

**CITY OF WILSONVILLE  
BUDGET COMMITTEE MEETING AGENDA**

**WILSONVILLE CITY HALL  
29799 SW TOWN CENTER LP E**

**May 30, 2018 – 6:00 PM**

Tim Knapp, Mayor  
Scott Starr, Council President  
Kristin Akervall, Councilor  
Charlotte Lehan, Councilor  
Susie Stevens, Councilor

Paul Bunn, Committee Member  
Andrew Karr, Committee Member  
Arthur Park, Committee Member  
Sam Scull, Committee Member  
Bill Amadon, Committee Member

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**AGENDA**

- I. CALL TO ORDER**
  - A. Roll call
  - B. Pledge of allegiance
  - C. Motion to Approve the Order of the Agenda
- II. ELECT BUDGET COMMITTEE CHAIR**
- III. APPROVE BUDGET COMMITTEE MINUTES**
  - A. Minutes of June 1, 2017; February 15, 2018 and March 8, 2018 Budget Committee Meetings.
- IV. BUDGET MESSAGE**
- V. STATE SHARED REVENUE**
- VI. PUBLIC HEARINGS/CITIZEN INPUT**
  - B. Public Hearing for the Proposed Fiscal Year 2018-19 City of Wilsonville Budget
  - C. Public Hearing for proposed uses of State Shared Revenues
  - D. Citizen Input
- VII. FY 2018-19 CAPITAL IMPROVEMENT PROGRAM**
  - A. Overview
  - B. Capital Projects
- VIII. FY 2018-19 OPERATING BUDGET**
  - A. Department Presentations
    - 1. Public Works
    - 2. Transportation
  - B. Questions and Comments from the Budget Committee
- IX. RECESS MEETING UNTIL JUNE 6, 2018**

**CITY OF WILSONVILLE  
BUDGET COMMITTEE MEETING MINUTES  
WILSONVILLE CITY HALL  
29799 SW TOWN CENTER LP E**

**June 1, 2017**

A regular meeting of the Wilsonville Budget Committee was held at Wilsonville City Hall beginning at 6:00 p.m. on Wednesday, June 1, 2017.

Budget Committee members present:

Tim Knapp, Mayor	Andrew Karr, Committee Member
Charlotte Lehan, Councilor	Sam Scull, Committee Member
Susie Stevens, Councilor	Arthur Park, Committee Member
Kristin Akervall, Councilor	Alan Steiger, Committee Member
	Paul Bunn, Committee Member (Arrived at 6:15 p.m.)

Budget Committee members excused:

Scott Starr, Council President

Staff present included:

Bryan Cosgrove, City Manager	Delora Kerber, Public Works Director
Jeanna Troha, Assistant City Manager	Mark Ottenad, Public Affairs Director
Sandra King, City Recorder	Adam Phillips, Police Chief
Susan Cole, Finance Director	Mike McCarty, Parks and Recreation Director
Todd Blankenship, Parks Supervisor	Barbara Jacobson, City Attorney
Cathy Rodocker, Asst. Finance Director	Eric Mende, Capital Projects Engineering Mgr.
Nancy Kraushaar, Comm. Development Dr.	Chris Neamtzu, Planning Director
Pat Duke, Library Director	Beth Wolf, IT Analyst
Scott Simonton, SMART Fleet Services Mgr.	Angela Handran, Community Liaison Coord.
Andy Stone, IS Manager	Brian Stevenson, Senior Services Coord.
Dan Carlson, Building Official	
Margie Trader, Accounting Technician	

Budget Committee Questions and staff's responses relating to the Proposed FY 2017-18 Budget dated May 31, 2017 were distributed to the Budget Committee and provided to the public.

**RECONVENE BUDGET COMMITTEE MEETING FROM MAY 18, 2017**

Chair Steiger reconvened the public hearing for the proposed Fiscal Year (FY) 2017-18 City of Wilsonville Budget at 6:00 p.m. and read the conduct of hearing procedure.

The Pledge of Allegiance was recited.

**PUBLIC HEARING/CITIZEN INPUT**

- A. Public Hearing for the Proposed Fiscal Year 2017-18 City of Wilsonville Budget**
- B. Citizen Input**

Chair Steiger called for public comment on the proposed FY 2017-18 Budget. Seeing none, he asked Staff to continue with the budget presentation.

**FY 2017-18 OPERATING BUDGET**

- A. Department Presentations**

## **1. Policy and Administration**

Finance Director Cole presented the proposed 2017-18 Budget for the six Policy and Administration program areas via PowerPoint, describing the proposed Baseline Changes and Add-Packages for each department.

### Administration

City Manager Cosgrove clarified the Code-Enforcement Officer would be now be in the office of City Manager, not in Planning. Complaints regarding Sign Code violations and Building Code enforcement would directly involve the Building Official. Parking Code violations during the day would be code enforcement instead of taking a police officer off the streets.

Finance Director Cole explained the insurance increases were applicable across many departments. Staff budgeted insurance largely within the HR/Risk Management Department, but costs were allocated to the various departments based on a number of different factors; overall the City's property, liability, and vehicle insurance increased.

### Information Systems /GIS

Andy Stone, IS Manager, stated an LED type of retrofit was being considered for the lighting upgrade to Council Chambers which will provide cost savings and more lighting flexibility.

Mayor Knapp:

- Asked for clarification on the combining of departments. On page 87, Personnel Services salaries were up 30 percent and Employee Benefits were up 50 percent. He asked much of that reflected the additional GIS employees, and to what extent these increases were department wide.
  - Finance Director Cole explained there were mid-year adjustments to Personnel Services of roughly 2 percent. Salaries were frozen at the June 30 amount because at the time the budget was put together, salaries were still in negotiations. She added that 85 percent of the increase was from the departments' reorganization. The IS help desk position added in last year's budget was annualized this year. The \$26,651 isolated the PERS and medical insurance impact for the 5.5 Full Time Equivalents (FTEs) combined.

### Human Resources (HR)

Finance Director Cole explained the 20 percent reduction in training funds were reallocated to performance review software to help staff better manage employee performance.

## **2. Community Development**

Finance Director Cole presented the proposed 2017-18 Budget for the four Community Development (CD) program areas, along with the proposed Baseline Changes and Add-Packages for each department. She reviewed the reorganizations proposed within CD and resulting FTE changes, noting the reorganization was done for efficiency, to streamline accounting, and for transparency purposes.

- Two of the three FTEs from the Natural Resources/Storm water Management Division were merged into CD Administration. The third FTE position in the Natural Resources/Storm water Management Division, the storm water engineer, was merged into the Engineering Division. The 1.50 FTE Admin Assistants from the CD Admin Division would be transferred to the Building Inspections Division and reclassified as Permit Technicians. Additionally one of the Permit Technicians was part-time and Staff proposed making that a full-time position. The Building Inspection Department also proposed adding one building inspector and a part-time intern.

Paul Bunn questioned why more Permit Technicians were added when a decline in the number of permits had been discussed previously.

Finance Director Cole clarified the storm water engineer position was moved to the Engineering Division.

She explained when the storm water engineer position was first proposed the Natural Resources Division was split between CD and Storm water Funds. Staff determined it was confusing to have the division split and it made more sense to put the storm water engineer with the other engineers. After reviewing the CIP projects' workload it made more sense to put this particular engineer with the other engineers, so the engineering workload could be more equitably distributed and charged out to the respective funds.

#### Administration

Finance Director Cole clarified the Community Service Programs, under Materials and Services, was folded into the Natural Resources Division.

Nancy Kraushaar, Community Development Director, confirmed the Community Service Program was within Natural Resources. The Program included outreach to the community, which would increase with the new employee.

#### Building Inspections

Dan Carlson, City Building Official, offered additional comments highlighting the work accomplishments of the Building Inspection Division. He noted the overtime and hours of on-call of employees were needed to meet demand just last month. In 2016, the City experienced the highest valuation in projects ever at \$143,000,000, as business looked to make investments in the community. He described the reorganization and personnel changes proposed within the Building Inspection Division, as well as the new software proposed for an electronic permit system, which would help the City adapt to the changing e-commerce world.

- The budget additions would keep the Building Inspection Program department healthy and viable, prevent staff burnout, and help retain employees. While the Division was supported exclusively by building permit fees, the City had the lowest permitting fees in the tri-county region, and they had not increased in more than 12 years. The proposed budget additions would not cause the need to increase fees.

Finance Director Cole noted Staff expected building permit valuations to decline in 2017-18 compared to the record breaking amount in 2016, but the decline would not justify a decrease in staffing or effort. With the Villebois neighborhood wrapping up a slight decline was expected, but more record breaking years were expected when Frog Pond and Coffee Creek begin development.

Building Official Carlson described several current and upcoming development projects in the city, which included major improvements to the DW Fritz Building, a potential 4-story hotel project near Black Bear Restaurant and initial permitting for Frog Pond within the next year. Villebois development was expected to continue for the next 2.5 years with about 500 homes yet to be build, including multi-family dwellings. He confirmed the private investment sector was pushing forward with development and the City needed to be ready to accommodate that work.

Mayor Knapp noted that with the legislative changes in Salem, it was possible Frog Pond Phase II could begin in the near future.

- City Manager Cosgrove reported on recent discussions about Frog Pond Phase I beginning next year, adding that Council would receive a proposal soon.
- Community Development Director Kraushaar added Staff was talking with several parties about development in the Coffee Creek Industrial Area. Republic Services continues to expand, infill development projects were proceeding in Charbonneau, and along Canyon Creek and between Parkway and Canyon Creek.

Building Official Carlson explained Wilsonville's commercial building permit fees were very competitive compared to other communities in the area, adding the fees had not been raised in 12 years. Based on the data from a survey of a number of jurisdictions in the area, Wilsonville ranked in the bottom third.

### 3. Parks & Recreation

Finance Director Cole presented the proposed 2016-17 Budget for the two Parks & Recreation program areas, along with the proposed Baseline Changes and Add-Packages for each department.

#### General Services

Finance Director Cole explained the \$37,000 savings under Materials and Services was shown under Community Services Programs as part of the 23 percent the decrease, which also included the Metro Enhancement Grant, which was reorganized into the City Manager's budget.

- She explained that the \$1,617,522 for FY 2016-17 included \$237,000 allocated to the Tourism Promotion Committee which was budgeted in the Community Services Category on the budget page. The \$237,000 was \$37,000 more than what was estimated to be half of the Transient Lodging Tax (TLT) revenue. Subtracting \$37,000 brought the Tourism Committee allocation to \$200,000, which was 50 percent of the revenue estimate.
- The \$388,000 Commercial Services Program included the \$200,000 in TLT revenues, as well as the various types of outreach and programs the Parks Department provided.

Staff clarified the City was not obligated to spend funds that were not spent, but City Council could decide how to allocate those funds, if desired. There was no proposal to spend the funds for several years, but now that the Tourism Committee was underway and had an RFP out for a service provider for those services, Staff anticipated the Committee would spend up to the \$200,000.

- There was no requirement to spend the funds retroactively, but the Tourism Committee could request using funds not previously spent for some specific program.
- As General Fund dollars, any TLT revenues not spent would roll right back into the unspent General Fund Balance. Every June 30<sup>th</sup>, unspent appropriations lapse and the fund starts over.

#### Park Maintenance

Finance Director Cole noted Parks had successfully hired two seasonal workers at the Jobs Fair. However, in working with Parks and Recreation Director McCarty, and looking at the Park Maintenance needs over the last few weeks, Staff proposed amending the current proposal to add a full-time position rather than converting the seasonal laborer to a contract. Director McCarty did not believe contracting for seasonal labor was the best model, and that it might actually be better and easier to recruit personnel for a regular full-time position.

- She reviewed the proposed change in the number of seasonal labor hours was estimated as a fraction of an FTE of 2080 hours at 2.25 FTE. It was not unusual when going back and forth between seasonal and full-time labor that the numbers did not completely add up due to the nature of seasonal labor being compressed into a season.
- Adding a FTE cost \$75,000, a bit more than the \$63,000 seasonal labor force originally proposed. To offset that addition, Staff proposed not converting to a contract. The seasonal workforce just hired at the fair would bridge the gap for this June, since the budget year ended June 30<sup>th</sup> and then also bridge the gap until the City could fully recruit and find the right person to fill the position. Afterward, Staff anticipated that seasonal labor to be picked up by the Public Work Department because they also have a need for seasonal labor.
- She noted Personnel would be an evolving issue as Staff would reevaluate employment positions in the fall to ensure the Parks Department had adequate resources to maintain the parks at the level everyone had come to expect.

City Manager Cosgrove added due to the number of retirements in Clackamas County Sheriff's Office potential officers attending the academy would not be ready to work for a while. Because the City's traffic unit would not be available until December, the City would save about \$100,000, more than making up for the \$45,000.

Councilor Stevens appreciated the challenges the City Parks Department had met with only four employees doing all the maintenance work and asked that Council be kept apprised of the need because more parks were being built and more employees would be needed to take care of them. She commended the Park Maintenance staff for doing a great job.

City Manager Cosgrove noted the City would be adding parks from Villebois, so he was confident the Parks Department would need additional resources.

Arthur Park agreed the Park Maintenance Department did a great job and the parks were an added benefit to living in Wilsonville.

Mr. Bunn said, in his experience, if he was not sure about his staffing needs, he preferred going with a contract because getting things wrong could cause a lot of problems. Given the City's uncertainty, it made more sense to contract, which would be cheaper and easier for everyone involved in the long run. Contracting with a firm was best until the City understood where it wanted to go.

- Mike McCarty, Parks and Recreation Director, explained the FTE position was definitely needed, adding the work was spread over the course of a year rather than being condensed into a four or five month period. In addition, the FTE would be trained and more professional. The uncertainty regarded the seasonal positions, how many were needed, and how to hire them.
- Finance Director Cole added the City had difficulty acquiring season laborers even through a firm.

Councilor Lehan confirmed no one was currently in line for the position and asked if hiring a person that was also a certified arborist made sense. She asked how many certified arborists were currently on staff.

- Todd Blankenship, Parks Supervisor, stated a Lead Parks Maintenance Specialist was taking his arborist exam this summer so the City would have two certified arborists on staff

#### **4. Library**

Finance Director Cole presented the proposed 2016-17 Budget for the Library along with the proposed Baseline Changes and Add-Packages for each program area.

Staff confirmed the \$1,000,000 for the Capital Program had been received from Clackamas County. Library Director Duke hoped to finish the design for the remodel during this fiscal year and then do construction in FY 2018.

Mr. Duke clarified the revenue under Resource Summary, Grants and Donations was from the Foundation, the Friends of the Library, as well as a small state grant the Library received.

#### **5. Public Safety**

Finance Director Cole presented the proposed 2016-17 Budget for Public Safety, which included the Municipal Court and Law Enforcement program areas, along with the proposed Baseline Changes and Add-Packages for each department.

Comments and responses to Committee members' questions were as follows:

- Adam Phillips, Police Chief, described the different responsibilities between patrol and traffic officers, noting the top eleven calls for service in Wilsonville, three were related to traffic and parking enforcement.
- Jeanna Troha, Assistant City Manager, noted getting Wilsonville a traffic officer was a top priority for the Sheriff's Office, which was well aware of the complaints and traffic concerns the community has raised.
- Staff confirmed the proposed additional traffic officer was a full time position assumed to begin on July 1 in the budget, so if the position was not filled until December, the Add Package would be \$120,000 this year.



- Chief Phillips explained patrol deputies work a 40-hour week on a 4/10 schedule. One currently worked Monday through Thursday, 7:00 am to 5:00 pm. If approved, the new officer's schedule would offset the current officer's hours and days to be able to be responsive to the additional call load. A second traffic officer would also free up the patrol officers for other non-traffic related calls that come in. The city's call volume keeps increasing and would continue to do so as the population grows. The department saw a 10 percent increase from 2015 to 2016 and was currently on track for a 7 to 8 percent this year.
- City Manager Cosgrove confirmed the traffic officer would share duties with code enforcement to free up the officers to do more policing activities, and have code enforcement take a more proactive stance in terms of patrolling the two residential parking zones currently in the City.
  - He clarified call volumes were only one factor the City considered when determining whether to hire additional officers. The major factor was what the City wanted to achieve with its police force. If more visibility was the goal, such as being more active in community policing and doing welfare checks at night, more officers would be needed, but that was not related to call volume. Other considerations for adding officers were the types of calls coming in, the crime rate, and the addition of new neighborhoods.
  - Staff was analyzing the use of red light cameras as another enforcement mechanism which required a sworn officer to review the films before citations can be issued. He believed the City had sufficient resources to implement the program should the Council decide it was a priority without postponing it until the end of the year. Other staff time might need to be reallocated for other issues, but he was confident the program could be implemented with the existing officers.

#### **6. Five-Year Forecasts**

Finance Director Cole presented the Five-Year Forecasts for the Community Development Fund, Building Fund, General Fund, reviewing the actual, current and proposed revenues and expenditures for each fund and highlighting key issues related to the forecasts.

- The Community Development Fund was accurate for the Actual 2015-16 Budget, and clarified the numbers presented were as of December 31. The Actual 2016-17 Budget was more positive now because the volume was higher than initially expected.
- In response to questions about Franchise Fees, she explained that Franchise Fees for 2017-18 and into the future were budgeted at an average of what the City currently received.

#### **B. Questions and Comments from the Budget Committee**

Finance Director Cole confirmed the Staff's written responses to questions submitted from the Budget Committee were distributed to the Committee and made available on the counter for the public.

Mayor Knapp asked what the magnitude of the Road Maintenance Fee Revision would be.

- Finance Director Cole explained the current fee of \$5.23 per trip, per equivalent residential unit, was reflected in the 2017-18 Budget, but not the increase to \$7 and some change, which would become effective in November. The percentage change between the \$7 and \$5 amounts would be the anticipated amount the overall revenue would increase. She had not calculated the actual dollar amount.
  - She confirmed Road Maintenance Fees were restricted for road maintenance expense. Road maintenance was budgeted as a capital project in the Street category for \$1 million this year. The new fee would not impact the current budget, but would allow for more in the 2018-19 Budget.
- Noted the potential of State action on transportation monies that would include some fees flowing through to cities and result in significant changes in the next year or two, assuming some of that passes. The proposal included everything from gas taxes to vehicle registrations and other small fees. He wanted to acknowledge there might be significant changes going forward for the City to factor in.
  - Chair Steiger noted the Road Maintenance Taskforce received information that there were significant projects in the future, which was the cause for the proposed increase.

- Asked if the City received Franchise Fees from services like Netflix if the movies were delivered through a service that paid a franchise fee.
  - Finance Director Cole noted the Franchise Fee was from cable television.
  - City Manager Cosgrove did not believe data was part of Franchise Fee, adding League of Oregon Cities and others had discussed trying to collect such fees. He noted the city attorney confirmed charging fees for data was exempted by federal laws.

## **CONTINUED DELIBERATIONS BY BUDGET COMMITTEE**

### **A. Motion to approve the FY 2017-18 Proposed Budget**

Chair Steiger called for a motion.

**Motion: Councilor Stevens moved to approve the FY 2017-18 Budget, as proposed, in the total amount of \$174,136,292 and levying the full amount of the city general tax rate of \$2.5206. The motion was seconded by Paul Bunn.**

### **B. Discussion**

Mayor Knapp stated several things seemed to be happening in this budget. The City was coming to grips with the reality of being a community that continued to grow, that its citizens had an expectation of a certain level of public services, and as more people expected that level of service, that it would cost more to provide that service level. He placed a considerable degree of reliance on the community survey's feedback, regarding how people felt about the community and the services being provided. He believed the City was on the track the community desired, and he supported committing the necessary funds to continue to provide that level of service even as the community grew. The City had challenges coming in the future as outlined in the Five-Year Forecast discussion. Both residents and businesses continue to want to move here, and the City needed to continue to pay attention to the costs of providing those services and addressing those challenges. The City had made progress on several funds and he knew Staff was doing a careful job of tracking progress and proposing changes along the way in order to keep the City on track. There were choices to be made and paths to choose with no guaranteed outcome. When park options were discussed, the new parks director seemed to know the optimal way to go. It was not the only option, but the City chose to give the Staff latitude to pursue the best choices and use their professional judgment. He commended Staff on the work they had done, the information brought forward, and on making the priority judgments reflected in this document.

Councilor Lehan stated the budget document and Wilsonville finances were impressive, and Staff had done an excellent job. However, some other things needed consideration and discussion. Wilsonville had fallen behind on compensation for the Mayor and Council compared to other cities and previous compensation. The Council received no compensation, and the Mayor's compensation was reduced from \$1500 per month to \$750 per month.

- Twenty years ago, Council met twice a month and for budget meetings. Their meeting packets were much smaller and required less time and research. Now Council meetings were three to four times a month and the meeting packets were weighty and required even more time investment. The Mayor's schedule was at least that, if not double, that of Council. The time requirements and demands placed on City Councilors were rigorous and included travel demands and expenses, time to research meeting packets, child care expenses, time away from one's business or employment, and missed business opportunities. The demands placed on Councilors made it difficult to continue serving the community without enduring financial and personal hardships, and Councilors should be compensated.
- It did not bode well for the future that in several recent elections the City had to search for candidates to run for Council seats and many races were uncontested. In addition, Council recently lost members due to the burden of these uncompensated demands.



- She proposed that the Mayor be compensated with a \$1500 monthly stipend to cover his time and travel, and that Councilors be compensated with a \$500 monthly stipend, which was only \$42,000 per year. This was a small amount compared to Wilsonville's overall budget and would help ease the increasing demands placed on City Councilors and the Mayor. Compared to what other cities paid their mayors and councilors, her proposal was not unreasonable.
- Whatever process or time line was required, Wilsonville needed to increase the compensation as it would become increasingly hard to find and retain good Council members. Julie Fitzgerald had left after just one term and she was excellent.

City Manager Cosgrove explained that a rule prevented Council from implementing compensation changes or decisions for sitting Council members, however, the change would affect Councilors after the next election. The Budget Committee could motion to add the resources to the budget, but more research and information was needed before the change was implemented.

Councilor Lehan noted she was not clear about the appropriate process or time frame for proposing the changes in compensation.

City Manager Cosgrove explained the Committee did not need to add any resources to the proposed budget. At the next Council meeting, Councilor Lehan could direct Staff to return with a proposal and an outline after considering the resources and what other cities were compensating their elected officials. Any changes adopted by City Council would not go into effect until the next Council election, which would give Staff plenty of time to make changes. If it was adopted during the budget year, a supplemental budget could be presented because it was such a small dollar amount and it would not require Budget Committee approval.

Councilor Lehan stated she had raised the compensation issue at this time because Council was a long way from another election, and no one would address it close to an election. It was an awkward matter for Council, which was why she brought it up to the Budget Committee.

City Manager Cosgrove believed having the conversation to see what the Budget Committee thought was good; however, it was really a Council policy direction.

Chair Steiger said he would like to see a study comparing compensation with other cities of comparable size, and what was reasonable based on the demands made on Council members.

City Manager Cosgrove said he did not know of a Mayor in the region of a city Wilsonville's size that did more than Mayor Knapp. It might be hard to make a comparison because of what the Mayor did on a regular basis, but enough data was available to return with a fair proposal for Council to consider.

Chair Steiger called for a motion regarding the proposed amendment to the budget.

**Motion:**

**Arthur Park moved to amend the FY 2017-18 Proposed Budget as follows:**

- **To increase the Parks Maintenance Salary and Wages category by \$75,000; and**
- **To decrease the Parks Maintenance Professional and Technical Services category by \$30,000; and**
- **To decrease the General Fund Unassigned Contingency by \$45,000; and**
- **To authorize one additional Parks Maintenance Specialist full-time equivalent.**

**The motion was seconded by Paul Bunn.**

Councilor Stevens and Paul Bunn approved the amendment to the main motion.

**C. Discussion**

Chair Steiger confirmed there was no further discussion.

**D. Final motion to approve the FY 2017-18 Proposed Budget**

Chair Steiger restated the main motion.

Mayor Knapp confirmed the \$174,136,292 amount accounted for the amendment to the main motion.

Chair Steiger called for a roll call vote.

<b>Chair Alan Steiger</b>	<b>Yes</b>	<b>Andrew Karr</b>	<b>Yes</b>
<b>Arthur Park</b>	<b>Yes</b>	<b>Sam Scull</b>	<b>Yes</b>
<b>Councilor Stevens</b>	<b>Yes</b>	<b>Paul Bunn</b>	<b>Yes</b>
<b>Councilor Akervall</b>	<b>Yes</b>	<b>Mayor Knapp</b>	<b>Yes</b>
<b>Councilor Lehan</b>	<b>Yes</b>		

**Vote: Motion carried 9 to 0.**

City Manager Cosgrove announced a PERS presentation would be held this fall or winter and the Budget Committee would be invited to attend.

Chair Steiger stated this was his last year on the Budget Committee and thanked the current Budget Committee members, as well as those on previous Budget Committees that he had served with, noting it was an very rewarding and educational experience for him personally.

**RECESS MEETING UNTIL JUNE 8, 2017 OR ADJOURN**

Chair Steiger noted the Urban Renewal Agency meeting would immediately follow and adjourned the Budget Committee meeting at 8:10 p.m.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, Inc. for  
Kimberly Veliz, City Recorder

**CITY OF WILSONVILLE  
BUDGET COMMITTEE MEETING MINUTES  
WILSONVILLE CITY HALL  
29799 SW TOWN CENTER LP E**

**February 15, 2018**

A regular meeting of the Wilsonville Budget Committee was held at Wilsonville City Hall beginning at 6:00 p.m. on Thursday, February 15, 2018.

**Budget Committee members present:**

Tim Knapp, Mayor	William (Bill) Amadon, Committee Member
Kristin Akervall, Councilor	Paul Bunn, Committee Member
Andrew Karr, Committee Member	Sam Scull, Committee Member

**Budget Committee members absent:**

Charlotte Lehan, Councilor	Arthur Park, Committee Member
Scott Starr, Council President	Susie Stevens, Councilor

**Staff present included:**

Bryan Cosgrove, City Manager	Jeanna Troha, Assistant City Manager
Susan Cole, Finance Director	Andrea Villagrana, Human Resources Mgr.
Pat Duke, Library Director	Margie Trader, Accounting Technician
Kimberly Veliz, City Recorder	

Mayor Knapp called the meeting to order at 6:14 p.m. followed by the Pledge of Allegiance.

Bill Amadon introduced himself to the Budget Committee, briefly providing his professional background.

**CITIZEN COMMUNICATIONS**

Mayor Knapp called for public comment. There was none.

Mayor Knapp noted the election of officers would be conducted at the May 30, 2018 meeting.

**CITY MANAGER INTRODUCTION**

City Manager Cosgrove briefly explained the purpose of the meeting.

**OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) OVERVIEW**

Susan Cole, Finance Director, introduced, Carol Samuels, Managing Director of PiperJaffray and associate member of the Oregon Government Finance Officers Association. She noted the City does not contract with PiperJaffray adding that she knew Ms. Samuels through the Association.

Carol Samuels, Managing Director, PiperJaffray, presented the PERS Overview via PowerPoint to give the Committee a broad understanding of how the State's retirement system worked. The presentation detailed current and predicted future costs, the actuarial process used, how funds are

invested, cost of living adjustments, significant changes made to the system since 2003, and the three PERS programs, Tier 1, Tier 2, and OPSRP. During the presentation, she and Staff responded to questions and comments from the Committee with the following key comments:

- Wilsonville pays the employee's share of 6 percent of payroll. However, not all cities pay this, also known as employee pick-up. Cities that do not pay the pick-up offer higher salaries to their employees, but also have higher payroll costs. If the City wanted to stop paying the pick-up, negotiation would be required with the labor union.
- Tier 1 members were guaranteed an assumed earnings rate of 8 percent in 2003 because the economy was good at that time. However, that percentage continued to be guaranteed even in years when the economy was not so good.
- The State has discussed switching from a fixed rate to an annual rate adjustment, which would require the State to adjust their biennial budget cycle, so there has not been a lot of support for changing rates every year.
- Rate changes applied against covered payroll take effect 18 months after the valuation date. However, cities can pay more than the current rate to offset future rate increases, which has to be done in accordance with certain restrictions.
- State statutes require employee contribution rates to remain at 6 percent.
- Oregon is funding a high proportion of the annual required contribution (ARC), which is much higher than other states. Any portion of the City's contribution not paid incurs interest charges.
- Combining all of the actuarial pools into one would be extremely complicated. The School Pool was created the same day PERS was created, in the 1940s. The State and Local Government Pools were created in 2003, when every municipality that joined the pool was assigned a transition charge based on their own economic situation at that time.
  - For public sector employees who move from one government job to another, PERS tracks where they worked and for how long and charges a portion of their retirement to each employer.

Director Cole gave a brief PowerPoint presentation about how she used data analytics to incorporate PERS into the City's financial planning. She explained that about 80 percent of the payroll budget was labor, so she strives to estimate labor costs as accurately as possible. It was easy to estimate PERS using the same model.

Mayor Knapp asked what was within the City's control and what scenarios could be considered. He also wanted to know more about how side accounts worked.

Ms. Samuels said one of the City's options was to pay more money into the system, either from cash, reserves, or by borrowing the money. She offered to give another presentation in the future about the City's options, but the analysis for each option was similar. If the City believed PERS would provide better returns than the City could get on its cash and/or the cost of funds was lower than what PERS would return, then the City could defray its costs by that difference. She explained how this could benefit or hurt the City's finances.

Committee members briefly discussed the State's matching funds account, which would make the City's analysis simpler. The account had not yet been funded, but the legislature had said that only cash deposits, not borrowed deposits, would be matched.

Director Cole confirmed that Staff had not discussed setting any money aside for a side account. Wilsonville had a broad array of financial commitments that come with specific financial reserves. She was not clear the City could take advantage of a side account with its current debt covenants. A sophisticated cash flow analysis would be necessary to determine whether the City could benefit from a side account.

The Committee discussed the risks involved with borrowing funds for a side account and agreed the biggest benefit to the City would be to fund a side account with cash. They also agreed that an analysis should be completed to determine what that benefit might be. If a side account were funded with cash, the City should ensure it retains enough cash on hand for other expenditures because monies sent to PERS could not be returned to the City. Healthy cash reserves benefit the City in many ways.

Ms. Samuels explained that if the City did a pension bond, federal tax law required it be sold on a taxable basis because it was considered bonding for operations. The City could consider borrowing for a capitol project at a tax-exempt rate and send cash to PERS, which might also qualify the City for a match.

The Committee agreed it was best to manage funds and cash on hand as they have been because their methods have put the City at an advantage in numerous ways. They briefly discussed recent changes made to the PERS system and how those changes would impact the City.

Ms. Samuels explained that any changes the legislature could make now would not substantially affect the current rates. The City was doing its due diligence to plan for both the known and unknown expenses. Currently, all of the City's operating funds met or exceeded the financial policies. This was one benefit of doing five-year forecasts. Understanding the City's current condition was critical to continuing financial health, despite financial issues at the State level that impact the City.

Director Cole noted the PowerPoint presentation given by Ms. Samuels would be published on the City's website.

## **ADJOURN**

Mayor Knapp adjourned the meeting at 8:02 p.m.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, Inc. for  
Kimberly Veliz, City Recorder

**CITY OF WILSONVILLE  
BUDGET COMMITTEE MEETING MINUTES  
WILSONVILLE CITY HALL  
29799 SW TOWN CENTER LP E**

**March 8, 2018**

A regular meeting of the Wilsonville Budget Committee was held at Wilsonville City Hall beginning at 6:00 p.m. on Thursday, March 8, 2018.

**Budget Committee members present:**

Tim Knapp, Mayor

Kristin Akervall, Councilor

Andrew Karr, Committee Member

William (Bill) Amadon, Committee Member

Arthur Park, Committee Member

**Budget Committee members excused:**

Charlotte Lehan, Councilor

Scott Starr, Council President

Paul Bunn, Committee Member

Sam Scull, Committee Member

Susie Stevens, Councilor

**Staff present included:**

Bryan Cosgrove, City Manager

Kimberly Veliz, City Recorder

Andy Stone, IT Manager

Keith Katko, Finance Operations Manager

Delora Kerber, Public Works Director

Mike McCarty, Parks and Recreation Director

Eric Loomis, Transit Field Supervisor

Nancy Kraushaar, Community Develop. Director

Susan Cole, Finance Director

Cathy Rodocker, Assistant Finance Director

Margie Trader, Accounting Technician

Dan Carlson, Building Official

Dwight Brashear, SMART Director

Katie Macadam, Accountant

Todd Blankenship, Parks Supervisor

Pat Duke, Library Director

Mayor Knapp called the meeting to order at 6:04 p.m. followed by the Pledge of Allegiance.

**CITY MANAGER INTRODUCTION**

City Manager Cosgrove briefly explained the purpose of the meeting.

**FY 2017-18 MID-YEAR FINANCIAL REVIEW**

Susan Cole, Finance Director, introduced Keith Katko, Financial Operations Manager and Cathy Rodocker, Assistant Finance Director. She explained the City decided to do a mid-year review during the fiscal year instead of combining year-end estimates with the budget so that the Committee could focus more on the annual budget and Five-Year Forecast.

Finance Director Cole and the Finance Staff presented the FY2017-18 Mid-Year Financial Review via PowerPoint that included a review of the budget calendar for FY2018-19, appropriation levels, and the following major operating funds: Transit, Building, Community Development, General



Fund, and Public Works. During the presentation, Staff responded to questions and comments from the Committee with the following key comments:

- The Five-Year Forecast showed there would be structural imbalances in the Transit Fund as time went on, so the fund was put on Staff's watch list to ensure any potential deficits did not creep into the present period.
- Grant funds for the transit busses would not appear in the budget until after the City had paid for and acquired the busses.
- Staff confirmed that the estimated ending fund balance for the Building Fund would be slightly lower than the beginning fund balance because revenues were short. Contingency funds, which are required by State law, showed a balance remaining at the end of the year because those funds would not be spent.
- Capital projects could be delayed by permitting challenges, working with other agencies like the Oregon Department of Transportation (ODOT), and Staff constraints. These delays impacted budgeting. Additionally, some of the more complicated capital projects could require fund rebalancing.
- The City benefited by loaning from the General Fund internally, rather than borrowing from a private entity. In the case of the Urban Renewal District, tens of thousands of dollars were saved in fees and interest using this internal loan mechanism.
- Wilsonville's Staff turnover rate was low compared to other cities. As a mid-sized city, Wilsonville typically lost middle managers due to limited growth opportunities. However, Wilsonville had the same Staff vacancy rate as other cities.
  - Additions to Staff were driven by the community's level of service demands, Council expectations, and growth, but only after implementing efficiencies and technologies. Police Department Staff increased because call volumes and complaints had increased. Parks Maintenance and Utility Staff would also be added.
  - Instead of hiring new Staff during the year, new and additional positions were proposed during the budget cycle. The Five-Year Forecast included estimates of how much Staff would be needed to complete the anticipated work load.
- Mayor Knapp expressed concerns about Capital Improvement Plan (CIP) projects that would not be completed and staffing vacancies in the Community Development Department. Staff explained the reasons for current vacancies and listed positions that Staff planned to fill within the next fiscal year. Staff overestimated how much work could be done in a year to ensure that projects were fully funded.
  - No new additional law enforcement would be requested for the next fiscal year. The City worked with Clackamas County Sheriff's Department to maintain high visibility in new neighborhoods. However, the City had added an additional traffic unit because certain neighborhoods requested more traffic enforcement and statistics confirmed more enforcement was necessary. Wilsonville had been the second or third safest city in the metropolitan region for the last three years. However, being located on I-5 meant Wilsonville was prone to crimes of opportunity, such as bank robberies. More crime statistics and details about calls could be provided to the Committee during the Police Chief's annual report.
- Debt service in the Stormwater Operating Fund was paid for out of the utility rates. There were no contingencies in the ending balance because the loans were inter-fund loans.
- Capital project delays did have some impact on traffic issues and development on Coffee Creek Road.

- Staff confirmed that the sewer work from Boeckman Creek to Frog Pond would not impact the developers' plans to break ground over the summer as the work would be done later. The supplemental budget would include funds for sewer design in that geographic area. The presentation on capital projects would be presented in May, as part of the budget process, and would include details about every infrastructure project.

The Committee and Staff discussed the delayed capital projects. The current situation was on par with how the City planned and budgeted. Staff had been aggressively scheduling projects so they could be ready for development when it occurred. The City had done a lot of work with a small Staff. Grants and other things the City had no control over caused project delays, but the City continued to plan as if projects would move forward. This gave the City flexibility and helped prevent over spending.

- Staff confirmed the City had a robust list of contractors and engineering firms for capital projects, but Staff did some work in-house. It was difficult to estimate additional costs caused by project delays because there were too many factors to consider. Even though most delays were caused by factors out of the City's control, Staff still considered those costs and tried to project the additional expenses that would be incurred.

The Committee and Staff briefly discussed ongoing capital projects in the area. Staff confirmed they had been working with ODOT to get an auxiliary lane on Boone Bridge up to the Canby/Aurora exit.

Bill Amadon noted he was pleased to see that each fund included money for maintenance and repairs related to minimizing deferred maintenance in the future. He thanked Staff for such a thorough and detailed presentation.

City Manager Cosgrove added that Staff appreciated being given the resources to maintain the city and the understanding that delays incurred costs.

Committee members shared why they liked that this review was now separate from the budget. They also discussed their appreciation for the community and Staff's efforts to make sure the City was well managed and fiscally responsible.

## **ADJOURN**

Mayor Knapp adjourned the meeting at 7:27 p.m.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, Inc. for  
Kimberly Veliz, City Recorder

City of Wilsonville  
City Council Meeting

SPEAKER CARD

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

NAME: Jim Barnes Date: 5-30-18

ADDRESS: 8468 SW Wilson Lane  
(Please print legibly)

TELEPHONE: 503-570-9413 E-MAIL: jim.barnes@PGN.com

AGENDA ITEM YOU WANT TO ADDRESS: Capital Bldg

**Note:** If written documentation is presented please furnish at least one copy, along with this form, to the City Recorder for the official record. Thank you.

- Breakdown of  
Memorial Park  
spend

- what is process for specific  
projects getting to current  
Budget  
Year-

# Budget Committee

FY 2018-19  
Proposed Budget



# Budget Committee

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

*Questions welcome as presentations proceed*



# Budget Message

## City Manager Introductory Comments



## Wilsonville around 1970



# Budget Message

## Wilsonville turns 50 –

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

# Budget Message

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

# Budget Overview

- **City has 25 funds, 11 Operating and 14 Capital**

## **Operating Funds**

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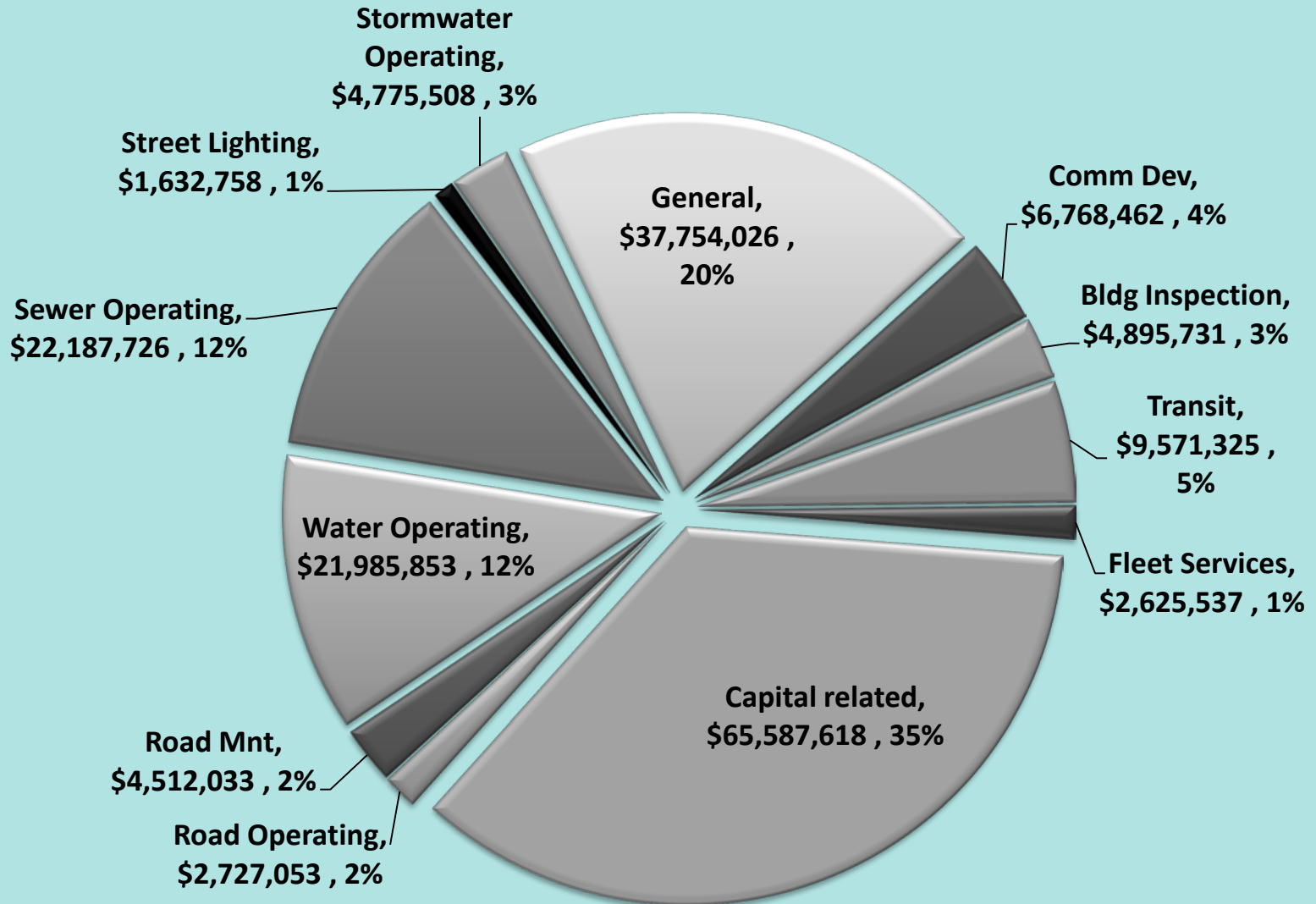
General	Road Operating
Community Dev	Road Mnt
Bldg Inspection	Water Operating
Transit	Sewer Operating
Fleet Services	Street Lighting
	Stormwater Operating

## **Capital-Related Funds**

---

Water Capital	Water SDC
Sewer Capital	Sewer SDC
Street Capital	Street SDC
Stormwater Capital	Wa Co TDT
Building Impr Capital	Stormwater SDC
Parks Capital	Parks SDC
<i>GO Debt Service (dormant)</i>	<i>Frog Pond West ISF (new)</i>

# All Funds Combined –\$185M



# Positions

## FY 2018-19 Proposed Budget

### Full-Time Equivalent Positions

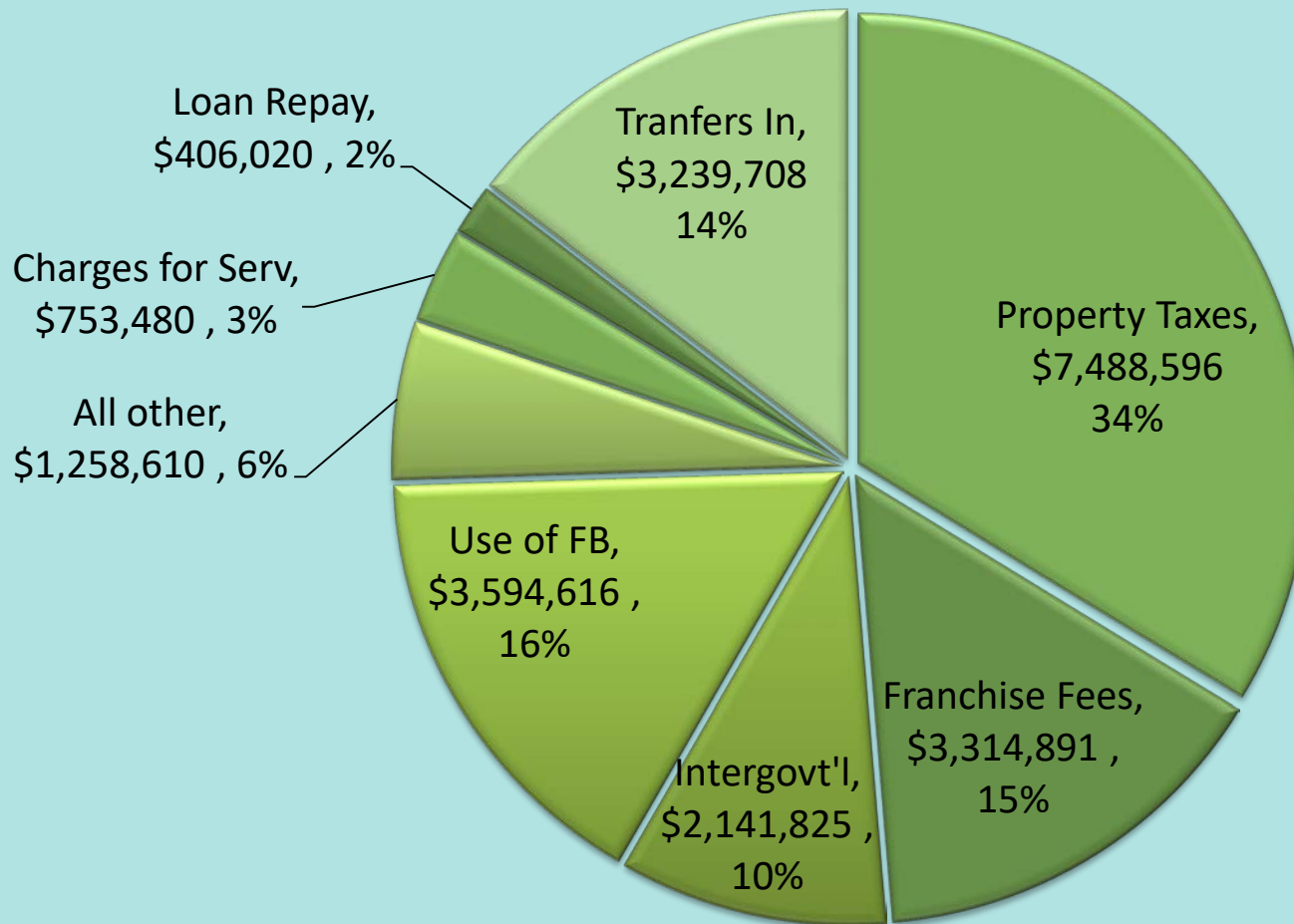
Administration	27.30
Community Development	32.90
Public Works	26.00
Transportation	46.13
Parks & Rec	17.45
Library	16.36
Municipal Court	1.65
<b>Total</b>	<b>167.79</b>

### Contracted Positions

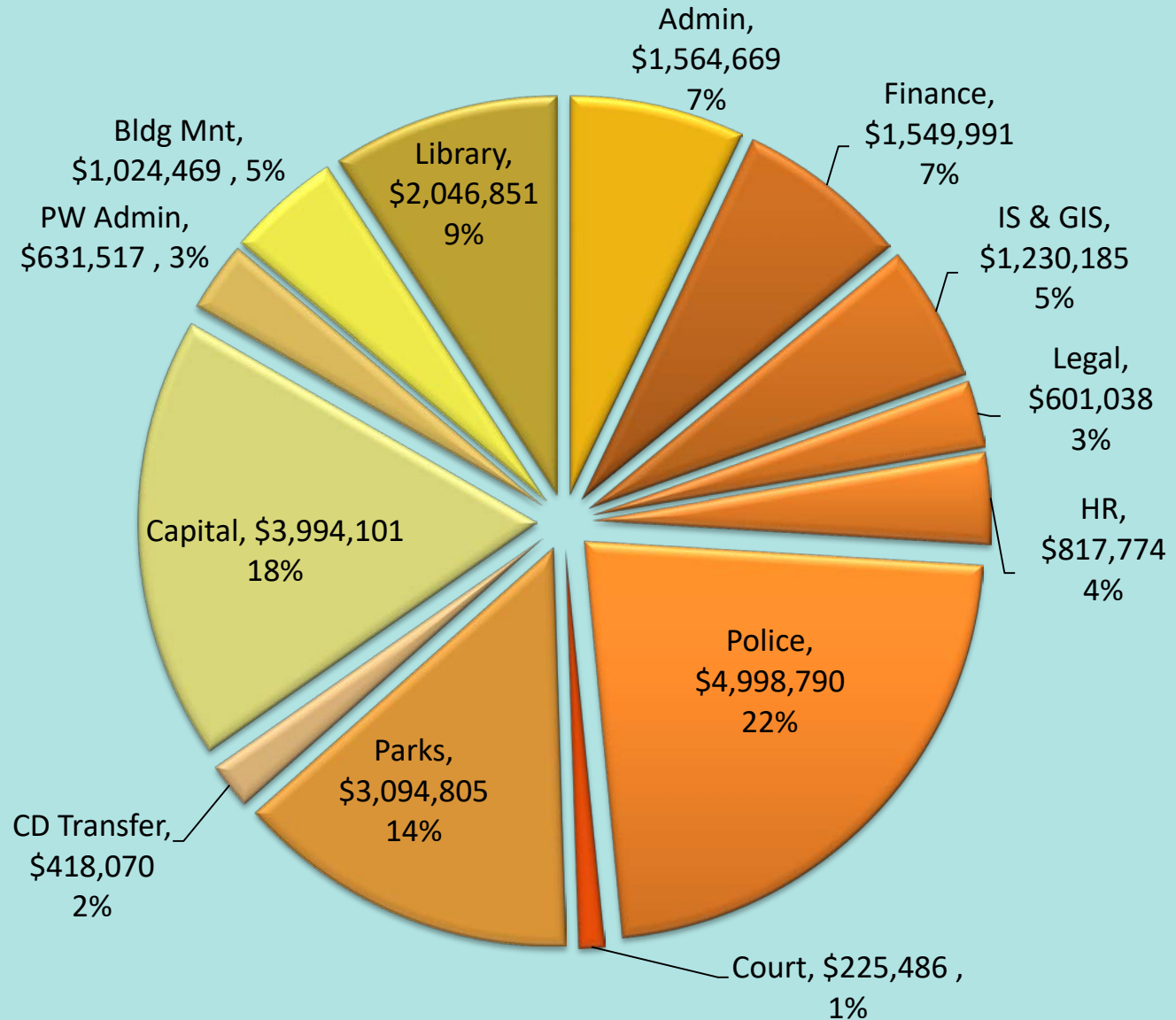
Water Treatment Plant	9.50
Wastewater Treatment Plant	8.00
Police	20.00
<b>Total</b>	<b>37.50</b>



# General Fund Sources - \$22.2M



# General Fund Uses - \$22.2M

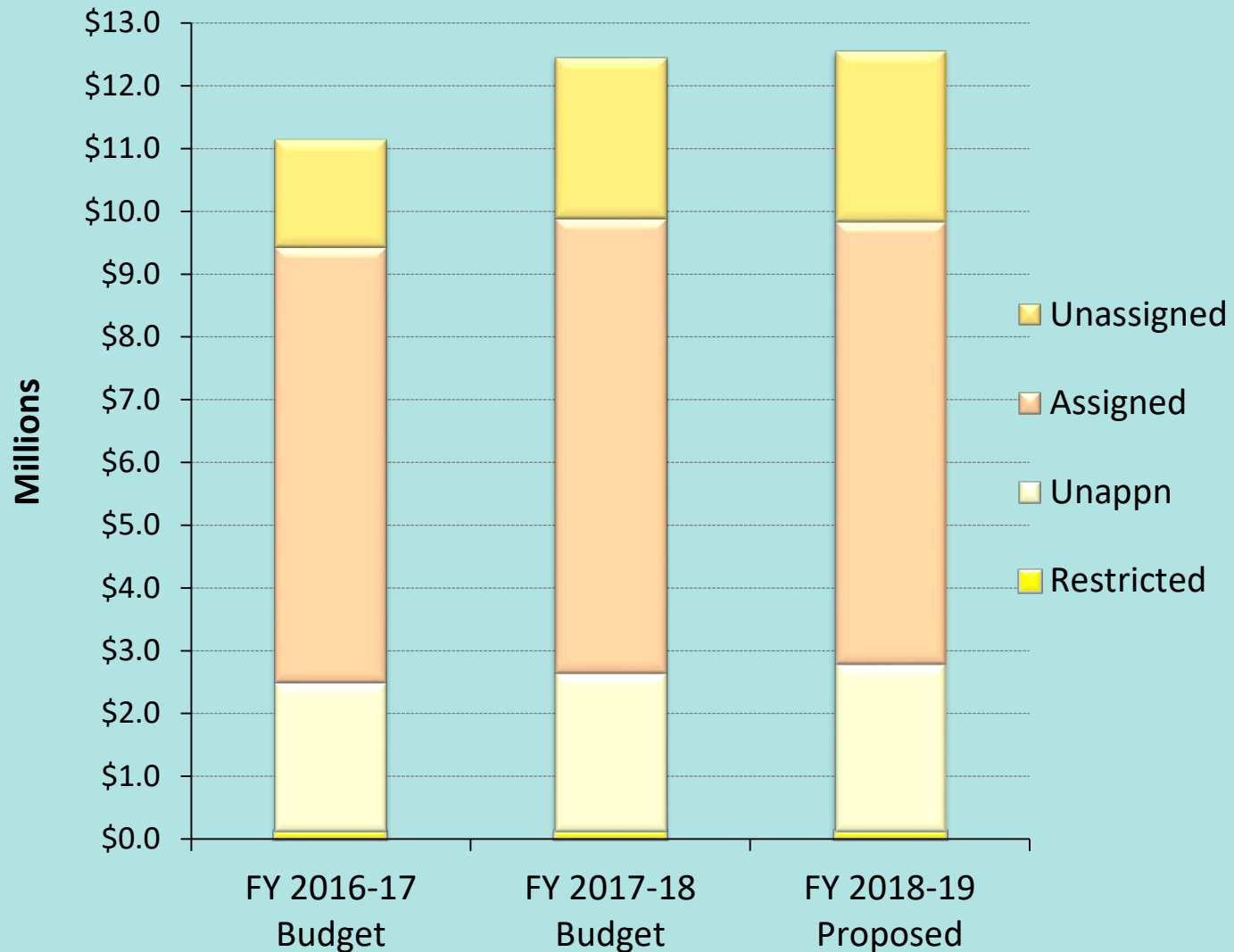




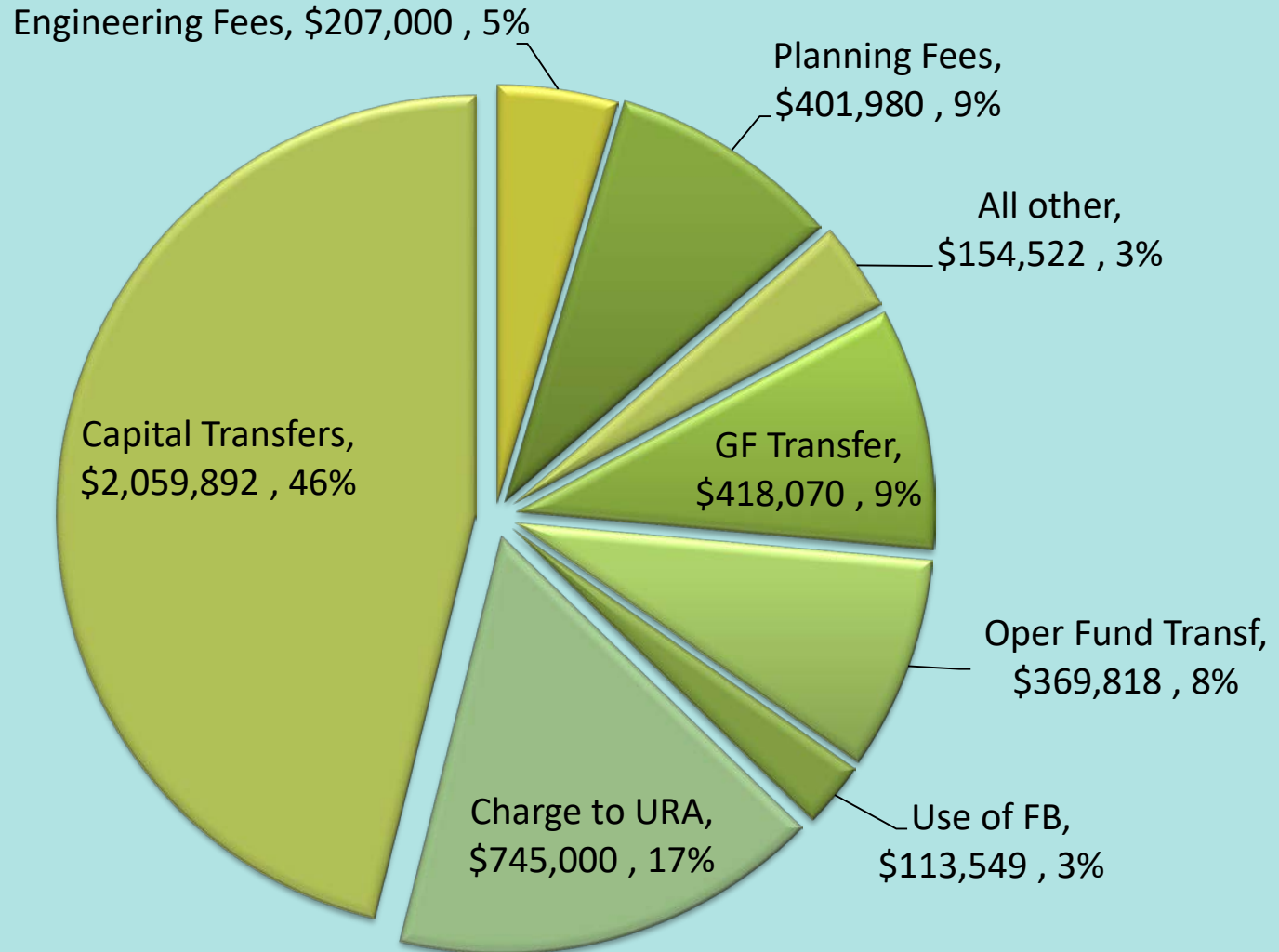
# General Fund Fund Balance

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

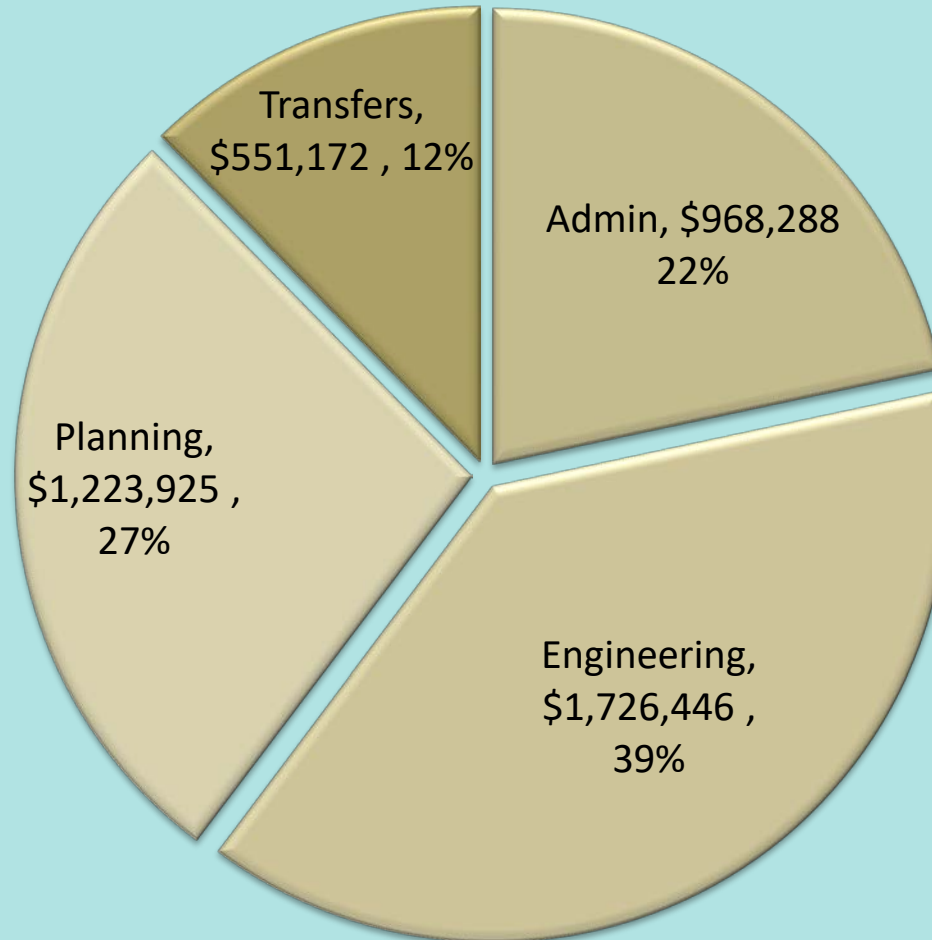
# General Fund Fund Balance



# Comm Dev Fund Sources - \$4.47M



# Comm Dev Fund Uses - \$4.47M



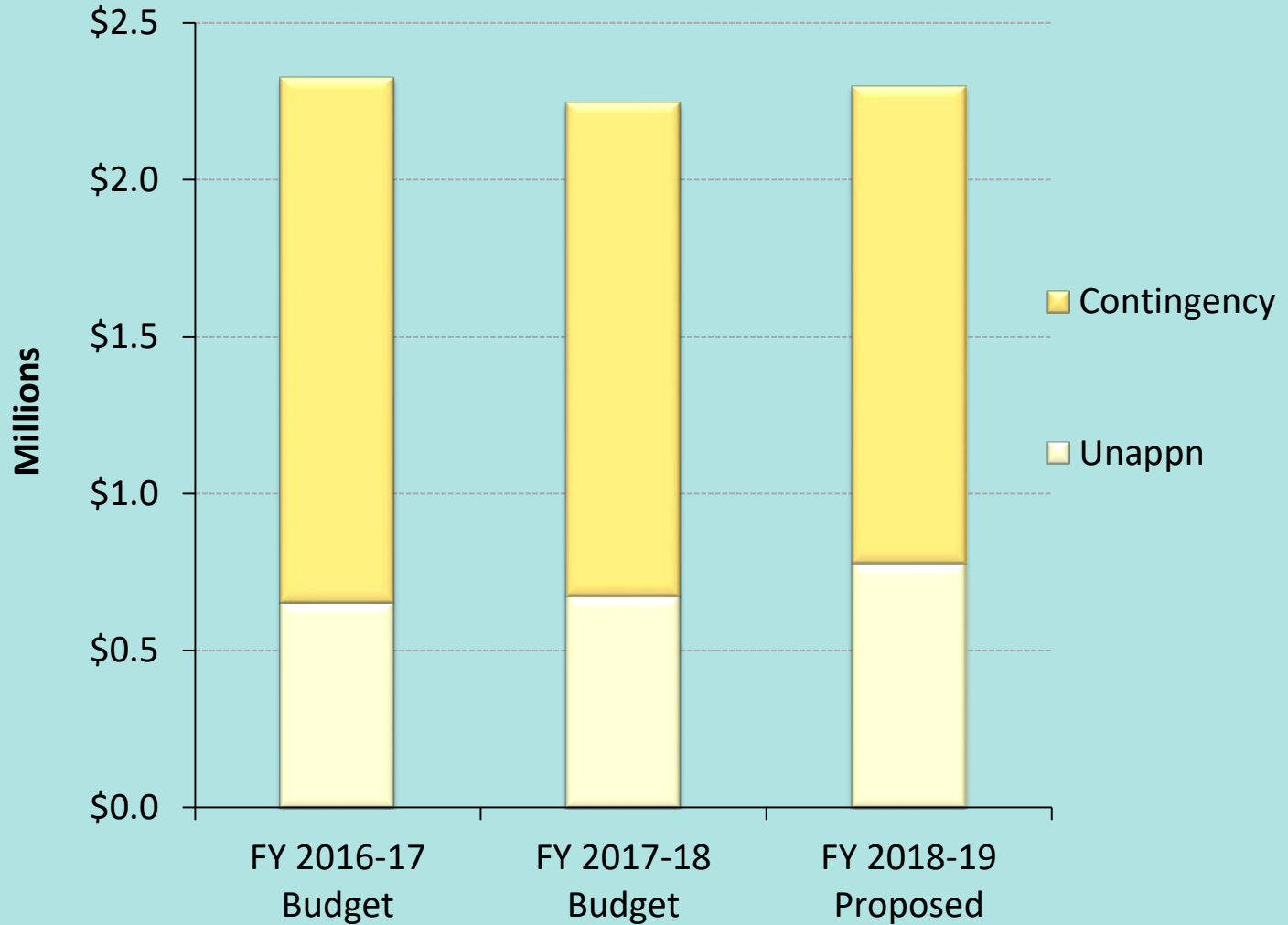




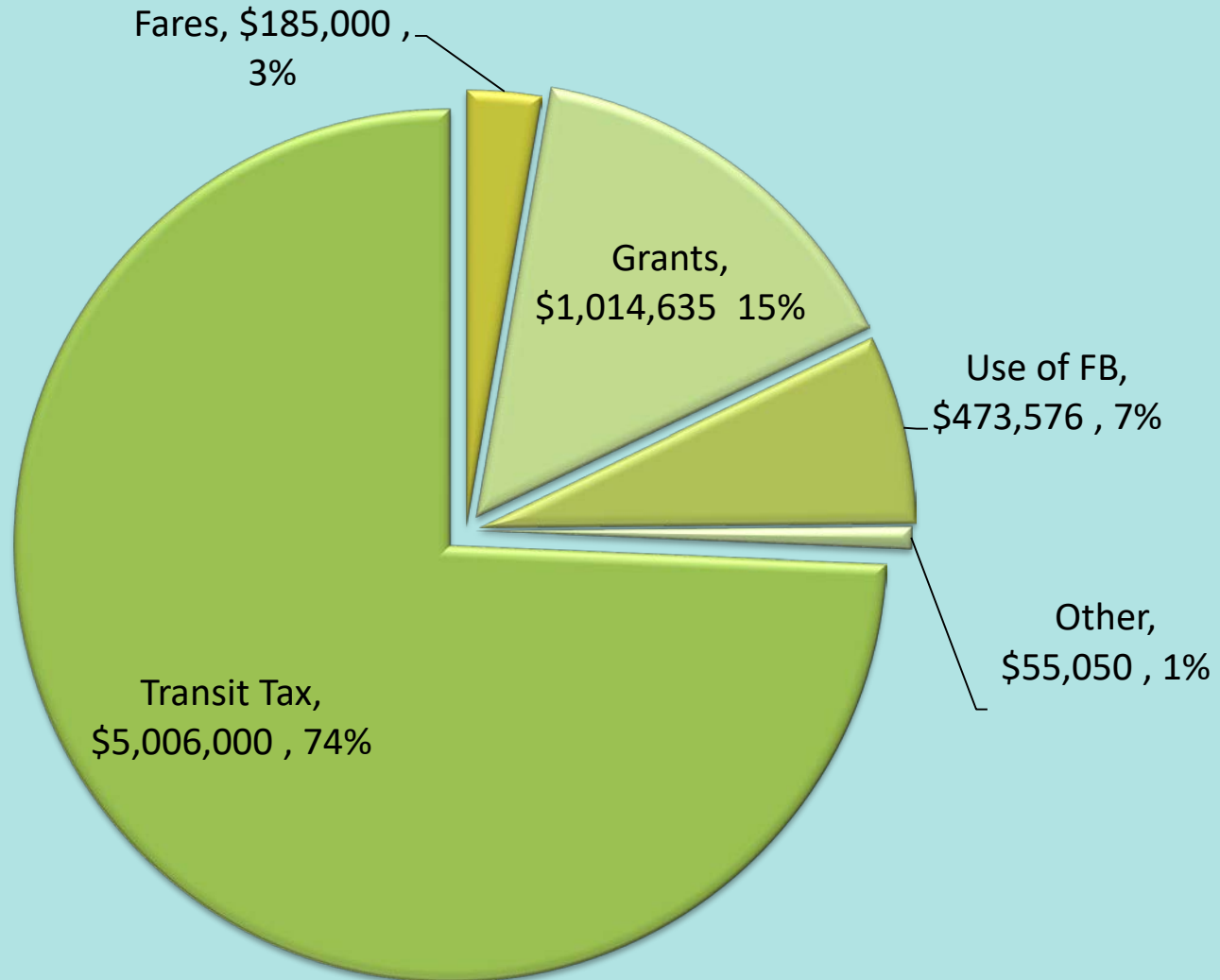
# Comm Dev Fund Fund Balance

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

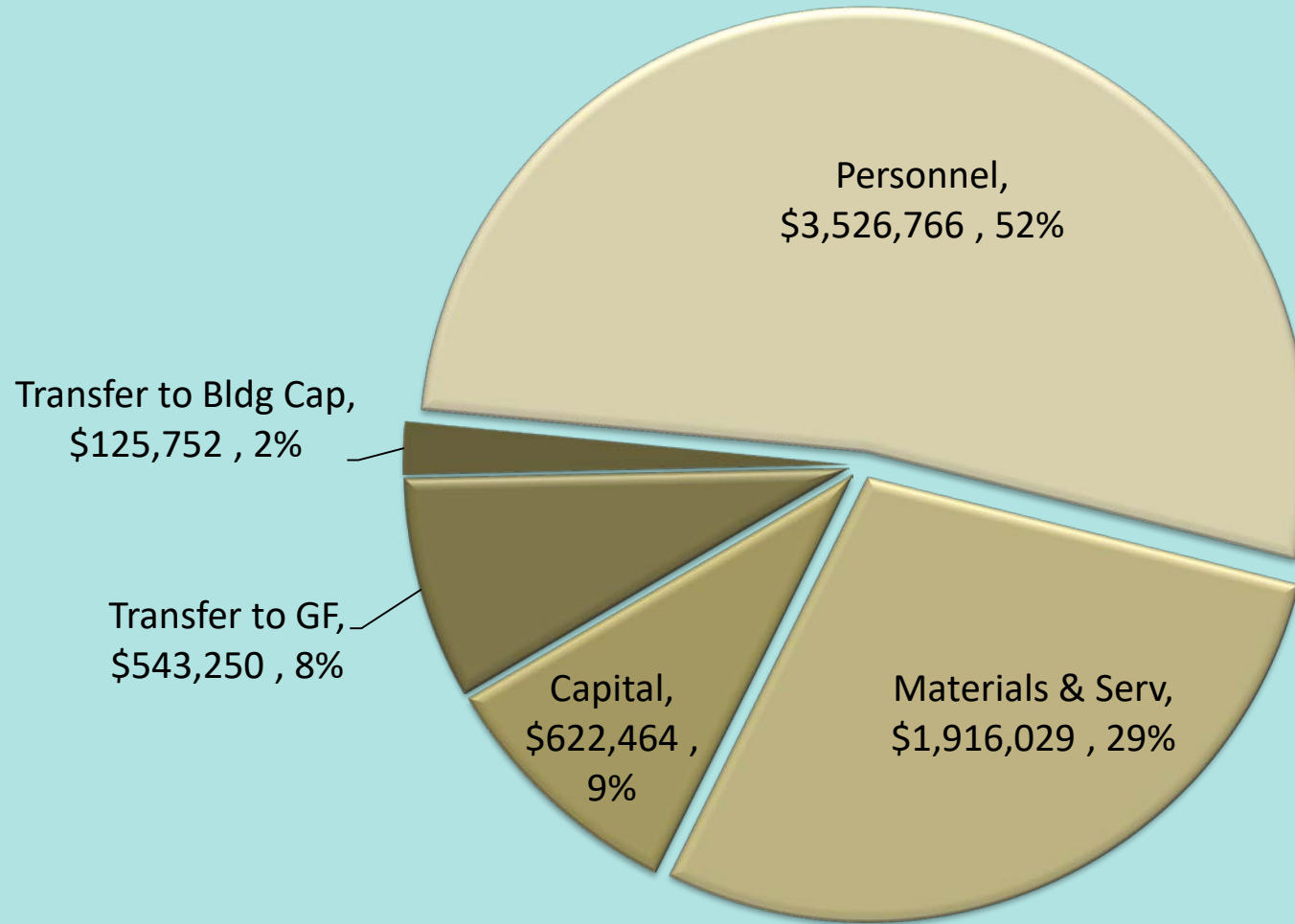
# Comm Dev Fund Fund Balance



# Transit Fund Sources - \$6.7M



# Transit Fund Uses - \$6.7M

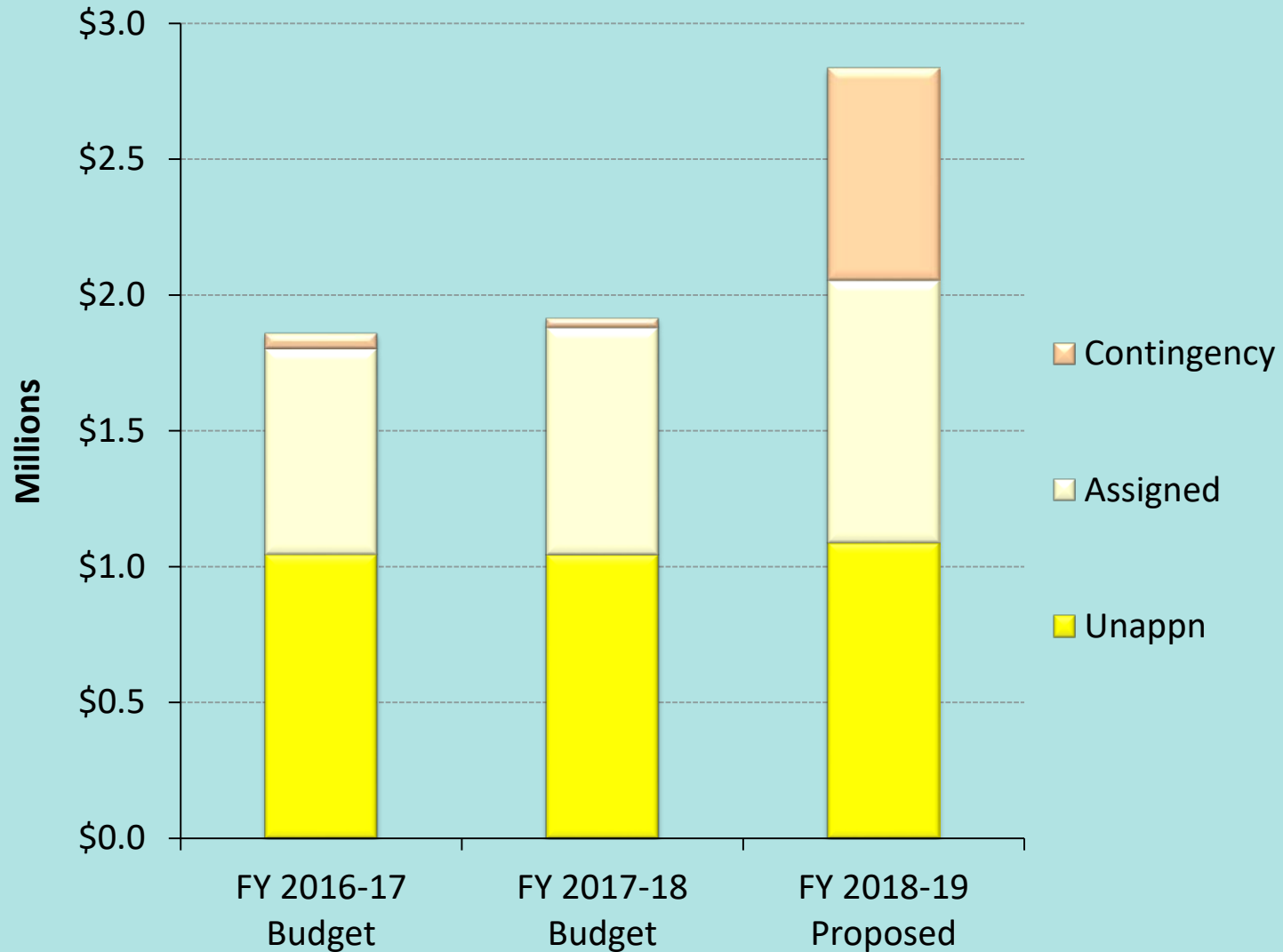




# Transit Fund Fund Balance

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

# Transit Fund Fund Balance



# 2018-19 CIP Highlights

- 5<sup>th</sup> Street/Kinsman Extension
  - Streets, Sewer, Water, Parks
- Garden Acres Road
- Water Treatment Plant Master Plan
- City Hall first floor remodel
- Memorial Park improvements

# State Shared Revenues

## State Shared Revenues (ORS 221.760)

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

### Four or more of the following:

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



# Public Hearings/Citizen Input

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

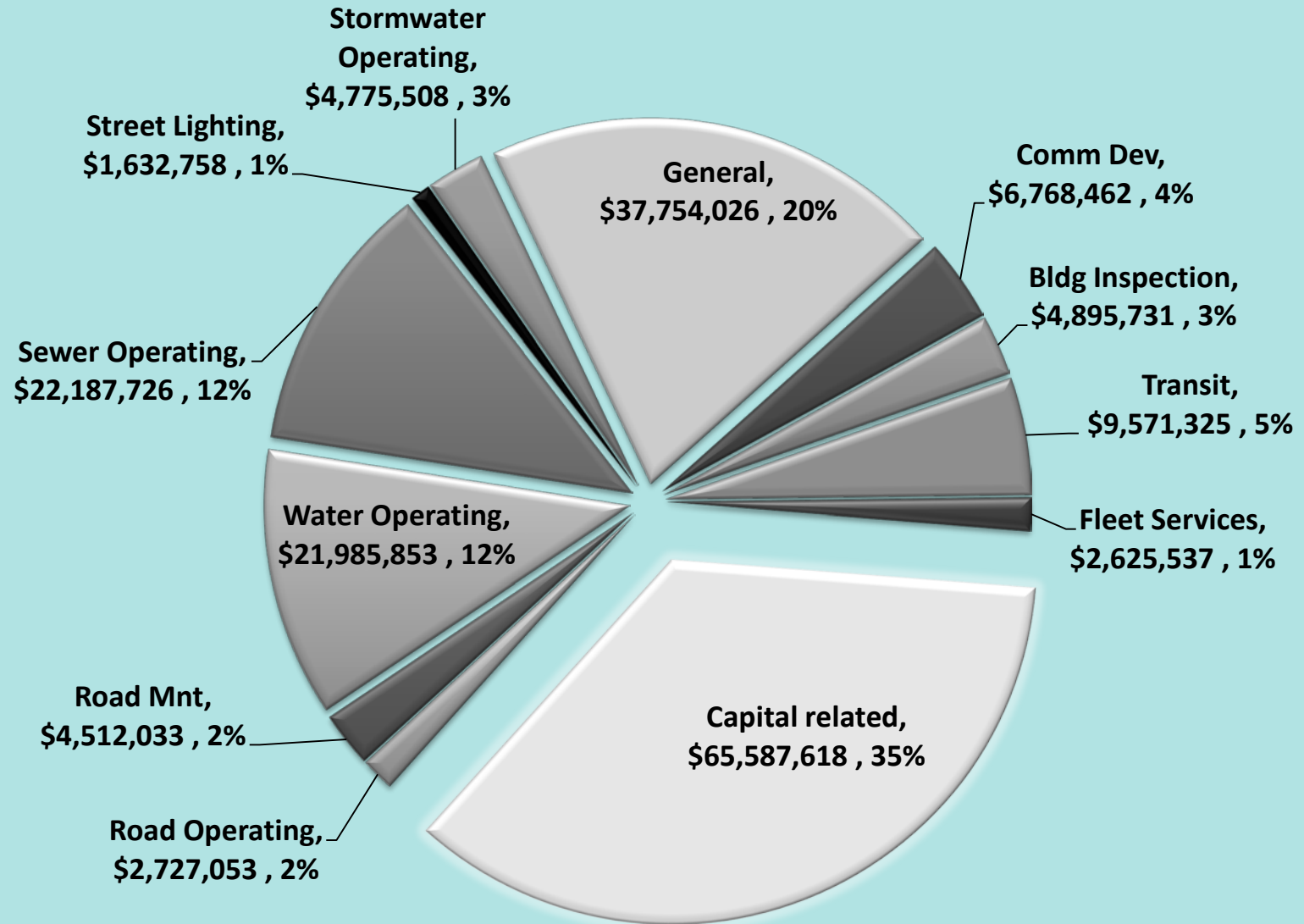


WILSONVILLE  
OREGON

FY2018-19

Capital Improvement Program  
Proposed Budget

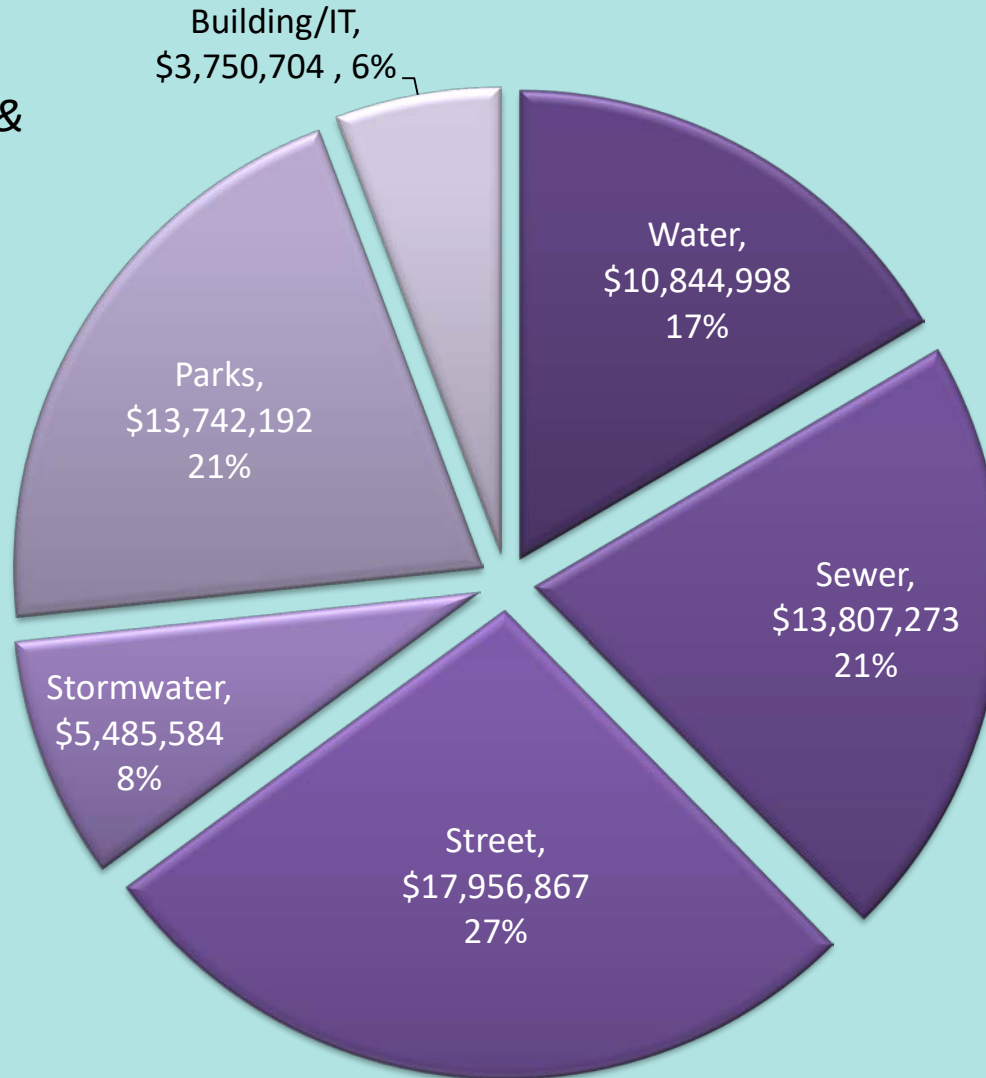
# All Funds Combined –\$185M



# Capital Related - \$65.6M

*All appropriations;  
includes transfers &  
contingencies*

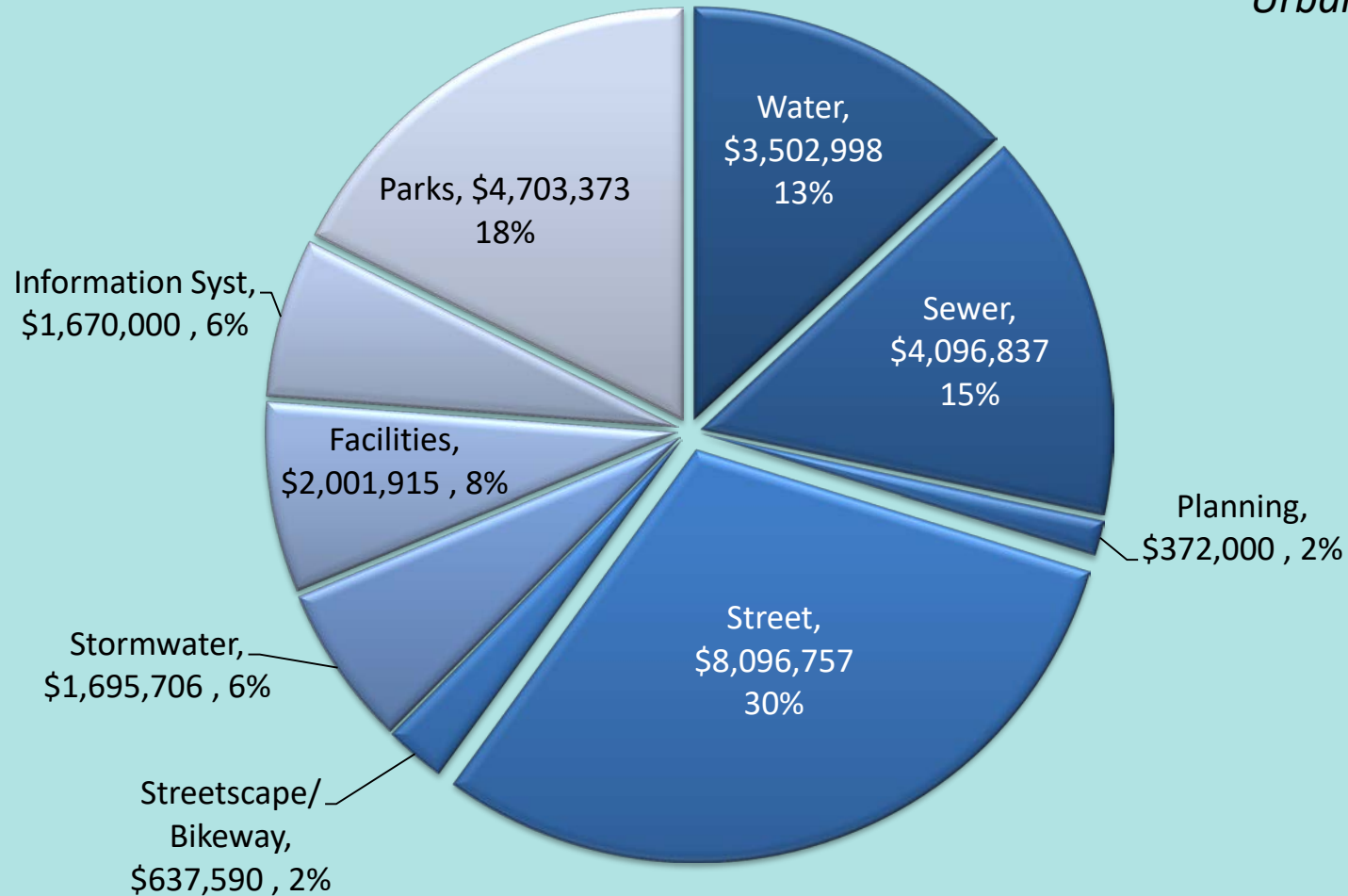
*Does not include  
Urban Renewal*



# Project Appropriations - \$26.7M

Page 173

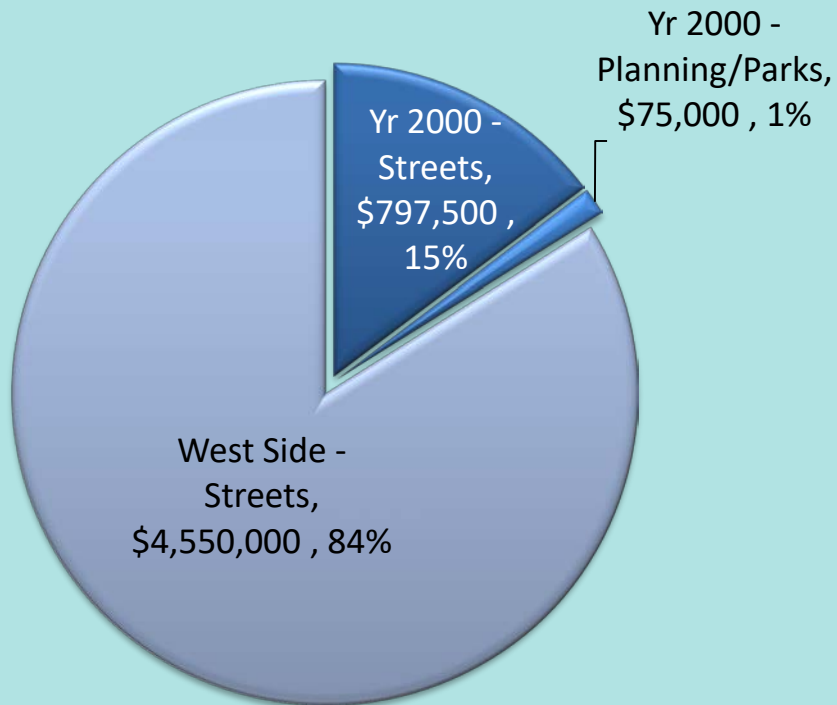
*Does not include  
Urban Renewal*



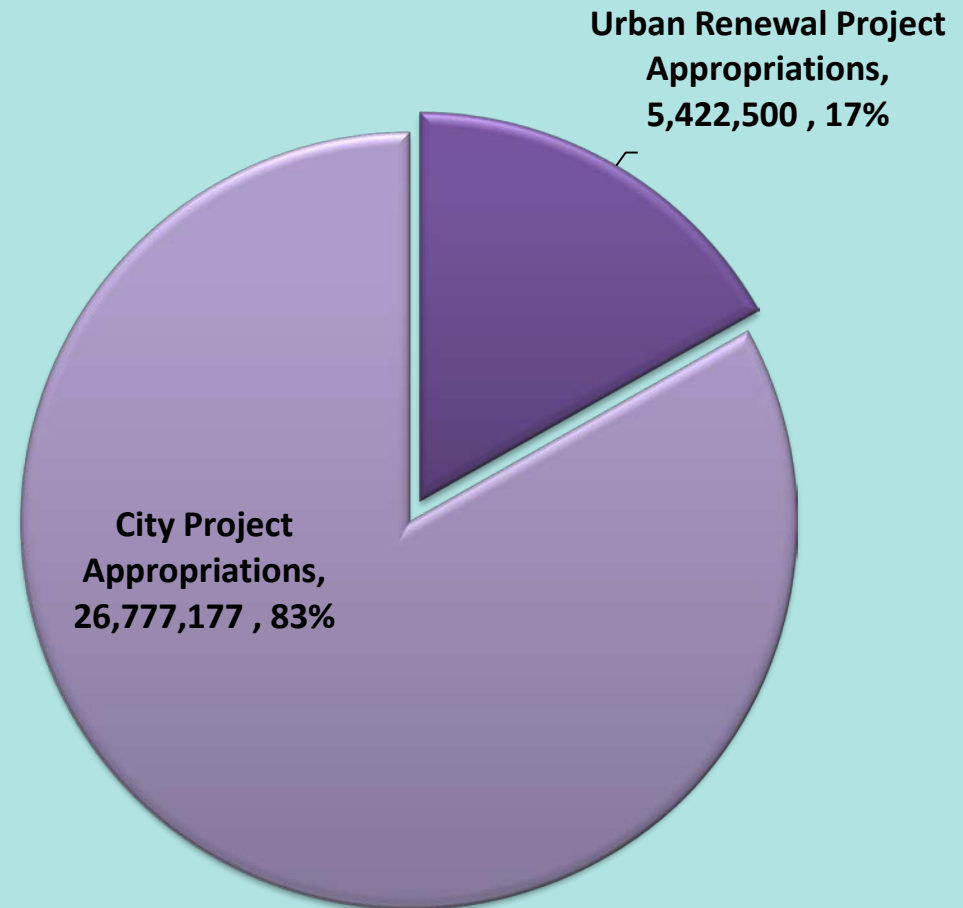


# Total with Urban Renewal Project Appropriations - \$32.2M

**Urban Renewal Projects = \$5.4M**

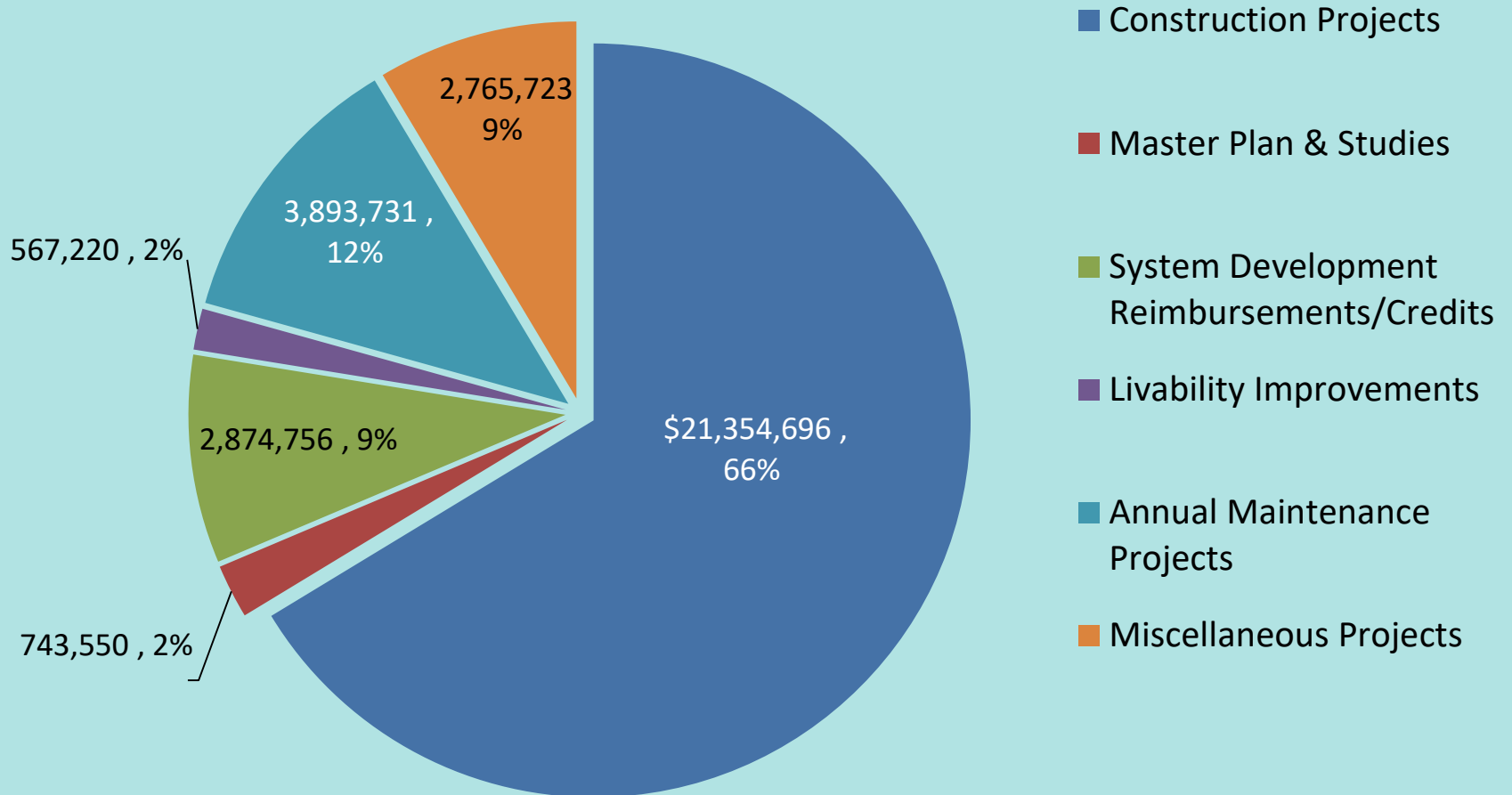


**Total Project Appropriations = \$32.2M**



# CIP By Category

Page 173







# FY2018-19

## CIP Program: 133 Projects

### How do projects get on the CIP list?

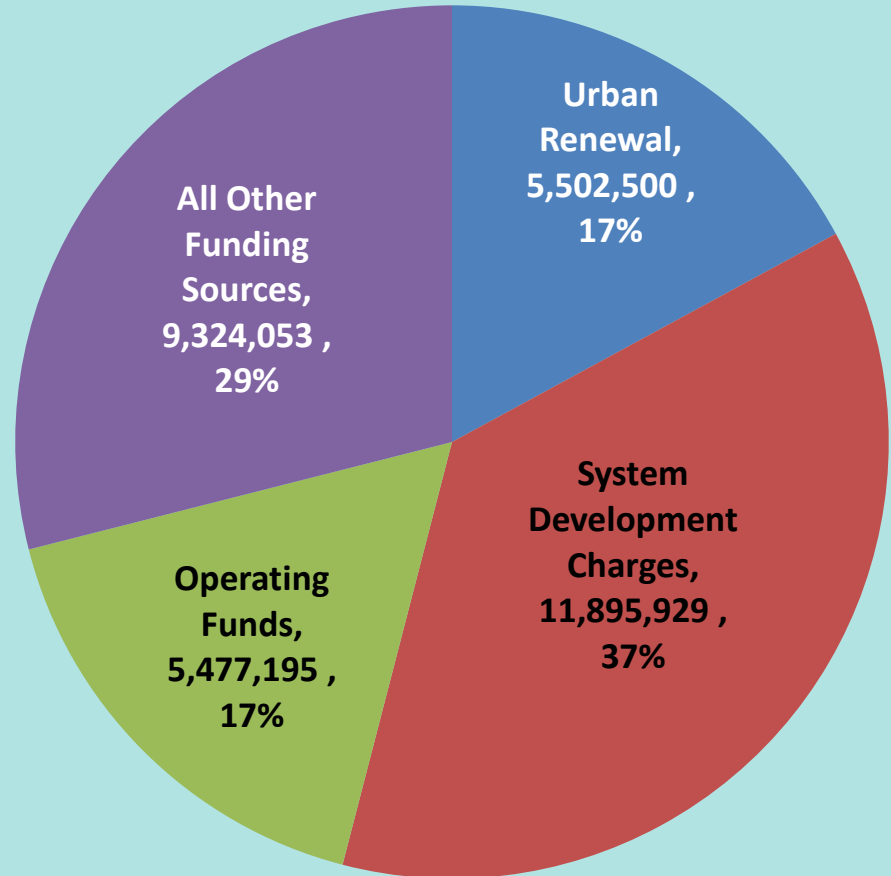
- **Health, Safety and Welfare**  
Annual Repair, Maintenance & Replacement,  
Regulatory Drivers
- **Master Plans**  
20 Year Budgets and Schedules for Major CIPS
- **Council Goals/Initiatives**



# CIP Funding Sources

## SUMMARY OF FUNDING SOURCES

Operating Funds	\$ 5,477,195
Urban Renewal	5,502,500
System Development Charges	11,895,929
All Other:	
General Fund	3,994,101
Other Local Governments	543,239
Road Maintenance	2,818,993
Grants	704,744
Loan Proceeds	159,754
Street Lights	442,270
Transit	125,752
Building Fund	500,000
Building CIP Fund Balance	20,000
Contributions	15,200
Total All Other Funding Sources	<u>9,324,053</u>
	\$ 32,199,677



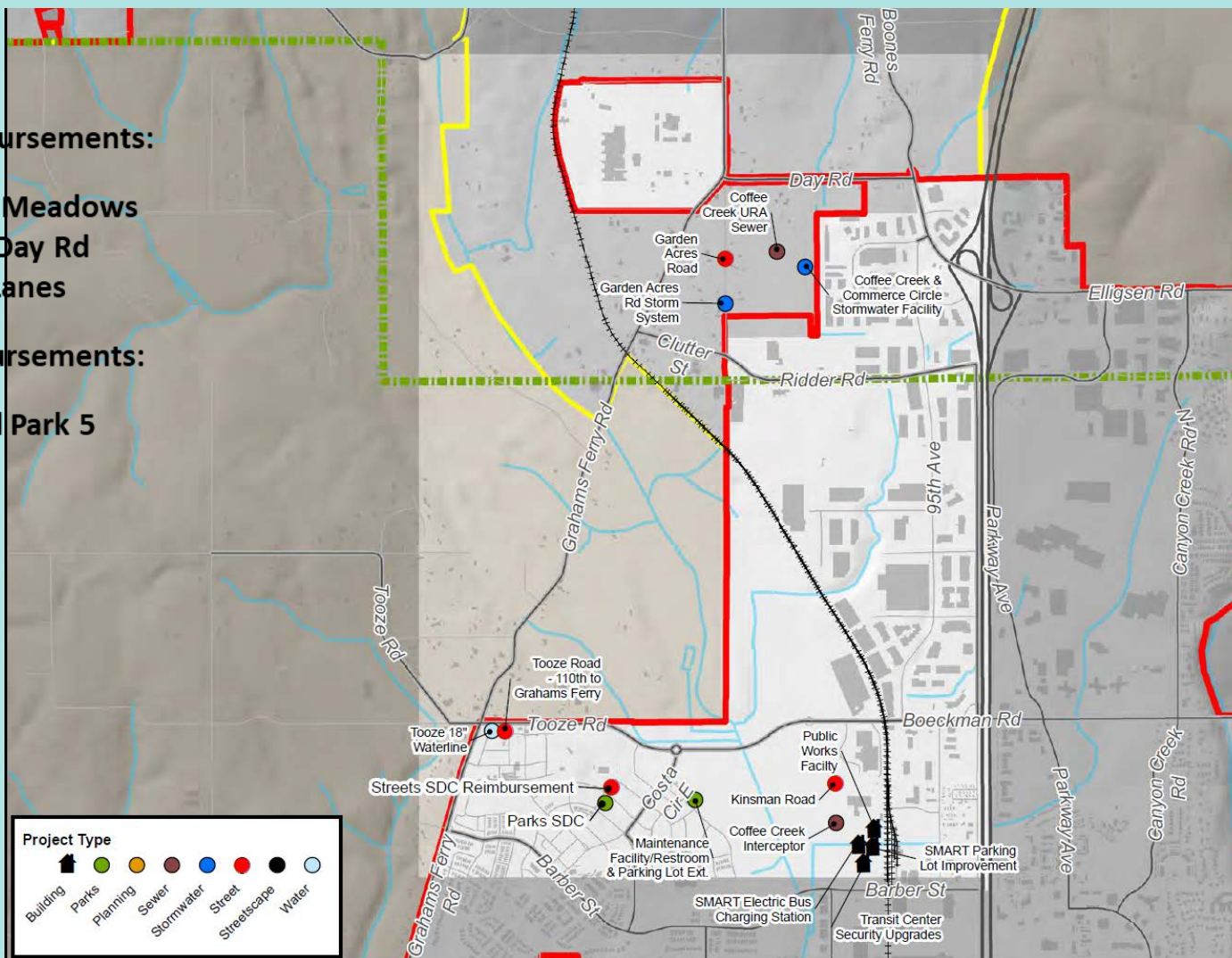
# Northwest Quadrant

## Street SDC Reimbursements:

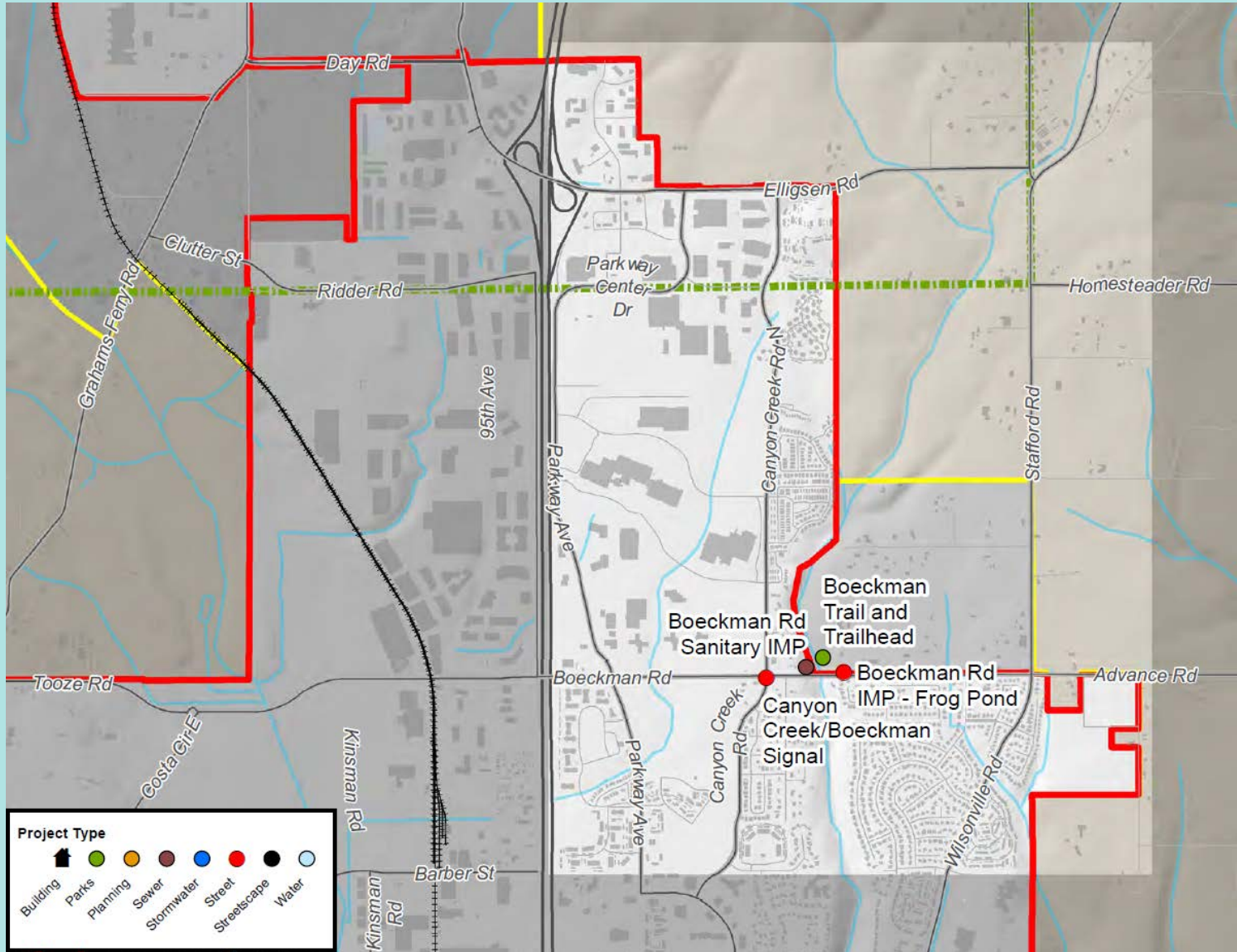
Villebois-Tonquin Meadows  
Universal Health-Day Rd  
Costa Circle Bike Lanes

## Parks SDC Reimbursements:

Villebois-Regional Park 5  
Villebois-SAP E

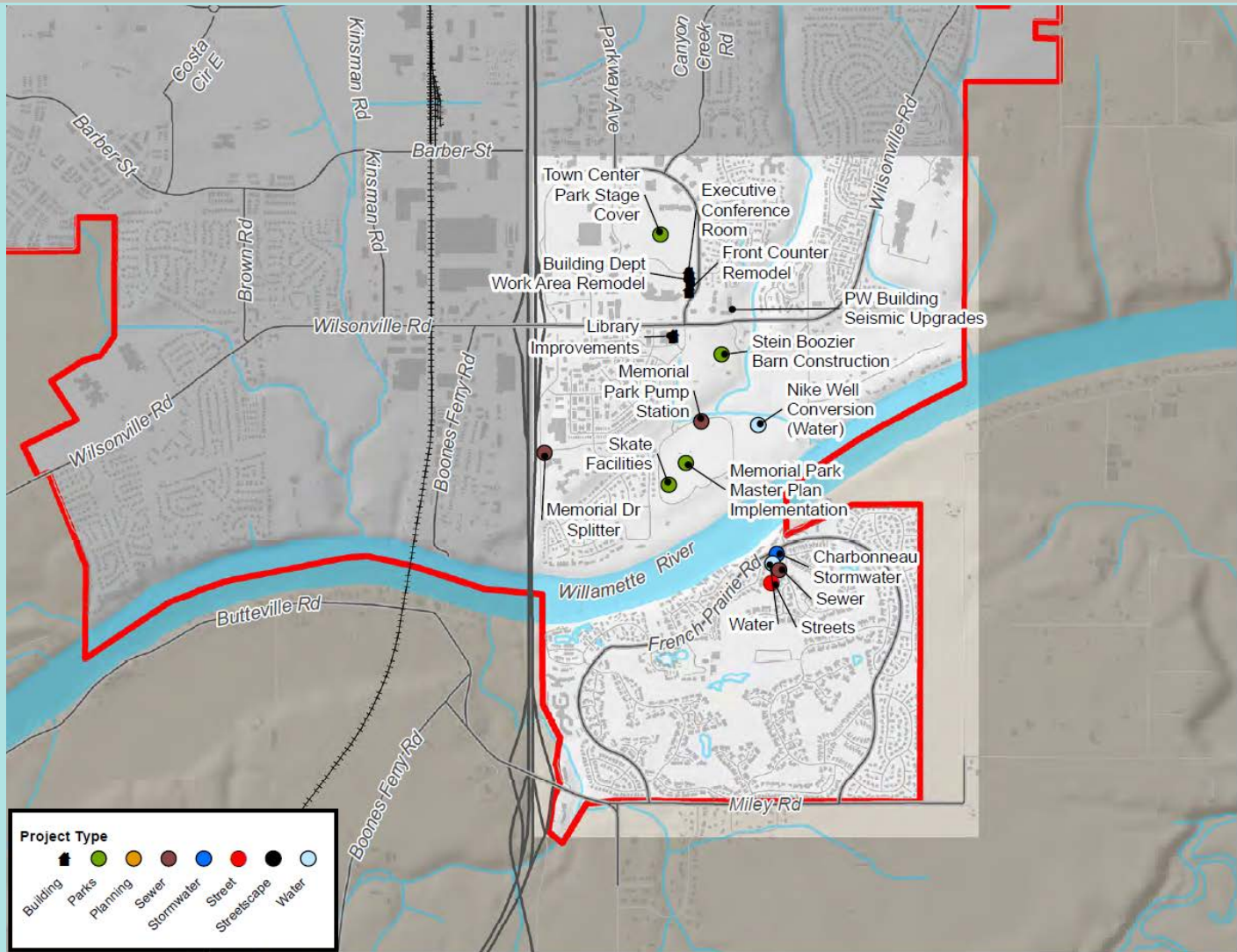


# Northeast Quadrant

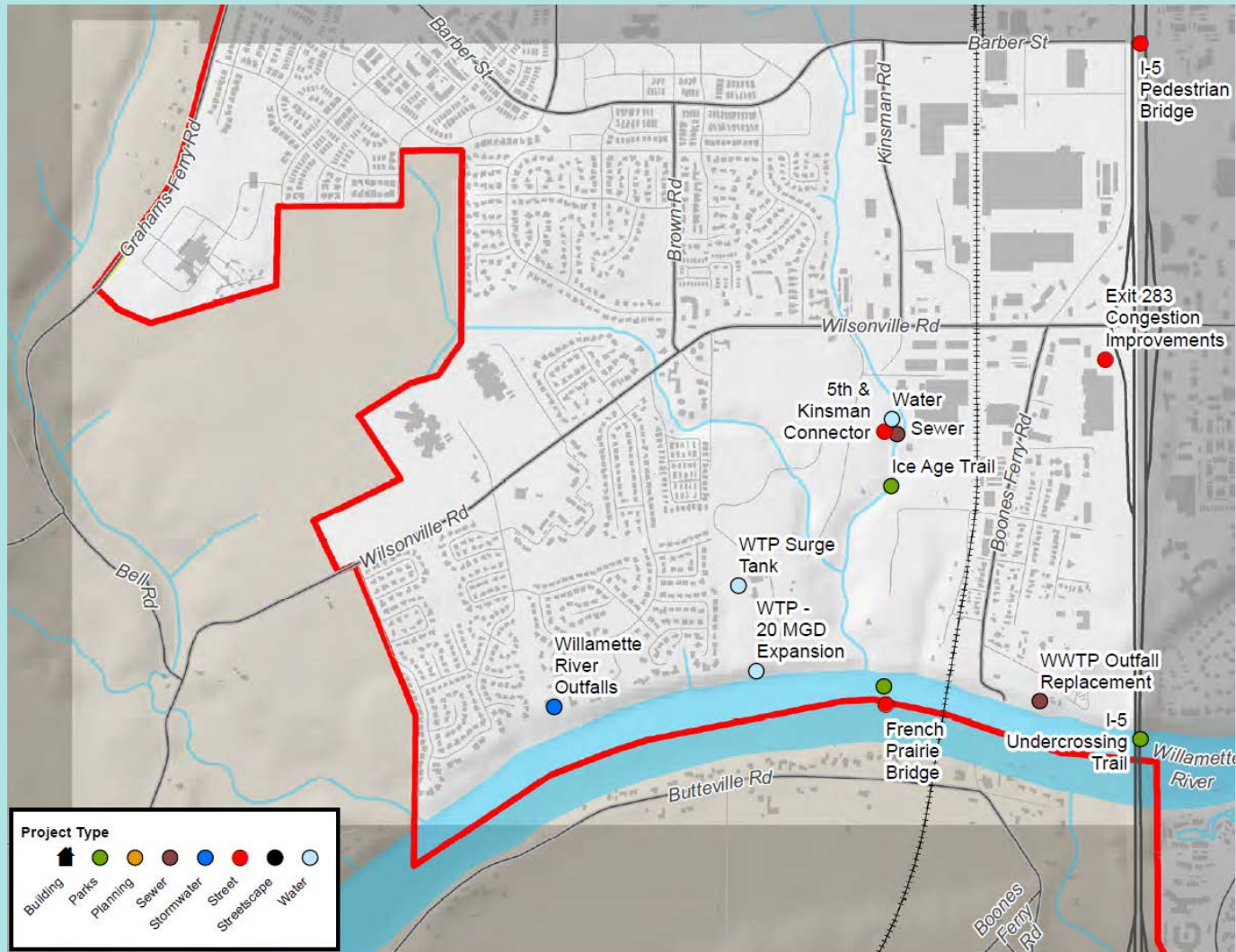




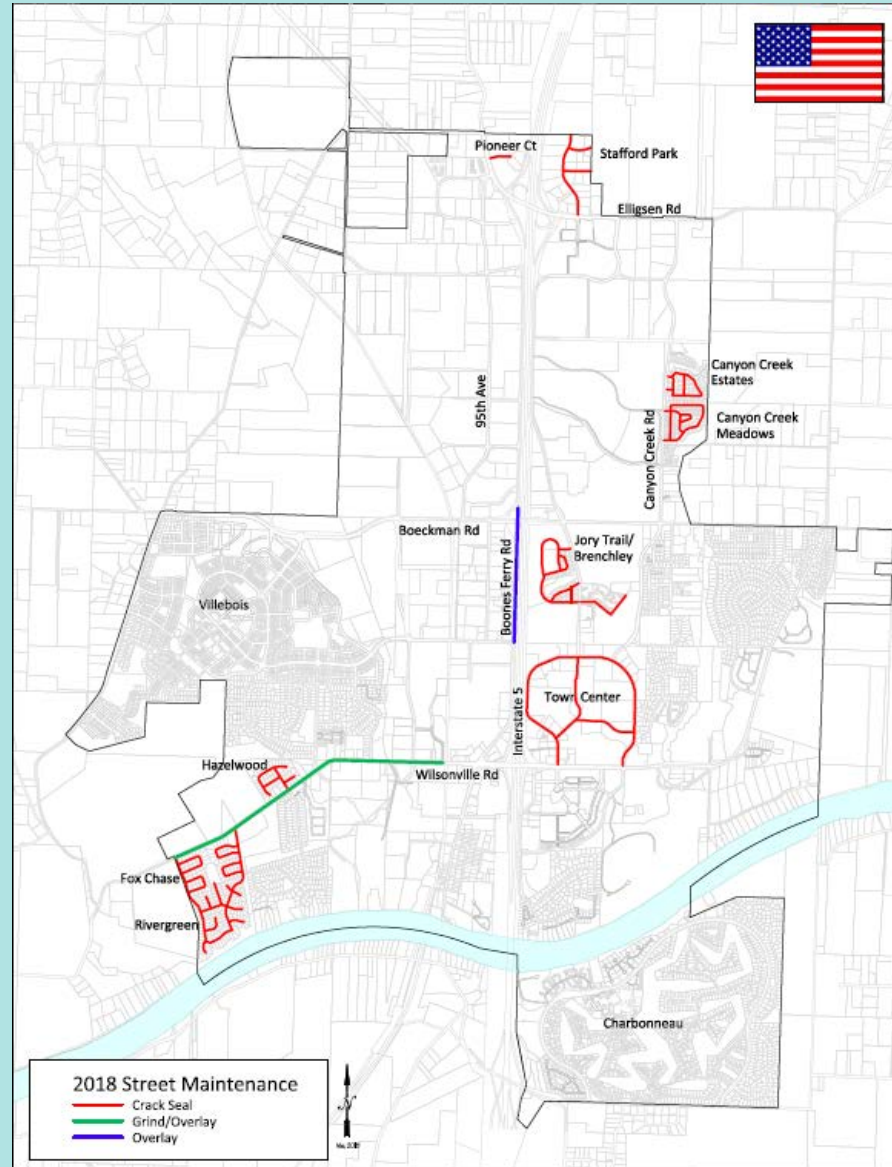
# Southeast Quadrant



# Southwest Quadrant



# Street Maintenance Program





# Master Plans and Studies

## Planning

- Basalt Creek Planning
- Frog Pond Master Planning (East/South)
- Coffee Creek Planning Area
- Citywide Signage and Way-finding Plan
- Town Center Concept Planning
- Arrowhead Creek Planning Area

## Water

- Water Rate and SDC Study
- Distribution System Emergency Shutoff Plan

## Sewer

- Sewer Rate and SDC Study

## Streets

- Transportation Performance Modeling
- Facilities Plan I-5 Boones Ferry

## Stormwater

- Stormwater Rate and SDC Study

## Parks

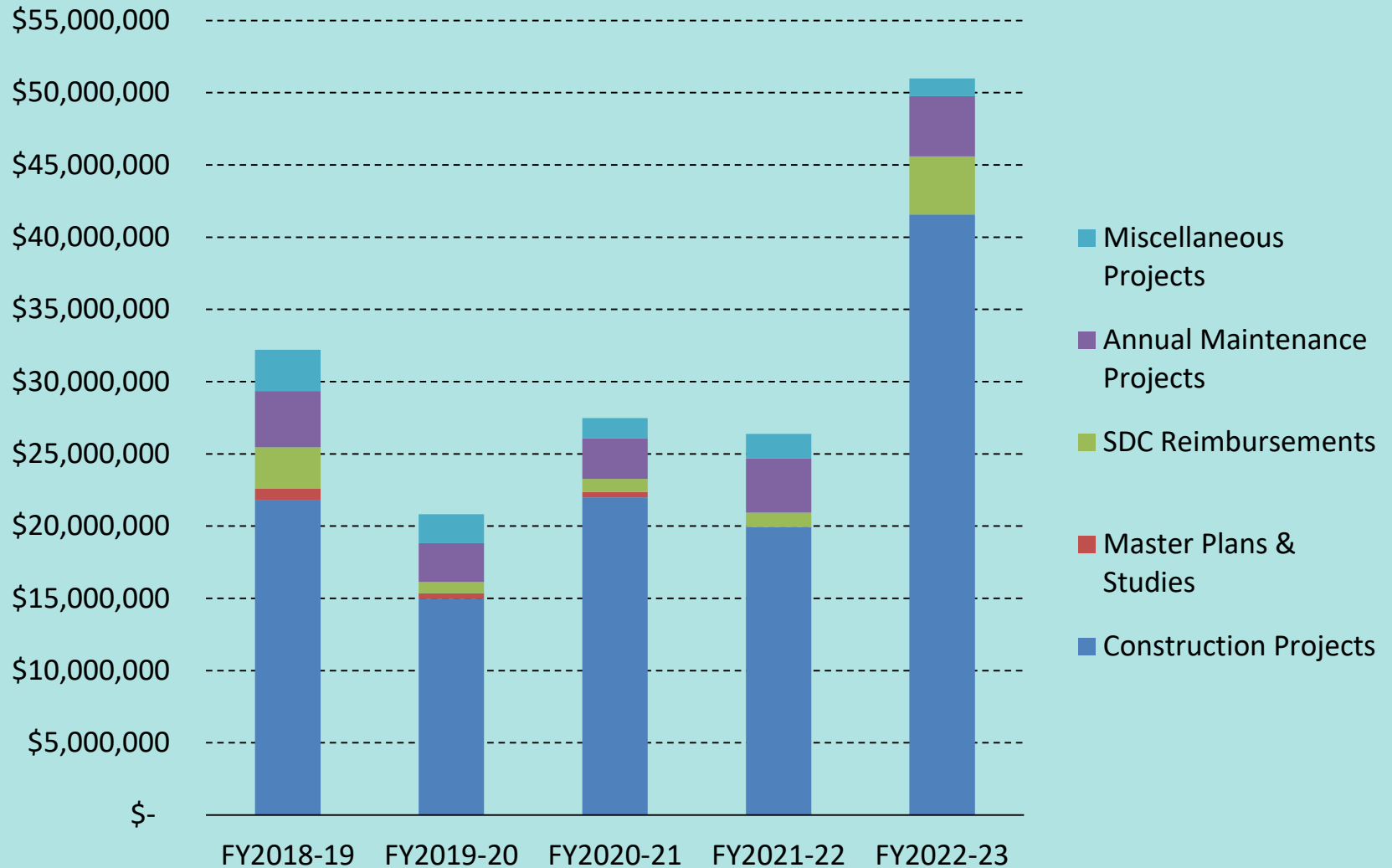
- Parks SDC Study
- Urban Forest Management Plan



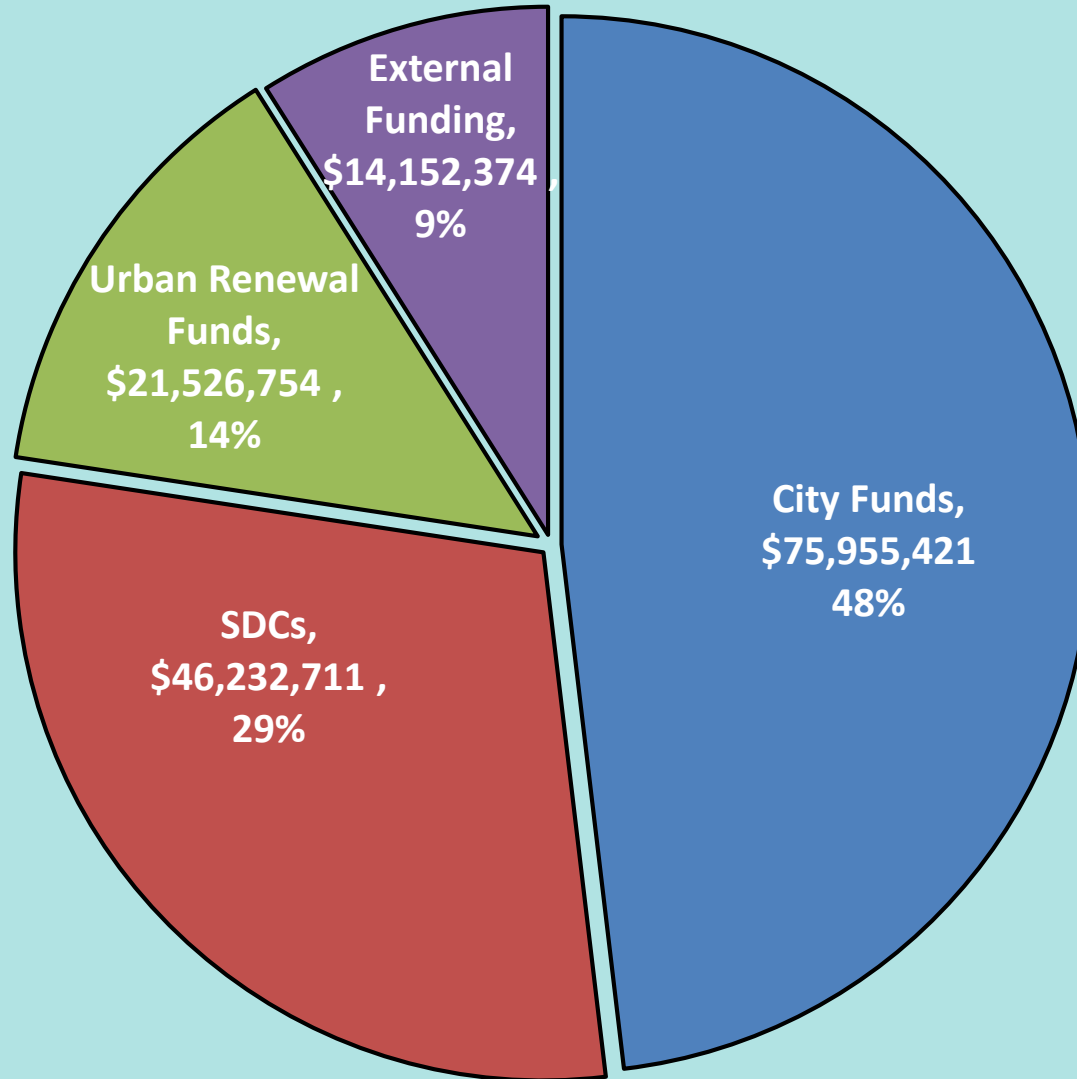
# Information Systems

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

# 5 Year CIP Forecast



# 5 Year CIP Forecast Funding Strategies



**Total 5 Year Plan  
\$157,867,259**



WILSONVILLE  
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# Department Presentations

May 30

- Public Works
- Transportation

\*\*\*\*\*

June 6

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

# Public Works

*Beginning on Page 114*

## Program Areas

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

# Public Works

## Administration

Page 114

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

# Public Works

## Facilities

Page 116

	Dollars	FTEs
<b>FY 17-18 Budget</b>	<b>998,966</b>	<b>5.00</b>
<u>Baseline Changes</u>		
<b>Personnel Services:</b>		
Wage & Salary	22,120	
Benefit true-up	2,690	
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	5,053	
<b>Capital Outlay:</b>		
Prior Year's one time capital purchases	(24,360)	
<i>FY 18-19 Baseline Changes, subtotal</i>	<i>5,503</i>	
<u>Add-Packages</u>		
<b>Personnel Services:</b>		
0.75 FTE Seasonal Maintenance Specialist	43,200	0.75
<b>Materials &amp; Services:</b>		
Temporary Employees thru Employment Agency	(30,000)	
<b>Capital Outlay:</b>		
Brush Box for Facilities Swap Loader	6,800	
<i>FY 18-19 Add-Packages, subtotal</i>	<i>20,000</i>	
<b>FY 18-19 Proposed Budget</b>	<b>1,024,469</b>	<b>5.75</b>



# Public Works

## Roads

Page 118

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

# Public Works

## Street Lighting

Page 120

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

# Public Works

## Water - Distribution

Page 122

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

# Public Works

## Water - Treatment

Page 126

	Dollars	FTEs
<b>FY 17-18 Budget</b>	<b>3,456,418</b>	<b>9.50 *</b>
<u>Baseline Changes</u>		
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	3,126	
Annual Contract Increase	16,080	
Annual increase in utility services	5,292	
Annual increase in Chemicals -Non-Granulated Activated Carbon	5,107	
<b>Capital Outlay:</b>		
Prior Year's one time capital purchases	(496,060)	
<u>FY 18-19 Baseline Changes, subtotal</u>	<u>(466,455)</u>	
<u>Add-Packages</u>		
<b>Capital Outlay:</b>		
Granulated Activated Carbon Replacement	300,000	
WRSTP Plant Entry Gate Rebuild	40,000	
Flow Meter Replacement	85,000	
9-P-1 Variable Frequency Drive Replacement	175,000	
Administration Building HVAC Replacement	65,000	
Exterior Lighting Replacement and Upgrade	45,000	
Actiflow #1 Inject Mixer Replacement	60,000	
Concrete Tank Crack Repair	55,000	
9-P-4 Spare Motor	50,000	
<u>FY 18-19 Add-Packages, subtotal</u>	<u>875,000</u>	
<b>FY 18-19 Proposed Budget</b>	<b>3,864,963</b>	<b>9.50</b>

\*Contracted Employees

# Public Works

## Wastewater – Pretreatment

Page 130

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

# Public Works

## Wastewater – Treatment

Page 134

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

\*Contracted Employees

# Public Works

## Wastewater – Collection

Page 138

	Dollars	FTEs
<b>FY 17-18 Budget</b>	<b>896,919</b>	<b>2.63</b>
<u>Baseline Changes</u>		
<b>Personnel Services:</b>		
Wage & Salary	9,650	
Benefit true-up	(1,910)	
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	7,651	
<b>Capital Outlay:</b>		
Prior Year's one time capital purchases	(2,000)	
<i>FY 18-19 Baseline Changes, subtotal</i>	<i>13,391</i>	
<u>Add-Packages</u>		
<b>Materials &amp; Services:</b>		
Bank Charges	34,000	
<b>Capital Outlay:</b>		
Portion of Portable Lateral Cleaner	6,000	
Portion of Asphalt Hot Box	3,833	
<i>FY 18-19 Add-Packages, subtotal</i>	<i>43,833</i>	
<b>FY 18-19 Proposed Budget</b>	<b>954,143</b>	<b>2.63</b>

# Public Works

## Stormwater

Page 142

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



# Public Works

## Five-Year Forecast

### Five Operating Funds

- Road
- Street Lighting
- Water
- Sewer
- Stormwater

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



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# Transportation

*Beginning on Page 156*

## Program Areas

- SMART
- Fleet

# Transportation

## SMART

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

# Transportation

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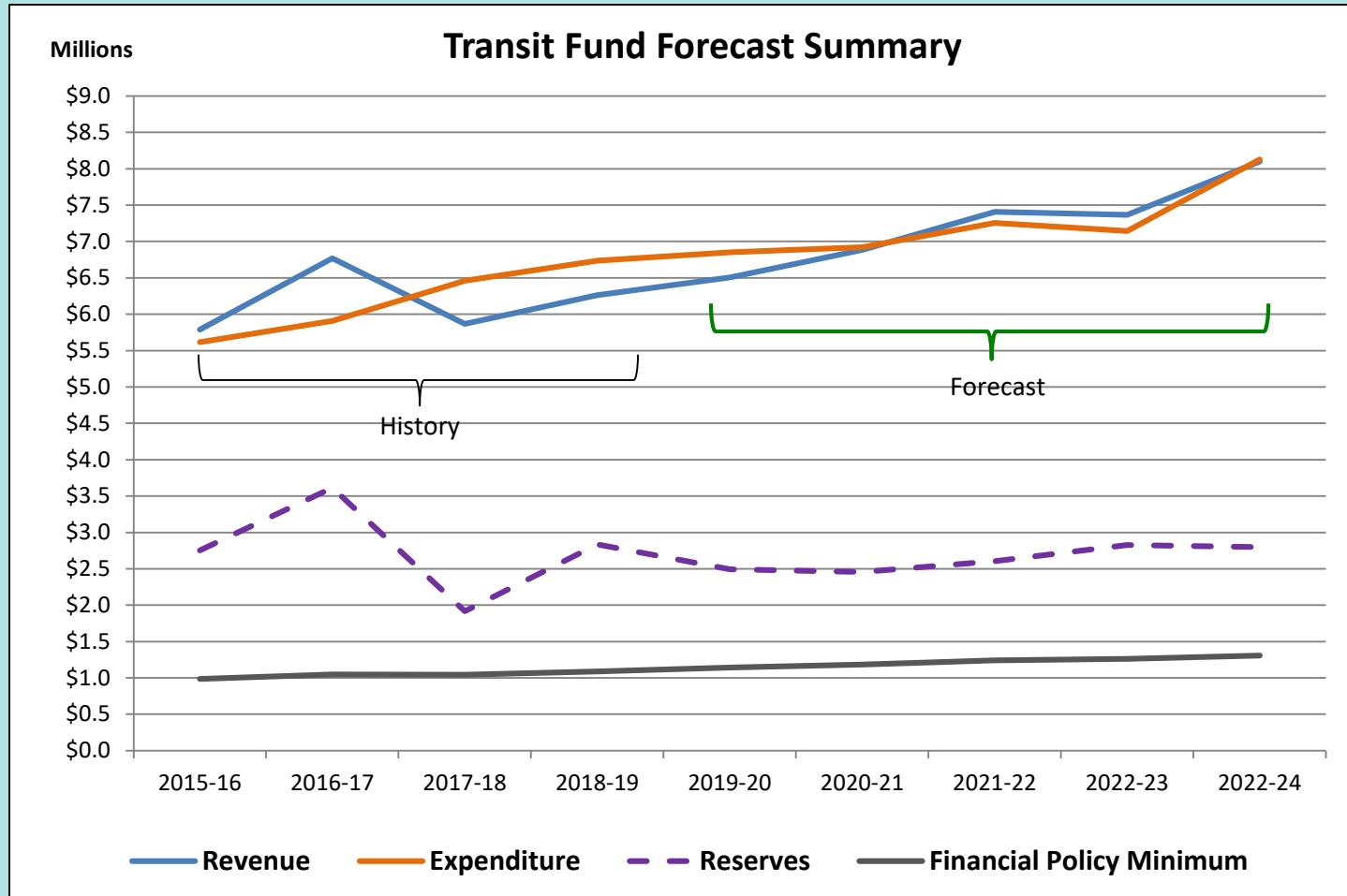
## Fleet

		Dollars	FTEs
<b>FY 17-18 Budget</b>		<b>1,429,779</b>	<b>7.60</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
	Wages & salary	11,865	
	Benefits	10,560	
<b>Materials &amp; Services:</b>			
	Supplies	9,572	
	Fuel	2,270	
	Utilities	4,007	
	Other	(4,091)	
<b>Capital Outlay:</b>			
(Remove 1-time items)	Reserve Replacement Vehicles	(152,000)	
<i>FY 18-19 Baseline Changes, subtotal</i>		\$ (117,817)	0.00
<u>Add-Packages</u>			
<b>Personnel Services:</b>			
	Fleet Hostler increase	32,606	0.40
<b>Materials &amp; Services:</b>			
	Fuel	17,993	
	Utilities; 2-way radio services increasing	4,513	
<b>Capital Outlay:</b>			
	Reserve Vehicle Replacements	160,000	
	New Vehicle for Hostler position	28,000	
<i>FY 18-19 Baseline Changes, subtotal</i>		243,112	0.40
<b>FY 18-19 Proposed Budget</b>		<b>1,555,074</b>	<b>8.00</b>

# SMART – Transit Fund

## Five-Year Forecast

Estimated ending balances meet financial policy minimums



# SMART – Transit Fund

## Five-Year Forecast

Estimated ending balances meet financial policy minimums

**TABLE 6 #260 - Transit Fund Forecast**

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

# SMART – Transit Fund

## Five-Year Forecast

Estimated ending balances meet financial policy minimums

**TABLE 6 #260 - Transit Fund Forecast**

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



# Questions & Discussion



***Adjourn until June 6, 2018***



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