducing hours for the Plumbing/Building Inspector II. Similar reductions in services and supplies are anticipated.

These actions have allowed the Building Division to balance current expenditures against current revenues. The Division will continue providing construction management services for capital projects as needed which will help provide additional revenues through internal transfers.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of plan reviews and inspections per year	8,500	6,527	4,700	2,700	3,000
	Percentage completed within strategy	100%	63%	68%	60%	100%
Encourage use of the online permitting system	Number of customers who obtain online permits	n/a	n/a	37	100	135

Performance Measurements Outcome

There is a steady increase of customers utilizing the Building Division’s online permit system and webpage to obtain information, forms and secure permits in lieu of obtaining the same information by phone or in person. This is both sustainable and more efficient for customers and staff.



Statement of Purpose

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 and Development Code. Program responsibilities are divided between current planning/code enforcement and long-range planning.

Current planning staff works closely with customers who want to bring commercial, industrial and residential development to the community and facilitates the land-use permitting process. Current planning duties include site plan review, land-use code enforcement, construction oversight, monitoring and inspection of approved developments.

Long-range planning works with citizens, local, regional and state agencies in preparing master plans for future growth and development of the community. They facilitate legislative amendments to the Comprehensive Plan and Development Code resulting in compliance with new rules and coordinates with Metro on such projects as the establishment of urban and rural reserves, master planning the Tonquin Trail and development of the Graham Oaks Nature Park. It is the role of the Planning Division staff to engage the community in all aspects of decision making as it relates to development and policy.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Adopt and implement the Old Town Neighborhood Plan

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Continue supporting the Planning Commission in its role as the CCI (Committee for Citizen Involvement) aimed at engaging the community in Smart Growth and Sustainability concepts
- Implement the City Council Goal related to engaging the community in Smart Growth and sustainability concepts
- In partnership with Metro, complete construction of the 250-acre Graham Oaks Nature Park and master plan the Tonquin Trail

Council Goal 3: Provide Support to Individuals and Families in Need due to the Current Challenging Economic Times

- Begin work on a statewide planning Goal 10 housing analysis, with an affordable housing component

Council Goal 4: Stimulate Business and Job Growth in the Community

- In partnership with the region, begin the master planning for the large area between Tualatin and Wilsonville that was added to the Urban Growth Boundary in 2004
- Advance infrastructure planning for the Coffee Creek Industrial Area, including CIP prioritization, marketing materials and financial analysis leading to industrial development and creation of living wage jobs

Full Time Equivalent Positions

Position	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Planning Director	1.00	1.00	1.00	1.00
Manager of Long Range Planning	1.00	1.00	1.00	0.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Project Coordinator	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	1.00	0.50
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant III	0.00	0.00	0.00	1.00
Administrative Specialist I	0.50	0.50	0.50	0.00
	8.50	8.50	8.50	7.50

Community Development

planning

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	486,073	512,413	\$ 572,700	\$ 454,420	\$ 454,420	\$ 454,420
Employee benefits	209,707	223,540	266,270	193,990	193,990	193,990
Total	695,780	735,953	838,970	648,410	648,410	648,410
Materials and Services						
Supplies	3,079	2,723	15,185	15,690	15,690	15,690
Prof and tech serv	80,264	24,479	77,933	79,490	79,490	79,490
Utility services	1,846	1,448	1,645	1,640	1,640	1,640
Fleet services	-	500	1,570	1,690	1,690	1,690
Rents & leases	10,000	-	-	-	-	-
Insurance	-	289	304	310	310	310
Meeting expenses	643	411	800	820	820	820
Employee development	10,013	5,770	10,057	10,260	10,260	10,260
Fees, dues, advertising	4,641	8,131	8,060	8,220	8,220	8,220
Total	110,486	43,751	115,554	118,120	118,120	118,120
Capital Outlay						
Vehicles	-	15,532	-	-	-	-
Total Department	\$ 806,266	\$ 795,236	\$ 954,524	\$ 766,530	\$ 766,530	\$ 766,530

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Permits	\$ 269,510	\$ 205,175	\$ 303,536	\$ 229,100	\$ 229,100	\$ 229,100
Intergovernmental	13,000	-	15,000	98,562	98,562	98,562
Interfund charges	80,000	80,000	80,000	80,000	80,000	80,000
Urban renewal charges	160,000	174,000	34,000	52,000	52,000	52,000
CD Fund reserves	283,756	336,061	521,988	306,868	306,868	306,868
Total	\$ 806,266	\$ 795,236	\$ 954,524	\$ 766,530	\$ 766,530	\$ 766,530

Statement of Funding Issues for 2010-11

Planning is not a "profit center." In good times Planning's costs are paid from overhead from other development projects. In bad times, the General Fund has provided the subsidy. Fortunately the Community Development Fund has sufficient reserves to pay for Planning this year. Current Planning has never been able to pay its own way despite the last increase in fees.

The Personal Services budget has decreased by 23%. These savings are the result of staff reductions made in 2010.

In FY 2009-10 the Planning Division collected \$40,000 for professional and administrative services on two "local share" projects, the Graham Oaks Nature Park and CREST gateway. Funding was provided from the voter-approved Metro Open Spaces Bond Measure.

The Planning Division was also awarded a \$48,000 technical assistance grant from the Department of Land Conservation and Development to advance infrastructure planning in the Coffee Creek Industrial Area. A large portion of this funding will be to pay for City staff time on the project.

Community Development natural resources/stormwater management

Statement of Purpose

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

The Natural Resources and Stormwater program includes:

- Planning and project management
- Policy and code development
- Partnerships with local and regional organizations
- Environmental education and outreach
- Stormwater best management practices
- Erosion control program
- Water quality monitoring
- Federal and state permitting

Program Objectives

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Develop effective strategies for managing and sustaining healthy and flourishing natural resources
- Coordination of the Green Team, a group of City staff, which meets to discuss sustainability issues and options in order to raise awareness among staff and the community
- Educate and engage the public about protecting and conserving natural resources through participation in restoration projects, interpretive programs and other events

Other Program Objectives

- Protect, enhance and restore native habitat through the control of invasive species and the reestablishment of native plant communities
- Foster and maintain partnerships with local and regional organizations to achieve effective management and cost efficiencies
- Effectively plan for the protection and maintenance of the City's stormwater system
- Review stormwater management activities and make refinements as needed to support the recommendations of the Stormwater Master Plan and the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan
- In cooperation with staff in the Public Works Department, coordinate field activities to assure that new development is constructed and maintained in a way that meets the requirements of the Clean Water Act and related regulations
- Provide ongoing baseline monitoring to detect significant changes of the water quality associated with local nonpoint source discharges

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Natural Resources Program Manager*	0.00	0.00	0.00	1.00
Stormwater Management Coordinator**	0.00	1.00	1.00	1.00
Environmental Education Specialist*	0.00	0.00	0.00	1.00
	0.00	1.00	1.00	3.00

* Stormwater Management was moved from Public Works (FY 2008-09).

** Natural Resources program was moved from CD Admin to Natural Resources/Stormwater Management (FY 2010-11).

Community Development natural resources/stormwater management

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ -	\$ 55,927	\$ 58,210	\$ 184,970	\$ 184,970	\$ 184,970
Employee benefits	-	26,955	32,220	85,930	85,930	85,930
Total	-	82,882	90,430	270,900	270,900	270,900
Materials and Services						
Supplies	-	365	2,550	14,170	14,170	14,170
Prof and tech serv	-	25,149	25,500	65,500	65,500	65,500
Utility services	-	601	650	1,655	1,655	1,655
Fleet services	-	3,360	3,192	3,032	3,032	3,032
Repairs & maintenance	-	19,767	26,250	26,250	26,250	26,250
Insurance	-	-	-	330	330	330
Comm svcs programs	-	3,706	9,000	9,000	9,000	9,000
Employee development	-	597	1,100	4,180	4,180	4,180
Fees, dues, advertising	-	404	500	500	500	500
Total	-	53,949	68,742	124,617	124,617	124,617
Total Department	\$ -	\$ 136,831	\$ 159,172	\$ 395,517	\$ 395,517	\$ 395,517

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ -	\$ 136,831	\$ 159,172	\$ 164,262	\$ 164,262	\$ 164,262
Interfund charges	-	-	-	95,132	95,132	95,132
Urban renewal charges	-	-	-	19,000	19,000	19,000
CD Fund reserves	-	-	-	77,123	77,123	77,123
General Fund	-	-	-	40,000	40,000	40,000
Total	\$ -	\$ 136,831	\$ 159,172	\$ 395,517	\$ 395,517	\$ 395,517

Statement of Funding Issues for 2010-11

The Natural Resources program was moved from CD Admin and combined with Stormwater Management in FY 2010-11.

A \$10,000 increase in Professional and Technical Services is related to NPDES (National Pollutant Discharge Elimination System) permit renewal requirements.

The City's Planning Commission in its role as the Committee for Community Involvement (CCI) and in conjunction with Natural Resources staff is taking the lead in implementing Council Goal #2: Engaging the Community in Smart Growth and Sustainability Concepts. The CCI is scheduling numerous public outreach efforts that are expected to continue into FY 2010-11. Currently, there are no funds budgeted for these programs.

Did You Know?

4,253,091,047 gallons of rainfall fell over the entire City, between July 1, 2008 and June 30, 2009.

Performance Measurements

Goal: Improve the ecological functions of local native habitats through planning and management

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	10	2	4	3	4

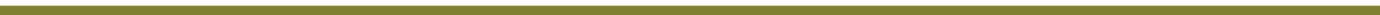
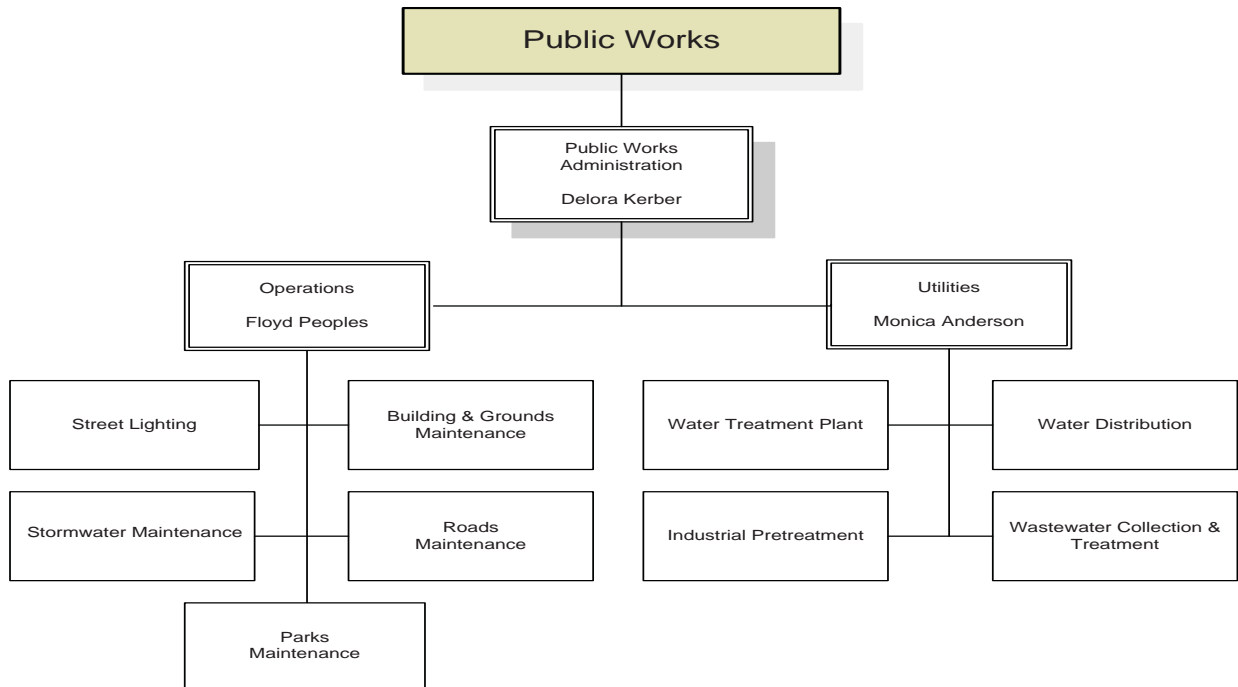
Goal: Assure surface waters within the City support a healthy environment, healthy people and healthy wildlife

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake creeks	Meeting or exceeding previous years' long-term averages	88%	96%	92%	92%	92%
Monitor and inspect erosion control measures from pre-application to project completion for all construction sites within the City	Written record of each construction site which notes any deficiencies and follow-up regarding erosion control requirements	38	39	32	35	35

Performance Measurements Outcome

The City's Natural Resource/Stormwater program is operating successfully in accordance with established regulations and performance measures.

Public Works



	Expenditure Summary:					
	Actual 2007-2008	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Administration	\$ 542,743	\$ 528,314	\$ 661,362	\$ 687,096	\$ 687,096	\$ 687,096
Building & Grounds Maintenance	790,474	616,495	601,454	705,232	705,232	705,232
Parks Maintenance	778,400	806,955	1,006,932	982,690	982,690	982,690
Roads Operations	550,268	587,475	623,085	695,395	695,395	695,395
Street Lighting	206,828	254,029	281,200	286,820	286,820	286,820
Water Distribution	928,744	946,935	1,144,735	1,178,375	1,178,375	1,178,375
Water Treatment Plant	1,563,402	1,804,720	1,858,309	2,108,117	2,108,117	2,108,117
Industrial Pretreatment	99,213	112,606	111,776	119,770	119,770	119,770
Wastewater Collection & Treatment	2,065,567	1,933,420	2,249,509	2,360,290	2,360,290	2,360,290
Stormwater Maintenance	420,180	377,590	454,899	536,758	536,758	536,758
Total	\$ 7,945,819	\$ 7,968,539	\$ 8,993,261	\$ 9,660,543	\$ 9,660,543	\$ 9,660,543

In FY 2008-09 Stormwater Management moved from Stormwater Maintenance to Community Development Administration.

Public Works

Interesting Facts

Water Treatment Plant

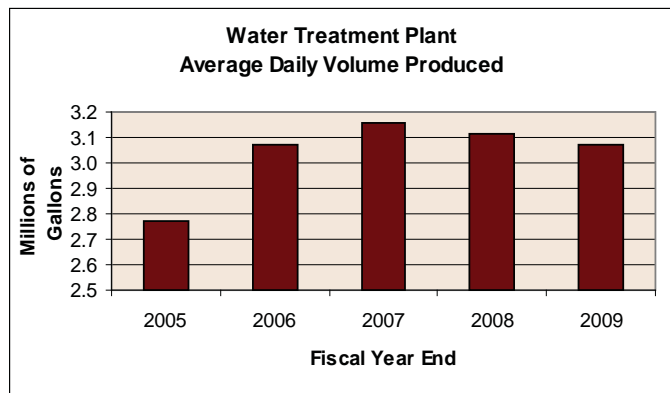
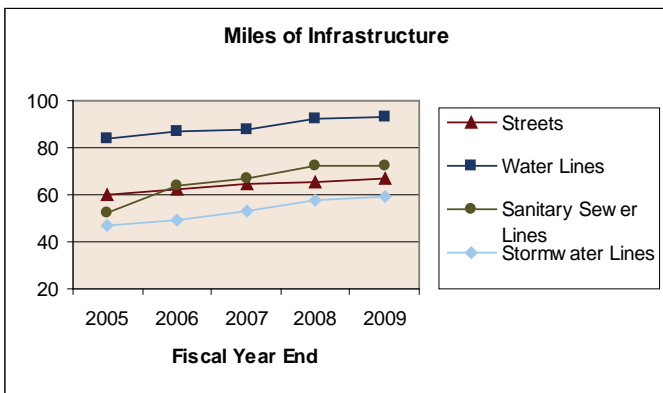
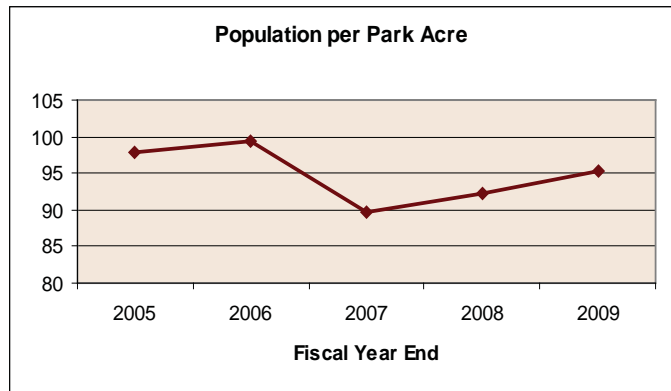
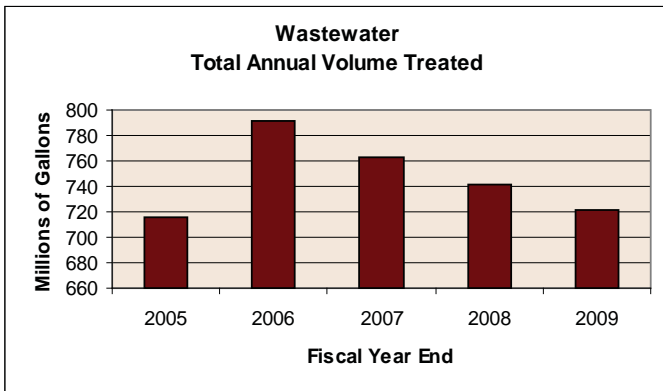
The Willamette River Water Treatment Plant (WRWTP) administrative building and laboratory was used as a stand-in for the University of Nebraska in the movie “Extraordinary Measures” starring Harrison Ford and Brendan Fraser. The film was released January 22, 2010 and is about a John Crowley (Fraser), a father desperate to find a cure for his children’s rare disease and Dr. Stonehill (Ford) an unconventional scientist who helps him. For the film, the WRWTP was modified with items that do not normally exist at the plant such as signs, red painted hallways, fake brick walls, old office furniture and a messy laboratory.

In December 2009, the Willamette River Water Treatment Plant (WRWTP) was highlighted in the December 2009 issue of the American Water Works Association (AWWA) Opflow magazine titled “Low-Cost Strategies Optimize Energy Use”. The WRWTP operation was one of the two case studies included in the article and discussed how operators of the plant use simple, cost-effective methods to manage energy use at the plant. The AWWA has over 60,000 members nation-wide.

Public Works

“Wilsonville Public Works Department Lives up to its Motto” is the title of an article that appeared in the September 2009 issue of the American Public Works Association (APWA) Reporter magazine. The article was written by Dan Knoll, Public Affairs Coordinator, and described how our public works staff searches for better ways to perform their job and live up to the motto of “Serving the Community with Pride”. APWA is a national organization that has 29,000 members.

Rubber sidewalks in Wilsonville were in the news, both print and televised, in early 2009. As pilot project to test to find a way to minimize constant maintenance of sidewalks that are uplifted due to tree roots, Public Works installed 120 lineal feet of rubber sidewalk on Parkway Avenue. The synthetic walkway is made of 2 ft. by 2.5 ft. panels that are installed over gravel and landscape fabric. The panels are then locked together and secured with metal stakes.





Statement of Purpose

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 also 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 Building and Grounds, Parks, Roads, Street Lighting, Water Distribution System, Water Treatment Plant, Wastewater Collections System, Wastewater Treatment Plant, and Stormwater System along with the Industrial Pretreatment Program.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Organize local emergency management training and exercises

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Incorporate sustainable practices into maintenance and operations processes
- Celebrate National Public Works Week (third week of May) and American Drinking Water Week (first week of May)
- Support various community events, celebrations and festivals

Other Program Objectives

- Implement Signs Asset Management Program
- Provide management oversight to the design-build-operator of the Wastewater Treatment Plant
- Coordinate with Community Development on prioritization and implementation of capital improvement projects
- Provide management oversight to Veolia Water North American for the operation of the Willamette Water Treatment Plant

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00
Utility Manager	0.00	0.00	1.00	1.00
Operations Chief	1.00	1.00	0.00	0.00
Public Works Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00
Intern	0.00	0.00	0.00	0.50
	5.00	5.00	5.00	5.50

Public Works

administration

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 313,429	\$ 308,088	\$ 371,080	\$ 410,350	\$ 410,350	\$ 410,350
Employee benefits	156,642	147,947	195,930	188,650	188,650	188,650
Total	470,071	456,035	567,010	599,000	599,000	599,000
Materials and Services						
Supplies	23,803	26,917	27,100	29,752	29,752	29,752
Prof and tech serv	135	-	100	3,100	3,100	3,100
Utility services	9,205	16,048	17,095	19,189	19,189	19,189
Fleet services	4,900	10,670	9,860	10,380	10,380	10,380
Repairs & maintenance	1,450	8,010	7,873	7,700	7,700	7,700
Insurance	879	1,928	2,024	2,080	2,080	2,080
Rents & leases	8,513	-	-	-	-	-
Employee development	8,251	6,317	8,700	8,870	8,870	8,870
Fees, dues, advertising	845	1,316	4,600	4,890	4,890	4,890
Meeting expenses	131	1,073	2,000	2,135	2,135	2,135
Total	58,112	72,279	79,352	88,096	88,096	88,096
Capital Outlay						
Machinery & equipment	14,560	-	15,000	-	-	-
Total Department	\$ 542,743	\$ 528,314	\$ 661,362	\$ 687,096	\$ 687,096	\$ 687,096
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Interfund charges	\$ 455,942	\$ 496,088	\$ 478,770	\$ 427,837	\$ 427,837	\$ 427,837
General Fund revenues	86,801	32,226	182,592	259,259	259,259	259,259
Total	\$ 542,743	\$ 528,314	\$ 661,362	\$ 687,096	\$ 687,096	\$ 687,096

Statement of Funding Issues for 2010-11

Additional funding in the Professional and Technical Services budget is required for the creation of an asset management program. Information related to City infrastructure will be gathered, organized and analyzed to ensure cost effective management, maintenance, operations and replacement of assets. The first area of focus will be street signs.

As part of the asset management program, 2 part-time interns equivalent to a .5 FTE increase will be hired for the collection of coordinates and other pertinent sign information.

Statement of Purpose

Building and Grounds Maintenance provides professional maintenance services to City buildings and grounds. Facilities receiving these services include: City Hall, Public Works & Police, Community Center, Library, Wastewater Treatment Plant, SMART, Fleet and the Visitor’s Center. Other facilities receiving maintenance services include the indoor public spaces at the Willamette River Water Treatment Plant, wells, pump buildings and lift stations.

Improvements completed during the 2009-10 budget year include:

- Replacement of the heating, ventilation and air-conditioning units in the Library (2), the Community Center (2) and the Fleet/SMART building (2)
- Replacement of the windows, flashing and siding on the West half of the Visitor’s Center
- Installation of a new heating duct and heat registers in the Library (2)
- Replacement of commercial grade boiler/water heater in the kitchen of the Community Center
- An upgrade to energy efficient track lighting over the check out area at the Library
- Installation of a damper in the cook top exhaust system in the kitchen of the Community Center to minimize heat loss
- Installation of a fire alarm system at the Community Center

The anticipated special projects for FY 2010-11 include:

- Replacement of windows, flashing and siding on the East side of the Visitor’s Center
- Insulation of the kitchen area of the Community Center to minimize cold air penetration and the freezing of supply lines
- Installation of a keyless entry system at the Library

Program Objectives

Other Program Objectives

- Perform regular safety compliance inspections of building and grounds
- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds
- Incorporate improvements to City buildings and grounds as opportunities arise

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10*	Adopted 2010-11
Public Works Supervisor	0.00	0.00	0.50	0.50
Crew Chief	1.00	0.50	0.00	0.00
Senior Utility Worker	2.00	2.00	1.50	2.50
Utility Worker	0.00	1.50	0.50	0.50
Seasonal Utility Worker	1.50	0.75	0.75	0.75
	4.50	4.75	3.25	4.25

* Reallocation of staff to Parks Maintenance and Road Maintenance program budgets to clarify distribution of personnel.

Public Works

buildings and grounds

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 112,411	\$ 155,361	\$ 129,920	\$ 182,110	\$ 182,110	\$ 182,110
Employee benefits	52,801	84,433	73,340	97,500	97,500	97,500
Total	165,212	239,794	203,260	279,610	279,610	279,610
Materials and Services						
Supplies	38,147	47,064	43,200	45,330	45,330	45,330
Prof and tech serv	10,900	12,200	12,000	12,240	12,240	12,240
Utility services	197,754	10,458	12,157	9,892	9,892	9,892
Fleet services	47,890	57,380	47,515	51,420	51,420	51,420
Repairs & maintenance	302,576	234,519	246,000	262,820	262,820	262,820
Rents & leases	7,290	1,872	6,000	6,120	6,120	6,120
Insurance	792	1,116	1,172	1,240	1,240	1,240
Employee development	5,222	4,720	3,850	5,230	5,230	5,230
Meeting expenses	91	518	500	510	510	510
Fees, dues, advertising	472	198	800	820	820	820
Total	611,134	370,045	373,194	395,622	395,622	395,622
Capital Outlay						
Machinery & equip	14,128	6,656	25,000	30,000	30,000	30,000
Total Department	\$ 790,474	\$ 616,495	\$ 601,454	\$ 705,232	\$ 705,232	\$ 705,232

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Charges for services	44,250	-	-	-	-	-
Interfund charges	202,928	106,935	69,915	93,984	93,984	93,984
Urban renewal charges	-	3,000	3,000	3,000	3,000	3,000
Assigned contingencies	303,648	-	150,000	30,000	30,000	30,000
General Fund revenues	114,648	416,560	288,539	488,248	488,248	488,248
Total	\$ 790,474	\$ 616,495	\$ 601,454	\$ 705,232	\$ 705,232	\$ 705,232

Statement of Funding Issues for 2010-11

Materials and Services costs have increased due to the City assuming maintenance responsibilities for the Visitor Center building and the Commuter Rail Restrooms/Driver Breakroom building.

Personal Services and Materials and Services have risen to account for the addition of one Senior Utility Worker. This increase will allow the department to transition from taking a reactive response to a proactive approach for maintenance work which is necessary to efficiently and effectively preserve the City's growing facilities assets.

Capital Outlay of \$30,000 is for the installation of a keyless entry system at the Library to bring the building to a current standard for security, accessibility and accountability.

Statement of Purpose

Parks Maintenance provides professional maintenance services to parks, greenways and public open spaces. Facilities receiving these services include: all City parks (Memorial Park, Murase Plaza, Boones Ferry Park, Riverfox Park, Park at Merryfield, Tranquil Park, Montebello Park, Town Center Park, Courtside Park, Canyon Creek Park, Willamette River Water Treatment Plant Park), greenways, open spaces, transient dock and pedestrian and bicycle trails.

During the 2009-10 budget year, completed improvements include:

- Reconstruction of baseball infields 1, 2 & 3 and regrading of infield 4 with the help of a laser leveling system
- Painting of the exterior of the Tauchman House
- Creation of a new concrete walk off deck at the Town Center Park water feature
- Preparation of ground for new rubberized surfacing at the Memorial Park playground
- Construction of accessible walk paths in the Community Garden
- Removal of evasive plant species at the old holly orchard near Rose Lane
- Resurface and stripe both basketball courts in Memorial Park
- Rebuilding of the skate park ramps while adding a new center piece in Memorial Park
- Replacement of all fixtures flushing hardware in the Boones Ferry and River Shelter restrooms to vandal-proof hardware
- Replacement of Memorial Park playground equipment

The anticipated special projects for FY 2010-11 include:

- Installation of rubberized surfacing in the Memorial Park playground
- Repaving, sealing and striping of the Boones Ferry Park basketball court
- Construction of a new swing bay play area at the Boones Ferry Park utilizing recycled equipment from the Memorial Park playground project
- Replacement of fixture flushing hardware in the Memorial Park main restroom to vandal-proof hardware

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Perform regular safety compliance inspections of parks
- Make prompt repairs
- Perform scheduled maintenance of parks
- Incorporate improvements to parks as opportunities arise

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10*	Adopted 2010-11
Public Works Supervisor	0.00	0.00	0.50	0.50
Crew Chief	1.00	0.50	0.00	0.00
Senior Utility Worker	2.00	2.00	2.50	2.50
Utility Worker	1.00	1.00	1.50	1.50
Seasonal Utility Worker	1.00	2.00	2.00	2.00
Seasonal Park Ranger	0.50	0.50	0.50	0.50
	5.50	6.00	7.00	7.00

* Reallocation of staff from Building Maintenance program budget to clarify distribution of personnel.

Public works

parks maintenance

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 194,849	\$ 207,785	\$ 250,230	\$ 273,910	\$ 273,910	\$ 273,910
Employee benefits	94,427	91,490	123,310	123,860	123,860	123,860
Total	289,276	299,275	373,540	397,770	397,770	397,770
Materials and Services						
Supplies	38,429	44,727	33,340	43,870	43,870	43,870
Prof and tech serv	15,200	20,046	36,500	39,630	39,630	39,630
Utility services	140,007	161,222	192,814	199,990	199,990	199,990
Fleet services	47,890	57,380	47,515	51,420	51,420	51,420
Repairs & maintenance	169,249	173,774	267,782	226,010	226,010	226,010
Rents & leases	11,121	8,002	8,700	8,870	8,870	8,870
Insurance	5,413	5,858	6,151	6,370	6,370	6,370
Employee development	3,914	4,987	7,160	7,300	7,300	7,300
Meeting expenses	92	283	500	510	510	510
Fees, dues, advertising	470	886	930	950	950	950
Misc serv & supplies	3,148	-	-	-	-	-
Total	434,933	477,165	601,392	584,920	584,920	584,920
Capital Outlay						
Machinery & equip	54,191	30,515	32,000	-	-	-
Total Department	\$ 778,400	\$ 806,955	\$ 1,006,932	\$ 982,690	\$ 982,690	\$ 982,690

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 613,163	\$ 629,731	\$ 714,000	\$ 702,629	\$ 702,629	\$ 702,629
Charges for services	32,878	23,921	28,300	28,300	28,300	28,300
Interfund charges	44,646	141,044	23,933	19,009	19,009	19,009
Assigned contingencies	-	-	47,000	15,000	15,000	15,000
General Fund revenues	87,713	8,959	193,699	217,752	217,752	217,752
Total	\$ 778,400	\$ 803,655	\$ 1,006,932	\$ 982,690	\$ 982,690	\$ 982,690

Statement of Funding Issues for 2010-11

The estimated actual 2009-10 Supplies line item increased due to one-time repairs for a broken water line and the flooded equipment vault at the Murase Water Feature.

The Repair and Maintenance budget includes a \$15,000 cost for the removal of wood chip material around playground equipment (fall zone) and replacement with rubberized surfacing material. This change will increase fall safety and reduce on-going maintenance costs.

Each year \$50,000 is being set aside in General Fund contingencies for the future replacement of playground structures and wood chips in the fall zone.

Total Repair and Maintenance costs have been reduced \$46,000 with the reassignment of programs and budgets back to the Roads Operation Fund for the Street Tree Infill Program (\$3,000), Sidewalk Replacement/Infill Program (\$28,000) and the Charbonneau Tree Preservation Program (\$15,000).

The Utility Services line item has increased to cover the cost of answering and pager services related to the Roads/Parks/Stormwater after-hours emergency call-out number.

Statement of Purpose

The Roads Division 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 all publicly owned parking areas
- Maintenance of street trees, landscaped medians and roadway landscapes
- Providing support to community groups which volunteer their services to the Adopt-A-Road Program
- Installation of handicapped accessible ramps at intersections
- Sanding streets during inclement weather or snow events
- Graffiti removal
- Oversee the repair of traffic signaling devices and provide oversight of street sweeping contractor
- Provide litter control and vegetation control for roadways
- Installation and maintenance of street and traffic signs
- Installation and maintenance of pavement markings

Program Objectives

Council Goal 1: Enhance Livability and Safety 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
- Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works Supervisor	0.00	0.00	0.75	0.75
Crew Chief	1.00	0.75	0.00	0.00
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	0.00	0.50	1.00	1.00
Seasonal Utility Worker	0.25	0.50	0.50	0.50
	2.75	3.25	3.75	3.75

Public Works

roads

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 128,587	\$ 127,567	\$ 165,560	\$ 169,540	\$ 169,540	\$ 169,540
Employee benefits	71,947	69,497	92,620	98,990	98,990	98,990
Total	200,534	197,064	258,180	268,530	268,530	268,530
Materials and Services						
Supplies	10,555	10,204	13,600	15,150	15,150	15,150
Prof and tech serv	25,650	6,900	16,500	19,830	19,830	19,830
Utility services	70,788	97,587	90,804	98,930	98,930	98,930
Fleet services	21,350	24,970	29,860	32,780	32,780	32,780
Repairs & maintenance	187,339	209,096	207,000	252,250	252,250	252,250
Rents & leases	12,943	1,145	1,030	1,050	1,050	1,050
Insurance	834	887	931	1,290	1,290	1,290
Employee development	5,009	4,166	4,500	4,895	4,895	4,895
Meeting expenses	681	308	80	80	80	80
Fees, dues, advertising	457	788	600	610	610	610
Total	335,606	356,051	364,905	426,865	426,865	426,865
Capital Outlay						
Machinery & equipment	14,128	34,360	-	-	-	-
Total Department	\$ 550,268	\$ 587,475	\$ 623,085	\$ 695,395	\$ 695,395	\$ 695,395
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Intergovt'l - Gas tax	\$ 752,386	\$ 687,902	\$ 707,200	\$ 872,200	\$ 872,200	\$ 872,200
Total	\$ 752,386	\$ 687,902	\$ 707,200	\$ 872,200	\$ 872,200	\$ 872,200

Statement of Funding Issues for 2010-11

Repair and Maintenance costs have increased by \$46,000 with the reassignment of programs and budgets back to the Roads Operation Fund (from the Parks budget) for the Street Tree Infill Program (\$3,000), Sidewalk Replacement/Infill Program (\$28,000) and the Charbonneau Tree Preservation Program (\$15,000).

The Utility Services budget has increased to cover the cost of answering and pager services related to the Roads/Parks/Stormwater after-hours emergency call-out number.

Additional Professional and Technical Services funding is needed for the creation of an asset management program

Did You Know?

The Roads Department maintains 7 flashing cross-walk systems throughout the City. These facilities help pedestrians safely cross the street when there is no controlled intersection nearby.

Statement of Purpose

The Street Lighting program routinely inspects streetlights, coordinates repairs and citizens's concerns with Portland General Electric (PGE) to ensure adequate illumination within the public rights-of-way.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Provide adequate lighting of roadways and sidewalks
- Perform prompt repairs of street lighting in public rights-of-way
- Identify replacement and "infill" streetlight (safety) projects

Full Time Equivalent Positions

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

Did You Know?

Funding for the street lighting program comes from residents and businesses and is based on the type of lighting fixture in their respective districts.

Public Works

street lighting

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Materials and Services						
Utility services	\$ 200,873	\$ 241,618	\$ 262,200	\$ 267,440	\$ 267,440	\$ 267,440
Repairs & maintenance	5,955	12,411	19,000	19,380	19,380	19,380
Total Department	\$ 206,828	\$ 254,029	\$ 281,200	\$ 286,820	\$ 286,820	\$ 286,820

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 371,580	\$ 380,989	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
Total	\$ 371,580	\$ 380,989	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000

Statement of Funding Issues for 2010-11

One-half of the revenues in excess of operating costs will be used for system improvements and infill, as further described in the CIP portion of the budget. The other half will be put into reserve for future scheduled replacement of streetlights.

Statement of Purpose

The Water Distribution Division distributes clean, safe drinking water in sufficient volume and pressure to meet demand for residential, commercial, industrial and fire-fighting purposes. Although the Willamette River Water Treatment Plant is the City’s source of water, the City’s wells are kept in working order as a backup supply for emergencies.

The City’s Water Distribution System Includes:

- 2 booster pump stations
- 4 reservoirs – totaling eight million gallons of stored water
- Roughly 87 miles of water mains ranging in size from 6” to 63”
- Approximately 1,030 fire hydrants
- Approximately 2,405 water valves
- Approximately 4,883 water meters ranging in size from ¾” to 10”
- 8 groundwater wells

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Continue a comprehensive and thorough backflow prevention program to ensure safe drinking water

Other Program Objectives

- Provide effective operation and maintenance of the water storage and distribution systems
- Maintain wells as an auxiliary water supply
- Provide quality customer service

Full Time Equivalent Positions

Position	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works Supervisor	0.00	0.00	1.00	1.00
Crew Chief	1.00	1.00	0.00	0.00
Water Distribution Tech	3.00	3.00	3.00	3.00
Utility Locator	0.00	0.33	0.33	0.33
Seasonal Utility Worker	0.00	0.00	0.00	0.25
	4.00	4.33	4.33	4.58

Public Works

water distribution

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 222,473	\$ 216,576	\$ 246,130	\$ 268,560	\$ 268,560	\$ 268,560
Employee benefits	111,052	108,595	147,400	136,450	136,450	136,450
Total	333,525	325,171	393,530	405,010	405,010	405,010
Materials and Services						
Supplies	123,274	161,806	163,330	164,060	164,060	164,060
Prof and tech serv	16,758	18,681	31,000	50,425	50,425	50,425
Utility services	55,210	58,519	60,564	62,540	62,540	62,540
Fleet services	56,210	62,260	55,670	44,650	44,650	44,650
Repairs & maintenance	102,720	70,709	184,000	194,160	194,160	194,160
Rents & leases	800	-	2,400	2,000	2,000	2,000
Insurance	10,762	9,677	10,161	10,490	10,490	10,490
Community programs	-	-	600	1,000	1,000	1,000
Employee development	4,878	3,575	6,400	6,720	6,720	6,720
Franchise fee	209,361	214,120	225,000	225,000	225,000	225,000
Fees, dues, advertising	10,755	10,997	12,000	12,240	12,240	12,240
Meeting expenses	35	284	80	80	80	80
Total	590,763	610,628	751,205	773,365	773,365	773,365
Capital Outlay						
Machinery & equipment	-	11,136	-	-	-	-
Vehicles	4,456	-	-	-	-	-
Total Department	\$ 928,744	\$ 946,935	\$ 1,144,735	\$ 1,178,375	\$ 1,178,375	\$ 1,178,375
Resources Summary						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 3,738,587	\$ 3,575,950	\$ 3,605,691	\$ 3,500,883	\$ 3,500,883	\$ 3,500,883
Total	\$ 3,738,587	\$ 3,575,950	\$ 3,605,691	\$ 3,500,883	\$ 3,500,883	\$ 3,500,883

Revenues in excess of treatment and operating costs are used to pay administrative charges, debt service, capital improvements, and to fund an equipment and materials replacement reserve.

Statement of Funding Issues for 2010-11

The Professional and Technical Services budget has been adjusted to include contract work related to the State requirement of having a licensed Level III Certified Water Operator acting as the City's Direct Responsible Charge for the water distribution system as well as funding for the asset management program.

The Community Programs line item increased in order to obtain and distribute educational materials related to National Drinking Water Week and water conservation.

To more efficiently implement the annual valve actuation program and installation of the automatic meter read meters, a 0.25 FTE, in the form of a Seasonal Utility Worker, will be used thereby increasing the Personal Services budget.

Repairs and Maintenance budget was increased by \$10,000 to cover the cost for replacement of five wheel-based two-inch blow-off valves that currently are not operational. There are over 15 of these types of valves that will need replacement over the next two years.

Performance Measurements

Goal: Distribute clean, safe drinking water of sufficient volume and pressure to meet demand for residential, commercial, industrial, and fire fighting purposes.

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Exercise and maintain 25% of valves annually (i.e. all valves exercised on a 4-year cycle)	Total number of valves	2,200	2,360	2,405	2,405	2,405
	Number of valves exercised	233	500	600	600	600
	Percent of total valves exercised	10.6%	21.1%	24.9%	24.9%	25.0%
Exercise and maintain 20% of fire hydrants annually (i.e. all hydrants exercised on a 5-year cycle)	Total number of hydrants	800	880	1007	1030	1030
	Number of hydrants exercised	223	200	275	200	206
	Percent of total hydrants exercised	27.8%	22.8%	27.3%	19.4%	20.0%
Assure back flow prevention program is current and meets all legal requirements	Number of devices in service and tested	2,979	3,078	3,125	3,335	3,375
	Number of failed devices repaired/retested	50	28	35	68	55

Performance Measurements Outcome

The above chart provides a record of some of the important ongoing tasks successfully being conducted in the distribution portion of the system.

Did You Know?

All 4 of the City’s water storage reservoirs had internal maintenance work done over a 3-day period last summer. To avoid taking the tanks out of service, the project utilized sanitized scuba divers to enter, inspect and clean the interiors of the tanks.



Statement of Purpose

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

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Ensure adequate, safe, high-quality water

Other Program Objectives

- Provide efficient operation of the Willamette River Water Treatment Plant
- Perform scheduled maintenance of the treatment plant
- Comply with all city, state and federal regulations

Did You Know?

One gram of the highly absorptive Granular Activated Carbon media used in the plant’s filters has more surface area than a football field.

Position	Full Time Equivalent Positions*			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	3.50	3.50	3.50	3.50
Administrative Assistant	0.50	0.50	0.50	0.50
	7.00	7.00	7.00	7.00

* Personnel at the Water Treatment Plant are employed by Veolia Water North America, but are managed under contract by the City of Wilsonville.

Public Works

water treatment plant

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Materials and Services						
Supplies	\$ 96,074	\$ 299,225	\$ 146,365	\$ 403,210	\$ 403,210	\$ 403,210
Prof and tech serv	1,061,022	1,086,910	1,133,880	1,157,677	1,157,677	1,157,677
Utility services	308,802	322,221	405,944	412,550	412,550	412,550
Repairs & maintenance	74,321	74,896	96,000	97,920	97,920	97,920
Insurance	18,747	17,313	18,179	18,720	18,720	18,720
Meeting expenses	17	-	200	200	200	200
Fees, dues, advertising	4,419	4,155	4,741	4,840	4,840	4,840
Total	1,563,402	1,804,720	1,805,309	2,095,117	2,095,117	2,095,117
Capital Outlay						
Machinery & equipment	-	-	53,000	13,000	13,000	13,000
Total Department	\$ 1,563,402	\$ 1,804,720	\$ 1,858,309	\$ 2,108,117	\$ 2,108,117	\$ 2,108,117
Resources Summary						
Charges for services	\$ 1,563,402	\$ 1,804,720	\$ 1,858,309	\$ 2,108,117	\$ 2,108,117	\$ 2,108,117

Statement of Funding Issues for 2010-11

The Supplies budget was increased by \$245,000 for the replacement of Granular Activated Carbon (GAC) filters #3 and #4 this year. The GAC filters are used to further remove turbidity, pathogens, organic chemicals and taste/odor compounds to assure the consistently high quality of the treated water. The expected useful life of the filters is between four and five years and an annual analysis is performed to monitor the amount of remaining useful life. The media in these filters was last replaced in the spring of 2006.

Performance Measurements

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

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Enforce contract provisions to obtain "finished water quality" that is stricter than required by federal and state drinking water standards	Percentage attainment of "finished water quality" standards	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded

Performance Measurements Outcome

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

Statement of Purpose

The Industrial Pretreatment program monitors, controls 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 bio-solids.

The City’s Industrial Pretreatment Program involves:

- Regulating 8 industries in Wilsonville with discharge permits and monitoring 1 industry with an annual waiver for having less than 100 gallons per day discharge
- Administering best management agreements with dentist offices, restaurants and companies to aid in the prevention of harmful pollutants being released into the wastewater system
- Controlling contaminants at their source through the FOG program to prevent problems associated with excessive amounts of fats, oils and grease (FOG)
- Participate in regional efforts of the Preferred Pumper Program related to FOG
- Engage in educational activities about pretreatment/FOG at schools, conferences and businesses

Program Objectives

Other Program Objectives

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities
- Coordinate with other state, regional and local agency programs regarding environmental protection

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00

Public Works

industrial pretreatment

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 57,558	\$ 58,652	\$ 63,630	\$ 63,120	\$ 63,120	\$ 63,120
Employee benefits	21,368	21,849	27,190	24,340	24,340	24,340
Total	78,926	80,501	90,820	87,460	87,460	87,460
Materials and Services						
Supplies	1,693	3,047	1,500	1,530	1,530	1,530
Prof and tech serv	9,822	7,495	10,000	20,520	20,520	20,520
Utility services	1,256	773	788	800	800	800
Fleet services	4,210	3,910	3,410	3,010	3,010	3,010
Repairs & maintenance	239	-	250	260	260	260
Insurance	280	298	313	320	320	320
Employee development	1,266	1,587	1,550	2,610	2,610	2,610
Fees, dues, advertising	1,466	2,205	2,995	3,060	3,060	3,060
Meeting expenses	55	50	150	200	200	200
Total	20,287	19,365	20,956	32,310	32,310	32,310
Capital Outlay						
Machinery & equipment	-	12,740	-	-	-	-
Total Department	\$ 99,213	\$ 112,606	\$ 111,776	\$ 119,770	\$ 119,770	\$ 119,770
Resources Summary						
Charges for services	\$ 99,213	\$ 112,606	\$ 111,776	\$ 119,770	\$ 119,770	\$ 119,770

Statement of Funding Issues for 2010-11

The Materials and Services budget has been increased due to Senate Bill 737 which requires the City to sample and test for 118 priority persistent pollutants and to develop a plan for the reduction of the aforementioned pollutants from the wastewater stream.

Performance Measurements

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

Strategy	Measure	Actual 2006	Actual 2007	Actual 2008	Estimate 2009	Forecast 2010*
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	16	13	9	7	6
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	9	9	8	8
	Number of minor violations	2	3	3	7	3
	Number of major violations	0	0	0	0	0

* Program changed from budget year reporting to a calendar year basis to coincide with annual reports

Performance Measurements Outcome

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



Public Works

wastewater collection and treatment

Statement of Purpose

The Wastewater Collection and Treatment program protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater. This protection is achieved through the efficient operation and maintenance of the City’s wastewater treatment facility, wastewater collection system and the bio-solids program.

The City’s Wastewater Program encompasses:

- A wastewater treatment plant that is designed to treat on average 2.7 million gallons per day in dry weather and 3.8 million gallons per day in wet weather
- 8 wastewater lift pump stations
- Over 72 miles of wastewater collection pipes
- Vactor (vacuum truck) operations for cleaning the wastewater system
- Application of wastewater plant generated liquid-phase Class B bio-solids to agricultural land as soil augmentation or beneficial use material
- Processing bio-solids liquids via dewatering into dry cake for land application or solid-waste disposal
- Testing plant influent, effluent, sludge and bio-solid samples

Wastewater pipelines are completely separate from the stormwater pipelines. There are no combine sewer overflows.

Program Objectives

Other Program Objectives

- 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)
- Provide effective odor-free operation of the wastewater collection and treatment system
- Monitor the condition and performance of the collections system
- Implement a practical bio-solids reuse program

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operators II	2.00	2.00	2.00	2.00
Wastewater Operators I	0.00	1.00	1.00	1.00
Lab Technician	1.00	1.00	1.00	1.00
Vactor Operator	1.50	1.50	1.50	1.50
Truck Driver	1.00	1.00	1.00	1.00
Utility Locator	0.00	0.33	0.33	0.33
Maintenance Technician	1.00	0.00	0.33	0.33
	7.50	7.83	8.16	8.16

Public Works

wastewater collection and treatment

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 376,058	\$ 420,212	\$ 456,391	\$ 460,830	\$ 460,830	\$ 460,830
Employee benefits	196,384	217,950	262,650	239,390	239,390	239,390
Total	572,442	638,162	719,041	700,220	700,220	700,220
Materials and Services						
Supplies	131,654	89,437	89,590	88,960	88,960	88,960
Prof and tech serv	181,046	246,214	175,860	139,930	139,930	139,930
Utility services	304,257	317,377	343,907	375,630	375,630	375,630
Fleet services	60,630	69,430	61,240	56,990	56,990	56,990
Repairs & maintenance	350,990	348,618	625,819	683,710	683,710	683,710
Rents & leases	6,466	10,032	4,500	4,590	4,590	4,590
Insurance	10,812	10,525	11,052	11,380	11,380	11,380
Employee development	5,101	6,989	11,500	11,740	11,740	11,740
Franchise fees	168,458	167,344	200,000	280,000	280,000	280,000
Fees, dues, advertising	15,201	16,552	7,000	7,140	7,140	7,140
Total	1,234,615	1,282,518	1,530,468	1,660,070	1,660,070	1,660,070
Capital Outlay						
Machinery & equipment	254,054	12,740	-	-	-	-
Vehicles	4,456	-	-	-	-	-
Total	258,510	12,740	-	-	-	-
Total Department	\$ 2,065,567	\$ 1,933,420	\$ 2,249,509	\$ 2,360,290	\$ 2,360,290	\$ 2,360,290

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 4,153,559	\$ 4,095,896	\$ 4,688,224	\$ 6,975,230	\$ 6,975,230	\$ 6,975,230
Other revenues	16,560	72,243	18,216	18,220	18,220	18,220
Total	\$ 4,170,119	\$ 4,168,139	\$ 4,706,440	\$ 6,993,450	\$ 6,993,450	\$ 6,993,450

Revenues in excess of operating costs are used to pay administrative charges, debt service, and capital improvements.

Statement of Funding Issues for 2010-11

The Repairs and Maintenance budget was increased for Estimated Actual 2009-10 and Proposed 2010-11 to cover costs associated with the set-up and lease of a Disk Filter that is needed for redundancy. Operation of a filter for tertiary treatment is required between May 1 and October 31 each year as a condition of our NPDES permit.

Franchise fees increases 40% due to an expected increase in sewer user charges. The budget assumes a 100% increase effective January 2011.

Performance Measurements

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

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Provide higher quality effluent than required by state/federal regulations	Percentage of required testing which meets or surpasses state/federal regulations	100%*	100%*	100%*	100%*	100%*
Scheduled maintenance of wastewater lines in accordance with the vacor truck service plan	Linear feet of wastewater lines cleaned annually	79,533	40,877	62,000	87,600	88,000

* Does not include temperature, over which we have no control.

Performance Measurements Outcome

As of December 31, 2009 there is 382,019 lineal feet of sanitary sewer pipe that is maintained by the City. Regular cleaning of this pipe is required to prevent blockage and back-ups thereby reducing liability. In addition, cleaning the pipe system helps preserve this asset.

Did You Know?

Items found in the wastewater system include golf balls, grease, baby wipes, sheets, rags, toys, cell phones, lumber and even money!



Statement of Purpose

The Stormwater Maintenance Program ensures the safe and efficient operation of the stormwater conveyance system. This system is comprised of a network of detention ponds, catch basins and ditches which flow into various natural drainage systems.

The Stormwater Maintenance program entails various efforts such as:

- Maintenance of stormwater outfalls and drainage swales
- Cleaning and repair of catch basins, manholes and culvert pipes
- Vactor (vacuum truck) operations for the Stormwater Program
- Leaf control
- Maintenance of retention and detention ponds
- Coordinate the City’s Adopt-A-Stream Program
- Response and clean-up of hazardous spills
- Scheduled sweeping of streets, trails and City facility parking lots

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Maintenance of stormwater systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion

Other Program Objectives

- Coordinate field activities with Community Development staff to ensure the requirements of the Endangered Species Act and related regulations are met
- Reduce pollutants and debris from entering the stormwater system through contracted street, parks and trail sweeping services

Position	Full Time Equivalent Positions*			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Public Works Supervisor	0.00	0.00	0.25	0.25
Crew Chief	0.00	0.25	0.00	0.00
Stormwater Coordinator*	1.00	0.00	0.00	0.00
Vactor Operator	0.50	0.50	0.50	0.50
Senior Utility Worker	0.50	0.50	0.50	0.50
Utility Locator	0.00	0.34	0.34	0.34
Seasonal Utility Worker	0.25	0.25	0.25	0.25
	2.25	1.84	1.84	1.84

* The Stormwater Maintenance budget was separated from the Stormwater Management budget clarifying the distribution of personnel and expenditures.

Public Works

stormwater maintenance

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 108,534	\$ 75,557	\$ 83,870	\$ 88,450	\$ 88,450	\$ 88,450
Employee benefits	56,144	40,258	48,150	42,990	42,990	42,990
Total	164,678	115,815	132,020	131,440	131,440	131,440
Materials and Services						
Supplies	2,801	9,670	8,890	20,330	20,330	20,330
Prof and tech serv	10,154	9,875	9,000	69,180	69,180	69,180
Utility services	797	17	436	1,240	1,240	1,240
Fleet services	25,590	2,720	26,128	17,638	17,638	17,638
Repairs & maintenance	171,797	180,625	236,600	241,330	241,330	241,330
Rents & leases	200	-	1,200	1,220	1,220	1,220
Insurance	294	309	325	-	-	-
Comm svcs programs	4,147	1,543	2,000	2,040	2,040	2,040
Employee development	421	869	2,100	2,140	2,140	2,140
Franchise fees	34,160	36,997	36,000	50,000	50,000	50,000
Fees, dues, advertising	685	22	200	200	200	200
Total	251,046	242,647	322,879	405,318	405,318	405,318
Capital Outlay						
Machinery & equipment	-	19,128	-	-	-	-
Vehicles	4,456	-	-	-	-	-
Total	4,456	19,128	-	-	-	-
Total Department	\$ 420,180	\$ 377,590	\$ 454,899	\$ 536,758	\$ 536,758	\$ 536,758

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 855,002	\$ 787,241	\$ 775,828	\$ 1,075,738	\$ 1,075,738	\$ 1,075,738
Total	\$ 855,002	\$ 787,241	\$ 775,828	\$ 1,075,738	\$ 1,075,738	\$ 1,075,738

Statement of Funding Issues for 2010-11

The Supplies budget was increased for the addition of emergency spill response materials that are needed to respond to spills on City property and in City rights-of-way. A trailer will be set up with the needed equipment for quick spill containment and clean up. In addition to traffic control equipment, there will be products for both wet or dry clean-up of hazardous materials.

The Utility Services budget has increased to cover the cost of answering and pager services related to the Roads/Parks/Stormwater after hours emergency call-out number.

The Professional and Technical Services budget was increased to start obtaining a complete video diary of the City's stormwater infrastructure. The primary purpose is to identify problem areas so that maintenance and repairs can be prioritized. This program will be completed over a three-year period to capture information around the entire City.

Franchise fees increases 39% due to an expected increase in sewer user charges. The budget assumes a rate increase effective July 2010.

Performance Measurements

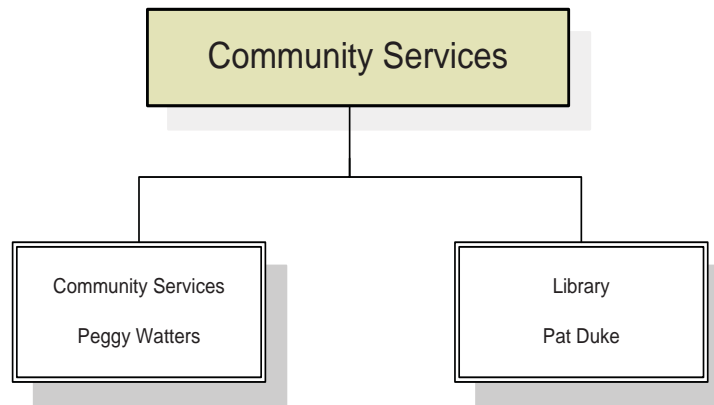
Goal: Assure surface waters within the City support a healthy environment, healthy people, and healthy fish.

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Clean 50% percent of all catch basins annually	Number of catch basins cleaned	823	550	830	906	911
	Percentage of catch basins cleaned	60%	35%	50%	49%	50%

Performance Measurements Outcome

As of January 1, 2010 there are 1,823 stormwater catch basins in the City. With the regular maintenance of stormwater pipes and catch basins, there is minimal backup or overflow from the conveyance system.

Community Services



	Expenditure Summaries					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Community Services	\$ 656,824	\$ 804,985	\$ 894,254	\$ 963,845	\$ 963,845	\$ 963,845
Library	831,318	967,375	1,255,663	1,346,105	1,346,105	1,346,105
Library Endowments	-	-	21,281	-	-	-
Total	\$ 1,488,142	\$ 1,772,360	\$ 2,171,198	\$ 2,309,950	\$ 2,309,950	\$ 2,309,950

Community Services

Interesting Facts

Community Center

In 2009, the Community Center hosted a Fall Prevention Research study conducted by Dr. Gianni Maddalozzo, of Oregon State University's Bone Research Laboratory. Forty senior participants were involved in the study. Half participated in a Healthy Bones and Balance Class. The other half did exercises on Turbosonic Vibration Training Machines. Post testing results showed that both groups showed improvements in muscle strength and balance, and a significant number of participants displayed improvements in bone density as well.

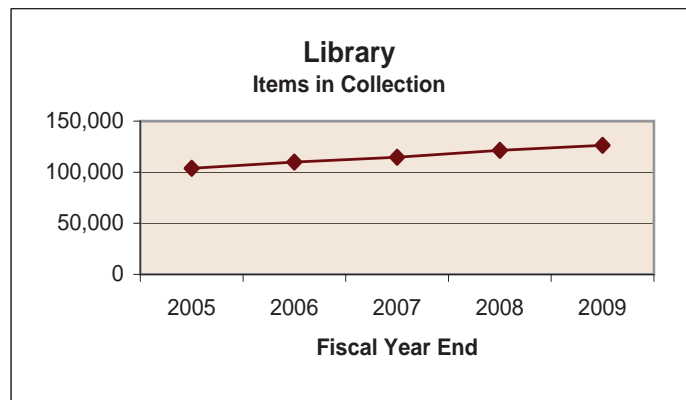
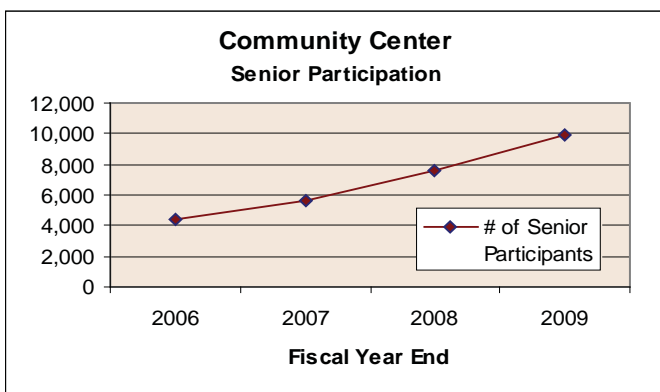
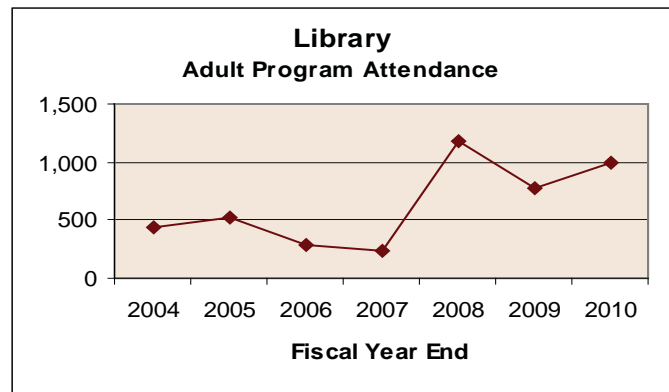
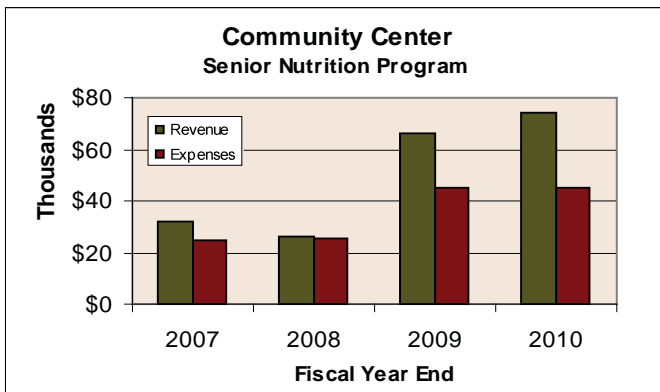
Upon receiving the results of the research study, the Wilsonville Community Seniors Inc. Board of Directors decided to purchase one of the Turbosonic machines for the Community Center's fitness studio. Community Center staff is currently being trained on use of the Vibration Platform, and will soon begin offering this activity as a drop in option for the fitness studio, as well as an additional tool for personal fitness training. Due to the popularity of the Healthy Bones and Balance class, a beginner's version is now being offered in addition to the advanced class.

Library

Approximately 30% of Wilsonville area children and teens sign up for the Summer Reading Program, and kids who completed the program read for a cumulative total of 7,200 hours.

On average, each person in the Wilsonville community checks out over 20 items per year. That is 50% higher than the Oregon average and nearly three times the national average.

In the Library's first full year of operation (1982-83) it checked out 16,840 items. This year, the Library will check out 16,000 items every two weeks.





Statement of Purpose

“Active Lifestyles, Social Opportunities, Healthy Community” – this mission statement will be used in communications with the public to reinforce the focus of the programs and services of the department.

The Community Services Department offers recreational activities, senior programs and volunteer opportunities with an emphasis on providing an array of program options for individuals of all ages and ability levels.

The development of partnerships with local organizations enhances our ability to meet the unique needs of Wilsonville residents through programs that build a sense of community.

In addition, the department oversees the rental use of public parks and building facilities.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Provide effective programming and services for youth and seniors
- Support innovative, community-wide recreational and cultural programming
- Support opportunities for civic pride and volunteerism
- Maintain quality facilities for public use

Council Goal 3: Provide Support to Individuals and Families in Need due to the Current Challenging Economic Times

- Adjust senior programs and services as needed for new residents of Creekside Woods

Other Program Objectives

- Provide quality customer service for both internal and external customers
- Implement a Parks and Recreation Master Plan in tandem with the Bicycle and Pedestrian and the Transit Master Plan
- Establish a plan for ongoing assessment of recreational programs and facility needs of the community
- Increase offerings of programs and activities that help prevent chronic illness and obesity

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Community Services Director	1.00	1.00	1.00	1.00
Senior Programs Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Client Services Coordinator	1.00	0.00	0.00	0.00
Information & Referral Specialist	0.00	0.50	0.50	0.50
Fitness Specialist	0.00	0.50	0.50	0.80
Nutrition Coordinator I	0.00	0.00	0.50	0.50
Nutrition Coordinator II	1.00	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.55	0.45	0.05	0.05
Administrative Assistant I	1.00	1.00	1.00	0.00
Administrative Assistant II	0.00	0.00	0.00	1.00
Administrative Specialist II	1.00	1.00	1.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00
Building Monitor	0.12	0.42	0.30	0.30
Intern	0.30	0.30	0.05	0.05
	7.97	7.97	7.70	8.00

Community Services

community services

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 323,970	\$ 348,911	\$ 380,450	\$ 414,430	\$ 414,430	\$ 414,430
Employee benefits	143,013	152,263	184,410	188,070	188,070	188,070
Total	466,983	501,174	564,860	602,500	602,500	602,500
Materials and Services						
Supplies	44,078	95,335	81,754	105,565	105,565	105,565
Prof and tech serv	18,502	26,729	32,805	33,960	33,960	33,960
Utility services	4,661	30,825	30,782	34,515	34,515	34,515
Fleet services	80	-	-	-	-	-
Insurance	-	1,540	1,617	1,670	1,670	1,670
Repairs & maintenance	3,839	30,037	33,609	34,685	34,685	34,685
Rents & leases	806	677	4,700	4,790	4,790	4,790
Comm svcs programs	95,230	77,954	112,725	113,980	113,980	113,980
Employee development	9,832	14,408	11,815	12,200	12,200	12,200
Recognition expenses	4,477	4,873	4,500	4,590	4,590	4,590
Fees, dues, advertising	4,760	4,122	10,340	10,550	10,550	10,550
Meetings & council	281	347	1,400	1,430	1,430	1,430
Misc serv & supplies	3,295	3,455	3,347	3,410	3,410	3,410
Total	189,841	290,302	329,394	361,345	361,345	361,345
Capital Outlay						
Machinery & equipment	-	13,509	-	-	-	-
Total Department	\$ 656,824	\$ 804,985	\$ 894,254	\$ 963,845	\$ 963,845	\$ 963,845

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 526,824	\$ 595,686	\$ 651,000	\$ 649,060	\$ 649,060	\$ 649,060
Charges for services	77,500	107,020	66,000	95,900	95,900	95,900
Donations	28,500	18,778	29,200	33,950	33,950	33,950
Intergovernmental grants	24,000	73,501	60,600	61,000	61,000	61,000
General Fund revenues	-	10,000	87,454	123,935	123,935	123,935
Total	\$ 656,824	\$ 804,985	\$ 894,254	\$ 963,845	\$ 963,845	\$ 963,845

Statement of Funding Issues for 2010-11

A new Community Grant, titled the Community Services Opportunity Grant, was set at \$25,000 each fiscal year. The first awards of these funds were distributed in December 2009. A routine distribution of funds has been established for \$10,000 to be available twice each year in October and April with a \$5,000 discretionary amount available for projects that do not meet the application deadlines.

Improvements to the Community Gardens were made with the help of an AmeriCorps member. The cost of a full time/11-month AmeriCorps member is significantly less than the cost of a consultant or short time employee while having the benefit of the collective knowledge of the AmeriCorps organization. The focus in 2009-10 was the expansion of the Community Garden program and outreach to low-income families. A long awaited deer fence was installed around the perimeter of both the current plots and a new garden area adjacent to the original gardens. The total project included the addition of 8 new raised beds and 20 new ground plots. The work included design and construction by Public Works staff and County crews as well as recycled materials for raised beds from a construction site in Villebois. Funding for the fencing was shared with Public Works. These improvements resulted in successful harvests in 90% of the plots and multiple weeks of contributions of surplus harvest to the Wilsonville Food Bank and Wilsonville Community Center. The new garden site is being completed to add additional ground plots that will be publicly rented and used for demonstrations of gardening techniques.

The purchase of a Nintendo Wii for the Community Center has been a success with middle school dance participants and some senior program participants. More applications of the Wii will be explored as participants become accustomed to using it for exercise and games.

Alternative funding continues to be sought for programs and services. Sponsorships have been successfully secured for the annual Easter Egg Hunt, the Healthy Living Day event, Wilsonville Academy of Lifelong Learning and summer Movies in the Park.

Evaluations of programs provide guidance to the use of contracted leadership and the cost of providing services. The preschool sports program was a contracted service until this year when staff took on the leadership of the Junior Cats Soccer program to improve its quality. This change also resulted in 100% of revenues from the program staying in the department, rather than the 15% previously contracted.

Background checks of volunteers who serve as youth coaches and support services to seniors are now a direct expense to the department. The County contract for senior services requires background checks on all volunteers for home delivered meals and senior companion services. The department is exploring the use of the National Recreation and Park Association (of which we are a member) as a vendor for these services, at a rate well below that of the current vendor.

A total of 84 affordable senior housing units will be completed this fiscal year. The housing complex is designed to attach to the Community Center via a skybridge. This development will undoubtedly bring new senior clientele to the Center and it is estimated that 30% of the new residents will take advantage of Center programs and services. Schedule and service adjustments will be made during the first year of occupancy with an eye on what additional staff and budget are needed to respond to future impact.

The Supplies line item increase reflects the amount paid to the County for the portion of the County Contract of Title III funds for senior services that was not previously budgeted for. The increased revenue that is retained from Title III funds is reflected by the increased revenue starting with 2008-09 actuals.

Performance Measurements

Goal: Support the needs of the community for recreational, cultural, and social opportunities for all ages and abilities.

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes offered for youth	94	110	130	98	105
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants ages 0-18	3,289	3,200	2,894	2,287	2,500
	Financial assistance requests granted	17	17	34	33	35
Provide innovative opportunities for affordable, quality events and activities for 'seniors' ages 55+	Activities/classes offered for 'seniors'	375	431	430	395	400
	Participants ages 55+	4,500	5,628	5,729	9,955	9,975
Adjust services to address changing needs of 'senior' population	Bistro Soup Cart servings	955	725	n/a	n/a	n/a
	Congregate meals	7,610	6,935	6,439	7,505	8,500
	Home-delivered meals	6,727	6,400	6,021	6,617	6,600
Adjust services to address emerging health needs for citizens of all ages	Activities targeted for increased fitness and prevention of chronic illness	90	95	160	196	196

Goal: Promote opportunities for service to the community and recognition of those efforts to enhance civic pride and quality of community life.

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Promote volunteerism as a means of increasing community awareness and social capital	Volunteer hours donated annual	20,000	20,000	20,000	20,000	20,000
	Opportunities for youth civic involvement	5	6	6	8	8

Performance Measurements, Continued

Goal: Provide a variety of affordable, accessible, and well-maintained facilities available for public and private use.

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Maximize effective use of available facilities	Facility "hours of usage" from all user categories*	n/a	14,416	14,350	12,450	14,000
	Park "hours of usage" from all user categories*	n/a	4,835	4,850	5,177	6,000

* Due to a software change occurring during FY 07-08, units of measurement changed from number of bookings to hours of usage.

Performance Measurements Outcome

The department mission statement, adopted in November, 2008. *“Community Services ~ Active Lifestyles, Social Opportunities, Healthy Community”* continues to be utilized to focus program and activity offerings to meet the recreational, cultural and social needs of the community.

The department will continue to promote service opportunities with city and local nonprofit organizations to help promote community activity and offset the rising costs and declining financial security of local nonprofits that provide social and cultural events.

The Community Center celebrated its 25th year anniversary in February 2009. This event highlighted the changes and accomplishments of the Center that have kept up with the population growth in numbers and changing demographics. In the 25 years since the Center was built, significant changes include:

Expansion of building from 6,000 sq. ft. to its current 8,716 sq. ft. The original building was built as a Loaves and Fishes senior nutrition site with only a lobby, multipurpose/dining room, 1 large classroom and 2 offices. In 1994 it became a service of the City and subsequent expansions were made to accommodate the growing public need for social space. Currently there are 3 classrooms, an additional sun room, 2 wheelchair accessible restrooms, a fitness studio, card room and 3 offices. The addition of an attached walkway to Creekside Woods will alter the back of the building as it becomes a primary entry for the residents.

The Community Center programming has kept pace with its physical changes. Initial use was almost exclusively focused on senior meals, celebrations, generally sedentary activities (crafts, cards, computers) and social services. Today’s programs include a wide variety of art, fitness and dance classes, special events, health fairs, WERK day, teen dances, preschool sport programs and increased private rentals. Services of Parks and Recreation, Senior Programs and management of park, field and facility rentals are managed through the department. The department provides primary support to local nonprofit organizations that hold special events in Wilsonville. Staff is involved in city-wide projects of sustainability, park and field design and cross department communication.

Staff changes have kept pace with the changing needs of the community and demands for fiscal efficiency and conservation of resources. All spaces in the building are multiuse, changing setup throughout each day to accommodate the variety of uses. Staff requirements have changed to meet the importance of marketing programs with skills of web design, internet communication, brochure and poster design, online registration management, grant writing and more.

Steps continue to be taken toward promotion of the department’s mission of health and wellness through use of sponsors and partnerships with other services and organizations. Staff has incorporated our mission statement into daily practice by: including it in all email communication, posting a banner in the center, and handing out water bottles and workout bags. Changing public demands will continue to mold the services of the Community Services Department.



Statement of Purpose

The Library is working to create a “culture of learning” in the Wilsonville area by providing access to and promoting a well selected physical and online collection, and producing an informative and engaging portfolio of programming for learners of all ages.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Continue work to execute the Library's 2008 Strategic Plan, including:
 1. Broadening Adult programming
 2. Expanding the definition of the Summer Reading Program
 3. Reaching out to the Hispanic community
 4. Comprehensively promoting library services

Other Program Objectives

- Continue to work with the Library Friends and Foundation to expand revenue to enhance Library services
- Continue to nurture relationships with local organizations to enhance Library offerings
- Maintain a high degree of efficiency in Library operations to maximize revenue impact

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	0.90	0.90	1.00	1.00
Reference Librarian	0.87	0.81	2.00	1.84
Youth Services Librarian	0.50	0.50	0.78	0.80
Administrative Assistant II	0.50	0.50	0.60	0.00
Program Coordinator	0.00	0.00	0.00	0.80
Library Clerk III	2.00	2.00	2.35	2.35
Library Clerk II	2.30	2.51	3.63	3.45
Library Clerk I	1.32	1.12	1.60	1.60
Aide/Volunteer Coordinator	0.50	0.50	0.60	0.60
Library Aide	0.85	0.85	1.60	1.73
Library Shelver	0.23	0.23	0.00	0.00
Building Monitor	0.15	0.20	0.10	0.10
	12.12	12.12	16.26	16.26

Community Services

library

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 478,242	\$ 497,974	\$ 619,930	\$ 701,830	\$ 701,830	\$ 701,830
Employee benefits	193,183	199,769	272,070	264,850	264,850	264,850
Total	671,425	697,743	892,000	966,680	966,680	966,680
Materials and Services						
Supplies	124,458	133,881	227,660	236,560	236,560	236,560
Prof and tech serv	4,789	4,780	3,060	3,120	3,120	3,120
Utility services	3,828	51,099	56,708	60,095	60,095	60,095
Repairs & maintenance	895	41,627	46,099	44,900	44,900	44,900
Insurance	6,594	6,006	6,306	6,500	6,500	6,500
Comm svcs programs	14,396	17,922	20,300	24,650	24,650	24,650
Employee development	2,670	993	1,400	1,430	1,430	1,430
Misc serv & supplies	1,296	1,604	1,200	1,220	1,220	1,220
Fees, dues, advertising	967	923	930	950	950	950
Total	159,893	258,835	363,663	379,425	379,425	379,425
Capital Outlay						
Computer equipment	-	10,797	-	-	-	-
Total Department	\$ 831,318	\$ 967,375	\$ 1,255,663	\$ 1,346,105	\$ 1,346,105	\$ 1,346,105

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
County shared taxes	\$ 435,279	\$ 426,638	\$ 749,222	\$ 834,000	\$ 834,000	\$ 834,000
Charges for services	63,027	61,149	71,000	60,500	60,500	60,500
Intergovernmental grants	436	8,287	4,300	3,000	3,000	3,000
Library gifts	20,515	36,949	51,500	59,350	59,350	59,350
General Fund taxes	312,061	434,352	379,641	394,000	394,000	394,000
Total	\$ 831,318	\$ 967,375	\$ 1,255,663	\$ 1,350,850	\$ 1,350,850	\$ 1,350,850

Statement of Funding Issues for 2010-11

The Library has gleefully slipped into the bucolic slumber of a status quo budget. Although Library staff and volunteers will continue to push forward on several fronts, predictable funding from the freshly minted Library District of Clackamas County will reliably support core Library functions, and the City of Wilsonville will provide the necessary revenue for citizens to experience the open hours, collection, and programming that they have come to expect. The Wilsonville Friends of the Library and the Wilsonville Public Library Foundation will supplement public monies in order to provide additional revenue in key areas.

Revenue from Charges for Services was overstated in the FY 2009-10 budget, resulting in a \$20,000 decrease in expected revenue. There are corresponding reductions in the Library Materials and Services budget to absorb the loss.

There is a small portion of the City of Tualatin that resides in Clackamas County. Those residents will be voting in May whether to join the Library District of Clackamas County. If they do, the Wilsonville Library will see a FY 2010-11 increase in District revenue of \$15,000 - \$20,000.

The Library will be shifting Friends and Foundation gift revenue away from collection support and toward programming support in FY 2010-11. Also, there is a small jump in the Equipment Repair and Maintenance line, which is expanding to fund a service contract for the Library's new public color copier, that was purchased for the Library by the Friends in 2009.

Did You Know?

Library public computers were used over 37,000 times in 2008-09?

Library volunteers will contribute well over 12,000 hours to the Library this year?

Performance Measurements

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

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Maintain Oregon Library Association "excellent" standard of at least 4 items per capita	Items in the collection at year-end	114,593	121,450	123,317	130,317	137,317
	Service area population, December estimate	24,646	25,272	25,888	19,588	20,000
	Items per capita	4.65	4.81	4.76	6.65	6.87
Annually weed approximately 5% of materials in the collection	Items deleted	3,353	5,635	5,572	6,516	6,000
Add at least 10,000 items to collection	Items added	10,888	11,042	10,806	15,000	15,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.22	4.92	4.87	4.83	4.77

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

Increase reference volume by 5%	Reference questions answered	17,829	17,600	17,112	19,337	20,000
	Percentage change	-12%	-1%	-3%	13%	3%

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

Provide high quality children's programming	Number of children's programs	223	218	218	250	250
	Attendance at children's programs	22,851	12,876	12,876	14,000	14,000

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

Increase circulation by at least 5% over prior year	Annual direct circulation	492,979	490,143	491,908	516,503	542,329
	Percentage change in circulation from previous year	-1%	-1%	0%	5%	5%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	20.00	19.39	19.00	26.37	27.12
Maintain a high level of loans to other libraries	Annual interlibrary loans	112,102	114,148	115,249	120,000	120,000

Performance Measurements, Continued

Goal: Provide high quality resource collections while maximizing benefits per dollar spent.

<i>Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Maximize efficiency of Library staff	Circulation per staff FTE (not including Building Monitor)	34,235	40,608	40,755	31,962	33,560
	Average of all Oregon Libraries	30,976	29,878	31,409	31,500	31,500
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans (direct circulation plus interlibrary loans)	\$1.41	\$1.38	\$1.59	\$1.97	\$1.99
	Average of all Oregon Libraries	\$2.64	\$2.88	\$2.83	\$2.90	\$2.93
Increase volunteer hours worked to at least 6 FTE (12,480 hours)	Number of hours worked/FTE	10,626/5.1	11,000/5.3	12061/5.8	12500/6.0	12750/6.1

Performance Measurements Outcome

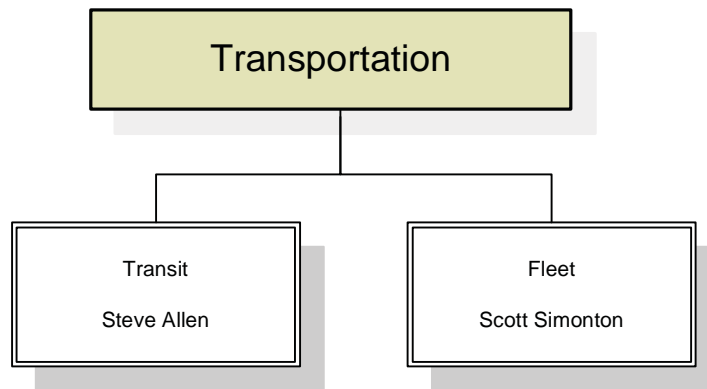
With funding restored the Library's performance measures show signs of recovery. Although modest gains are noted, more aggressive increases may be coming as collection budgets have been refilled and staff can begin to turn their attentions to purchasing. It will take some time for circulation statistics to recover, as new books circulate over several years.

Children's programming measures may jump beyond estimates as well if school-age programming continues to perform better than expected.

The creation of the Library District of Clackamas County has resulted in a 30% increase revenue, as well as a 25% decline in the Library's official service population. As a result, per capita and per dollar ratios shift significantly between FY 2009-10 and FY 2010-11

This year, volunteers hours contributed to the Library will likely reach the equivalent of 6 full-time employees.

Transportation



	Expenditure Summaries					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Transit	\$ 2,637,184	\$ 3,606,913	\$ 4,914,807	\$ 4,578,517	\$ 4,578,517	\$ 4,578,517
Fleet	1,156,910	982,617	1,119,505	1,173,045	1,173,045	1,173,045
Total	<u>\$ 3,794,094</u>	<u>\$ 4,589,530</u>	<u>\$ 6,034,312</u>	<u>\$ 5,751,562</u>	<u>\$ 5,751,562</u>	<u>\$ 5,751,562</u>

Transportation

Interesting Facts

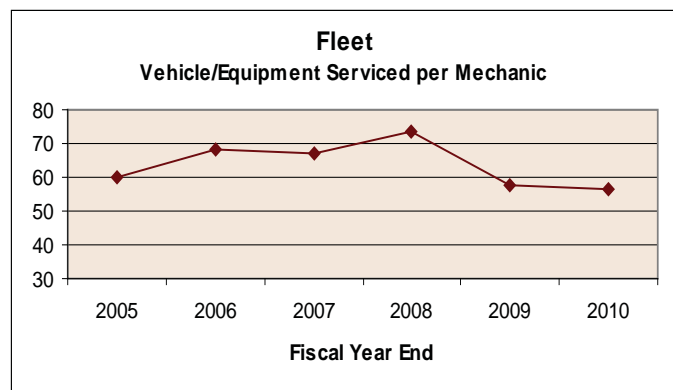
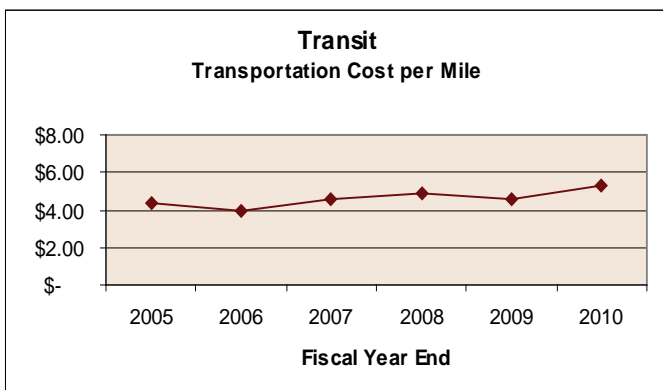
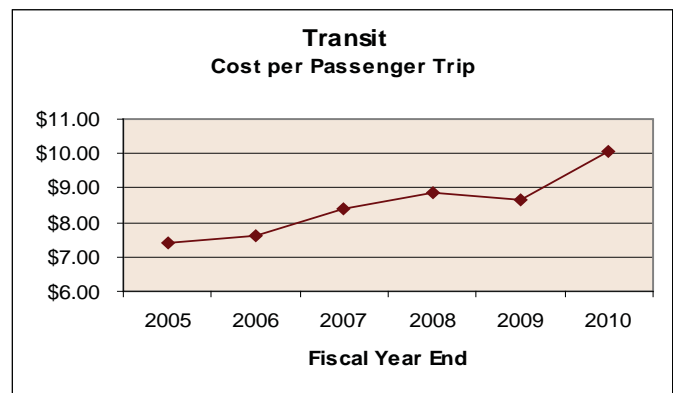
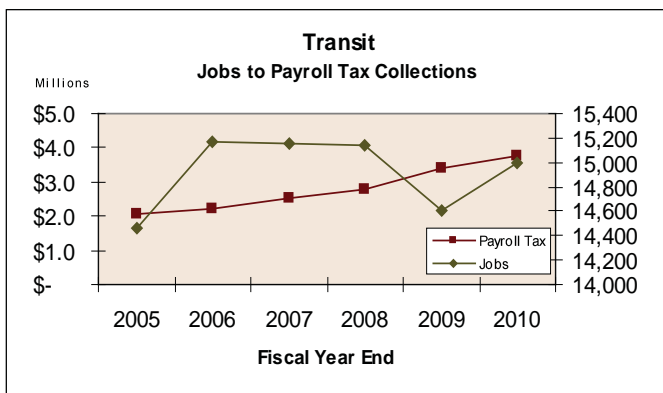
Transit

Those who chose to ride SMART instead of driving alone last year, reduced vehicle miles driven by 2,835,000 and saved 113,400 gallons of fuel. This resulted in a reduction of 1,208 metric tons of greenhouse gases.

Mileage and gallons of fuel saved are based on a formula using ridership and average trip length for the project period of SMART's last BETC application.

Fleet

Earlier this year, Fleet Services installed tire pressure monitoring devices on the entire fleet of Transit buses. These devices allow a simple visual inspection, activating with a tire pressure loss of only 5%. This results in reduced tire wear and increased fuel economy. The cost to install these devices was roughly \$100 per bus.





Statement of Purpose

SMART provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities, and income levels.

The department's primary functions include overall administration, grant management, employer outreach services and transportation demand management activities administered through the Options program. The operation's program includes demand-response, fixed route bus service, dispatch center services and a comprehensive training program for Transit Operators. The City's fleet maintenance for SMART buses, City vehicles and equipment are also part of the Transportation Department.

Key accomplishments for FY 2009-10 included:

- Purchased five replacement vehicles with federal grant funds: Two 24-passenger buses, two minivans, and one Braun van
- Secured over \$700,000 in ARRA funds and completed the operator breakroom, public restrooms, clock tower and enhanced amenities at SMART Central @ Wilsonville Station on schedule
- Prepared and submitted applications for Connect Oregon III and FTA Livability Grants seeking \$6 million in state and federal funds for SMART facilities
- Met all WES trains with customers reaching their destination in 10 minutes or less
- Installed user-friendly route and schedule information at all SMART shelters and finished installing new bus stop signs at all SMART stops

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Enhance livability in Wilsonville by providing quality transit service for commuters and residents

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Increase the public's knowledge of public transit services, improve access to transit and increase ridership to support a more sustainable community
- Implement bicycle and pedestrian program grant deliverables

Other Program Objectives

- Complete design and engineering for the SMART Operations Center
- Create a ten-year rolling stock replacement plan and continue to secure grant funds to assist with capital needs

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Transit Director*	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Scheduler/Dispatcher	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	2.00	2.00
Drivers	17.23	22.75	22.75	22.75
Grant Based Drivers	2.94	2.94	2.94	2.94
Trainer	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.60	0.60	0.00
Program Coordinator	0.00	0.00	0.00	1.00
TDM Coordinator	1.00	1.00	1.00	0.00
Transportation Options Program Manager	0.00	0.00	0.00	1.00
Bike & Ped Coordinator	0.00	0.00	1.00	1.00
	28.77	34.29	35.29	35.69

*Transit Director is a contract position and is not on City payroll.

Transportation

SMART transit

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 1,080,151	\$ 1,256,460	\$ 1,487,180	\$ 1,567,420	\$ 1,567,420	\$ 1,567,420
Employee benefits	537,059	633,292	874,230	814,260	814,260	814,260
Total	1,617,210	1,889,752	2,361,410	2,381,680	2,381,680	2,381,680
Materials and Services						
Supplies	20,963	272,061	69,700	66,630	66,630	66,630
Prof and tech serv	155,181	275,599	281,500	307,030	307,030	307,030
Utility services	25,428	30,220	34,315	40,965	40,965	40,965
Repairs & maintenance	13,590	20,329	32,600	40,380	40,380	40,380
Fleet services	688,463	851,245	901,370	973,060	973,060	973,060
Rents & leases	17,025	5,849	34,550	30,510	30,510	30,510
Insurance	18,202	19,202	20,162	20,800	20,800	20,800
Commuter rail service	-	125,000	300,000	300,000	300,000	300,000
Comm svcs programs	28,084	5,795	3,500	3,570	3,570	3,570
Employee development	16,419	14,067	24,300	24,790	24,790	24,790
Fees, dues, advertising	30,282	80,414	71,400	68,550	68,550	68,550
Meeting expenses	823	3,014	3,000	3,060	3,060	3,060
Total	1,014,460	1,702,795	1,776,397	1,879,345	1,879,345	1,879,345
Capital Outlay						
Machinery & equipment	1,480	562	-	-	-	-
Office Furniture	1,899	-	-	-	-	-
Vehicles	2,135	13,804	777,000	317,492	317,492	317,492
Total	5,514	14,366	777,000	317,492	317,492	317,492
Total Department	\$ 2,637,184	\$ 3,606,913	\$ 4,914,807	\$ 4,578,517	\$ 4,578,517	\$ 4,578,517

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Payroll taxes	\$ 2,792,901	\$ 3,412,030	\$ 4,050,000	\$ 3,800,000	\$ 3,800,000	\$ 3,800,000
Charges for services	133,456	174,413	175,000	136,200	136,200	136,200
Intergovernmental grants	431,260	369,818	948,425	623,871	623,871	623,871
Energy Tax Credits	-	677,833	-	600,000	600,000	600,000
Other revenues	633	7,270	23,000	25,000	25,000	25,000
Total	\$ 3,358,250	\$ 4,641,364	\$ 5,196,425	\$ 5,185,071	\$ 5,185,071	\$ 5,185,071

Statement of Funding Issues for 2010-11

The City increased the employer-paid transit payroll tax from .33 to .50 % in 2008 in order to meet obligations of the Westside Express Service Commuter Rail Project and to prepare for SMART's five-year service expansion plans. Despite these plans, SMART does not have sufficient rolling stock or the physical space to meet system expansion goals over the next five years, much less the next 30 years.

The most significant funding issues over the next few years is to invest in SMART's long-term capital needs, build a new facility and purchase state of the art transit coaches. Tualatin Valley Fire and Rescue owns the current Fleet/SMART facility on Elligsen Rd and would like the City to vacate by 2012. Federal grants will be essential to pay the projected \$12 million cost.

Late February 2010 TriMet announced they may reduce WES service from 30-minute frequency to 45-minute frequency. In FY 2010-11 SMART may need to make service adjustments to accommodate this change.

Statement of Funding Issues for 2010-11 (Continued)

Revenue

The budget estimates a 6% reduction in payroll tax revenue but with anticipated Business Energy Tax Credits (BETC) and grant funds, revenue will be sufficient to maintain operations, purchase small buses, complete budgeted capital projects and maintain reserves for future capital needs.

Expenses

- *Staffing, Services*

The FY 2010-11 budget is a status quo with the exception of grant related activities.

- *Options Program*

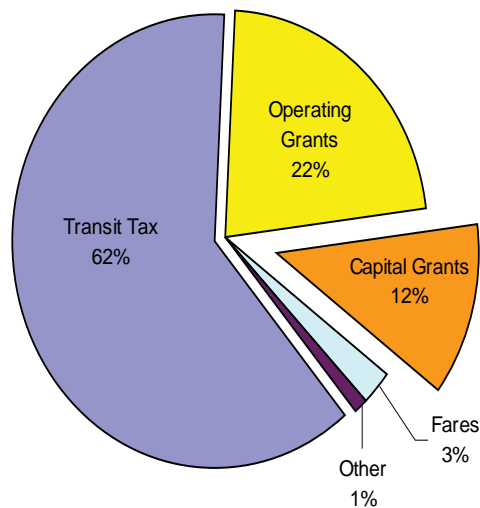
The SMART Options program was reorganized this year and now consists of an Options Manager, Project Coordinator and Bicycle and Pedestrian Coordinator. The implementation phase begins this fiscal year with funds provided by two Metro grants.

- *Facilities & Fleet*

Site planning for the Operations Center that will house Fleet Services and SMART is currently underway. During this fiscal year, \$20,000 is included in the Capital Projects budget on page 233.

Over \$800,000 in capital grant funds are currently authorized for SMART but are not included in this year's budget due to a lengthy procurement process of 24 months for large coaches. The ARRA funds created significant demand on bus manufacturers and resulted in much longer lead times.

Transit Revenue Sources



Transportation

SMART transit

Anticipated Grants for 2010-11

Elderly and Disabled (E&D): Grant funding in the amount of \$94,500 in state transportation formula funds has been approved to offset the cost of the out of town Dial-A-Ride service.

Transportation Demand Management (TDM): \$117,640 federal grant funding including match to support SMART's Options program designed to work with Wilsonville employers and residents to reduce drive alone commute trips and improve air quality.

Bike/Ped Grant: \$95,400 federal grant including match will support SMART Options Bicycle and Pedestrian Coordinator position and implementation of grant activities.

Jobs Access and Reverse Commute (JARC): SMART receives a federal sub-allocation through TriMet for JARC funds, it is very small amount of money each year. SMART combined four years of funding resulting in \$15,000 plus 50% match for a total of \$30,000. This funding will be used to implement a rideshare pilot program.

Special Transportation Operating (STO): \$55,225 was approved to offset Dial-A-Ride costs and is a one-time funding source through the State of Oregon.

New Freedom: SMART receives a federal sub-allocation through TriMet for New Freedom funds. This is also a very small amount of money each year. SMART combined four years of funding resulting in \$9000 plus a 50% match for a total of \$18,000. This funding will be added to the ARRA transit amenities project to ensure the pedestrian crossings and transit enhancements meet the needs of elderly and disabled customers.

Jobs and Transportation Act (JTA): \$220,305 including match to purchase two cutaways and \$55,453 to offset preventive maintenance costs for the Dial-A-Ride program. This new state funding is recurring and we anticipate future funding opportunities.

Urban Area Capital Grant (Section 5307): \$122,186 including match will contribute to the purchase of medium sized buses.

Anticipated Grant Funding for 2010-11

Grant	FTE	Funding Source		Total	Expenditures			CIP
		Grant Funding	Tax/Other Match		Personal Services	Materials & Services	Capital Outlay	
E&D (STF Funds)	2.00	\$ 94,500	\$ -	\$ 94,500	\$ 94,500	\$ -	\$ -	\$ -
TDM Grant	1.30	73,000	44,640	117,640	89,200	28,440	-	-
Bike/Ped Grant	1.00	47,700	47,700	95,400	62,400	33,000	-	-
JARC	n/a	15,000	15,000	30,000	-	30,000	-	-
STO Grant	n/a	55,225	-	55,225	-	55,225	-	-
New Freedom	n/a	9,000	9,000	18,000	-	-	-	18,000
JTA Grant (Preventative Maint)	n/a	55,453	6,347	61,800	-	61,800	-	-
JTA Grant (Bus)	n/a	176,244	44,061	220,305	-	25,000	195,305	-
#5309 Capital Grant (Bus)	n/a	97,749	24,437	122,186	-	-	122,186	-
	4.30	\$ 623,871	\$ 191,185	\$ 815,056	\$ 246,100	\$ 233,465	\$ 317,491	\$ 18,000

Performance Measurements

<i>Goal/Strategy</i>	<i>Measure</i>	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$8.39	\$8.84	\$8.64	\$10.07	\$10.02
	Cost per service hour	\$72.13	\$82.24	\$79.08	\$89.72	\$93.33
	Cost per mile	\$4.52	\$4.85	\$4.52	\$5.22	\$5.33
	Passenger trips per service hour	8.59	9.3	9.2	9.1	9.1
	Passenger trips per mile	0.54	0.55	0.55	0.55	0.57
Increase ridership within the community	Number of passenger trips	286,120	295,266	312,309	307,054	322,407
	Service hours	33,293	31,755	34,119	39,450	34,690
	Annual miles driven	531,681	538,720	602,314	592,212	605,761
	On-time performance	0.98	0.98	0.98	0.99	0.99

Performance Measurements Outcome

Due to the high levels of unemployment and lower than expected WES ridership, ridership projections for the end of Fy 2009-10 have been reduced. Transit is seeing a modest mid-year ridership increase, but still projects a 1.5% decline for FY 2009-10. Current increases lead us to project a 5% gain in ridership for FY 2010-11.

Did You Know?

According to the National Safety Council’s 2007 “Injury Facts,” riding a transit bus is 25 times safer than car travel.

It is also estimated that commuter rail riders are 25 times safer than those traveling by car.



Statement of Purpose

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 Services manages the vehicle and equipment maintenance and replacement funds, coordinates and executes all fleet acquisitions and sales, repairs and maintains equipment, manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments.

Items maintained by Fleet personnel consist of:

- 33 Transit buses
- 7 passenger vehicles
- 31 pickup trucks
- 6 heavy trucks
- 7 emergency generators
- 128 pieces of equipment ranging from small grounds maintenance tools to heavy equipment and tractors
- 13 trailers

Program Objectives

Council Goal 2: Engage the Community in Smart Growth and Sustainability Concepts

- Continue exploration and implementation of green technologies

Other Program Objectives

- Provide safe and clean vehicles and equipment
- Extend vehicle service life through quality maintenance
- Maximize return on investments through effective vehicle purchase and disposal procedures
- Proceed with planning and securing funding for a new Fleet maintenance facility

Position	Full Time Equivalent Positions			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	2.00	3.00	3.00	3.00
Mechanic I	1.00	1.00	1.00	1.00
Fleet Hostler	1.50	2.00	2.00	2.00
	5.50	7.00	7.00	7.00

Transportation

fleet

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 221,278	\$ 272,969	\$ 314,320	\$ 329,930	\$ 329,930	\$ 329,930
Employee benefits	115,717	149,881	195,940	186,320	186,320	186,320
Total	336,995	422,850	510,260	516,250	516,250	516,250
Materials and Services						
Supplies	444,876	397,581	490,650	510,660	510,660	510,660
Prof and tech serv	-	2,323	-	-	-	-
Utility services	19,272	58,108	58,922	62,475	62,475	62,475
Repairs & maintenance	20,644	42,480	26,346	27,140	27,140	27,140
Insurance	626	2,216	2,327	2,360	2,360	2,360
Employee development	4,249	5,824	8,000	8,160	8,160	8,160
Total	489,667	508,532	586,245	610,795	610,795	610,795
Capital Outlay						
Machinery & equipment	-	36,928	-	-	-	-
Vehicles	330,248	-	23,000	46,000	46,000	46,000
Other Equipment	-	14,307	-	-	-	-
Total	330,248	51,235	23,000	46,000	46,000	46,000
Total Department	\$ 1,156,910	\$ 982,617	\$ 1,119,505	\$ 1,173,045	\$ 1,173,045	\$ 1,173,045

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Charges for services	\$ 837,013	\$ 1,095,244	\$ 1,083,937	\$ 1,130,899	\$ 1,130,899	\$ 1,130,899
Charges for reserves	143,297	118,506	143,523	141,661	141,661	141,661
Assigned contingencies	330,248	-	23,000	46,000	46,000	46,000
Other revenues	36,981	19,465	34,050	-	-	-
Total	\$ 1,347,539	\$ 1,233,215	\$ 1,284,510	\$ 1,318,560	\$ 1,318,560	\$ 1,318,560

Revenues in excess of operating costs are used to fund a vehicle replacement fund, pay debt service on the Public Works Building purchase, and contribute towards capital improvement projects.

Statement of Funding Issues for 2010-11

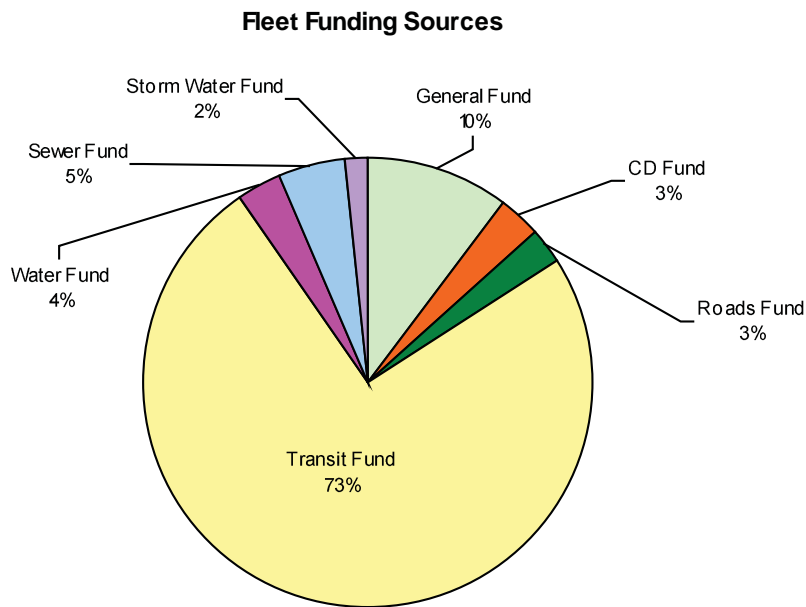
The Fleet budget remains largely status quo for 2010-2011. Two vehicles have been identified for replacement in the upcoming fiscal year. Both purchases are fully funded through the Fleet Reserve Fund.

Performance Measurements

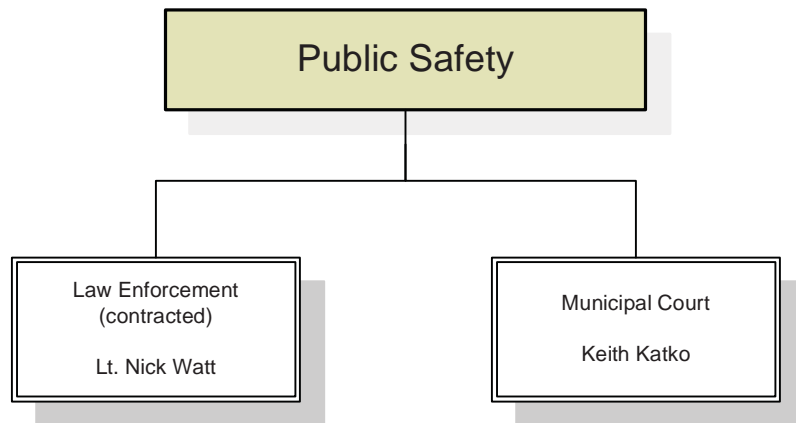
Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	66%	70%	74%	77%	75%
Preventative Maintenance	Percent completed on time	n/a	n/a	77%	82%	80%
Track number of road calls	Number of road calls per year	n/a	n/a	67	62	60

Performance Measurements Outcome

Last year, the goal for direct labor percentage was increased to 75% and the goal for on-time preventive maintenance was set at 80%. Fleet staff met both percentage goals, while the total number of breakdowns declined for the second straight year, proving the effectiveness of our preventive maintenance program.



Public Safety



	Expenditure Summaries					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Law Enforcement	\$ 2,855,385	\$ 3,061,353	\$ 3,524,951	\$ 3,708,355	\$ 3,708,355	\$ 3,708,355
Municipal Court	141,667	148,319	191,298	196,095	196,095	196,095
Total	\$ 2,997,052	\$ 3,209,672	\$ 3,716,249	\$ 3,904,450	\$ 3,904,450	\$ 3,904,450

Public Safety

Interesting Facts

Police

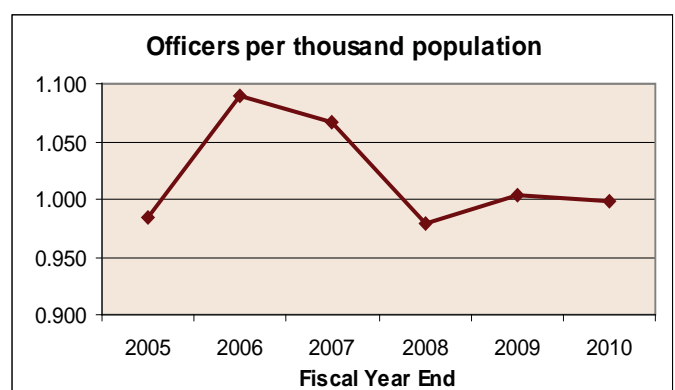
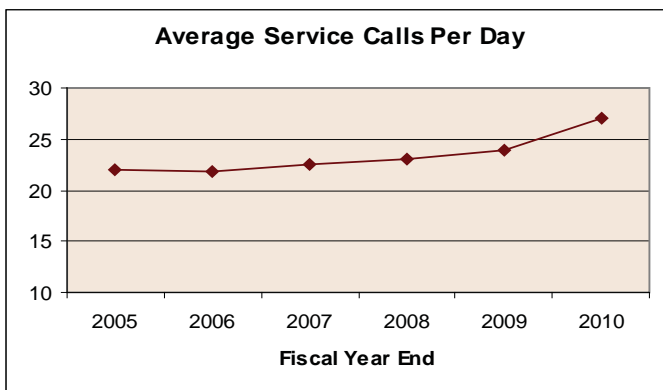
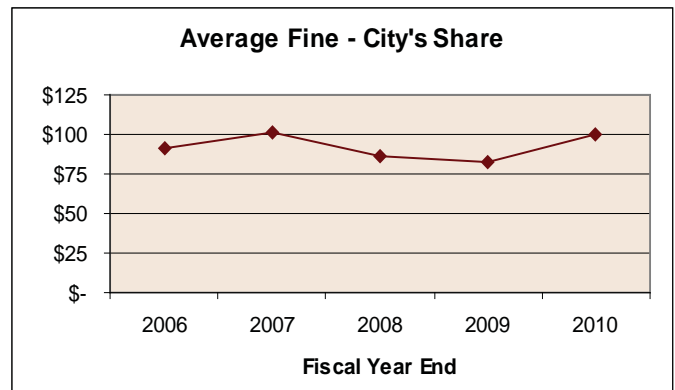
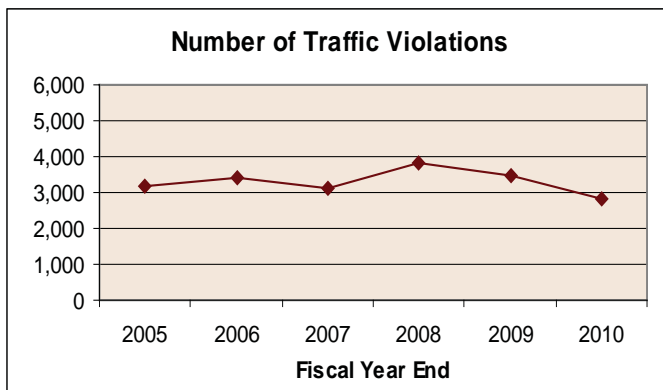
Wilsonville is one of a small number of cities that contracts with a larger entity for police services. By partnering with a larger entity we benefit from a deep pool of officers, a coordinated approach to law enforcement in the area and access to sophisticated equipment, tools and techniques that only larger entities can afford.

The streets of Wilsonville are patrolled on a regular basis as evidenced by some 250,000 miles driven by the Police Department each year.

Court

Court is held twice a month in the evening. The City has established a Violations Bureau which can handle many citations administratively, either in person or by mail. Having a Violations Bureau significantly decreases court night activity.

By state law, the maximum reduction ticketed drivers can be offered, whether processed through the Violations Bureau or in Court, is 25% off the original base fine as listed on their citation. The reduction is only available for specific qualifying offenses and only for drivers with otherwise good driving records.





Statement of Purpose

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A Lieutenant serves as the City’s Chief of Police while two Sergeants provide additional supervisory presence in the community 40 hours each week. The department in Wilsonville also includes a Traffic Motorcycle Officer, 11 Patrol Officers, a Community Service Officer, a School Resource Officer, and a Detective. Duties include the enforcement of all state, county, and municipal laws and ordinances pertaining to public safety. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, SWAT team and the hazardous material and bomb squad.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

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

Position	Full Time Equivalent Positions*			
	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	2.00
Detective	0.00	1.00	1.00	1.00
Traffic Officer	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	11.00	11.00	11.00
	17.00	18.00	18.00	18.00

*Law enforcement personnel are employed by the Clackamas County Sheriffs’ Department and managed under contract by the City of Wilsonville.

Public Safety

law enforcement

Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Materials and Services						
Supplies	\$ 9,655	\$ 3,443	\$ 1,500	\$ 4,530	\$ 4,530	\$ 4,530
Prof and tech serv	2,795,013	3,022,583	3,483,700	3,662,270	3,662,270	3,662,270
Utility services	7,961	16,351	15,992	16,225	16,225	16,225
Fleet services	9,570	10,080	11,670	14,510	14,510	14,510
Repairs & maintenance	1,027	7,895	9,038	7,700	7,700	7,700
Rents & leases	32,108	-	-	-	-	-
Insurance	51	1,001	1,051	1,080	1,080	1,080
Employee development	-	-	1,500	1,530	1,530	1,530
Misc serv & supplies	-	-	500	510	510	510
Total Department	\$ 2,855,385	\$ 3,061,353	\$ 3,524,951	\$ 3,708,355	\$ 3,708,355	\$ 3,708,355

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Taxes	\$ 2,514,060	\$ 2,654,653	\$ 2,835,598	\$ 3,044,549	\$ 3,044,549	\$ 3,044,549
Intergovernmental	67,883	76,714	71,300	71,300	71,300	71,300
General Fund revenues	273,442	329,986	618,053	592,506	592,506	592,506
Total	\$ 2,855,385	\$ 3,061,353	\$ 3,524,951	\$ 3,708,355	\$ 3,708,355	\$ 3,708,355

Statement of Funding Issues for 2010-11

Budget increase is primarily a result of contract negotiations with Clackamas County.

Did You Know?

The City has Police Officers that specialize in dive/rescue, child abuse and mental illness response.

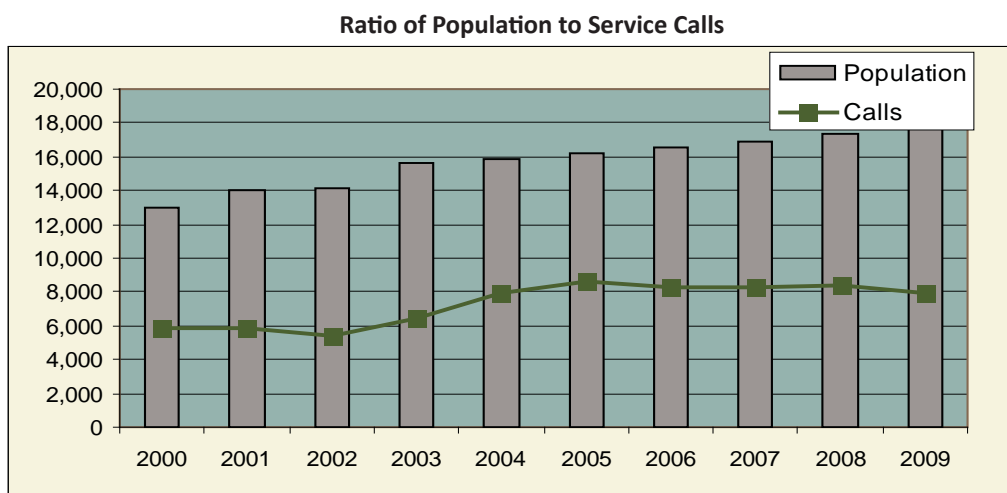
Performance Measurements Outcome

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Maintain a staffing level that allows for approximately 600 calls per officer	Population served	16,885	17,405	17,940	18,020	18,050
	Calls for service*	8,233	8,379	7,962	9,491	9,600
	Average number of calls for service per day*	22.6	23	24	26	27
	Calls per officer*	632	644	668	730	738
	Reports taken	2,525	2,319	2,500	2,871	2,900
	Officers per thousand population	1.07	0.98	1.00	1.00	1.00
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	143	144	140	125	130
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	5,313	5,300	6,000	5,162	5,265
	Traffic citations	3,152	3,000	3,200	2,740	2,800

* Calls per officer; not including Sergeants, Lieutenants, Detectives or Community Service Officers

Performance Measurements Outcome

Analysis of crime report data shows the growth in service calls comes from the following: theft/shoplifting, traffic complaints and suspicious persons.





Statement of Purpose

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

Program Objectives

Other Program Objectives

- Adjudicate cases in an expeditious, impartial and consistent manner
- Make a positive, professional impression of municipal court proceedings
- Focus on quality customer service
- Continue professional development of court personnel by active participation in professional associations and training activities
- Maximize collection efforts for fines and fees levied
- Streamline case management through use of a Violations Bureau
- Maintain a dynamic and useful web page for information and court payment collections
- Promote public safety through public education, adjudication powers, and compliance programs

Did You Know?

The court is available to process online payments 24 hours a day, 7 days a week through its website. The website also offers information for defendants on what to expect at Court.

Full-Time Equivalent Positions

Position	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11
Court Clerk	1.80	1.80	1.80	1.80
Interpreter	0.00	0.05	0.05	0.05
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.95	2.00	2.00	2.00

Public Safety

municipal court

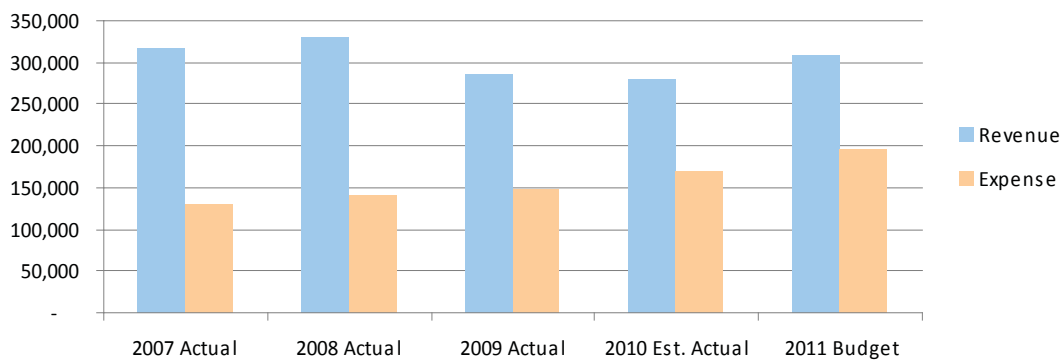
Operating Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 85,458	\$ 89,852	\$ 107,030	\$ 116,190	\$ 116,190	\$ 116,190
Employee benefits	25,862	27,594	35,160	33,880	33,880	33,880
Total	111,320	117,446	142,190	150,070	150,070	150,070
Materials and Services						
Supplies	9,104	4,179	4,500	4,570	4,570	4,570
Prof and tech serv	14,184	16,751	34,546	30,850	30,850	30,850
Utility services	388	362	412	420	420	420
Employee development	1,372	3,868	3,850	4,050	4,050	4,050
Fees, dues, advertising	85	100	400	410	410	410
Meetings & council	1,840	2,038	2,100	2,275	2,275	2,275
Misc serv & supplies	3,374	3,575	3,300	3,450	3,450	3,450
Total	30,347	30,873	49,108	46,025	46,025	46,025
Total Department	\$ 141,667	\$ 148,319	\$ 191,298	\$ 196,095	\$ 196,095	\$ 196,095

Resources Summary	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Fines	\$ 330,150	\$ 287,011	\$ 325,000	\$ 308,000	\$ 308,000	\$ 308,000
Interfund charges	-	-	7,500	-	-	-
Total	\$ 330,150	\$ 287,011	\$ 332,500	\$ 308,000	\$ 308,000	\$ 308,000

Revenues in excess of operating costs are used to cover relevant overhead costs related to operation of the court (i.e. space rental, utilities, and supplies) that are absorbed by the General Fund.

Statement of Funding Issues for 2010-11

The Municipal Court budget is status quo for FY 2010-11.



Performance Measurements

Strategy	Measure	Actual 2006-07	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11
Efficiency	Total violations	3,128	3,805	3,479	2,810	3,232
	Violations per court clerk (FTE)	1,738	2,114	1,933	1,561	1,795
	Operating expense per filed violation	\$41.78	\$37.23	\$42.63	\$60.57	\$60.68

Performance Measurements Outcome

Total violations are driven by the number of citations issued by Law Enforcement and largely drives department revenue. The State of Oregon did increase base fine citation amounts by \$45 across all classes of violations effective 10/31/09. Forecast violations are estimated at 15% above FY 2009-10 estimates.

Financial anatomy of a citation:

	Citations			
	Class A ¹	Class B ²	Class C ³	Class D ⁴
Original (Base) Fine	\$ 472.00	\$ 287.00	\$ 190.00	\$ 142.00
Less maximum 25% discount offered to good drivers ⁵	(118.00)	(72.00)	(47.00)	(36.00)
Total paid by customer	\$ 354.00	\$ 215.00	\$ 143.00	\$ 106.00
Less - State and County assessments:				
Unitary Assessment	\$ (37.00)	\$ (37.00)	\$ (37.00)	\$ (37.00)
Law Enforcement Liability (LEMLA)	(2.00)	(2.00)	(1.00)	(1.00)
State Court Assessment	(5.00)	(5.00)	(3.00)	(3.00)
Clackamas County Assessment	(18.00)	(18.00)	(11.00)	(11.00)
Total City of Wilsonville portion (General Fund)	\$ 292.00	\$ 153.00	\$ 91.00	\$ 54.00

¹ Class A: Includes driving while suspended, speeding over 30 mph excess (but under 100 mph)

² Class B: Includes driving unisured, unclassified violations, speeding 21 to 30 mph excess

³ Class C: Includes equipment violations (ie tinted windows), speeding 11 to 20 mph excess

⁴ Class D: Includes fail to use safety belt, speeding 1 to 10 mph excess

⁵ Maximum discount - available for defendants with no convictions in prior 3 years

Capital Projects

The City budgets its major construction activities in one of seven capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2010-11 are presented below.

Water Capital Projects

New reservoir site planning, modifications to improve distribution system, construction of new lines and treatment plant modifications

Sewer Capital Projects

Improve the Memorial Park Pump Station Improvements, upgrade the Wastewater Treatment Plant and miscellaneous sewer line improvements

Streets and Streetscape Capital Projects

- **Streets Capital Projects**

The design and construction of improvements at the I-5/Wilsonville Road Interchange including the Boones Ferry Road Project and design work for new streets within West Side Urban Renewal Area

- **Streetscape/Bikeway Capital Projects**

Streetlight infill and streetscape items

Stormwater Capital Projects

Realign Boeckman Creek at Wilsonville Road, Commerce Circle improvement and Villebois school site improvements

Building Improvements

- **Transit Capital Projects**

Initial planning to relocate transit and fleet operations

- **Building Capital Projects**

Acquire property for new school site, amenities for senior housing and miscellaneous modifications to City buildings

Parks Capital Projects

Memorial park trails improvement, Boeckman Creek trails, Memorial Park ballfield improvements and reimbursement of Palermo Park development.

The City's Urban Renewal Agency capital projects are included in the following pages to present the reader with a full disclosure of all capital projects planned. However, the Urban Renewal Agency budgets for and adopts their projects separately from the City.

Capital Projects

Summary of Appropriations

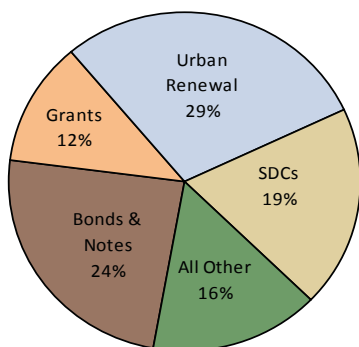
	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$3,009,000	\$11,850,500	\$16,693,570	\$165,000	\$923,450	\$22,000	\$3,390,000	\$844,500	\$36,898,020
Engineering/Admin	481,260	799,070	553,830	23,100	69,283	3,080	-	175,920	2,105,543
	<u>\$3,490,260</u>	<u>\$12,649,570</u>	<u>\$17,247,400</u>	<u>\$188,100</u>	<u>\$992,733</u>	<u>\$25,080</u>	<u>\$3,390,000</u>	<u>\$1,020,420</u>	<u>\$39,003,563</u>

Summary of Resources

	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 39,900	\$ 1,015,740	\$ 90,000	\$ -	\$ 159,760	\$ 2,280	\$ -	\$ -	\$ 1,307,680
SDCs									
Improvement	2,115,420	1,478,730	2,828,330	96,900	332,973	-	-	587,820	7,440,173
Sherwood Reimbursement	1,334,940	-	-	-	-	-	-	-	1,334,940
Federal Funding/Grants	-	-	4,623,070	-	-	22,800	-	-	4,645,870
Bonds & Notes	-	9,454,000	-	-	-	-	-	-	9,454,000
Metro Open Space	-	-	-	-	-	-	-	416,100	416,100
Contributions	-	701,100	782,000	-	500,000	-	10,000	16,500	2,009,600
Street Lights	-	-	-	91,200	-	-	-	-	91,200
Road Maintenance	-	-	814,000	-	-	-	-	-	814,000
General Fund Set Asides	-	-	10,000	-	-	-	75,000	-	85,000
Subtotal	<u>3,490,260</u>	<u>12,649,570</u>	<u>9,147,400</u>	<u>188,100</u>	<u>992,733</u>	<u>25,080</u>	<u>85,000</u>	<u>1,020,420</u>	<u>27,598,563</u>
Urban Renewal	-	-	8,100,000	-	-	-	3,305,000	-	11,405,000
Total	<u>\$ 3,490,260</u>	<u>\$ 12,649,570</u>	<u>\$ 17,247,400</u>	<u>\$ 188,100</u>	<u>\$ 992,733</u>	<u>\$ 25,080</u>	<u>\$ 3,390,000</u>	<u>\$ 1,020,420</u>	<u>\$ 39,003,563</u>

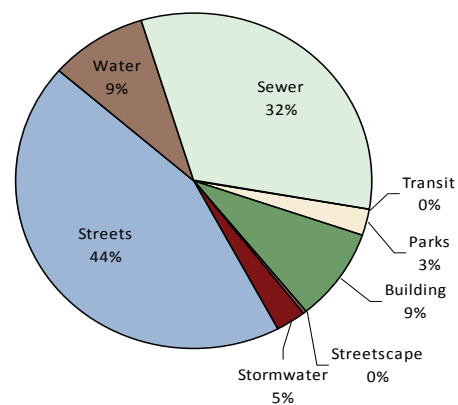
Funding Source

Major funding sources for capital projects identified in FY 2010-11 include urban renewal, systems development charges, and bond notes, respectively.



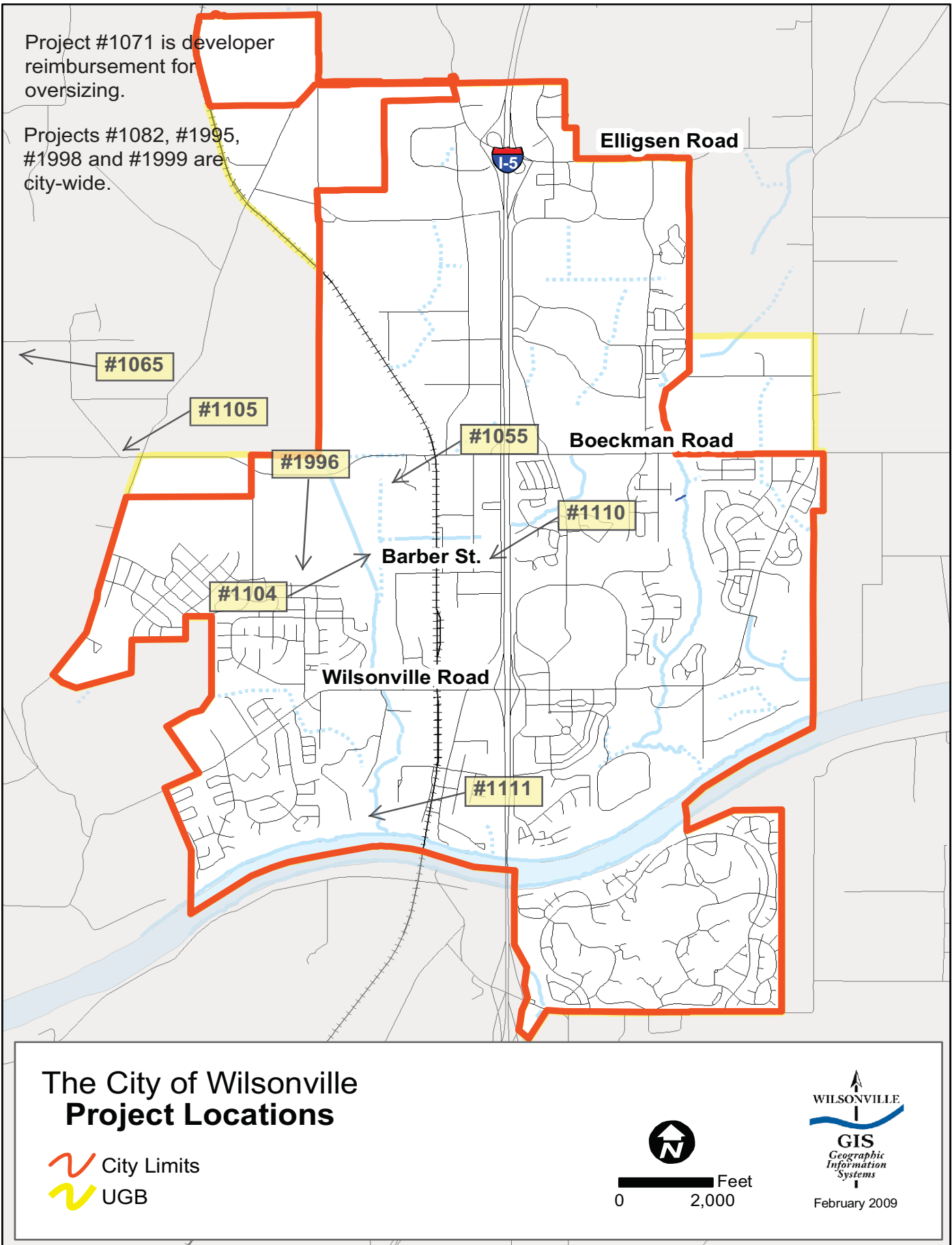
Project Type

The largest portion of the 2010-11 capital improvement budget rests in street infrastructure. Other major projects include waterline replacements, new waterlines, improvements to the wastewater treatment plant and stormwater system improvements.





Water Projects



FY 2010-11 Funding Sources

Proj.	Project Name	Water Operating	Water SDCs	City of Sherwood Contribution	Total Resources
1055	Kinsman Transmission Main Phase 2 - Barber to Boeckman	\$ -	\$ 609,900	\$ 300,960	\$ 910,860
1065	West Side Level B Reservoir Site & Offsite Improvments	-	474,240	-	474,240
1071	Villebois Water System SDC Reimbursement	-	142,500	-	142,500
1082	Water System Master Plan Update, Conservation Plan & Rate Study	-	285,000	-	285,000
1104	Barber St. 18" Waterline - Kinsman to Coffee Lake Dr.	-	17,100	-	17,100
1105	Tooze Rd. 18" Waterline & Revenue Vault	-	315,780	199,500	515,280
1110	Barber St. Waterline - Boberg to Boones Ferry Rd	39,900	39,900	-	79,800
1111	Water Treatment Plant Clearwell & Surge Tanks	-	-	834,480	834,480
1995	Early Planning - Future Water Projects	-	50,000	-	50,000
1996	Villebois School Site Utilities	-	57,000	-	57,000
1998	5-Year & Annual Water CIP Budget Development	-	10,000	-	10,000
1999	Project Design & Development	-	114,000	-	114,000
		<u>\$ 39,900</u>	<u>\$ 2,115,420</u>	<u>\$ 1,334,940</u>	<u>\$ 3,490,260</u>

Project Summaries

Project #1055: Kinsman Transmission Main Phase 2 - Barber to Boeckman

This project is a continuation of preliminary design and engineering for future construction of a water pipeline extension from Barber Street to Boeckman Road along the future Kinsman Road alignment (Street Project #4004). This waterline is needed to accommodate City growth and to provide future water service to the City of Sherwood. Funding for preliminary engineering and design as well as the future construction phase of this project includes a financial contribution from the City of Sherwood. To promote cost efficiencies, address environmental permitting requirements and to meet ODOT contracting requirements associated with the federal funding granted to the Kinsman Road Extension Project, this waterline project is incorporated into a larger package of projects in the Kinsman Road project area. This includes the design and permitting of a sewer main (Sewer Project #2079) and the extension of Barber Street from Kinsman Road to Coffee Lake Drive (Street Project #4116). The City entered into a design contract through ODOT for these projects in the spring of 2010. While being designed and permitted together, these projects may or may not be constructed at the same time depending on funding availability and other factors. The 2009 cost estimate for construction on this project included \$1.3 million for design and permitting with approximately \$8 million allowed for construction, contingency and overhead with expenses to be shared by Wilsonville and Sherwood. Right-of-Way costs are incorporated into the Kinsman Road Project.

Status: Continued from 2003-04

Estimated Date of completion: 2015-16

FY 2010-11 Funding Sources: Water SDC and Sherwood Reimbursement

Operations Impact: After completion, maintenance costs estimated at \$3000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 413	\$ 86,000	\$ 799,000	\$ 8,652,247	\$ 9,537,660
Engineering Administration	8,753	13,096	111,860	1,211,315	1,345,024
	<u>\$ 9,166</u>	<u>\$ 99,096</u>	<u>\$ 910,860</u>	<u>\$ 9,863,562</u>	<u>\$ 10,882,684</u>

Water Projects

Project #1065: West Side Level B Reservoir Site & Offsite Improvements

In order to serve new growth and provide sufficient storage to meet fire suppression requirements, the City needs to acquire land and construct a level "B" reservoir on the west side of town. Funds budgeted in prior years have not been expended and are being re-budgeted in FY 2010-11 to identify and acquire land for the reservoir. Future expenditures of approximately \$4,000,000 are anticipated in years 2012-2014 for design and construction of the reservoir along with off-site improvements including a 24" waterline on the Tooze Alignment from Grahams Ferry Road to the new West-Side Reservoir.

Status: Continued from 2005-06

Estimated date of completion: 2014-15

FY 2010-11 Funding Source: Water SDC

Operations Impact: No significant costs associated with vacant land. After completion, maintenance costs estimated at \$9,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 400	\$ 43,000	\$ 416,000	\$ 8,054,838	\$ 8,514,238
Engineering Administration	3,588	6,743	58,240	1,127,677	1,196,248
	<u>\$ 3,988</u>	<u>\$ 49,743</u>	<u>\$ 474,240</u>	<u>\$ 9,182,515</u>	<u>\$ 9,710,486</u>

Project #1071: Villebois Water System SDC Reimbursement

This project provides payment to a developer for construction of public facilities in excess of those needed to serve the development. The FY 2010-11 reimbursements is for waterline construction to occur on Grahams Ferry between Barber and the LEC property. This line will be over-sized from 12" to 18". This is a carryover of unexpended funds from the FY 2009-10 budget due to delays in development completion.

Status: Continued from 2009-10

Estimated date of completion: Full build out of Villebois

FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 303,932	\$ 300,000	\$ 125,000	\$ 228,202	\$ 957,134
Engineering Administration	18,708	42,000	17,500	31,948	110,156
	<u>\$ 322,640</u>	<u>\$ 342,000</u>	<u>\$ 142,500</u>	<u>\$ 260,150</u>	<u>\$ 1,067,290</u>

Project #1082: Water System Master Plan Update, Conservation Plan & Rate Study

The City's last Water System Master Plan was completed in 1986. Since then the City has grown and has also undertaken upsized improvements to serve the City of Sherwood. An update to the Water System Master Plan will examine these changes and also evaluate the finished water pipeline pump operation to resolve pressure fluctuations. This project was initiated in FY 2008-09 and completion is expected in FY 2010-11. The scope of the update includes a conservation plan as well as a user rate study.

Status: Continued from 2008-09

Estimated date of completion: 2010-11

FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 10,000	\$ 250,000	\$ 207,400	\$ 467,400
Engineering Administration	39,620	2,354	35,000	29,036	106,010
	<u>\$ 39,620</u>	<u>\$ 12,354</u>	<u>\$ 285,000</u>	<u>\$ 236,436</u>	<u>\$ 573,410</u>

Project #1104: Barber 18" Water Line - Kinsman to Coffee Lake Drive

This project is a continuation of preliminary design and engineering for future construction of a water pipeline to loop the water system to Villebois and provide water pressure and supply. The design and permitting of this project is packaged and coordinated with the Barber Street – Kinsman Road to Coffee Lake Drive Project (Street Project #4116), Kinsman Road – Barber Street to Boeckman Road (Street Project #4004), and water project #1055. The City entered into a design contract through ODOT for these projects in the spring of 2010. Construction will occur in conjunction with construction of the extension of Barber Street – Kinsman Road to Coffee Lake Drive. Future constructions costs in the amount of \$2.69 million are anticipated at the time the Barber Street Extension Project is constructed, which is currently scheduled for the FY 2014-15 timeframe.

Status: Continued from 2008-09

Estimated date of completion: 2014-15

FY 2010-11 Funding Source: Water SDC

Operations Impact: After completion, annual costs estimated at \$2,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 15,000	\$ 15,000	\$ 2,607,400	\$ 2,637,400
Engineering Administration	1,216	2,300	2,100	365,036	370,652
	<u>\$ 1,216</u>	<u>\$ 17,300</u>	<u>\$ 17,100</u>	<u>\$ 2,972,436</u>	<u>\$ 3,008,052</u>

Project #1105: Tooze Rd 18" Water Line & Revenue Vault

This project includes the construction of waterlines on the west side of the City to provide water to the City of Sherwood and construct a water revenue vault on Tooze Road. This vault will monitor the demand from Sherwood and meter the amount of water provided. Right-of-Way acquisition is complete and construction is expected to begin in the summer of 2010. Total project cost includes contributions from the City of Sherwood for their share of the infrastructure improvements.

Status: Continued from 2008-09

Estimated date of completion: 2010-11

FY 2010-11 Funding Source: Water SDC and City of Sherwood

Operations Impact: After completion, annual costs estimated at \$3,500 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 54,989	\$ 253,207	\$ 452,000	\$ 379,804	\$ 1,140,000
Engineering Administration	26,325	47,600	63,280	53,173	190,378
	<u>\$ 81,314</u>	<u>\$ 300,807</u>	<u>\$ 515,280</u>	<u>\$ 432,977</u>	<u>\$ 1,330,378</u>

Water Projects

Project #1110: Barber St Water Line – Boberg to Boones Ferry Rd

In FY 2008-09 the City was allocated \$900,000 in American Recovery and Reinvestment Act funding to construct road improvements on Barber St. between Boberg Rd. and Boones Ferry Rd. This water project is a partner project to the Street Project #4127 in this budget. The existing road includes an aging 8" waterline. In conjunction with constructing the new concrete road section, the aging waterline will be replaced, upsized to a 12" waterline and funded in FY 2009-10 and FY 2010-11 from water operating funds and water SDCs. Due to federal funding restrictions, the waterline component of the project cannot be funded from ARRA stimulus funds and must be budgeted separately. The total construction cost estimate for both the road and waterline portions of the project is slightly over the \$900,000 ARRA award.

Status: New

Estimated date of completion: 2010-11

FY 2010-11 Funding Source: Water Operations and Water SDC

Operations Impact: After completion, annual costs estimated at \$2,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Engineering Administration	-	-	9,800	-	9,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,800</u>	<u>\$ -</u>	<u>\$ 79,800</u>

Project #1111: Water Treatment Plant Clearwell & Surge Tanks

This project adds surge protection for the distribution system and capacity/production in the Water Treatment Plant clearwell along with related plant improvements. These upgrades are necessary to provide water service to the City of Sherwood. Funds budgeted in FY 2010-11 are solely from the City of Sherwood. The Wilsonville cost portion of this project is expected to be approximately \$330,000 in FY 2011-12 and will be funded from operating revenues.

Status: New

Estimated date of completion: 2011-12

FY 2010-11 Funding Source: City of Sherwood

Operations Impact: Maintenance costs are expected to be minimal for several years

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 732,000	\$ 330,000	\$ 1,062,000
Engineering Administration	-	-	102,480	46,200	148,680
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 834,480</u>	<u>\$ 376,200</u>	<u>\$ 1,210,680</u>

Project #1995: Early Planning – Future Water Projects

Project allows for staff time spent on future CIP projects that are at very early stages of project development and study. This project is also for staff time related to regional planning efforts, such as Urban/Rural reserves and issues that will impact future demands and requirements on City infrastructure and services, specifically our expanding water demands.

Status: Annual

Estimated date of completion: Annual

FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 40,000	\$ -	Annual	Annual
Engineering Administration	-	12,030	50,000	-	-
	<u>\$ -</u>	<u>\$ 52,030</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1996: Villebois School Site Utilities

Preliminary engineering of water infrastructure is needed for the future school site at Villebois in order to support the West Linn/Wilsonville School District's planning and design efforts. This project is concurrent with other infrastructure projects in the current budget to begin the development of a primary school site at Villebois including Sewer Projects #2996 and #2089 and Street Project #4147. Financial responsibilities and reimbursements between the District and the City that are not listed in the CIP budget are addressed in a development agreement between the parties.

Status: Continued from 2008-09

Estimated date of completion: 2010-11

FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 40,000	\$ 50,000	Annual	Annual
Engineering Administration	-	8,064	7,000	-	-
	\$ -	\$ 48,064	\$ 57,000	\$ -	\$ -

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

Project allots for staff time expenditures related to the development and management of the annual capital project budget and the 5-year capital improvement program including the prioritization of projects from the City's various master plans.

Status: Annual

Estimated date of completion: Annual

FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,812	10,000	-	-
	\$ -	\$ 5,812	\$ 10,000	\$ -	\$ -

Project #1999: Project Design & Development

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

Status: Annual

Estimated date of completion: Annual

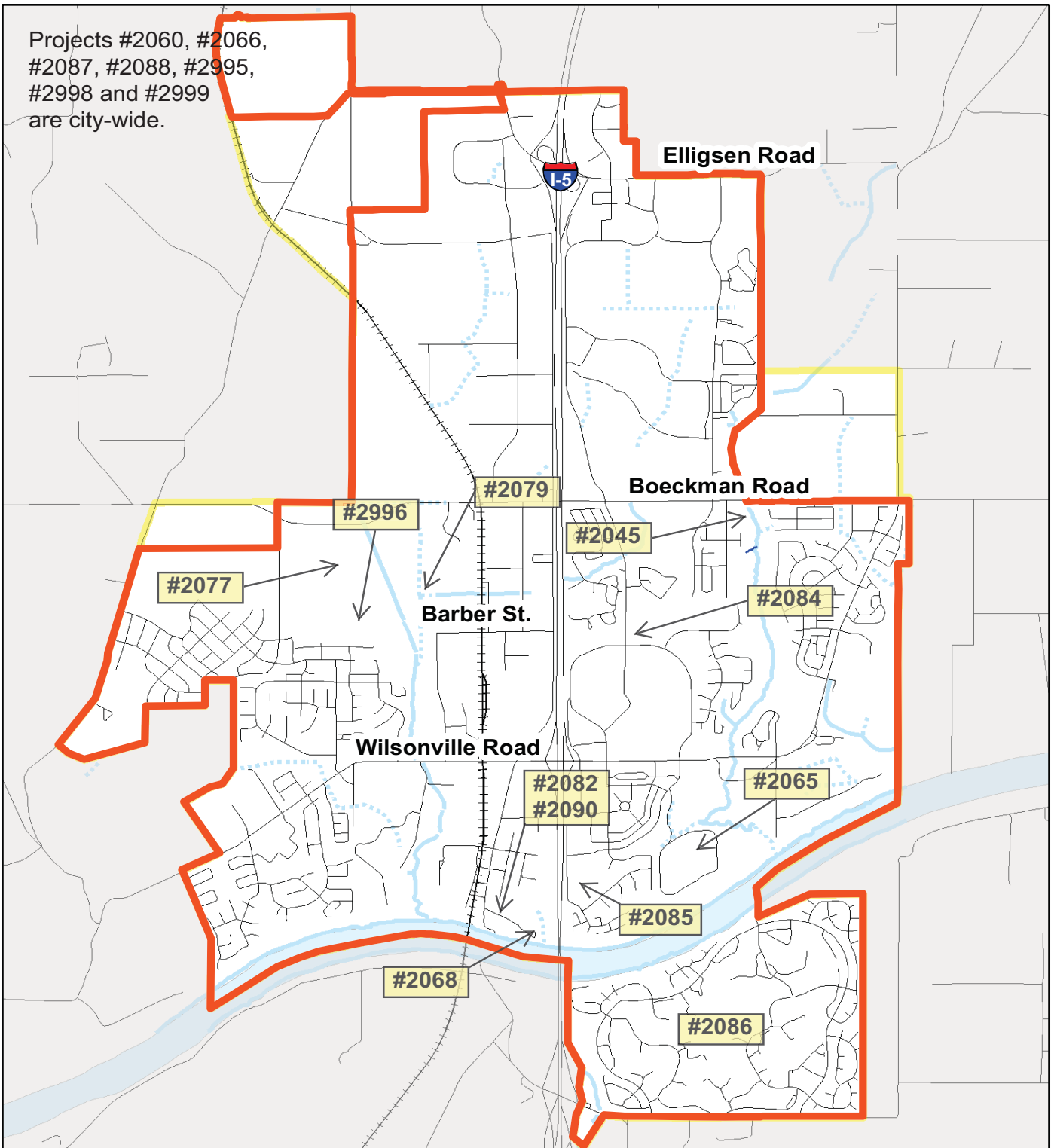
FY 2010-11 Funding Source: Water SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	14,616	14,000	-	-
	\$ -	\$ 114,616	\$ 114,000	\$ -	\$ -

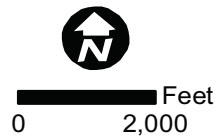
Sewer Projects

Projects #2060, #2066, #2087, #2088, #2995, #2998 and #2999 are city-wide.



The City of Wilsonville Project Locations

-  City Limits
-  UGB



Sewer Projects

FY 2010-11 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDCs	Sewer Rev. Bond	Developer's Contribution	Total Resources
2045	Sewer R&M Access Along Boeckman Creek	\$ 57,000	\$ -	\$ -	\$ -	\$ 57,000
2060	Miscellaneous Small Sewer Projects	68,400	-	-	-	68,400
2065	Memorial Park Pump Station Improvements	346,560	173,280	-	-	519,840
2066	Update Sewer Rate and SDC Study	-	19,950	-	-	19,950
2068	River Village Lift Station Upgrade	79,800	-	-	-	79,800
2077	Coffee Lake Dr Sewer Improvements	-	627,000	-	501,600	1,128,600
2079	Kinsman Rd. Parallel 12" Sewer Main - UD1	-	51,300	-	-	51,300
2082	Wastewater Treatment Plant Upgrade	-	-	9,340,000	-	9,340,000
2084	Town Center Pump Station Improvements	156,180	-	-	-	156,180
2085	I-5 Crossing at Memorial Dr Study	11,400	-	-	-	11,400
2086	Charbonneau Collection System Rehab Study	11,400	-	-	-	11,400
2087	Collection System Rehab Projects	285,000	-	-	-	285,000
2088	Wastewater System Master Plan Update	-	142,500	-	-	142,500
2090	Wastewater Treatment Plant - Property Acquisition	-	-	114,000	-	114,000
2995	Early Planning - Future Sewer Projects	-	50,000	-	-	50,000
2996	Villebois School Site Utilities - Sewer	-	290,700	-	199,500	490,200
2998	5-Year & Annual Sewer CIP Budget Development	-	10,000	-	-	10,000
2999	Project Design & Development	-	114,000	-	-	114,000
		<u>\$ 1,015,740</u>	<u>\$ 1,478,730</u>	<u>\$ 9,454,000</u>	<u>\$ 701,100</u>	<u>\$ 12,649,570</u>

Project Summaries

Project #2045: Sewer Repair & Maintenance Access Along Boeckman Creek

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. Large sections of this line will need to be replaced in order to provide capacity for future development in Frog Pond and school facilities on Advance Road. Funds budgeted for FY 2010-11 will allow staff to continue design and analysis aimed at resolving these issues. With this work, the City will be positioned to prepare solid cost estimates and construction documents so that as future partnerships with developers happen, sewer line construction can occur in conjunction with development needs. This project will also reestablish a vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek. High project costs are due to the size and depth of the sewer line, necessary amounts of excavation and environmental permitting issues since the project is located in a fish passage and natural resource area. Future construction costs are estimated to be approximately \$2.5 million.

Status: Continued from 2009-10

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: After completion, costs estimated to be \$5,000 annually

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 2,472,033	\$ 2,522,033
Engineering Administration	-	-	7,000	34,608	41,608
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 2,506,641</u>	<u>\$ 2,563,641</u>

Sewer Projects

Project #2060: Miscellaneous Small Sewer Projects

This annual budget item provides funds for small maintenance and repair projects that arise throughout the year.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: Replacement to avoid future near-term maintenance

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 66,891	\$ 60,000	Annual	Annual
Engineering Administration	-	5,604	8,400	-	-
	\$ -	\$ 72,495	\$ 68,400	\$ -	\$ -

Project #2065: Memorial Park Pump Station Improvements

With recent flood plain map revisions, the Memorial Park lift station is now in the impacted area and relocation is necessary. Additionally, the existing lift station is in need of back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for FY 2010-11 will allow for continuation of design and engineering with future construction costs estimated at approximately \$3 million.

Status: Continued from 2008-09

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Sewer Operating and Sewer SDC

Operations Impact: Annual maintenance costs estimated to be \$10,000

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 24,284	\$ 101,357	\$ 456,000	\$ 2,918,359	\$ 3,500,000
Engineering Administration	3,127	14,047	63,840	408,570	489,584
	\$ 27,411	\$ 115,404	\$ 519,840	\$ 3,326,929	\$ 3,989,584

Project #2066: Update Sewer Rate and SDC Study

Previously, this project evaluated and updated the sewer SDC rate structure. Funds budgeted for FY 2010-11 allow for additional rate analysis related to the expansion of the Wastewater Treatment Plant and backlog of emerging, necessary collection system upgrades.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 17,500	\$ 17,500	\$ 87,979	\$ 122,979
Engineering Administration	2,843	2,450	2,450	-	7,743
	\$ 2,843	\$ 19,950	\$ 19,950	\$ 87,979	\$ 130,722

Project #2068: River Village Lift Station Upgrade

The River Village Lift Station is in need of an upgrade to replace the existing lift station and allow for improved operations that serve Tauchman Park and nearby residences.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: Maintenance costs estimated to be \$5,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Engineering Administration	-	-	9,800	-	9,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,800</u>	<u>\$ -</u>	<u>\$ 79,800</u>

Project #2077: Coffee Lake Dr Sewer Improvements

Project #2077 will construct a new sewer trunk line from Barber Street to Boeckman Road along the east side of the Villebois Development. This project is included in the Villebois Master Plan. The first phase of construction targets Barber Street north along the Coffee Lake Drive alignment to the northern boundary of the Matrix/Wachovia property. The City began the environmental permitting process for this project in FY 2009-10 and construction is anticipated for FY 2010-11. Project costs are to be shared by the City, Villebois developers and the West Linn/Wilsonville School District.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer SDC and Developer's Contributions

Operations Impact: Maintenance costs estimated to be \$5,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 50,000	\$ 990,000	\$ -	\$ 1,040,000
Engineering Administration	6,886	12,138	138,600	-	157,624
	<u>\$ 6,886</u>	<u>\$ 62,138</u>	<u>\$ 1,128,600</u>	<u>\$ -</u>	<u>\$ 1,197,624</u>

Project #2079: Kinsman Rd Parallel 12" Sewer Main – UD1

This project will install a 12" sewer main parallel to the United Disposal Interceptor. Installation is to occur during construction of the Kinsman Road Extension Project from Barber Street to Boeckman Road (Project #4004) and will provide additional capacity for future growth. Current funds are for design and permitting efforts with construction expected to cost approximately \$600,000 between the years 2013-2015. Design and permitting of this project is also concurrent with that for Water Project #1055, similar work related to the extension of Barber Street from Kinsman Road to Coffee Lake Drive and associated utility projects.

Status: New

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: Maintenance costs estimated to be \$5,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 45,000	\$ 596,220	\$ 641,220
Engineering Administration	-	-	6,300	8,347	14,647
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,300</u>	<u>\$ 604,567</u>	<u>\$ 655,867</u>

Sewer Projects

Project #2082: Wastewater Treatment Plant Upgrade

This upgrade to the Wastewater Treatment Plant is based upon the November 2004 Wastewater Treatment Plant Facility Master Plan. Improvements will include biosolids handling, increasing headworks capacity, modifying primary clarifiers for additional capacity and effluent discharge improvements. Currently, the plant generates noise and odor complaints from neighbors which will be addressed by the upgrade. This is a multi-year project that will be broken into 4 Phases. The FY 2010-11 budget includes completion of efforts initiated in FY 2009-10 relating to Phase A & Phase B – Background Documentation that establishes the overall project management approach and implements the DBO RFP procurement process. Phase C set to begin in FY 2010-11 will result in the start of construction for the Design-Build-Operate project. The total project cost estimated in 2009 is expected to be approximately \$60 million. This project is connected with Sewer Project #2088 – the Wastewater Collection System Master Plan Update, Project #2066 – Update Sewer Rate and SDC Study and Project #2090 – WWTP Upgrade – Property Acquisition.

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

FY 2010-11 Funding Sources: Sewer Revenue Bonds

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 566,858	\$ 3,106,615	\$ 9,000,000	\$ 45,976,527	\$ 58,650,000
Engineering Administration	190,095	475,815	340,000	2,298,826	3,304,736
	<u>\$ 756,953</u>	<u>\$ 3,582,430</u>	<u>\$ 9,340,000</u>	<u>\$ 48,275,353</u>	<u>\$ 61,954,736</u>

Project #2084: Town Center Pump Station Improvements

The Town Center Pump Station is not working properly. This project will construct the improvements needed to restore full functionality to this pump station.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: Maintenance costs estimated to be \$5,000 annually

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 137,000	\$ -	\$ 137,000
Engineering Administration	-	-	19,180	-	19,180
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 156,180</u>	<u>\$ -</u>	<u>\$ 156,180</u>

Project #2085: I-5 Crossing at Memorial Drive Study

Corrosion and other deficiencies have recently been identified in the sewer line crossing under I-5 at Memorial Drive. The project will fund an analysis of the line to determine appropriate improvements and preparation of construction cost estimates.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Engineering Administration	-	-	1,400	-	1,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ 11,400</u>

Project #2086: Charbonneau Collection System Rehab Study

Aging infrastructure in Charbonneau has recently led to the identification of numerous needed repairs. This project will initiate an analysis of Charbonneau's infrastructure issues and strategize a means to best fund and implement a replacement and improvement program for infrastructure in the Charbonneau neighborhood.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Engineering Administration	-	-	1,400	-	1,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ 11,400</u>

Project #2087: Collection System Rehab Projects

As the City identifies the immediate need for Project #2088, funding will be necessary for the repair/rehab of identified deficiencies in the City's collection system. This project will fund the design and construction of repairs to be identified in Project #2088 – Wastewater Collection System Master Plan Update. Funds are necessary in future years to carry out further repairs determined by Project #2088.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Operating

Operations Impact: Replacement to avoid future near-term maintenance

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 250,000	\$ 320,000	\$ 570,000
Engineering Administration	-	-	35,000	44,800	79,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 285,000</u>	<u>\$ 364,800</u>	<u>\$ 649,800</u>

Project #2088: Wastewater System Master Plan Update

This update to the Wastewater Collection System Master Plan will identify the scope of work and costs associated with rehabilitating and repairing the wastewater collection system. This project is a counterpart to Project #2087 which will construct needed repairs. The Wastewater Collection System Master Plan Update reviews the existing network of sewer pipes, force mains and pump stations to identify repair and rehab needs in the collection system, as well as identify future wastewater projects within the 20+ year horizon.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Engineering Administration	-	-	17,500	-	17,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 142,500</u>	<u>\$ -</u>	<u>\$ 142,500</u>

Sewer Projects

Project #2090: Wastewater Treatment Plant – Property Acquisition

Expansion of the Wastewater Treatment Plant is likely to require the acquisition of additional property. Project #2090 funds any property acquisition needs that may be identified as the DBO project moves forward in FY 2010-11.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Sewer Revenue Bonds

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ 1,325,000	\$ 1,425,000
Engineering Administration	-	-	14,000	185,500	199,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 114,000</u>	<u>\$ 1,510,500</u>	<u>\$ 1,624,500</u>

Project #2995: Early Planning – Future Projects

Project provides for staff time expenditures on future CIP projects that are at very early stages of project development and study. This project is also for 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.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 5,000	\$ -	Annual	Annual
Engineering Administration	-	3,567	50,000	-	-
	<u>\$ -</u>	<u>\$ 8,567</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2996: Villebois School Site Utilities - Sewer

Preliminary engineering and construction of sewer infrastructure is required for the future school site at Villebois in order to support the West Linn/Wilsonville School District's planning and design efforts. The project will extend sewer service from the Coffee Lake Drive Sewer Line (also in this year's budget) to the future Villebois School Site. This project will run concurrent with other infrastructure projects in the current budget to support the development of a primary school site at Villebois including Water Project #1996, Sewer Project #2089 and Street Project #4147. Financial responsibilities and reimbursements between the District and the City that are not listed in the CIP budget are addressed in a development agreement between the two parties.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Sewer SDC and Developer's Contributions

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 30,000	\$ 430,000	Annual	Annual
Engineering Administration	-	6,788	60,200	-	-
	<u>\$ -</u>	<u>\$ 36,788</u>	<u>\$ 490,200</u>	<u>\$ -</u>	<u>\$ -</u>

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

This annual project allows for staff time expenditures to develop and manage the annual capital project budget and the 5-year capital improvement program.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 3,000	\$ -	Annual	Annual
Engineering Administration	-	6,484	10,000	-	-
	\$ -	\$ 9,484	\$ 10,000	\$ -	\$ -

Project #2999: Project Design & Development

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

Status: Annual

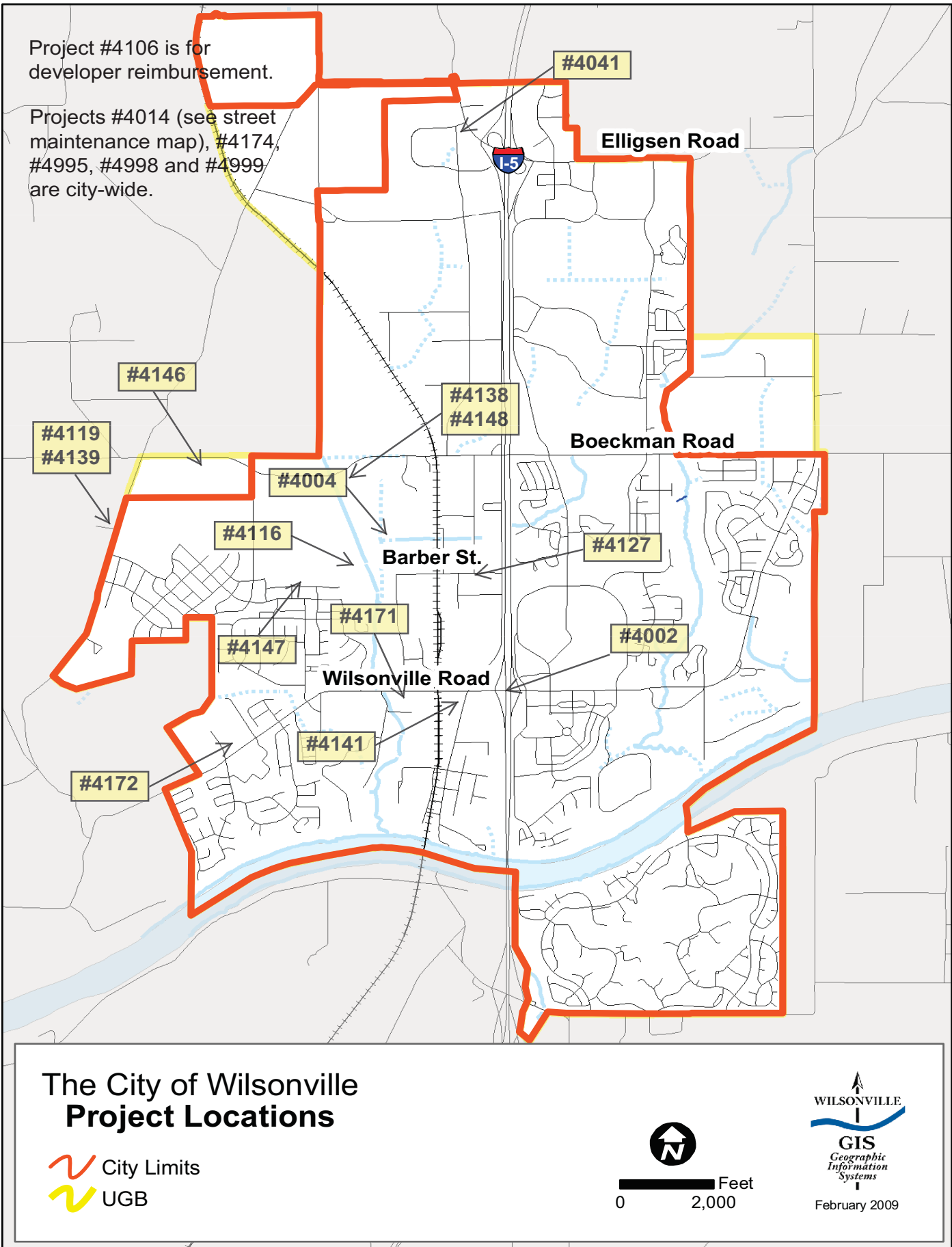
Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Sewer SDC

Operations Impact: Not applicable

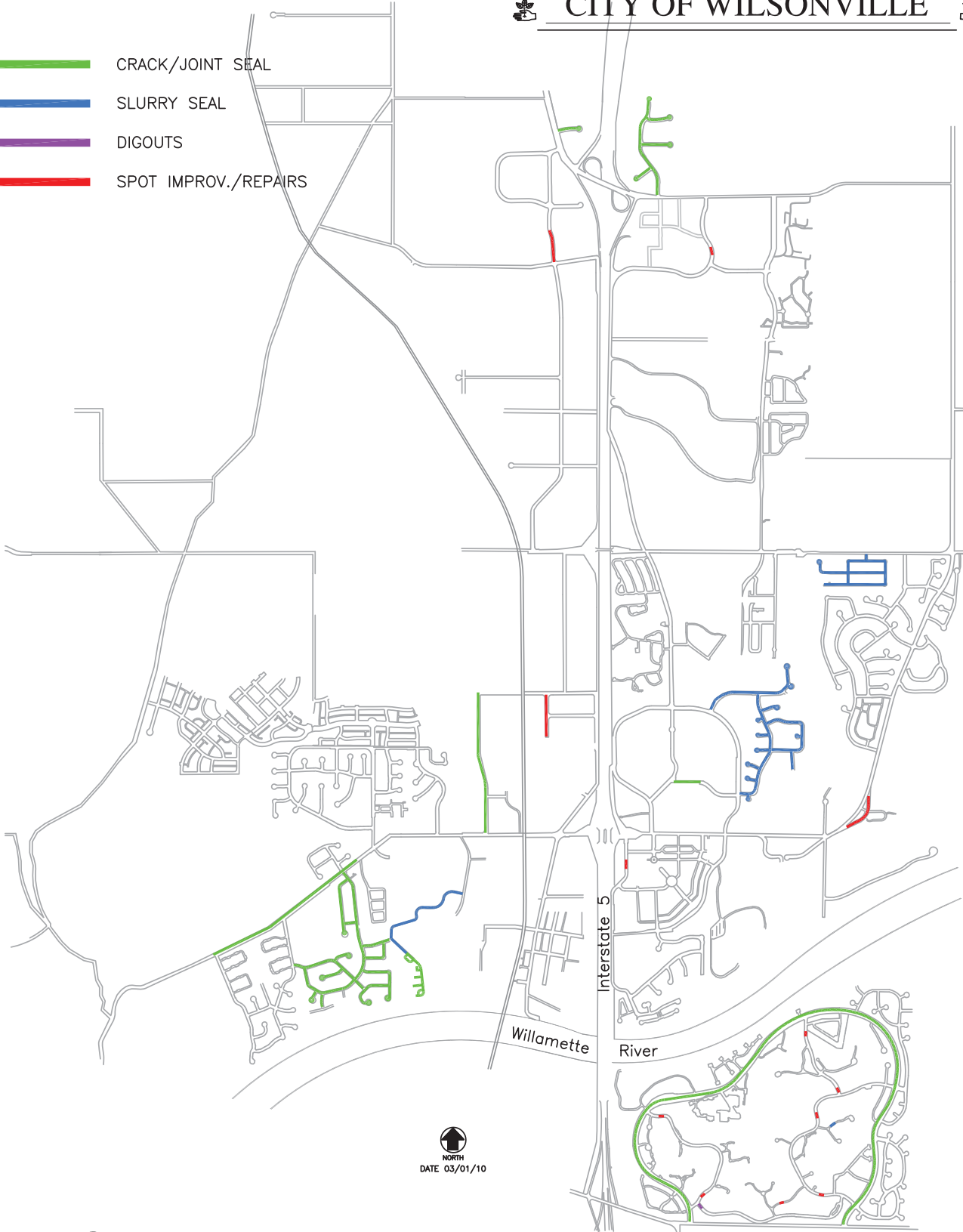
Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	14,000	14,000	-	-
	\$ -	\$ 114,000	\$ 114,000	\$ -	\$ -

Streets Projects



CITY OF WILSONVILLE

- █ CRACK/JOINT SEAL
- █ SLURRY SEAL
- █ DIGOUTS
- █ SPOT IMPROV./REPAIRS




 NORTH
 DATE 03/01/10

**2010 Street
Maintenance Program**

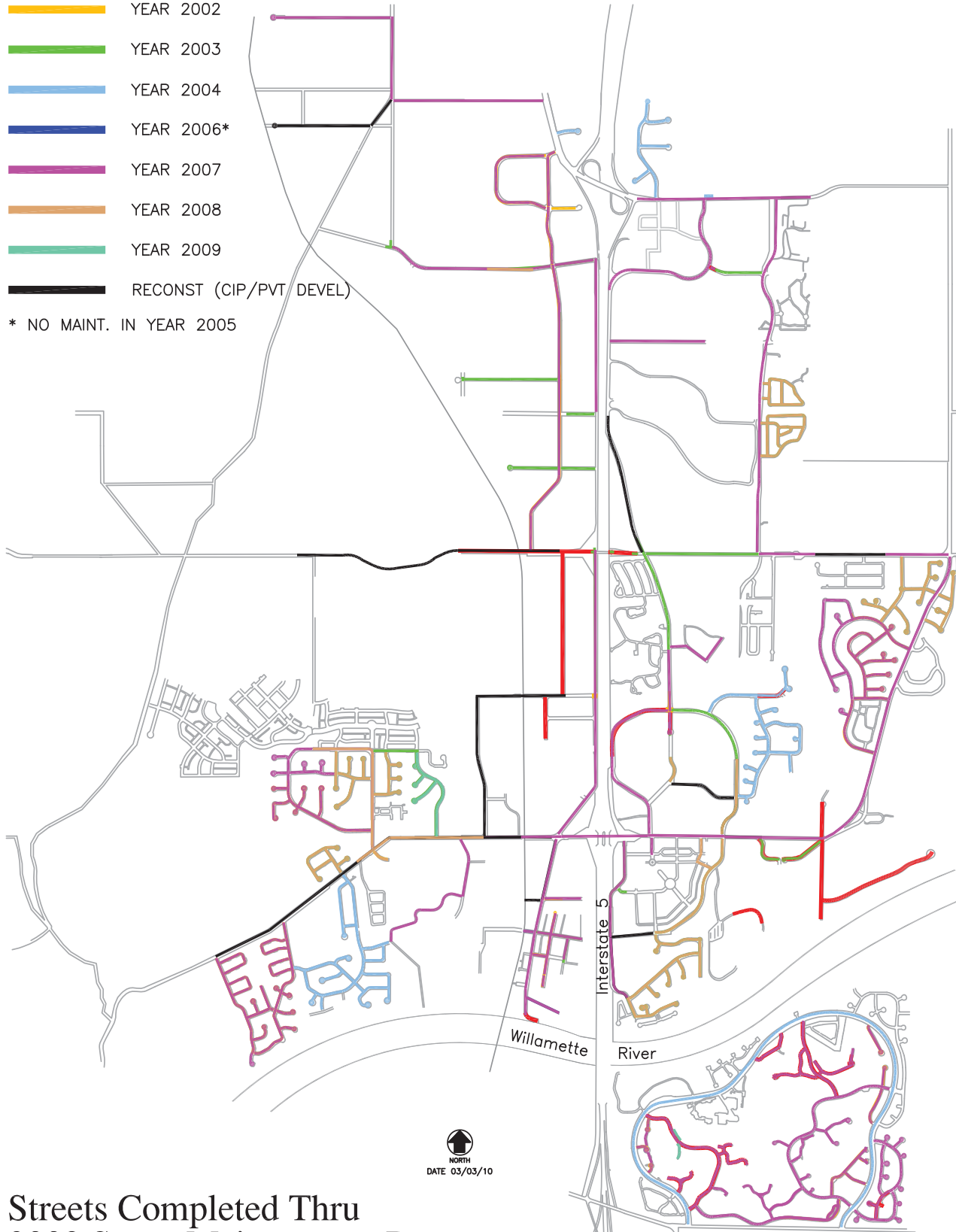
DRAWN BY GERALD FISHER

Streets Projects

CITY OF WILSONVILLE

- █ YEAR 2001
- █ YEAR 2002
- █ YEAR 2003
- █ YEAR 2004
- █ YEAR 2006*
- █ YEAR 2007
- █ YEAR 2008
- █ YEAR 2009
- █ RECONST (CIP/PVT DEVEL)

* NO MAINT. IN YEAR 2005



Streets Completed Thru
2009 Street Maintenance Program

DRAWN BY GERALD FISHER

FY 2010-11 Funding Sources

Proj.	Project Name	Road Maint	General Fund	Road Operating	Street SDCs	Streets Special SDCs	West Side Urb Renewal	Developer's Contribution	Federal Funding	East Side Urb Renewal	Total Resources
4002	Wilsonville Rd Interchange Turn Lane Improvements	\$ -	\$ -	\$ -	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 8,000,000	\$ 8,570,000
4004	Kinsman Rd Extension	-	-	-	201,780	-	-	-	728,070	-	929,850
4014	Street Maintenance	814,000	-	90,000	-	-	-	-	-	-	904,000
4041	95 th at Boones Ferry Rd	-	-	-	114,000	-	-	-	2,200,000	-	2,314,000
4106	Villebois SDC Credits	-	-	-	112,000	-	-	-	-	-	112,000
4116	Barber St - Kinsman to Coffee Lake Dr	-	-	-	121,410	-	-	-	395,000	-	516,410
4119	Grahams Ferry Phase I Right of Way	-	-	-	57,000	-	-	-	-	-	57,000
4127	Barber St Phase II - Boberg to Boones Ferry	-	-	-	-	-	-	-	500,000	-	500,000
4138	5-Year Monitoring of Boeckman Rd Mitigation	-	-	-	57,000	-	-	-	-	-	57,000
4139	Grahams Ferry Rd - Villebois	-	-	-	433,200	-	-	-	-	-	433,200
4141	Boones Ferry Rd - Wilsonville Rd to 5 th	-	-	-	114,000	-	-	212,000	-	-	326,000
4146	Tooze Rd - 110 th to Grahams Ferry	-	-	-	109,440	-	-	-	800,000	-	909,440
4147	Villebois School Site Development	-	-	-	285,000	-	-	570,000	-	-	855,000
4148	Boeckman Rd Geotechnical Investigation	-	-	-	-	-	100,000	-	-	-	100,000
4171	Kinsman Rd @ Wilsonville Rd SDC Credit	-	-	-	342,000	-	-	-	-	-	342,000
4172	Willamette Way East @ Wilsonville Rd Signal Upgrade	-	10,000	-	-	-	-	-	-	-	10,000
4174	Transportation System Update	-	-	-	137,500	-	-	-	-	-	137,500
4995	Early Planning - Future Street Projects	-	-	-	50,000	-	-	-	-	-	50,000
4998	5-Year & Annual Street CIP Budget Development	-	-	-	10,000	-	-	-	-	-	10,000
4999	Project Design & Development	-	-	-	114,000	-	-	-	-	-	114,000
		\$ 814,000	\$ 10,000	\$ 90,000	\$ 2,258,330	\$ 570,000	\$ 100,000	\$ 782,000	\$ 4,623,070	\$ 8,000,000	\$ 17,247,400

Project Summaries

Project #4002: Wilsonville Rd/I-5 Interchange Improvements

This project will improve the Wilsonville Road/I-5 Interchange in conformance with the enhanced improvement package approved by City Council. In the area of the I-5 on and off ramps, Wilsonville Road will be widened to provide additional left turn-lanes for northbound and southbound traffic. Other improvements will include widening and lengthening the exit and entrance ramps, widening sidewalks and bike lanes as well as improving signalization. Of the \$8 million in urban renewal funds budgeted in FY 2010-11, \$2 million is for construction of a raised bike and pedestrian facility to include architectural and artistic enhancements. The City's cost share for this project is \$12 million with additional project funding paid by ODOT. ODOT initiated right-of-way acquisition in FY 2009-10 with construction to begin in FY 2010-11. In conjunction with this "ramp to ramp" project, the City is also constructing road improvements on the east and west ends of Project #4002 (see Project #4142) and improvements on Boones Ferry Road at the intersection with Wilsonville Road (see Project #4141). The project has received \$500,000 in state funding through an Immediate Opportunity Fund Grant relating to the expansion of the Coca Cola facilities.

Status: Continued from 2003-04

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Eastside Urban Renewal and Street SDC

Operations Impact: Maintenance costs estimated to be \$33,000 annually

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 1,930,289	\$ 2,534,053	\$ 8,500,000	\$ 4,548,956	\$ 17,513,298
Engineering Administration	117,082	193,968	70,000	636,854	1,017,904
	\$ 2,047,371	\$ 2,728,021	\$ 8,570,000	\$ 5,185,810	\$ 18,531,202

Streets Projects

Project #4004: Kinsman Rd Extension – Barber to Boeckman

This project will design, acquire right-of-way, and construct the extension of Kinsman Road from Barber Street to Boeckman Road. The project will improve the roadway grid system west of I-5 and will reduce local north-south traffic using I-5. It will also provide additional access to SMART Central and the WES Station. The City has been awarded \$1.4 million in federal funds which are being budgeted, in part, for preliminary engineering and right-of-way acquisition. In FY 2009-10 the City entered into a contract through ODOT for design and environmental permitting and is budgeting funds in FY 2010-11 for this contract from the federal funding allocation as well as a required local match component from Street SDCs. Future project costs are estimated at \$15.7 million with funding sources including federal funding, Street SDCs and Urban Renewal. Sewer and waterline construction in the Kinsman Road Alignment are budgeted separately as Projects #2079 and #1055. All three projects and Projects #4116 and #1104 are packaged together for design and environmental permitting but may be constructed separately depending on funding availability and other factors.

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Federal Funding and Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 60,400	\$ 370,000	\$ 905,070	\$ 14,951,440	\$ 16,286,910
Engineering Administration	44,989	9,800	24,780	2,093,202	2,172,771
	<u>\$ 105,389</u>	<u>\$ 379,800</u>	<u>\$ 929,850</u>	<u>\$ 17,044,642</u>	<u>\$ 18,459,681</u>

Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six-year rotation schedule. The projects for FY 2010-11 will be City-wide and include residential streets in Charbonneau, Courtside Estates, and Morey's Landing, as well as arterials and collectors. Road Maintenance fees fund the design and construction costs. Road Operating funds the Engineering Administration costs.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Road Maintenance Fees and Road Operating

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 687,058	\$ 814,000	Annual	Annual
Engineering Administration	-	-	90,000	-	-
	<u>\$ -</u>	<u>\$ 687,058</u>	<u>\$ 904,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4041: 95th at Boones Ferry Rd

This project will construct turn-lane and signalization improvements at the intersection of 95th and Boones Ferry Road. The project will improve safety, capacity and freight mobility and help to relieve the current traffic delays experienced during peak hours. Design and right-of-way acquisition were completed in FY 2009-10. Construction costs are estimated at \$2.3 million and will occur in FY 2010-11 pending receipt of regional federal funding for these freight mobility improvements.

Status: Continued from 2007-08

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Federal Funding and Street SDC

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 339,055	\$ 295,207	\$ 2,300,000	\$ -	\$ 2,934,262
Engineering Administration	133,413	46,818	14,000	-	194,231
	\$ 472,468	\$ 342,025	\$ 2,314,000	\$ -	\$ 3,128,493

Project #4106: Villebois SDC Credits

Property purchased within the Villebois Master Plan area west of 100th is moving forward with new home construction. Developers will be constructing road improvements on what is currently 110th. It is expected that this work will occur in FY 2010-11 and SDC credits will be used to fund additional capacity as the existing road is improved per the Villebois Master Plan.

Status: Continued from 2008-09

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 333,472	\$ -	\$ 100,000	\$ 340,588	\$ 774,060
Engineering Administration	16,386	-	12,000	47,682	76,068
	\$ 349,858	\$ -	\$ 112,000	\$ 388,270	\$ 850,128

Streets Projects

Project #4116: Barber St. – Kinsman to Coffee Lake Dr

Project scope calls for the design, acquisition of right-of-way and construction of the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. This street will be a minor collector cross-section that will connect Villebois with commercial districts, SMART Central and the WES Station. This project has received approximately \$4 million in federal funding of which a portion is currently budgeted for preliminary engineering and environmental permitting pursuant to a contract for such services entered into in FY 2009-10 through ODOT. SDC funds are budgeted to fund the City's local match component. Future year property acquisition and construction costs are estimated at approximately \$10 million with further federal funding, street SDCs, and urban renewal monies as proposed funding sources. Waterline construction in the Barber Street Alignment is budgeted separately as Project #1104. Both projects are packaged with the Kinsman Road Extension Project #4004, Water Project #1055 and Sewer Project #2079 for design and environmental permitting but may be constructed separately depending on funding availability and other factors.

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Federal Funds and Street SDC

Operations Impact: Maintenance costs estimated to be \$20,000 annually

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 37,276	\$ 707,070	\$ 501,500	\$ 10,431,704	\$ 11,677,550
Engineering Administration	53,862	9,447	14,910	529,200	607,419
	<u>\$ 91,138</u>	<u>\$ 716,517</u>	<u>\$ 516,410</u>	<u>\$ 10,960,904</u>	<u>\$ 12,284,969</u>

Project #4119: Grahams Ferry Phase I Right-of-Way

The construction of developer and City improvements on Graham's Ferry Road may require the purchase of an additional right-of-way in FY 2010-11. While the majority of costs for this project are the developer's responsibility, the City is responsible for the acquisition of any right-of-way needed on the west side of Grahams Ferry Road. This project will fund the acquisition of right-of-way should further evaluation of the road design show that additional property is needed.

Status: Continued from 2007-08

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Street SDC

Operations Impact: No significant costs identified

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 17,692	\$ 400	\$ 50,000	\$ 444,908	\$ 513,000
Engineering Administration	24,741	10,506	7,000	62,287	104,534
	<u>\$ 42,433</u>	<u>\$ 10,906</u>	<u>\$ 57,000</u>	<u>\$ 507,195</u>	<u>\$ 617,534</u>

Project #4127: Barber St Phase II – Boberg to Boones Ferry

In FY 2008-09 the City was allocated \$900,000 in American Recovery and Reinvestment Act funding to construct road improvements on Barber St. between Boberg Rd. and Boones Ferry Rd. This project will replace the asphalt roadway section with concrete and add bike lane and sidewalk improvements. Construction began in FY 2009-10 and will be complete in FY 2010-11. A waterline in this road segment will be replaced and upsized and is budgeted separately as Project #1110 with funding from water operating revenues and Water SDCs.

Status: Continued from 2009-10

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Federal Funding

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

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 29,016	\$ 741,452	\$ 500,000	\$ -	\$ 1,270,468
Engineering Administration	-	52,220	-	-	52,220
	<u>\$ 29,016</u>	<u>\$ 793,672</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 1,322,688</u>

Project #4138: 5-Year Monitoring of Boeckman Rd Mitigation

The construction of wetland mitigation was required by regulatory agencies as a part of the Boeckman Road Extension Project. This mitigation must be monitored for a five-year period to meet state and federal mandated permit conditions for managing wetland mitigation for the Boeckman Rd Project. This project will be budgeted on an annual basis through 2013 with a total cost of \$285,000.

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 40,691	\$ 48,438	\$ 50,000	\$ 145,871	\$ 285,000
Engineering Administration	17,623	8,765	7,000	20,422	53,810
	<u>\$ 58,314</u>	<u>\$ 57,203</u>	<u>\$ 57,000</u>	<u>\$ 166,293</u>	<u>\$ 338,810</u>

Project #4139: Grahams Ferry Rd – Villebois

The Villebois Master Plan includes improvements to Grahams Ferry Road. This project will construct road improvements on Grahams Ferry Road to include a roundabout at the intersection of Barber Street. This budget item reflects SDC credits to the developer for the construction of added capacity relating to these road improvements. Future costs for the completion of improvements on Grahams Ferry Road are not anticipated until FY 2012-13.

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Maintenance cost estimated at \$15,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 5,731	\$ 21,010	\$ 380,000	\$ 2,032,859	\$ 2,439,600
Engineering Administration	3,730	5,256	53,200	284,600	346,786
	<u>\$ 9,461</u>	<u>\$ 26,266</u>	<u>\$ 433,200</u>	<u>\$ 2,317,459</u>	<u>\$ 2,786,386</u>

Streets Projects

Project #4141: Boones Ferry Rd – Wilsonville Rd to 5th

This project is a partner to Projects #4002 and #4142 and consists of widening Boones Ferry Road between the intersection of Wilsonville Road and Boones Ferry Road south to approximately 5th Street. The construction of related water and sewer line improvements occurred in FY 2009-10 with the completion of accompanying stormwater improvements to occur in FY 2010-11 as Project #7040. Construction of the road improvements began in 2009 and will be complete by the end of 2010. Funding for this road project includes a developer contribution paid by Fred Meyer and Street SDCs.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Developer's Contribution and Street SDC

Operations Impact: Maintenance costs included in project #4002

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ 920,349	\$ 2,695,508	\$ 312,000	\$ -	\$ 3,927,857
Engineering Administration	60,085	263,949	14,000	-	338,034
	\$ 980,434	\$ 2,959,457	\$ 326,000	\$ -	\$ 4,265,891

Project #4146: Tooze Rd - 110th to Grahams Ferry

This is the second phase of the Boeckman Road Extension and will improve Tooze Road between the end of the first phase of the Boeckman Project which is slightly west of 110th to the intersection with Graham's Ferry Road. Project includes construction of bike lanes, sidewalks, new turn-lanes and a signal at Graham's Ferry Road. The work is necessary to accommodate future residential development in the area, improve freight mobility between Wilsonville and communities to the west and to fulfill the terms of an Intergovernmental Agreement entered into with ODOT for the first part of the Boeckman Road Extension. In FY 2009-10 the City was allocated \$800,000 in federal funding for preliminary engineering and right-of-way acquisition for this project which is being budgeted for expenditure in FY 2010-11 along with SDC funds for the City's required local match contribution. Future year costs for construction are estimated at \$7.15 million with the timing of construction dependant on the availability of funding resources. Companion water and sewer projects are budgeted separately in the 5-Year CIP.

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: Federal Funding and Street SDC

Operations Impact: Maintenance cost estimated at \$20,000 per year

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 49,873	\$ 896,000	\$ 7,154,142	\$ 8,100,015
Engineering Administration	-	7,038	13,440	1,001,580	1,022,058
	\$ -	\$ 56,911	\$ 909,440	\$ 8,155,722	\$ 9,122,073

Project #4147: Villebois School Site Development

This project calls for the design and construction of road projects related to the new elementary school in Villebois. This project will be budgeted annually through the completion of construction of the new elementary school in order to support the West Linn/Wilsonville School District's planning and design efforts. A portion of this project will be paid as a developer contribution by the District. This project is concurrent with other infrastructure projects in the current budget to serve the development of a primary school site at Villebois including Water Project #1996 and Sewer Project #2996. Financial responsibilities and reimbursements between the District and the City not listed in the CIP budget are addressed in a development agreement between the two parties.

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: Developer's Contribution and Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 24,000	\$ 750,000	\$ 22,800	\$ 796,800
Engineering Administration	-	29,798	105,000	-	134,798
	<u>\$ -</u>	<u>\$ 53,798</u>	<u>\$ 855,000</u>	<u>\$ 22,800</u>	<u>\$ 931,598</u>

Project #4148: Boeckman Rd Geotechnical Investigation

Project will investigate the Boeckman Road geotechnical issues and determine the appropriate remedy to the roadway sinking over soft soils.

Status: Continued from 2009-10

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: West Side Urban Renewal

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 106,991	\$ 100,464	\$ 100,000	\$ -	\$ 307,455
Engineering Administration	-	-	-	-	-
	<u>\$ 106,991</u>	<u>\$ 100,464</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 307,455</u>

Project #4171: Kinsman Rd @ Wilsonville Rd SDC Credit

In conjunction with the development of adjacent property, the City will pay appropriate SDC credits for extra capacity relating to the construction of a new road facility on the proposed Kinsman Road Alignment south of Wilsonville Road per the City's Transportation System Plan (TSP).

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 48,030	\$ 21,043	\$ 300,000	\$ -	\$ 369,073
Engineering Administration	13,926	5,658	42,000	-	61,584
	<u>\$ 61,956</u>	<u>\$ 26,701</u>	<u>\$ 342,000</u>	<u>\$ -</u>	<u>\$ 430,657</u>

Streets Projects

Project #4172: Willamette Way East @ Wilsonville Rd Signal Upgrade

This project will install signal upgrades to improve pedestrian safety, driver wait times at the intersection of Wilsonville Road and Willamette Way East and traffic flow for parents dropping off and picking up students at Boones Ferry Primary School. The West Linn/Wilsonville School District will construct on-site improvements as a counterpart measure for the same purposes.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: General Fund

Operations Impact: Minimal near term maintenance costs

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000
Engineering Administration	-	1,140	-	-	1,140
	<u>\$ -</u>	<u>\$ 11,140</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 21,140</u>

Project #4174: Transportation System Update

After the Metro region completes an update to the Regional Transportation Plan in 2010, the City will need to produce an update to its Transportation System Plan (TSP). The City is applying for a grant to cover part of the cost of this effort through the State's Transportation Growth Management (TGM) Grant Program. The balance of this project cost is budgeted from Street SDCs.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Engineering Administration	-	-	12,500	-	12,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 137,500</u>	<u>\$ -</u>	<u>\$ 137,500</u>

Project #4995: Early Planning – Future Street Projects

Project allows for staff time spent on future CIP projects that are at very early stages of project development and study and the management of citizen concerns and questions relating to road infrastructure issues. This project is also for staff time spent on regional planning efforts such as the Regional Transportation Plan and issues that will impact future demands and requirements on City street, bike, and pedestrian infrastructure and services.

Status: Ongoing

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 20,000	\$ -	Annual	Annual
Engineering Administration	-	8,171	50,000	-	-
	<u>\$ -</u>	<u>\$ 28,171</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4998: 5-Year & Annual Street CIP Budget Development

Project allots for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

Status: Ongoing

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 1,000	\$ -	Annual	Annual
Engineering Administration	-	4,354	10,000	-	-
	\$ -	\$ 5,354	\$ 10,000	\$ -	\$ -

Project #4999: Project Design & Construction

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

Status: Ongoing

Estimated Date of completion: Annual

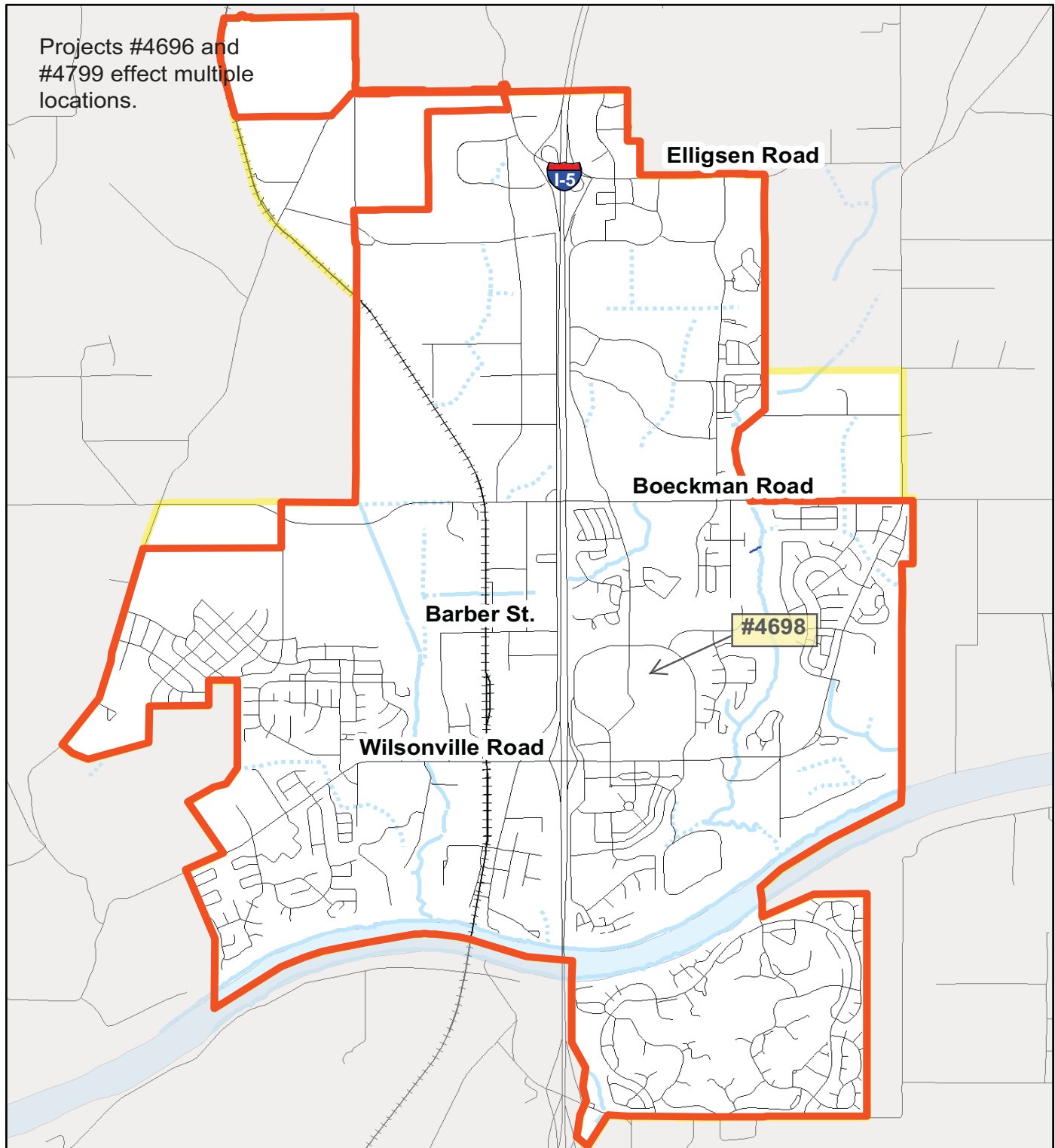
FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 86,044	\$ 100,000	Annual	Annual
Engineering Administration	-	14,775	14,000	-	-
	\$ -	\$ 100,819	\$ 114,000	\$ -	\$ -

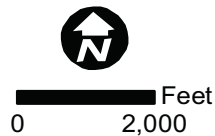
Streetscape/Bikeway Projects

Projects #4696 and #4799 effect multiple locations.



The City of Wilsonville Project Locations

-  City Limits
-  UGB



Streetscape/Bikeway Projects

FY 2010-11 Funding Sources

Proj.	Project Name	Streetlight Fund	Street SDC's	Total Resources
4696	Streetlight Infill	\$ 91,200	\$ -	\$ 91,200
4698	Town Center Bike Pedestrian Connection	-	85,500	85,500
4799	Project Design & Development	-	11,400	11,400
		<u>\$ 91,200</u>	<u>\$ 96,900</u>	<u>\$ 188,100</u>

Project Summaries

Project #4696: Streetlight Infill

Project calls for installation of streetlights on Boones Ferry Road from Barber Street south towards Wilsonville Road. It is expected that new streetlights will be installed approximately half the way to Wilsonville Road.

Status: Continued from 2001-02

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Streetlight Fund

Operations Impact: Additional streetlights to repair and maintain

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 24,294	\$ 80,000	Annual	Annual
Engineering Administration		6,370	11,200	-	-
	\$ -	\$ 30,664	\$ 91,200	\$ -	\$ -

Project #4698: Town Center Bike/Pedestrian Connection

Project will acquire easements and construction a 15' sidewalk north on Town Center Loop East to provide a coherent bicycle and pedestrian connection to the City's primary retail center. This project is a carryover from the FY 2009-10 budget with funds budgeted for construction in FY 2010-11. City staff has been working with Clackamas Community College to reach an agreement regarding the donation of needed easements and the location and nature of the pathway.

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 1,627	\$ 54,000	\$ 75,000	\$ -	\$ 130,627
Engineering Administration	1,274	8,934	10,500	-	20,708
	\$ 2,901	\$ 62,934	\$ 85,500	\$ -	\$ 151,335

Streetscape/Bikeway Projects

Project #4799: Project Design & Development

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

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Street SDC

Operations Impact: Not applicable

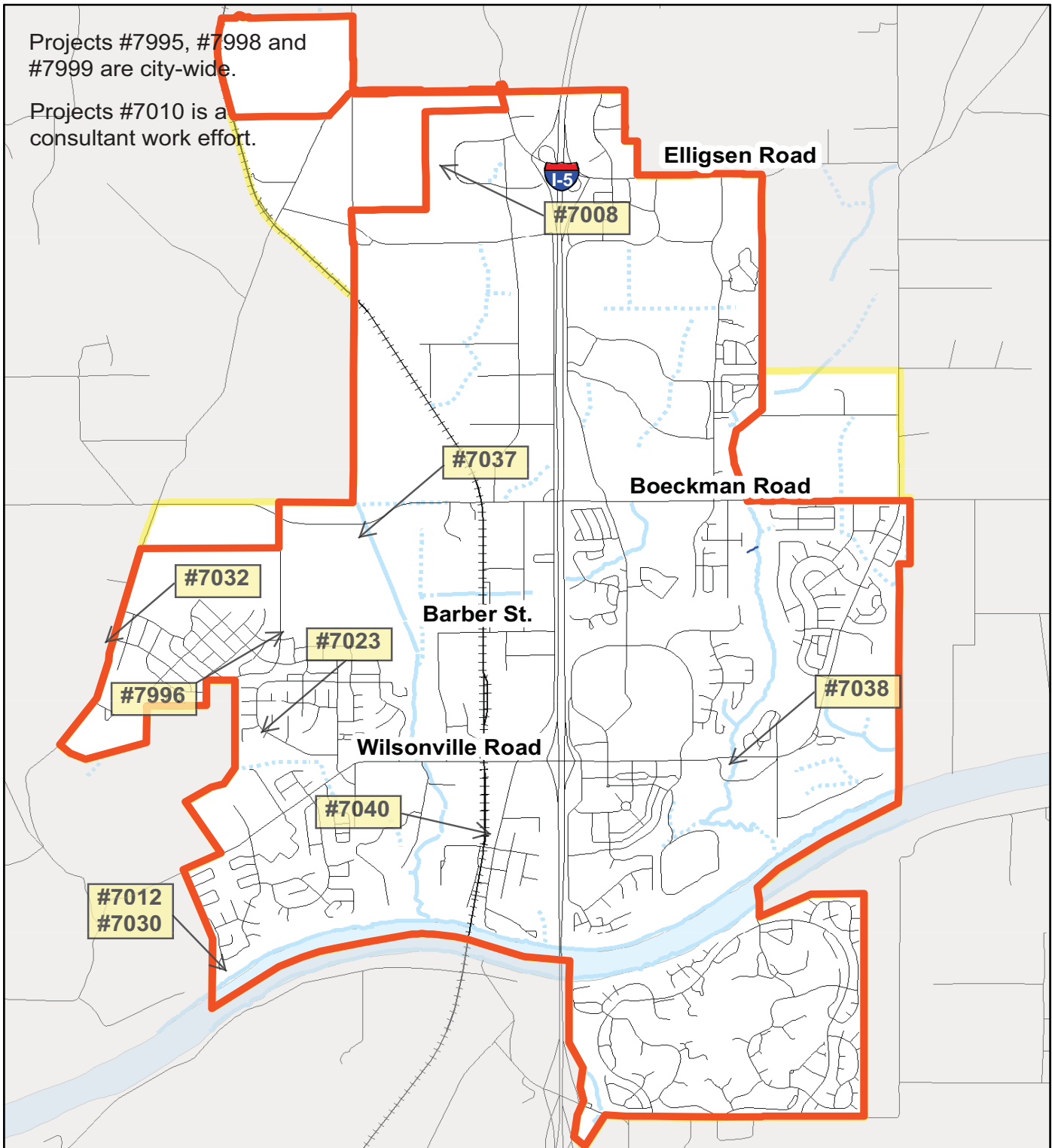
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 10,000	\$ 10,000	Annual	Annual
Engineering Administration #	-	1,400	1,400	-	-
	\$ -	\$ 11,400	\$ 11,400	\$ -	\$ -



Stormwater Projects

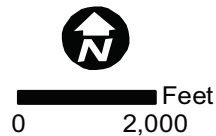
Projects #7995, #7998 and #7999 are city-wide.

Projects #7010 is a consultant work effort.



The City of Wilsonville Project Locations

-  City Limits
-  UGB



Stormwater Projects

FY 2010-11 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDCs	Developer's Contribution	Total Resources
7008	CLC3 - Channel Project at Commerce Circle	\$ -	\$ 110,580	\$ -	\$ 110,580
7010	Stormwater Master Plan & SDC Update	-	11,400	-	11,400
7012	Rivergreen Drainage	22,800	-	-	22,800
7023	CLC 10 - Merryfield Culverts	-	3,933	-	3,933
7030	Rivergreen Wetland Mitigation Monitoring	4,560	-	-	4,560
7032	Storm System Improvement to GF - LEC to Barber	-	28,500	-	28,500
7037	Boeckman Mitigation Improvements	-	39,900	-	39,900
7038	Realign Boeckman Creek/Reconnect Wilsonville Rd Channel	75,400	-	-	75,400
7040	Boones Ferry Rd Pipe Project	57,000	50,160	-	107,160
7995	Early Planning - Future Storm Projects	-	50,000	-	50,000
7996	Villebois School Storm Improvements	-	-	500,000	500,000
7998	5-Year & Annual Stormwater CIP Budget Development	-	10,000	-	10,000
7999	Project Design & Development	-	28,500	-	28,500
		<u>\$ 159,760</u>	<u>\$ 332,973</u>	<u>\$ 500,000</u>	<u>\$ 992,733</u>

Project Summaries

Project #7008: CLC3 – Channel Project at Commerce Circle

Project begins with the existing Day Road stormwater facility and continues south along the west edge of the Commerce Circle. Stream improvements will provide a meander to improve water quality treatment and partial stream widening to provide detention opportunities and improve a maintenance access road that could become part of a future trail. Funds budgeted in FY 2010-11 are for design efforts to address historical stormwater and flooding issues in this area. Future funds estimated at approximately \$700,000 will be needed to construct the necessary improvements.

Status: Continued from 2004-05

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 104,663	\$ -	\$ 97,000	\$ 734,246	\$ 935,909
Engineering Administration	31,045	-	13,580	102,794	147,419
	<u>\$ 135,708</u>	<u>\$ -</u>	<u>\$ 110,580</u>	<u>\$ 837,040</u>	<u>\$ 1,083,328</u>

Stormwater Projects

Project #7010: Stormwater Master Plan and SDC Update

This project evaluated the City's Stormwater Master Plan and associated System Development Charges and rates and identified and prioritized needed stormwater management projects. The project was nearly complete in FY 2009-10 pending adoption. The funds budgeted in FY 2010-11 are to address any additional work that may be necessary through the adoption process.

Status: Continued from 2004-05

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 137,269	\$ 48,120	\$ 10,000	\$ -	\$ 195,389
Engineering Administration	143,065	65,982	1,400	-	210,447
	<u>\$ 280,334</u>	<u>\$ 114,102</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ 405,836</u>

Project #7012: Rivergreen Drainage

Project will repair recently constructed protective measures to prevent further eroding of the Willamette River stream bank at the Willamette Way West outlet of the Rivergreen Subdivision which were damaged by weather conditions.

Status: Continued from 2004-05

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater Operating

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 226,474	\$ 68,909	\$ 20,000	\$ -	\$ 315,383
Engineering Administration	188,228	23,650	2,800	-	214,678
	<u>\$ 414,702</u>	<u>\$ 92,559</u>	<u>\$ 22,800</u>	<u>\$ -</u>	<u>\$ 530,061</u>

Project #7023: CLC10 – Merryfield Culverts

Project replaces the existing 24-inch culverts in the Arrowhead Creek channel north of the Wood Middle School with a pedestrian foot bridge. This project will allow for the re-direction of flows into Arrowhead Creek in conjunction with the previously installed flow diversion pipe on the Graham Oaks Nature Park and the replacement of a culvert south of Wilsonville Road. This project was budgeted and initiated in FY 2009-10 with unspent funds being carried over to FY 2010-11 for project completion.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Replacement intended to avoid future near-term maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 1,700	\$ 3,450	\$ 241,350	\$ 246,500
Engineering Administration	204	2,240	483	33,789	36,716
	<u>\$ 204</u>	<u>\$ 3,940</u>	<u>\$ 3,933</u>	<u>\$ 275,139</u>	<u>\$ 283,216</u>

Stormwater Projects

Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage Project requires five years of monitoring. This project budgets for 5 years of monitoring expenditures on an annual basis until completion in FY 2013-2014.

Status: Continued from 2009-10

Estimated Date of completion: 2012/13

FY 2010-11 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 2,714	\$ 4,000	\$ 11,526	\$ 18,240
Engineering Administration	-	1,775	560	1,614	3,949
	<u>\$ -</u>	<u>\$ 4,489</u>	<u>\$ 4,560</u>	<u>\$ 13,140</u>	<u>\$ 22,189</u>

Project #7032: Storm System Improvements to GF – LEC to Barber

This project is in conjunction with road improvement Project #4139 and is the City's share of a new storm system on Grahams Ferry Road from the LEC property to the Barber transition.

Status: Continued from 2009-10

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Maintenance cost estimated at \$6,500 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 50,000
Engineering Administration	-	3,500	3,500	-	7,000
	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ 57,000</u>

Project #7037: Boeckman Mitigation Improvements

In order to comply with the wetland mitigation requirements for the Boeckman Road Project, it is necessary to replant a portion of the original mitigation site plantings due to plant failure. This project includes a contract for this replanting effort along with maintenance and monitoring. Project also includes a retrofit of existing culverts to create a drier environment for wildlife passage which was a component of the original mitigation plan.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Maintenance cost estimated at \$4,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 29,917	\$ 35,000	\$ -	\$ 64,917
Engineering Administration	516	6,763	4,900	-	12,179
	<u>\$ 516</u>	<u>\$ 36,680</u>	<u>\$ 39,900</u>	<u>\$ -</u>	<u>\$ 77,096</u>

Stormwater Projects

Project #7038: Realign Boeckman Creek/Reconnect Wilsonville Rd Channel

This project consists of armoring around bridge pile footings and realigning Boeckman Creek to flow between the armoring as it passes under the Wilsonville Road Bridge near the Community Center and Murase Park. The creek is causing damage to the footings that must be corrected to preserve the bridge. The project will also include stream restoration and fish passage elements. Funds budgeted in FY 2010-11 are for preliminary engineering. Future funds needed for construction are estimated at \$1 million for channel improvements and any necessary improvements to the bridge footings.

Status: New

Estimated Date of completion: 2012-13

FY 2010-11 Funding Sources: Stormwater Operating

Operations Impact: Rehabilitation intended to avoid future near-term maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 60,000	\$ 234,234	\$ 294,234
Engineering Administration	-	-	15,400	32,793	48,193
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,400</u>	<u>\$ 267,027</u>	<u>\$ 342,427</u>

Project #7040: Boones Ferry Rd Pipe Project

This project is a partner to Street Project #4141 on Boones Ferry Road and includes the construction of new stormwater pipe to accommodate road improvements and the Fred Meyer development. Fred Meyer is paying SDCs and a development contribution towards this project cost. The construction of associated water and sewer infrastructure was complete in FY 2009-10.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Stormwater Operating and Stormwater SDC

Operations Impact: Costs included in project #4141

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ 232,000	\$ 94,000	\$ -	\$ 326,000
Engineering Administration	-	32,480	13,160	-	45,640
	<u>\$ -</u>	<u>\$ 264,480</u>	<u>\$ 107,160</u>	<u>\$ -</u>	<u>\$ 371,640</u>

Project #7995: Early Planning – Future Stormwater Projects

Project provides for staff time expenditures spent on future CIP projects that are at very early stages of project development and study. This project is also for staff time spent on regional planning efforts such as Urban/Rural reserves and issues that will impact future demands and requirements on City stormwater infrastructure and services.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ 10,000	\$ -	Annual	Annual
Engineering Administration	-	15,247	50,000	-	-
	<u>\$ -</u>	<u>\$ 25,247</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7996: Villebois School Stormwater Improvements

Project allots for preliminary engineering of stormwater infrastructure needed for the future Villebois school site in order to support the West Linn/Wilsonville School District's planning and design efforts.

Status: Annual

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Developer's Contribution

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>

Project #7998: 5-Year & Annual Stormwater CIP Budget Development

Project allows for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 500	\$ -	Annual	Annual
Engineering Administration	-	4,928	10,000	-	-
	<u>\$ -</u>	<u>\$ 5,428</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #7999: 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.

Status: Annual

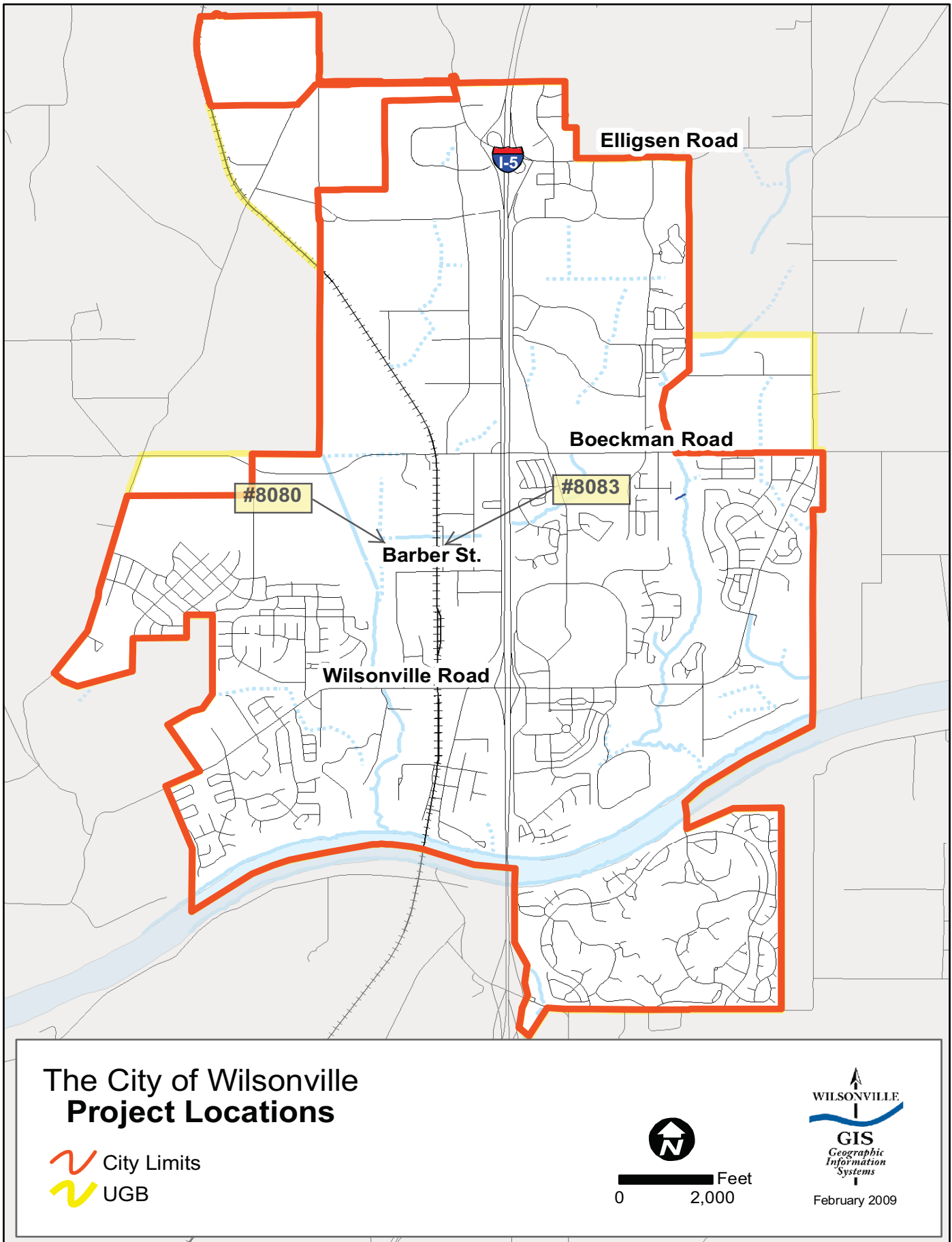
Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Stormwater SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ 25,000	\$ 25,000	Annual	Annual
Engineering Administration	-	3,500	3,500	-	-
	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ -</u>

Transit Projects



FY 2010-11 Funding Sources

Proj.	Project Name	Transit Fund	Federal Stimulus Pkg	Total Resources
8080	Commuter Rail Wetland Mitigation Monitoring	\$ 2,280	\$ -	\$ 2,280
8083	SMART Ops Facility	-	22,800	22,800
		<u>\$ 2,280</u>	<u>\$ 22,800</u>	<u>\$ 25,080</u>

The Transit Capital Improvement Projects are funded from the Building Capital Improvement Projects Fund.

PROJECT SUMMARIES

Project #8080: Commuter Rail Wetland and Mitigation Monitoring

The wetland mitigation site constructed during the construction of the Commuter Rail Park and Ride Facility requires five years of monitoring. This project budgets for 5 years of monitoring expenditures on an annual basis until completion in FY 2013-2014.

Status: Continued from 2009-10

Estimated Date of completion: 2012-13

FY 2010-11 Funding Sources: Transit Fund

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 5,000	\$ 2,000	\$ 21,500	\$ 28,500
Engineering Administration	-	700	280	3,010	3,990
	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 2,280</u>	<u>\$ 24,510</u>	<u>\$ 32,490</u>

Project #8083: SMART Ops Facility

In order to vacate the Fleet Facility on Elligsen Road that was sold to TVFR, the City needs to begin design efforts for a new operations and fleet facility to be located on city-owned property on Boberg Road. The funds budgeted in FY 2010-11 are for design efforts that will ultimately lead to construction documents.

Status: New

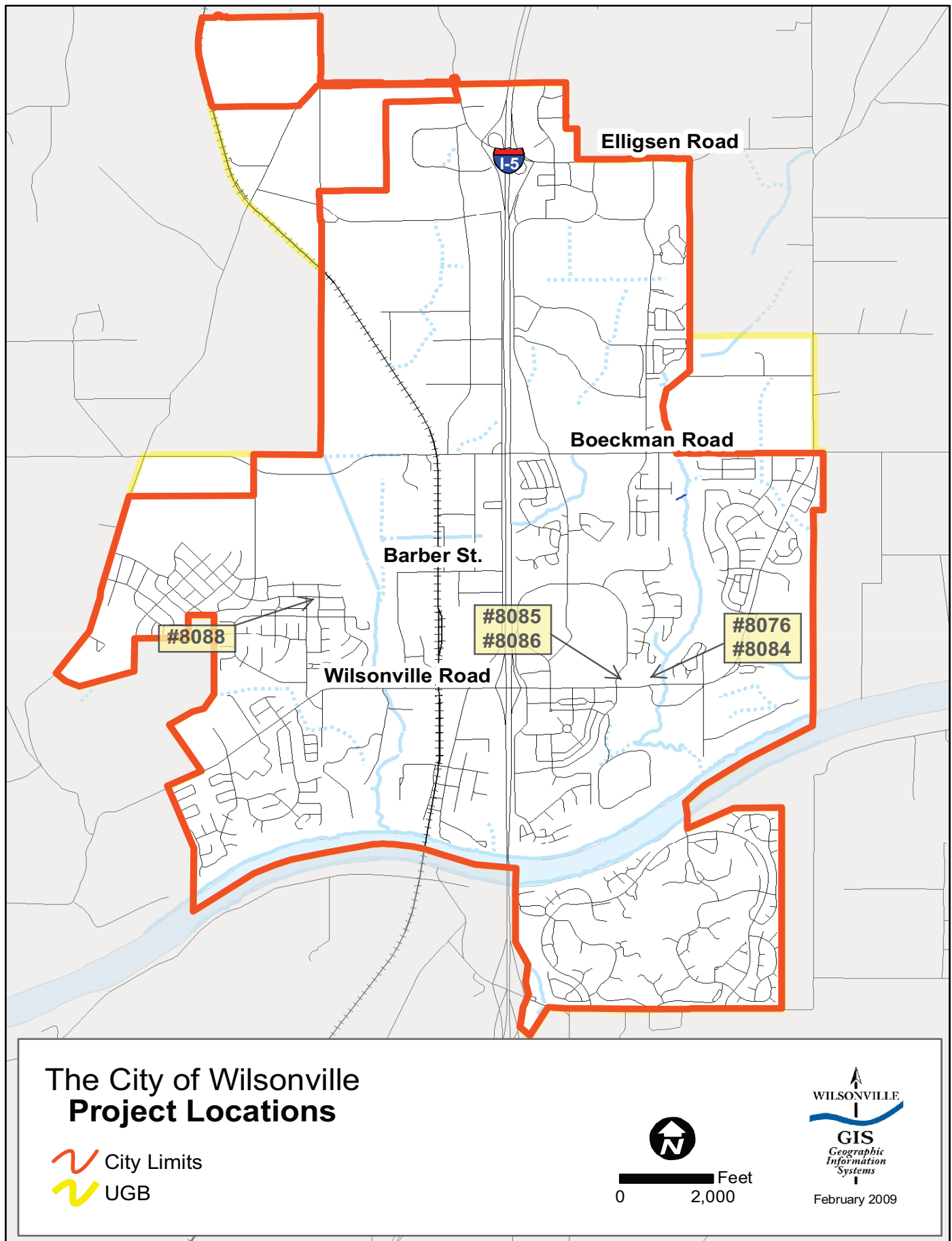
Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: Federal Stimulus Package

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

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 425,054	\$ 20,000	\$ 9,794,946	\$10,240,000
Engineering Administration	-	-	2,800	-	2,800
	<u>\$ -</u>	<u>\$ 425,054</u>	<u>\$ 22,800</u>	<u>\$ 9,794,946</u>	<u>\$10,242,800</u>

Building Projects



FY 2010-11 Funding Sources

Proj.	Project Name	General Fund	Contributions	Westside	Eastside	Total Resources
				Urban Renewal	Urban Renewal	
8076	Affordable Senior Housing	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000
8084	City Property Site Circulation & Parking	30,000	-	-	-	30,000
8085	Community Center Food Storage Space	10,000	10,000	-	-	20,000
8086	Public Works Building Remodel	35,000	-	-	-	35,000
8088	New School Site Land Acquisition	-	-	3,200,000	-	3,200,000
		<u>\$ 75,000</u>	<u>\$ 10,000</u>	<u>\$ 3,200,000</u>	<u>\$ 105,000</u>	<u>\$3,390,000</u>

PROJECT SUMMARIES

Project #8076: Affordable Senior Housing

This project funds Urban Renewal contributions for enhancements to the construction of affordable senior housing on the former Wesleyan Church property. The project total includes an advance of \$500,000 to Northwest Housing Alternatives to be credited to Enhancement #1. Funds budgeted in FY 2010-11 are a carryover from the previous year.

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: Eastside Urban Renewal

Operations Impact: Not applicable. After completion, the facility will be maintained by Northwest Housing Alternatives.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 561,567	\$ 364,486	\$ 105,000	\$ 298,447	\$ 1,329,500
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 364,486</u>	<u>\$ 105,000</u>	<u>\$ 298,447</u>	<u>\$ 1,329,500</u>

Project #8084: City Property Site Circulation & Parking

This project addresses site circulation and parking deficiencies on the City-owned parcel of land on the corner of Town Center Loop E and Wilsonville Road and explores combining parking and circulation with the property acquired from the Wesleyan Church that is currently leased to the West Linn/Wilsonville School District. The project will result in cost estimates for proposed improvements and provide information on various options to assist in decision making relating to the site's parking issues. Currently, those visiting the Community Center during high programming times are frequently unable to find parking on the property and either have to park on the west side of Town Center Loop or not go to the facility.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: General Fund

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ 200,000	\$ 230,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 200,000</u>	<u>\$ 230,000</u>

Building Projects

Project #8085: Community Center Food Storage Space

Project will design and construct kitchen and food storage improvements at the Community Center. Staff is pursuing Community Development Block Grant funds for FY 2011-12 to fund construction which will include an updated and more functional kitchen layout designed for meal preparation rather than the current layout that is set up for meal distribution. The project will also create a dedicated food storage/pantry space which is currently lacking in the facility. Funds for design in FY 2010-11 will be allocated from the General Fund and from a donation from the Wilsonville Community Seniors, Inc.

Status: New

Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: General Fund and Contributions

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

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 20,000	\$ 90,000	\$ 110,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 90,000</u>	<u>\$ 110,000</u>

Project #8086: Public Works Building Remodel

The Public Works Department needs to construct three new enclosed offices in an area now consisting of cubicle offices. This remodel will create private work space for one manager and two supervisors.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>

Project #8088: New School Site Land Acquisition

In partnership with the West Linn/Wilsonville School District, this project will fund the acquisition of approximately ten acres of land to be developed as a primary school and associated sports fields in the Villebois master plan area.

Status: New

Estimated Date of completion: 2010-11

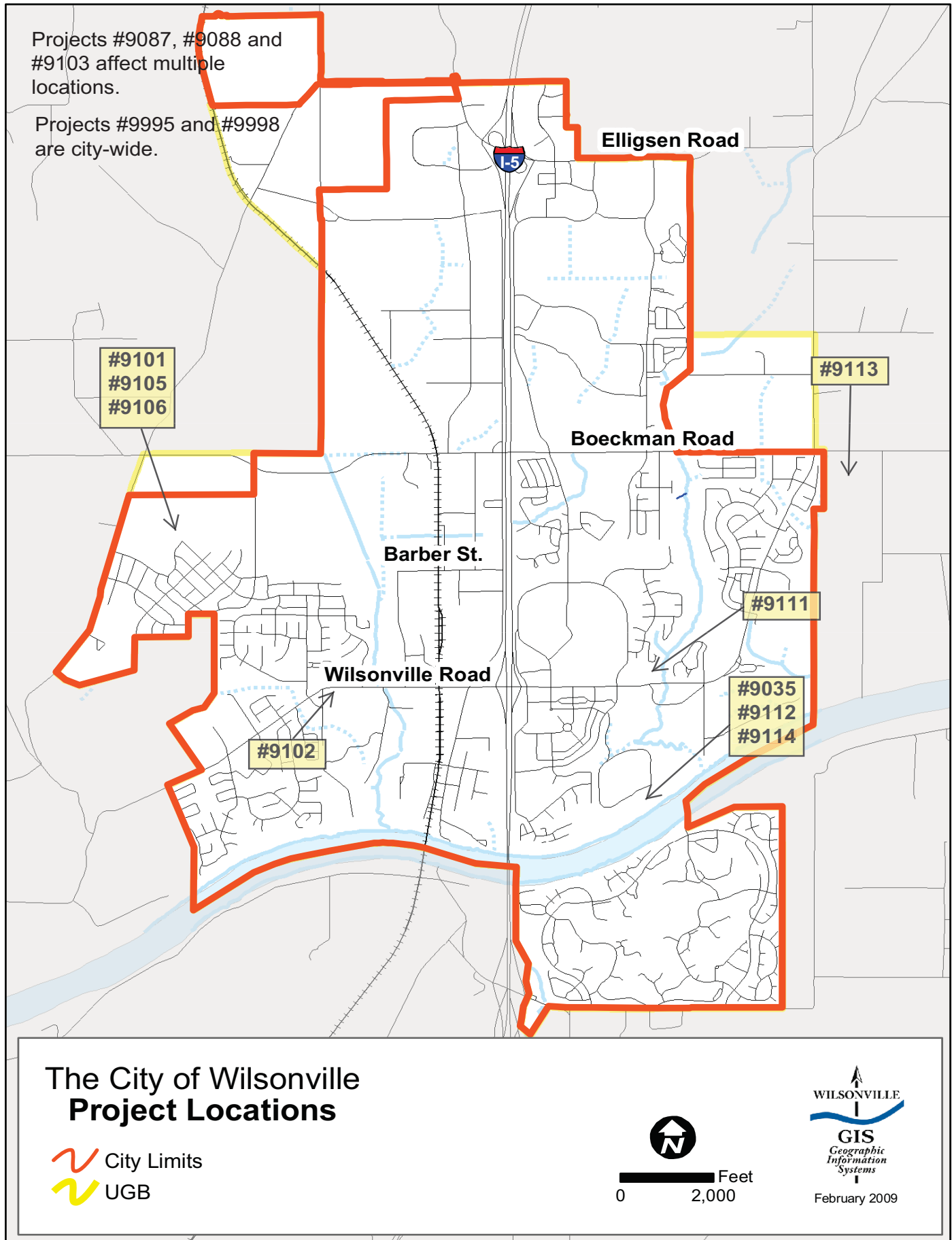
FY 2010-11 Funding Sources: West Side Urban Renewal

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 3,200,000	\$ -	\$ 3,200,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,200,000</u>	<u>\$ -</u>	<u>\$ 3,200,000</u>



Parks Projects



FY 2010-11 Funding Sources

Proj.	Project Name	Parks SDCs	Contributions	Metro Grants	Total Resources
9035	Memorial Park Trails Plan/Map/Signage	\$ 35,340	\$ -	\$ -	\$ 35,340
9087	Tree Mitigation - other than White Oak	-	4,500	-	4,500
9088	Tree Mitigation - White Oak	-	12,000	-	12,000
9101	Villebois Parks SDC Reimbursement - Palermo Park	191,520	-	-	191,520
9102	Montebello Park	17,100	-	17,100	34,200
9103	Skate Park - Site Selection	34,200	-	-	34,200
9105	Villebois Park Improvements - Promenade	2,280	-	-	2,280
9106	Villebois Parks SDC Reimbursement - Piazza	2,280	-	-	2,280
9111	Boeckman Creek Trail	-	-	96,900	96,900
9112	Memorial Park Ball Field Improvements	228,000	-	-	228,000
9113	Advance Road Sports Field	17,100	-	-	17,100
9114	Memorial Park Trails	-	-	302,100	302,100
9995	Early Planning - Future Parks Projects	50,000	-	-	50,000
9998	5-Year & Annual Parks CIP Budget Development	10,000	-	-	10,000
		<u>\$ 587,820</u>	<u>\$ 16,500</u>	<u>\$ 416,100</u>	<u>\$ 1,020,420</u>

Project Summaries

Project #9035: Memorial Park Trails Plan/Map/Signage

Project implements trail and design recommendations from the Memorial Park Master Plan. The master plan calls for trailhead amenities, themed and loop trails, directional and interpretive signage, and related park improvements including a map/information kiosk area with a bus turn-out and trail connection. This project will augment and integrate with Metro Local Share projects in Memorial Park. The project was initiated in FY 2008-09, continued through FY 2009-10, and is expected to be completed in FY 2010-11.

Status: Carryover

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Maintenance costs estimated at \$10,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 77,394	\$ 14,299	\$ 31,000	\$ -	\$ 122,693
Engineering Administration	21,080	1,696	4,340	-	27,116
	<u>\$ 98,474</u>	<u>\$ 15,995</u>	<u>\$ 35,340</u>	<u>\$ -</u>	<u>\$ 149,809</u>

Project #9087: Tree Mitigation – Other than White Oak

Project implements tree replenishment or replacement throughout the City and is paid by developers.

Status: Continued from 1998-99

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Contributions

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 19,712	\$ 597	\$ 4,500	\$ -	\$ 24,809
Engineering Administration	-	-	-	-	-
	<u>\$ 19,712</u>	<u>\$ 597</u>	<u>\$ 4,500</u>	<u>\$ -</u>	<u>\$ 24,809</u>

Parks Projects

Project #9088: Tree Mitigation – White Oak

Project is similar to Project #9087, but is specifically intended for pruning, planting, preservation and enhancement of White Oaks.

Status: Continued from 1998-99

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Contributions

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 6,621	\$ 15,000	\$ 12,000	\$ 11,050	\$ 44,671
Engineering Administration	-	-	-	-	-
	<u>\$ 6,621</u>	<u>\$ 15,000</u>	<u>\$ 12,000</u>	<u>\$ 11,050</u>	<u>\$ 44,671</u>

Project #9101: Villebois Parks SDC Reimbursement – Palermo Park

Project involves payment to developer for construction of public facilities in excess of those needed to serve the development.

Status: Continued from 2007-08

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Initially to be maintained by the developer. When all Villebois parks are turned over to the City, costs will likely be \$150,000 - \$200,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 75,691	\$ -	\$ 168,000	\$ -	\$ 243,691
Engineering Administration	19,938	7,195	23,520	-	50,653
	<u>\$ 95,629</u>	<u>\$ 7,195</u>	<u>\$ 191,520</u>	<u>\$ -</u>	<u>\$ 294,344</u>

Project #9102: Montebello Park

This project is for the design and construction of a community park in the Montebello neighborhood, noted as a top priority in the Parks and Recreation Master Plan. Staff is pursuing a grant opportunity through Metro for a nature park with “naturescaping” elements as well as active play elements including a play structure and possibly a half-court basketball court. A concept or schematic design has been prepared for use in pursuing grant funding.

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

FY 2010-11 Funding Sources: Parks SDC and Metro Grants

Operations Impact: Maintenance costs estimated at \$25,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ 32,802	\$ -	\$ 30,000	\$ 394,098	\$ 456,900
Engineering Administration	7,784	17,636	4,200	55,174	84,794
	<u>\$ 40,586</u>	<u>\$ 17,636</u>	<u>\$ 34,200</u>	<u>\$ 449,272</u>	<u>\$ 541,694</u>

Project #9103: Skate Park – Site Selection

This project is for the site selection, planning, design, and construction of a new skate facility. Funds budgeted in

FY 2010-11 are for site selection and design efforts to enable staff and community interest groups to solicit grant funding for construction.

Status: Continued from 2007-08

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Parks SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ 9,900	\$ 39,900
Engineering Administration	6,588	7,628	4,200	46,200	64,616
	<u>\$ 6,588</u>	<u>\$ 7,628</u>	<u>\$ 34,200</u>	<u>\$ 56,100</u>	<u>\$ 104,516</u>

Project #9105: Villebois Park Improvements - Promenade

Project provides payment to developer for construction of public facilities in excess of those needed to serve the development.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Initially to be maintained by the developer. When all Villebois parks are turned over to the City, costs will likely be \$150,000 - \$200,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 2,000	\$ 201,020	\$ 203,020
Engineering Administration	6,751	1,550	280	28,143	36,724
	<u>\$ 6,751</u>	<u>\$ 1,550</u>	<u>\$ 2,280</u>	<u>\$ 229,163</u>	<u>\$ 239,744</u>

Project #9106: Villebois Parks SDC Reimbursement - Piazza

Project provides payment to developer for construction of public facilities in excess of those needed to serve the development.

Status: Continued from 2008-09

Estimated Date of completion: 2013-14

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Initially to be maintained by the developer. When all Villebois parks are turned over to the City, costs will likely be \$150,000 - \$200,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ -	\$ 203,020	\$ 203,020
Engineering Administration	327	1,172	2,280	28,423	32,202
	<u>\$ 327</u>	<u>\$ 1,172</u>	<u>\$ 2,280</u>	<u>\$ 231,443</u>	<u>\$ 235,222</u>

Parks Projects

Project #9111: Boeckman Creek Trail

Project encompasses the design and construction of a portion of the Boeckman Creek Trail on property acquired from the Wesleyan Church in conjunction with the Affordable Senior Housing Project to be constructed on the site. A Metro Open Spaces Bond shared with cities is the primary funding resource.

Status: Continued from 2008-09

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Metro Grants

Operations Impact: Maintenance cost estimated to be minimal for several years

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 85,000	\$ 17,600	\$ 102,600
Engineering Administration	-	-	11,900	2,464	14,364
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 96,900</u>	<u>\$ 20,064</u>	<u>\$ 116,964</u>

Project #9112: Memorial Park Ball Field Improvements

This project was first budgeted as Project #9040 and was originally scoped as the design and construction of pervious parking near the dog park in Memorial Park. Emerging issues including ballfield drainage and those arising from the updated flood plain assessment have led to a modification in this project's scope. This has led to the creation of a new project replacing Project #9040 as the emerging issues were anticipated to have a future impact on the design and functionality of a pervious parking project in this area. The new project is the result of a comprehensive look at drainage issues in the vicinity. Funds budgeted in FY 2009-10 resulted in a drainage study of the area, topographic survey, a concept plan that adds a soccer field, improves the baseball and softball fields along with the overall functionality of the sports fields and adds over 60 spaces of new parking. This work will add significant capacity to the use of the park. Funds budgeted in FY 2010-11 go towards taking the information developed in FY 2009-10 through the approval and final design process and beginning construction of phased improvements.

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Maintenance costs estimated at \$4,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 400,000
Engineering Administration	-	-	28,000	28,000	56,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 228,000</u>	<u>\$ 228,000</u>	<u>\$ 456,000</u>

Project #9113: Advance Road Sports Field

This project funds City staff time and any other expenditures relating to the City's agreement with the West Linn/Wilsonville School District regarding efforts to master plan their 40-acre site on Advance Road. It will also entail identifying a 10-acre site for future City sports fields, joint efforts to bring the parcel into the UGB, annex the parcel and partition the parcel to create the future sports field site.

Status: New

Estimated Date of completion: 2010-11

FY 2010-11 Funding Sources: Parks SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 15,000	\$ 621,120	\$ 636,120
Engineering Administration	-	-	2,100	86,957	89,057
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,100</u>	<u>\$ 708,077</u>	<u>\$ 725,177</u>

Project #9114: Memorial Park Trails

Project includes trail construction to include the River Trail and overlooks, the Kolbe Homestead Trail and improvements to general circulation trails and connections, including portions of the Central Loop Trail. This project includes directional and interpretive signage and related park improvements including a map/information kiosk area with a bus turn-out. Primary funding resource comes from a Metro Open Spaces Bond shared with cities. Future funds from City Park SDCs are anticipated in 2014 to complete implementation of this Master Plan trail project.

Status: New

Estimated Date of completion: 2013-14

FY 2010-11 Funding Sources: Metro Grants

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 265,000	\$ 312,980	\$ 577,980
Engineering Administration	-	-	37,100	43,817	80,917
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 302,100</u>	<u>\$ 356,797</u>	<u>\$ 658,897</u>

Project #9995: Early Planning – Future Parks Projects

Project allocates for staff time expenditures spent on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to park issues.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	52,689	50,000	-	-
	<u>\$ -</u>	<u>\$ 52,689</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Parks Projects

Project #9998: 5-Year & Annual Parks CIP Budget Development

This annual project involves staff time spent on developing and master planning the annual capital project budget and the 5-year capital improvement program.

Status: Annual

Estimated Date of completion: Annual

FY 2010-11 Funding Sources: Parks SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2009-10	2010-11	Year Costs	Total
Design & Construction	Annual \$	- \$	- \$	Annual	Annual
Engineering Administration	-	3,761	10,000	-	-
	\$ -	\$ 3,761	\$ 10,000	\$ -	\$ -

Debt and Other

Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and special obligations notes. The City has issued general obligation bonds, revenue bonds and full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City's general obligation debt rating by Moody's Investor's Service is Aa2. The water revenue bonds have an underlying rating of Aa3. These ratings reflect Moody's Global Scale Rating implementation.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service which is available at www.emma.msrb.org.

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2011

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Voter Approved General Obligation Bonds:				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/16/2016	\$ 1,620,000
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	6,380,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	2,920,000
Revenue Bonds:				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	8,295,000
Sewer Credit Facility, Series 2009	variable	5,000,000	12/18/2011	5,000,000
				<u>\$24,215,000</u>

Legal Debt Limits

Under Oregon statutes, the City is limited in the amount of outstanding general obligation bonded debt to three percent of real market value. The statutory limit specifically excludes full faith and credit obligations, 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, 2010

Real Market Value		<u>\$ 3,558,020,924</u>
Debt capacity at 3%		106,740,600
Less outstanding debt	\$ (1,900,000)	
Plus cash on hand ¹	<u>150,000</u>	
Net debt subject to 3% limit		<u>(1,750,000)</u>
Marginal capacity		<u>\$ 104,990,600</u>

¹ Estimated cash in general obligation fund at June 30, 2010

Overlapping Debt

The following schedule indicates the amount of general obligation debt outstanding for jurisdictions that overlap Wilsonville.

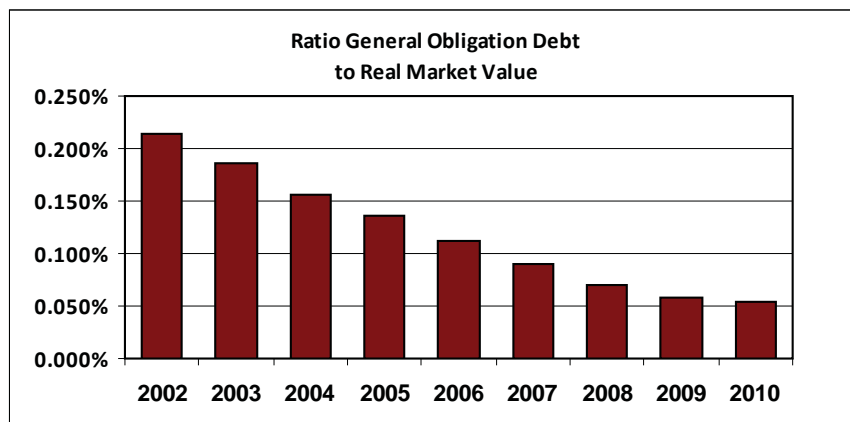
Overlapping Debt As of June 30, 2009			
Overlapping District	Total Debt	Percent Overlapping	Overlapping Debt
Clackamas County School District No. 3J	\$ 201,162,238	30.4277%	\$ 61,209,042
Clackamas County School District No. 86	62,860,000	15.2323%	9,575,024
Clackamas County Community College	37,350,000	7.7222%	2,884,242
Metro	202,536,896	1.7149%	3,473,305
Tri-County Metropolitan			
Transportion District (Tri-Met)	36,380,000	0.0051%	1,855
Portland Community College	314,265,000	0.2336%	734,123
Washington County	28,570,000	0.5478%	156,506
Tualatin Valley Fire & Rescue	33,000,000	5.6807%	1,874,631
Washington County School District No. 88J	126,034,664	6.3301%	7,978,120
Total overlapping debt	<u>\$ 1,042,158,798</u>		<u>\$ 87,886,849</u>

Net overlapping debt per capita: \$4,877

Source: *Municipal Debt Advisory Commission, Oregon State Treasury*

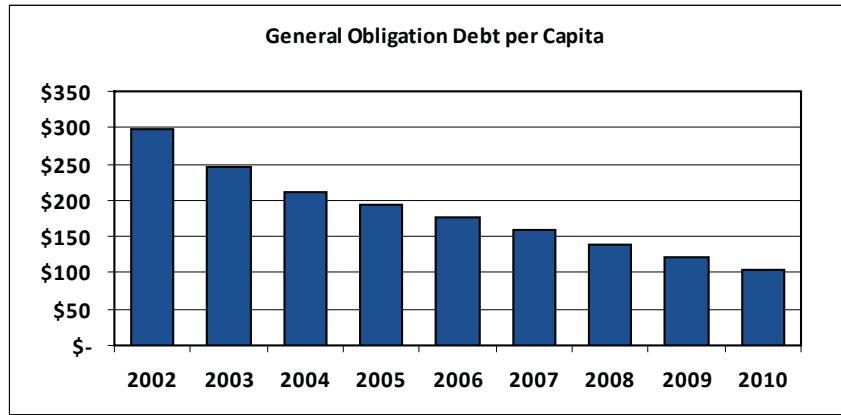
Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for the fiscal year ending 2010 is 0.053%. As the following graph illustrates, the trend has been decreasing and is the combined result of new development, increases in existing values and annual debt service payments which reduce amounts outstanding.



Debt Per Capita

The amount of debt per capita 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 annual debt service payments that reduce the amount outstanding. For Wilsonville, the figure for fiscal year ending 2010 is \$105. By comparison, the debt per capita for nearby communities for 2009 were: Lake Oswego \$636, Tualatin \$381, Tigard \$211, and West Linn \$332.



Future Debt Plans

During fiscal year 2011 the City expects to issue \$7 million of short-term debt for improvements to the wastewater treatment plant. The principal and interest would be repaid from user fees and system development charges. No new general obligation bonds are planned for referral to the voters.

**Debt Service Payment
All City Funds, Fiscal Year 2010-11**

Fund/Bond or Debt Issue	Principal Balance 6/30/2010	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2011
Water Operating Fund				
Water Refunding Note, Series 2007	\$ 6,895,000	\$ 515,000	\$ 255,544	\$ 6,380,000
Water Refunding Bond, Series 2006	9,055,000	760,000	352,951	8,295,000
Total Water Operating Fund	<u>15,950,000</u>	<u>1,275,000</u>	<u>608,495</u>	<u>14,675,000</u>
Sewer Operating Fund				
Full Faith & Credit Bonds, Series 2006	3,440,000	520,000	131,750	2,920,000
Credit Facility, Series 2009	5,000,000	-	112,500	5,000,000
Debt Service Fund				
General Obligation Bonds, Series 2001	1,900,000	280,000	87,975	1,620,000
TOTAL ALL FUNDS	<u>\$ 26,290,000</u>	<u>\$ 2,075,000</u>	<u>\$ 940,720</u>	<u>\$ 24,215,000</u>

General Obligation Debt

Issue Title:		General Obligation Library Bonds	
Issue Date:	July 1, 2001	Amount:	\$4,000,000
Average interest rate:	4.5%	Insurance:	FGIC
Bond rating:	Aaa, Moody's with insurance	First principal due:	January 1, 2012
CUSIPs:	972478EZO-FP1	Last principal due:	January 1, 2016

Purpose of issuance:

On November 7, 2000 Wilsonville voters authorized the issuance of \$4 million in general obligation bonds to pay for the expansion of the public library. With an 82.8% voter turnout the measure was approved by nearly a two to one ratio (3,864 Yes votes, 2,037 No votes).

Construction began in July 2001 and was substantially complete by May 2002. With the expansion, the library space quadrupled, several meeting and study rooms were added, an outdoor area was improved and numerous computers with Internet access were made available to the public. The final project cost came in at approximately \$4.3 million, was completed within budget and finished on time.

Security:

The primary security for this debt is the City's full faith and credit as provided by a voter approved tax rate. At issuance the City purchased insurance coverage from Financial Guaranty Insurance Company. Although FGIC suspended all claim payments in November 2009, there has been no adverse impact on debt service payments for this bond.

Annual debt service:

A special property tax rate provides the resources to repay the annual debt service. Recently the tax rate has been around 17 cents per \$1000 of assessed valuation. On a typical home assessed at \$250,000 (\$420,000 market value) the tax equates to \$42.50 per year.

FY	Principal	Interest	Total
2010-11	\$ 280,000	\$ 87,975	\$ 367,975
2011-12	295,000	75,935	370,935
2012-13	310,000	62,660	372,660
2013-14	320,000	48,400	368,400
2014-15	340,000	33,360	373,360
2015-16	355,000	17,040	372,040
Total	\$ 1,900,000	\$ 325,370	\$ 2,225,370

Full Faith and Credit Obligations – Revenue Supported

Issue Title:		Water Refunding Note, Series 2007	
Issue Date:	December 10, 2007	Amount:	\$7,875,000
Average interest rate:	3.85%	Insurance:	not applicable
Bond rating:	none	First principal due:	December 1, 2008
CUSIPs:	not applicable	Last principal due:	December 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$10 million note provided by the Oregon Economic Development Department (OECDD), a state agency. That borrowing had an interest rate of 5.28%. By refunding the debt the City will save \$544,000 (cash basis) over the remaining life of the bonds.

The original \$10 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 and the plant was operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with Wilsonville owning the rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. In addition, the City has pledged its full faith and credit.

FY	Principal	Interest	Total
2010-11	\$ 515,000	\$ 255,544	\$ 770,544
2011-12	535,000	235,331	770,331
2012-13	560,000	214,253	774,253
2013-14	575,000	192,404	767,404
2014-15	600,000	169,785	769,785
2015-20	3,360,000	477,593	3,837,593
2020-21	750,000	14,438	764,438
Total	\$ 6,895,000	\$ 1,559,347	\$ 8,454,347

Full Faith and Credit Obligations – Revenue Supported

Issue Title: Oregon Local Governments Full Faith and Credit Obligations, Series 2006			
Issue Date:	April 30, 2006	Amount:	\$5,295,000
Average interest rate:	4.14%	Insurance:	MBIA
Bond rating:	A2 underlying by Moody's	First principal due:	December 1, 2006
CUSIPs:	68608DEF7-FA7	Last principal due:	December 1, 2015

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$8.67 million note provided by the Oregon Economic Development Department (OECDD), a state agency. That borrowing had an interest rate of 5.18%. By refunding the debt the City will save \$550,000 (cash basis) over the remaining life of the bonds. The refunding series was done in conjunction with the City of Boardman and Metro. Each of these participants was refunding debt obtained from OECDD.

The original \$8.67 million note was for improvements and expansions to the wastewater treatment plant. Construction began in 1997 and was substantially completed in 1998. The plant has a process capacity of 2.7 million gallons per day in dry weather and 3.8 million gallons per day in wet weather.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund. In addition, the City has pledged its full faith and credit. Upon issuance the bonds enjoyed credit enhancement insurance provided by MBIA.

FY	Principal	Interest	Total
2010-11	\$ 520,000	\$ 131,750	\$ 651,750
2011-12	540,000	110,550	650,550
2012-13	560,000	88,550	648,550
2013-14	580,000	65,025	645,025
2014-15	605,000	39,844	644,844
2015-16	635,000	13,494	648,494
Total	<u>\$ 3,440,000</u>	<u>\$ 449,213</u>	<u>\$ 3,889,213</u>

Revenue Supported Debt

Issue Title:		Water Refunding Bond, Series 2006	
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480BS5-CF2	Last principal due:	June 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

The original \$15 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 with the plant operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with the City owning rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
2010-11	\$ 760,000	\$ 352,951	\$ 1,112,951
2011-12	790,000	322,551	1,112,551
2012-13	825,000	290,951	1,115,951
2013-14	850,000	261,045	1,111,045
2014-15	880,000	229,170	1,109,170
2015-20	4,950,000	607,570	5,557,570
Total	\$ 9,055,000	\$ 2,064,239	\$ 11,119,239

Revenue Supported Debt

Issue Title:		Sewer System Improvements Credit Facility, Series 2009	
Issue Date:	December 18, 2009	Amount:	\$5,000,000
Average interest rate:	Variable	Insurance:	not applicable
Bond rating:	none	First principal due:	by December 2011
CUSIPs:	not applicable		

Purpose of issuance:

This debt will pay for design and engineering costs associated with improvements and expansion to the City's Wastewater Treatment Plant. Construction bid estimates are expected September 2010 while a Council award is anticipated by December 2010. This interim financing will be refunded from a future bond sale likely to be sold in 2011.

The Credit Facility is an interest only note with payments due on the first of March, June, September and December. Interest varies on a formula based on LIBOR. Principal is to be repaid no later than December 17, 2011.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund and a pledge of proceeds of refunding bonds to be issued to repay the Credit Facility. A debt reserve is not required. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest*	Total
2010-11	\$ -	\$ 112,500	\$ 112,500
2011-12	5,000,000	56,250	5,056,250
Total	\$ 5,000,000	\$ 168,750	\$ 5,168,750

* Interest rate estimate: 2.25%

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 will align its year-end budgeted fund balance to reflect these new categories.

Restricted Fund Balances

1. *Nonspendable* – Represents both assets that are nonliquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
2. *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

3. *Committed* – Constraints created by the governing body on how it will spend its 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.
4. *Assigned* – Designation of amounts by either the governing body or staff, such as the 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.
5. *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 table presents the components of ending balance.

Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Building Inspection net revenues	State statute
	Bond covenants	Bond contract

Unrestricted Fund Balances

<i>Committed</i>	Unappropriated ending balance	Council Adopted Fiscal Management Policies
<i>Assigned</i>	Designated assignments (see Assigned Balances Schedule)	Council directed and staff designations
	Contingency - Non-General Fund	GASB definition
<i>Unassigned</i>	Contingency - General Fund	GASB definition



Estimated Ending Fund Balances as of June 30, 2011

	Special Revenue Funds					
	General	Community Development	Transit	Road Operating	Fleet Services	Road Maintenance
Restricted						
<i>Bond covenants</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Building permit net revenues</i>	-	727,012	-	-	-	-
<i>Taxes for debt service</i>	-	-	-	-	-	-
Committed						
<i>Unappropriated ending balance</i>	630,000	160,000	250,000	40,000	60,000	-
Assigned						
<i>Designated - see schedule</i>	6,174,909	-	1,455,326	-	2,592,663	-
<i>Non-General Fund contingencies</i>	-	1,615,019	262,830	229,909	475,590	42,822
Unassigned (General Fund contingency)	6,255,102	-	-	-	-	-
Total Ending Balance	\$ 13,060,011	\$ 2,502,031	\$ 1,968,156	\$ 269,909	\$ 3,128,253	\$ 42,822

Restricted

Bond Covenants: Urban renewal bonds require a cash reserve of 10% of the bond amount. Other city bonds have either been issued as full faith and credit or with credit enhancements and do not have cash reserve requirements.

Building Permit Net Revenues: Oregon statutes provide that net revenues from building permits are to be restricted for building inspection program uses.

Taxes for Debt Service: Oregon budgeting law provides that taxes collected for debt service shall be restricted for that purpose.

Committed

Unappropriated: Council Adopted Fiscal Management Policies require approximately 5% of operating costs be set-aside in an unappropriated ending balance.

Assigned

Designated: See following table and definitions

Contingency: Remaining balance after all of above has been accounted for

Enterprise Fund Types				Debt Fund	Capital Funds	Component Unit	
Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	G.O. Debt	Capital Projects	Urban Renewal	Total All Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800,000	\$ 3,800,000
-	-	-	-	-	-	-	727,012
-	-	-	-	140,260	-	4,500,090	4,640,350
155,000	125,000	15,000	35,000	-	-	-	1,470,000
2,463,148	650,000	292,480	-	-	-	-	13,628,526
422,166	5,535,825	254,883	50,170	-	9,923,018	3,871,262	22,683,494
-	-	-	-	-	-	-	6,255,102
<u>\$ 3,040,314</u>	<u>\$ 6,310,825</u>	<u>\$ 562,363</u>	<u>\$ 85,170</u>	<u>\$ 140,260</u>	<u>\$ 9,923,018</u>	<u>\$ 12,171,352</u>	<u>\$ 53,204,484</u>

Assigned Balances - Designations/Definitions

General Fund

Information systems: Hardware and software upgrades or replacement

Records management systems: Future acquisition of related software

Emergency management: Equipment and supplies related to disaster preparedness and response

Building repairs/remodeling: Major repairs and minor remodeling of all City facilities

Parks equipment and infrastructure: Multi-year plan to replace wood chips with rubberized mats, upgrade or replace children's playstructures and to maintain or improve parking lots at City parks

Library and Parks programs: "Rainy day" funds for these two programs

City facility remodel/moving: Major remodeling of city buildings and relocation

General and CD Fund support: General set-aside for programs in both funds

Council Designated Rainy Day Fund: Reserve created by Council in FY 2009-10 in response to economic conditions

PEG Communication: Cable related fee that is restricted for public communication equipment

Future needs: Likely a future community planning resource with funds originating from prison infrastructure cost savings

Transit Fund

Commuter Rail, Bus and Capital needs: Future capital needs and rail operations

Business Energy Tax program: Proceeds from state tax credit program that Transit intends to use for transportation alternatives

Fleet Fund:

Property sale proceeds: Proceeds from building sales and is designated for future relocation of the fleet facility

Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

Water Operating Fund:

Water Treatment Plant Operations: Provides resources for the replacement of granulated activated charcoal

Equipment replacement: Replacement of plant equipment required by the Operating Agreement

Maximum annual debt service: One year maximum 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:

Maximum annual debt service: One year of maximum 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

Street Lighting Fund:

Pole/fixture replacement: Future replacement of poles and fixtures at the end of their useful life and to provide for in-fill where lighting is sparse

Assigned Balances - Designated Purpose

	July 1, 2010 Balance	Increases	Decreases	June 30, 2011 Balance
General Fund				
Information systems	\$ 250,000	\$ 75,000	\$ (140,000)	\$ 185,000
Records management systems	50,000	50,000	-	100,000
Emergency management	121,360	20,000	-	141,360
Building repairs/remodeling	(15,127)	75,000	(30,000)	29,873
Parks equipment and infrastructure	3,000	50,000	(15,000)	38,000
Library and Parks programs	85,000	-	-	85,000
City facilities remodel/moving costs	1,140,214	-	(35,000)	1,105,214
General and CD Fund support	1,750,000	250,000	-	2,000,000
Council Designated Rainy Day Fund	250,000	-	-	250,000
PEG Communication	151,700	65,000	(35,000)	181,700
Future needs	2,058,762	-	-	2,058,762
	<u>\$ 5,844,909</u>	<u>\$ 585,000</u>	<u>\$ (255,000)</u>	<u>\$ 6,174,909</u>
Transit Fund				
Commuter Rail/Bus/Capital needs	\$ 557,107	\$ 300,000	\$ (63,498)	\$ 793,609
Business Energy Tax program	895,217	600,000	(833,500)	661,717
	<u>\$ 1,452,324</u>	<u>\$ 900,000</u>	<u>\$ (896,998)</u>	<u>\$ 1,455,326</u>
Fleet Fund				
Property sale proceeds	\$ 1,489,700	\$ -	\$ -	\$ 1,489,700
Vehicle replacement	1,007,302	141,661	(46,000)	1,102,963
	<u>\$ 2,497,002</u>	<u>\$ 141,661</u>	<u>\$ (46,000)</u>	<u>\$ 2,592,663</u>
Water Operating Fund				
Water Treatment Plant Operations	\$ 173,148	\$ 130,000	\$ (245,000)	\$ 58,148
Equipment replacement	280,000	75,000	-	355,000
Maximum annual debt service ¹	2,050,000	-	-	2,050,000
	<u>\$ 2,503,148</u>	<u>\$ 205,000</u>	<u>\$ (245,000)</u>	<u>\$ 2,463,148</u>
Sewer Operating Fund				
Maximum annual debt service ¹	\$ 650,000	\$ -	\$ -	\$ 650,000
Street Lighting Fund				
Pole/fixture replacement	\$ 122,480	\$ 170,000	\$ -	\$ 292,480

¹ Not a bond requirement



Urban Renewal Agency

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Urban Renewal Agency Quick Facts

	Year 2000 Plan	West Side
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	630	456
 The following as of November 2009:		
Frozen tax base	\$44,087,806	\$16,526,288
Construction assessed value (increment)	\$329,522,297	\$150,077,115
Total district assessed value	\$373,610,103	\$166,603,403
Annual taxes (collectible) derived from increment	\$4,732,237	\$2,155,242
 The following projected as of June 2010:		
Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$71,885,000	\$30,000,000
Remaining debt limit	\$20,802,423	\$10,000,000
 Amount of debt principal outstanding	 \$18,117,000	 \$26,080,000
Authorized but not issued	\$0	\$3,500,000



Urban Renewal Budget Committee

City of Wilsonville

FY 2010-11

Urban Renewal Budget Committee

Norman Bengel, Chair

Paul Bunn

Anne Easterly

Tony Holt

Christopher Moore

Urban Renewal Agency Board

Tim Knapp, Chair

Board Members

Alan Kirk

Celia Núñez

Michelle Ripple

Steven Hurst

Executive Director

Arlene Loble

Urban Renewal Manager

Kristin Retherford

Finance Director

Gary Wallis

Urban Renewal Agency

City of Wilsonville

29799 SW Town Center Loop East

Wilsonville, Oregon 97070

503.682.1011

www.ci.wilsonville.or.us

April 27, 2010

Members of the Budget Committee,

The City's two urban renewal districts provide a funding source to address the road and park needs of our growing community. The West Side District lies on the west side of town while the Year 2000 Plan primarily encompasses the east side.

The West Side District continues to struggle with cash flow difficulties. Although new construction has added to the assessed values, it has not done so at the pace the adopted plan anticipated. To help the District, the parcel on which Fred Meyer will construct its \$70 million development was removed from the East Side and was added to the West Side in September 2008. This will allow future construction and the associated assessed values and taxes to be captured within the West Side District where it is needed. The impact of the cash flow difficulties has delayed our ability to convert short-term debt into amortizing long-term debt. Debt in the amount of \$10 million was converted to long-term in FY 2009, leaving \$20 million still to be converted. It has limited our ability to fund projects. As a result, all available capital resources have been budgeted based on the acquisition of a new school site.

The East Side enjoys a healthy cash flow. One major project is budgeted for FY 2011 consisting of improvements to Wilsonville Road and the on and off ramps at the Interstate 5 (I-5) Interchange. This project will be managed by the Oregon Department of Transportation with the Urban Renewal Agency contributing \$8 million.

On a longer range view, the East Side cash flow and debt cap appear sufficient to carry the District through to the completion of the projects added at the last substantial plan amendment.

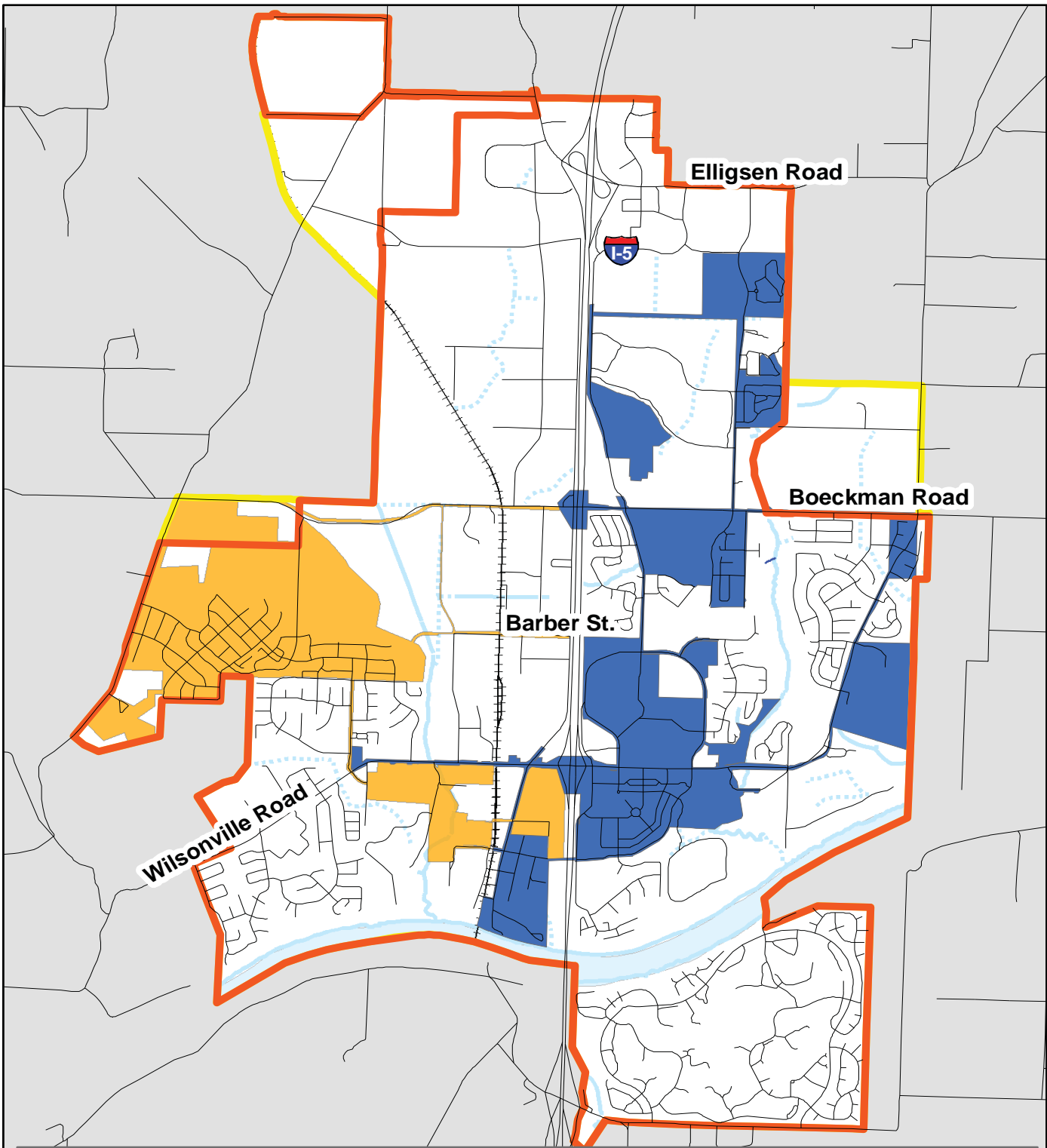
The future of the West Side District is a different story. There is only \$10 million remaining under the debt cap which is insufficient to complete any of the remaining road projects. While the debt cap limit could be overcome through a substantial plan amendment with approval from other jurisdictions, the bigger issue is the lack of cash flow to support any more debt. The solution to this problem is to be patient and wait for the eventual return of construction and the resulting increased assessed values and taxes.

Respectfully submitted,




Arlene Loble

Executive Director and Budget Officer



**The City of Wilsonville
Urban Renewal Districts**

-  City Limits
-  UGB
-  West Side URA (469 Acres)
-  East Side URA (630 Acres)


 0 Feet 2,000


WILSONVILLE
 GIS
 Geographic Information Systems
 January 2010

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. Public funds are needed 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

The process begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that. The simplified steps for forming a district and carrying out the activities follow:

1. Create a plan. Essentially, draw a line around contiguous parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value, aka the frozen base. Formally adopt the plan.
2. Sell urban renewal bonds. Sell bonds to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. Repay the sold bonds. As new development occurs, property values will rise and bring an increase in tax revenues which is used to pay off the urban renewal bonds.

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. The URA has two Urban Renewal Districts that each have their own plan, the Year 2000 Plan and the West Side District.

URA District Management

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City's General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City's departments and again as professional service expenses in the URA budget to reimburse the City's funds.

Assessed Value Information

When an urban renewal district is first created, the assessed value within the district boundaries 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, general governments, general obligation bonds 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 for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from District property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

Urban Renewal Agency Overview

A five-year history of assessed value in the City's two Urban Renewal Districts is shown in the chart below, along with an estimate for the upcoming budget year.

Fiscal Year <u>Ended</u>	Year 2000 Plan District			West Side District		
	<u>Frozen Base</u>	<u>Incremental Value</u>	<u>Total</u>	<u>Frozen Base</u>	<u>Incremental Value</u>	<u>Total</u>
			<u>Assessed Value</u>			<u>Assessed Value</u>
6/30/06	\$ 46,633,393	\$ 231,546,033	\$ 278,179,426	\$ 3,605,856	\$ 35,068,435	\$ 38,674,291
6/30/07	46,633,393	262,229,735	308,863,128	3,605,856	45,077,063	48,682,919
6/30/08	46,633,393	296,124,716	342,758,109	3,605,856	81,753,611	85,359,467
6/30/09	45,327,729	304,098,345	349,426,074	3,722,078	134,479,194	138,201,272
6/30/10	44,087,806	329,522,297	373,610,103	16,526,288	150,077,115	166,603,403
6/30/11 est	44,087,806	344,730,600	388,818,406	16,526,288	163,395,217	179,921,505

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate

Assessed value within the Year 2000 Plan occasionally declines between fiscal years. Historically, the Agency has had to remove taxable parcels from the Districts to release taxes but 2009 legislation affecting Urban Renewal provided an additional option. As of January 2010, the Agency is now able to limit the amount of tax increment revenues received by certifying to a designated amount of tax increment revenue with the County Tax Assessor. This has the effect of releasing taxes back to the overlapping jurisdictions. The table below shows the impact on the frozen base, incremental value and tax revenue released to overlapping jurisdictions.

Fiscal Year <u>Ended</u>	Year 2000 Plan District		
	<u>Acreage Removed</u>	<u>Key Properties</u>	<u>Assessed Value</u>
			<u>Reduction</u>
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09	17.7	Residential	\$10.2 million
6/30/10	29	Fred Meyer area	\$8.2 million

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate

The act of removing assessed value from the District or certifying to a lower tax increment revenue does not reduce taxes for the property owner. Rather, the taxes are no longer divided for the benefit of the Urban Renewal District. The taxes are redirected to the overlapping taxing jurisdictions. The table below demonstrates the tax impact of removing assessed value on the overlapping entities.

Estimate of Taxes Returned to Jurisdictions		
	Taxes for FYE 2011	Cumulative Effect
City of Wilsonville	\$ 165,000	\$ 935,000
Clackamas County	\$ 157,000	\$ 853,000
West Linn Wilsonville School District	\$ 318,000	\$ 1,727,000
Tualatin Valley Fire District	\$ 100,000	\$ 541,000
All other entities	\$ 240,000	\$ 1,305,000
Total	\$ 980,000	\$ 5,361,000

Urban Renewal Agency Overview

Property Tax Information

The amount of tax increment revenue a district collects is determined under Measure 50. All urban renewal districts may collect the “division of tax” portion of property taxes. The City’s Year 2000 Plan was eligible to collect a separate special levy but the City Council and URA Board elected to forego levying the special levy beginning in 2003-04. As a result a substantial plan amendment approved in September 2007, the Year 2000 Plan can no longer assess a special levy.

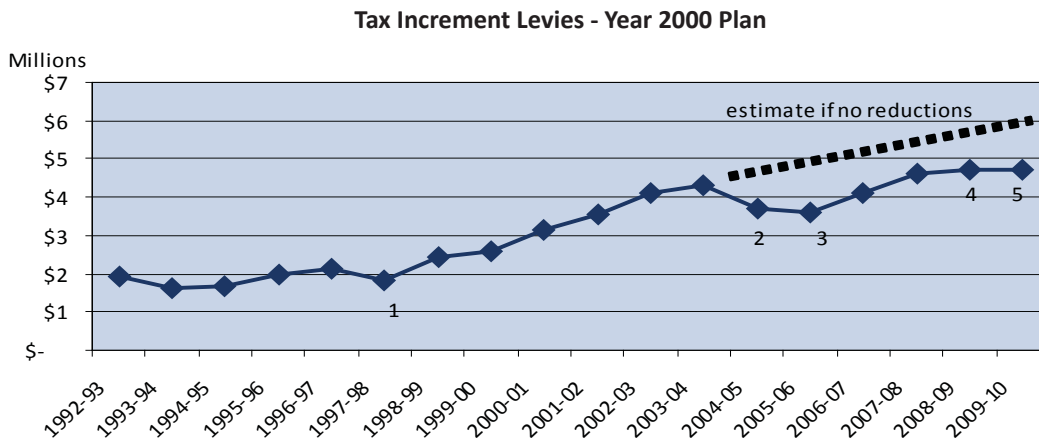
The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan periodically declines as Council and the URA Board removes parcels from the District.

Fiscal Year Ended	Property Tax Levies & Collections			
	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/06	\$ 3,611,451	\$ 3,457,269	\$ 543,717	476,212
6/30/07	4,093,051	3,856,770	703,418	662,711
6/30/08	4,615,413	4,315,732	1,272,099	1,191,039
6/30/09	4,708,738	4,359,657	2,079,997	1,927,435
6/30/10	4,730,172	4,500,000	2,153,374	2,050,000
6/30/11 est	4,200,000	4,000,000	2,350,000	2,225,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports
 Agency will certify to \$4.2 million in Year 2000 Plan beginning FY 2010-11

The following graph illustrates the impact on property tax levies for the Year 2000 Plan District from removing taxable parcels. The dashed line represents an estimate of the tax levy had the parcels not been removed. The cumulative amount of taxes returned to overlapping jurisdictions since 2003-04 is estimated to be about \$4.3 million.



1 Effects of Measure 50 tax change; 2 Mentor Graphics parcel removed; 3 Sysco parcel removed; 4 \$10 million residential area removed; 5 Fred Meyer parcel transferred to West Side District

Urban Renewal Agency Overview

Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, urban renewal tax rates began appearing as line items on tax bills. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have tax rates. The rate listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions.

A five-year history of the effective urban renewal tax rates is shown in the table below. The table also provides estimates for the fiscal year 2011 tax rates.

**Urban Renewal Effective Tax Rate
per \$1000 of Assessed Value**

Fiscal Year Ended	Tax Rate
6/30/05	\$2.6504
6/30/06	\$2.4969
6/30/07	\$2.7722
6/30/08	\$3.1427
6/30/09	\$3.3966
6/30/10	\$3.2079
6/30/11 est	\$3.1630

Source: *Clackamas County Assessment and Taxation for historic; City of Wilsonville for budget year estimate*

Urban Renewal Overview

Summary of Urban Renewal by Fund Adopted 2010-11

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Projects	Income	Debt	Projects	
RESOURCES:						
Tax increment	\$ 4,150,000	\$ -	\$ -	\$ 2,275,000	\$ -	\$ 6,425,000
Interest earnings	70,000	108,000	32,000	35,000	5,000	250,000
Other revenue	-	-	80,000	-	-	80,000
Bonds	-	2,000,000	-	-	3,500,000	5,500,000
Beginning fund balance	5,262,555	7,922,544	1,939,067	3,134,315	807,937	19,066,418
Total resources	<u>9,482,555</u>	<u>10,030,544</u>	<u>2,051,067</u>	<u>5,444,315</u>	<u>4,312,937</u>	<u>31,321,418</u>
REQUIREMENTS:						
Materials & services	-	608,303	-	-	509,983	1,118,286
Capital outlay	-	8,105,000	-	-	3,300,000	11,405,000
Debt service	5,125,320	-	-	1,501,460	-	6,626,780
Contingencies	-	1,317,241	2,051,067	-	502,954	3,871,262
Total appropriations	<u>5,125,320</u>	<u>10,030,544</u>	<u>2,051,067</u>	<u>1,501,460</u>	<u>4,312,937</u>	<u>23,021,328</u>
Resources over expenditures		<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	
Unappropriated ending balance	<u>\$ 4,357,235</u>			<u>\$ 3,942,855</u>		<u>\$ 8,300,090</u>

Urban Renewal Agency Overview

The table below combines five funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

A decrease in tax increment revenue for FY 2010-11 is due to underlevying within the Year 2000 Plan. The West Side District continues to assess for the full levy.

Budget Summary - All Urban Renewal Funds Combined

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Est Actual 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES:							
Tax increment	\$ 5,650,243	\$ 6,484,724	\$ 7,050,000	\$ 6,975,170	6,425,000	6,425,000	\$ 6,425,000
Interest earnings	580,625	310,928	193,453	210,000	250,000	250,000	250,000
Other revenue	24,823	88,427	-	80,000	80,000	80,000	80,000
Bonds	8,200,000	31,000,000	8,000,000	13,000,000	5,500,000	5,500,000	5,500,000
Beginning fund balance	16,922,603	11,084,723	14,629,229	11,781,597	19,066,418	19,066,418	19,066,418
Total resources	\$ 31,378,294	\$ 48,968,802	\$ 29,872,682	\$ 32,046,767	31,321,418	31,321,418	\$ 31,321,418
REQUIREMENTS:							
Materials & services	\$ 1,447,245	\$ 1,489,319	\$ 1,068,492	\$ 1,002,900	\$ 1,118,286	\$ 1,118,286	\$ 1,118,286
Capital outlay	11,197,050	3,258,118	3,223,500	3,128,429	11,405,000	11,405,000	11,405,000
Debt service	7,649,276	32,439,768	11,853,652	8,849,020	6,626,780	6,626,780	6,626,780
Contingencies	-	-	7,181,117	-	3,871,262	3,871,262	3,871,262
Total appropriations	20,293,571	37,187,205	23,326,761	12,980,349	23,021,328	23,021,328	23,021,328
Resources over expenditures	<u>\$ 11,084,723</u>	<u>\$ 11,781,597</u>		<u>\$ 19,066,418</u>			
Unappropriated ending balance			<u>\$ 6,545,921</u>		<u>\$ 8,300,090</u>	<u>\$ 8,300,090</u>	<u>\$ 8,300,090</u>

Urban Renewal - Year 2000 Plan District

Year 2000 Plan District

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 nearly \$56 million in public improvements (see page 275). 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 and construction of a public facility.

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 South and within the Old Town area.

Three funds are used to account for the activities of the Year 2000 Plan District including:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

Year 2000 Plan Assessed Values and Taxes

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Assessed Valuation in District	\$ 342,758,109	\$ 349,426,074	\$ 353,908,856	\$ 388,818,406	\$ 388,818,406	\$ 388,818,406
Frozen Tax Base	(46,633,393)	(45,327,729)	(43,511,642)	(44,087,806)	(44,087,806)	(44,087,806)
Incremental Value	296,124,716	304,098,345	310,397,214	344,730,600	344,730,600	344,730,600
Change in Incremental Value	33,894,981	7,973,629	6,298,869	34,333,386	34,333,386	34,333,386
Percent change in Incremental Value	12.9%	2.7%	2.1%	11.1%	11.1%	11.1%
Property Tax						
Division of Taxes ¹ :						
Before discounts	\$ 4,615,992	\$ 4,707,442	\$ 4,733,000	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000
Estimate after discounts	\$ 4,315,732	\$ 4,472,070	\$ 4,500,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

¹ Beginning FY 2010-11 the Agency will certify to a maximum of \$4.2 million.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy cannot be assessed in the future.

Statement of Purpose

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency plans to issue \$2,000,000 during 2010-11.

Date	Issue Amount	Key projects
<u>Debt Issued</u>		
June 1994	\$ 8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School Improvmts
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
June 2010 (est)	8,000,000	Wilsonville Rd Interchange improvements
January 2011 (est)	2,000,000	Wilsonville Rd Interchange improvements
Total debt issued through June 2011	73,885,000	
<u>Maximum Indebtedness</u>		
Adopted April 1998	53,851,923	
Increased September 2007	38,835,500	
Total Maximum Indebtedness	92,687,423	
Balance Available, July 1, 2011 (Maximum Indebtedness less Total Debt Issued)	\$ 18,802,423	

Issue amount excludes refinancing activity

Debt Service Fund						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,315,732	\$ 4,359,657	\$ 4,500,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	122,238	154,112	100,000	150,000	150,000	150,000
Total	<u>4,437,970</u>	<u>4,513,769</u>	<u>4,600,000</u>	<u>4,150,000</u>	<u>4,150,000</u>	<u>4,150,000</u>
Miscellaneous:						
Investment income	296,799	146,465	92,512	70,000	70,000	70,000
Beginning fund balance	5,702,103	3,641,756	4,263,767	5,262,555	5,262,555	5,262,555
TOTAL RESOURCES	<u><u>\$ 10,436,872</u></u>	<u><u>\$ 8,301,990</u></u>	<u><u>\$ 8,956,279</u></u>	<u><u>\$ 9,482,555</u></u>	<u><u>\$ 9,482,555</u></u>	<u><u>\$ 9,482,555</u></u>
REQUIREMENTS:						
Debt service						
Principal	\$ 1,858,000	\$ 1,930,000	\$ 2,012,000	\$ 2,332,940	\$ 2,332,940	\$ 2,332,940
Interest	737,116	553,795	474,846	792,380	792,380	792,380
Short term debt	4,200,000	3,000,000	3,000,000	2,000,000	2,000,000	2,000,000
Total	<u>6,795,116</u>	<u>5,483,795</u>	<u>5,486,846</u>	<u>5,125,320</u>	<u>5,125,320</u>	<u>5,125,320</u>
Unappropriated ending fund balance	3,641,756	2,818,195	3,469,433	4,357,235	4,357,235	4,357,235
TOTAL REQUIREMENTS	<u><u>\$ 10,436,872</u></u>	<u><u>\$ 8,301,990</u></u>	<u><u>\$ 8,956,279</u></u>	<u><u>\$ 9,482,555</u></u>	<u><u>\$ 9,482,555</u></u>	<u><u>\$ 9,482,555</u></u>

Statement of Funding Issues for 2010-11

The Agency Board adopted a resolution directing staff to periodically remove assessed value from the District such that property taxes generate approximately \$4 million per year. A \$10 million reduction was approved June 2007 with an additional \$9.4 million reduction approved December 2008.

As a result of 2009 State legislation (HB 3056) affecting Urban Renewal procedures, the Agency will no longer need to remove tax parcels from the District. Beginning January 2010, the Agency can achieve the same result of limiting the collection of property tax increment by certifying to a specific increment collection amount the County Assessor’s Office.

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 December 12, 2003, the Agency issued \$10,000,000 through a note held by the Bank of America. The interest rate is 3.85%. The debt is retired serially over 10 years with a final payment on December 1, 2013. Annual tax increment revenue, a \$1 million cash reserve and balances on the debt service fund, are pledged as security to this debt. The Agency also pledged to collect the full amount of the Divide the Taxes revenues and to impose the special levy should the Divide the Taxes portion be less than 110% of the annual debt service.

Year 2000 Plan Debt			
2003 Issue - Bank of America			
FY	Principal	Interest	Total
2010-11	\$ 1,051,000	\$ 151,170	\$ 1,202,170
2011-12	1,091,000	109,937	1,200,937
2012-13	1,133,000	67,125	1,200,125
2013-14	1,177,000	22,657	1,199,657
Total	\$ 4,452,000	\$ 350,889	\$ 4,802,889

Year 2000 Plan Debt			
2005 Issue - Bank of the West			
FY	Principal	Interest	Total
2010-11	\$ 1,040,000	\$ 240,762	\$ 1,280,762
2011-12	1,085,000	196,563	1,281,563
2012-13	1,130,000	150,450	1,280,450
2013-14	1,180,000	102,425	1,282,425
2014-15	1,230,000	42,275	1,272,275
Total	\$ 5,665,000	\$ 732,475	\$ 6,397,475

On September 28, 2005, the Agency issued \$10,000,000 through a note held by the Bank of the West. The interest rate is 4.25%. The debt will be retired serially over 10 years with a final payment on June 1, 2015. Annual tax increment revenue, a \$1 million cash reserve and debt service fund cash balances, are pledged as security to this debt. The Agency also pledged to collect taxes of 125% of the average principal and interest while bonds are outstanding.

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. Work corroboratively with ODOT to design a solution to resolve capacity problems at the Wilsonville Road/I-5 Interchange
2. In conjunction with the interchange improvements, design and construct changes to the nearby Wilsonville Road/Boones Ferry Intersection to facilitate increased traffic from future construction of the Fred Meyer shopping center
3. Partner with NW Housing Alternatives in the design and construction of affordable senior housing on Agency property located near the City's Community Center

All three of these objectives are well underway and on schedule with regard to construction milestones.

Urban Renewal – Year 2000 Plan Capital Project Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES:						
Investment income	\$ 130,762	\$ 34,951	\$ 23,611	\$ 108,000	\$ 108,000	\$ 108,000
Debt proceeds	4,200,000	3,000,000	3,000,000	2,000,000	2,000,000	2,000,000
Beginning fund balance	3,198,916	2,417,823	3,908,223	7,922,544	7,922,544	7,922,544
TOTAL RESOURCES	\$ 7,529,678	\$ 5,452,774	\$ 6,931,834	\$ 10,030,544	\$ 10,030,544	\$ 10,030,544
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 689,726	\$ 682,027	\$ 530,593	\$ 593,893	\$ 593,893	\$ 593,893
Utility services	1,014	1,338	46	-	-	-
Repairs and maintenance	13,476	8,875	10,000	10,200	10,200	10,200
Emp dev, train, travel	2,267	2,078	2,275	2,320	2,320	2,320
Fees, dues, advertising	3,576	1,810	1,855	1,890	1,890	1,890
Misc. supplies & services	323	109	-	-	-	-
Total Materials & Services	710,382	696,237	544,769	608,303	608,303	608,303
Capital Projects						
#2083 Senior Hsg - Sewer Line Reloc.	-	3,243	120,000	-	-	-
#4002 WV Interchange Turn Lanes	-	314,009	1,000,000	8,000,000	8,000,000	8,000,000
#4098 Memorial Drive Improvements	-	49,565	-	-	-	-
#4694 Livability Projects	-	46,929	-	-	-	-
#4141 Boones Ferry/WV Road	8,379	547,182	-	-	-	-
#4142 Wilsonville Rd 6 Lane Enhancement	-	264,875	1,300,000	-	-	-
#8054 Library Access	52,169	-	-	-	-	-
#8060 City Hall Development	58,244	-	-	-	-	-
#8074 Wesleyan Church Acquisition	4,211,763	-	-	-	-	-
#8076 Senior Housing Project	2,896	558,671	633,500	105,000	105,000	105,000
#9037 Civic Park	68,022	-	-	-	-	-
Total Capital Projects	4,401,473	1,784,474	3,053,500	8,105,000	8,105,000	8,105,000
Contingency	-	-	3,333,565	1,317,241	1,317,241	1,317,241
Unappropriated ending balance	2,417,823	2,972,063	-	-	-	-
TOTAL REQUIREMENTS	\$ 7,529,678	\$ 5,452,774	\$ 6,931,834	\$ 10,030,544	\$ 10,030,544	\$ 10,030,544

Statement of Funding Issues for 2010-11

All three of the program objectives are well underway and on schedule with regard to construction milestones. To complete the Interchange Turn-Lane project a bond sale will be necessary.

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2009-10	Adopted 2010-11
Road Projects:			
Wilsonville Road Related	\$ 19,521,800	\$ 2,228,477	\$ 8,000,000
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Other Street Construction projects	1,790,347	-	-
Streetscape, signals, crossings	881,995	-	-
Public Facilities:			
Miscellaneous improvements and planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	564,810	368,508	105,000
Park land acquisition and development:			
Boozier 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 (aka Murase Plaza)	6,634,855	-	-
Local schools - public areas:			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
Total	\$ 55,582,891	\$ 2,596,985	\$ 8,105,000

Statement of Purpose

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, rental income and land sales. The predominant source of program income has been reimbursements from Street System Development Charges Fund.

Program Objectives

Program income can be used for any urban renewal eligible purpose, but it is not limited to just the projects listed in the Urban Renewal Plan nor the boundaries of the District.

Program Income Fund						
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
SOURCES:						
Investment income	\$ 76,641	\$ 42,802	\$ 26,060	\$ 32,000	\$ 32,000	\$ 32,000
Other Revenue	24,423	88,427	-	80,000	80,000	80,000
Beginning fund balance	1,605,384	1,699,838	1,487,506	1,939,067	1,939,067	1,939,067
TOTAL RESOURCES	\$ 1,706,448	\$ 1,831,067	\$ 1,513,566	\$ 2,051,067	\$ 2,051,067	\$ 2,051,067
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 6,610	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	-	-	1,513,566	2,051,067	2,051,067	2,051,067
Unappropriated ending balance	1,699,838	1,831,067	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,706,448	\$ 1,831,067	\$ 1,513,566	\$ 2,051,067	\$ 2,051,067	\$ 2,051,067

Statement of Funding Issues for 2010-11

No specific uses have been identified for FY 2010-11.

Urban Renewal - West Side Plan

West Side District

This District was adopted on November 3, 2003. Initial activity has been focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and potential school site, and to acquire land and construct a new 1.2 mile roadway. Additional new road construction is planned in the coming years.

Two 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

West Side Assessed Value and Taxes

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
Assessed Valuation in District	\$ 85,359,467	\$ 138,201,272	\$ 184,948,119	\$ 179,921,000	\$ 179,921,000	\$ 179,921,000
Frozen Tax Base	(3,605,856)	(3,722,078)	(17,852,887)	(16,526,288)	(16,526,288)	(16,526,288)
Incremental Value	81,753,611	134,479,194	167,095,232	163,394,712	163,394,712	163,394,712
Change in Incremental Value	36,676,548	52,725,583	32,616,038	13,317,597	13,317,597	13,317,597
Percent change in Incremental Value	81.4%	64.5%	24.3%	8.9%	8.9%	8.9%
Property Tax						
Division of Taxes:						
Before discounts ¹	\$ 1,274,375	\$ 2,081,738	\$ 2,548,000	\$ 2,350,000	\$ 2,350,000	\$ 2,350,000
Estimate after discounts	\$ 1,191,039	\$ 1,977,651	\$ 2,420,000	\$ 2,225,000	\$ 2,225,000	\$ 2,225,000

¹Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

Statement of Purpose

1. Monitor private development that would result in future tax increment revenue generation

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

West Side History of Debt Issuance and Maximum Indebtedness

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 costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency does not plan to issue new debt during 2009-10.

Date	Issue Amount	Key projects
<u>Debt Issued</u>		
June 2005	\$ 15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber Str.
June 2008	5,000,000	Boeckman Rd, Barber Str., Park imprvmts
Total debt issued through June 2009	30,000,000	
<u>Maximum Indebtedness</u>		
Adopted October 2003	40,000,000	
Balance Available, July 1, 2010 (Maximum Indebtedness less Total Debt Issued)	\$ 10,000,000	

Issue amount excludes refinancing activity

	Debt Service Fund					
	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES:						
Tax increment revenues						
Current year	\$ 1,191,039	\$ 1,927,435	\$ 2,420,000	\$ 2,225,000	\$ 2,225,000	\$ 2,225,000
Prior year	21,234	43,520	30,000	50,000	50,000	50,000
Total	1,212,273	1,970,955	2,450,000	2,275,000	2,275,000	2,275,000
Miscellaneous:						
Investment income	35,156	29,549	13,022	35,000	35,000	35,000
Refunding bond proceeds	-	26,500,000	5,000,000	-	-	-
Total	35,156	26,529,549	5,013,022	35,000	35,000	35,000
Beginning fund balance	430,725	823,994	1,980,272	3,134,315	3,134,315	3,134,315
TOTAL RESOURCES	\$ 1,678,154	\$ 29,324,498	\$ 9,443,294	\$ 5,444,315	\$ 5,444,315	\$ 5,444,315
REQUIREMENTS:						
Debt service						
Principal	\$ -	\$ -	\$ 305,636	\$ 480,000	\$ 480,000	\$ 480,000
Interest	854,160	455,973	1,061,170	1,021,460	1,021,460	1,021,460
Short term debt	-	26,500,000	5,000,000	-	-	-
Total	854,160	26,955,973	6,366,806	1,501,460	1,501,460	1,501,460
Unappropriated ending fund balance	823,994	2,368,525	3,076,488	3,942,855	3,942,855	3,942,855
TOTAL REQUIREMENTS	\$ 1,678,154	\$ 29,324,498	\$ 9,443,294	\$ 5,444,315	\$ 5,444,315	\$ 5,444,315

Statement of Funding Issues for 2010-11

In February 2009 \$10 million was converted to long-term amortizing debt. The remaining \$20 million is short-term interest only debt. As the District continues to grow and produce more taxes the short-term position will be converted to long-term debt.

debt service

Urban Renewal - West Side Plan

Debt Outstanding

The Agency has issued both short-term and long-term debt. Short-term debt, which pays interest only, has been issued to pay for construction improvement costs. As the taxes from the District grow, the short-term debt can be converted to long-term debt and includes payment of both principal and interest.

Three lines of credit were obtained to finance the initial construction improvement costs. Interest rates are variable and based on a percentage of Prime or LIBOR. Activity for each of the three lines is presented below.

Date of original issuance	June 2005	August 2006	June 2008
Maximum authorized	\$15,000,000	\$10,000,000	\$5,000,000
Draws through June 2009	(\$15,000,000)	(\$10,000,000)	(\$1,500,000)
Balance available for drawdown	\$0	\$0	\$3,500,000
Draws in FY 2009-10 (projected)	\$0	\$0	\$0
Balance authorized, but unissued	\$0	\$0	\$3,500,000
Conversion to long-term debt			
February, 2009 convert to long-term		\$10,000,000	
Short term debt at June 30, 2010	\$15,000,000	\$0	\$5,000,000

Short-term Debt

Interest on the \$15 million note is 63.5% of LIBOR plus 135 basis points with a floor rate of 1.82625%

Interest on the \$5 million note is 63.5% of LIBOR plus 80 basis points with a floor rate of 1.27625%.

The Agency has pledged the tax increment revenue stream and future bond sale proceeds towards the debt.

For the \$5 million note the city has also pledged its full faith and credit. Both facilities mature in the Spring of 2011.

Long-term Debt

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is a \$1 million cash reserve, annual tax increment revenue and debt service fund cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance.

West Side Plan Debt			
2009 Issue - Bank of America			
FY	Principal	Interest	Total
2010-11	\$ 325,000	\$ 461,458	\$ 786,458
2011-12	340,000	445,165	785,165
2012-13	360,000	428,015	788,015
2013-14	375,000	410,008	785,008
2014-15	395,000	391,143	786,143
2016-2020	2,280,000	1,638,317	3,918,317
2021-2023	5,505,000	784,859	6,289,859
Total	\$ 9,580,000	\$ 4,558,965	\$ 14,138,965

Statement of Purpose

The District aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

Program Objectives

1. Monitor stormwater and natural habitat area around and under the Boeckman Bridge
 There are not sufficient funds available nor borrowing capacity to take on any new projects.

History of West Side Urban Renewal Projects

Project #	Years Prior	Estimate 2009-10	Adopted 2010-11
4048 Boeckman Rd Extension	\$ 13,035,612	\$ 45,134	\$ -
4112 Barber Street - Kinsman east to Boberg	5,429,338	17,392	-
4113 Barber Street - Kinsman west to Villebois	110,458	-	-
4127 Barber - Boones to Boberg	29,016	368,454	-
4148 Boeckman Geotechnical Investigation	106,991	100,464	100,000
8071 School Site Acquisition	4,152,235	-	-
8088 School Site Acquisition, #2	-	-	3,200,000
Total	\$ 22,863,650	\$ 531,444	\$ 3,300,000

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2007-08	Actual 2008-09	Amended 2009-10	Proposed 2010-11	Approved 2010-11	Adopted 2010-11
RESOURCES:						
Investment income	\$ 41,267	\$ 57,161	\$ 38,248	\$ 5,000	\$ 5,000	\$ 5,000
Other revenues	400	-	-	-	-	-
Debt proceeds	4,000,000	1,500,000	-	3,500,000	3,500,000	3,500,000
Beginning fund balance	5,985,475	2,501,312	2,989,461	807,937	807,937	807,937
TOTAL RESOURCES	\$ 10,027,142	\$ 4,058,473	\$ 3,027,709	\$ 4,312,937	\$ 4,312,937	\$ 4,312,937
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 726,776	\$ 789,859	\$ 519,593	\$ 505,773	\$ 505,773	\$ 505,773
Emp dev, train, travel	1,842	1,413	2,275	2,320	2,320	2,320
Fees, dues, advertising	1,635	1,810	1,855	1,890	1,890	1,890
Total Materials & Services	730,253	793,082	523,723	509,983	509,983	509,983
Capital Projects						
#4048 Boeckman Road Extension	2,742,361	923,605	-	-	-	-
#4112 Barber Street, Kinsman/Boberg	4,057,836	414,032	-	-	-	-
#4113 Barber Street, RR to Boones Fy	(20)	-	-	-	-	-
#4127-Barber Steet,Boberg to BF	-	29,016	70,000	-	-	-
#4148 Boeckman Rd - Geotech.	-	106,991	100,000	100,000	100,000	100,000
#8071 School Site Acquisition	(4,600)	-	-	-	-	-
#8088 School Site Acq, #2	-	-	-	3,200,000	3,200,000	3,200,000
Total Capital Projects	6,795,577	1,473,644	170,000	3,300,000	3,300,000	3,300,000
Contingency	-	-	2,333,986	502,954	502,954	502,954
Unappropriated ending balance	2,501,312	1,791,747	-	-	-	-
TOTAL REQUIREMENTS	\$ 10,027,142	\$ 4,058,473	\$ 3,027,709	\$ 4,312,937	\$ 4,312,937	\$ 4,312,937

Statement of Funding Issues

Activity in this district will be significantly curtailed until new construction resumes. For FY 2010-11 city staff will plan and design projects such that future construction can begin as soon as resources are available.



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 page 24.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City's boards and commissions.

City Council

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

City Council members are:

Tim Knapp, Mayor	Alan Kirk, Council President
Celia Núñez, Councilor	Michelle Ripple, Councilor
Steven Hurst, Councilor	

Planning Commission

The Wilsonville Planning Commission meets AT 7 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Marta McGuire, Chair	Yvonne Peck
Ray Phelps	Amy Dvorak
Tom Sullivan	Al Levit
<i>Vacant</i>	Celia Núñez, Council Liaison

Development Review Board

The Development Review Board meets at 7 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

Development Review Board members are:

Panel A

Eric Postma, Chair
Richard Schultze, Vice Chair
John Schenk
Douglas King
Bob Alexander
Alan Kirk, Council Liaison

Panel B

Monica Keenan, Chair
Andrew Karr
Jim Sandlin
Haley Percell
Peter Hurley
Steven Hurst, Council Liaison

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets on the second Tuesday of each month from 7 to 9 PM at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

Parks & Recreation Advisory Board members are:

Marilyn Lippencot, Chair	Eric Bohard, Vice Chair
Cindy Tyree	Joelle Meyer
Parker Johnstone	Brent Timm
Michelle Ripple, Council Liaison	

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development.

Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

Library Board members are:

Carole Hanna, Chair	Kim Woogan, Youth Representative
Alan Steiger, Vice Chair	Celia Núñez, Council Liaison
Debbie Hoesley	Steven Hurst, Council Liaison
Hilly Alexander	Bill Benedetto

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 and serve for a three-year term.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

Budget Committee members are:

Tim Knapp, Mayor	Norman Bengel, Chair
Alan Kirk	Anne Easterly
Michelle Ripple	Paul Bunn
Celia Núñez	Tony Holt
Steven Hurst	Christopher Moore



City of Wilsonville
Fiscal Management Policies

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Fiscal Management Policies

Statement Of Purpose

The City of Wilsonville has an important responsibility to its citizens to carefully account for public funds and to manage municipal finances wisely. The City Council is ultimately responsible for decisions concerning the fiscal management of the City. The Council, commissions, boards and City staff all must take into consideration the City Charter, ordinances, the Council's Five-Year Strategic Plan, and all applicable state and federal laws in its decision-making. Because Wilsonville is a fast growing City, the City Council must also plan for the adequate funding of facilities and services as defined by the urban growth management section (Section 11) of the City's Comprehensive Plan. This section of the Comprehensive Plan emphasizes the need for the City to provide adequate facilities and services in advance of or in conjunction with urban development.

The Comprehensive Plan also recognizes that not all facilities and services require the same level of service adequacy, simultaneous with development. As a result, the Comprehensive Plan distinguishes between Primary and Complementary Facilities and Services (see Appendix B for definition). This can be used as a guideline in balancing the needs for development funded by the city. The City Manager must follow the city's Five Year Strategic Financial Plan in recommending funding levels for services and facilities provided by the City. In doing this, the City Manager will need to balance the City's ability to fund its budget with its goals, plans, ordinances and applicable state and federal laws.

These policies are designed to establish guidelines for the fiscal stability of the City of Wilsonville and to provide guidance for the City Manager in the role as chief executive officer of the City.

Periodic Review of Policies

These policies have been duly adopted by resolution of the City Council and can be changed only through subsequent resolutions adopted by the City Council. These policies shall be reviewed as part of the strategic planning process by the Budget Officer to determine whether any changes are necessary. Any changes, recommendations and additions or deletions shall be reviewed and approved by the Budget Committee prior to submittal to the City Council for their approval.

Strategic Planning Policies

Five-Year Strategic Financial Plan

The Budget Committee will be responsible for developing a Five-Year Strategic Financial Plan for the City. Each year, the Budget Committee will review, update and approve the revised plan to incorporate changes in assumptions due to inflation, growth rates and program or policy changes, etc. The revised plan will be approved by the Budget Committee at least ninety (90) days prior to the submission of the budget document by the Budget Officer. Prior to submittal of the plan to the City Council for their approval, a public hearing will be held regarding the plan to solicit public input. The City Council has the final responsibility for adopting the plan. The final plan will be approved by the City Council at least sixty (60) days prior to the submission of the budget document by the Budget Officer.

There will be five distinct planning activities that will take place as part of the formulation of the City's Five-Year Strategic Financial Plan.

- Review of the city's external environment including economic, political, demographic and social factors.
- Assessment of the Situation: A situation assessment consists of a description of opportunities and problems which the City is likely to encounter over the planning horizon.
- Formulation of Goals: Goals are general statements of the sense of direction in which the City wants to move over the long-term.
- Formulation of Objectives: Objectives are specific achievements to be realized within a definite time period.
- Formulation and selection of strategies: Choosing how to attain the City's goals and objectives.

The Five-Year Strategic Financial Plan will provide the City Manager and department heads with a framework on which decisions can be made which will have a long-term impact on the financial condition of the City. The Five-Year Financial Plan will be developed in conjunction with the City's Comprehensive Plan, the City Council's Five-Year Strategic Plan, state and federal laws, City Council goals and the needs of the community.

The City's Five-Year Strategic Financial Plan will provide the 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. In addition, the annual budget will incorporate performance measures to show the progress being made toward accomplishing the plan's goals and objectives.

The following issues will be addressed by the City's Five-Year Strategic Financial Plan:

- Determine project/program priorities for the next five years as well as funding sources.
- Balance the need to keep public facilities and services at adequate levels to meet the City's growing population with the need to purchase land at the lowest possible cost for future facilities (recreation sites, parks, etc.)
- Determine appropriate levels of contingency reserves to guard against unexpected revenue shortfalls or expenditure overruns.
- Determine appropriate levels of capital reserves to address the City's future capital needs.
- Develop policies regarding tax rates, SDC rates, utility rates, user fees, etc. There must be a determination as to how the City will recover the cost of providing services to its citizens.
- Develop and set service levels. Determine the number and quality of programs and services offered. "Price out" the various service levels to clarify their cost/benefit relationship.
- The Capital Improvement Program will be developed as part of the Five-Year Strategic Planning process.

Capital Improvement Program Policies

A. Capital Improvement Program

1. Definitions:

- a. The Capital Improvement Program (CIP) consists of a list of future facilities and infrastructure construction projects, major repair and maintenance projects, and is incorporated into the city's Five-Year Strategic Financial Plan.
- b. Facilities include any structures or properties owned by the City, the land upon which the facility is situated for the provision of City services, and the initial furniture, fixtures, equipment and apparatus necessary to put the facility in service. Facilities include, but are not limited to the following: administrative offices, parks, service centers and storage yards, recreation centers, libraries, and water and sewer related structures.
- c. Infrastructure includes permanently installed facilities, generally placed underground or at-grade, which form the basis for the provision of City services. Typically included are thoroughfares, bridges, water and sewer lines, and storm sewers.

2. Preparation:

As part of the Five-Year Strategic Financial Planning process, the Community Development Director shall prepare and present a five-year CIP. The document shall provide details of each capital project plan: its estimated costs, sources of financing, performance measures that will be used to determine the success of the project, project timeline, identification of the project manager and a full description of the project. The City shall also identify the ongoing operation and maintenance costs associated with each capital project. The Finance Director will review the financial and economic assumptions contained in the CIP and the CIP will contain a statement that such a review has taken place. The policies, strategies and standards established by the City's Comprehensive Plan shall be followed by the Community Development Director in the preparation of the CIP. The CIP shall also incorporate guidelines established by the City Council's Five-Year Strategic Plan, federal and state laws, the City Council's goals and the needs of the community.

3. Financing:

All alternative financing possibilities shall be examined in addition to debt financing. If debt is issued the asset life should equal or exceed the life of the debt being incurred. Property owners that benefit from an improvement will be expected to share in the cost of the improvement and in the financing of such improvement.

4. Local Improvement Districts:

When local improvement districts (LID) are established to fund capital projects, they must be self funding. Sufficient assessments and reserves should be established so that the entire cost of the debt (interest and principal) is covered.

B. Monitoring the Capital Budget

1. Project Progress Reporting:

Regular reports shall be prepared on the progress of each active project by the project manager (with total costs in excess

of \$25,000) in the CIP. The reports should contain an evaluation of the progress of each project.

2. **Project Review Process:**

The review process should identify problems involving capital projects as early in the project development as possible. The review process shall include quarterly reports to the City Manager and the City Council.

3. **Amending the Capital Improvement Program:**

Any material changes to the CIP shall be reviewed and approved by the Budget Committee and the City Council. Such changes shall take the form of amending the CIP or supplemental appropriation when required.

4. **Performance Reporting:**

Once a project is completed, it will be the responsibility of the project manager to evaluate and report on the actual performance of the project. It is the project manager's responsibility to report to the City Council as to whether the project accomplished what it had set out to accomplish (i.e., improve traffic congestion, improve productivity, etc.). The project manager will report back to the City Council within the time frame established by the project plan.

Budget Policies

A. Comprehensive Plan and Five-Year Strategic Financial Plan

The City's annual budget will be developed in accordance with the policies and priorities set forth in the Comprehensive Plan, the Five-Year Strategic Financial Plan, City Council goals, the needs of the community and federal and state laws. Program/project priorities and service levels will be established by the aforementioned plans.

B. Compliance with Local Budget Law

The City shall prepare, adopt and amend its annual budget in accordance with Oregon local budget law. It is the responsibility of the City Manager, in his/her role as the City's Budget Officer, to prepare and present the City's annual budget to the Budget Committee for their approval. The Proposed Budget will be tied to the goals/objectives stated in the City's Five-Year Strategic Financial Plan. Budget Committee reviews and, if necessary, revises the Proposed Budget. The Budget Committee also determines whether the submitted Proposed Budget adequately addresses the priorities set forth by the City's Five-Year Strategic Financial Plan. The Budget Committee must approve the Proposed Budget and submit it for adoption by the City Council. The City Council has the final responsibility for adopting the budget and for making the necessary appropriations.

C. Performance Measurement

The City's budget will be stated in performance terms. Each department manager will integrate operating efficiency, effectiveness, customer satisfaction and human resource efficiency performance measures into their department's budgets. Department managers will be required to tie service levels (both quantity and quality) to funding levels (budgeted dollars).

D. Program Budgets

To the extent possible, the City's budget will be segregated into the major programs/projects being funded. These programs/projects will include direct costs, indirect costs and revenues where appropriate.

E. Budgetary Control System

The Finance Director will be responsible for maintaining a budgetary control system to ensure adherence to the Adopted Budget. On a quarterly basis, the Finance Director will prepare summary reports that compare actual revenues and expenditures to budgeted amounts. The reports will also compare targeted performance levels with actual results. These reports will be sent to both the Budget Committee and City Council to keep them informed of the City's operating performance. These same reports will be provided to the City Manager and department heads on a monthly basis to assist them in managing the day-to-day operations of the City.

F. Council Goals

The City's budget will support the City Council's goals, long-range plans and the needs of the community.

G. Capital Improvement Projects

The funding sources for each budgeted capital project (with a total estimated cost exceeding \$25,000) will be identified and all of the operating costs associated with a capital project will be quantified. Operating costs include ongoing maintenance costs, project management costs, administrative costs, etc.

Asset Management Policies

A. Investments

1. Responsibility and Control:

Management responsibility for the investment program is delegated to the Finance Director. The Finance Director shall establish written procedures for the operation of the investment program that are consistent with the Asset Management Policies. These procedures will include the establishment of authorization levels related to dollar limits, approval levels, etc. The Finance Director shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.

2. Eligible Investments:

The Finance Director will invest the City's surplus funds only in those investments authorized by ORS 294.035, 294.040 and 294.155 (see Appendix A). The City will not invest in stocks and it will not 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. The Finance Director will maintain current audited financial statements for each institution in which cash is invested as well as those with which it conducts other business including banking services and issuance of debt.

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. The amount of funds invested in any single financial institution will be limited to the amount covered by federal insurance (current limit of \$100,000).

b. **Liquidity**

The City's Investment Officer, Finance Director, shall match the City's investment portfolio with its 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**

On a monthly basis the Finance Director shall prepare a report for the City Manager listing the City's investments plus their performance. On a quarterly basis, the City's investment performance will be presented to City Council by the City Manager and Finance Director.

B. Cash Management

1. Cash Flow Analysis and Projections:

a. The Finance Director will develop the capability to forecast the City's cash inflows and outflows. Accurate cash flow

forecasts will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.

- b. Revenue and expenditure projections will be reviewed on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
- c. The City's cash flow shall be managed with the goal of maximizing the total return on investments.
- d. Authorization levels will be established by the Finance Director for the transfer of City funds.

C. Investment of Deferred Compensation

Funds set aside by the City pursuant to its deferred compensation program agreement may be invested only in those financial instruments listed in ORS 294.035.

D. Maintaining Records of City Owned Assets

The Finance Director will develop and maintain a fixed asset record keeping system. This will include recording fixed asset values from either an appraisal or physical inventory into subsidiary ledgers to support amounts recorded in the City's general purpose financial statements. The Finance Director will also establish specific procedures to ensure that the acquisition and retirement of fixed assets are recorded on an ongoing basis.

Revenue Management Policies

A. General Guidelines

1. Dedicated revenue sources shall be used only for the purpose for which they are being collected.
2. One time revenue sources will not be used to fund ongoing activities of the City.
3. The city will closely manage the collection of its revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection shall be used.

B. Diversification of Revenue Sources

The City shall diversify its revenue system to shelter its operations from over reliance on any one revenue source.

C. System Development Charges, User Fees and Other Charges

1. **General:**

System Development Charges (SDCs) allow cities to shift the cost of additional public facilities to those who benefit from them. System development charges are defined as reimbursement fees, improvement fees or a combination thereof assessed or completed at the time of increased usage of a capital improvement or issuance of a development permit, building permit in connection to the capital improvement [see ORS 223.299 (4)(a)]. The City of Wilsonville will use SDCs rather than levying taxes and/or imposing service charges on all City residents to pay for additional service capacity. As a result, SDCs have been established that reflect the costs of providing roads, storm drains, water, sewer and parks improvements needed to service additional increments of growth.

In addition to the collection of SDCs the City also requires developers to contribute infrastructures by installing streets, water, sewer and storm sewer facilities within their developments. The City will also assist in forming local improvement districts so the cost of improvements are assessed against the property that benefits from the improvement. Finally, the City may issue revenue bonds for capital improvement projects in which revenues from SDCs and user charges will be used to pay the debt serviced on the bond.

2. **Fee Increases and Reviews:**

Fees and charges should be reviewed on an annual basis to determine whether the fees being charged are adequate to cover the entire cost (operating, direct, indirect and capital - including carrying costs) of providing the service. Before fees and charges are adjusted, the City shall consider the current competitive market rates of other cities.

3. Fee Setting:

Where possible, fees and charges shall be set so that those who directly benefit for a service pay for it. Any changes in the City's fee structure shall be reviewed by the Finance Director prior to implementing the revised rates. This review will consist of a detailed financial analysis to ensure that the City's costs of providing the service are being covered.

D. Utility Rates

Charges for providing water, sewer, and street lighting shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements. Projects funded with SDCs, urban renewal funds, general obligation bonds or developer contributors shall be excluded from this requirement. It is the City's position that if a system's capacity needs to be expanded as a result of growth, the cost of the expansion should be borne by those causing the growth. On an annual basis, the city shall review and revise the rates it charges to its utility customers if necessary. Any suggested change will not be made unless there has been a review performed by the Finance Director ensuring the revised rates cover the costs incurred by the City in providing the service. The City's rate structures will be sensitive to the "market price" for similar services as well as to smaller, infrequent users of the service.

E. Interest Income

Interest earned from the investment of City money shall be distributed to the appropriate fund in accordance with the equity balance of the particular fund from which the money was provided for investment.

Debt Management Policies

A. Uses of Debt

Debt shall not be used for operating purposes. No debt shall be in existence for longer than the useful life of the capital investment for which the debt was incurred.

B. Financing Alternatives

The City will examine all financial alternatives in addition to long-term debt. These alternatives will include pay-as-you-go, joint financing, reserve funds, lease-purchase, local improvement districts, special assessments, state and federal tax increment, borrowing from other funds, systems development charges and developer contributions. Before a decision is made, a cost benefit analysis will be performed for each alternative being considered with the goal of minimizing the cost of the financing to the City. All financial analyses shall be reviewed by the Finance Director prior to any final decision.

C. Credit Ratings and Disclosure

The City will adhere to recommended disclosure guidelines as endorsed by the Public Securities Association, Government Finance Officer's Association, Municipal Securities Remaking Board and Governmental Accounting Standards Board. The City will maintain or improve its current bond rating of Aa2 (Moody's Rating) so that future borrowing costs are minimized and access to the credit market is preserved. The City will balance the goal of minimizing these costs with its stated policy of doing business with only stable, low-risk, credit worthy firms

D. Debt Margins

The city shall ensure that its debt margins are within the 3% true cash-value limitation as set forth in ORS 287.004.

E. Bond Issuance Advisory Fees and Costs

The City shall be actively involved in the selection of all financial advisors, underwriters, paying agents and bond counsel. The City will evaluate the merits of rotating professional advisors and consultants and the various services and fee structures available from independent financial advisors, investment banking firms and commercial banks. The City shall carefully review and keep to a minimum all costs associated with the issuance of debt. The City will balance its need to keep these costs to a minimum with its goal of conducting business with stable, low-risk and credit worthy firms.

Accounting Policies

A. Maintenance of Accounting Records

The City shall establish and maintain its accounting systems in accordance with the Generally Accepted Accounting Principles (GAAP) and adhere to the principles and standards set by the Government Finance Officer's Association (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). The City shall maintain an accurate and current record of its fixed assets in order to factor its investment in these fixed assets into the fees charged for services.

B. External Audit

An annual audit shall be performed by an independent public accounting firm and will include an official opinion on the annual financial statements and a management letter identifying areas needing improvement, if necessary. The annual audit report is presented to City Council by the City's independent public accounting firm.

C. Financial Reporting

1. A Comprehensive Annual Financial Report (CAFR) shall be submitted to present the results, financial position and operations of the City for the prior fiscal year.
2. Comprehensive Monthly Financial Reports (CMFR) will be presented to the City Manager and department heads by the 15th working day of the subsequent month. Such reports will enable the City Manager and department heads to be informed of the City's financial status. On a quarterly basis, a comprehensive financial report will be sent to City Council.

Land Acquisition Policies

A. Scope

These policies will cover the following types of land acquisition transactions: park land, open spaces and land for city facilities and buildings. These policies cover the aforementioned types of land acquisitions regardless of how the land was acquired by the City (purchase, lease, condemnation, donation, etc.). These policies exclude easements, right-of-ways and liens.

B. Approval of Land Acquisitions

The City Council needs to approve all land acquisitions entered into by the City. The City will consider opportunistic purchases of land to serve anticipated future needs.

C. Checklist

To facilitate the City Council's review and approval process, the following questions and issues need to be addressed by the sponsor of each proposed land acquisition:

1. Detailed description of the property being acquired that includes an identification of what the land will be used for by the City
2. Detailed explanation of why this is the right time to acquire this land

3. Title report
4. The full cost of the land acquisition needs to be presented including the following:
 - a. purchase price
 - b. funding source (dedicated funds, debt, no debt, lease with purchase option)
 - c. estimated annual operating costs to be borne by the City for a five-year period following the date of acquisition
 - d. estimated revenue loss (property taxes) for the five-year period following the date of acquisition
 - e. associated costs such as taxes owed or lien removals
5. Statement of whether the land acquisition was included in the City's Five-Year Strategic Financial Plan and the current budget, if not where are the funds coming from and what is the effect on the City's plan and budget
6. Statement of whether the land is in the City's comprehensive plan and listing of zoning designation
7. Statement of whether the land acquisition was contemplated by the appropriate master plan, if not an explanation of why the acquisition is being made
8. Statement of whether a Phase I environmental assessment of the land needs to be performed, and if so, at whose cost along with an assessment including a review of the historical use of the land
9. Statement of whether there are any applicable legal issues such as effects of covenants that rule with the land or status regarding tax exemptions
10. Statement of whether there are any repair, maintenance, ADA or code enforcement issues that may be associated with any improvements on the land

D. Review by Staff and Finance Director

All submissions submitted to the City Council related to land acquisitions will be accompanied by staff and Finance Director review and recommendation.

Reserve and Contingency Plan

A. Budget Contingency Plan

The City shall maintain a contingency plan in order to respond to significant shortfalls within the City's budget. The plan shall outline an appropriate course of action that management should take in response to significant gaps between revenues and expenditures.

B. Minimum Fund Balances

The City's goal shall be to maintain an unreserved fund balance in the general fund of at least 5% of annual operating expenditures. The above goal will also apply to the City's other operating funds including Fleet Services, Sewer Operating Fund, Water Operating Fund, Road Operating Fund, Stormwater Fund, Streetlight Operating Fund and Transit Operating Fund. This reserve shall be used to avoid cash flow interruptions, generate interest income and reduce the need for any short-term borrowings.

C. Operating Contingency

The City shall attempt to establish an operating contingency that will be used to provide for unanticipated expenditures of a non-recurring nature or to meet unexpected increases in service delivery costs. This contingency budget shall be at least 5% of each fund's original budget estimate for the fiscal year.

D. Capital Reserves

Reserve funds will be established and maintained for the following purposes:

- Support major maintenance of general obligation funded projects
- Reserve debt funded projects

- Major rehabilitation, renovation and replacement outlays for such projects
- Emergency or unplanned projects in subsequent years

E. Capital Asset Replacement Fund

The City shall establish and fund a “Capital Asset Replacement Fund” for assets not included in the CIP and with an initial value exceeding \$1,000.

Fund contributions will be calculated based upon initial cost or current replacement value and life expectancy plus an inflation factor determined by the Finance Director. The objective is to provide a reserve sufficient to pay for a replacement of the asset when required without the need to impact the annual operating budget.

The funds will be held in a separate reserve account and may only be used for major repairs that will prolong the useful life of an asset or to purchase a replacement for an asset that is still required but has reached or exceeded its useful life. Withdrawals from this fund must be approved by the Finance Director and City Manager.

The fund balance, annual drawdowns, and contributions will be included as a line item in the City’s Five-Year Strategic Financial Plan.

City of Wilsonville
Chart of Accounts

Supplies

43001 Office supplies

General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.

43002 Postage

Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).

43003 Small tools & equipment

Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.

43004 Computer software

New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.

43005 In-house Copier/Printer Expense

Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.

43099 Other general supplies

Special supply items that don't fit the above categories are budgeted and accounted for here.

43101 Fuel

Fuel costs for all City vehicles.

43104 Tires

Tire costs for all City vehicles.

43105 Chemicals

Chemicals for water/sewer operations.

43106 Uniform & Protection

Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.

43107 Water Meters & Boxes

Purchase of meters and boxes.

43199 Other Program Supplies

If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.

43201 Books

For use by the Library with children's books to be recorded in 43202.

43202 Children's books

For use by the Library, see above.

43203 Publications & Periodicals

For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.

Supplies, Cont.

- 43204 Audio / Visual Material
Compact disks, DVDs, video tapes. Typically used by the Library.

Professional & Technical Services

- 44001 Financial Services
Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys
Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections
Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant
Generally used by Engineering program.
- 44005 Labor Negotiations
All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44020 Computer Hardware/Software Technical Services
Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 44019 Other Professional Services
Services provided by other professional firms or individuals not fitting a category above.
- 44021 Lab work
Technical services provided by outside entities.
- 44022 Meter Reading Services
Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Repair, Services
Technical services provided to install, repair or service computer and voice systems.
- 44024 Internet
Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection
Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 Printing and Reproduction
Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.

Professional & Technical Services, Cont.

44027 Electric repairs, services

As the title describes.

44028 Temporary Employment Services

Part-time and temporary help acquired from an outside agency.

44070 Code enforcement

Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.

44089 Other Technical / Contractual Services

Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

Utility Services

43501 Natural Gas

NW Natural-natural gas bills

43502 Electricity

PGE electric bills

43510 Water

City water bills

43511 Sewer

City sewer bill.

43512 Streetlights

City streetlight bills

43513 Road Maintenance Charge

City road maintenance bills

43514 Stormwater charge

City stormwater bills

43520 Garbage Collection

Garbage collection and disposal costs

43530 Telephone

Land lines, central costs for switching stations, long distance charges

43531 Cellular Phones

Cost of phones and service time from private companies

43532 Mobile Units - Airtime

Cost of mobile unit acquisition and airtime costs

Utility Services, cont.

43533 Pager Services

Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

Repairs & Maintenance(the majority of these are only used by public works)

44101 Litter pickup

44102 Street light installation

44105 Street sweeping maintenance

44110 Infrastructure repair/maintenance

44121 Headworks maintenance

44122 Secondary maintenance

44123 Biosolids maintenance

44124 U.V. maintenance

44125 Liftstation maintenance

44126 Collection system maintenance

44127 Odor Control

44131 Catch Basin maintenance

44132 Conveyance maintenance

44133 Right of way maintenance

44134 Field Screenings

44150 Janitorial services

44151 Building maintenance-major

44152 Building maintenance minor

44152 Building maintenance

44160 Athletic field maintenance

44161 Park maintenance

44162 Landscape maintenance

44163 Irrigation maintenance

44164 Turf maintenance

44170 Equipment repair maintenance

44172 Traffic signals

44180 Vehicle repairs, maintenance

44190 Fleet services-inter-fund charges

44191 Fleet-major repairs

Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines, and non-normal operating costs that exceed \$6,000.

Rents & Insurance

- 44201 A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services
 - Payments to outside providers such as taxis.
- 44205 Building Rental
 - Office space and storage space rent or lease.
- 44250 City Council Insurance
 - Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty
 - Insurance costs for casualty, employee personal bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance
 - Insurance costs for City vehicles.

Community Services Programs

- 44301 Tourism Development Contract
 - Payments to Wilsonville Chamber of Commerce under contract.
- 44302 Special Events Expenses
 - These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 Community Services Grants
 - Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 44304 Public Education Activities
 - All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 44306 Purchased Transportation Services
 - Taxi and limousine services.
- 44310 Special Projects
 - Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators
 - Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense
 - All costs associated with this Community Services program.
- 44323 Special Programs
 - Program expenses that do not fit in one of the categories above. Historically used by the Library.

Employee Development

- 44401 Medical evaluation
Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses
Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.
- 44403 Education/Training/Travel
Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 44404 Mileage & vehicle
Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.
- 44405 Safety and health
Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses
Used by Human Resources.

Franchise Fees

- 44710 Franchise Fees
Franchise fees paid by utility funds to the City.

Fees, Dues, Advertising

- 44525 Legal advertising
Public notices and requests for proposals required to be printed in the newspaper.
- 44526 Advertising and publication
Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 44527 Recording fees
Used primarily by Legal and Community Development programs.
- 44528 Fees and dues
City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

Meeting Expenses

- 44605 Cable telecasting
Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.

Miscellaneous Services and Supplies

44910 Bank Charges

Used by Finance program for bank service charges on checking account and credit card machines.

44975 Miscellaneous Charges

Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.

44991 Flex Plan Admin

Used by Human Resources program.

Capital Outlay - Items costing a minimum of \$5,000 and useful life in excess of 1 year.

45010 Land

45020 Building

45030 Improvements

45040 Infrastructure

The above items are typically reserved for use by capital projects.

45050 Machinery & Equipment

All equipment and machinery that does not one of the categories below.

45060 Vehicles

Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.

45070 Office equipment / furniture

Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.

45080 Computer & IS Equip

Used by Information Systems program.

45081 Software

Used by Information Systems program.

45090 Other equipment

Typically items used by Public Works.

Debt Services

47001 Principal

47002 Principal Short Term

47011 Interest

Transfers Out

- 49111 Transfers to General Fund – Overhead
- 49112 Transfers Out - Direct Wage
- 49113 Transfers to General Fund – Equipment
- 49114 Transfers to General Fund Phone Systems
- 49115 Transfers to General Fund - PC Network
- 49119 Interfund Loans



Glossary

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

American Recovery and Reinvestment Act (ARRA)

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

Approved Budget

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

BETC

The Business Energy Tax Credit is a State of Oregon program which allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

Base Budget

Cost of continuing the existing levels of service in the current budget year. Also referred to as a Status Quo budget.

Beginning Balance

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond or Bond Issue

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

Bond Funds

Established to account for bond proceeds to be used only for approved bond projects.

Budget

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a since fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has approved it.

Budget Calendar

The schedule of key dates, which a government follow in the preparation and adoption of the budget.

Budget Committee

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

Budget Document

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

Budget Message

Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager.

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary

funds and bond principal in the enterprise funds is subject to appropriation.

Capital Budget

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

Capital Expenditures

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$25,000), (2) long asset life (equal to or greater than 5 years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Project

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

Capital Outlay

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Capital Projects

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

Charges for Service

Includes a wide variety of fees charged for services provided to the public and other agencies.

Comprehensive Annual Financial Report

The annual audited results of the City's financial position and activity.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Designated Contingency and Unappropriated Ending Fund Balance)

Cost Center

An organizational budget/operating unit within each City division or department.

Debt Service

Interest and principal on outstanding bonds due and payable during the fiscal year.

Debt Service Fund

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

Department

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

Division

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Designated Contingency

Amounts set aside for anticipated non-recurring cash flow needs. Includes items such as moving and remodeling, major building repairs, emergency management and capital project or equipment purchases.

Elderly and Disabled

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

Encumbrance

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

Ending Balance

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

Enterprise Funds

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

Estimated Actual

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Expenditures

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

Fiscal Management

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

Five-Year Financial Plan

An estimation of revenues and expenses required by the City to operate for the next five-year period.

Fixed Assets

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Franchise Fee

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

Full-Time Equivalent

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance

The balance of net financial resources that are spendable or available for appropriation.

General Fund

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

General Long-term Debt

Represents any unmatured debt not considered to be a fund

liability.

General Obligation Bonds (G.O. Bonds)

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Grant

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

Infrastructure

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Indirect Charges

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

Indirect Cost Allocation

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

Interfund Transfers

Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called "Interfund Transfers".

Intelligent Transportation System

Traffic control devices that has the ability to adjust depending on demand.

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments.

Job Access/Reverse Commute

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or

early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Improvement District

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

Materials and Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

Measure 5

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools' maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

Non-Operating Budget

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

Objective

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

Operating Budget

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenue

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

Personal Services

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

Property Tax

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund.

Project Manager

The individual responsible for budgeting for a project and managing project to its completion.

Proposed Budget

Combined operating, non-operating, and resource estimates prepared by the City Manager and submitted to the public and the Budget Committee for review and approval.

Rainy Day Fund

City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the economic downturn continues for an extended period of time.

Real Market Value

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the result of voter approved tax initiative 50 passed in 1997.

Resolution

A special or temporary order of a legislative body requiring City Council action.

Resources

Total of revenues, interfund transfers in and beginning fund balance.

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 source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

South Metro Area Regional Transit

Wilsonville's transit system.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed

to be benefit primarily those properties, see Local Improvement District.

Special Assessment Bond

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

Special Revenue Funds

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplemental Budget

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

System Development Charges

Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

Transportation Demand Management

A strategy aimed at reducing travel demand by influencing travel behavior in one of two ways: By reducing the need to travel; or encouraging travel by a mode other than a single occupant vehicle.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

Tax Levy

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation.

Tax Revenue

Includes property taxes, hotel and motel room tax.

Tax Roll

The official list showing the amount of taxes levied against each property.

Transfers

The authorized exchange of cash or other resources between funds.

Trust Funds

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

Unappropriated Ending Fund Balance

An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

Unreserved Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Unrestricted General Capital Fund

Established to account for transfers-in from the General Fund and for any other activity for which a special capital fund has not been created.

User Fees

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.



Acronyms

Acronyms

ACMP	Advisory Community for Master Planning
ADA	Americans with Disabilities Act
ARRA	American Recovery and Reinvestment Act
AV	Assessed Value
BETC	Business Energy Tax Credit
BPA	Bonneville Power Administration
CAFR	Comprehensive Annual Financial Report
CCI	Committee for Citizen Involvement
CCSO	Clackamas County Sheriff's Office
CSO	Community Service Officer
CD	Community Development
CD	Compact Disk
CIP	Capital Improvement Projects
CMFR	Comprehensive Monthly Financial Reports
COLA	Cost of Living Adjustment
COP	Certificates of Participation
CPA	Certified Public Accountant
CPI	Consumer Price Index
DBO	Design-Build-Operate
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
DO	Dissolved Oxygen
DOT	Department of Transportation
DRB	Development Review Board
DUI	Driving Under the Influence
DVD	Digital Video Disk

E&D	Elderly and Disabled
EPA	Environmental Protection Agency
FASB	Financial Accounting Standards Board
FDP	Final Development Plan
FICA	Federal Insurance Contributions Act
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAC	Granulated Activated Carbon
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officer's Association
GIS	Geographic Information Systems
GISSC	Geographic Information Systems Steering Committee
GISSP	Geographic Information Systems Strategic Plan
HR	Human Resources
HVAC	Heating, Ventilation, and Cooling Equipment
IS	Information Systems
ISP	Internet Service Provider
ITS	Intelligent Transportation System
JARC	Job Access / Reverse Commute
LAN	Local Area Network
LCDC	Land Conservation and Development Board of Commissioners
LED	Light Emitting Diodes
LID	Local Improvement District
LSTA	Library Services and Technology Act
MAV	Maximum Assessed Value
NPDES	National Pollutant Discharge Eliminating System

OAA	Older Americans Act
ODOT	Oregon Department of Transportation
OECCD Department	Oregon Economic and Community Development Department
OR	Oregon
ORS	Oregon Revised Statutes
OSHA	Occupational Safety and Health Administration
PC	Personal Computer
PDA	Personal Digital Assistant
PDP	Preliminary Development Plan
PEG	Public Educational Government
PERS	Public Employees Retirement System
PGE	Portland General Electric
PIO	Public Information Officer
PTP	Peer-To-Peer
RFQ	Request for Qualifications
RMV	Real Market Value
SAIF	State Accident Insurance Fund
SAP	Specific Area Plan
SCADA	Supervisory Control and Data Acquisition
SDCs	System Development Charges
SEIU	Service Employees International Union
SMART	South Metro Area Regional Transit
SRO	School Resource Officer
TDM	Transportation Demand Management
TMP	Transit Master Plan
TOC	Total Organic Carbon
TVWA	Tualatin Valley Water District
UBG	Urban Growth Boundary
VoIP	Voice-over Internet Protocol

WAN	Wide Area Network
WCSI	Wilsonville Community Seniors, Inc.
WERK	Wilsonville Environmental Resource Keepers
WES	Westside Express Service
WV	Wilsonville
WWTP	Waste Water Treatment Plant