

CITY OF WOODBURN

CITY COUNCIL AGENDA

DECEMBER 9, 2019– 7:00 P.M.

ERIC SWENSON, MAYOR
DEBBIE CABRALES, COUNCILOR WARD 1
LISA ELLSWORTH, COUNCILOR WARD II
ROBERT CARNEY, COUNCILOR WARD III
SHARON SCHAUB, COUNCILOR WARD IV
MARY BETH CORNWELL, COUNCILOR WARD V
ERIC MORRIS, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL
3. ANNOUNCEMENTS AND APPOINTMENTS

Announcements:

A. The City Council meeting scheduled for December 23 is cancelled.
The next City Council meeting will be January 13, 2019 at 7:00 p.m.

B. **Holiday Closures:**

Christmas:

City Hall will be closed at noon on December 24 and will reopen for regular business hours on December 26.

The Aquatic Center will be closed December 24 and 25.

The Library will be open from 10:00 a.m. to 2:00 p.m. on December 24 and closed on December 25.

Transit Services will run from 7:00 a.m. to 5:00 p.m. on December 24 and will be closed December 25.

New Year:

Transit Services will run from 7:00 a.m. to 5:00 p.m. on December 31.

City Hall, the Library and Transit Services will be closed January 1.

The Aquatic Center will be open from 8:00 a.m. to 4:00 p.m. on January 1.

Appointments:

C. **Planning Commission**

Wassa Dos Reis - Position 2

Charles Piper – Position 3

1

This facility is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 at least 24 hours prior to this meeting.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comuniquese al (503) 980-2485.

Sharon Corning – Position 5
Chris Lassen – Position 7

Woodburn Recreation and Parks Board

Beronica Rios - Position IV
Alexandra Sanarov-Ramirez – Student Postiion

Public Art Mural Committee

Sharon Schaub
Merri Berlin
Colleen Vancil
Christine Lopez

Library Board

Bethany Weathersby
Kathleen Boyer

Woodburn Tourism Advisory Committee

Paul Iverson

4. COMMUNITY/GOVERNMENT ORGANIZATIONS

None.

5. PROCLAMATIONS/PRESENTATIONS

Proclamations:

None.

Presentations:

- | | |
|--|------------|
| A. Audit Report (City of Woodburn and Urban Renewal Agency) | 2 |
| B. Community Center | |
| C. Memo on Stipends for Elected officials | 165 |

6. COMMUNICATIONS

None.

- 7. BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda. Comment time will be limited to 3 minutes.*

- 8. CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be adopted by one motion. Any item may be removed for discussion at the request of a Council member.*

- | | |
|--|------------|
| A. Woodburn City Council minutes of November 12, 2019 | 169 |
|--|------------|

Recommended Action: Approve the minutes.

- B. Woodburn Planning Commission minutes of October 10, 2019** 175
Recommended Action: Accept the minutes.
- C. Woodburn Planning Commission minutes of October 24, 2019** 179
Recommended Action: Accept the minutes.
- D. Crime Statistics through October 2019** 183
Recommended Action: Receive the report.
- E. Photo Speed Enforcement Amendment to Contract with Redflex** 188
Recommended Action: Authorize the Woodburn Police Department to amend the current Agreement with Reflex Traffic Systems, Inc. to incorporate a fee structure for the enforcement of speeding violations at the intersection (Mt. Hood Ave and Hwy 211).
- F. Building Activity through October 2019** 190
Recommended Action: Receive the report.
- G. Building Activity through November 2019** 200
Recommended Action: Receive the report.
- H. Towing Services Proposals Award** 208
Recommended Action: Award a Contract for Category I and II tows on a rotational basis to M&M Towing & Auto Sales and Baker & Baker Towing & 76, Inc. and authorize the City Administrator to sign the correlating agreements.
- I. Intergovernmental Agreement with the Woodburn School District for Collection and Administration of a Construction Excise Tax ("CET")** 210
Recommended Action: Authorize the City Administrator to sign a new Intergovernmental Agreement (IGA) with the Woodburn School District for collection and administration of a Construction Excise Tax ("CET").

9. TABLED BUSINESS

None.

10. PUBLIC HEARINGS

- A. **Housing Needs Analysis** 211
11. **GENERAL BUSINESS** – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time will be limited to 3 minutes.*
- A. **Council Bill No. 3115 - An Ordinance Adopting an Updated Housing Needs Analysis into the Woodburn Comprehensive Plan (LA 2019-02)** 213
Recommended Action: Hold a public hearing and adopt the attached Ordinance 2576 that will incorporate a new Housing Needs Analysis into the Woodburn Comprehensive Plan.
- B. **Council Bill No. 3116- An Ordinance Amending Ordinance 2157 (Wastewater Discharge Fees) to Modify the Calculation Procedure Used for Winter Averaging that Provides the Residential Monthly Sewerage Charge and Declaring an Emergency** 273
Recommended Action: Adopt the attached ordinance amendment.
- C. **PUBLIC TESTIMONY ON THIS ITEM IS CLOSED. NO PUBLIC COMMENTS WILL BE RECEIVED** 286
- Design Review DR 2019-03 Pacific Valley Apartments Final Decision**
Recommended Action: Authorize the mayor to sign the attached final land use decision.
- D. **Award of a Contract for New Production Well for the Parr Road Treatment Plant** 341
Recommended Action: Award a contract for design, bid and construction management services for the New Production Well for the Parr Road Treatment Plant Project for \$529,349 to Murraymith, Inc.
- E. **Award Personal Service Agreement to Opsis Architecture LLP** 343
Recommended Action: Authorize the City Administrator to enter into a Personal Services Agreement with Opsis Architecture LLP in the amount of \$979,320 plus reimbursable expenses estimated to be \$20,000 to provide architectural schematic design and 40%-50% design development services for the Community Center Project.
12. **PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS** –
These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.

A. Call-Up Briefing: Planning Commission Approval of a Design Review and Property Line Adjustment for GEM Equipment of Oregon, LLC at 2765 National Way (DR 2019-11 & PLA 2019-05) 355

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

13. CITY ADMINISTRATOR'S REPORT

14. MAYOR AND COUNCIL REPORTS

15. EXECUTIVE SESSION

- A.** To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing pursuant to ORS 192.660 (2)(i).

16. ADJOURNMENT

COUNCIL GOALS 2019-2021

Thematic Goals

1. *Create an inclusive environment where residents participate and are engaged in the community (that is vibrant, safe and active).*
2. *Promote an environment that encourages sustainable economic health maximizing our geographic, workforce, cultural and community assets.*

Strategic Goals

3. *Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.*
4. *Develop innovative funding sources to help support the completion of capital improvement projects.*
5. *Grow and support strategic partnerships for economic health.*
6. *Explore the development of a non-profit consolidation facility.*
7. *Improve Communication and Coordination with School District on matters of mutual interest.*
8. *Completion of the First Street remodel.*

9. *Completion of Phase 1 & 2 of the Community Center Project including the formation of an ad hoc steering committee to review and recommend design.*
10. *Creation of the Dick Jennings Community Leadership Academy.*
11. *Develop a strategy to limit PERS liability.*
12. *Establishment of a Woodburn 20 year community-visioning plan.*



Agenda Item

December 3, 2019

TO: City Council
FROM: Eric Swenson, Mayor
SUBJECT: **Committee Reappointments**

The following reappointments are made, subject to the approval of the Council. Please forward any adverse comments to me prior to the Council meeting on Monday, December 9, 2019. No reply is required if you approve of my decision.

Planning Commission

Wassa Dos Reis - Position 2
Charles Piper – Position 3
Sharon Corning – Position 5
Chris Lassen – Position 7

Woodburn Recreation and Parks Board

Beronica Rios - Position IV
Alexandra Sanarov-Ramirez – Student Position

Public Art Mural Committee

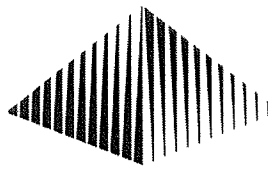
Sharon Schaub
Merri Berlin
Colleen Vancil
Christine Lopez

Library Board

Bethany Weathersby
Kathleen Boyer

Woodburn Tourism Advisory Committee

Paul Iverson



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

November 27, 2019

City Council
City of Woodburn
270 Montgomery St.
Woodburn, Oregon 97071

We have audited the financial statements of the City of Woodburn and the Woodburn Urban Renewal Agency (collectively, the City) as of and for the year ended June 30, 2019, and have issued our report thereon dated November 27, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 12, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in our letter dated April 12, 2019.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the financial statements. The City implemented one new pronouncement:

GASB Statement No. 88, "Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements," addresses inconsistencies in the information disclosed in the notes to governmental financial statements related to debt, including direct borrowings and direct placements, and provides financial statement users with additional essential information about debt. Implementation of this new standard resulted in additional information disclosed in the City's long-term debt footnote.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation, net pension liability, net OPEB liability and asset, and related deferred inflows and outflows. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Attached is a list of misstatements that we identified as a result of our audit procedures that were brought to the attention of, and were corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated November 27, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

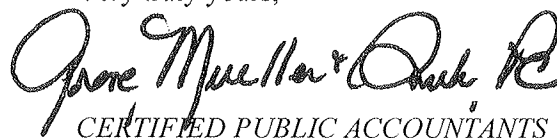
We applied certain limited procedures to management's discussion and analysis, the schedule of the City's proportionate share of the net pension liability (asset) – Oregon public employees retirement system, the schedule of the City's contributions – Oregon public employees retirement system, schedule of changes in total other postemployment benefits liability and related ratios - implicit rate subsidy, schedule of the City's proportionate share of the net OPEB liability (asset) - Oregon public employees retirement system retiree health insurance account, and schedule of the City's contributions - Oregon public employees retirement system retiree health insurance account which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, other financial schedules or statistical section which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the City Council and management of the City of Woodburn and Woodburn Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

Client: **88925 - City of Woodburn**
 Engagement: **Audit 2019 - City of Woodburn**
 Period Ending: **6/30/2019**
 Trial Balance: **3001 - TB**
 Workpaper: **1400.01 - Copy of Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		4202		
To adjust for double booked July 2019 Prop tax turnover				
001 2257	Deferred Revenue		35,449.89	
250 2257	Deferred Revenue		2,171.66	
720 2257	Deferred Revenue		2,760.66	
001 1111	Taxes Receivable			35,449.89
250 1111	Taxes Receivable			2,171.66
720 1111	Taxes Receivable			2,760.66
Total			40,382.21	40,382.21
Adjusting Journal Entries JE # 2		3701.01		
PBC - To reclassify payroll paid after fiscal year end out of cash and into accrued liabilities.				
901 1101	Cash		241,428.25	
901 2000	Payroll Clearing/Suspense			241,428.25
Total			241,428.25	241,428.25
Adjusting Journal Entries JE # 3		3701.02		
PBC - To correct US Bank Payable				
001 1101	Cash		7,415.37	
110 1101	Cash		116.41	
140 1101	Cash		658.16	
470 1101	Cash		138.74	
472 1101	Cash		1,966.06	
001 2213	Accounts Payable			7,415.37
110 2213	Accounts Payable			116.41
140 2213	Accounts Payable			658.16
470 2213	Accounts Payable			138.74
472 2213	Accounts Payable			1,966.06
Total			10,294.74	10,294.74
Adjusting Journal Entries JE # 4		4204		
To record accrual for hotel/motel tax collected in July				
001 1122	Accounts Receivable		53,396.03	
001-000 3133	Hotel/Motel Tax			53,396.03
Total			53,396.03	53,396.03
Adjusting Journal Entries JE # 5		4207		
To reclass uncollectable amounts recorded as deferred revenue to allowance account				
474 2257	Deferred Revenue		9,582.91	
475 2257	Deferred Revenue		20,779.27	
474 1124.100	Allowance for uncollectable accounts			9,582.91
475 1124.100	Allowance for uncollectable accounts			20,779.27
Total			30,362.18	30,362.18
Adjusting Journal Entries JE # 6		7106		
To accrue misc franchise fees at 6/30/19				
001 1122	Accounts Receivable		36,444.53	
001-000 3228.002	LS Networks Franchise Fees			1,311.36
001-000 3228.005	CenturyLink Franchise Fees			7,768.16
001-000 3228.007	Wave Broadband Franchise Fees			24,158.05
001-000 3228.009	Gervais Telephone Franchise Fees			2,545.89
001-000 3228.013	X5 OpCo LLC Franchise Fees			33.71
001-000 3228.050	Other Small Franchises Franchise Fees			627.36
Total			36,444.53	36,444.53



November 27, 2019

Grove, Mueller & Swank, P.C.
475 Cottage Street NE, Suite 200
Salem, OR 97301

This representation letter is provided in connection with your audit of the financial statements of the City of Woodburn and the Woodburn Urban Renewal Agency (collectively, the City) as of June 30, 2019, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position and the respective changes in financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 27, 2019:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 12, 2019, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.


- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. We have also completed the financial statement checklist which you provided to us. We also have reviewed, approved, and will post all journal entries proposed by you as a result of your audit procedures.
- With respect to the required supplementary information accompanying the financial statements:
 - We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
 - We believe the required supplementary information, including its form and content, is measured and fairly presented.
 - The methods of measurement or presentation have not changed from those used in the prior period.

- We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
- With respect to the supplementary information:
 - We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor’s report thereon.

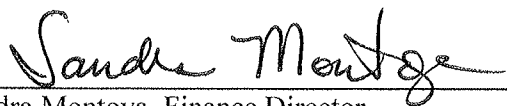
Information Provided

- We have provided you with:
 - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the City and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the City’s financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial.
- We have disclosed to you the identity of the City’s related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.

- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
 - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
 - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.



Scott Derickson, City Administrator



Sandra Montoya, Finance Director



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

November 27, 2019

City Council and Management
City of Woodburn
270 Montgomery St.
Woodburn, Oregon 97071

In planning and performing our audit of the financial statements of City of Woodburn as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. There were no deficiencies identified in the current year as significant deficiencies.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated November 27, 2019 on the financial statements of the City.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various agency personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

CURRENT YEAR

No recommendations

PRIOR YEAR

CREDIT CARD TRANSACTION APPROVALS

Situation/Recommendation:

It was noted during audit work performed over credit cards that purchases were being approved by non-supervisory personnel. We recommend that credit cards purchases be approved by appropriate supervisory personnel.

Management's Response:

Management has implemented the following procedures in response to auditor findings:

1. Departmental credit cards are being ordered to facilitate operating purchases (e.g. supply ordering). The generic department card can be used by support staff to make small dollar purchases. Support staff will enter the PO in the system and the supervisor will approve.
2. A new director approval department, 101, has been created in New World for the approval of director purchases and reimbursements. Support staff throughout the organization will enter their director expenses and the PO will automatically be routed to Scott Derickson or Jim Row for approval.
3. A new approval department, 210, has been created in the Police Department for the processing of upper management expenses. This new approval department will be used by the Chief to approve purchases and expense reimbursements for the deputy police chief, and upper level PD staff.

Update: Management has addressed this deficiency as of June 30, 2019.

This communication is intended solely for the information and use of management, board of directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS



WOODBURN

O R E G O N

Incorporated 1889



FY 2018-19

City of Woodburn, Oregon

Comprehensive Annual Financial Report
For the Year Ended June 30, 2019

CITY OF WOODBURN, OREGON
COMPREHENSIVE ANNUAL FINANCIAL
REPORT

Year Ended June 30, 2019

Prepared by City of Woodburn Finance
Department
Sandra Montoya, Finance Director

CITY OF WOODBURN, OREGON
TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTORY SECTION	
Letter of Transmittal	i-iv
Organization of the City of Woodburn, Oregon	v
List of Officials	vi
FINANCIAL SECTION	
INDEPENDENT AUDITOR'S REPORT	1-3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4-9
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements	
Balance Sheet - Governmental Funds	12
Reconciliation of Balance Sheet - Governmental Funds to the Statement of Net Position	13
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds to the Statement of Activities	15
Statement of Net Position - Proprietary Funds	16
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds	17
Statement of Cash Flows - Proprietary Funds	18-19
Notes to Basic Financial Statements	20-50
REQUIRED SUPPLEMENTARY INFORMATION	
Combining Balance Sheet - Budgetary Funds Reported as General Fund	51
Combining Statement of Revenues, Expenditures and Changes in Fund Balance - Budgetary Funds reported as General Fund	52
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
General Fund	53
PERS Reserve Fund	54
Street Fund	55
Urban Renewal Fund	56
Schedule of the City's Proportionate Share of the Net Pension Liability (Asset) – Oregon Public Employee's Retirement System	57
Schedule of the City's Contributions – Oregon Public Employee's Retirement System	58
Schedule of Changes in Total Other Post-Employment Benefits Liability and Related Ratios - Implicit Rate Subsidy	59
Schedule of the City's Proportionate Share of the Net OPEB Liability (Asset) – Oregon Public Employee's Retirement System Retiree Health Insurance Account	60
Schedule of the City's Contributions – Oregon Public Employee's Retirement System Retiree Health Insurance Account	61
Notes to the Required Supplementary Information	62-63

CITY OF WOODBURN, OREGON
TABLE OF CONTENTS

Page

FINANCIAL SECTION (Continued)

SUPPLEMENTARY INFORMATION

Governmental Funds

General Capital Construction Fund	64
Combining Balance Sheet – Nonmajor Funds	65-66
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Funds	67-68
Schedules of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
Transit Fund	69
Building Inspection Fund	70
Asset Forfeiture Fund	71
Housing Rehabilitation Fund	72
Library Endowment Fund	73
Museum Endowment Fund	74
Lavelle Black Trust Fund	75
Special Assessment Fund	76
Street/Storm Capital Construction Fund	77
Parks SDC Fund	78
Street SDC Fund	79
Storm SDC Fund	80
Equipment Replacement Fund	81
GO Debt Service Fund	82

Proprietary Funds

Enterprise Funds

Schedules of Revenues, Expenditures and Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual	
Water Operations Combining	83
Water Fund	84
Water SDC Fund	85
Water Capital Construction Fund	86
Sewer Operations Combining	87
Sewer Fund	88
Sewer SDC Fund	89
Sewer Capital Construction Fund	90

Internal Services Funds

Combining Statement of Fund Net Position	91
Combining Statement of Revenues, Expenses and Changes in Fund Net Position	92
Combining Statement of Cash Flows	93
Schedules of Revenues, Expenditures and Changes in Fund Balances (Budgetary Basis) – Budget and Actual	
Information Technology Fund	94
Insurance Fund	95

STASTICAL SECTION

FINANCIAL TRENDS

Net Position by Component	96
Changes in Net Position	97-98
Fund Balance of Governmental Funds	99
Changes in Fund Balances of Governmental Funds	100

CITY OF WOODBURN, OREGON
TABLE OF CONTENTS

Page

STATISTICAL SECTION (Continued)

REVENUE CAPACITY

Market and Assessed Value of Taxable Property	101
Direct and Overlapping Governments	102
Principal Property Taxpayers	103
Property Tax Levies and Collections	104

DEBT CAPACITY

Ratios of Outstanding Debt by Type	105
Ratios of General Bonded Debt Outstanding	106
Direct and Overlapping Governmental Activities Debt	107
Legal Debt Margin	108
Pledged Revenue Coverage	109

DEMOGRAPHIC AND ECONOMIC INFORMATION

Demographic and Economic Statistics	110
Principal Employers	111

OPERATING INFORMATION

Full Time Equivalent Employees by Function	112
Operating Indicators by Function	113
Capital Asset Statistics by Function	114

OTHER INFORMATION

Water System Coverage Calculation	115
Top Ten Water Customers	116
Sewer System Coverage Calculation	117
Top Ten Sewer Customers	118

COMPLIANCE SECTION

Independent Auditor's Report Required by Oregon State Regulations	119-120
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INTRODUCTORY SECTION



City of Woodburn
 270 Montgomery Street
 Woodburn, OR 97071
 (503) 982-5222 / (503) 982-5244 FAX
www.ci.woodburn.or.us

November 27, 2019

To the Citizens of Woodburn, Honorable Mayor, City Council, and City Administrator:

It is my pleasure to submit the Comprehensive Annual Financial Report (CAFR) of the City of Woodburn, Oregon, for the fiscal year ended June 30, 2019.

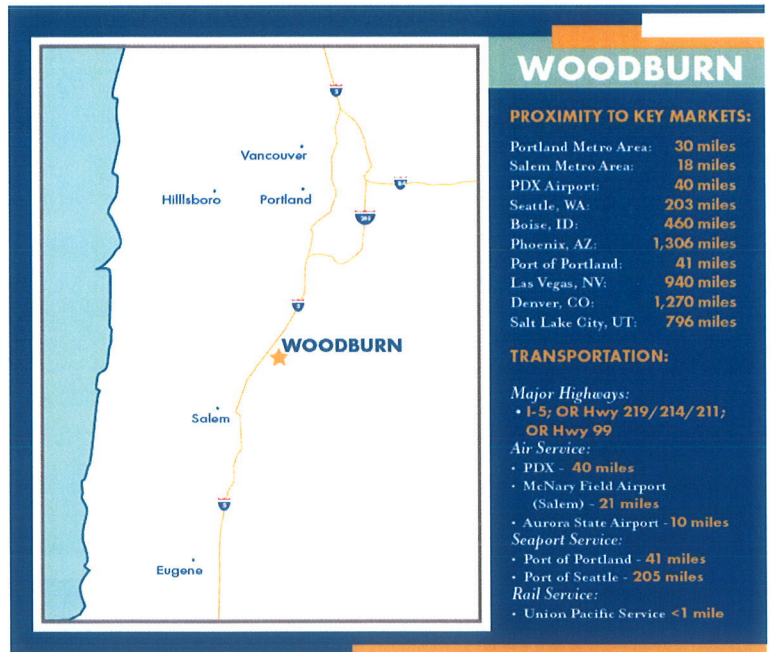
State law requires that a CAFR and component unit financial statements be published within six months of the fiscal year end and be audited in accordance with generally accepted auditing standards by independent certified public accountants. Independent auditors, Grove, Mueller & Swank, P.C., have issued an unmodified opinion on the City of Woodburn’s financial statements for the fiscal year ended June 30, 2019. The independent auditors’ report is presented in the Financial Section of this report. Responsibility for the completeness and reliability of the information contained in this report rests with the City’s management and is based on an internal control structure designed for this purpose. The internal control structure is designed to provide reasonable, rather than absolute, assurance that these objectives are met, as the cost of the internal control should not exceed the related benefits.

In the Management’s Discussion and Analysis (MD&A) section of this report, a narrative introduction, overview, and analysis of the basic financial statements is provided. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with the MD&A.

CITY PROFILE

The City of Woodburn is a municipal corporation which operates under a Council-Manager form of government. Policy making and legislative authority are vested on the City Council which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Council is responsible for passing ordinances, resolutions, adopting a budget, and hiring the City Administrator and City Attorney among other things. The City Administrator is responsible for carrying out Council ordinances and policies, managing the daily operations, and appointing department heads.

Woodburn is located in the Willamette Valley, halfway between the larger urban areas of Portland and Salem. The city was incorporated as Woodburn on February 20, 1889.



The City of Woodburn, with a population of 24,760, is Oregon’s 23rd most populated city, and 3rd populated city in Marion County. The City provides a full range of municipal services, including but not limited to: police, water, wastewater, municipal court, public works (water, sewer, storm, and transportation), economic development, community planning and building inspections, transit, parks, recreation, aquatics, and library.

REPORTING ENTITY

The financial statements include information for the City of Woodburn and its blended component unit, the Urban Renewal Agency of the City of Woodburn.

BUDGET PROCESS

The Oregon Constitution and Oregon Revised Statutes 294 require an adopted balanced budget by July 1, and that the fiscal year for local governments is July 1 through June 30. The budget sets forth City Council's goals and objectives, and identifies the resources necessary to accomplish them. The legal level of budgetary control, as adopted by Council Resolution, is by fund, although department level detail is shown. Appropriations lapse at fiscal year-end and incomplete projects must be re-appropriated in the following fiscal year as part of the adoption of the annual budget. The City did not exceed legally adopted budget appropriations during the 2018-19 fiscal year.

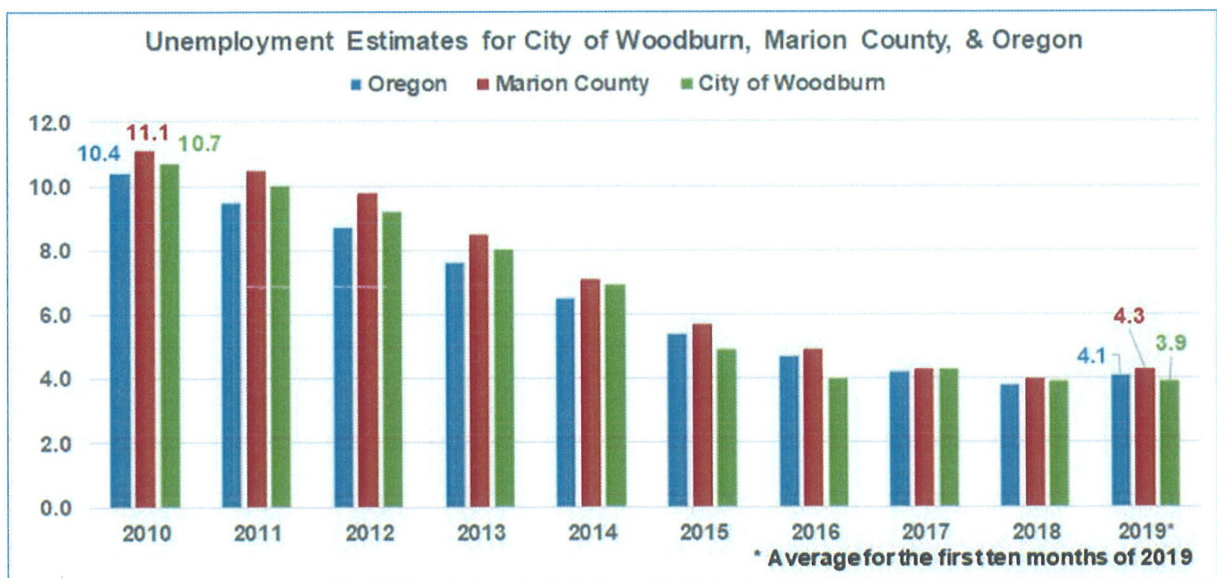
ECONOMIC ENVIRONMENT

Woodburn has high concentrations of employment across several traded-sector clusters. These clusters are key target industries for Woodburn and include:

- Production Technology and Machinery: manufacturing of machinery for food production, automatic sprinklers systems, bailing machines, hydraulic jacks, and other machinery production.
- Plastics Manufacturing: plastic and rubber products, chemical manufacturing, and plumbing fixtures. This cluster is strongly linked to production technology, machinery, and other chemical manufacturing.
- Metal Product Manufacturing: prefabricated metal building and component manufacturing, ornamental and architectural metal work manufacturing, bathtubs and sinks, metal pipe hangars, fire escapes, grills and grill work, and all other miscellaneous fabricated metal product manufacturing.
- Food Processing and Manufacturing: baked goods, fruit and vegetable canning, frozen foods, confectionary manufacturing, and other food related manufacturing.

Employment patterns in Woodburn, Marion County, and the Portland Region suggest that Woodburn has competitive advantages and opportunities for business development in these rapidly growing clusters:

- Apparel Manufacturing: cutting and sewing apparel, embroidering on textile products, carpet cutting and binding, sleeping bag manufacturing, hats and glove manufacturing, and other apparel manufacturing.
- Distribution and E-Commerce: wholesale trade, farm supplies and merchant wholesalers, refrigerated warehousing and storage, packaging and labeling services, or other warehouse and distribution.
- Information Technology and Analytic Technology: software publishers, electronic computer manufacturing, semiconductor manufacturing, laboratory instrument manufacturing.



Source: State of Oregon Employment Department

Oregon's unemployment rates have dropped dramatically over the last ten years. In September 2019, Oregon's year-over-year unemployment rate was 4.1 percent, and Woodburn's rate was 3.9 percent, which was slightly higher than the U.S. unemployment rate of 3.5 percent for the same period.

Factors contributing to Woodburn's low unemployment rates include people's; availability, quality, skills, education/experience, and wages. Within the Woodburn Urban Growth Boundary there are 11,718 employees¹. Beyond Woodburn, as of October 2019 10-month average, Marion County has a labor force of 162,816 and the Portland Region of 1,342,980¹. This means that Woodburn businesses have access to a mix of highly educated skilled and unskilled workers from across Marion County and the Portland Region.

MAJOR ISSUES

Development of the FY 2019-20 budget continued the focus on delivery of services to the community with cautious projections due to rising costs in the areas listed below, and an external focus to create a community leadership academy and exploration of a non-profit development center in Woodburn.

- Wages,
- Public Employee Retirement System (PERS),
- Facility maintenance,
- Infrastructure needs, and
- Technology needs

The current budget includes set-asides for these anticipated costs. The future budgets will continue to be challenged with the need to balance delivery of service with fiscal prudence.

LONG-TERM FINANCIAL PLANNING

A five-year forecast is prepared for each primary operating fund based on current service levels and conservative assumptions. Staff uses the financial plans to make recommendations for utility rate setting, debt refinancing opportunities, capital project budgets, and projection of operating expenses. Revenues are also projected to ensure that operating and capital needs are met.

RELEVANT FINANCIAL POLICIES

The City of Woodburn completes an annual financial plan, which includes a review of the budget policies, fiscal strategy, and five-year forecast. Policy highlights include:

- Annual review to maintain fiscal responsibility, a balanced budget, and obtain policy direction.
- Identification of goals that maximize dedicated funding resources.
- Establishment of General Fund goals to set program priority, maximize City Council's discretion, establish a goal of cost efficiency, pursuit new revenue sources, and identify potential new programs.
- Reserve and contingency policy target levels.
- Compensation and benefit policies which address wages, health care and retirement costs.
- Capital improvement guidelines to set the importance of full cost identification, planning, and funding.
- Debt management policies to ensure thorough analysis of options.
- Investment parameters that prioritize fiscal safety, legal compliance, and a market rate of return.
- Annual audit policy to ensure financial compliance.
- Resource reduction strategy to provide guidance in fiscally challenged periods.

DISTINGUISHED BUDGET PRESENTATION AWARD

The City of Woodburn received GFOA's Distinguished Budget Presentation Award for its FY 2018-19 annual budget document and the FY 2019-20 annual budget document has been submitted. This is the 7th consecutive year that the City of Woodburn has achieved the prestigious award of a distinguished presentation. The Distinguished Budget Presentation award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by a government and its management. In order to receive the award, a governmental unit must publish a budget document that meets program criteria as a policy document, a communications medium, an operations guide, and a financial plan.

¹ Source: State of Oregon Employment Department, August 2019 Employment and Unemployment in Oregon Counties

ACKNOWLEDGMENTS

This is the second year the City of Woodburn has prepared a Comprehensive Annual Financial Report, which goes beyond the preparation of financial reports to include sections for statistics and continuing disclosure. I would like to thank the entire Finance staff, especially Marne Anderson, Julie Moore, and Rosie Sanchez for the excellent service they provide throughout the year which is reflected in this Comprehensive Annual Financial Report. This report is evidence of their dedication and many hours of hard work. I would also like to thank the City Council and City Administrator for the leadership and support they have provided in developing this CAFR.

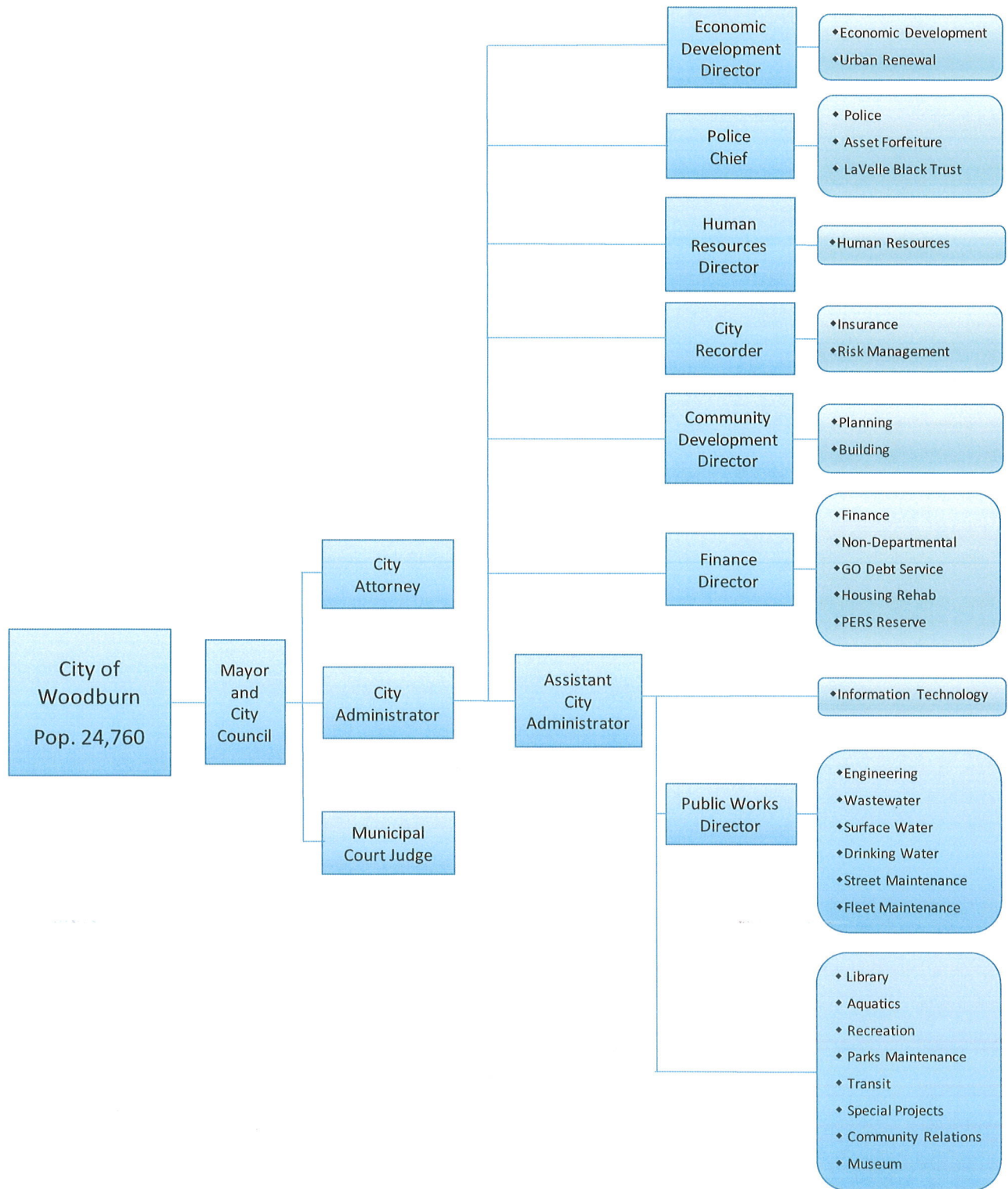


Sandra Montoya
Finance Director



Marne Anderson
Assistant Finance Director

ORGANIZATION OF THE CITY OF WOODBURN



Source: City of Woodburn, FY 2019-20 Adopted Budget - Functional Organization Chart

MAYOR AND COUNCIL MEMBERS

<u>Name</u>	<u>Term Expires</u>
<i>Mayor</i>	
Eric Swenson	December 31, 2020
<i>Council Members</i>	
Debbie Cabrales	December 31, 2020
Robert Carney	December 31, 2022
Mary Beth Cornwell	December 31, 2022
Lisa Ellsworth	December 31, 2020
Eric Morris	December 31, 2020
Sharon Schaub	December 31, 2022

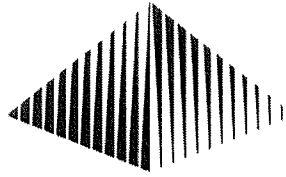
The above individuals may be contacted at the address below.

Staff

Scott Derickson, City Administrator
N. Robert Shields, City Attorney
Sandra Montoya, Finance Director
Marne Anderson, Assistant Finance Director

City of Woodburn, Oregon
270 Montgomery Street
Woodburn, Oregon 97071

FINANCIAL SECTION



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Council Members
City of Woodburn
270 Montgomery Street
Woodburn, Oregon 97071

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Woodburn as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Woodburn as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter - Change in Accounting Presentation

During the year ended June 30, 2019, the City combined related enterprise funds into two operating funds, Water and Sewer. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (MD&A) and the schedules of revenues, expenditures and changes in fund balance – budget and actual for the General, Street and Urban Renewal funds (“the budgetary schedules”), the schedule of the City's proportionate share of the net pension liability (asset) – Oregon public employees retirement system, the schedule of the City's contributions – Oregon public employees retirement system (PERS schedules), the schedule of the changes in total other post-employment benefits liability and related ratios, the schedule of the City's proportionate share of the net OPEB liability (asset) - Oregon public employees retirement system retiree health insurance account, and the schedule of the City's contributions - Oregon public employees retirement system retiree health insurance account (OPEB schedules) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to management's discussion and analysis, PERS schedules and OPEB schedules described in the preceding paragraph in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The budgetary schedules described above were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The budgetary schedules have been subject to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The supplementary information is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, or other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly presented, in all material respects, in relation to the basic financial statements as a whole.

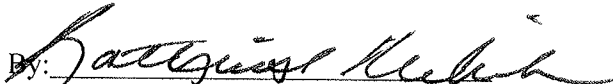
Other Information

The introductory and statistical sections, and other information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 27, 2019 on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

By: 

Katherine R. Wilson, A Shareholder
November 27, 2019

CITY OF WOODBURN
Year Ended June 30, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis of the City of Woodburn's Comprehensive Annual Financial Report (CAFR) presents a discussion and analysis of the City's financial performance during the fiscal year ended June 30, 2019. The information presented here should be considered in conjunction with the financial statements included in this report.

FINANCIAL HIGHLIGHTS

Following are the financial highlights of the City for the fiscal year ended June 30:

	<u>2019</u>	<u>2018</u>	<u>Change</u>
Net position	\$ 131,617,868	\$ 124,722,284	\$ 6,895,584
Change in net position	6,895,584	5,554,985	1,340,599
Governmental activities net position	74,880,614	71,419,611	3,461,003
Business-type activities fund net position	56,737,254	53,302,673	3,434,581
Change in governmental net position	3,461,003	2,179,871	1,281,132
Change in proprietary fund net position	3,434,581	3,375,114	59,467

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City of Woodburn's basic financial statements. The basic financial statements include three components: the government-wide financial statements, the fund financial statements and notes to the financial statements. This report also contains required and other supplementary information.

Government-wide financial statements. The government-wide financial statements present the net position (*statement of net position*) and results of operations (*statement of activities*) of the City as a whole. Included are all governmental and business-type assets, deferred outflows, liabilities, deferred inflows and activities of the City. The measurement focus and basis of accounting are the same for the entire City. The measurement focus is on all economic resources of the City, including current financial resources (assets) and non-current financial resources (capital assets) and the related current and non-current liabilities and equity accounts. Both government-wide statements are prepared using the accrual basis of accounting, which is similar to the methods used by most businesses and takes into account all revenues and expenses connected with the fiscal year, even if cash involved has not been received or paid.

The statement of net position presents information on all the City's assets, deferred outflows, liabilities and deferred inflows, with the difference reported as net position. Increases or decreases in net position may indicate whether the City's financial position is improving or deteriorating.

The statement of activities presents the expenses incurred in providing services to the public and the revenues associated with those activities for both governmental and business-type activities. The statement of activities begins with expenses by function. To these functions are applied charges for services, operating grants and contributions and capital grants and contributions. The resulting sums, with some adjustments, represent charges to taxpayers and may equate to the nearest that governments can determine the "bottom line."

The government-wide financial statements are divided into two categories. Governmental activities are services funded through property taxes and intergovernmental revenues. The governmental activities for the City include general government, public safety, highways and streets, culture and recreation, and economic environment. Business-type activities are operations funded primarily through charges to external users of goods and services. Business-type activities include water and sewer.

Fund Financial Statements. A fund is a fiscal and accounting entity with a self-balancing set of accounts that is used to segregate resources that are restricted to a particular activity. The use of funds deters commingling of resources designated for a specific purpose, prevents unauthorized transfer of surpluses, and ensures compliance with legal and contractual requirements. The City has two types of fund categories: governmental funds and proprietary funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources and use the modified accrual basis of accounting. Operating statements include all sources and uses of financial resources, and display the excess of revenues and other financial sources over (under) expenditures and other uses. Included in the balance sheet are liquid assets and receivables that will be converted into cash currently and short-term liabilities, including payables to vendors and employees. Unmatured bond principal or liabilities for compensated absences not to be paid in the fiscal year are not included. Because the governmental fund statements do not encompass the long-term focus of the government-wide statements, reconciliations are provided on the subsequent page of the governmental fund statements. The emphasis is on major funds that account for the predominant assets and activities of all funds.

The City maintains eighteen individual governmental funds. Information is presented separately for the General Fund Street Fund, Urban Renewal Fund, and General Capital Construction Fund in the Governmental Fund Balance Sheet and Statement of Revenue, Expenditures and Changes in Fund Balances. The other governmental funds are combined into a single, aggregated presentation. Information for these non-major governmental funds is provided in the form of *combining statements*.

Proprietary Funds. The City maintains two different types of proprietary funds: enterprise and internal service funds. These funds are used to show activities that operate more like those of commercial enterprises. Fees are charged for services provided, both to outside customers and to other units of the City. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water and sewer activities. Internal service funds account for activities furnishing goods or services to other units of the government. Charges for these services are on a cost-reimbursement basis. The internal services funds include insurance and information services. The internal service funds are reported with governmental activities in the government-wide financial statements.

Proprietary fund statements provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for Water Operations and Sewer Operations. The internal service funds are combined into a single column in the proprietary fund financial statements.

The City adopts an annual appropriated budget for all of its funds. Budgetary comparison statements, demonstrating compliance with this budget, have been provided.

Notes to the Financial Statements. The notes to the financial statements are an integral part of the basic financial statements and should be read along with them. The notes provide additional information necessary to communicate the financial position of the City.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required and other supplementary information concerning the City.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The City had \$178,697,097 in total assets, \$5,174,180 in total deferred outflows, \$49,408,421 in total liabilities and \$2,844,988 in total deferred inflows, resulting in combined net position of \$131,617,868 for governmental and business-type activities. The largest component of the City's net position reflects its net investment in capital assets (i.e., land, buildings, equipment and infrastructure, less any related debt outstanding that was needed to acquire or construct the assets). The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

Governmental capital assets, net of depreciation, increased \$5,095,031 over the prior year mainly due to renovation work at City Hall and urban renewal projects in the downtown area.

Business-type capital assets, net of depreciation, decreased \$2,145,266 over the prior year due to current year depreciation.

Total liabilities for both governmental and business-type activities increased by \$967,918 from the prior year mainly due to an increase in accounts payable related to projects completed near year-end.

Overall, the City's financial net position increased by \$6,895,584 (or 6%). The majority of this increase is due to an increase in capital assets and cash and investments offset by an increase in accounts payable, and liabilities and deferred inflows related to pensions.

Statement of Net Position

The following table reflects the condensed Statement of Net Position compared to the prior year.

	2019			2018			Change		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
Cash and investments	\$ 26,764,428	\$ 27,717,274	\$ 54,481,702	\$ 21,725,933	\$ 26,659,138	\$ 48,385,071	\$ 5,038,495	\$ 1,058,136	\$ 6,096,631
Other assets	2,133,650	928,577	3,062,227	2,308,077	880,604	3,188,681	(174,427)	47,973	(126,454)
Capital assets	66,212,314	54,940,854	121,153,168	61,117,283	57,086,120	118,203,403	5,095,031	(2,145,266)	2,949,765
<i>Total Assets</i>	<u>95,110,392</u>	<u>83,586,705</u>	<u>178,697,097</u>	<u>85,151,293</u>	<u>84,625,862</u>	<u>169,777,155</u>	<u>9,959,099</u>	<u>(1,039,157)</u>	<u>8,919,942</u>
Deferred outflows	4,333,212	840,968	5,174,180	4,044,558	757,049	4,801,607	288,654	83,919	372,573
Other liabilities	14,203,263	3,178,115	17,381,378	12,761,512	3,415,599	16,177,111	1,441,751	(237,484)	1,204,267
Long-term debt	8,157,849	23,869,194	32,027,043	3,924,495	28,338,897	32,263,392	4,233,354	(4,469,703)	(236,349)
<i>Total Liabilities</i>	<u>22,361,112</u>	<u>27,047,309</u>	<u>49,408,421</u>	<u>16,686,007</u>	<u>31,754,496</u>	<u>48,440,503</u>	<u>5,675,105</u>	<u>(4,707,187)</u>	<u>967,918</u>
Deferred inflows	2,201,878	643,110	2,844,988	1,090,233	325,742	1,415,975	1,111,645	317,368	1,429,013
Net position:									
Net investment in capital assets	58,807,325	43,073,472	101,880,797	57,789,283	42,991,874	100,781,157	1,018,042	81,598	1,099,640
Restricted	13,987,334	17,081,733	31,069,067	11,651,202	17,004,861	28,656,063	2,336,132	76,872	2,413,004
Unrestricted	2,085,955	(3,417,951)	(1,331,996)	1,979,126	(6,694,062)	(4,714,936)	106,829	3,276,111	3,382,940
<i>Total Net Position</i>	<u>\$ 74,880,614</u>	<u>\$ 56,737,254</u>	<u>\$ 131,617,868</u>	<u>\$ 71,419,611</u>	<u>\$ 53,302,673</u>	<u>\$ 124,722,284</u>	<u>\$ 3,461,003</u>	<u>\$ 3,434,581</u>	<u>\$ 6,895,584</u>

Governmental Activities

The City's net position from governmental activities increased \$3,461,003 (5%) from 2017-18 to 2018-19 due to the addition of capital assets and an increase in program revenues and interest earnings, coupled with controlled program expenses.

Business-type Activities

The City's net position from business-type activities increased \$3,434,581 (6%) from 2017-18 to 2018-19 due mainly to the reduction of long-term debt coupled with an increase in charges for services and controlled expenses.

Statement of Activities

The following table reflects the condensed Statement of Activities compared to the prior year.

	2019			2018			Change		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
Revenues									
Program Revenues									
Charges for service	\$ 2,446,723	\$ 11,863,555	\$ 14,310,278	\$ 2,351,596	\$ 11,541,070	\$ 13,892,666	\$ 95,127	\$ 322,485	\$ 417,612
Operating grants and contributions	2,582,883	-	2,582,883	2,156,971	-	2,156,971	425,912	-	425,912
Capital grants and contributions	934,723	376,165	1,310,888	502,857	397,649	900,506	431,866	(21,484)	410,382
Total Program Revenues	5,964,329	12,239,720	18,204,049	5,011,424	11,938,719	16,950,143	952,905	301,001	1,253,906
General Revenues									
Property taxes	10,467,041	-	10,467,041	10,301,565	-	10,301,565	165,476	-	165,476
Franchise taxes	1,537,523	-	1,537,523	1,540,440	-	1,540,440	(2,917)	-	(2,917)
Other taxes	595,650	-	595,650	712,127	-	712,127	(116,477)	-	(116,477)
Intergovernmental	831,319	-	831,319	728,991	-	728,991	102,328	-	102,328
Other	1,051,046	836,257	1,887,303	684,269	561,561	1,245,830	366,777	274,696	641,473
Total General Revenues	14,482,579	836,257	15,318,836	13,967,392	561,561	14,528,953	515,187	274,696	789,883
Total Revenues	20,446,908	13,075,977	33,522,885	18,978,816	12,500,280	31,479,096	1,468,092	575,697	2,043,789
Expenses									
General government	1,162,602	-	1,162,602	2,740,778	-	2,740,778	(1,578,176)	-	(1,578,176)
Public safety	7,687,490	-	7,687,490	7,573,873	-	7,573,873	113,617	-	113,617
Highways and streets	2,787,782	-	2,787,782	2,551,662	-	2,551,662	236,120	-	236,120
Culture and recreation	4,226,653	-	4,226,653	2,799,066	-	2,799,066	1,427,587	-	1,427,587
Economic development	2,023,962	-	2,023,962	1,389,732	-	1,389,732	634,230	-	634,230
Interest on long-term debt	76,949	-	76,949	108,133	-	108,133	(31,184)	-	(31,184)
Water	-	3,012,632	3,012,632	-	3,117,742	3,117,742	-	(105,110)	(105,110)
Sewer	-	5,649,231	5,649,231	-	5,643,125	5,643,125	-	6,106	6,106
Total Expenses	17,965,438	8,661,863	26,627,301	17,163,244	8,760,867	25,924,111	802,194	(99,004)	703,190
Changes in Net Position Before Transfers	2,481,470	4,414,114	6,895,584	1,815,572	3,739,413	5,554,985	665,898	674,701	1,340,599
Transfers	979,533	(979,533)	-	364,299	(364,299)	-	615,234	(615,234)	-
Change in Net Position	3,461,003	3,434,581	6,895,584	2,179,871	3,375,114	5,554,985	1,281,132	59,467	1,340,599
Beginning Net Position	71,419,611	53,302,673	124,722,284	69,239,740	49,927,559	119,167,299	2,179,871	3,375,114	5,554,985
Ending Net Position	\$ 74,880,614	\$ 56,737,254	\$ 131,617,868	\$ 71,419,611	\$ 53,302,673	\$ 124,722,284	\$ 3,461,003	\$ 3,434,581	\$ 6,895,584

Governmental Activities. Total revenues for the City's governmental activities were \$20,446,908 for the fiscal year ended June 30, 2019. Approximately 51% of the total revenue for the governmental activities was derived from property taxes and approximately 29% of the total revenue was from program revenues. Total expenses for governmental activities were \$17,965,439 and net transfers in were \$979,533 resulting in a \$3,461,003 increase in net position. General government activities accounted for approximately 11% of the total governmental activities expense. Public safety, highways and streets, culture and recreation, and economic development expenses account for approximately 89% of the total, and interest on long-term debt was less than 1% of total governmental activities expenses.

Business-Type Activities. Revenues of business-type activities totaled \$13,075,977 for the current fiscal year. These activities generated \$12,239,720 in program revenues, and \$836,257 in interest earnings and miscellaneous revenues. The total expenses for business-type activities were \$8,661,863 and net transfers out were \$979,533 resulting in a \$3,434,581 increase in net position. Business-type activities for the City of Woodburn consist of operations for water and sewer services. During the year, the city combined related enterprise funds into two operating funds - Water and Sewer.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted previously, the City uses fund accounting to segregate resources that are restricted to a particular activity. Fund balance represents the excess of the assets of the fund over its liabilities. Because the fund financial statements focus on current sources and uses of spendable resources, fund balances relating to each fund may be useful in assessing the government's net resources available.

Governmental Funds. At the end of the fiscal year, there was \$23,249,139 of fund balance of the governmental funds, an increase of \$2,957,137 from the prior year. The City's governmental funds include the General Fund, Street Fund, Urban Renewal Fund, General Capital Construction Fund and other non-major funds.

The General Fund is the chief operating fund of the City. At the end of the fiscal year, a fund balance of \$7,956,367 was reported by the General Fund. The fund balance increased by \$466,083 from the previous year due to increases in all revenue categories offset by increases in public safety and culture and recreation expenditures and decreases in general government expenditures.

The City reports three other major governmental funds. The Street Fund had a fund balance of \$4,589,031, an increase of \$318,344 from the previous year, due mainly to an increase in intergovernmental revenues in excess of increases in street maintenance expenditures. The Urban Renewal Fund had a balance of 2,572,007, an increase of \$283,066, due to increases in property taxes, grants and the issuance of debt offset by project construction costs. The General Capital Construction Fund had a balance of \$817,529, and increase of \$817,529 as the fund had a zero-balance in the prior year. The increase due to the issuance of debt and transfers from the general fund for construction projects offset by expenses related to the City Hall renovation.

Proprietary Funds. At the end of the current fiscal year, net position of the enterprise funds equaled \$56,737,254, an increase of \$3,434,581 from the prior year, and net position of the internal service funds equaled \$605,082, an increase of \$234,872 from the prior year.

The City reports two major proprietary funds, the Water Operations Fund and the Sewer Operations Fund. The Water Operations Fund had a net position of \$8,358,427, an increase of \$940,317 from previous year, mainly due to an increase in charges for services. The Sewer Operations Fund had a net position of \$48,378,827, an increase of \$2,494,264 from previous year, due to stable charges for services, an increase in investment revenue and controlled operating expenses.

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual revenues (budgetary basis), exceeded budgeted amounts by 1%. General Fund expenditures ended \$4,855,458 below budgeted amounts primarily due to management efforts to contain costs throughout the fiscal year. There were two supplemental budgets that affected balances in the General Fund during the year, which resulted in increases in revenues of \$285,310 and transfers out of \$900,310, and decreases in beginning fund balance of \$291,350, contingencies of \$291,350 and reserves of \$615,000.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets. The City's investment in capital assets for its governmental and business-type activities equaled \$66,212,314 and \$54,940,854 respectively, at the end of the current fiscal year, net of accumulated depreciation. This investment includes land, construction in process, buildings, equipment, and infrastructure. Additional information about the City's capital assets is presented on pages 32-33 in the notes to the financial statements.

	<i>Governmental Activities</i>		<i>Business-type Activities</i>		<i>Total</i>	
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
Land	\$ 23,055,692	\$ 22,702,008	\$ 1,783,816	\$ 1,783,816	\$ 24,839,508	\$ 24,485,824
Construction in progress	6,529,430	666,597	4,175,633	5,215,707	10,705,063	5,882,304
Buildings	17,255,382	17,119,661	62,748,380	62,748,380	80,003,762	79,868,041
Equipment	7,403,150	7,190,684	3,028,659	3,065,683	10,431,809	10,256,367
Infrastructure	44,562,023	44,562,023	31,746,151	30,479,609	76,308,174	75,041,632
Accumulated depreciation	(32,593,363)	(31,123,690)	(48,541,785)	(46,207,075)	(81,135,148)	(77,330,765)
Net capital assets	<u>\$ 66,212,314</u>	<u>\$ 61,117,283</u>	<u>\$ 54,940,854</u>	<u>\$ 57,086,120</u>	<u>\$ 121,153,168</u>	<u>\$ 118,203,403</u>

Long-term Debt. At the end of the current fiscal year, long-term debt outstanding for the governmental activities totaled \$8,157,849, compared to \$3,924,495 in the prior year. The increase is due to new direct borrowings totaling \$4,600,000. For the business-type activities, total long-term debt equaled \$23,869,194 compared to \$28,338,897 in the prior year. The decrease is due to scheduled debt repayments. Additional information about the City's long-term debt outstanding is presented on pages 34-37 in the notes to the financial statements.

	<i>Governmental Activities</i>		<i>Business-type Activities</i>		<i>Total</i>	
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
General obligation bonds	\$ 2,812,000	\$ 3,328,000	\$ -	\$ -	\$ 2,812,000	\$ 3,328,000
Direct borrowings	4,600,000	-	-	8,306,284	4,600,000	8,306,284
Direct placement revenue bond	-	-	22,158,072	18,159,072	22,158,072	18,159,072
Bond premium	-	-	1,657,852	1,796,006	1,657,852	1,796,006
Accrued compensated absences	745,849	596,495	53,270	77,535	799,119	674,030
	<u>\$ 8,157,849</u>	<u>\$ 3,924,495</u>	<u>\$ 23,869,194</u>	<u>\$ 28,338,897</u>	<u>\$ 32,027,043</u>	<u>\$ 32,263,392</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Oregon, much like the national economic environment, has steadily improved over the last few years. The low unemployment rates have positively impacted wages and Oregon's median household incomes have risen. The strong economy, coupled with steady population growth and Woodburn's 2015 approval of the Urban Growth Boundary, will result in an increase in local development and property tax revenue projections.

REQUESTS FOR INFORMATION

This financial report is designed to provide the City of Woodburn's citizens, taxpayers, customers, investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. Questions about this report or requests for additional financial information should be addressed to the City of Woodburn, 270 Montgomery Street, Woodburn, Oregon 97071.

BASIC FINANCIAL STATEMENTS

CITY OF WOODBURN, OREGON
STATEMENT OF NET POSITION
JUNE 30, 2019

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
ASSETS			
Cash and investments	\$ 26,764,428	\$ 27,717,274	\$ 54,481,702
Accounts receivable	1,000,771	900,963	1,901,734
Property taxes receivable	448,153	-	448,153
Assessment liens receivable	30,347	-	30,347
Loans receivable	547,813	-	547,813
Prepaid expenses	35,272	6,859	42,131
Non-depreciable capital assets	29,585,122	5,959,449	35,544,571
Other capital assets, net of depreciation	36,627,192	48,981,405	85,608,597
OPEB asset	71,294	20,755	92,049
<i>Total Assets</i>	<u>95,110,392</u>	<u>83,586,705</u>	<u>178,697,097</u>
DEFERRED OUTFLOWS			
Deferred outflows related to PERS	4,257,337	819,281	5,076,618
Deferred outflows related to OPEB	68,864	20,578	89,442
Deferred charges on refunding	7,011	1,109	8,120
<i>Total Deferred Outflows</i>	<u>4,333,212</u>	<u>840,968</u>	<u>5,174,180</u>
LIABILITIES			
Checks not presented	162,944	-	162,944
Accounts payable	2,434,486	212,231	2,646,717
Accrued payroll liabilities	574,030	-	574,030
Deposits payable	-	135,124	135,124
Interest payable	10,824	263,475	274,299
Noncurrent liabilities:			
Due within one year:			
Long-term debt	1,303,000	4,891,529	6,194,529
Bond premium	-	138,154	138,154
Accrued compensated absences	298,340	21,308	319,648
Due in more than one year:			
Long-term debt	6,109,000	17,266,543	23,375,543
Bond premium	-	1,519,698	1,519,698
Accrued compensated absences	447,509	31,962	479,471
OPEB liability	474,986	143,810	618,796
Net pension liability	10,545,993	2,423,475	12,969,468
<i>Total Liabilities</i>	<u>22,361,112</u>	<u>27,047,309</u>	<u>49,408,421</u>
DEFERRED INFLOWS			
Deferred inflows related to PERS	2,075,437	606,323	2,681,760
Deferred inflows related to OPEB	126,441	36,787	163,228
<i>Total Deferred Inflows</i>	<u>2,201,878</u>	<u>643,110</u>	<u>2,844,988</u>
NET POSITION			
Net investment in capital assets	58,807,325	43,073,472	101,880,797
Restricted for:			
Debt service	19,373	-	19,373
Culture and recreation	116,970	-	116,970
Community development	3,503,115	-	3,503,115
Construction	10,347,876	17,081,733	27,429,609
Unrestricted	2,085,955	(3,417,951)	(1,331,996)
<i>Total Net Position</i>	<u>\$ 74,880,614</u>	<u>\$ 56,737,254</u>	<u>\$ 131,617,868</u>

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2019

<i>FUNCTIONS/PROGRAMS</i>	<i>Expenses</i>	<i>Program Revenues</i>		
		<i>Fees, Fines and Charges for Services</i>	<i>Operating Grants and Contributions</i>	<i>Capital Grants and Contributions</i>
<i>Governmental activities:</i>				
General government	\$ 1,162,602	\$ 91,987	\$ 34,658	\$ 4,280
Public safety	7,687,490	272,432	69,495	5,650
Highways and streets	2,787,782	945	1,813,262	676,171
Culture and recreation	4,226,653	774,081	548,390	248,622
Economic development	2,023,962	1,307,278	117,078	-
Interest on long-term debt	76,949	-	-	-
<i>Total Governmental activities</i>	17,965,438	2,446,723	2,582,883	934,723
<i>Business-type activities:</i>				
Water	3,012,632	3,804,029	-	176,719
Sewer	5,649,231	8,059,526	-	199,446
<i>Total Business-type activities</i>	8,661,863	11,863,555	-	376,165
<i>Total Activities</i>	<u>\$ 26,627,301</u>	<u>\$ 14,310,278</u>	<u>\$ 2,582,883</u>	<u>\$ 1,310,888</u>
<i>General Revenues:</i>				
Property taxes				
Franchise taxes				
Other taxes				
Intergovernmental				
Gain on disposition of assets				
Unrestricted investment earnings				
Miscellaneous				
<i>Total General Revenues</i>				
<i>Transfers</i>				
<i>Change in Net Position</i>				
<i>Net Position - beginning of year</i>				
<i>Net Position - end of year</i>				

*Net (Expenses) Revenues
and Changes in Net Position*

<i>Governmental Activities</i>	<i>Business-type Activities</i>	<i>Totals</i>
\$ (1,031,677)	\$ -	\$ (1,031,677)
(7,339,913)	-	(7,339,913)
(297,404)	-	(297,404)
(2,655,560)	-	(2,655,560)
(599,606)	-	(599,606)
(76,949)	-	(76,949)
(12,001,109)	-	(12,001,109)
-	968,116	968,116
-	2,609,741	2,609,741
-	3,577,857	3,577,857
(12,001,109)	3,577,857	(8,423,252)
10,467,041	-	10,467,041
1,537,523	-	1,537,523
595,650	-	595,650
831,319	-	831,319
298,208	62,922	361,130
632,056	713,164	1,345,220
120,782	60,171	180,953
14,482,579	836,257	15,318,836
979,533	(979,533)	-
3,461,003	3,434,581	6,895,584
71,419,611	53,302,673	124,722,284
<u>\$ 74,880,614</u>	<u>\$ 56,737,254</u>	<u>\$ 131,617,868</u>

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2019

	<u>Special Revenue</u>		
	<u>General</u>	<u>Street</u>	<u>Urban Renewal</u>
ASSETS			
Cash and investments	\$ 8,415,650	\$ 4,925,106	\$ 3,804,747
Accounts receivable	686,237	193,525	53,301
Property taxes receivable	393,430	-	30,565
Assessment liens receivable	-	-	-
Loans receivable	-	-	-
Prepaid expenses	31,972	-	-
	<hr/>	<hr/>	<hr/>
<i>Total Assets</i>	\$ 9,527,289	\$ 5,118,631	\$ 3,888,613
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES			
Liabilities			
Checks not presented	\$ 162,944	\$ -	\$ -
Accounts payable	96,085	529,600	1,288,802
Accrued payroll and payroll liabilities	574,030	-	-
	<hr/>	<hr/>	<hr/>
<i>Total Liabilities</i>	833,059	529,600	1,288,802
Deferred Inflows			
Unavailable revenue	737,863	-	27,804
Fund Balance			
Non-spendable	31,972	-	-
Restricted for:			
Debt service	-	-	-
Construction	-	4,589,031	-
Culture and recreation	-	-	-
Community development	-	-	2,572,007
Committed to:			
Public safety	-	-	-
Capital outlay	-	-	-
Planning and building	-	-	-
Retirement	1,678,280	-	-
Unassigned	6,246,115	-	-
	<hr/>	<hr/>	<hr/>
<i>Total Fund Balance</i>	7,956,367	4,589,031	2,572,007
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<i>Total Liabilities, Deferred Inflows and Fund Balance</i>	\$ 9,527,289	\$ 5,118,631	\$ 3,888,613
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

<i>Capital Projects</i>		
<i>General Construction</i>	<i>Other Governmental Funds</i>	<i>Total</i>
\$ 1,333,265	\$ 7,276,215	\$ 25,754,983
-	53,984	987,047
-	24,158	448,153
-	30,347	30,347
-	547,813	547,813
3,300	-	35,272
<u>\$ 1,336,565</u>	<u>\$ 7,932,517</u>	<u>\$ 27,803,615</u>
\$ -	\$ -	\$ 162,944
495,136	18,165	2,427,788
-	-	574,030
<u>495,136</u>	<u>18,165</u>	<u>3,164,762</u>
23,900	600,147	1,389,714
-	-	31,972
-	19,373	19,373
817,529	4,917,416	10,323,976
-	116,970	116,970
-	355,491	2,927,498
-	14,801	14,801
-	826,484	826,484
-	1,063,670	1,063,670
-	-	1,678,280
-	-	6,246,115
<u>817,529</u>	<u>7,314,205</u>	<u>23,249,139</u>
<u>\$ 1,336,565</u>	<u>\$ 7,932,517</u>	<u>\$ 27,803,615</u>

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
RECONCILIATION OF BALANCE SHEET - GOVERNMENTAL FUNDS TO THE
STATEMENT OF NET POSITION
JUNE 30, 2019

<i>Fund Balances</i>	\$ 23,249,139
The Statement of Net Position reports receivables at their net realizable value. However, receivables not available to pay for current period expenditures are reported as unavailable in governmental funds.	1,389,714
PERS net pension liability, OPEB asset and liability, deferred outflows of resources arising from contributions paid, changes in assumptions, and differences between expected and actual experience, and deferred inflows arising from changes in proportionate share of earnings in the current year are not financial resources in governmental funds, but are reported in the Statement of Net Position.	
Net pension liability - PERS	(10,113,888)
OPEB liability	(454,511)
OPEB asset	68,471
Deferred outflows - PERS	4,089,573
Deferred outflows - OPEB	65,978
Deferred inflows - PERS	(1,991,249)
Deferred inflows -OPEB	(121,442)
Deferred outflows arising from refundings are not financial resources in governmental funds, but are reported in the Statement of Net Position.	7,011
Capital assets are not financial resources in governmental funds, but are reported in the Statement of Net Position at their net depreciable value.	
Cost	98,805,677
Accumulated depreciation	(32,593,363)
All liabilities are reported in the Statement of Net Position. However, if they are not due and payable in the current period, they are not recorded in governmental funds.	
Accrued compensated absences	(702,754)
Accrued interest	(10,824)
Long-term debt	(7,412,000)
Internal service funds are proprietary-type funds and not reported with governmental funds. However, because internal service funds primarily benefit governmental activities, their assets, liabilities and net position are reported along with governmental activities in the Statement of Net Position.	605,082
<i>Net Position of Governmental Activities</i>	<u>\$ 74,880,614</u>

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2019

	<u>Special Revenue</u>		
	<u>General</u>	<u>Street</u>	<u>Urban Renewal</u>
REVENUES			
Taxes and assessments	\$ 9,814,318	\$ 133,033	\$ 761,166
Licenses and permits	2,095,214	67	-
Charges for services	1,030,136	356,924	-
Intergovernmental	940,882	1,813,262	117,078
Fines and forfeitures	343,790	-	-
Miscellaneous	679,304	203,510	64,074
<i>Total Revenues</i>	14,903,644	2,506,796	942,318
EXPENDITURES			
Current			
General government	1,361,472	-	-
Economic development	820,182	-	304,983
Public safety	7,206,649	-	-
Highways and streets	-	1,994,020	-
Culture and recreation	3,175,335	-	-
Debt Service			
Principal	-	-	-
Interest	-	-	-
Capital outlay	108,104	-	3,254,269
<i>Total Expenditures</i>	12,671,742	1,994,020	3,559,252
REVENUES OVER (UNDER) EXPENDITURES	2,231,902	512,776	(2,616,934)
OTHER FINANCING SOURCES (USES)			
Transfers in	60,710	90,000	-
Transfers out	(2,135,423)	(284,432)	-
Proceeds from issuance of debt	-	-	2,900,000
Proceeds from sale of assets	308,894	-	-
<i>Total Other Financing Sources (Uses)</i>	(1,765,819)	(194,432)	2,900,000
NET CHANGE IN FUND BALANCE	466,083	318,344	283,066
FUND BALANCE, beginning of year	7,490,284	4,270,687	2,288,941
FUND BALANCE, end of year	\$ 7,956,367	\$ 4,589,031	\$ 2,572,007

<i>Capital Projects</i>		
<i>General Capital Construction</i>	<i>Other Governmental Funds</i>	<i>Total</i>
\$ -	\$ 574,141	\$ 11,282,658
-	1,572,081	3,667,362
-	35,224	1,422,284
-	642,611	3,513,833
-	-	343,790
-	246,373	1,193,261
-	3,070,430	21,423,188
-	-	1,361,472
-	840,217	1,965,382
-	-	7,206,649
-	-	1,994,020
-	708,305	3,883,640
-	516,000	516,000
-	70,208	70,208
2,929,717	286,144	6,578,234
2,929,717	2,420,874	23,575,605
(2,929,717)	649,556	(2,152,417)
2,047,246	460,532	2,658,488
-	(37,973)	(2,457,828)
1,700,000	-	4,600,000
-	-	308,894
3,747,246	422,559	5,109,554
817,529	1,072,115	2,957,137
-	6,242,090	20,292,002
\$ 817,529	\$ 7,314,205	\$ 23,249,139

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2019**

Net Change in Fund Balances - Total Governmental Funds \$ 2,957,137

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds defer revenues that do not provide current financial resources.

However, the Statement of Activities recognizes such revenues at their net realizable value when earned, regardless of when received.

Property tax receivables	(219,966)
Increases in other assets	(14,017)

Governmental funds do not report expenditures for unpaid compensated absences, unpaid payroll, interest expense or arbitrage since they do not require the use of current financial resources. However, the Statement of Activities reports such expenses when incurred, regardless of when settlement ultimately occurs.

Accrued compensated absences	(134,728)
Accrued interest payable	(5,339)
Deferred charge on refunding	(1,402)

Capital outlays are reported as expenditures in governmental funds. However, the Statement of Activities allocates the cost of capital outlay over their estimated useful lives as depreciation expense.

Capital outlay expenditures capitalized	6,594,340
Depreciation	(1,499,309)

Proceeds from the issuance of long-term debt provide current financial resources to governmental funds and are reported as revenues. In the same way, repayments of long-term debt use current financial resources and are reported as expenditures in governmental funds. However, neither the receipt of debt proceeds nor the payment of debt principal affect the Statement of Activities, but are reported as increases and decreases in noncurrent liabilities in the Statement of Net Position.

Debt proceeds	(4,600,000)
Debt principal paid	516,000

Current year PERS pension and OPEB expenses related to changes in liabilities are reported as an expense in the Statement of Activities but are not recorded as an expenditure in the governmental funds.

(366,585)

Net income of internal service funds

234,872

Change in Net Position of Governmental Activities

\$ 3,461,003

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
JUNE 30, 2019

				<i>Governmental Activities</i>
	<i>Water Operations</i>	<i>Sewer Operations</i>	<i>Total</i>	<i>Internal Service</i>
ASSETS				
Current Assets				
Cash and investments	\$ 5,874,733	\$ 21,842,541	\$ 27,717,274	\$ 1,009,445
Accounts receivable	267,167	633,796	900,963	13,724
Prepaid leases	-	6,859	6,859	-
<i>Total Current Assets</i>	6,141,900	22,483,196	28,625,096	1,023,169
Noncurrent Assets				
Nondepreciable capital assets	1,549,868	4,409,581	5,959,449	-
Other capital assets, net of depreciation	9,489,895	39,491,510	48,981,405	-
OPEB asset	8,670	12,085	20,755	2,823
<i>Total Noncurrent Assets</i>	11,048,433	43,913,176	54,961,609	2,823
<i>Total Assets</i>	17,190,333	66,396,372	83,586,705	1,025,992
DEFERRED OUTFLOWS				
Deferred outflows related to PERS	233,629	585,652	819,281	167,764
Deferred outflows related to OPEB	8,981	11,597	20,578	2,887
Deferred charge on refunding	1,109	-	1,109	-
<i>Total Deferred Outflows</i>	243,719	597,249	840,968	170,651
LIABILITIES				
Current Liabilities				
Accounts payable	49,761	162,470	212,231	6,699
Deposits payable	135,124	-	135,124	-
Accrued interest payable	17,737	245,738	263,475	-
Current portion of long-term liabilities				
Long-term debt	1,422,000	3,469,529	4,891,529	-
Bond premiums	-	138,154	138,154	-
Accrued compensated absences	12,652	8,656	21,308	17,238
<i>Total Current Liabilities</i>	1,637,274	4,024,547	5,661,821	23,937
Noncurrent Liabilities				
Accrued compensated absences	18,977	12,985	31,962	25,857
Long-term debt	6,192,000	11,074,543	17,266,543	-
Bond premiums	-	1,519,698	1,519,698	-
Net pension liability	884,793	1,538,682	2,423,475	432,105
OPEB liability	64,090	79,720	143,810	20,475
<i>Total Noncurrent Liabilities</i>	7,159,860	14,225,628	21,385,488	478,437
<i>Total Liabilities</i>	8,797,134	18,250,175	27,047,309	502,374
DEFERRED INFLOWS				
Net inflows related to PERS	263,140	343,183	606,323	84,188
Net inflows related to OPEB	15,351	21,436	36,787	4,999
	278,491	364,619	643,110	89,187
NET POSITION:				
Net investment in capital assets	3,426,872	39,646,600	43,073,472	(17,238)
Restricted for:				
Construction	3,433,874	13,647,859	17,081,733	-
Unrestricted	1,497,681	(4,915,632)	(3,417,951)	605,082
<i>Total Net Position</i>	\$ 8,358,427	\$ 48,378,827	\$ 56,737,254	\$ 605,082

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2019

				<i>Governmental Activities</i>
	<i>Water Operations</i>	<i>Sewer Operations</i>	<i>Total</i>	<i>Internal Service</i>
OPERATING REVENUES				
Charges for services	\$ 3,804,029	\$ 8,059,526	\$ 11,863,555	\$ 1,957,411
Miscellaneous	57,312	2,859	60,171	6,528
<i>Total Operating Revenues</i>	3,861,341	8,062,385	11,923,726	1,963,939
OPERATING EXPENSES				
Personal services	1,399,540	1,856,188	3,255,728	461,193
Materials and services	934,215	1,300,813	2,235,028	1,229,242
Depreciation	409,679	1,962,055	2,371,734	-
<i>Total Operating Expenses</i>	2,743,434	5,119,056	7,862,490	1,690,435
OPERATING INCOME (LOSS)	1,117,907	2,943,329	4,061,236	273,504
NONOPERATING REVENUES (EXPENSES)				
Investment revenue	148,706	564,458	713,164	16,468
Amortization of bond premiums	-	138,154	138,154	-
Interest expense	(269,198)	(668,329)	(937,527)	-
<i>Total Nonoperating Revenues (Expenses)</i>	(120,492)	34,283	(86,209)	16,468
NET INCOME BEFORE CONTRIBUTIONS AND TRANSFERS				
	997,415	2,977,612	3,975,027	289,972
Capital contributions	176,719	199,446	376,165	-
Transfers out	(296,739)	(682,794)	(979,533)	(4,190)
Non-cash transfers out	-	-	-	(50,910)
Gain on disposition of assets	62,922	-	62,922	-
CHANGE IN NET POSITION	940,317	2,494,264	3,434,581	234,872
NET POSITION, beginning of year	7,418,110	45,884,563	53,302,673	370,210
NET POSITION, end of year	\$ 8,358,427	\$ 48,378,827	\$ 56,737,254	\$ 605,082

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2019

	<u>Water Operations</u>	<u>Sewer Operations</u>	<u>Totals</u>	<u>Governmental Activities</u> <u>Internal Service</u>
CASH FLOWS FROM OPERATING ACTIVITIES				
Collected from customers	\$ 3,826,114	\$ 8,039,808	\$ 11,865,922	\$ 1,957,575
Paid to suppliers	(930,029)	(1,291,453)	(2,221,482)	(1,236,304)
Paid to employees	(1,350,154)	(1,822,169)	(3,172,323)	(430,330)
<i>Net Cash Provided by (Used in) Operating Activities</i>	1,545,931	4,926,186	6,472,117	290,941
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES				
Transfers in	-	16,376	16,376	-
Transfers out	(296,739)	(699,170)	(995,909)	(4,190)
<i>Net Cash Provided by (Used in) Non-Capital Financing Activities</i>	(296,739)	(682,794)	(979,533)	(4,190)
CASH FLOWS FROM CAPITAL AND RELATED				
Acquisition of capital assets	(77,591)	(139,147)	(216,738)	(50,910)
Proceeds from disposal of capital assets	62,922	-	62,922	-
Principal paid on loans and bonds payable	(9,322,284)	(3,615,000)	(12,937,284)	-
Capital contributions	186,302	220,225	406,527	-
Interest paid	(463,426)	(629,613)	(1,093,039)	-
<i>Net Cash Provided by (Used in) Capital and Related Financing Activities</i>	(984,077)	(4,163,535)	(5,147,612)	(50,910)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest on investments	148,706	564,458	713,164	16,468
<i>Increase (Decrease) in Cash and Investments</i>	413,821	644,315	1,058,136	252,309
CASH AND INVESTMENTS, Beginning of year	5,460,912	21,198,226	26,659,138	757,136
CASH AND INVESTMENTS, End of year	<u>\$ 5,874,733</u>	<u>\$ 21,842,541</u>	<u>\$ 27,717,274</u>	<u>\$ 1,009,445</u>

The accompanying notes are an integral part of the financial statements.

CITY OF WOODBURN, OREGON
STATEMENT OF CASH FLOWS (Continued)
YEAR ENDED JUNE 30, 2019

	<u>Water Operations</u>	<u>Sewer Operations</u>	<u>Totals</u>	<u>Governmental Activities</u> <u>Internal Service</u>
RECONCILIATION OF OPERATING INCOME TO CASH FLOWS FROM OPERATING ACTIVITIES				
Operating income (loss)	\$ 1,117,907	\$ 2,943,329	\$ 4,061,236	\$ 273,504
Adjustments to reconcile the change in operating cash provided by operating activities:				
Depreciation	409,679	1,962,055	2,371,734	-
Change in assets and liabilities:				
Accounts receivable	(36,007)	(29,436)	(65,443)	(6,364)
Deferred outflows	(34,517)	(49,402)	(83,919)	(10,992)
OPEB asset	(5,201)	(7,691)	(12,892)	-
Accounts payable and accrued liabilities	4,186	16,219	20,405	(5,264)
Customer deposits	780	-	780	-
Compensated absences payable	6,611	(30,876)	(24,265)	14,626
Net pension liability (asset)	(38,682)	(57,201)	(95,883)	(12,727)
OPEB liability	(6,860)	(10,144)	(17,004)	(2,257)
Deferred inflows	128,035	189,333	317,368	42,126
<i>Net Cash Provided by (Used in) Operating Activities</i>	<u>\$ 1,545,931</u>	<u>\$ 4,926,186</u>	<u>\$ 6,472,117</u>	<u>\$ 290,941</u>
<i>Noncash Transactions</i>				
Transfer of capital assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (50,910)</u>

The accompanying notes are an integral part of the financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Woodburn, Oregon (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The Financial Reporting Entity

The City of Woodburn, Oregon is governed by an elected mayor and six council members who comprise the City Council. The City Council exercises supervisory responsibilities over the City operations, but day-to-day management control is the responsibility of a city administrator. All significant activities and organizations for which the City is financially accountable are included in the financial statements for the year ended June 30, 2019.

There are certain governmental agencies and various service districts which provide services within the City. These agencies have independently elected governing boards and the City is not financially accountable for these organizations. Therefore, financial information for these agencies is not included in the accompanying basic financial statements.

As defined by accounting principles generally accepted in the United States of America, the financial reporting entity consists of the primary government, as well as its component units, which are legally separate organizations for which the elected officials of the primary government are financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. The City of Woodburn's financial statements include the Woodburn Urban Renewal Agency as a blended component unit. The City Council and Board of Directors of Woodburn Urban Renewal Agency are composed of the same individuals.

The separately issued financial statements of the Woodburn Urban Renewal Agency may be obtained from the City, 270 Montgomery Street, Woodburn, Oregon 97071.

Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either governmental or business-type. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

Government-wide financial statements display information about the reporting government as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (Continued)

Fund financial statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental, enterprise or fiduciary. Currently, the City has general, special revenue, internal service, capital projects, debt service and enterprise type funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are consolidated into a single column within each fund type in the financial section of the basic financial statements and are detailed in the other supplementary information.

The government-wide and proprietary fund financial statements are accounted for using an economic resources measurement focus, whereby all assets and liabilities are included in the statement of net position and the statement of fund net position. The increases and decreases in those net positions are presented in the government-wide statement of activities and in the proprietary fund statement of revenues, expenses and changes in fund net position. These funds use the accrual basis of accounting whereby revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Interfund activity consists of transfers, services provided and/or used, reimbursements, advances and loans. As a general rule, the effect of interfund activity has been eliminated from the governmental-wide financial statements. Exceptions to this general rule include interfund services provided and/or used. Interfund services provided and/or used are accounted for as revenues and expenses since the elimination of such revenues and expenses would distort the direct costs and program revenues reported for the various functions.

Amounts reported as program revenues in the statement of activities include (1) fines, fees and charges to customers or applicants for goods, services or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Grants and contributions not restricted are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Operating revenues and operating expenses are intermediate components within the proprietary fund statement of revenues, expenses and changes in fund net position, and include only those transactions that constitute their principal, ongoing activities exclusive of investing or financing transactions. Significant operating revenues include charges for services and miscellaneous income. Significant operating expenses include personnel, materials and supplies, outside services, and depreciation. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Fund Balance

In the fund financial statements, the fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Although not a major impact on the financial statements, Governmental Fund type fund balances are now reported in the following classifications.

Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for resale.

Fund balance is reported as restricted when the constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance (Continued)

Fund balance is reported as committed when the City Council takes formal action that places specific constraints on how the resources may be used. The City Council can modify or rescind the commitment at any time through taking a similar formal action.

Resources that are constrained by the City's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent is expressed when the City Council approves which resources should be "reserved" during the adoption of the annual budget. The City's Finance Director uses that information to determine whether those resources should be classified as assigned or unassigned for presentation in the City's Annual Financial Report.

Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, or assigned within the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

The City Council has approved a policy to maintain an ending fund balance in the General Fund, in order to provide stable services and employment to offset cyclical variations in revenues and expenditures. The targeted floor for the ending balance is 20% of annual operating revenue, as shown as a minimum fund balance in the General Fund, with the long-term goal of increasing the reserve to 25% as year-end savings occur. The City Council is the highest level decision making authority and may take formal action by vote or resolution to establish, modify, or rescind a fund balance commitment.

Definitions of Governmental Fund Types

The General Fund is used to account for all financial resources not accounted for in another fund.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term "proceeds of specific revenues sources" means that the revenue sources for the fund must be from restricted or committed sources, specifically that a substantial portion of the revenue must be from these sources and be expended in accordance with those requirements.

Capital Projects Funds are utilized to account for financial resources to be used for the acquisition or construction of capital equipment and facilities.

Debt Service Funds are utilized to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

Governmental Fund Financial Statements

Governmental funds use the modified accrual basis of accounting whereby revenues are recorded only when susceptible to accrual (both measurable and available). "Measurable" means that the amount of the transaction can be determined. "Available" is defined as being collectible within the current period or soon enough thereafter (30 days) to be used to liquidate liabilities of the current period. Expenditures other than interest on noncurrent obligations, are recorded when the fund liability is incurred.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund Financial Statements (Continued)

Real and personal property taxes are levied as of July 1 for each fiscal year on values assessed as of January 1. Property taxes are an enforceable lien on both real and personal property as of July 1 and are due and payable in three installments on November 15, February 15 and May 15. All property taxes are billed and collected by Marion County and remitted to the City. In the governmental fund financial statements, property taxes are reflected as revenues in the fiscal period for which they were levied, provided they are due, or past due and receivable within the current period, and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period (30 days). Otherwise, they are reported as unavailable revenues.

Intergovernmental revenues are recognized as revenues when all eligibility requirements are met. There are, however, essentially two types of intergovernmental revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, all eligibility requirements are determined to be met when the underlying expenditures are recorded. In the other, monies are virtually unrestricted as to the purpose of the expenditure and are usually revocable only for failure to comply with prescribed requirements; therefore, all eligibility requirements are determined to be met at the time of receipt, or earlier, if the susceptible accrual criteria are met.

Licenses and permits, charges for services, fines and forfeits and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

When both restricted and unrestricted resources are available for use, it is the City's practice to use restricted resources first, then unrestricted resources as they are needed.

The reporting model sets forth minimum criteria (percentage of the assets, liabilities, receipts or disbursements of either fund category or the government and enterprise combined) for the determination of major funds. Nonmajor funds are combined in a column in the fund financial statements and detailed in the combining section.

The City reports the following major governmental funds:

- General Fund
- Street Fund
- Urban Renewal Fund
- General Capital Construction Fund

The City reports the following major proprietary funds:

- Water Operations
- Sewer Operations

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses as of and for the year ended June 30, 2019. Actual results may differ from such estimates.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and certificates of deposit. Investments, included in cash and investments, are carried at cost which approximates fair value. For purposes of the statement of cash flows, the proprietary funds consider cash and cash equivalents to include the cash and investment common pool. These amounts have the general characteristics of demand deposit accounts in that the proprietary funds may deposit additional cash at any time and also may withdraw cash at any time without prior notice or penalty.

Receivables and Unavailable Revenues

Receivables for state, county and local shared revenues, included in accounts receivable, are recorded as revenue in the governmental funds as earned.

Receivables of the enterprise funds are recorded as revenue as earned.

Property taxes receivable for the governmental fund types, which have been collected within thirty days subsequent to year end, are considered measurable and available and are recognized as revenues. All other property taxes are considered unavailable and, accordingly, have not been recorded as revenue. Property taxes receivable by the City represent the City's allocated share of delinquent property taxes and other amounts to be collected from property owners within Marion County, Oregon.

Assessment liens in the governmental fund types are recognized as receivables at the time property owners are assessed for property improvements. All assessments receivable are considered unavailable and, accordingly, have not been recorded as revenue.

Revolving loans in the government fund types are recognized as receivables at the time housing rehabilitation loans are made. All loans receivable are considered unavailable and, accordingly, have not been recorded as revenue.

Inventory and Prepaid Items

Inventory in business-type funds is state at cost (first-in, first-out basis) and is charged to expense as used. Prepaid items in the governmental funds are stated at cost and charged to expenditures in the period consumed.

Capital Assets

Capital assets are stated at cost or estimated historical cost. Donated assets are recorded at fair market value at date of donation. Estimated fair market value of donated assets is determined based on engineering estimates of current cost or price indexed cost.

Capital assets include land, right-of-way (included with land), buildings, improvements, equipment, infrastructure and other tangible and intangible assets costing over \$5,000 used in operations that have initial useful lives extending beyond a single reporting period. Infrastructure are those capital assets that are stationary in nature and can be preserved for a significantly greater number of years than most other capital assets. Infrastructure reported in governmental activities consists of roads, bridges, sidewalks and traffic and lighting systems. Infrastructure reported in business-type activities consists of water and wastewater collection systems.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets (Continued)

All capital assets, except for infrastructure in governmental activities prior to July 1, 1980, have been capitalized in the government-wide and proprietary fund financial statements. In accordance with the current financial resources measurement focus, capital assets are not capitalized in the governmental fund financial statements. All purchased capital assets are valued at cost where historical records are available and at estimated historical cost where no historical records exist. Historical cost is measured by the cash or cash equivalent price of obtaining an asset, including ancillary charges necessary to place the asset into its intended location and condition for use. Donated capital assets are reported at their estimated fair value at the time of acquisition plus ancillary charges, if any. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Amounts expended for maintenance and repairs are charged to expenditures/expenses in the appropriate funds as incurred and are not capitalized.

Capital assets are depreciated unless they are inexhaustible in nature (e.g., land and right-of-ways). Depreciation is an accounting process to allocate the cost of capital assets to expense in a systematic and rational manner to those periods expected to benefit from the use of capital assets. Depreciation is not intended to represent an estimate in the decline of fair market value, nor are capital assets, net of accumulated depreciation, intended to represent an estimate of the current condition of the assets, or the maintenance requirements needed to maintain the assets at their current level of condition.

Depreciation is computed over the estimated useful lives of the capital assets. All estimates of useful lives are based on actual experience by City departments with identical or similar capital assets. Depreciation is calculated on the straight-line basis, except for infrastructure and improvements other than buildings reported in the governmental activities column of the government-wide financial statements, which are calculated using a composite depreciation method. The estimated useful lives of the various categories of assets are as follows:

Buildings and improvements	10 - 40 years
Water and Sewer Systems	15 - 50 years
Infrastructure	50 years
Equipment	5 - 15 years

Upon disposal of capital assets, cost and accumulated depreciation are removed from the accounts and, if appropriate, a gain or loss on the disposal is recognized.

Long-Term Debt

Long-term debt directly related and expected to be paid from the enterprise funds is recorded in these funds. All other unmatured long-term debt is recorded on the statement of net position. Repayment of general bonded debt will be made from debt service funds. Bond premiums will be amortized over the life of the related debt. Payment of compensated absences will be made primarily from the General Fund, Street Fund, Water Fund and Sewer Fund.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The City reports deferred outflows of resources related to pensions and other post-employment benefits for contributions made after the June 30, 2018 measurement date, differences between expected and actual experience, and changes in proportionate share, as well as deferred charges related to refunded bonds.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows*, represents an acquisition that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three items that qualify for reporting in this category. The City reports deferred inflows related to pensions and other post-employment benefits for changes in projected earnings versus actual earnings and contribution versus proportionate share of contributions.

The third instance of deferred inflows arises only under a modified accrual basis of accounting. Accordingly, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes and loans receivable. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Net Pension Liability

The City reports its proportionate share of the Net Pension Liability of the Oregon Public Employees Retirement System (OPERS). A negative Net Pension Liability is reported as a Net Pension Asset. For purposes of measuring the net pension liability or asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of OPERS and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Post-Employment Benefits Other Than Pensions (OPEB)

The City reports two components of post-employment benefits other than pensions (OPEB) - Oregon Public Employees Retirement System Retiree Health Insurance Account (OPERS RHIA) and a single-employer defined benefit post-employment health plan administered by Citycounty Insurance Services (CIS).

The City reports its proportionate share of the Oregon Public Employees Retirement System Retiree Health Insurance Account (OPERS RHIA). A negative OPEB liability is reported as an OPEB Asset. For purposes of measuring the City's OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of OPERS RHIA and additions to/deductions from OPERS RHIA's fiduciary net position have been determined on the same basis as they are reported by OPERS RHIA. For this purpose, the benefit payments are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Post-Employment Benefits Other Than Pensions (OPEB) (Continued)

The City reports an OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to the implicit subsidy arising from the City's single-employer defined benefit post-employment health plan administered by CIS. For the purpose of measuring the City's OPEB liability or asset, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information has been determined based on an actuarial valuation provided by CIS. Benefit payments are recognized when due and payable in accordance with benefit terms.

Accrued Vacation Pay

Accumulated vested vacation pay is accrued in the proprietary funds as it is earned by employees. In governmental fund types, the amounts, if any, expected to be liquidated with expendable available resources are accrued as liabilities of the funds and the amount payable from future resources is recorded on the statement of net position. The accrued payables in the Statement of Net Position are recorded as long-term in that the amount is not expected to materially change. Sick pay, which does not vest, is recorded in all funds when leave is taken.

Budget and Budgetary Accounting

A budget is prepared for each fund in accordance with the modified accrual basis of accounting for all funds. For budgetary purposes, interfund loan transactions are reported as interfund transfers. Appropriations are made at the program/function level for all funds. Expenditures may not legally exceed appropriations. Appropriations lapse at the end of each fiscal year. Budget amounts include original approved amounts and all subsequent appropriation transfers approved by the City Council. After budget approval, the City Council may approve supplemental appropriations if an occurrence, condition, or need exists which had not been ascertained at the time the budget was adopted. Management may not amend the budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the City Council.

ORGANIZATION AND OPERATION

The City's financial operations are accounted for in the following funds:

Governmental Fund Types

General Fund

The General Fund accounts for activities of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees and state and county shared revenues. Primary expenditures are for police protection, recreation and general government. In accordance with GASB Statement No. 54, the PERS Reserve fund, which is budgeted separately and accounts for the City's participation in the State's employer incentive program, is combined with the General fund for financial reporting purposes.

Special Revenue Funds

Street Fund - This fund is used to account for the City's street operations. The fund's major source of revenue is highway gas tax received from the State of Oregon.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

ORGANIZATION AND OPERATION (Continued)

Governmental Fund Types (Continued)

Special Revenue Funds (Continued)

Transit Fund – This fund accounts for amounts held to be used for transportation services.

Building Inspection Fund - This fund accounts for building permit revenue and associated operations.

Asset Forfeiture Fund - This fund accounts for the seizure of private properties that are the product of illegal activity, and for the expenditure of the proceeds by the City for illegal drug activity investigations and subsequent arrests.

Housing Rehabilitation Fund - This fund accounts for the City's CDBG grant program and provides low income housing and small business loans.

Library Endowment Fund - This fund accounts for funds held to be used for library improvement projects.

Museum Endowment Fund - This fund accounts for amounts held for museum activities.

Lavelle Black Trust Fund – This fund accounts for the donations received to continue the police dog program.

Urban Renewal Fund – This fund accounts for transactions related to urban renewal, including debt service on the URA loan. Property taxes are the primary source of revenue.

Capital Projects Funds

Street SDC Fund - This fund accounts for the collection and spending of street SDC's.

General Capital Construction Fund - This fund is used to account for transfers from general services funds used for general services construction projects.

Special Assessment Fund - This fund accounts for the repayment of local improvement district (LID) assessments. The money is used for construction of LID projects.

Street/Storm Capital Construction Fund - This fund accounts for transfers from the Storm and Street funds. The money is used for street and storm related capital projects.

Parks SDC Fund - This fund is used to account for the collection and spending of park SDC's.

Storm SDC Fund - This fund accounts for the collection and spending of storm SDC's.

Equipment Replacement Fund - This fund accounts for transfers from other funds set aside for future equipment purchases.

Debt Service Fund

GO Debt Service Fund - This fund accounts for debt service on the City's 2005 GO bond (refunded in 2017). Property taxes are the major source of revenue.

ORGANIZATION AND OPERATION *(Continued)*

Proprietary Fund Types

Enterprise Funds

The City has two enterprise funds. Three individually budgeted funds are related to water and report as Water Operations, and three individually budgeted funds are related to sewer and report as Sewer Operations. The specific funds and their purposes are as follows.

Water Operations - This operating fund includes the Water fund, the Water SDC fund and the Water Capital Construction fund. Customer usage fees and system development charges (SDCs) are the primary sources of revenue. The funds account for water general operations, water system capital improvement projects and the retirement of associated debt.

Sewer Operations - This operating fund includes the Sewer fund, the Sewer SDC fund and the Sewer Capital Construction Fund. Customer usage fees and system development charges (SDCs) are the primary sources of revenue. The funds account for the operation of the City's sewer system, sewer system capital improvement projects, and the retirement of related debt.

Internal Service Funds

The City has two internal service funds which provide services to other City departments. Internal charges are the primary revenue source for all funds. Expenditures are for the purposes as described below.

Information Technology Fund - This fund accounts for the maintenance and replacement of the City's network and technology services.

Insurance Fund – This fund accounts for the City's insurance coverage.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

CASH AND INVESTMENTS

The City maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the Statement of Net Position as part of "cash and investments."

	<u>Carrying Value</u>	<u>Fair Value</u>
Cash		
Cash on hand	\$ 3,760	\$ 3,760
Deposits with financial institutions	10,173,784	10,173,784
Investments		
Local Government Investment Pool	44,304,158	44,592,135
	<u>\$ 54,481,702</u>	<u>\$ 54,765,919</u>

Cash is reported in the financial statements as follows:

Governmental funds	\$ 25,754,983
Internal Service funds (included in governmental activities)	1,009,445
Enterprise funds	27,717,274
	<u>\$ 54,481,702</u>

Deposits

Deposits with financial institutions consist of certificates of deposit. At June 30, 2019, the City reported an overdraft in demand deposit accounts of \$162,944. Bank balances of \$85,524 are secured to legal limits by federal deposit insurance. The remaining amount is secured in accordance with ORS 295 under a collateral program administered by the Oregon State Treasurer.

Investments

The State Treasurer of the State of Oregon maintains the Oregon Short-term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short-term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The carrying value of the City's position in the pool is the same as the value of the pool shares; fair value was 100.65% of the value of the pool shares as of June 30, 2019. The investment in the Oregon Short-term Fund is not subject to classification. Separate financial statements for the Oregon Short-term Fund are available from the Oregon State Treasurer.

CASH AND INVESTMENTS (Continued)

Interest Rate Risk

In accordance with its investment policy, the City manages its exposure to declines in fair value of its investments by limiting the weighted average maturity of its investments.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) and the National Credit Union Administration (NCUA) provide insurance for the City's deposits up to \$250,000 for the aggregate of demand deposits and the aggregate of all time deposits and savings accounts at each financial institution and credit union. Deposits in excess of FDIC and NCUA coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2019, none of the City's bank balances were exposed to custodial credit risk as part of the Public Funds Collateralization Program.

Custodial Risk - Investments

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The City's investment policy limits the types of investments that may be held and does not allow securities to be held by the counterparty.

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Commission. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP is commingled with the State's short-term funds. In seeking to best serve local governments of Oregon, the Oregon Legislature established the Oregon Short Term Fund Board, which has established diversification percentages and specifies the types and maturities of the investments. The purpose of the Board is to advise the Oregon State Treasury in the management and investment of the LGIP. These investments within the LGIP must be invested and managed as a prudent investor would, exercising reasonable care, skill and caution. Professional standards indicate that the investments in external investment pools are not subject to custodial risk because they are not evidenced by securities that exist in physical or book entry form. Nevertheless, management does not believe that there is any substantial custodial risk related to investments in the LGIP. The LGIP is not rated for credit quality.

CITY OF WOODBURN, OREGON
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

CAPITAL ASSETS

The summary of capital assets for the business-type activities for the year ended June 30, 2019 is as follows:

	<i>Balances July 1, 2018</i>	<i>Additions</i>	<i>Retirements</i>	<i>Balances June 30, 2019</i>
<i>Nondepreciable assets</i>				
Land	\$ 1,783,816	\$ -	\$ -	\$ 1,783,816
Construction in progress	5,215,707	159,550	(1,199,624)	4,175,633
Subtotal, nondepreciable assets	6,999,523	159,550	(1,199,624)	5,959,449
<i>Depreciable assets</i>				
Buildings	62,748,380	-	-	62,748,380
Water and sewer systems	30,479,609	1,266,542	-	31,746,151
Equipment	3,065,683	-	(37,024)	3,028,659
Subtotal, depreciable assets	96,293,672	1,266,542	(37,024)	97,523,190
<i>Accumulated depreciation</i>				
Buildings and improvements	(31,446,798)	(1,717,708)	-	(33,164,506)
Water and sewer systems	(12,907,948)	(520,038)	-	(13,427,986)
Equipment	(1,852,329)	(133,988)	37,024	(1,949,293)
Total accumulated depreciation	(46,207,075)	(2,371,734)	37,024	(48,541,785)
<i>Total depreciable assets, net</i>	50,086,597	(1,105,192)	-	48,981,405
Net capital assets	\$ 57,086,120	\$ (945,642)	\$ (1,199,624)	\$ 54,940,854

Depreciation expense was allocated as follows:

Water operations	\$ 409,679
Sewer operations	1,962,055
	<u>\$ 2,371,734</u>

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

CAPITAL ASSETS (Continued)

The changes in the capital assets for governmental activities for the year ended June 30, 2019 are as follows:

	<i>Balances July 1, 2018</i>	<i>Additions</i>	<i>Retirements/ Transfers</i>	<i>Balances June 30, 2019</i>
<i>Nondepreciable assets</i>				
Land	\$ 22,702,008	\$ 353,684	\$ -	\$ 23,055,692
Construction in progress	666,597	5,898,162	(35,329)	6,529,430
Subtotal, nondepreciable assets	23,368,605	6,251,846	(35,329)	29,585,122
<i>Depreciable assets</i>				
Buildings	17,119,661	135,721	-	17,255,382
Equipment	7,190,684	242,102	(29,636)	7,403,150
Infrastructure	44,562,023	-	-	44,562,023
Subtotal, depreciable assets	68,872,368	377,823	(29,636)	69,220,555
<i>Accumulated depreciation</i>				
Buildings	(7,291,365)	(460,490)	-	(7,751,855)
Equipment	(5,935,222)	(322,278)	29,636	(6,227,864)
Infrastructure	(17,897,103)	(716,541)	-	(18,613,644)
Total accumulated depreciation	(31,123,690)	(1,499,309)	29,636	(32,593,363)
<i>Total depreciable assets, net</i>	37,748,678	(1,121,486)	-	36,627,192
Net capital assets	\$ 61,117,283	\$ 5,130,360	\$ (35,329)	\$ 66,212,314

Depreciation expense was allocated as follows:

General government	\$ 189,270
Public safety	249,230
Highways and streets	830,868
Culture and recreation	118,493
Internal service funds	111,448
	<u>\$ 1,499,309</u>

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

LONG-TERM DEBT

Long-term debt transactions for the year were as follows:

	<u>Outstanding July 1, 2018</u>	<u>Issued</u>	<u>Matured/ Redeemed During Year</u>	<u>Outstanding June 30, 2019</u>	<u>Due Within One Year</u>
<i>Governmental Activities:</i>					
Direct placement general obligation bonds	\$ 3,328,000	\$ -	\$ (516,000)	\$ 2,812,000	\$ 511,000
Direct borrowings	-	4,600,000	-	4,600,000	792,000
	<u>3,328,000</u>	<u>4,600,000</u>	<u>(516,000)</u>	<u>7,412,000</u>	<u>1,303,000</u>
Accrued compensated absences	596,495	760,558	(611,204)	745,849	298,340
	<u>\$ 3,924,495</u>	<u>\$ 5,360,558</u>	<u>\$ (1,127,204)</u>	<u>\$ 8,157,849</u>	<u>\$ 1,601,340</u>
<i>Business-type Activities:</i>					
Direct borrowings	\$ 8,306,284	\$ -	\$ (8,306,284)	\$ -	\$ -
Direct placement revenue bonds	-	8,630,000	(1,016,000)	7,614,000	1,422,000
Revenue bonds	18,159,072	-	(3,615,000)	14,544,072	3,469,529
	<u>26,465,356</u>	<u>8,630,000</u>	<u>(12,937,284)</u>	<u>22,158,072</u>	<u>4,891,529</u>
2011 Sewer Revenue Bond premium	1,796,006	-	(138,154)	1,657,852	138,154
Accrued compensated absences	77,535	93,893	(118,158)	53,270	21,308
	<u>\$ 28,338,897</u>	<u>\$ 8,723,893</u>	<u>\$ (13,193,596)</u>	<u>\$ 23,869,194</u>	<u>\$ 5,050,991</u>

Direct Placement General Obligation Bonds Payable - Governmental Activities

General Obligation Bond Series 2017 (2005 refunding): In November 2017, the City issued bonds directly to a bank in the amount of \$3,749,000 at 2.08% interest, to refund bonds issued in 2005. Bond interest is payable semiannually, while principal is due annually through June 2024. The bonds are unsecured, and the City has levied an ad valorem tax to service payments due. Amounts due are not subject to acceleration in the event of default. The balance at June 30, 2019 is \$2,812,000.

Annual debt service requirements to maturity for bonds payable are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 511,000	\$ 59,156	\$ 570,156
2021	539,000	48,526	587,526
2022	568,000	37,315	605,315
2023	597,000	25,501	622,501
2024	597,000	13,082	610,082
	<u>\$ 2,812,000</u>	<u>\$ 183,580</u>	<u>\$ 2,995,580</u>

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

LONG-TERM DEBT (Continued)

Loans from Direct Borrowings - Governmental Activities

2019 Full Faith and Credit Financing Agreement (City Hall): In May 2019, the City entered into a direct financing agreement in the amount of \$1,700,000 at 2.35% interest, to fund renovations at Woodburn City Hall. Interest is payable semiannually, while principal is due annually through June 2023. The loan is unsecured and payable from any legally available funds of the City. Amounts due are not subject to acceleration in the event of default. The balance at June 30, 2019 is \$1,700,000.

2019 Urban Renewal Note Payable: In June 2019, the Woodburn Urban Renewal Agency (a component unit of the City) entered into a note payable agreement in the amount of \$2,900,000 at 2.77% interest, to fund urban renewal projects. Interest is payable semiannually, while principal is due annually through June 2029. The loan is secured by the tax increment revenues, and amounts due are not subject to acceleration in the event of default. The balance at June 30, 2019 is \$2,900,000.

Annual debt service requirements for direct borrowings are as follows:

<i>Fiscal Year</i> <i>Ending</i> <i>June 30,</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2020	\$ 792,000	\$ 117,366	\$ 909,366
2021	809,000	100,576	909,576
2022	576,000	80,465	656,465
2023	591,000	65,798	656,798
2024	285,000	50,746	335,746
2025-2029	1,547,000	130,855	1,677,855
	<u>\$ 4,600,000</u>	<u>\$ 545,806</u>	<u>\$ 5,145,806</u>

Direct Placement Revenue Bonds Payable - Business-type Activities

2018 Water Revenue Refunding Bond - Direct Placement: In October 2018, the City issued bonds totaling \$8,630,000 at 2.94% interest to refund outstanding loans payable. Bond interest is payable semiannually, while principal is due annually through December 2024. The bonds are secured by the net revenues of the water system. The balance at June 30, 2019 is \$7,614,000.

The City refunded the loans to reduce its total debt service payments over the next six years by \$71,107 and to obtain an economic gain (difference between the present values of the debt service payments on the old debt and the new debt of \$454,126.

CITY OF WOODBURN, OREGON
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2019

LONG-TERM DEBT (Continued)

Direct Placement Revenue Bonds Payable - Business-type Activities (Continued)

Annual debt service requirements to maturity for bonds payable are as follows:

<i>Fiscal Year Ending June 30,</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2020	\$ 1,422,000	\$ 202,948	\$ 1,624,948
2021	1,402,000	161,435	1,563,435
2022	1,104,000	124,597	1,228,597
2023	1,442,000	87,171	1,529,171
2024	1,332,000	46,393	1,378,393
2025-2029	912,000	13,406	925,406
	<u>\$ 7,614,000</u>	<u>\$ 635,950</u>	<u>\$ 8,249,950</u>

Revenue Bonds Payable - Business-type Activities

2011 Wastewater Revenue and Refunding Bonds (Series A and B): In November 2011, the City issued bonds totaling \$36,910,000 to refund outstanding loans payable and to finance various improvements in the Wastewater System. The Series 2011A bonds include variable interest between 3.00% and 5:00%, payable semiannually, with principal due annually through April 2031. The Series 2011B bonds include variable interest, compounded semiannually and payable only at maturity, due March 2023. Net revenues of the wastewater system have been pledged as payment for the bonds. In the event of default, the bonds are not subject to acceleration. The balance at June 30, 2019 is \$14,544,072 and \$1,657,252 of bond premiums are yet to be amortized.

At June 30, 2019, there was \$11,947,433 in unspent bond proceeds related the construction of the wastewater treatment plant.

Annual debt service requirements to maturity for bonds payable are as follows:

<i>Fiscal Year Ending June 30,</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2020	\$ 3,469,529	\$ 999,334	\$ 4,468,863
2021	3,696,001	1,042,862	4,738,863
2022	4,870,000	266,113	5,136,113
2023	2,013,542	1,144,072	3,157,614
2024	55,000	20,413	75,413
2025-2029	320,000	66,384	386,384
2030-2031	120,000	7,126	127,126
	<u>\$ 14,544,072</u>	<u>\$ 3,546,304</u>	<u>\$ 18,090,376</u>

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

Plan Description

Substantially all City employees are members in the Oregon Public Employees Retirement System (OPERS); a cost-sharing multiple-employer defined benefit pension plan that acts as a common investment and administrative agent for government units in the State of Oregon. Employees hired before August 29, 2003 belong to the Tier One/Tier Two Retirement Benefit Program (established pursuant to ORS Chapter 238), while employees hired on or after August 29, 2003 belong to the OPSRP Pension Program (established pursuant to ORS Chapter 238A). OPERS produces an independently audited CAFR which can be found at: http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx.

Benefits Provided

Tier One/Tier Two Retirement Benefit

Pension Benefits. The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0% for police and fire employees, 1.67% for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at a minimum retirement age for a service retirement allowance if he or she has had contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits. Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits. A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefit regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

Benefits Provided (Continued)

Tier One/Tier Two Retirement Benefit (Continued)

Benefit Changes After Retirement. Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25% on the first \$60,000 of annual benefit and 0.15% on annual benefits above \$60,000.

OPSRP Pension Program

Pension Benefits. The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated by formula for members who attain normal retirement age. For general service members, 1.5% is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit. For police and fire members, 1.8% is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and if the pension program is terminated, the date on which termination becomes effective.

Death Benefits. Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits. A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement. Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25% on the first \$60,000 of annual benefit and 0.15% on annual benefits above \$60,000.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2016 actuarial valuation as subsequently modified by 2013 legislated changes in benefit provisions. The rates based on a percentage of payroll, first became effective July 1, 2017. The City's contribution rates for the period were 20.15% for Tier One/Tier Two members, 11.55% for OPSRP General Service members, and 16.32% for OPSRP Police and Fire members. The City's total contributions exclusive of the 6% "pick-up" was \$1,407,165.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

Contributions (Continued)

Covered employees are required to contribute 6% of their salary to the Plan, but the employer is allowed to pay any or all of the employees' contribution in addition to the required employers' contribution. The City has elected to contribute the 6% "pick-up" or \$518,222 of the employees' contribution.

Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2019, the City reported a liability of \$12,969,468 for its proportionate share of the OPERS net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016 rolled forward to June 30, 2018. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the City's proportion was 0.0856%, which is a decrease of 0.0138% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City recognized pension expense of \$531,309. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 441,183	\$ -
Changes of assumptions	3,015,377	-
Net difference between projected and actual earnings on investments	-	575,918
Changes in proportionate share	43,139	2,003,572
Differences between employer contributions and proportionate share of contributions	169,754	102,270
Contributions subsequent to measurement date	1,407,165	-
Total	<u>\$ 5,076,618</u>	<u>\$ 2,681,760</u>

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Deferred outflows of resources related to pensions of \$1,407,165 resulting from the City’s contributions subsequent to the measurement date will be recognized as either a reduction of the net pension liability or an increase in the net pension asset in the year ending June 30, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as an addition to (reduction from) as follows:

<i>Fiscal Year Ending June 30,</i>		
2020	\$	1,043,244
2021		590,067
2022		(552,005)
2023		(121,361)
2024		27,748
Total	\$	<u>987,693</u>

Actuarial Methods and Assumptions

The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset Valuation Method	Market value of assets
Actuarial Assumptions:	
Inflation Rate	2.50%
Investment Rate of Return	7.20%
Projected Salary Increases	3.50% overall payroll growth; salaries for individuals are assumed to grow at 3.50% plus assumed rates of merit/longevity increases based on service

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

Actuarial Methods and Assumptions (Continued)

Mortality

Healthy retirees and beneficiaries:

RP-2014 Healthy annuitant, sex-distinct, generational with unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation.

Active members:

RP-2014 Employees, sex-distinct, generational with unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation.

Disabled retirees:

RP-2014 Disabled retirees, sex-distinct, generational with unisex, Social Security Data Scale.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2016 experience study which reviewed experience for the four-year period ending on December 31, 2016.

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2013 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. The table below shows Milliman’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption was based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

Long-Term Expected Rate of Return (Continued)

<u>Asset Class</u>	<u>Target</u>	<u>Compound Annual Return (Geometric)</u>
Core Fixed Income	8.00 %	3.49 %
Short-Term Bonds	8.00	3.38
Bank/Leveraged Loans	3.00	5.09
High Yield Bonds	1.00	6.45
Large/Mid Cap US Equities	15.75	6.30
Small Cap US Equities	1.31	6.69
Micro Cap US Equities	1.31	6.80
Developed Foreign Equities	13.13	6.71
Emerging Market Equities	4.12	7.45
Non-US Small Cap Equities	1.88	7.01
Private Equity	17.50	7.82
Real Estate (Property)	10.00	5.51
Real Estate (REITS)	2.50	6.37
Hedge Fund of Funds - Diversified	2.50	4.09
Hedge Fund - Event-driven	0.63	5.86
Timber	1.88	5.62
Farmland	1.88	6.15
Infrastructure	3.75	6.60
Commodities	1.88	3.84
Assumed Inflation - Mean		2.50 %

Discount Rate

The discount rate used to measure the total pension liability was 7.20% for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate

The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20%, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20%) or 1-percentage-point higher (8.20%) than the current rate:

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM (Continued)

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
Proportionate share of the net pension liability	\$ 21,674,431	\$ 12,969,468	\$ 5,784,233

Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued OPERS financial report.

DEFINED CONTRIBUTION PENSION PLANS

The City sponsors two defined contribution pension plans. Both plan's provisions and contribution requirements are established and amended by the City Council.

The 401A is administered by ICMA Retirement Corp. to provide retirement benefits for the City Attorney. The City has established a contribution amount equivalent to approximately 7% of covered salary. The City contributed \$8,424 to the plan for the year ended June 30, 2019.

The 457 plan is administered by both ICMA Retirement Corporation and First Investors Financial Services, and provides additional retirement benefits for contract and unrepresented employees. The City has established matching contribution rates of 5% or 8.5%, depending on contractual agreements. The City contributed \$155,923 to the plan for the year ended June 30, 2019.

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS

The other postemployment benefits (OPEB) for the City combines two separate plans. The City provides an implicit rate subsidy for retiree health insurance premiums, and a contribution to the State of Oregon’s PERS cost-sharing multiple-employer defined health insurance benefit plan.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Financial Statement Presentation

The City's two OPEB plans are presented in the aggregate on the Statement of Net Position. The amounts on the financial statements relate to the plans as follows:

	<u>Implicit Rate</u> <u>Subsidy Plan</u>	<u>PERS</u> <u>RHIA Plan</u>	<u>Total OPEB</u> <u>on Financials</u>
Total OPEB asset	\$ -	\$ 92,049	\$ 92,049
Deferred Outflows of Resources			
Contributions After Measurement Date	49,862	39,580	89,442
Total OPEB Liability	(618,796)	-	(618,796)
Deferred Inflows of Resources			
Differences between expected and actual experience	(14,677)	(5,217)	(19,894)
Change in Assumptions	(122,359)	(292)	(122,651)
Net difference between projected and actual earnings		(19,845)	(19,845)
Changes in proportionate share		(838)	(838)
OPEB Expense/(Income)	(6,200)	47,705	41,505

Implicit Rate Subsidy

Plan Description

The City's single-employer defined benefit postemployment healthcare plan is administered by Citycounty Insurance Services (CIS). Benefit provisions are established through negotiations between the City and representatives of the City or through resolutions passed by City Council. No assets have been accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

The City's postemployment healthcare plan administrator issues a publicly available financial report that includes financial statements and required supplementary information for CIS. This report may be obtained by writing to the CIS Main Office, 1212 Court Street NE, Salem OR 97301.

Benefits Provided

The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. As of the valuation date of July 1, 2016, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries receiving benefits	8
Active employees	112
	<u>120</u>

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Implicit Rate Subsidy (Continued)

Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The City's total OPEB liability of \$618,796 was measured as of June 30, 2018, and was determined by an actuarial valuation as of July 1, 2016. For the fiscal year ended June 30, 2019, the City recognized OPEB income from this plan of \$6,200. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Differences between expected and actual experience	\$ -	\$ 14,677
Changes of assumptions	-	122,359
Contributions subsequent to measurement date	49,862	-
Total	<u>\$ 49,862</u>	<u>\$ 137,036</u>

Deferred outflows of resources related to OPEB of \$49,862 resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended June 30:</u>	
2020	\$ (17,779)
2021	(17,779)
2022	(17,779)
2023	(17,779)
2024	(17,779)
Thereafter	(48,141)
Total	<u>\$ (137,036)</u>

Actuarial Assumptions and Other Inputs

The total OPEB liability for the June 30, 2019 valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified: inflation rate of 2.50%, projected salary increases of 3.50%, discount rate of 3.87% (change from 3.58% in the previous measurement period), medical and vision varies between 6.75% and 4.75% (due to the timing of the excise tax scheduled to affect health care benefits), dental at 4.50%, and mortality rates based on the RP-2014 healthy annuitant, sex-distinct, generational with unisex, Social Security Data Scale, with collar adjustments and setbacks.

The discount rate was based on Bond Buyer 20-Year General Obligation Bond Index.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance as of June 30, 2018	\$ 695,362
Changes for the year:	
Service cost	47,892
Interest on total OPEB liability	25,949
Effect of economic/demographic gains or losses	(16,512)
Effect of assumptions changes or inputs	(96,751)
Benefit payments	(37,144)
Balance as of June 30, 2019	<u>\$ 618,796</u>

The effect of changes in assumptions is the result of the change in the discount rate from 3.58 to 3.87.

Sensitivity of the Total OPEB Liability

The following presents the City’s total OPEB liability, as well as what the liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current discount rate. A similar sensitivity analysis is then presented for changes in the healthcare trend assumption.

Discount Rate:

	<u>1% Decrease (2.87%)</u>	<u>Current Discount Rate (3.87%)</u>	<u>1% Increase (4.87%)</u>
Total OPEB Liability	\$ 671,991	\$ 618,796	\$ 570,228

Healthcare Cost Trend:

	<u>1% Decrease (5.75% decreasing to 3.75%)</u>	<u>Trend Rate (6.75% decreasing to 4.75%)</u>	<u>1% Increase (7.75% decreasing to 5.75%)</u>
Total OPEB Liability	\$ 552,514	\$ 618,796	\$ 698,248

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

PERS Retirement Health Insurance Account

Plan Description

The City contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by PERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums for eligible retirees. ORS 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants hired after August 29, 2003. PERS issues publicly available financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700 or online at: <https://www.oregon.gov/PERS/Pages/Financials/Actuarial-Financial-Information.aspx>.

Benefits Provided

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan.

A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Contributions

PERS funding policy provides for employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2016 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2018. The City's contribution rates for the period were 0.50% for Tier One/Tier Two members, and 0.43% for OPSRP members. The City's total for the year ended June 30, 2019 contributions was \$39,580.

OPEB Assets, Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2019, the City reported an asset of \$92,049 for its proportionate share of the OPERS net OPEB asset. The net OPEB asset was measured as of June 30, 2018, and was determined by an actuarial valuation as of December 31, 2016 rolled forward to June 30, 2018. The City's proportion of the net OPEB asset was based on the City's contributions to the RHIA program during the measurement period relative to contributions from all participating employers. At June 30, 2018, the City's proportionate share was 0.0825%, which is an increase from its proportion of 0.0815% as of June 30, 2017.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

PERS Retirement Health Insurance Account (Continued)

For the year ended June 30, 2019, the City recognized OPEB expense from this plan of \$47,705. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	<i>Deferred Outflow of Resources</i>	<i>Deferred Inflow of Resources</i>
Differences between expected and actual experience	\$ -	\$ 5,217
Changes of assumptions	-	292
Net difference between projected and actual earnings	-	19,845
Change in proportionate share contributions subsequent to the MD	-	838
	<u>39,580</u>	<u>-</u>
Total	<u>\$ 39,580</u>	<u>\$ 26,192</u>

Deferred outflows of resources related to OPEB of \$39,580 resulting from the City’s contributions subsequent to the measurement date will be recognized as either a reduction of the net OPEB liability or an increase in the net OPEB asset in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<i>Year ended June 30:</i>	
2020	\$ (8,821)
2021	(8,702)
2022	(6,697)
2023	<u>(1,972)</u>
Total	<u>\$ (26,192)</u>

Actuarial Methods and Assumptions

See OPERS Pension Plan footnote for additional information on actuarial assumptions and methods, the long-term expected rate of return, and the discount rate.

CITY OF WOODBURN, OREGON
 NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
 YEAR ENDED JUNE 30, 2019

PERS Retirement Health Insurance Account (Continued)

Sensitivity of the proportionate share of the net OPEB liability (asset) to changes in the discount rate

The following presents the City's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 7.20%, as well as what the City's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.20%) or 1 percentage point higher (8.20%) than the current rate:

	<i>1% Decrease</i> <i>(6.20%)</i>	<i>Discount Rate</i> <i>(7.20%)</i>	<i>1% Increase</i> <i>(8.20%)</i>
Net OPEB liability (asset)	\$ (53,595)	\$ (92,049)	\$ (124,780)

OPEB Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

TRANSFERS

Interfund transfers are as follows:

<i>Transfers In</i>	<i>Governmental Activities</i>				<i>Business-type Activities</i>		<i>Total</i>
	<i>General</i>	<i>Street</i>	<i>Non-major Governmental</i>	<i>Internal Service</i>	<i>Water Operations</i>	<i>Sewer Operations</i>	
<i>Governmental activities</i>							
General	\$ -	\$ 9,900	\$ 10,150	\$ 4,190	\$ 14,500	\$ 21,970	\$ 60,710
Street	-	-	-	-	-	90,000	90,000
General construction	2,019,423	-	27,823	-	-	-	2,047,246
Other non-major governmental	116,000	274,532	-	-	20,000	50,000	460,532
Total	\$ 2,135,423	\$ 284,432	\$ 37,973	\$ 4,190	\$ 34,500	\$ 161,970	\$ 2,658,488
Reconciliation:							
							783,063
							(2,658,488)
							196,470
							\$ 979,533

The primary purpose of transfers is to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

In the governmental activities column of the statement of activities, transfers between governmental funds have been eliminated. In a like manner, transfer between enterprise funds have been eliminated in the business-type activities column.

CITY OF WOODBURN, OREGON

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

YEAR ENDED JUNE 30, 2019

CONTINGENCIES

The City purchases commercial insurance to cover all commonly insurable risks, which includes property damage, liability and employee bonds. Most policies carry a small deductible amount. No insurance claims settled in each of the prior three years have exceeded policy coverage.

The City is a defendant in various litigation proceedings. Management believes any losses arising from these actions will not materially affect the City's financial position.

NEW PRONOUNCEMENTS

During the year, the City implemented GASB Statement No. 88, "Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements". The objective of this statement is to improve the consistency of the information presented in notes to governmental financial statements related to debt, including direct borrowings and direct placements, and to provide financial statement users with additional essential information about debt.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF WOODBURN, OREGON

COMBINING BALANCE SHEET - BUDGETARY FUNDS REPORTED AS GENERAL FUND

JUNE 30, 2019

	<i>Budgetary funds</i>		<i>Total (reported as General Fund)</i>
	<i>General Fund</i>	<i>PERS Reserve</i>	
ASSETS			
Cash and investments	\$ 6,737,370	\$ 1,678,280	\$ 8,415,650
Accounts receivable	686,237	-	686,237
Property taxes receivable	393,430	-	393,430
Prepaid expenses	31,972	-	31,972
<i>Total Assets</i>	<u>\$ 7,849,009</u>	<u>\$ 1,678,280</u>	<u>\$ 9,527,289</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES			
<i>Liabilities:</i>			
Checks not presented	\$ 162,944	\$ -	\$ 162,944
Accounts payable	96,085	-	96,085
Accrued payroll and payroll liabilities	574,030	-	574,030
<i>Total Liabilities</i>	833,059	-	833,059
<i>Deferred Inflows</i>			
Unavailable revenue	737,863	-	737,863
<i>Fund Balance:</i>			
Non-spendable	31,972	-	31,972
Committed to:			
Retirement	-	1,678,280	1,678,280
Unassigned	6,246,115	-	6,246,115
<i>Total Fund Balance</i>	<u>6,278,087</u>	<u>1,678,280</u>	<u>7,956,367</u>
<i>Total Liabilities, Deferred Inflows and Fund Balance</i>	<u>\$ 7,849,009</u>	<u>\$ 1,678,280</u>	<u>\$ 9,527,289</u>

CITY OF WOODBURN, OREGON

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

BUDGETARY FUNDS REPORTED AS GENERAL FUND

YEAR ENDED JUNE 30, 2019

	<i>Budgetary funds</i>			<i>Total (reported as General Fund)</i>
	<i>General Fund</i>	<i>PERS Reserve</i>	<i>Eliminations</i>	
REVENUES				
Taxes and assessments	\$ 9,814,318	\$ -	\$ -	\$ 9,814,318
Licenses and permits	2,095,214	-	-	2,095,214
Charges for services	1,030,136	-	-	1,030,136
Intergovernmental	940,882	-	-	940,882
Fines and forfeitures	343,790	-	-	343,790
Miscellaneous	659,824	19,480	-	679,304
<i>Total Revenues</i>	14,884,164	19,480	-	14,903,644
EXPENDITURES				
Administration	1,160,691	-	-	1,160,691
Economic development	116,534	-	-	116,534
Nondepartmental	200,781	-	-	200,781
Police	7,206,649	-	-	7,206,649
Community services	3,283,439	-	-	3,283,439
Planning	431,991	-	-	431,991
Engineering	271,657	-	-	271,657
<i>Total Expenditures</i>	12,671,742	-	-	12,671,742
REVENUES OVER (UNDER) EXPENDITURES	2,212,422	19,480	-	2,231,902
OTHER FINANCING SOURCES (USES)				
Transfers in	-	1,658,800	(1,598,090)	60,710
Transfers out	(3,733,513)	-	1,598,090	(2,135,423)
Proceeds from sales of assets	308,894	-	-	308,894
<i>Total Other Financing Sources and Uses</i>	(3,424,619)	1,658,800	-	(1,765,819)
NET CHANGE IN FUND BALANCE	(1,212,197)	1,678,280	-	466,083
FUND BALANCE, beginning of year	7,490,284	-	-	7,490,284
FUND BALANCE, end of year	6,278,087	\$ 1,678,280	\$ -	\$ 7,956,367

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – GENERAL FUND (BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Taxes and assessments	\$ 9,693,670	\$ 9,693,670	\$ 9,814,318	\$ 120,648
Licenses and permits	111,000	111,000	131,552	20,552
Franchise fees	2,023,950	2,023,950	1,963,662	(60,288)
Charges for services	994,270	994,270	1,030,136	35,866
Intergovernmental	868,000	868,000	940,882	72,882
Fines and forfeitures	456,500	456,500	343,790	(112,710)
Miscellaneous	658,250	658,250	659,824	1,574
<i>Total Revenues</i>	14,805,640	14,805,640	14,884,164	78,524
EXPENDITURES				
Administration	1,374,000	1,374,000	1,160,691	213,309
Economic development	149,560	149,560	116,534	33,026
Nondepartmental	319,000	319,000	200,781	118,219
Police	7,688,550	7,688,550	7,206,649	481,901
Community services	3,490,050	3,490,050	3,283,439	206,611
Planning	487,380	487,380	431,991	55,389
Engineering	361,000	361,000	271,657	89,343
Contingency	3,949,010	3,657,660	-	3,657,660
<i>Total Expenditures</i>	17,818,550	17,527,200	12,671,742	4,855,458
REVENUES OVER (UNDER) EXPENDITURES	(3,012,910)	(2,721,560)	2,212,422	4,933,982
OTHER FINANCING SOURCES (USES)				
Transfers out	(3,101,090)	(4,001,400)	(3,733,513)	267,887
Proceeds from sale of assets	22,000	307,310	308,894	1,584
<i>Total Other Financing Sources (Uses)</i>	(3,079,090)	(3,694,090)	(3,424,619)	269,471
NET CHANGE IN FUND BALANCE	(6,092,000)	(6,415,650)	(1,212,197)	5,203,453
FUND BALANCE, beginning of year	7,717,000	7,425,650	7,490,284	64,634
FUND BALANCE, end of year (budgetary basis)	\$ 1,625,000	\$ 1,010,000	6,278,087	\$ 5,268,087

CITY OF WOODBURN, OREGON

*SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – PERS RESERVE FUND (BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2019*

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Miscellaneous	37,260	37,260	19,480	(17,780)
<i>Total Revenues</i>	37,260	37,260	19,480	(17,780)
EXPENDITURES				
Materials and services	1,696,060	1,696,060	-	1,696,060
REVENUES OVER (UNDER) EXPENDITURES	(1,658,800)	(1,658,800)	19,480	1,678,280
OTHER FINANCING SOURCES (USES)				
Transfers in	1,658,800	1,658,800	1,658,800	-
NET CHANGE IN FUND BALANCE	-	-	1,678,280	1,678,280
FUND BALANCE, beginning of year	-	-	-	-
FUND BALANCE, end of year	\$ -	\$ -	\$ 1,678,280	\$ 1,678,280

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - STREET FUND (BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Taxes and assessments	\$ 130,000	\$ 130,000	\$ 133,033	\$ 3,033
Licenses and permits	500	500	67	(433)
Franchise fees	377,500	377,500	356,924	(20,576)
Intergovernmental	1,500,000	1,500,000	1,813,262	313,262
Miscellaneous	173,010	173,010	203,510	30,500
<i>Total Revenues</i>	<u>2,181,010</u>	<u>2,181,010</u>	<u>2,506,796</u>	<u>325,786</u>
EXPENDITURES				
Street	2,614,820	2,614,820	1,994,020	620,800
Contingency	1,229,890	1,229,890	-	1,229,890
<i>Total Expenditures</i>	<u>3,844,710</u>	<u>3,844,710</u>	<u>1,994,020</u>	<u>1,850,690</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>(1,663,700)</u>	<u>(1,663,700)</u>	<u>512,776</u>	<u>2,176,476</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	90,000	90,000	90,000	-
Transfers out	(1,623,700)	(1,623,700)	(284,432)	1,339,268
<i>Total Other Financing Sources (Uses)</i>	<u>(1,533,700)</u>	<u>(1,533,700)</u>	<u>(194,432)</u>	<u>1,339,268</u>
NET CHANGE IN FUND BALANCE	<u>(3,197,400)</u>	<u>(3,197,400)</u>	<u>318,344</u>	<u>3,515,744</u>
FUND BALANCE, beginning of year	<u>4,207,400</u>	<u>4,207,400</u>	<u>4,270,687</u>	<u>63,287</u>
FUND BALANCE, end of year	<u>\$ 1,010,000</u>	<u>\$ 1,010,000</u>	<u>\$ 4,589,031</u>	<u>\$ 3,579,031</u>

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - URBAN RENEWAL FUND (BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Taxes and assessments	\$ 682,370	\$ 749,970	\$ 761,166	\$ 11,196
Intergovernmental	50,000	50,000	117,078	67,078
Miscellaneous	56,630	56,630	64,074	7,444
<i>Total Revenues</i>	789,000	856,600	942,318	85,718
EXPENDITURES				
Community development	5,315,110	5,390,650	3,559,252	1,831,398
Contingency	199,890	199,890	-	199,890
<i>Total Expenditures</i>	5,515,000	5,590,540	3,559,252	2,031,288
REVENUES OVER (UNDER) EXPENDITURES	(4,726,000)	(4,733,940)	(2,616,934)	2,117,006
OTHER FINANCING SOURCES (USES)				
Proceeds from issuance of debt	2,450,000	2,450,000	2,900,000	450,000
NET CHANGE IN FUND BALANCE	(2,276,000)	(2,283,940)	283,066	2,567,006
FUND BALANCE, beginning of year	2,276,000	2,283,940	2,288,941	5,001
FUND BALANCE, end of year	\$ -	\$ -	\$ 2,572,007	\$ 2,572,007

CITY OF WOODBURN, OREGON

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

LAST SIX FISCAL YEARS ¹

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
City's proportion of the net pension liability (asset)	0.0856%	0.0994%	0.1081%	0.1224%	0.1145%	0.1145%
City's proportionate share of the net pension liability (asset)	\$(12,969,468)	\$(13,401,200)	\$(16,230,093)	\$(7,026,676)	\$2,595,126	\$(5,842,512)
City's covered-employee payroll	8,950,436	8,800,124	8,344,438	8,457,225	8,048,595	7,956,480
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-144.9%	-152.3%	-194.5%	-83.1%	32.2%	-73.4%
Plan fiduciary net position as a percentage of the total pension liability	82.1%	83.1%	80.5%	91.9%	103.6%	92.0%

¹ 10-year trend information required by GASB Statement 68 will be presented prospectively

CITY OF WOODBURN, OREGON
SCHEDULE OF THE CITY'S CONTRIBUTIONS
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
LAST SIX FISCAL YEARS ¹

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contributions	\$ 1,407,165	\$ 1,347,984	\$ 1,034,667	\$ 1,096,838	\$ 1,046,147	\$ 1,022,429
Contributions in relation to the contractually required contribution	(1,407,165)	(1,347,984)	(1,034,667)	(1,096,838)	(1,046,147)	(1,022,429)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 8,868,978	\$ 8,950,436	\$ 8,800,124	\$ 8,344,438	\$ 8,457,225	\$ 8,048,595
Contributions as a percentage of covered-employee payroll	15.87%	15.06%	11.76%	13.14%	12.37%	12.70%

¹ 10-year trend information required by GASB Statement 68 will be presented prospectively

CITY OF WOODBURN, OREGON

**SCHEDULE OF CHANGES IN TOTAL OTHER POST-EMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS - IMPLICIT RATE SUBSIDY
LAST TWO FISCAL YEARS¹**

	<u>2019</u>	<u>2018</u>
Service cost	\$ 47,892	\$ 51,565
Interest on total OPEB liability	25,949	21,016
Effect of economic/demographic gains or (losses)	(16,512)	-
Effect of assumption change or inputs	(96,751)	(46,746)
Benefit payments	(37,144)	(32,401)
Net change in total OPEB liability	(76,566)	(6,566)
Net OPEB liability, beginning	695,362	701,928
Net OPEB liability, ending	<u>\$ 618,796</u>	<u>\$ 695,362</u>
Covered payroll	\$ 8,868,978	\$ 8,950,436
Total OPEB liability as a % of covered payroll	7.0%	7.8%

Notes:

The above table presents the most recent actuarial valuations for the City's post-employment health insurance benefits plan and provides information that approximates the funding progress of the plan.

There are no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

¹ 10-year trend information required by GASB Statement 75 will be presented prospectively

CITY OF WOODBURN, OREGON

**SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM RETIREE HEALTH INSURANCE ACCOUNT
LAST THREE FISCAL YEARS ¹**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
City's proportion of the net OPEB liability (asset)	0.0825%	0.0815%	0.0869%
City's proportionate share of the net OPEB liability (asset)	\$ (92,049)	\$ (34,002)	\$ 23,610
City's covered-employee payroll	8,950,436	8,800,124	8,344,438
City's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	-1.0%	-0.4%	0.3%
Plan fiduciary net position as a percentage of the total pension liability	124.0%	108.9%	94.2%

¹ 10-year trend information required by GASB Statement 75 will be presented prospectively

CITY OF WOODBURN, OREGON

SCHEDULE OF THE CITY'S CONTRIBUTIONS

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM RETIREE HEALTH INSURANCE ACCOUNT

LAST THREE FISCAL YEARS ¹

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractually required contributions	\$ 39,580	\$ 40,561	\$ 38,765
Contributions in relation to the contractually required contribution	(39,580)	(40,561)	(38,765)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered-employee payroll	\$ 8,868,978	\$ 8,950,436	\$ 8,800,124
Contributions as a percentage of covered-employee payroll	0.45%	0.45%	0.44%

¹ 10-year trend information required by GASB Statement 75 will be presented prospectively

CITY OF WOODBURN, OREGON

*NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2019*

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

On or before June 30 of each year, the City enacts a resolution approving the budget, appropriating the expenditures, and levying the property taxes. The City's budget is presented on the modified accrual basis of accounting which is the same basis as GAAP with the exception of interfund loans, which are not reported on the budgetary basis.

Prior to enacting this resolution, the proposed budget is presented to a budget committee consisting of members of the City Council and a like number of interested citizens. The budget committee presents the budget to the City Council for budget hearings prior to enactment of the resolution. The City budgets all funds as required by Oregon Local Budget Law.

The resolution authorizing appropriations for each fund sets the legal level of control by which expenditures cannot legally exceed appropriations. Appropriations of expenditures are made at the program/function level for all funds. The detail budget document is required to contain more specific information for the above mentioned expenditure categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers, and adoption by the City Council. Management may modify original and supplemental budgets by the use of appropriation transfers between the legal levels of control within a fund. Such transfers require approval by the City Council. Management may not amend the budget without seeking the approval of the Council. Appropriations lapse as of year-end.

Changes in Benefit Terms

The Oregon Supreme Court on April 30, 2015, ruled that the provisions of Senate Bill 861, signed into law in October 2013, that limited the post-retirement COLA on benefits accrued prior to the signing of the law was unconstitutional. Benefits could be modified prospectively, but not retrospectively. As a result, those who retired before the bills were passed will continue to receive a COLA tied to the Consumer Price Index that normally results in a 2% increase annually. OPERS will make restoration payments to those benefit recipients. Senate Bill 822 lowered the COLA from 2% to 1.5% for recipients who do not pay Oregon income tax because they are not residents of Oregon.

OPERS members who have accrued benefits before and after the effective dates of the 2013 legislation will have a blended COLA rate when they retire.

This is a change in benefit terms was not included in the net pension liability (asset) proportionate shares provided by OPERS for the years ending June 30, 2015 and June 30, 2014.

Changes of assumptions

Details and a comprehensive list of changes in methods and assumptions can be found in the 2012, 2014, and 2016 experience study for the System, which were published on September 18, 2013, September 23, 2015, and July 26, 2017. These reports can be found at: <http://www.oregon.gov/PERS/Pages/Financials/Actuarial-Presentations-and-Reports.aspx>.

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

Other Postemployment Benefits

The tables on pages 59-61 present the activities, changes in the proportionate share and contributions related to the City's postemployment health insurance benefit plans (implicit rate subsidy and retirees health insurance account) based on the most recent actuarial valuations for the City.

There are no assets accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75.

SUPPLEMENTARY INFORMATION

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – GENERAL CAPITAL CONSTRUCTION FUND (MAJOR FUND)
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Intergovernmental	\$ -	\$ 1,065,000	\$ -	\$ (1,065,000)
EXPENDITURES				
Capital outlay	2,987,000	5,280,710	2,929,717	2,350,993
REVENUES OVER (UNDER) EXPENDITURES	(2,987,000)	(4,215,710)	(2,929,717)	1,285,993
OTHER FINANCING SOURCES (USES)				
Transfers in	1,387,000	2,315,710	2,047,246	(268,464)
Proceeds from issuance of debt	1,600,000	1,900,000	1,700,000	(200,000)
<i>Total Other Financing Sources (Uses)</i>	2,987,000	4,215,710	3,747,246	(468,464)
NET CHANGE IN FUND BALANCE	-	-	817,529	817,529
FUND BALANCE, beginning of year	-	-	-	-
FUND BALANCE, end of year	\$ -	\$ -	\$ 817,529	\$ 817,529

CITY OF WOODBURN, OREGON
COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2019

	<i>Special Revenue</i>		
	<i>Transit</i>	<i>Building Inspection</i>	<i>Asset Forfeiture</i>
ASSETS			
Cash and investments	\$ 31,301	\$ 1,074,055	\$ 14,801
Accounts receivable	53,984	-	-
Property taxes receivable	-	-	-
Assessment liens receivable	-	-	-
Loans receivable	-	-	-
<i>Total Assets</i>	<u>\$ 85,285</u>	<u>\$ 1,074,055</u>	<u>\$ 14,801</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE			
Liabilities:			
Accounts payable	\$ 5,204	\$ 10,385	\$ -
Deferred Inflows:			
Unavailable revenue	-	-	-
Fund Balance:			
Restricted for:			
Debt service	-	-	-
Construction	-	-	-
Culture and recreation	80,081	-	-
Community development	-	-	-
Committed to:			
Public safety	-	-	14,801
Capital outlay	-	-	-
Planning and building	-	1,063,670	-
<i>Total Fund Balance</i>	<u>80,081</u>	<u>1,063,670</u>	<u>14,801</u>
<i>Total Liabilities, Deferred Inflows and Fund Balance</i>	<u>\$ 85,285</u>	<u>\$ 1,074,055</u>	<u>\$ 14,801</u>

<i>Special Revenue</i>		<i>Capital Projects</i>		
<i>Housing Rehabilitation</i>	<i>Lavelle Black Trust</i>	<i>Special Assessment</i>	<i>Street & Storm Capital Construction</i>	<i>Parks SDC</i>
\$ 355,491	\$ 36,889	\$ 18,820	\$ 2,576	515,849
-	-	-	-	-
-	-	-	-	-
-	-	30,347	-	-
547,813	-	-	-	-
\$ 903,304	\$ 36,889	\$ 49,167	\$ 2,576	\$ 515,849
\$ -	\$ -	\$ -	\$ 2,576	\$ -
547,813	-	30,347	-	-
-	-	-	-	-
-	-	-	-	515,849
-	36,889	-	-	-
355,491	-	-	-	-
-	-	-	-	-
-	-	18,820	-	-
-	-	-	-	-
355,491	36,889	18,820	-	515,849
\$ 903,304	\$ 36,889	\$ 49,167	\$ 2,576	\$ 515,849

CITY OF WOODBURN, OREGON

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS (Continued)

JUNE 30, 2019

	<i>Capital Projects</i>		
	<i>Street SDC</i>	<i>Storm SDC</i>	<i>Equipment Replacement</i>
ASSETS			
Cash and investments	\$ 3,737,442	\$ 664,125	\$ 807,664
Accounts receivable	-	-	-
Property taxes receivable	-	-	-
Assessment liens receivable	-	-	-
Loans receivable	-	-	-
<i>Total Assets</i>	<u>\$ 3,737,442</u>	<u>\$ 664,125</u>	<u>\$ 807,664</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE			
Liabilities:			
Accounts payable	\$ -	\$ -	\$ -
Deferred Inflows:			
Unavailable revenue	-	-	-
Fund Balance:			
Restricted for:			
Debt service	-	-	-
Construction	3,737,442	664,125	-
Culture and recreation	-	-	-
Community development	-	-	-
Committed to:			
Public safety	-	-	-
Capital outlay	-	-	807,664
Planning and building	-	-	-
<i>Total Fund Balance</i>	<u>3,737,442</u>	<u>664,125</u>	<u>807,664</u>
<i>Total Liabilities, Deferred Inflows and Fund Balance</i>	<u>\$ 3,737,442</u>	<u>\$ 664,125</u>	<u>\$ 807,664</u>

Debt Service

<u>GO Debt</u> <u>Service</u>	<u>Total</u>
\$ 17,202	\$ 7,276,215
-	53,984
24,158	24,158
-	30,347
-	547,813
<hr/>	<hr/>
\$ 41,360	\$ 7,932,517
<hr/> <hr/>	<hr/> <hr/>
\$ -	\$ 18,165
21,987	600,147
19,373	19,373
-	4,917,416
-	116,970
-	355,491
-	14,801
-	826,484
-	1,063,670
<hr/>	<hr/>
19,373	7,314,205
<hr/>	<hr/>
\$ 41,360	\$ 7,932,517
<hr/> <hr/>	<hr/> <hr/>

CITY OF WOODBURN, OREGON**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2019**

	<i>Special Revenue</i>		
	<i>Transit</i>	<i>Building Inspection</i>	<i>Asset Forfeiture</i>
REVENUES			
Taxes and assessments	\$ -	\$ -	\$ -
Licenses and permits	-	656,619	-
Charges for services	35,224	-	-
Intergovernmental	446,529	161,424	-
Miscellaneous	10,713	32,198	372
<i>Total Revenues</i>	492,466	850,241	372
EXPENDITURES			
Current			
Culture and recreation	658,289	-	-
Economic development	-	840,217	-
Debt service			
Principal	-	-	-
Interest	-	-	-
Capital outlay	-	20,634	-
<i>Total Expenditures</i>	658,289	860,851	-
REVENUES OVER (UNDER) EXPENDITURES	(165,823)	(10,610)	372
OTHER FINANCING SOURCES (USES)			
Transfers in	116,000	-	-
Transfers out	(4,140)	(6,010)	-
<i>Total Other Financing Sources (Uses)</i>	111,860	(6,010)	-
NET CHANGE IN FUND BALANCE	(53,963)	(16,620)	372
FUND BALANCE, beginning of year	134,044	1,080,290	14,429
FUND BALANCE, end of year	\$ 80,081	\$ 1,063,670	\$ 14,801

<i>Special Revenue</i>				<i>Capital Projects</i>
<i>Housing Rehabilitation</i>	<i>Library Endowment</i>	<i>Museum Endowment</i>	<i>Lavelle Black Trust</i>	<i>Special Assessment</i>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
57,541	513	-	978	838
57,541	513	-	978	838
2,683	-	854	3,491	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
2,683	-	854	3,491	-
54,858	513	(854)	(2,513)	838
-	-	-	-	-
-	(27,823)	-	-	-
-	(27,823)	-	-	-
54,858	(27,310)	(854)	(2,513)	838
300,633	27,310	854	39,402	17,982
\$ 355,491	\$ -	\$ -	\$ 36,889	\$ 18,820

CITY OF WOODBURN, OREGON

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS (Continued)**

YEAR ENDED JUNE 30, 2019

	<i>Capital Projects</i>		
	<i>Street & Storm Capital Construction</i>	<i>Parks SDC</i>	<i>Street SDC</i>
REVENUES			
Taxes and assessments	\$ -	\$ -	\$ -
Licenses and permits	-	239,391	658,078
Charges for services	-	-	-
Intergovernmental	-	-	-
Miscellaneous	-	12,159	86,949
<i>Total Revenues</i>	-	251,550	745,027
EXPENDITURES			
Current			
Culture and recreation	-	42,988	-
Economic development	-	-	-
Debt service			
Principal	-	-	-
Interest	-	-	-
Capital outlay	224,532	-	-
<i>Total Expenditures</i>	224,532	42,988	-
REVENUES OVER (UNDER) EXPENDITURES	(224,532)	208,562	745,027
OTHER FINANCING SOURCES (USES)			
Transfers in	224,532	-	-
Transfers out	-	-	-
<i>Total Other Financing Sources (Uses)</i>	224,532	-	-
NET CHANGE IN FUND BALANCE	-	208,562	745,027
FUND BALANCE, beginning of year	-	307,287	2,992,415
FUND BALANCE, end of year	\$ -	\$ 515,849	\$ 3,737,442

<u>Capital Projects</u>		<u>Debt Service</u>	
<u>Storm SDC</u>	<u>Equipment Replacement</u>	<u>GO Debt Service</u>	<u>Total</u>
\$ -	\$ -	\$ 574,141	\$ 574,141
17,993	-	-	1,572,081
-	-	-	35,224
-	34,658	-	642,611
16,527	18,922	8,663	246,373
34,520	53,580	582,804	3,070,430
-	-	-	708,305
-	-	-	840,217
-	-	516,000	516,000
-	-	70,208	70,208
-	40,978	-	286,144
-	40,978	586,208	2,420,874
34,520	12,602	(3,404)	649,556
-	120,000	-	460,532
-	-	-	(37,973)
-	120,000	-	422,559
34,520	132,602	(3,404)	1,072,115
629,605	675,062	22,777	6,242,090
\$ 664,125	\$ 807,664	\$ 19,373	\$ 7,314,205

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -****BUDGET AND ACTUAL - TRANSIT FUND**

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Charges for services	\$ 39,000	\$ 39,000	\$ 35,224	\$ (3,776)
Intergovernmental	446,210	602,210	446,529	(155,681)
Miscellaneous	12,590	12,590	10,713	(1,877)
<i>Total Revenues</i>	<u>497,800</u>	<u>653,800</u>	<u>492,466</u>	<u>(161,334)</u>
EXPENDITURES				
Transit	639,740	764,740	658,289	106,451
Contingency	109,920	134,920	-	134,920
<i>Total Expenditures</i>	<u>749,660</u>	<u>899,660</u>	<u>658,289</u>	<u>241,371</u>
REVENUES OVER (UNDER) EXPENDITURES	(251,860)	(245,860)	(165,823)	80,037
OTHER FINANCING SOURCES (USES)				
Transfers in	116,000	116,000	116,000	-
Transfers out	(4,140)	(4,140)	(4,140)	-
<i>Total Other Financing Sources (Uses)</i>	<u>111,860</u>	<u>111,860</u>	<u>111,860</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	(140,000)	(134,000)	(53,963)	80,037
FUND BALANCE, beginning of year	<u>140,000</u>	<u>134,000</u>	<u>134,044</u>	<u>44</u>
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,081</u>	<u>\$ 80,081</u>

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - BUILDING INSPECTION FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 781,590	\$ 781,590	\$ 656,619	\$ (124,971)
Intergovernmental	730,940	730,940	161,424	(569,516)
Miscellaneous	16,370	16,370	32,198	15,828
<i>Total Revenues</i>	1,528,900	1,528,900	850,241	(678,659)
EXPENDITURES				
Building inspection	1,418,540	1,418,540	840,217	578,323
Capital outlay	25,000	25,000	20,634	4,366
Contingency	987,450	987,450	-	987,450
<i>Total Expenditures</i>	2,430,990	2,430,990	860,851	1,570,139
REVENUES OVER (UNDER) EXPENDITURES	(902,090)	(902,090)	(10,610)	891,480
OTHER FINANCING SOURCES (USES)				
Transfers out	(6,010)	(6,010)	(6,010)	-
NET CHANGE IN FUND BALANCE	(908,100)	(908,100)	(16,620)	891,480
FUND BALANCE, beginning of year	908,100	908,100	1,080,290	172,190
FUND BALANCE, end of year	\$ -	\$ -	\$ 1,063,670	\$ 1,063,670

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – ASSET FORFEITURE FUND

YEAR ENDED JUNE 30, 2019

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Miscellaneous	\$ 230	\$ 230	\$ 372	\$ 142
EXPENDITURES				
Asset forfeiture	15,000	15,000	-	15,000
NET CHANGE IN FUND BALANCE	(14,770)	(14,770)	372	15,142
FUND BALANCE, beginning of year	14,770	14,770	14,429	(341)
FUND BALANCE, end of year	\$ -	\$ -	\$ 14,801	\$ 14,801

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - HOUSING REHABILITATION FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Miscellaneous	\$ 21,000	\$ 21,000	\$ 57,541	\$ 36,541
EXPENDITURES				
Housing rehab	21,000	21,000	2,683	18,317
Contingency	274,900	274,900	-	274,900
<i>Total Expenditures</i>	<u>295,900</u>	<u>295,900</u>	<u>2,683</u>	<u>293,217</u>
NET CHANGE IN FUND BALANCE	(274,900)	(274,900)	54,858	329,758
FUND BALANCE, beginning of year	<u>274,900</u>	<u>274,900</u>	<u>300,633</u>	<u>25,733</u>
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 355,491</u>	<u>\$ 355,491</u>

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – LIBRARY ENDOWMENT FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Miscellaneous	\$ 600	\$ 1,100	\$ 513	\$ (587)
EXPENDITURES				
Contingency	27,900	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	(27,300)	1,100	513	(587)
OTHER FINANCING SOURCES (USES)				
Transfers out	-	(28,400)	(27,823)	577
NET CHANGE IN FUND BALANCE	(27,300)	(27,300)	(27,310)	(10)
FUND BALANCE, beginning of year	27,300	27,300	27,310	10
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF WOODBURN, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – MUSEUM ENDOWMENT FUND
YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Miscellaneous	\$ 10	\$ 10	\$ -	\$ (10)
EXPENDITURES				
Materials and services	-	860	854	6
Contingency	860	-	-	-
NET CHANGE IN FUND BALANCE	(850)	(850)	(854)	(4)
FUND BALANCE, beginning of year	850	850	854	4
FUND BALANCE, end of year	\$ -	\$ -	\$ -	\$ -

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – LAVELLE BLACK TRUST FUND

YEAR ENDED JUNE 30, 2019

	<u>Budget Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance</u>
REVENUES				
Miscellaneous	\$ 920	\$ 920	\$ 978	\$ 58
EXPENDITURES				
Materials and services	20,000	20,000	3,491	16,509
Contingency	19,820	19,820	-	19,820
<i>Total Expenditures</i>	<u>39,820</u>	<u>39,820</u>	<u>3,491</u>	<u>36,329</u>
NET CHANGE IN FUND BALANCE	(38,900)	(38,900)	(2,513)	36,387
FUND BALANCE, beginning of year	<u>38,900</u>	<u>38,900</u>	<u>39,402</u>	<u>502</u>
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,889</u>	<u>\$ 36,889</u>

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – SPECIAL ASSESSMENT FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Miscellaneous	\$ 4,520	\$ 4,520	\$ 838	\$ (3,682)
EXPENDITURES				
Contingency	22,620	22,620	-	22,620
NET CHANGE IN FUND BALANCE	(18,100)	(18,100)	838	18,938
FUND BALANCE, beginning of year	18,100	18,100	17,982	(118)
FUND BALANCE, end of year	\$ -	\$ -	\$ 18,820	\$ 18,820

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – STREET & STORM CAPITAL CONSTRUCTION FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Intergovernmental	\$ 500,000	\$ 500,000	\$ -	\$ (500,000)
EXPENDITURES				
Capital outlay	4,403,800	4,403,800	224,532	4,179,268
REVENUES OVER (UNDER) EXPENDITURES	(3,903,800)	(3,903,800)	(224,532)	3,679,268
OTHER FINANCING SOURCES (USES)				
Transfers in	3,903,800	3,903,800	224,532	(3,679,268)
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE, beginning of year	-	-	-	-
FUND BALANCE, end of year	\$ -	\$ -	\$ -	\$ -

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – PARKS SDC FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 200,000	\$ 200,000	\$ 239,391	\$ 39,391
Miscellaneous	5,590	5,590	12,159	6,569
<i>Total Revenues</i>	205,590	205,590	251,550	45,960
EXPENDITURES				
Materials and services	-	43,000	42,988	12
NET CHANGE IN FUND BALANCE	205,590	162,590	208,562	45,972
FUND BALANCE, beginning of year	500,000	500,000	307,287	(192,713)
FUND BALANCE, end of year	<u>\$ 705,590</u>	<u>\$ 662,590</u>	<u>\$ 515,849</u>	<u>\$ (146,741)</u>

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL – STREET SDC FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 200,000	\$ 200,000	\$ 658,078	\$ 458,078
Miscellaneous	59,510	59,510	86,949	27,439
<i>Total Revenues</i>	259,510	259,510	745,027	485,517
OTHER FINANCING SOURCES (USES)				
Transfers out	(2,200,000)	(2,200,000)	-	2,200,000
NET CHANGE IN FUND BALANCE	(1,940,490)	(1,940,490)	745,027	2,685,517
FUND BALANCE, beginning of year	2,895,400	2,895,400	2,992,415	-
FUND BALANCE, end of year	<u>\$ 954,910</u>	<u>\$ 954,910</u>	<u>\$ 3,737,442</u>	<u>\$ 2,685,517</u>

CITY OF WOODBURN, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – STORM SDC FUND
YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 25,000	\$ 25,000	\$ 17,993	\$ (7,007)
Miscellaneous	12,950	12,950	16,527	3,577
<i>Total Revenues</i>	37,950	37,950	34,520	(3,430)
OTHER FINANCING SOURCES (USES)				
Transfers out	(140,000)	(140,000)	-	140,000
NET CHANGE IN FUND BALANCE	(102,050)	(102,050)	34,520	136,570
FUND BALANCE, beginning of year	609,430	609,430	629,605	20,175
FUND BALANCE, end of year	<u>\$ 507,380</u>	<u>\$ 507,380</u>	<u>\$ 664,125</u>	<u>\$ 156,745</u>

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – EQUIPMENT REPLACEMENT FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Intergovernmental	\$ 36,580	\$ 36,580	\$ 34,658	(1,922)
Miscellaneous	18,810	18,810	18,922	112
<i>Total Revenues</i>	55,390	55,390	53,580	(1,810)
EXPENDITURES				
Capital outlay	970,280	970,280	40,978	929,302
REVENUES OVER (UNDER) EXPENDITURES	(914,890)	(914,890)	12,602	927,492
OTHER FINANCING SOURCES (USES)				
Transfers in	120,000	120,000	120,000	-
NET CHANGE IN FUND BALANCE	(794,890)	(794,890)	132,602	927,492
FUND BALANCE, beginning of year	794,890	794,890	675,062	(119,828)
FUND BALANCE, end of year	\$ -	\$ -	\$ 807,664	\$ 807,664

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – G.O. DEBT SERVICE FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Taxes and assessments	\$ 546,830	\$ 564,280	\$ 574,141	\$ 9,861
Miscellaneous	5,440	6,170	8,663	2,493
<i>Total Revenues</i>	<u>552,270</u>	<u>570,450</u>	<u>582,804</u>	<u>12,354</u>
EXPENDITURES				
Debt service				
Principal	484,000	524,000	516,000	8,000
Interest	69,230	69,230	70,208	(978) *
<i>Total Expenditures</i>	<u>553,230</u>	<u>593,230</u>	<u>586,208</u>	<u>7,022</u>
NET CHANGE IN FUND BALANCE	(960)	(22,780)	(3,404)	19,376
FUND BALANCE, beginning of year	<u>960</u>	<u>22,780</u>	<u>22,777</u>	<u>(3)</u>
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,373</u>	<u>\$ 19,373</u>

*Debt service is appropriated as a single department, not an overexpenditure of appropriations.

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – WATER OPERATIONS
COMBINING**

YEAR ENDED JUNE 30, 2019

	<u>Water</u>	<u>Water SDC</u>	<u>Water Capital Construction</u>	<u>Total Water Operations</u>
REVENUES				
Charges for services	\$ 3,804,029	\$ -	\$ -	\$ 3,804,029
Licenses and permits	-	176,719	-	176,719
Miscellaneous	57,312	-	-	57,312
Interest earnings	62,422	39,445	46,839	148,706
<i>Total Revenues</i>	<u>3,923,763</u>	<u>216,164</u>	<u>46,839</u>	<u>4,186,766</u>
EXPENDITURES				
Water	2,545,502	-	-	2,545,502
Debt service				
Principal	1,016,000	-	-	1,016,000
Interest	464,536	-	-	464,536
Capital outlay	-	-	77,591	77,591
<i>Total Expenses</i>	<u>4,026,038</u>	<u>-</u>	<u>77,591</u>	<u>4,103,629</u>
REVENUES OVER (UNDER) EXPENDITURES	(102,275)	216,164	(30,752)	83,137
OTHER FINANCING SOURCES (USES)				
Transfers out	(34,500)	-	-	(34,500)
Refunding bonds issued	8,630,000	-	-	8,630,000
Payments on loans from refunding proceeds	(8,306,284)	-	-	(8,306,284)
Proceeds from sale of assets	62,922	-	-	62,922
<i>Total Other Financing Sources (Uses)</i>	<u>352,138</u>	<u>-</u>	<u>-</u>	<u>-</u>
CHANGE IN FUND BALANCE	249,863	216,164	(30,752)	435,275
NET POSITION, beginning of year	<u>2,273,278</u>	<u>1,412,266</u>	<u>1,836,196</u>	<u>5,521,740</u>
NET POSITION, end of year	<u>\$ 2,523,141</u>	<u>\$ 1,628,430</u>	<u>\$ 1,805,444</u>	<u>5,957,015</u>

RECONCILIATION TO NET POSITION- GAAP BASIS

Capital assets, net	11,039,763
OPEB asset	8,670
Deferred outflows related to PERS	233,629
Deferred outflows related to OPEB	8,981
Deferred charges on refunding	1,109
Compensated absences	(31,629)
Accrued interest payable	(17,737)
Net pension liability	(884,793)
OPEB liability	(64,090)
Long-term debt	(7,614,000)
Deferred inflows related to PERS	(263,140)
Deferred inflows related to OPEB	(15,351)
NET POSITION - GAAP BASIS	<u>\$ 8,358,427</u>

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-

BUDGET AND ACTUAL - WATER FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Charges for services	\$ 3,617,600	\$ 3,617,600	\$ 3,804,029	\$ 186,429
Miscellaneous	54,000	54,000	57,312	3,312
Interest earnings	46,570	46,570	62,422	15,852
<i>Total Revenues</i>	<u>3,718,170</u>	<u>3,718,170</u>	<u>3,923,763</u>	<u>205,593</u>
EXPENDITURES				
Water	2,632,830	2,632,830	2,545,502	87,328
Debt service				
Principal	792,430	792,430	1,016,000	(223,570) *
Interest	366,670	366,670	464,536	(97,866) *
Contingency	131,650	131,650	-	131,650
<i>Total Expenditures</i>	<u>3,923,580</u>	<u>3,923,580</u>	<u>4,026,038</u>	<u>(102,458)</u>
REVENUES OVER (UNDER) EXPENDITURES	(205,410)	(205,410)	(102,275)	103,135
OTHER FINANCING SOURCES (USES)				
Transfers out	(34,500)	(34,500)	(34,500)	-
Refunding bonds issued	-	-	8,630,000	8,630,000
Payment on loans from refunding proceeds	-	-	(8,306,284)	(8,306,284)
Proceeds from sale of assets	-	-	62,922	62,922
<i>Total Other Financing Sources (Uses)</i>	<u>(34,500)</u>	<u>(34,500)</u>	<u>352,138</u>	<u>386,638</u>
NET CHANGE IN FUND BALANCE	(239,910)	(239,910)	249,863	489,773
FUND BALANCE, beginning of year	<u>2,307,270</u>	<u>2,307,270</u>	<u>2,273,278</u>	<u>(33,992)</u>
FUND BALANCE, end of year	<u>\$ 2,067,360</u>	<u>\$ 2,067,360</u>	<u>\$ 2,523,141</u>	<u>\$ 455,781</u>

* Debt issued in current year, not an overexpenditure of appropriations

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - WATER SDC FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 100,000	\$ 100,000	\$ 176,719	\$ 76,719
Interest earnings	26,890	26,890	39,445	12,555
<i>Total Revenues</i>	126,890	126,890	216,164	89,274
OTHER FINANCING SOURCES (USES)				
Transfers out	(902,500)	(902,500)	-	902,500
NET CHANGE IN FUND BALANCE	(775,610)	(775,610)	216,164	991,774
FUND BALANCE, beginning of year	1,240,850	1,240,850	1,412,266	171,416
FUND BALANCE, end of year	\$ 465,240	\$ 465,240	\$ 1,628,430	\$ 1,163,190

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – WATER CAPITAL CONSTRUCTION FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Interest earnings	\$ 43,820	\$ 43,820	\$ 46,839	\$ 3,019
EXPENDITURES				
Capital outlay	2,827,050	2,827,050	77,591	2,749,459
REVENUES OVER (UNDER) EXPENDITURES	(2,783,230)	(2,783,230)	(30,752)	2,752,478
OTHER FINANCING SOURCES (USES)				
Transfers in	902,500	902,500	-	(902,500)
NET CHANGE IN FUND BALANCE	(1,880,730)	(1,880,730)	(30,752)	1,849,978
FUND BALANCE, beginning of year	1,880,730	1,880,730	1,836,196	(44,534)
FUND BALANCE, end of year	\$ -	\$ -	\$ 1,805,444	\$ 1,805,444

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – SEWER OPERATIONS
COMBINING**

YEAR ENDED JUNE 30, 2019

	<u>Sewer</u>	<u>Sewer SDC</u>	<u>Sewer Capital Construction</u>	<u>Eliminations</u>	<u>Total Sewer Operations</u>
REVENUES					
Charges for services	\$ 8,059,526	\$ -	\$ -	\$ -	\$ 8,059,526
Licenses and permits	-	199,446	-	-	199,446
Miscellaneous	2,859	-	-	-	2,859
Interest earnings	221,079	41,427	301,951	-	564,457
<i>Total Revenues</i>	8,283,464	240,873	301,951	-	8,826,288
EXPENDITURES					
Sewer	3,643,810	-	-	-	3,643,810
Debt service					
Principal	3,615,000	-	-	-	3,615,000
Interest	629,613	-	-	-	629,613
Capital outlay	-	-	148,872	-	148,872
<i>Total Expenses</i>	7,888,423	-	148,872	-	8,037,295
REVENUES OVER (UNDER) EXPENDITURES	395,041	240,873	153,079	-	788,993
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	16,376	(16,376)	-
Transfers out	(178,346)	-	-	16,376	(161,970)
<i>Total Other Financing Sources (Uses)</i>	(178,346)	-	16,376	-	(161,970)
CHANGE IN FUND BALANCE	216,695	240,873	169,455	-	627,023
NET POSITION, beginning of year	8,456,172	1,459,552	11,777,979	-	21,693,703
NET POSITION, end of year	<u>\$ 8,672,867</u>	<u>\$ 1,700,425</u>	<u>\$ 11,947,434</u>	<u>\$ -</u>	<u>22,320,726</u>
RECONCILIATION TO NET POSITION- GAAP BASIS					
Capital assets, net					43,901,091
OPEB asset					12,085
Deferred outflows related to PERS					585,652
Deferred outflows related to OPEB					11,597
Compensated absences					(21,641)
Accrued interest payable					(245,738)
Net pension liability					(1,538,682)
OPEB liability					(79,720)
Long-term debt					(14,544,072)
Bond premiums					(1,657,852)
Deferred inflows related to PERS					(343,183)
Deferred inflows related to OPEB					(21,436)
NET POSITION - GAAP BASIS					<u>\$ 48,378,827</u>

CITY OF WOODBURN, OREGON
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - SEWER FUND
YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Charges for services	\$ 8,341,000	\$ 8,341,000	\$ 8,059,526	\$ (281,474)
Miscellaneous	2,000	2,000	2,859	859
Interest earnings	180,000	180,000	221,079	41,079
<i>Total Revenues</i>	8,523,000	8,523,000	8,283,464	(239,536)
EXPENDITURES				
Sewer	4,508,890	4,508,890	3,643,810	865,080
Debt service				
Principal	3,615,000	3,615,000	3,615,000	-
Interest	629,620	629,620	629,613	7
Contingency	225,500	225,500	-	225,500
<i>Total Expenditures</i>	8,979,010	8,979,010	7,888,423	1,090,587
REVENUES OVER (UNDER)				
EXPENDITURES	(456,010)	(456,010)	395,041	851,051
OTHER FINANCING SOURCES (USES)				
Transfers out	(1,006,410)	(1,006,410)	(178,346)	828,064
NET CHANGE IN FUND BALANCE	(1,462,420)	(1,462,420)	216,695	1,679,115
FUND BALANCE, beginning of year	8,095,130	8,095,130	8,456,172	361,042
FUND BALANCE, end of year	\$ 6,632,710	\$ 6,632,710	8,672,867	\$ 2,040,157

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -

BUDGET AND ACTUAL - SEWER SDC FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Licenses and permits	\$ 225,000	\$ 225,000	\$ 199,446	\$ (25,554)
Interest earnings	26,200	26,200	41,427	15,227
<i>Total Revenues</i>	251,200	251,200	240,873	(10,327)
OTHER FINANCING SOURCES (USES)				
Transfers out	(903,410)	(903,410)	-	903,410
NET CHANGE IN FUND BALANCE	(652,210)	(652,210)	240,873	893,083
FUND BALANCE, beginning of year	1,426,270	1,426,270	\$ 1,459,552	33,282
FUND BALANCE, end of year	\$ 774,060	\$ 774,060	\$ 1,700,425	\$ 926,365

CITY OF WOODBURN, OREGON

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL – SEWER CAPITAL CONSTRUCTION FUND
YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Interest earnings	\$ 269,660	\$ 269,660	\$ 301,951	\$ 32,291
EXPENDITURES				
Capital outlay	3,847,000	3,847,000	148,872	3,698,128
REVENUES OVER (UNDER) EXPENDITURES	(3,577,340)	(3,577,340)	153,079	3,730,770
OTHER FINANCING SOURCES (USES)				
Transfers in	1,747,850	1,747,850	16,376	(1,731,474)
NET CHANGE IN FUND BALANCE	(1,829,490)	(1,829,490)	169,455	1,999,296
FUND BALANCE, beginning of year	11,673,120	11,673,120	11,777,979	104,859
FUND BALANCE, end of year	\$ 9,843,630	\$ 9,843,630	\$ 11,947,434	\$ 2,104,155

CITY OF WOODBURN, OREGON

COMBINING STATEMENT OF FUND NET POSITION - INTERNAL SERVICE FUNDS

JUNE 30, 2019

	<i>Information Technology</i>	<i>Insurance</i>	<i>Total</i>
ASSETS			
Current Assets			
Cash and investments	\$ 357,106	\$ 652,339	\$ 1,009,445
Accounts receivable	13,724	-	13,724
<i>Total Current Assets</i>	370,830	652,339	1,023,169
Noncurrent Assets			
OPEB Asset	2,478	345	2,823
<i>Total Assets</i>	373,308	652,684	1,025,992
DEFERRED OUTFLOWS			
Deferred outflows related to PERS	149,839	17,925	167,764
Deferred outflows related to OPEB	2,543	344	2,887
	152,382	18,269	170,651
LIABILITIES			
Current Liabilities			
Accounts payable	1,920	4,779	6,699
Accrued compensated absences	17,238	-	17,238
<i>Total Current Liabilities</i>	19,158	4,779	23,937
Noncurrent Liabilities			
Accrued compensated absences	25,857	-	25,857
Net pension liability	383,912	48,193	432,105
OPEB liability	18,065	2,410	20,475
<i>Total Noncurrent Liabilities</i>	427,834	50,603	478,437
<i>Total Liabilities</i>	446,992	55,382	502,374
DEFERRED INFLOWS			
Deferred inflows related to PERS	73,820	10,368	84,188
Deferred inflows related to OPEB	4,388	611	4,999
	78,208	10,979	89,187
NET POSITION			
Unrestricted	\$ 490	\$ 604,592	\$ 605,082

CITY OF WOODBURN, OREGON**COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION -
INTERNAL SERVICE FUNDS
YEAR ENDED JUNE 30, 2019**

	<u>Information Technology</u>	<u>Insurance</u>	<u>Total</u>
OPERATING REVENUES			
Charges for services	\$ 1,102,411	\$ 855,000	\$ 1,957,411
Miscellaneous	-	6,528	6,528
<i>Total Operating Revenues</i>	1,102,411	861,528	1,963,939
OPERATING EXPENSES			
Personal services	410,055	51,138	461,193
Materials and services	584,754	644,488	1,229,242
<i>Total Expenses</i>	994,809	695,626	1,690,435
OPERATING INCOME	107,602	165,902	273,504
NONOPERATING REVENUES (EXPENSES)			
Investment revenue	7,031	9,437	16,468
NET INCOME BEFORE CONTRIBUTIONS AND TRANSFERS	114,633	175,339	289,972
Transfers out	(4,190)	-	(4,190)
Non-cash transfers out	(50,910)	-	(50,910)
CHANGE IN NET POSITION	59,533	175,339	234,872
NET POSITION (Deficit), beginning of year	(59,043)	429,253	370,210
NET POSITION, end of year	\$ 490	\$ 604,592	\$ 605,082

CITY OF WOODBURN, OREGON
COMBINING STATEMENT OF CASH FLOWS - INTERNAL SERVICE FUNDS
YEAR ENDED JUNE 30, 2019

	<i>Information Technology</i>	<i>Insurance</i>	<i>Totals</i>
CASH FLOWS FROM OPERATING ACTIVITIES			
Collected from customers	\$ 1,096,047	\$ 861,528	\$ 1,957,575
Paid to suppliers	(593,507)	(642,797)	(1,236,304)
Paid to employees	(382,788)	(47,542)	(430,330)
<i>Net Cash Provided by (Used in) Operating Activities</i>	119,752	171,189	290,941
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES			
Transfers out	(4,190)	-	(4,190)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Acquisition of capital assets	(50,910)	-	(50,910)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest on investments	7,031	9,437	16,468
<i>Increase (Decrease) in Cash and Investments</i>	71,683	180,626	252,309
CASH AND INVESTMENTS, Beginning of year	285,423	471,713	757,136
CASH AND INVESTMENTS, End of year	<u>\$ 357,106</u>	<u>\$ 652,339</u>	<u>\$ 1,009,445</u>
RECONCILIATION OF OPERATING INCOME TO CASH FLOWS FROM OPERATING ACTIVITIES			
Operating income	\$ 107,602	\$ 165,902	\$ 273,504
<i>Change in assets and liabilities</i>			
Accounts receivable	(6,364)	-	(6,364)
Deferred outflows	(9,623)	(1,369)	(10,992)
OPEB asset	(1,498)	(213)	(1,711)
Compensated absences payable	14,626	-	14,626
Accounts payable and accrued liabilities	(8,753)	3,489	(5,264)
Net pension liability	(11,142)	(1,585)	(12,727)
OPEB liability	(1,976)	(281)	(2,257)
Deferred inflows	36,880	5,246	42,126
<i>Net Cash Provided by (Used in) Operating Activities</i>	<u>\$ 119,752</u>	<u>\$ 171,189</u>	<u>\$ 290,941</u>
<i>Noncash Transactions</i>			
Transfer of capital assets	<u>\$ (50,910)</u>	<u>\$ -</u>	<u>\$ (50,910)</u>

CITY OF WOODBURN, OREGON

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

- INFORMATION TECHNOLOGY FUND

YEAR ENDED JUNE 30, 2019

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Charges for services	\$ 1,114,000	\$ 1,114,000	\$ 1,102,411	\$ (11,589)
Miscellaneous	2,000	2,000	-	(2,000)
Interest earnings	2,930	2,930	7,031	4,101
<i>Total Revenues</i>	1,118,930	1,118,930	1,109,442	(9,488)
EXPENDITURES				
Information technology	1,037,240	1,037,240	1,018,452	18,788
Contingency	192,500	192,500	-	192,500
<i>Total Expenditures</i>	1,229,740	1,229,740	1,018,452	211,288
REVENUES OVER (UNDER) EXPENDITURES	(110,810)	(110,810)	90,990	201,800
OTHER FINANCING SOURCES (USES)				
Transfers out	(4,190)	(4,190)	(4,190)	-
NET CHANGE IN FUND BALANCE	(115,000)	(115,000)	86,800	201,800
FUND BALANCE, beginning of year	215,000	215,000	282,110	67,110
FUND BALANCE, end of year	\$ 100,000	\$ 100,000	368,910	\$ 268,910
RECONCILIATION TO NET POSITION - GAAP BASIS				
OPEB asset			2,478	
Deferred outflows related to PERS			149,839	
Deferred outflows related to OPEB			2,543	
Accrued compensated absences			(43,095)	
Net pension liability			(383,912)	
OPEB liability			(18,065)	
Deferred inflows related to PERS			(73,820)	
Deferred inflows related to OPEB			(4,388)	
NET POSITION, end of year GAAP BASIS			\$ 490	

CITY OF WOODBURN, OREGON**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL****- INSURANCE FUND****YEAR ENDED JUNE 30, 2019**

	<i>Budget Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
REVENUES				
Charges for services	\$ 855,000	\$ 855,000	\$ 855,000	\$ -
Miscellaneous	5,000	5,000	6,528	1,528
Interest earnings	3,030	3,030	9,437	6,407
<i>Total Revenues</i>	<u>863,030</u>	<u>863,030</u>	<u>870,965</u>	<u>7,935</u>
EXPENDITURES				
Insurance	961,000	961,000	693,829	267,171
Contingency	249,430	249,430	-	249,430
<i>Total Expenditures</i>	<u>1,210,430</u>	<u>1,210,430</u>	<u>693,829</u>	<u>516,601</u>
NET CHANGE IN FUND BALANCE	(347,400)	(347,400)	177,136	524,536
FUND BALANCE, beginning of year	<u>347,400</u>	<u>347,400</u>	<u>470,424</u>	<u>123,024</u>
FUND BALANCE, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>647,560</u>	<u>\$ 647,560</u>
RECONCILIATION TO NET POSITION - GAAP BASIS				
OPEB asset			345	
Deferred outflows related to PERS			17,925	
Deferred outflows related to OPEB			344	
Net pension liability			(48,193)	
OPEB liability			(2,410)	
Deferred inflows related to PERS			(10,368)	
Deferred inflows related to OPEB			(611)	
NET POSITION, end of year GAAP BASIS			<u>\$ 604,592</u>	

STATISTICAL SECTION

STATISTICAL SECTION

This part of the City of Woodburn's comprehensive annual financial report presents detailed information as a context for understanding the information in the financial statements, note disclosures, required supplementary information, and other supplementary information says about the City's overall financial health.

CONTENTS

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the city's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the City's current level of outstanding debt and the city's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the City's financial report relates to the services the City provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the annual financial reports for the relevant year.

FINANCIAL TRENDS

CITY OF WOODBURN, OREGON
NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS
(accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental activities										
Net investment in capital assets	\$ 49,275,044	\$ 50,891,390	\$ 54,443,478	\$ 54,361,481	\$ 55,195,632	\$ 59,266,063	\$ 58,326,049	\$ 57,813,459	\$ 57,789,283	\$ 58,807,325
Restricted	11,563,805	9,407,166	9,460,498	10,395,999	11,523,032	8,929,025	9,815,650	10,660,016	11,651,202	13,987,334
Unrestricted	5,250,133	6,157,480	6,455,591	6,938,395	6,224,832	4,583,134	923,456	766,265	1,979,126	2,085,955
Total governmental activities net position	\$ 66,088,982	\$ 66,456,036	\$ 70,359,567	\$ 71,695,875	\$ 72,943,496	\$ 72,778,222	\$ 69,065,155	\$ 69,239,740	\$ 71,419,611	\$ 74,880,614
Business-type activities										
Net investment in capital assets	\$ 28,425,399	\$ 33,175,923	\$ 31,042,855	\$ 31,886,659	\$ 19,913,747	\$ 21,979,780	\$ 23,737,493	\$ 37,312,451	\$ 42,991,874	\$ 43,073,472
Restricted for: Debt service	778,141	542,268	935,770	3,165,303	18,737,342	16,841,111	16,735,267	16,635,580	17,004,861	17,081,733
Unrestricted	7,034,349	5,619,718	9,227,695	7,204,526	4,666,744	7,163,564	6,909,942	(4,020,472)	(6,694,060)	(3,417,951)
Total business-type activities net position	\$ 36,237,889	\$ 39,337,909	\$ 41,206,320	\$ 42,256,488	\$ 43,317,833	\$ 45,984,455	\$ 47,382,702	\$ 49,927,559	\$ 53,302,675	\$ 56,737,254
Primary government										
Net investment in capital assets	\$ 77,700,443	\$ 84,067,313	\$ 85,486,333	\$ 86,248,140	\$ 75,109,379	\$ 81,245,843	\$ 82,063,542	\$ 95,125,910	\$ 100,781,157	\$ 101,880,797
Restricted	12,341,946	9,949,434	10,396,268	13,561,302	30,260,374	25,770,136	26,550,917	27,295,596	28,656,063	31,069,067
Unrestricted	12,284,482	11,777,198	15,683,286	14,142,921	10,891,576	11,746,698	7,833,398	(3,254,207)	(4,714,934)	(1,331,996)
Total primary government net position	\$ 102,326,871	\$ 105,793,945	\$ 111,565,887	\$ 113,952,363	\$ 116,261,329	\$ 118,762,677	\$ 116,447,857	\$ 119,167,299	\$ 124,722,286	\$ 131,617,868

CITY OF WOODBURN, OREGON
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(accrual basis of accounting)

Expenses	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental activities:										
General government	\$ 1,834,477	\$ 2,038,098	\$ 2,116,264	\$ 2,411,067	\$ 2,646,552	\$ 3,058,648	\$ 5,114,971	\$ 2,676,477	\$ 2,740,778	\$ 1,162,602
Public safety	5,737,694	6,175,907	6,733,302	6,389,207	6,608,391	5,662,660	9,231,388	7,805,948	7,573,873	7,687,490
Highways and streets	3,290,603	2,903,846	2,202,753	2,663,020	2,273,271	1,976,022	2,691,040	2,426,489	2,551,662	2,787,782
Culture and recreation	3,429,719	3,413,838	4,019,379	3,270,803	3,530,783	2,784,248	3,481,264	2,980,178	2,799,066	4,226,653
Economic development	-	-	-	-	-	-	-	829,477	1,139,732	2,023,962
Interest on long-term debt	313,741	286,145	257,018	248,109	226,504	204,905	183,342	169,933	108,133	76,949
Total governmental activities expenses	14,606,234	14,817,834	15,328,716	14,982,206	15,285,501	13,686,483	20,702,005	16,888,502	16,913,244	17,965,438
Business-type activities:										
Water	2,623,145	2,428,964	2,901,104	2,882,056	2,792,818	2,478,694	3,303,526	2,885,827	3,117,740	3,012,632
Sewer	4,957,558	4,994,266	5,270,139	5,713,504	6,711,162	5,302,994	6,728,773	5,629,532	5,643,125	5,649,231
Total business-type activities expenses	7,580,703	7,423,230	8,171,243	8,595,560	9,503,980	7,781,688	10,032,299	8,515,359	8,760,865	8,661,863
Total primary government expenses	\$ 22,186,937	\$ 22,241,064	\$ 23,499,959	\$ 23,577,766	\$ 24,789,481	\$ 21,468,171	\$ 30,734,304	\$ 25,403,861	\$ 25,674,109	\$ 26,627,301
Program Revenues										
Governmental activities:										
Charges for services:										
General government	\$ 97,157	\$ 155,099	\$ 266,789	\$ 733,090	\$ 682,238	\$ 649,703	\$ 978,244	\$ 660,502	\$ 1,263,142	\$ 91,987
Public safety	790,859	879,801	874,614	715,743	627,424	716,467	93,443	113,331	120,152	272,432
Highways and streets	722,131	316,744	490,640	106,604	274,205	6,188	22,519	1,104	7,533	945
Culture and recreation	815,397	703,327	689,937	574,513	517,400	571,921	705,415	565,889	557,725	774,081
Economic development	-	-	-	-	-	-	-	457,432	403,044	1,307,278
Operating grants and contributions	632,624	1,491,298	1,911,075	1,948,383	1,915,475	1,993,925	1,962,709	2,052,681	2,156,971	2,582,883
Capital grants and contributions	2,242,475	540,889	522,817	840,242	885,093	1,286,163	350,449	266,679	502,857	934,723
Total governmental activities program revenues	5,300,643	4,087,158	4,755,872	4,918,575	4,901,835	5,224,367	4,112,779	4,117,618	5,011,424	5,964,329
Business-type activities:										
Charges for services:										
Water	3,326,983	3,246,171	3,297,812	3,236,888	3,166,878	3,277,605	3,415,661	3,293,342	3,399,943	3,804,029
Sewer	4,888,941	5,606,523	6,238,103	6,548,215	7,479,643	7,981,658	8,169,544	8,091,754	8,141,127	8,059,526
Capital grants and contributions	1,383,967	1,824,635	437,817	290,930	446,971	310,272	307,152	114,664	488,189	376,165
Total business-type activities program revenues	9,599,891	10,677,329	9,973,732	10,076,033	11,093,492	11,569,535	11,892,357	11,499,760	11,979,259	12,239,720
Total primary government program revenues	\$ 14,900,534	\$ 14,764,487	\$ 14,729,604	\$ 14,994,608	\$ 15,995,327	\$ 16,793,902	\$ 16,005,136	\$ 15,617,378	\$ 16,990,683	\$ 18,204,049

CITY OF WOODBURN, OREGON
CHANGES IN NET POSITION (Continued)
LAST TEN FISCAL YEARS
(accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Net(expense)/revenue										
Governmental activities	\$ (9,305,591)	\$ (10,730,676)	\$ (10,572,844)	\$ (10,063,631)	\$ (10,383,666)	\$ (8,462,116)	\$ (16,589,226)	\$ (12,770,884)	\$ (12,151,820)	\$ (12,001,109)
Business-type activities	2,019,188	3,254,099	1,802,489	1,480,473	1,589,512	3,787,847	1,860,058	2,984,401	3,218,394	3,577,857
Total primary government net expense	\$ (7,286,403)	\$ (7,476,577)	\$ (8,770,355)	\$ (8,583,158)	\$ (8,794,154)	\$ (4,674,269)	\$ (14,729,168)	\$ (9,786,483)	\$ (8,933,426)	\$ (8,423,252)
General Revenues and Other Changes in Net Position										
Governmental activities:										
Property taxes	\$ 8,566,745	\$ 8,460,151	\$ 8,495,199	\$ 8,180,539	\$ 8,234,481	\$ 8,836,939	\$ 9,156,725	\$ 9,724,889	\$ 10,301,565	\$ 10,467,041
Franchise taxes	1,679,254	1,768,058	1,776,101	1,932,484	1,500,730	1,539,926	1,511,125	1,543,317	1,540,440	1,537,523
Other taxes	-	-	-	-	454,363	437,339	550,346	547,220	712,127	595,650
Unrestricted investment earnings	-	-	46,992	122,672	96,347	99,620	105,901	200,736	354,201	632,056
Intergovernmental	1,460,918	557,619	533,738	660,547	633,530	655,575	649,350	702,990	728,991	831,319
Miscellaneous	288,922	130,113	252,164	170,119	117,872	28,620	163,827	101,908	304,920	120,782
Gain on sale of capital assets	-	-	-	-	(69,877)	-	49,948	13,241	25,148	298,208
Transfers in (out)	482,400	181,789	711,000	333,578	663,841	680,212	688,937	650,141	364,299	979,533
Total governmental activities	12,478,239	11,097,730	11,815,194	11,399,939	11,631,287	12,278,231	12,876,159	13,484,442	14,331,691	15,462,112
Business-type activities:										
Unrestricted investment earnings	-	-	67,709	109,942	125,139	122,988	159,067	283,101	454,022	713,164
Miscellaneous	41,148	24,222	462	66,445	302,251	67,461	68,059	86,136	56,386	60,171
Gain on sale of capital assets	-	3,488	5,892	1,300	-	-	-	3,505	10,613	62,922
Transfers in (out)	(482,400)	(181,789)	(711,000)	(333,578)	(663,841)	(680,212)	(688,937)	(650,141)	(364,299)	(979,533)
Total business-type activities	(441,252)	(154,079)	(636,937)	(155,891)	(236,451)	(489,763)	(461,811)	(277,399)	156,722	(143,276)
Total primary government	\$ 12,036,987	\$ 10,943,651	\$ 11,178,257	\$ 11,244,048	\$ 11,394,836	\$ 11,788,468	\$ 12,414,348	\$ 13,207,043	\$ 14,488,413	\$ 15,318,836
Change in Net Position										
Governmental activities	\$ 3,172,648	\$ 367,054	\$ 1,242,350	\$ 1,336,308	\$ 1,247,621	\$ 3,816,115	\$ (3,713,067)	\$ 713,558	\$ 2,179,871	\$ 3,461,003
Business-type activities	1,577,936	3,100,020	1,165,552	1,324,582	1,353,061	3,298,084	1,398,247	2,707,002	3,375,116	3,434,581
Total primary government	\$ 4,750,584	\$ 3,467,074	\$ 2,407,902	\$ 2,660,890	\$ 2,600,682	\$ 7,114,199	\$ (2,314,820)	\$ 3,420,560	\$ 5,554,987	\$ 6,895,584

CITY OF WOODBURN, OREGON
FUND BALANCE OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General fund										
Nonspendable	\$ -	\$ 5,378	\$ -	\$ 1,470	\$ 740	\$ 1,467	\$ 936	\$ 3,064	\$ 18,230	\$ 31,972
Committed	-	-	-	-	-	-	-	-	-	1,678,280
Unassigned	-	2,440,761	2,744,299	3,280,970	3,577,032	4,159,081	4,889,982	6,249,717	7,472,054	6,246,115
Total general fund	\$ 2,618,413	\$ 2,446,139	\$ 2,744,299	\$ 3,282,440	\$ 3,577,772	\$ 4,160,548	\$ 4,890,918	\$ 6,252,781	\$ 7,490,284	\$ 7,956,367
All other governmental funds										
Unreserved	\$ 12,783,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	8,889,955	9,414,462	10,206,079	11,348,721	8,092,696	9,091,956	9,984,428	11,013,955	13,387,817
Committed	-	2,865,678	2,722,572	2,685,427	2,435,919	1,347,789	1,414,631	1,540,863	1,787,763	1,904,955
Total other governmental funds	\$ 12,783,831	\$ 11,710,516	\$ 11,991,402	\$ 12,891,506	\$ 13,784,640	\$ 9,427,247	\$ 10,503,769	\$ 11,525,291	\$ 12,801,718	\$ 15,292,772

CITY OF WOODBURN, OREGON
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Revenues										
Taxes and assessments	\$ 8,835,079	\$ 8,868,881	\$ 9,029,638	\$ 8,626,652	\$ 8,786,364	\$ 9,329,720	\$ 9,748,024	\$ 10,325,164	\$ 10,780,981	\$ 11,282,658
Licenses and permits	1,927,174	1,906,385	2,376,808	2,479,695	2,954,980	3,124,804	2,748,872	2,509,315	3,198,381	3,667,362
Charges for services	990,007	588,491	681,414	1,008,368	901,197	1,351,102	1,364,684	1,260,038	1,153,372	1,422,284
Intergovernmental	4,040,816	2,461,525	2,551,139	2,954,951	2,674,698	3,371,886	2,733,371	2,930,985	3,178,254	3,513,833
Fines & forfeitures	665,977	736,046	734,377	589,574	571,831	673,377	426,867	420,305	395,164	343,790
Miscellaneous	550,629	458,281	542,192	316,536	540,782	454,140	683,371	562,957	784,799	1,193,261
Total revenues	17,009,682	15,019,609	15,915,568	15,975,776	16,429,852	18,305,029	17,705,189	18,008,764	19,490,951	21,423,188
Expenditures										
Current										
General government	1,558,932	1,639,856	1,507,850	1,536,687	1,641,493	3,164,615	3,790,736	3,257,197	3,447,310	1,361,472
Public safety	5,523,928	5,876,604	6,426,635	6,328,417	6,569,367	6,794,410	6,598,236	6,861,768	6,813,292	7,206,649
Highways and streets	405,474	1,263,251	1,127,439	990,756	1,003,547	2,005,328	1,777,030	1,529,569	1,808,443	1,994,020
Culture and recreation	5,322,250	3,839,857	3,818,454	3,589,437	3,845,430	4,280,701	2,874,788	2,997,742	3,063,827	3,883,640
Economic development	-	-	-	-	-	-	-	-	-	1,965,382
Capital outlay	5,067,690	2,475,313	1,723,398	1,415,390	1,379,516	5,073,930	277,571	473,208	1,309,506	6,578,234
Debt service										
Principal	515,965	528,799	507,785	526,296	560,172	584,429	436,479	400,399	456,675	516,000
Interest	298,485	290,552	268,897	249,237	228,861	206,832	185,327	169,937	117,094	70,208
Total expenditures	18,692,724	15,914,232	15,380,458	14,636,220	15,228,386	22,110,245	15,940,167	15,689,820	17,016,147	23,575,605
Excess of revenues over (under) expenditures	(1,683,042)	(894,623)	535,110	1,339,556	1,201,466	(3,805,216)	1,765,022	2,318,944	2,474,804	(2,152,417)
Other financing sources (uses)										
Proceeds from sale of capital assets	-	-	-	-	-	-	-	19,861	35,415	308,894
Proceeds from issuance of debt	-	-	-	-	-	-	-	-	-	4,600,000
Refunding bonds issued	-	-	-	-	-	-	-	-	3,749,000	-
Payment to refunded bond escrow agent	-	-	-	-	-	-	-	-	(3,699,114)	-
Transfers in	353,259	850,150	1,029,674	1,279,532	1,430,985	853,858	294,248	419,236	829,268	2,658,488
Transfers out	(432,259)	(1,201,116)	(985,738)	(1,180,842)	(1,443,985)	(823,259)	(252,378)	(374,656)	(875,443)	(2,457,828)
Total other financing sources (uses)	(79,000)	(350,966)	43,936	98,690	(13,000)	30,599	41,870	64,441	39,126	5,109,554
Net change in fund balances	(1,762,042)	(1,245,589)	579,046	1,438,246	1,188,466	(3,774,617)	1,806,892	2,383,385	2,513,930	2,957,137
Fund balances at beginning of year	17,296,271	15,402,244	14,156,655	14,735,700	16,173,946	17,362,412	13,587,795	15,394,687	17,778,072	20,292,002
Fund balances at end of year	\$ 15,402,244	\$ 14,156,655	\$ 14,735,701	\$ 16,173,946	\$ 17,362,412	\$ 13,587,795	\$ 15,394,687	\$ 17,778,072	\$ 20,292,002	\$ 23,249,139
Debt service as a percentage of noncapital expenditures	6.0%	6.1%	5.7%	5.9%	5.7%	4.6%	4.0%	3.7%	3.7%	3.4%

REVENUE CAPACITY

CITY OF WOODBURN, OREGON
MARKET AND ASSESSED VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS

Fiscal Year Ended June 30,	Residential Property (AV)	Farm Property (AV)	Commercial Property (AV)	Industrial Property (AV)	Personal Property (AV)	Utility Property (AV)	Total Measure 50 Assessed Value	Total Direct Tax Rate/Thousand	Measure 5 Taxable RMV	Real Market Value	Assessed Value as a Percentage of Actual Value
2010	*	*	*	*	*	*	*	*	*	*	*
2011	\$ 745,414,890	\$ 807,030	\$ 292,392,290	\$ 196,092,960	\$ 49,720,804	\$ 34,999,170	\$ 1,319,427,144	\$ 6.0534	\$ 1,699,781,395	\$ 1,945,383,324	67.824%
2012	742,098,060	831,230	305,271,528	197,797,630	51,844,705	35,186,720	1,333,029,873	6.0534	1,604,777,765	1,850,222,994	72.047%
2013	705,075,530	857,650	313,388,630	190,486,580	48,092,497	35,977,800	1,291,878,687	6.0534	1,512,407,943	1,756,070,733	73.566%
2014	702,053,360	868,480	374,295,240	143,111,800	49,539,001	34,316,630	1,304,184,511	6.0534	1,503,013,174	1,751,863,757	74.446%
2015	779,859,386	476,270	376,129,580	148,705,150	53,477,977	38,981,380	1,397,629,743	6.0534	1,652,955,312	1,925,612,145	72.581%
2016	830,915,110	878,310	387,086,020	149,051,530	56,599,979	31,207,820	1,455,738,769	6.0534	1,778,119,364	2,056,463,271	70.788%
2017	868,154,380	883,320	404,525,450	159,818,080	57,908,292	33,592,820	1,524,882,342	6.0534	1,920,324,583	2,207,659,188	69.072%
2018	902,999,410	689,300	415,565,670	148,807,610	62,107,308	42,113,077	1,572,282,375	6.0534	2,136,350,540	2,429,890,960	64.706%
2019	932,416,020	942,330	432,522,080	149,454,580	63,865,513	52,194,300	1,631,394,823	6.0534	2,347,935,303	2,669,251,668	61.118%

Source: Marion County Assessor's Office (Schedule 5)

CITY OF WOODBURN, OREGON
DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS

Fiscal Year Ended June 30	City of Woodburn (includes URA)		Marion County		Marion Soil & Water		Marion County Extension and 4-H		Woodburn Fire District		Woodburn School District		Willamette Regional ESD		Chemeketa Community College		Chemeketa Regional Library		Total
	\$		\$		\$		\$		\$		\$		\$		\$		\$		
2010	6.76	2.95	0.05	-	1.79	6.87	0.29	0.87	0.08	0.08	19.66								
2011	6.77	2.95	0.05	-	1.79	6.63	0.29	0.78	0.08	0.08	19.33								
2012	6.79	2.94	0.05	-	1.78	6.67	0.29	0.86	0.08	0.08	19.46								
2013	6.84	2.94	0.05	-	1.69	6.83	0.29	0.88	0.08	0.08	19.59								
2014	6.81	2.95	0.05	-	1.72	6.81	0.29	0.84	0.08	0.08	19.54								
2015	6.73	2.95	0.05	-	1.73	6.34	0.29	0.88	0.08	0.08	19.04								
2016	6.66	2.95	0.05	0.05	1.81	6.66	0.29	0.90	0.08	0.08	19.45								
2017	6.66	2.95	0.05	0.05	1.75	6.76	0.29	0.89	0.08	0.08	19.46								
2018	6.69	2.94	0.05	0.05	1.71	6.79	0.29	0.88	0.08	0.08	19.48								
2019	6.71	2.94	0.04	0.05	1.73	6.77	0.29	0.88	0.08	0.08	19.48								

Source: Marion County Assessor's Office
Tax rates expressed in dollars and cents per \$1,000 of assessed value of taxable property

CITY OF WOODBURN, OREGON
PRINCIPAL PROPERTY TAX PAYERS
CURRENT YEAR AND NINE YEARS AGO

<i>Taxpayer</i>	<i>2019</i>			<i>2010</i>		
	<i>Taxable Assessed Value</i>	<i>Rank</i>	<i>Percentage of Total Taxable Assessed Value</i>	<i>Taxable Assessed Value</i>	<i>Rank</i>	<i>Percentage of Total Taxable Assessed Value</i>
WinCo Foods LLC	\$ 73,290,816	1	3.12%	\$ 81,303,147	1	4.20%
Woodburn Premium Outlets LLC	66,251,511	2	2.82%			
Food Services of America Inc	29,968,900	3	1.28%	30,986,100	3	1.60%
Portland General Electric Co	19,975,110	4	0.85%	12,061,588	7	0.62%
Wal-Mart Real Estate Business TR	17,081,570	5	0.73%	13,091,680	5	0.68%
Hardware Wholesalers Inc	16,088,870	6	0.69%	13,473,370	6	0.70%
Cascade Meadow LLC	13,858,430	7	0.59%			0.00%
Crown 2 Development LLC	12,390,030	8	0.53%	9,495,970	8	0.49%
Northwest Natural Gas Co	11,390,000	9	0.49%	10,123,700	9	0.52%
Pacific Realty Associates LP	10,026,860	10	0.43%			
Craig Realty Group Woodburn				45,330,540	2	2.34%
KWDS LLC				20,095,370	4	1.04%
Mid-Valley Plaza LLC				9,195,630	10	0.47%
Subtotal	270,322,097		11.51%	245,157,095		12.65%
All Other	2,077,613,206		88.49%	1,692,457,684		87.34%
Totals	\$ 2,347,935,303		100.0%	\$ 1,937,614,779		100.0%

Source: Marion County Assessor's Office

CITY OF WOODBURN, OREGON
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN FISCAL YEARS

Fiscal Year Ended June 30	Collected within the Fiscal Year of the Levy			Delinquent		Total Collections to Date	
	Taxes Levied by Assessor	Tax Collections	Percent of Levy	Taxes Collected	Total Tax Collections	Percent of Tax Levy	
2010	\$ 8,772,554	\$ 8,162,750	93.05%	\$ 308,353	\$ 8,471,103	96.56%	
2011	8,688,708	8,094,990	93.17%	311,370	8,406,360	96.75%	
2012	8,659,913	8,099,206	93.53%	301,668	8,400,874	97.01%	
2013	8,369,810	7,835,630	93.62%	308,748	8,144,378	97.31%	
2014	8,410,177	7,924,202	94.22%	320,006	8,244,208	98.03%	
2015	9,054,234	8,553,359	94.47%	276,179	8,829,538	97.52%	
2016	9,421,624	8,943,387	94.92%	245,398	9,188,785	97.53%	
2017	9,958,340	9,456,995	94.97%	254,254	9,711,249	97.52%	
2018	10,323,495	9,832,811	95.25%	222,045	10,054,856	97.40%	
2019	10,757,144	10,243,398	95.22%	443,608	10,687,006	99.35%	

Source: Marion County Assessor's Office and City Records

DEBT CAPACITY

CITY OF WOODBURN, OREGON
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS

Fiscal Year	Governmental Activities		Business-Type Activities		Total Outstanding Debt	Percentage of Personal Income (2)	Population (3)	Debt Per Capita
	Full Faith & Credit Bonds	Loans	Bonds (1)	Loans				
2010	\$ 5,930,000	\$ 1,295,861	\$ 7,031,712	\$26,946,729	\$ 41,204,302	*	24,080	1,711
2011	5,655,000	1,086,234	6,778,648	25,680,870	39,200,752	3.78%	24,085	1,628
2012	5,365,000	868,449	39,810,720	5,910,647	51,954,816	5.06%	24,090	2,157
2013	5,065,000	642,154	37,674,655	5,559,833	48,941,642	4.69%	24,090	2,032
2014	4,745,000	401,982	35,126,768	5,194,240	45,467,990	4.26%	24,330	1,869
2015	4,410,000	152,553	32,082,220	4,813,265	41,458,038	3.88%	24,455	1,695
2016	4,060,000	66,074	29,302,005	4,416,251	37,844,330	3.40%	24,670	1,534
2017	3,690,000	35,675	26,384,767	4,002,523	34,112,965	3.19%	24,795	1,376
2018	3,328,000	-	22,893,978	3,571,377	29,793,355	2.73%	24,685	1,207
2019	2,812,000	4,600,000	145,440,712	7,614,000	160,466,712	13.78%	24,760	6,481

*Information unavailable at this time

(1) Presented net of original issuance discount and premiums

(2) Personal income is disclosed on pg 110

(1) Source: Portland State University Population Research Center

CITY OF WOODBURN, OREGON
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS

<i>Fiscal Year Ended June 30</i>	<i>Population(1)</i>	<i>Assessed Value(2)</i>	<i>Full Faith & Credit Bond</i>	<i>Less Debt Service Fund</i>	<i>Net Bonded Debt</i>	<i>Ratio of Net Bonded Debt to Assessed Value</i>	<i>Per Capita</i>
2010	24,080	\$ 1,314,568,666	\$ 5,930,000	\$ 92,647	\$ 5,837,353	0.44%	\$ 246
2011	24,085	1,319,612,664	5,655,000	78,035	5,576,965	0.42%	235
2012	24,090	1,333,029,873	5,365,000	61,397	5,303,603	0.40%	223
2013	24,090	1,291,878,687	5,065,000	27,570	5,037,430	0.39%	210
2014	24,330	1,304,184,511	4,745,000	55,033	4,689,967	0.36%	195
2015	24,455	1,397,629,743	4,410,000	50,771	4,359,229	0.31%	180
2016	24,670	1,455,738,769	4,060,000	25,117	4,034,883	0.28%	165
2017	24,795	1,524,882,342	3,690,000	1,758	3,688,242	0.24%	149
2018	24,685	1,572,282,375	3,328,000	22,777	3,305,223	0.21%	135
2019	24,760	1,631,394,823	2,812,000	19,373	2,792,627	0.17%	114

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements

(1) Source: Portland State University Population Research Center

(2) Marion County Assessor's Office

CITY OF WOODBURN, OREGON
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
JUNE 30, 2019

<i>Jurisdiction</i>	<i>Total Net Debt</i>	<i>Percent Within City</i>	<i>City's Pro Rata Share</i>
Direct:			
City of Woodburn	\$ 4,512,000 *	100%	\$ 4,512,000
Overlapping:			
Chemeketa Community College	65,383,375	4.16%	2,717,595
Marion County	15,220,221	6.04%	918,951
Marion Cty SD 103 (Woodburn)	73,063,651	85.79%	62,682,987
Willamette ESD	8,523,891	3.77%	321,444
Woodburn RFPD 6	1,125,000	72.93%	820,482
Total overlapping	<u>163,316,138</u>		<u>67,461,459</u>
TOTAL	<u>\$ 167,828,138</u>		<u>\$ 71,973,459</u>

Source: Debt Management Division, Oregon State Treasury
Excluding Revenue Bonds and Urban Renewal Loan

CITY OF WOODBURN, OREGON
LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Debt Limit	\$ 63,677,879	\$ 58,361,500	\$ 55,506,690	\$ 52,682,122	\$ 52,555,913	\$ 57,768,364	\$ 61,693,898	\$ 66,229,776	\$ 72,896,729	\$ 80,077,550
Total net debt applicable to limit	5,930,000	5,655,000	5,365,000	5,065,000	4,745,000	4,410,000	4,060,000	3,690,000	3,328,000	2,812,000
Legal debt margin*	\$ 57,747,879	\$ 52,706,500	\$ 50,141,690	\$ 47,617,122	\$ 47,810,913	\$ 53,358,364	\$ 57,633,898	\$ 62,539,776	\$ 69,568,729	\$ 77,265,550
Total net debt applicable to the limit as a percentage of debt limit	9.31%	9.69%	9.67%	9.61%	9.03%	7.63%	6.58%	5.57%	4.57%	3.51%

*ORS 287.004 provides a debt limit of 3% of the true cash value (market) of all taxable property within the City boundaries. The legal debt margin has been calculated in accordance with the provisions of ORS 287.004.

CITY OF WOODBURN, OREGON
PLEGGED REVENUE COVERAGE
LAST TEN FISCAL YEARS

Water Revenue Bonds											Sewer Revenue Bonds				
Fiscal Year	Customer Accounts (1)	Water Charges and Other	Less: Operating Expenses	Net Available Revenue	Coverage Ratio	Debt Service (2)	Principal	Interest	Sewer Charges and Other	Less: Operating Expenses	Net Available Revenue	Coverage Ratio	Debt Service Principal	Interest	
2010	6,700	\$ 3,418,455	\$ 1,405,740	\$ 2,012,715	174%	\$ 569,852	\$ 588,645	\$ 588,645	\$ 5,370,594	\$ 2,757,924	\$ 2,612,670	111%	\$ 1,447,845	\$ 895,547	
2011	6,700	3,383,935	1,687,072	1,696,863	147%	576,106	581,241	581,241	6,258,700	2,645,448	3,613,252	154%	1,508,795	831,453	
2012	6,560	3,538,655	1,836,024	1,702,631	147%	596,127	559,127	559,127	6,449,356	3,254,365	3,194,991	230%	1,125,000	264,306	
2013	6,688	3,378,356	1,885,250	1,493,106	129%	621,879	536,114	536,114	6,743,789	2,704,917	4,038,872	137%	1,865,000	1,085,663	
2014	6,843	3,642,963	1,980,775	1,662,188	143%	648,318	511,310	511,310	7,745,069	3,054,415	4,690,654	142%	2,265,153	1,044,559	
2015	6,770	3,498,255	2,003,865	1,494,390	129%	670,523	485,175	485,175	8,227,617	3,350,879	4,876,738	131%	2,755,000	972,713	
2016	6,843	3,610,982	2,057,945	1,553,037	134%	698,544	457,554	457,554	8,389,017	3,679,317	4,709,700	139%	2,478,685	901,378	
2017	6,942	3,450,925	2,159,366	1,291,559	112%	727,319	428,778	428,778	8,328,364	3,258,739	5,069,625	143%	2,603,647	930,166	
2018	7,116	3,746,609	2,306,840	1,439,769	125%	756,935	398,503	398,503	8,553,805	3,475,568	5,078,237	131%	3,165,000	724,563	
2019	*	4,202,849	2,559,996	1,642,853	142%	1,016,000	142,066	**	8,826,289	3,755,779	5,070,510	119%	3,615,000	629,620	

(1) City of Woodburn Financial System

(2) City of Woodburn Debt Service Schedules

*Information unavailable at this time

**Debt service excludes principal and interest on refunded debt

DEMOGRAPHIC AND ECONOMIC INFORMATION

CITY OF WOODBURN, OREGON
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS

Fiscal Year	Population (1)	Total personal income (in thousands)	Per capita personal income (2)	Median age (2)	Unemployment rate (3)	School Enrollment K-12 (4)
2010	24,080	*	*	*	10.8%	5,030
2011	24,085	1,037,894,905	43,093	33.3	10.3%	5,113
2012	24,090	1,027,679,400	42,660	32.5	9.7%	5,160
2013	24,090	1,043,843,790	43,331	31.9	8.7%	5,273
2014	24,330	1,067,576,070	43,879	33.5	7.3%	5,342
2015	24,455	1,067,852,030	43,666	33.7	6.1%	5,390
2016	24,670	1,113,406,440	45,132	33.5	5.3%	5,604
2017	24,795	1,068,490,935	43,093	33.6	4.5%	5,604
2018	24,685	1,091,768,180	44,228	33.4	4.0%	5,544
2019	24,760	1,164,759,920	47,042	32.9	4.2%	5,544

*Information unavailable at this time

- (1) Source: Portland State University Population Research Center
- (2) United States Census Bureau American Community Survey 5-year Estimates
- (3) Annual average (Source: State of Oregon Employment Department)
- (4) Woodburn School District: Oregon Average Daily Membership (ADM) Annual Report

CITY OF WOODBURN, OREGON
PRINCIPAL EMPLOYERS
CURRENT YEAR AND NINE YEARS AGO

	2019			2009		
	Employees	Rank	Percentage of total city employment	Employees	Rank	Percentage of total city employment
Woodburn School District	700-750	1	6.77%	700-750	1	8.85%
Food Services of America	550-600	2	4.99%	450-500	3	5.69%
Winco Foods	550-600	3	4.99%	650-700	2	7.48%
Bruce Packing Co., Inc.	350-400	4	3.38%	150-200	10	1.69%
Maclaren YCF	300-350	5	2.93%	250-300	5	3.34%
Wal Mart Associates Inc	300-350	6	2.74%	400-450	4	4.93%
Fleetwood Homes Inc.	200-250	7	1.88%	50-100	21	0.71%
City of Woodburn	150-200	8	1.59%	200-250	6	2.73%
Kerr Contractors Oregon Inc.	150-200	9	1.73%	100-150	7	1.79%
Nike Retail Services, Inc.	150-200	10	1.26%	50-100	17	0.93%
Oregon Child Development Coalition	100-150	11	1.23%	100-150	11	1.45%
Do It Best Corp	100-150	12	1.14%	100-150	15	1.26%
Al's Garden Centers & Greenhouses	100-150	13	1.11%	100-150	12	1.38%
Fjord LTD	100-150	14	1.09%	-	-	0.00%
Wave	100-150	15	1.05%	25-50	22	0.50%
Safeway Stores, Inc.	100-150	16	1.03%	100-150	13	1.35%
Salud Medical Center	100-150	17	0.96%	100-150	14	1.30%
Woodburn Health Center	50-100	19	0.83%	100-150	16	1.24%
Country Meadows Village LLC	50-100	20	0.78%	50-100	18	0.87%
Gem Equipment of Oregon, Inc.	50-100	21	0.77%	50-100	20	0.78%
RMZ Labor Contractor LLC	50-100	22	0.76%	-	-	0.00%
Woodburn Mega Foods	50-100	23	0.67%	50-100	19	0.80%
United Pacific Forest Products	50-100	24	0.65%	-	-	0.00%
Speciality Polymers Inc	50-100	25	0.63%	50-100	24	0.29%
The North Face	50-100	27	0.56%	-	-	0.00%
Wolfers Heating and Air Conditioning	50-100	28	0.56%	0-25	25	0.15%
Triplett Wellman Inc.	50-100	29	0.55%	25-50	22	0.37%
Patrick Industries Oregon Division	50-100	30	0.51%	25-50	23	0.36%
Subtotal	6,300		57.07%	4,975		60.97%
All Other	4,739		42.93%	3,185		39.02%
Total	11,039		100.0%	8,160		100.0%

OPERATING INFORMATION

CITY OF WOODBURN, OREGON
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION
LAST TEN FISCAL YEARS

<i>Function</i>	<i>Actual</i>										<i>Budgeted</i>
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
General government	16.7	18.9	18.9	20.2	21.5	21.5	20.9	20.9	21.7	23.1	
Public safety	43.9	40.5	40.5	40.0	39.6	41.1	42.6	42.7	43.6	43.6	
Highways and streets	38.1	28.9	28.9	15.0	14.0	14.0	11.8	12.8	12.8	13.0	
Culture and recreation	45.9	48.1	48.1	42.0	45.8	49.9	50.1	51.0	51.2	51.7	
Economic development	-	-	-	-	-	-	1.0	0.5	1.0	1.0	
Water	11.0	16.0	16.0	15.0	15.0	15.0	15.0	14.0	14.0	14.0	
Sewer	9.0	9.0	9.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	
Total	164.5	161.3	161.3	143.2	146.8	152.5	152.4	152.9	155.3	157.4	

Source: Annual Adopted Budget Book and City Records

CITY OF WOODBURN, OREGON
OPERATING INDICATORS BY FUNCTION
LAST TEN FISCAL YEARS

<i>Function</i>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Police										
Police calls	25,967	20,431	18,570	18,127	18,145	17,062	14,744	14,934	15,679	*
Authorized staffing	32	32	32	32	32	32	34	34	34	34
Arrests	1,425	1,869	1,752	1,449	1,777	1,441	1,003	1,060	989	*
Offenses	2,675	2,549	3,231	2,757	3,212	3,119	2,871	3,408	3,534	*
Culture and recreation										
Park Acreage	103	103	110	110	110	110	110	128	128	*
Library attendance	195,416	193,681	178,203	150,127	138,607	132,575	135,317	125,153	114,987	*
Aquatics attendance	58,927	88,835	127,663	139,248	144,459	148,885	144,810	140,834	164,646	*
Sports, programs, and event attendance	24,562	11,325	8,789	8,405	12,459	12,200	29,424	30,578	32,701	*
After school club	23,014	26,645	0	0	0	0	0	0	0	0
Public transportation										
Fixed route rides	27,599	31,285	33,877	47,454	34,222	34,869	32,684	25,533	24,786	*
Dial-A-Ride trips	7,889	7,441	6,456	5,622	5,097	11,842	6,221	6,224	6,952	*
Out of town medical rides	1,598	1,615	1,630	1,742	1,972	2,441	1,321	1,473	1,445	*
Community development										
Building permits issued	193	179	186	263	279	230	386	171	226	*
Water										
Production capacity	2 mgd	2 mgd	2 mgd	2mgd	2mgd	2 mgd	2mgd	2mgd	2mgd	2mgd
Customers served	6,700	6,700	6,560	6,688	6,843	6,770	6,843	6,942	7,116	*
Wastewater										
Average daily treatment	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	2-3 mgd	*

*Information unavailable at this time
Source: FY 2019-20 Budget: City Statistics - Services

CITY OF WOODBURN, OREGON
CAPITAL ASSET STATISTICS BY FUNCTION
LAST TEN FISCAL YEARS

<i>Function</i>	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Highways and streets										
Streets (center lane miles)	128	128	128	128	128	128	128	128	128	128
Culture and recreation										
Parks acreage	103	103	110	110	110	110	110	110	110	110
Swimming pools	1	1	1	1	1	1	1	1	1	1
Tennis courts	1	1	1	1	1	1	1	1	1	1
Community centers	0	0	0	0	0	0	0	0	0	0
Sewer										
Number of connections	5297	5714	6182	6230	6317	6414	6479	6503	6558	6558
Maximum daily treatment capacity (millions of gallons)	16	16	16	16	16	16	16	16	16	16

¹There are no traffic signals on city-owned streets, only on county and state roads.
Street lights are owned and maintained by PGE
Source: City Departments

OTHER INFORMATION

CITY OF WOODBURN, OREGON
WATER SYSTEM COVERAGE CALCULATION
LAST TEN FISCAL YEARS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Customer Accounts	3,381	3,673	3,893	4,280	4,426	4,844	5,393	5,950	6,579	6,760
Revenues:										
Charges for Services	\$ 3,277,740	\$ 3,156,359	\$ 3,217,518	\$ 3,236,888	\$ 3,166,879	\$ 3,277,605	\$ 3,415,661	\$ 3,293,342	\$ 3,399,943	\$ 3,804,029
Miscellaneous	48,332	35,554	55,010	58,454	303,593	60,055	67,290	58,922	79,062	120,234
Interest	3,376	1,977	1,862	3,827	7,498	9,078	12,425	22,231	39,618	62,422
SDC	89,007	190,045	264,265	79,187	164,993	151,517	115,606	76,430	227,986	216,164
Total Gross Revenues	3,418,455	3,383,935	3,538,655	3,378,356	3,642,963	3,498,255	3,610,982	3,450,925	3,746,609	4,202,849
Operating Expenditures										
Personal Services	885,329	1,090,996	1,195,296	1,287,000	1,244,302	1,168,912	1,172,688	1,284,183	1,382,962	1,349,044
Materials & Services	520,412	596,076	640,727	598,109	736,473	834,953	885,257	875,184	923,878	1,210,952
Total Operating Expenses	1,405,740	1,687,072	1,836,024	1,885,109	1,980,775	2,003,865	2,057,945	2,159,367	2,306,840	2,559,996
Water Fund Balance, End of Year	\$ 3,095,462	\$ 3,634,979	\$ 4,182,194	\$ 4,517,447	\$ 5,020,007	\$ 5,358,699	\$ 5,755,638	\$ 3,473,585	\$ 3,757,916	\$ 4,242,704
Net Revenues	2,012,714	1,696,863	1,702,632	1,493,247	1,662,188	1,494,390	1,553,037	1,291,558	1,439,769	1,642,853
Total Debt Service	1,129,315	1,157,346	1,155,416	1,157,994	1,159,628	1,155,698	1,156,098	1,156,097	1,155,438	1,158,065
Debt Service Coverage	178%	147%	147%	129%	143%	129%	134%	112%	125%	142%

CITY OF WOODBURN, OREGON
MAJOR WATER SYSTEM CUSTOMERS
JUNE 30, 2019

#	Customer Name	Industry	2019	% of Total Charges
1	SPECIALTY POLYMER	Industrial	\$ 73,933	2.0%
2	STONEHEDGE COURT	Multi Family	61,157	1.7%
3	AMERICOLD LOGISTICS	Commercial	54,020	1.5%
4	CASCADE MEADOWS APARTMENTS	Multi Family	46,308	1.3%
5	WOODBURN PREMIUM OUTLETS, LLC	Commercial	39,161	1.1%
6	HARVARD MEADOWS	Multi Family	31,051	0.8%
7	WOODBURN WEST MOBILE ESTATES	Multi Family	27,667	0.8%
8	MARION CO HOUSING AUTHORITY	Multi Family	26,942	0.7%
9	COUNTRY MEADOWS VILLAGE	Multi Family	22,055	0.6%
10	TOWNSEND FARMS INC	Industrial	16,936	0.5%
			Subtotal \$ 399,230	
			Total Water Charges \$ 3,655,869	

CITY OF WOODBURN, OREGON
SEWER SYSTEM COVERAGE CALCULATION
LAST TEN FISCAL YEARS

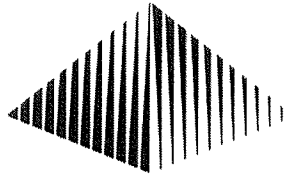
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
User Fees	\$ 4,813,888	\$ 5,544,381	\$ 6,088,590	\$ 6,488,127	\$ 7,416,117	\$ 7,910,674	\$ 8,098,602	\$ 8,019,478	\$ 8,071,234	\$ 7,993,348
SDCs	119,700	12,301	166,529	174,123	235,714	214,407	173,376	117,124	221,257	199,446
Interest	6,370	3,982	44,633	86,133	97,547	95,415	124,753	226,174	361,418	564,458
Miscellaneous	75,052	122,698	149,264	69,378	66,220	71,114	71,711	99,491	69,900	69,037
Total Revenue	5,015,010	5,683,362	6,449,016	6,817,762	7,815,598	8,291,610	8,468,441	8,462,266	8,723,809	8,826,289
Operating Expenses ¹	3,429,984	3,485,336	2,379,286	2,864,917	3,148,249	3,467,717	3,796,244	3,348,739	3,505,314	3,755,779
Net Revenues	\$ 1,585,025	\$ 2,198,025	\$ 4,069,730	\$ 3,952,845	\$ 4,667,349	\$ 4,823,893	\$ 4,672,197	\$ 5,113,528	\$ 5,218,495	\$ 5,070,510
Net Revenues less SDCs	\$ 1,465,326	\$ 2,185,725	\$ 3,903,201	\$ 3,778,722	\$ 4,431,634	\$ 4,609,486	\$ 4,498,821	\$ 4,996,404	\$ 4,997,238	\$ 4,871,064
DEQ Loan R98411	\$ 284,870	\$ 306,177	\$ 157,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEQ Loan R98412	1,802,048	1,990,887	954,580	-	-	-	-	-	-	-
G98002	32,923	43,185	42,021	-	-	-	-	-	-	-
2011 Revenue Bonds Series A & B				2,950,663	3,309,713	3,727,713	3,380,063	3,533,813	3,889,563	4,244,613
Total Debt Service	\$ 2,119,841	\$ 2,340,248	\$ 1,153,913	\$ 2,950,663	\$ 3,309,713	\$ 3,727,713	\$ 3,380,063	\$ 3,533,813	\$ 3,889,563	\$ 4,244,613
Debt Service Coverage	75%	94%	353%	134%	141%	129%	138%	145%	134%	119%
Debt Service Coverage (w/o SDC)	69%	93%	338%	128%	134%	124%	133%	141%	128%	115%

¹ Operation expenses do not include depreciation, debt service or equipment replacement transfer

CITY OF WOODBURN, OREGON
MAJOR SEWER SYSTEM CUSTOMERS
JUNE 30, 2019

#	Customer Name	Account Type	2019	% of Total Charges
1	MACLAREN	Commercial	204,626	2.6%
2	TREETOP	Industrial	186,368	2.3%
3	WOODBURN PREMIUM OUTLETS	Commercial	151,631	1.9%
4	COUNTRY MEADOWS VILLAGE	Commercial	126,291	1.6%
5	STONEHEDGE COURT	Multi Family	111,952	1.4%
6	MARION COUNTY HOUSING AUTHORITY	Industrial	94,927	1.2%
7	CASCADE PARK RETIREMENT	Industrial	87,316	1.1%
8	CLINKSCALES PORTABLE TOILETS	Multi Family	65,466	0.8%
9	AVALON HEALTHCARE FRENCH PRAIRIE	Commercial	62,351	0.8%
10	VILLAGE BY THE GREEN	Multi Family	61,569	0.8%
		Subtotal	1,152,497	
		Total Sewer Charges	7,994,116	

COMPLIANCE SECTION



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Honorable Mayor and Council Members
City of Woodburn
270 Montgomery Street
Woodburn, Oregon 97071

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the City of Woodburn as of and for the year ended June 30, 2019, and have issued our report thereon dated November 27, 2019.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Woodburn's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Highway revenues used for public highways, roads, and streets.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**
- **Accountability for collecting or receiving money by elected officials – no money was collected or received by elected officials.**

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

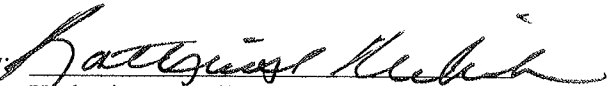
Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Restriction on Use

This report is intended solely for the information and use of the council members and management of the City of Woodburn and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

By: 
Katherine R. Wilson, A Shareholder
November 27, 2019



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council
FROM: Scott Derickson, City Administrator
SUBJECT: **Report on Stipends for Elected Officials**

RECOMMENDATION:

Accept the report and direct staff on whether further action is desired.

BACKGROUND:

The City of Woodburn previously provided a modest financial stipend to the Mayor and City Councilors during their terms in office. Issuance of the stipend was halted during the last economic recession and has not since been reinstated. The previous stipend provided fifty dollars (\$50) per month for the Mayor and twenty-five dollars (\$25) per month for each Councilor.

In March of 2018, the City Administrator requested a legal opinion from the City Attorney's office setting out the technical requirements and procedure for restoring a stipend for the City's elected officials. A copy of that memorandum is available to the Mayor and Councilors to review at their request. A general synopsis of the implementation procedures is provided below.

While not all cities in Oregon provide a financial stipend to their elected officials, many comparable cities to Woodburn in size and location do provide stipends to their Mayor and City Councilors. These stipends vary in amount and issuance format (i.e. monthly, yearly, etc.), but generally are nominal-type stipends that are meant to reasonably benefit or cover some of the ancillary costs incurred from serving as an elected official. These stipends are not meant or intended to provide a primary source of income to elected officials who are generally categorized as volunteers.

DISCUSSION:

Currently, the Mayor and City Councilors are eligible for expense reimbursement for City-related activities (e.g. conferences or travel), however, they do not receive a financial stipend that may otherwise assist the individual in offsetting

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

out-of-pocket costs associated with serving as an elected official (e.g. time away from work, costs of childcare during meetings, costs associated with attending community events, etc.).

In determining whether the restoring of a stipend program is suitable for Woodburn, it is most important for the Council to first consider how it would set or establish the stipend amounts and then how it would properly implement or enact the program.

1) Determining a Stipend Amount

In looking at adopting a reasonable and sensible stipend program for the mayor and city councilors, the Council will have broad discretion to implement an amount that it believes best fits the community and budgetary constraints of Woodburn.

In implementing or modifying the amount of a stipend, some jurisdictions utilize a compensation committee or their budget committees to assist in evaluating and setting the stipend amount. Usually these committees are formed as independent advisory-type committees that make an official recommendation to the Council on whether to implement a stipend program and at what amounts. The committee may base its decision on any number of factors, but generally considerations include, scope and expectations of elected positions, comparable regional stipend practices, and possibly a public survey or outreach campaign.

Utilization of an advisory committee as part of implementing a stipend program is completely discretionary and the Council can always elect to undertake its own review and deliberation on the matter.

In addition to the consideration of a suitable stipend amount, the Council may also want to consider whether the initial stipend amount should remain stagnant for an indefinite period of time or whether the stipend should automatically adjust based on various regional market factors (e.g. CPI). The Council may also want to consider whether any other compensation benefits such as health insurance should be provided.

In any event, a review of current jurisdictional practices may be informative and prudent for the Council during this preliminary consideration period:

CITY	POPULATION	MAYOR STIPEND (per month)	COUNCILOR STIPEND (per month)	OTHER
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BEND	95,000	\$1066	\$533	
CANBY	18,000	\$200	\$100	
CORVALLIS	58,000	\$100	None	
EUGENE	169,000	\$125	\$83	City health insurance (if desired)
FOREST GROVE	24,000	\$150	\$100	City health insurance (if desired)
HILLSBORO	107,000	\$2,000	\$700 (Pres.) \$500 (Councilor)	Rec. center annual pass; technology stipend
KEIZER	39,000	None	None	
KLAMATH FALLS	21,000	\$200	\$50	
LAKE OSWEGO	39,000	\$390	\$172	COLA increases to stipends
MCMINNVILLE	34,000	None	None	
MEDFORD	79,000	None	None	
MILWAUKIE	21,000	\$300	\$250	
NEWBERG	24,000	\$300	\$10/meeting	
OREGON CITY	36,000	None	None	
SALEM	170,000	None	None	
SPRINGFIELD	60,000	None	None	
TUALATIN	27,000	\$90	Technology stipend	
WEST LINN	27,000	\$533	\$333	
WILSONVILLE	24,000	\$750	\$350	City health insurance (if desired)
AVERAGE (of cities where a stipend provided):		\$477	\$227	

2) Implementing the Stipend Program

If the Council decides that it would like to move forward with implementing a stipend program for the mayor and councilors, then understanding the procedure and timeline for implementation is essential.

Under Section 11 of the City's Charter, the mayor and councilors are permitted to receive compensation for their services and expenses and such amounts are to be fixed by the Council. The Council could decide to adopt a Resolution that would provide the stipend and set the stipend amount. The primary aspect of concern, however, in implementing any compensation stipend for elected officials is ensuring that the Oregon government ethics law is not violated.

Oregon government ethics law prohibits public officials from using or attempting to use their official position or office to obtain financial gain for the public official.¹ And, while ORS 244.040(2) does allow an elected official to receive a compensation package as determined by that public body, councilors and the

¹ ORS 244.040(1).

mayor (if applicable) will be prevented from voting on giving themselves such a financial benefit. In application, this means that any proposal implementing a stipend program should apply only to future terms of the councilor, not to their current term of office.

By implementing the stipend program to become effective only when future councilors and mayors will be eligible to take office, councilors avoid having an actual conflict of interest under ORS 244.040(1) and would only have a potential conflict.² Councilors could then publicly announce the nature of that potential conflict of interest and then proceed to participate in any discussion, debate, or vote on the stipend.³

With the current terms of the Council, a stipend could be implemented in a staggered manner as follows:

- Effective January 2021
 - Mayor
 - Ward I Councilor
 - Ward II Councilor
 - Ward VI Councilor
- Effective January 2023
 - Ward III Councilor
 - Ward IV Councilor
 - Ward V Councilor

If a staggered implementation is not desired, the Council could also decide to enact stipends for the mayor and all councilors effective January 2023 or later. In making either implementation decision, setting the amount of the stipend and budgeting for the stipend would need to occur in the spring of the year prior to it going into effect.

FINANCIAL IMPACT:

If the Council decides it would like to move Staff time would be required for preparing any implementation instruments for a stipend program.

The implementation of a stipend program itself would be an expense that would need to be included as part of the Council's annual budgeting process.

² Councilors are advised that a potential conflict of interest should be declared for current council members who would be eligible to run for another term, or who may run for mayor.

³ ORS 244.120(2)(a). In 2018, the City of Bend implemented a stipend program for the mayor and councilors, with their proposal including provisions for a staggered implementation of the stipend based on when future councilors would be eligible to take office. Because of the staggered implementation, their program won't be fully in effect for all councilors until 2021.

**COUNCIL MEETING MINUTES
NOVEMBER 12, 2019**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, NOVEMBER 12, 2019

CONVENED The meeting convened at 7:15 p.m. with Mayor Swenson presiding.

ROLL CALL

Mayor Swenson	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Cabrales	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Police Chief Ferraris, Economic Development Director Johnk, Operations Director Stultz, Project and Engineering Director Liljequist, Community Development Director Kerr, Finance Director Montoya, Senior Planner Cortes, Community Relations Manager Guerrero, City Recorder Pierson

ANNOUNCEMENTS

City Hall will be closed November 28 and 29 for the Thanksgiving Holiday.

The Library will be closed November 28 but will be open from 10 a.m. to 2 p.m. on Friday, November 29.

The Aquatic Center will be closed November 28 but will be open from 7 a.m. to 6 p.m. on Friday, November 29.

Transit Services will be closed on November 28 but will be open normal business hours on Friday, November 29.

The City Council meeting scheduled for November 25, 2019 is cancelled. The next City Council meeting will take place on December 9, 2019 at 7:00 p.m.

WOODBURN POLICE DEPARTMENT SWEARING-IN CEREMONY

Woodburn Police Chief Ferraris administered the oath of office to new Woodburn Police Officer Preston Neumann.

Mayor Swenson called for a 10-minute break.

COUNCIL MEETING MINUTES

NOVEMBER 12, 2019

CONSENT AGENDA

- A. Woodburn City Council minutes of October 28, 2019,
- B. Acceptance of a Temporary Public Utility Easement at 1800 W. Hayes Street (Nellie Muir School), Woodburn, OR 97071 (Tax Lot 052W12DD06300),
- C. Acceptance of Two Public Utility Easements at 1800 W. Hayes Street (Nellie Muir School), Woodburn, OR 97071 (Tax Lot 052W12DD06300),
- D. Acceptance of two Warranty Deeds at 1800 W Hayes Street (Nellie Muir School), Woodburn, OR 97071 (Tax Lot 052W12DD06300),
- E. Woodburn-Gervais Enterprise Zone 5-year Tax Abatement Agreement with Grating Pacific, LLC,
- F. Woodburn-Gervais Enterprise Zone 5-year Tax Abatement Agreement with Grating Pacific, LLC.

Morris/Ellsworth... adopt the Consent Agenda. The motion passed unanimously.

PUBLIC HEARING

Republic Service Rate Increase

A Public Hearing to consider input on the Republic Service Rate Increase. Mayor Swenson declared the hearing open at 7:40 p.m. for hearing public input on the Republic Service Rate Increase. City Administrator Derickson provided a staff report. KJ Lewis, Will Mathias, and Jam Lawson with Republic Services provided information on the rate increase. Mayor Swenson asked if anyone from the public would like to speak on this subject. No members of the public wished to speak in either support or opposition. Mayor Swenson declared the hearing closed at 8:01 p.m.

COUNCIL BILL NO. 3112 - A RESOLUTION APPROVING AN ADJUSTED RATE SCHEDULE FOR PROVIDING SOLID WASTE SERVICE WITHIN THE CITY OF WOODBURN AND REPEALING RESOLUTION 2087

Carney introduced Council Bill No. 3112. City Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3112 duly passed.

PUBLIC HEARING

FY 2019/20 Supplemental Budget Request for Creation of PERS Side Account

A Public Hearing to consider input on the FY 2019/20 Supplemental Budget Request for creation of PERS side account. Mayor Swenson declared the hearing open at 8:09 p.m. for hearing public input on the FY 2019/20 Supplemental Budget Request for creation of PERS side account. City Administrator Derickson provided a staff report. Mayor Swenson asked if anyone from the public would like to speak on this subject. No members of the public wished to speak in either support or opposition. Mayor Swenson declared the hearing closed at 8:10 p.m.

COUNCIL BILL NO. 3113 – A FY 2019-2020 RESOLUTION APPROVING \$733,333 IN TRANSFERS OF APPROPRIATIONS IN VARIOUS FUNDS AND APPROVING THE CREATION OF A SIDE ACCOUNT THROUGH THE CONTRIBUTION OF \$2,823,043 TO PERS

Carney introduced Council Bill No. 3113. City Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill

COUNCIL MEETING MINUTES NOVEMBER 12, 2019

passed unanimously. Mayor Swenson declared Council Bill No. 3113 duly passed.

PUBLIC HEARING

Expansion of the Woodburn-Gervais Enterprise Zone

A Public Hearing to consider input on the Expansion of the Woodburn-Gervais Enterprise Zone. Mayor Swenson declared the hearing open at 8:12 p.m. for hearing public input on the Expansion of the Woodburn-Gervais Enterprise Zone. Economic Development Director Johnk provided a staff report. Mayor Swenson asked if anyone from the public would like to speak on this subject. Greg Specht spoke in favor of the expansion of the Woodburn-Gervais Enterprise Zone. No members of the public wished to speak in opposition. Mayor Swenson declared the hearing closed at 8:17 p.m.

COUNCIL BILL NO. 3114 - A RESOLUTION FOR WOODBURN-GERVAIS ENTERPRISE ZONE BOUNDARY CHANGE

Carney introduced Council Bill No. 3114. City Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3114 duly passed.

AWARD A CONTRACT FOR FINAL DESIGN SERVICES FOR THE I-5 PUMP STATION AND FORCE MAIN UPGRADES TO MURRAYSMITH, INC.

Public Works Director Liljequist provided a staff report. **Carney/Ellsworth**... award a Contract for final design services for the I-5 Pump Station and Force Main Upgrades for \$537,850.00 to Murraysmith, Inc. and authorize the City Administrator to sign the Agreement. The motion passed unanimously.

PUBLIC HEARING

Pacific Valley Apartments DR 2019-03

A Public Hearing to consider input on Pacific Valley Apartments DR 2019-03. Mayor Swenson declared the hearing open at 8:22 p.m. for hearing public input on Pacific Valley Apartments DR 2019-03. Councilor Morris noted that he is familiar with the property. Councilor Ellsworth stated that she drives by the property and read the Facebook news story and told someone about the hearing at work. Councilor Cornwell says she drives by the site. City Recorder Pierson read the Public Hearing Statement. Senior Planner Cortes provided a staff report and added the Planning Commission staff report with attachments and the applicant's revised plan to the record. Robert Leeb, with Leeb Architects, provided information on the application and the proposed revisions to the application. Mayor Swenson asked if any member of the public would like to speak in support of this subject. No members of the public wished to speak in support. Mayor Swenson asked if any member of the public would like to speak in opposition of this subject.

Sandra Camacho-Otero, 1235 Greenview Drive, spoke against the application stating that her concerns are having no privacy and the increase in traffic and parking in streets.

Craig Roushausen, 1235 Greenview Drive, spoke against the application and he has concerns with not requiring a retaining wall between the homes and the apartments and only requiring arborvitae. He is also concerned about property values going down. He provided a copy of a

COUNCIL MEETING MINUTES NOVEMBER 12, 2019

letter and a copy of a City Ordinance to the City Council.

Lupita Pena-Baltazar, 1165 Greenview Drive, spoke against the application and stated that the apartments will be very close to her home and she has concerns about noise and the value of her property.

Marlene Hernandez, 1199 Greenview Drive, spoke against the application and stated that they are concerned about losing their privacy.

Ulf Bjorklund, 1281 Greenview Drive, spoke against the application and stated that he is an audio narrator and he works from home and requires a quiet environment. He added that they should move the building closest to the homes and put the park there instead. He showed pictures of his yard to the City Council.

Filanida Muraviov, 1297 Greenview Drive, spoke against the application and stated that she is worried about the wellbeing of her child and that she would like to see a one story apartment and more parking.

Fred and Katie Muraviov, 1297 Greenview Drive, spoke against the application and stated that their main concern was no wall and that they feel there is a lot of stuff being squeezed on the property.

David Rosales, 1160 Greenview Drive, spoke against the application and stated that the buildings are too high and that neighbors are losing privacy.

Ricardo Vazquez-Rodriguez, 1189 Greenview Drive, spoke against the application and stated that he has concerns about people running through the bushes without having a wall between the properties. He stated that he is also concerned about parking and property values going down.

Alex Muraviov, 1297 Greenview Drive, spoke against the application and stated that there will be no privacy with the buildings being three stories tall and balconies overlooking the houses.

Ida Allen, 1258 Greenview Drive, spoke against the application and stated that she is worried about her neighborhood and that with more people there will be more crime.

Merle Stutzman, 11623 Broadacres Rd. NE, spoke against the application and stated that his concerns are with the privacy of the neighbors.

Kim Bjorklund, 1281 Greenview Drive, spoke against the application and stated that the movement of building C is inadequate and that a wall is needed. She also stated concerns about privacy, parking and property values going down.

The Mayor asked if the applicant would like to come back for rebuttal.

Robert Leeb stated that the distance in feet from the property to the houses is between 100

**COUNCIL MEETING MINUTES
NOVEMBER 12, 2019**

and 150 feet. He noted that building C moved significantly from the zoning requirements. If a wall is found to be more appropriate they would put that in and it would be in the 6 foot range.

Eugene Labunsky, West Coast Real Estate, stated that in response to the parking concerns, there will be permitted parking and for special events an event permit would be required for guests. He stated that it was his belief that there was adequate parking. He noted that they are open to a wall.

City Council asked the applicant questions of clarification on the application.

Mayor Swenson closed the hearing at 10:13 p.m.

City Council deliberated.

City Attorney Shields reminded the City Council that this application is subject to the 120 day rule and needs to be decided by January.

Carney/Schaub... approve the application for the Pacific Valley Apartments DR 2019-03 and consolidated applications with the modifications to the design and conditions of approval as proposed by the applicant to include the applicants letter and nomination of improvements of the November 12, 2019 letter and direct staff to submit the written land use decisions for approval by the City Council at the next meeting. Council deliberated. On roll call vote Councilors Ellsworth, Carney and Schaub voted yes and Councilors Morris, Cabrales and Cornwell voted no. Mayor Swenson voted no to break the tie vote. The motion failed.

Schaub/Ellsworth... approve the application for the Pacific Valley Apartments DR 2019-03 and consolidated applications with the modifications to design and conditions of approval as proposed by the applicant, and direct staff to submit the written land use decision for approval by the City Council at the next meeting and have it include the wall. Council deliberated. On roll call vote Councilors Ellsworth, Carney, Schaub and Cornwell voted yes and Councilors Morris and Cabrales voted no. The motion passed 4-2.

MODIFICATION TO CONDITIONS OF APPROVAL FOR SALEM HEALTH CLINIC AT 105 N. ARNEY RD (MOC 2019-01)

The City Council declined to call this item up.

CALL-UP BRIEFING: PLANNING COMMISSION APPROVAL OF CONDITIONAL USE, DESIGN REVIEW, STREET EXCEPTION, AND VARIANCE APPLICATIONS FOR HERITAGE ELEMENTARY SCHOOL AT 440 PARR RD (CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01)

The City Council declined to call this item up.

CALL-UP BRIEFING: PLANNING COMMISSION APPROVAL OF CONDITIONAL USE, DESIGN REVIEW, STREET EXCEPTION, AND VARIANCE APPLICATIONS FOR LINCOLN ELEMENTARY SCHOOL AT 965 & 1041 N.

**COUNCIL MEETING MINUTES
NOVEMBER 12, 2019**

BOONES FERRY RD (CU 2019-06, DR 2019-08, EXCP 2019-04, & VAR 2019-06)

The City Council declined to call this item up.

CITY ADMINISTRATOR'S REPORT

The City Administrator had nothing to report.

MAYOR AND COUNCIL REPORTS

Councilor Morris thanked the Planning Commission for their work.

Mayor Swenson thanked everyone for the great discussion.

ADJOURNMENT

Schaub/Morris... meeting be adjourned. The motion passed unanimously.

The meeting adjourned at 11:25 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

**Woodburn Planning Commission Public Hearing/Meeting
Minutes
October 10, 2019**

CONVENED: The Planning Commission met at 7 p.m. in a public session in the City Hall Council Chambers, Chair Charlie Piper presiding.

ROLL CALL:

Chair	Piper	Present
Vice-Chair	Bandelow	Absent
Commissioner	Aiken	Present
Commissioner	Corning	Present
Commissioner	Dos Reis	Absent
Commissioner	Lassen	Present
Commissioner	Berlin	Present

Staff Present:

Chris Kerr, Community Development Director
Colin Cortes, Senior Planner
McKenzie Granum, Assistant City Attorney

Introduction

Chair Piper opened the workshop/meeting at 7 p.m., and led the Commissioners in the flag salute.

Minutes

The minutes of September 26, 2019 were approved.

Business from the Audience

None

Communication

None

Public Hearing

Agenda item a. Heritage Elementary School (CU 2019-02, DR 2019-02, EXCP 2019-02 & VAR 2019-01), 440 Parr Rd. This application will be continued at the next Planning Commission meeting on October 24, 2019. No audience member commented.

Agenda item b. Pacific Valley Apartments (DR 2019-03, PLA 2019-03 & VAR 2019-02) 1310 & 1340 N Pacific Highway.

There were no *ex parte* conflicts of interest and no challenges from the audience.

This proposed application, which includes a design review, a property line adjustment and several variances, centers around a new apartment complex of 204 apartments across ten conventional three-story walk-up buildings. Related improvements include highway frontage improvements, a public bicycle/pedestrian path ("Jacobsen" path), cross-access drive aisles and easements, and a right-of-way dedication.

Robert Leeb, Principal In Charge, Leeb Architects, 308 SW 1st Ave, Ste. 200, Portland, OR 97204 has been working with staff to provide a 16 x 20 play shelter/adult structure area by the clubhouse that would be partially under cover and integrated (while following the Woodburn guidelines) with the landscaping. He noted that about 50% of the families were expected to have children.

Senior Planner Cortes pointed out eight large existing trees that would remain, and noted that the pedestrian sidewalk has a spur that would assist people to access the private walkway system.

In response to questions from Commissioner Corning about landscaping along the east property line, Senior Planner Cortes stated that the proposed landscaping would consist of two rows of evergreen shrubbery, consisting of *crococsmia* and emerald green *arbor vitae* (the latter of which could grow to a height of 15 feet), along with a number of additional trees and shrubs.

Director Kerr said Condition V7-AW (page 58 of the staff report) gives more information about the enhancement of the landscape buffer and about the small/medium/large plant size categories.

Chair Piper said that all species of plants are detailed in the landscape plan.

Testimony:

Proponents: None

Opponents: Fred Muraviov, resident of 1297 Greenview Drive, Woodburn, a neighbor to the proposed apartments and is an opponent of the project. He is especially concerned about the proximity of three-story Bldg. C to the eastern border of residential houses. The planned arbor vitae will not reach a height that will obscure that third floor. He advocated that Bldg. C be two stories, not three.

Josh Escana, 155 N. Pacific Highway, across the street from the proposed development, talked about traffic flow and how consolidating to one driveway might slow increased traffic considerably.

Alex F. Muraviov, 17221 Boones Ferry Rd, Woodburn (and owner of 1297 Greenview Dr) spoke. He mentioned the proposal would have one driveway, said Street Corridor "G" was mentioned fifteen times [he appears to have meant in the staff report], and used a nearby map to show the corridor alignment. He claimed no resident received notice [implying about the corridor specifically] and rhetorically asked when he was to be notified that they were coming to demolish his house.

Mr. Leeb, Leeb Architects, spoke in rebuttal. He said that the traffic consultant involved in the project was available for questions.

Brian Davis, traffic consultant with Lancaster Engineering, said that the state highway is under ODOT's jurisdiction, so they are limited as to what they can do. By aligning the driveway with the driveway on the other side of the highway, they minimized the number of possible conflict points, increasing traffic safety. Under existing conditions, there is a left turn arrow onto Alexandra Avenue and they would recommend that ODOT give full function to that left turn.

Senior Planner Cortes addressed the right-of-way for Alexandra Avenue. The City is focused on long-range planning for street connections, being mindful of concern on the part of property owners that part of their property might eminently be taken for the good of the City. Staff is attempting to identify and reserve a core where a portion of the street might be needed in the far future. Should it be necessary, the City would be required to compensate property owners for any land acquired. For this project, the block of property is being broken up with flexible bike and walkway routes, being mindful of future possible street needs. Those Street Corridors "G" and "K" might never happen, but those two reserved corridors would leave fewer obstacles to creating future streets.

Chair Piper spoke about the proposed conditions of approval and their conformance to WDO regulations. He entertained a motion of the application package for Pacific Valley Apartments, 1310-1340 N. Pacific Highway, subject to the conditions of approval as recommended [in the staff report], and allowing the Chair to sign the Final Order. Commissioner Corning made the motion and it was approved by Commissioner Berlin. The motion was unanimously approved.


Director Kerr encouraged audience members to fill out legal standing forms.

Staff Update:

None

Adjournment

The meeting was adjourned at 7:58 pm.

APPROVED  _____
Charlie Piper, Chair

11-14-19
Date

ATTEST _____
Chris Kerr
Community Development Director
City of Woodburn, Oregon

11-14-19
Date

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
October 24, 2019**

CONVENED: The Planning Commission met in a 7pm public meeting session in the City Hall Council Chambers, Chair Charlie Piper presiding.

ROLL CALL:

Chair	Piper	Absent
Vice-Chair	Bandelow	Absent
Commissioner	Aiken	Present
Commissioner	Corning	Present
Commissioner	Dos Reis	Present
Commissioner	Lassen	Present
Commissioner	Berlin	Present

Staff Present:

Chris Kerr, Community Development Director
McKenzie Granum, Assistant City Attorney

Introduction

Commissioner Corning was elected, pro tem, to serve as the Chair, as both Chair Piper and Vice-Chair Bandelow were absent, and led the meeting in a flag salute.

Minutes

None

Business from the Audience

None

Communication

Fred Muraviov, 1297 Greenview Drive, told the Commission that he had received the Final Decision for 1310-1340 N Pacific Highway, as well as WDO information regarding the appeal process.

Director Chris Kerr explained that a private citizen could appeal a final decision made regarding a land use application. The City Council can call up any decision made by the Planning Commission for a full review. He urged Mr. Muraviov to contact the Planning Department for the correct forms and fees if he decides to appeal.

Public Hearing

a. **Salem Health Woodburn Clinic**, 105 Arney Rd (MOC 2019-01)

There were no *ex parte* conflicts of interest and no challenges from the audience. The proposal states that the Salem Health Woodburn Clinic will have 45 days to remove the existing modular after the opening day for patients in the permanent clinic.

Hope Friedman, Project Architect, Scott / Edwards Architecture, stated that the Certificate of Occupancy is scheduled for November 14, 2019 for the permanent building, and the first patients are expected on January 2, 2020.

There were no proponent or opponents of the project.

Commissioner Berlin made a motion to approve MOC 2019-01. Commissioner Lassen seconded the motion, which was approved unanimously.

b. **Heritage Elementary School**, 440 Parr Rd (CU 2019-02; DR 2019-02; EXCP 2019-02 & VAR 2019-01)

There were no *ex parte* conflicts of interest and no challenges from the audience.

Director Kerr summarized the proposed action.

Angela Crooks, BLRB Architects, 621 SW Morrison, Portland, Oregon spoke about the redevelopment of the site, parking and removal of the existing modulares. She also addressed interior improvements and fire safety upgrades.

Clinton (CJ) Doxsee, Planner, Angelo Planning Group, 921 SW Washington St, Ste. 468, Portland, stated that they agreed with the conditions of approval, except for the ones outlined in the memo he was providing, dated that day.

The Commissioners discussed the bicycle racks, and Chair Corning asked if staff agreed with the required modifications presented by the applicant.

Director Kerr stated that staff was in agreement with all but one of the recommended changes from the petitioner. Staff did not recommend allowing public improvements to be deferred until Certificate of Occupancy.

There were no proponents or opponents of the project.

Commissioner Lassen stated that he was impressed with the presentation and project overall.

Commissioner Berlin made a motion to accept CU 2019-02; DR 2019-02; EXCP 2019-02 & VAR 2019-01 with the conditions recommended in the staff report, except as modified by the applicant's testimony through the memo dated and submitted October 24, 2019. Commissioner Dos Reis seconded the motion, which passed unanimously.

- c. **Lincoln Elementary School**, 1041 N Boones Ferry Rd. (CU 2019-06; DR 2019-08; EXCP 2019-04 & VAR 2019-06)

There were no *ex parte* conflicts of interest and no challenges from the audience.

There were no proponents or opponents of the project.

Director Kerr stated that staff concern is always about increasing safety and general site accessibility.

Angela Crooks, BLRB Architects, 621 SW Morrison, Portland, Oregon told the Commission about the site improvements being done, along with improving the parking situation and doing a minor interior remodel.

Clinton (CJ) Doxsee, Planner, Angelo Planning Group, 921 SW Washington St, Ste. 468, Portland, requested that staff approve a modification of the building permit issuance restriction and allow public right-of-way improvements in tandem with the site and building permits.

Commissioner Berlin asked about the four driveways along Boones Ferry Road. Mr. Doxsee described the four driveways and the traffic flow movements that will be permitted with the improvements. There will be one two-way driveway, two that will be ingress only, and one that will be egress only.

Ms. Crooks described the proposed "secure vestibule", with doors that would automatically lock during school hours, with visitors needing to gain access needing to go through the school office.

There were no proponents or opponents of the project.

Commissioner Berlin made a motion to approve CU 2019-06; DR 2019-08; EXCP 2019-04 & VAR 2019-06 with the conditions recommended in the staff report except as modified by the applicant's testimony through the memo dated and submitted October 24, 2019. Commissioner Aiken seconded the motion, which was unanimously approved.

Staff Update:

Several Commissioners will see their terms of office expire in December. If they are interested in being reappointed, they should send a letter or e-mail to Director Kerr, stating their interest in continuing for another term, and he will forward their communication to the mayor.

The next Planning Commission meeting is scheduled for Thursday, November 14. Another land use item will be discussed - GEM Equipment on Progress Way - and perhaps a legislative item as well.

A tentative meeting is scheduled for December 12, 2019.

Adjournment

The meeting was adjourned at 8:05 pm.

APPROVED



Charlie Piper, Chair

11-14-19
Date

ATTEST



Chris Kerr

11/14/19
Date

Community Development Director
City of Woodburn, Oregon

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2019 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
AGGRAVATED ASSAULT	2	1	1	3	5	2	6	1	0	2	23
ANIMAL CRUELTY	0	0	0	1	0	0	2	2	0	1	6
ANIMAL ORDINANCES	6	1	4	0	3	2	2	0	3	8	29
ARSON	0	2	0	0	0	0	0	0	0	0	2
ASSAULT SIMPLE	10	9	1	9	10	11	9	14	4	8	85
ATTEMPTED MURDER	0	0	0	1	0	0	0	0	0	0	1
BURGLARY - BUSINESS	0	0	1	0	0	0	0	0	0	0	1
BURGLARY - OTHER STRUCTURE	0	0	0	0	1	0	1	0	0	2	4
BURGLARY - RESIDENCE	1	0	3	0	4	1	2	2	0	2	15
CHILD NEGLECT	0	0	0	0	0	1	0	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	2	1	1	4	1	0	2	5	0	3	19
CRIMINAL MISTREATMENT	0	0	0	0	0	0	1	0	0	0	1
CURFEW	1	0	0	1	0	1	6	0	3	1	13
CUSTODY - MENTAL	9	6	8	5	5	3	10	4	4	2	56
CUSTODY - PROTECITVE	0	0	0	2	0	0	0	0	0	2	4
DISORDERLY CONDUCT	3	10	3	5	14	13	12	11	3	6	80
DRIVING UNDER INFLUENCE	5	6	8	5	9	8	6	9	8	6	70
DRUG LAW VIOLATIONS	9	6	13	16	10	23	22	16	18	14	147
DWS/REVOKED-MISDEMEANOR	1	1	1	2	1	1	2	0	0	1	10
ELUDE	0	0	2	0	1	0	4	1	0	0	8
ESCAPE FROM YOUR CUSTODY	0	0	2	0	0	0	0	0	0	0	2
FAIL TO DISPLAY OPERATORS LICENSE	1	0	0	0	0	1	1	1	0	2	6
FAILURE TO REGISTER AS SEX OFFENDER	0	0	0	0	0	0	0	0	0	1	1
FORCIBLE RAPE	3	0	0	2	1	1	0	0	0	0	7
FORGERY/COUNTERFEITING	2	0	3	1	2	1	4	1	1	1	16
FRAUD - BY DECEPTION/FALSE PRETENSES	1	0	3	0	1	2	0	0	1	1	9
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	1	0	0	2	0	0	0	0	3
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	0	1	0	0	0	0	0	0	1
FRAUD - WIRE	0	0	0	1	0	0	0	0	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	45	26	37	37	38	36	51	39	43	52	404
FURNISHING	0	0	1	0	0	0	0	0	0	0	1
GARBAGE LITTERING	1	0	0	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	0	0	1	0	1	0	0	1	0	0	3
HIT AND RUN-MISDEMEANOR	6	2	3	5	3	2	3	2	1	3	30
IDENTITY THEFT	2	0	1	0	2	2	1	1	0	1	10
INTIMIDATION /OTHER CRIMINAL THREAT	1	2	1	5	2	2	5	5	3	3	29
INVASION OF PERSONAL PRIVACY	0	0	0	0	0	1	0	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	0	0	0	0	0	0	1	0	0	2
MINOR IN POSSESSION	0	0	5	1	2	0	1	1	1	0	11
MINOR ON PREMISES	0	0	0	0	0	1	0	0	0	0	1
MOTOR VEHICLE THEFT	1	1	0	0	2	4	4	1	2	2	17
OTHER	7	2	5	4	7	6	10	3	5	6	55
PROSTITUTION - ENGAGE IN	0	0	0	0	0	0	0	1	0	0	1
RECKLESS DRIVING	1	4	3	3	5	2	5	3	4	3	33
RECKLESSLY ENDANDERING	2	2	2	0	5	1	4	1	2	2	21
RESTRAINING ORDER VIOLATION	1	1	0	3	0	1	1	1	1	0	9
ROBBERY - BUSINESS	0	0	0	0	0	0	0	1	0	0	1
ROBBERY - CAR JACKING	0	0	0	0	0	1	0	1	0	0	2
ROBBERY - CONV.STORE	0	0	0	0	1	0	0	0	0	0	1
ROBBERY - OTHER	0	0	0	0	0	1	0	2	0	0	3
RUNAWAY	0	0	0	0	1	2	0	1	1	2	7
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	0	1	0	0	0	0	1	0	0	3
SEX CRIME - EXPOSER	1	0	1	0	0	0	0	0	0	0	2
SEX CRIME - FORCIBLE SODOMY	2	0	0	0	0	1	0	0	0	0	3

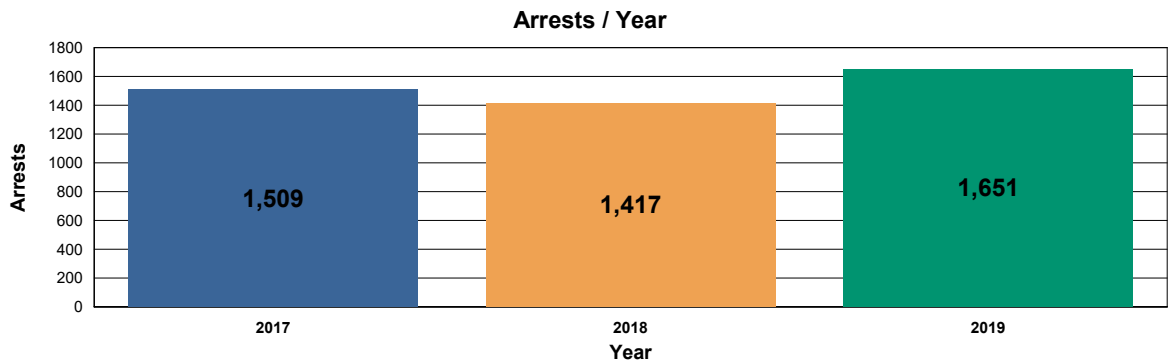
Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2019 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
SEX CRIME - INCEST	2	0	0	0	0	0	0	0	0	0	2
SEX CRIME - MOLEST (PHYSICAL)	1	0	0	0	0	0	0	0	0	0	1
SEX CRIME - NON-FORCE RAPE	0	0	1	0	0	1	1	0	0	0	3
SEX CRIME - OTHER	1	0	0	0	0	1	0	0	0	0	2
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	0	0	0	0	0	0	0	1	1
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	1	0	0	1	0	2	0	0	0	0	4
STALKER	0	1	1	0	2	0	0	0	0	0	4
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	1	0	0	0	2	1	1	0	1	6
THEFT - BICYCLE	0	0	0	0	0	0	1	1	0	0	2
THEFT - BUILDING	1	0	0	1	0	1	1	0	0	3	7
THEFT - FROM MOTOR VEHICLE	4	1	3	0	0	0	1	2	0	1	12
THEFT - OTHER	5	1	0	2	1	7	1	2	3	1	23
THEFT - PURSE SNATCH	0	1	0	0	0	0	0	0	0	0	1
THEFT - SHOPLIFT	2	8	7	5	12	5	13	9	1	2	64
TRAFFIC VIOLATIONS	10	11	8	7	8	4	17	8	7	8	88
TRESPASS	18	3	9	6	7	6	12	10	8	10	89
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	1	1	2	0	0	0	0	2	0	1	7
VANDALISM	1	0	2	0	1	1	1	1	0	2	9
VEHICLE RECOVERD FOR OTHER AGENCY	1	0	5	1	1	1	0	2	2	3	16
WEAPON - CARRY CONCEALED	1	1	1	1	0	2	0	0	0	0	6
WEAPON - EX FELON IN POSSESSION	1	0	1	1	0	1	0	0	1	0	5
WEAPON - POSSESS ILLEGAL	0	2	1	4	3	4	3	1	3	2	23
WEAPON - SHOOTING IN PROHIBITED AREA	0	1	0	0	0	0	2	0	1	0	4

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
2019 Total	178	115	157	146	172	174	231	172	134	172	1,651
2018 Total	187	111	138	136	147	101	162	155	144	136	1417
2017 Total	135	169	176	166	164	143	152	155	138	111	1509



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

2019 Year to Date

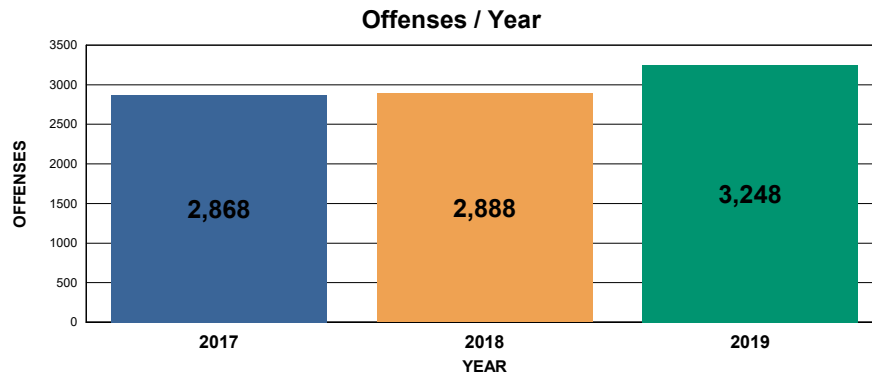
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
AGGRAVATED ASSAULT	3	4	2	4	5	4	6	3	0	3	34
ANIMAL CRUELTY	0	0	0	1	1	0	3	1	0	1	7
ANIMAL ORDINANCES	3	1	3	0	2	1	2	0	3	4	19
ARSON	1	2	0	0	0	0	0	1	0	0	4
ASSAULT SIMPLE	12	8	7	14	13	18	12	17	8	14	123
ATTEMPTED MURDER	0	0	0	1	0	0	0	0	0	0	1
BURGLARY - BUSINESS	2	1	1	0	3	2	0	2	0	7	18
BURGLARY - OTHER STRUCTURE	2	1	3	1	4	1	2	3	1	4	22
BURGLARY - RESIDENCE	8	2	5	6	14	7	7	5	6	10	70
CHILD NEGLECT	0	0	0	0	0	2	0	1	0	0	3
CRIME DAMAGE-NO VANDALISM OR ARSON	16	14	15	10	15	18	14	16	5	18	141
CRIMINAL MISTREATMENT	1	0	0	0	0	0	1	0	0	0	2
CURFEW	1	0	0	1	0	1	2	0	3	1	9
CUSTODY - MENTAL	10	6	9	5	5	3	10	4	4	2	58
CUSTODY - PROTECTIVE	0	0	0	1	0	0	0	0	0	1	2
DISORDERLY CONDUCT	3	6	5	5	11	12	9	15	6	6	78
DRIVING UNDER INFLUENCE	5	7	8	5	9	8	6	9	8	6	71
DRUG LAW VIOLATIONS	9	7	15	9	11	14	22	12	14	13	126
DWS/REVOKED-MISDEMEANOR	1	1	1	2	1	0	2	0	0	1	9
ELUDE	1	1	1	2	1	0	3	1	0	1	11
ESCAPE FROM YOUR CUSTODY	0	0	2	0	0	0	0	0	0	0	2
EXPLOSIVES	1	0	0	0	0	0	0	0	0	0	1
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0	0	3	0	3
FAIL TO DISPLAY OPERATORS LICENSE	1	0	0	0	0	1	1	1	0	2	6
FAILURE TO REGISTER AS SEX OFFENDER	0	0	0	0	0	0	0	1	0	0	1
FORCIBLE RAPE	2	1	1	3	4	1	1	3	0	2	18
FORGERY/COUNTERFEITING	9	2	7	3	4	4	8	3	1	6	47
FRAUD - ACCOUNT CLOSED CHECK	0	0	0	0	0	0	1	1	1	0	3
FRAUD - BY DECEPTION/FALSE PRETENSES	2	5	6	2	4	4	2	3	4	4	36
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	2	2	2	0	5	2	2	2	1	21
FRAUD - IMPERSONATION	0	0	0	0	0	0	1	0	0	0	1
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	0	1	0	0	0	0	0	0	1
FRAUD - OF SERVICES/FALSE PRETENSES	1	0	0	0	1	1	0	1	0	0	4
FRAUD-OTHER	0	0	0	0	0	0	0	1	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	27	18	28	26	29	31	40	25	26	32	282
FURNISHING	0	0	1	0	1	0	0	0	0	0	2
GARBAGE LITTERING	1	0	0	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	1	1	1	0	3	0	1	0	0	1	8
HIT AND RUN-MISDEMEANOR	23	8	13	19	19	15	16	15	21	21	170
IDENTITY THEFT	6	5	3	3	4	2	1	8	1	3	36
INTIMIDATION /OTHER CRIMINAL THREAT	1	0	1	6	2	3	2	7	2	2	26
INVASION OF PERSONAL PRIVACY	0	0	0	0	1	0	0	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	0	0	0	0	0	0	2	2	0	5
KIDNAP - FOR RANSOM	0	0	0	0	0	0	0	0	1	0	1
MINOR IN POSSESSION	0	0	2	1	1	0	1	1	1	0	7
MINOR ON PREMISES	0	0	0	0	0	1	0	0	0	0	1
MISCELLANEOUS	19	18	25	21	23	29	13	19	18	12	197
MOTOR VEHICLE THEFT	8	6	13	9	15	21	6	11	16	19	124
NON CRIMINAL DOMESTIC DISTURBANCE	20	12	8	12	12	21	15	16	10	14	140
OTHER	6	3	7	5	9	7	11	3	5	8	64
PROPERTY - FOUND LOST MISLAID	3	4	4	2	1	4	3	3	4	3	31
PROPERTY RECOVER FOR OTHER AGENCY	2	2	0	0	0	0	0	1	1	1	7
PROSTITUTION - ENGAGE IN	0	0	0	0	0	0	0	1	0	0	1
RECKLESS DRIVING	2	6	3	5	6	2	7	3	5	3	42
RESTRAINING ORDER VIOLATION	2	3	0	3	1	2	1	1	1	0	14
ROBBERY - BUSINESS	0	0	0	0	1	0	0	1	0	0	2
ROBBERY - CAR JACKING	0	0	0	0	0	1	2	0	1	0	4

Woodburn Police Department

MONTHLY CRIMINAL OFFENSES 2019 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
ROBBERY - CONV.STORE	0	0	0	0	1	0	0	0	0	0	1
ROBBERY - OTHER	0	0	0	0	1	1	0	1	3	0	6
ROBBERY - RESIDENCE	0	0	0	0	0	1	0	0	0	1	2
RUNAWAY	0	1	1	3	4	5	0	2	1	5	22
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	1	1	0	0	2
SEX CRIME - EXPOSER	1	0	0	1	0	0	1	1	0	0	4
SEX CRIME - FORCIBLE SODOMY	2	0	0	0	0	0	0	1	0	0	3
SEX CRIME - INCEST	1	0	0	0	0	0	0	0	0	1	2
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	0	2	2	2	1	0	1	12
SEX CRIME - NON-FORCE RAPE	1	0	2	0	1	0	1	1	0	0	6
SEX CRIME - OTHER	1	0	0	0	0	0	0	0	0	0	1
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	0	0	3	0	0	0	0	1	4
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	1	1	0	0	0	0	0	0	2
STALKER	0	1	1	0	2	0	0	0	0	0	4
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	1	0	0	0	1	2	1	2	0	7
SUICIDE	0	0	0	0	0	0	0	1	0	0	1
THEFT - BICYCLE	1	1	0	6	8	1	3	3	1	1	25
THEFT - BUILDING	0	2	5	3	1	4	1	0	5	5	26
THEFT - COIN OP MACHINE	0	1	0	1	0	1	2	0	0	0	5
THEFT - FROM MOTOR VEHICLE	25	18	27	8	15	14	10	19	25	32	193
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	2	1	1	3	2	1	3	1	4	20
THEFT - OTHER	14	7	16	24	23	29	19	17	9	10	168
THEFT - PICKPOCKET	1	1	1	0	1	0	0	0	0	0	4
THEFT - PURSE SNATCH	1	1	0	0	2	1	0	1	0	1	7
THEFT - SHOPLIFT	12	14	22	21	24	17	20	16	12	9	167
TRAFFIC VIOLATIONS	11	6	11	8	9	6	19	11	8	7	96
TRESPASS	8	6	10	8	12	14	13	15	13	11	110
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	3	0	2	1	0	1	1	2	2	1	13
VANDALISM	16	8	13	12	17	13	15	20	8	13	135
VEHICLE RECOVERD FOR OTHER AGENCY	5	3	5	3	2	6	0	0	3	3	30
WEAPON - CARRY CONCEALED	1	1	1	1	0	2	0	1	0	0	7
WEAPON - EX FELON IN POSSESSION	1	0	1	1	0	1	0	0	1	0	5
WEAPON - POSSESS ILLEGAL	1	0	1	4	3	5	1	3	3	3	24
WEAPON - SHOOTING IN PROHIBITED AREA	1	3	1	0	1	1	4	2	1	1	15

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
2019 Total	330	235	325	297	371	374	352	346	282	336	3,248
2018 Total	409	284	317	342	316	309	311	308	292	2,888	
2017 Total	322	292	355	317	330	307	317	321	307	2,868	



Woodburn Police Department

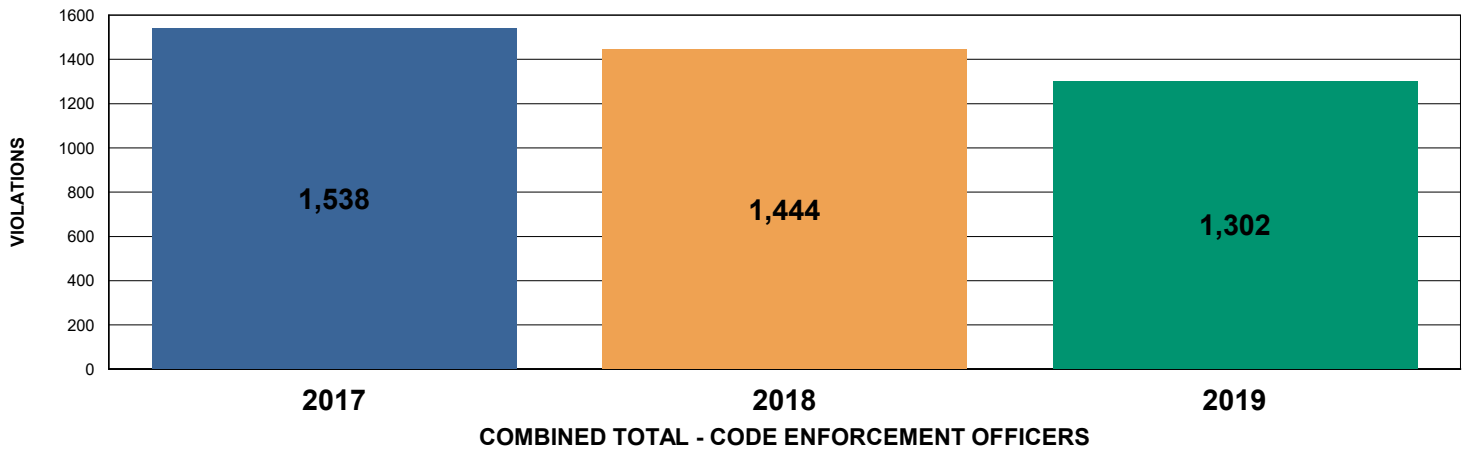
ORDINANCE VIOLATIONS

2019 Year to Date

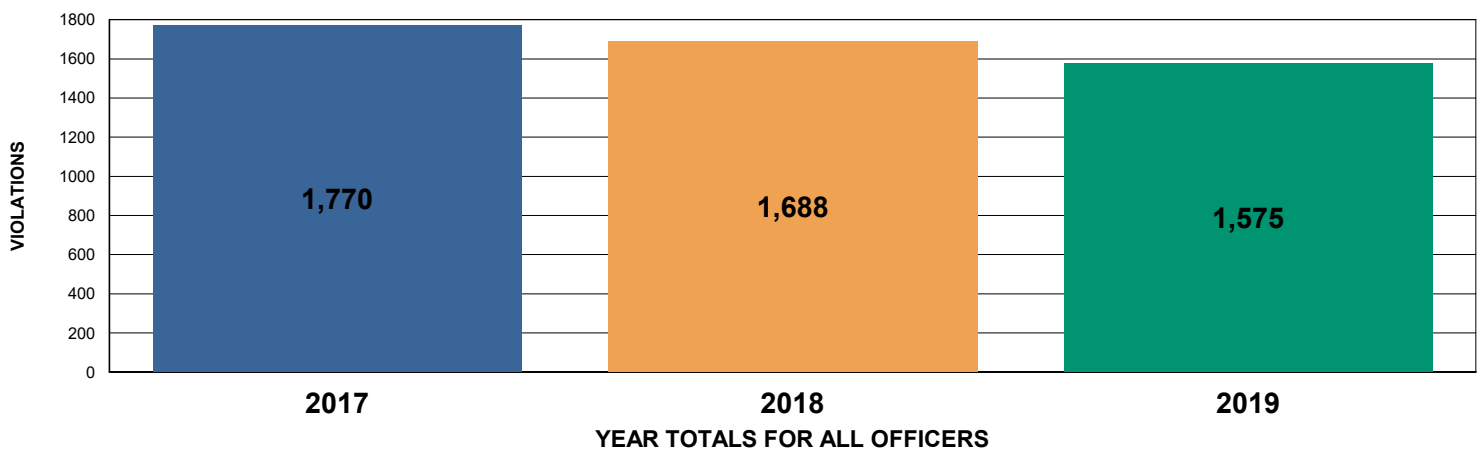
11/19/2019

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Animal Complaint	38	29	44	36	50	38	48	80	40	51	454
Ordinance - Abate/Nuisances	0	1	0	0	2	0	1	0	2	0	6
Ordinance - Abandoned Vehicles	66	39	50	34	18	48	38	51	42	45	431
Ordinance - Abate Graffiti	2	0	1	0	6	2	1	4	3	5	24
Ordinance - Land Use Violations	1	0	2	1	2	1	0	4	3	1	15
Ordinance - Oth Violation	34	30	51	45	40	74	68	60	53	41	496
Ordinance - Tall Grass	0	0	0	0	87	34	17	8	1	2	149
2019 Total	141	99	148	116	205	197	173	207	144	145	1,575
2018 Total	176	133	156	182	223	167	140	205	121	185	1,688
2017 Total	94	126	176	177	290	284	175	170	149	129	1,770

Ordinance Violations / Code Enforcement Officers



Ordinance Violations / Year





Agenda Item

December 9, 2019

TO: Mayor and City Council (acting as the Local Contract Review Board) through City Administrator

THROUGH: James C. Ferraris, Chief of Police

FROM: Jason Millican, Lieutenant

SUBJECT: **Photo Speed Enforcement Amendment to Contract with Redflex**

RECOMMENDATION:

Authorize the Woodburn Police Department to amend the current Agreement with Reflex Traffic Systems, Inc. to incorporate a fee structure for the enforcement of speeding violations at the intersection (Mt. Hood Ave and Hwy 211).

BACKGROUND:

On July 22, 2019, The City Council approved the proposal made by the Woodburn Police Department to petition ODOT to allow for the capability to enforce speed violations at the mentioned intersection. On September 23, 2019, the City of Woodburn received initial approval from ODOT to incorporate photo speed enforcement.

DISCUSSION:

The Woodburn Police Department received initial approval from ODOT to begin the speed enforcement program. In order to proceed with the program, Redflex must update the current system in order to meet the regulations set by ODOT and Oregon Revised Statutes. Once all the necessary updates and inspections are made, the speed enforcement program will be turned on.

The Woodburn Police Department has been updating the public through local media in order to inform and educate them on the changes. Once photo speed enforcement capability is activated, public notification will be made and there will be at least a 30-day grace period where no citations will be issued for speed enforcement.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

FINANCIAL IMPACT:

For the remainder of the current extension, which will end on June 30, 2020, the City would pay Redflex \$27.00 per paid citation for speed violations.

CITY OF WOODBURN
Economic and Development Services Department

MEMORANDUM

270 Montgomery Street

Woodburn, Oregon 97071

(503) 982-5246

Date: November 8, 2019

To: Chris Kerr, Community Development Director

From: Ted Cuno, Building Division 

Subject: Building Activity for October 2019

	2017		2018		2019	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	0	\$0	3	\$451,323	1	\$256,306
Multi-Family Residential	0	\$0	4	\$77,000	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	6	\$41,765	6	\$162,838	5	\$126,365
Industrial	0	\$0	0	\$0	0	\$0
Commercial	4	\$4,097,100	7	\$447,480	6	\$279,495
Signs and Fences	0	\$0	0	\$0	0	\$0
Manufactured Homes	0	\$0	0	\$0	0	\$0
TOTALS	10	\$4,138,865	20	\$1,138,641	12	\$662,166
Fiscal Year to Date (July 1 – June 30)		\$7,281,549		\$23,436,865		\$3,557,739



Permits Issued

WOODBURN BUILDING DEPARTMENT
270 Montgomery Street
Woodburn, OR 97071
503-982-5246
FAX: 503-980-2496

www.ci.woodburn.or.us

10/1/2019 through 10/31/2019

Includes all valuations

building.dept@ci.woodburn.or.us

Record Types Selected: -All-

Commercial Alarm or Suppression Systems

971-19-000323-FIRE	Issued: 10/31/19	Fees: \$300.82	Valuation: \$2,152.00
Address: 1001 ARNEY RD NE, STE# 508, WOODBURN, OR 97071		Parcel: 052W12B 00200	
Owner: WOODBURN PREMIUM OUTLETS LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Tenant Improvement		
Work Description: Add (5) sprinkler heads Relocate (2) sprinkler heads			
971-19-000334-FIRE	Issued: 10/11/19	Fees: \$362.32	Valuation: \$4,850.00
Address: 425 N 1ST ST, WOODBURN, OR 97071		Parcel: 051W18BA00300	
Owner: FOXTRON CORP			
Licensed Prof:			
Category of Construction:	Type of Work:		
Work Description: Install a Pyro Chem PCL460 & PCL 300 UL 300 fire system			
971-19-000363-FIRE	Issued: 10/22/19	Fees: \$300.82	Valuation: \$2,100.00
Address: 3099 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W04C 03100	
Owner: 3099 PACIFIC LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Tenant Improvement		
Work Description: Add 6 new sprinkler head drops off of existing wet system to cover new pre fab office			
971-19-000394-FIRE	Issued: 10/29/19	Fees: \$331.57	Valuation: \$3,500.00
Address: 2785 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W05D 01901	
Owner: CIRRUS NORTHWEST LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: New		
Work Description: Fire Sprinkler Monitoring			

Commercial Alarm or Suppression Systems

4 permits issued

\$1,295.53

\$12,602.00

Permits Issued:

Commercial Mechanical

971-19-000337-MECH	Issued: 10/2/19	Fees: \$606.74	Valuation: \$18,169.00
Address: 2785 N FRONT ST, LOT# 2, WOODBURN, OR 97071		Parcel: 051W05D 01901	
Owner: LAINY LAND LLC			
Licensed Prof: WOLFERS INC			
Category of Construction: Commercial	Type of Work: Replacement		
Work Description: Heat-pump replacement			
971-19-000350-MECH	Issued: 10/14/19	Fees: \$787.37	Valuation: \$26,200.00
Address: 425 N 1ST ST 4, WOODBURN, OR 97071		Parcel: 051W18BA00300	
Owner: FOXTRON CORP			
Licensed Prof: Caesar's Construction, LLC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Install a new Captive Air type I hood.			
971-19-000388-MECH	Issued: 10/25/19	Fees: \$442.02	Valuation: \$11,732.40
Address: 2655 PROGRESS WAY, WOODBURN, OR 97071		Parcel: 051W05D 02101	
Owner: FLEETWOOD HOMES INC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Addition		
Work Description: Installing 4 head ductless heat pump.			
971-19-000390-MECH	Issued: 10/28/19	Fees: \$1,240.84	Valuation: \$50,000.00
Address: 3099 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W04C 03100	
Owner: 3099 PACIFIC LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: New		
Work Description: We are proposing of adding a fan coil unit and air conditioning to a modular building within the address listed above and all associated ductwork and controls.			

Commercial Mechanical

4 permits issued

\$3,076.97

\$106,101.40

Permits Issued:

Commercial Structural

971-19-000341-STR	Issued: 10/18/19	Fees: \$4,275.79	Valuation: \$200,000.00
Address: 868 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W07DC10800	
Owner: DON BURLINGHAM FAMILY CORP			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Replacement		
Work Description: Replace from burnt down			
971-19-000376-STR	Issued: 10/9/19	Fees: \$1,043.68	Valuation: \$39,020.00
Address: 943 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W17BA00500	
Owner: KEYBANK NATIONAL ASSOC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Other		
Work Description: Tear off 1 layer shingles. install new shingles.			
971-19-000378-STR	Issued: 10/22/19	Fees: \$334.86	Valuation: \$6,203.00
Address: 533 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W18AB04400	
Owner: MARQUEZ,J ENRIQUE			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Addition		
Work Description: new welded frame aluminum awning			
971-19-000379-STR	Issued: 10/22/19	Fees: \$334.86	Valuation: \$6,638.00
Address: 573 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W18AB04600	
Owner: MENDOZA,JOSE &			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Addition		
Work Description: new welded frame aluminum awning fabric covered			
971-19-000386-STR	Issued: 10/22/19	Fees: \$536.15	Valuation: \$15,134.00
Address: 311 EVERGREEN RD NE, BLDG# E, WOODBURN, OR 97071		Parcel: 052W13 01500	
Owner: CASCADE MEADOW LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Repair		
Work Description: Deck Rehabilitation Unit 117, 217 and 317 add to scope unit 219 & 319			
971-19-000387-STR	Issued: 10/18/19	Fees: \$608.29	Valuation: \$12,500.00
Address: 3099 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W04C 03100	
Owner: 3099 PACIFIC LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: New		
Work Description: Set up 20' x 40' modular building within the larger building.			

Permits Issued:

Commercial Structural

6 permits issued

\$7,133.63

\$279,495.00

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-19-000346-DWL

Issued: 10/4/19

Address: 578 TROON AVE, LOT# 122, WOODBURN, OR 97071

Fees: \$20,171.35

Valuation: \$256,306.28

Owner:

Parcel: 051W06DD03800

Licensed Prof: LEDGEWOOD CONSTRUCTION LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Work Description: New Single Family Dwelling

Residential 1 & 2 Fam Dwelling (New Only) Limited

1 permits issued

\$20,171.35

\$256,306.28

Permits Issued:

Residential Mechanical

971-19-000370-MECH	Issued: 10/4/19	Fees: \$100.80	Valuation: \$0.00
Address: 702 TUKWILA DR, WOODBURN, OR 97071		Parcel: 051W07AA07900	
Owner: PARKINSON,JERRY L &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: REPLACE GAS FURNACE AND AIR CONDITIONER			
971-19-000371-MECH	Issued: 10/4/19	Fees: \$100.80	Valuation: \$4,718.00
Address: 612 N CASCADE DR, SPC# 91, WOODBURN, OR 97071		Parcel: 052W12DD00600	
Owner: WESTERN SAGE MANAGEMENT INC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: install ductless heat pump			
971-19-000372-MECH	Issued: 10/4/19	Fees: \$100.80	Valuation: \$0.00
Address: 1165 N 2ND ST, WOODBURN, OR 97071		Parcel: 051W07DB07100	
Owner: RIVERA,JOSE GONZALO GARCIA &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: INSTALLING GAS FURNACE AND AIR CONDITIONER			
971-19-000373-MECH	Issued: 10/4/19	Fees: \$100.80	Valuation: \$5,367.00
Address: 431 GATCH ST, WOODBURN, OR 97071		Parcel: 051W18AA06000	
Owner: MID-VALLEY COMMUNITY CHURCH			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: INSTALL GAS FURNACE			
971-19-000374-MECH	Issued: 10/5/19	Fees: \$100.80	Valuation: \$4,600.00
Address: 418 W CLACKAMAS CIR, WOODBURN, OR 97071		Parcel: 052W12DC08200	
Owner: TAYLOR,LEROY K &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Installing Gas Furnace			
971-19-000375-MECH	Issued: 10/8/19	Fees: \$100.80	Valuation: \$9,748.00
Address: 3379 CAMAS ST, WOODBURN, OR 97071		Parcel: 052W11AA02900	
Owner: TULL,BETTY JANE &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Air Conditioner and Mobile Home Gas Furnace			

Permits Issued:

Residential Mechanical

971-19-000381-MECH	Issued: 10/15/19	Fees: \$100.80	Valuation: \$0.00
Address: 521 W HAYES ST, WOODBURN, OR 97071		Parcel: 051W07CD09000	
Owner: DINGES,DANIEL J &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: replace furnace			
971-19-000385-MECH	Issued: 10/16/19	Fees: \$100.80	Valuation: \$3,633.00
Address: 694 CHURCH ST, WOODBURN, OR 97071		Parcel: 051W07CA09300	
Owner: CORTES,JOAQUIN &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Install Gas Furnace			
971-19-000393-MECH	Issued: 10/23/19	Fees: \$100.80	Valuation: \$3,501.00
Address: 2340 OREGON CT, WOODBURN, OR 97071		Parcel: 052W12DC01300	
Owner: EBANKS,NORMAN &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Gas Insert & Gas Line			
971-19-000395-MECH	Issued: 10/28/19	Fees: \$100.80	Valuation: \$7,491.00
Address: 1213 QUINN RD, WOODBURN, OR 97071		Parcel: 052W12AD04500	
Owner: BISHOP,DORIS A			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Replace gas furnace and add air conditioning			
971-19-000396-MECH	Issued: 10/28/19	Fees: \$100.80	Valuation: \$4,045.00
Address: 961 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W07DC01200	
Owner: MALDONADO,MATEO &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Gas Furnace			
971-19-000398-MECH	Issued: 10/29/19	Fees: \$100.80	Valuation: \$8,997.00
Address: 1613 PRINCETON RD, WOODBURN, OR 97071		Parcel: 052W12AA09800	
Owner: LEGGETT,EARL H &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Replace gas furnace, air conditioner, water heater			

Permits Issued:

Residential Mechanical

12 permits issued

\$1,209.60

Page 7 of 9

\$52,100.00

Permits Issued:

Residential Structural

971-19-000309-STR	Issued: 10/7/19	Fees: \$1,534.50	Valuation: \$52,902.72
Address: 529 WARREN WAY, WOODBURN, OR 97071		Parcel:	
Owner:			
Licensed Prof:			
Category of Construction: Manufactured Dwelling	Type of Work: Addition		
Work Description: New Addition 12'x36' =432sf			
971-19-000361-STR	Issued: 10/4/19	Fees: \$336.00	Valuation: \$8,425.00
Address: 1135 GREENVIEW DR, WOODBURN, OR 97071		Parcel: 051W08DC03100	
Owner: LEOS,JOSE ISIDRO &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM 3.1 kW DC PHOTOVOLTAIC SOLAR ARRAY ROOF TYPE: Comp Shingle MODULES: (10) JinKO Solar Eagle JKM 310M-60L INVERTER(S): Enphase IQ7-60-2-US,---- RACKING: Unirac SFM Infinity			
971-19-000382-STR	Issued: 10/21/19	Fees: \$666.37	Valuation: \$40,000.00
Address: 702 HARRISON ST, WOODBURN, OR 97071		Parcel: 051W07CD01900	
Owner: ZEPEDA,MARIA GUADALUPE			
Licensed Prof: STATEWIDE RESTORATION INC			
Category of Construction: Two Family Dwelling	Type of Work: Repair		
Work Description: restore house due to fire			
971-19-000383-STR	Issued: 10/21/19	Fees: \$336.00	Valuation: \$18,765.00
Address: 1989 W HAYES ST, WOODBURN, OR 97071		Parcel: 052W12DD01700	
Owner: RIGGLEMAN,LISA M &			
Licensed Prof:			
Category of Construction: Other	Type of Work: Alteration		
Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM 8.68 kW DC PHOTOVOLTAIC SOLAR ARRAY ROOF TYPE: Comp Shingle MODULES: (28) JinKO Solar Eagle JKM 310M-60L INVERTER(S): Enphase IQ7-60-2-US,---- RACKING: Unirac SFM Infinity			
971-19-000384-STR	Issued: 10/21/19	Fees: \$336.00	Valuation: \$6,273.00
Address: 998 W HAYES ST, WOODBURN, OR 97071		Parcel: 051W07CC08300	
Owner: DONALDSON,BRYAN J &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Other		
Work Description: Install rooftop 7.8kW solar PV System			

Residential Structural

5 permits issued

\$3,208.87

\$126,365.72

Permits Issued:

32 permits issued

\$36,095.95

\$832,970.40


CITY OF WOODBURN
Economic and Development Services Department

MEMORANDUM

270 Montgomery Street

Woodburn, Oregon 97071

(503) 982-5246

Date: December 2, 2019
To: Chris Kerr, Community Development Director
From: Ted Cuno, Building Division 
Subject: Building Activity for November 2019

	2017		2018		2019	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	0	\$0	0	\$0	0	\$0
Multi-Family Residential	3	\$3,400,000	1	\$75,000	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	4	\$110,778	1	\$6,000	1	\$9,000
Industrial	0	\$0	0	\$0	0	\$0
Commercial	4	\$194,200	3	\$96,200	4	\$230,000
Signs and Fences	1	\$8,000	0	\$0	0	\$0
Manufactured Homes	4	\$234,000	0	\$0	0	\$0
TOTALS	16	\$3,946,978	5	\$177,200	5	\$239,000
Fiscal Year to Date (July 1 – June 30)		\$11,228,527		\$23,614,065		\$3,796,739



Permits Issued

WOODBURN BUILDING DEPARTMENT
270 Montgomery Street
Woodburn, OR 97071
503-982-5246
FAX: 503-980-2496

www.ci.woodburn.or.us

11/1/2019 through 11/30/2019

Includes all valuations

building.dept@ci.woodburn.or.us

Record Types Selected: -All-

Commercial Alarm or Suppression Systems

971-19-000389-FIRE	Issued: 11/12/19	Fees: \$231.52	Valuation: \$4,727.00
Address: 2785 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W05D 01902	
Owner: CIRRUS NORTHWEST LLC			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Alteration

Work Description: Fsw will add/relocate heads to accommodate remodel

971-19-000402-FIRE	Issued: 11/18/19	Fees: \$2,053.41	Valuation: \$75,032.00
Address: 450 PARR RD NE, WOODBURN, OR 97071		Parcel: 052W13 00500	
Owner:			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Addition

Work Description: Addition to existing fire sprinkler system.

971-19-000420-FIRE	Issued: 11/27/19	Fees: \$253.76	Valuation: \$4,000.00
Address: 105 ARNEY RD NE, WOODBURN, OR 97071		Parcel: 052W12BC06600	
Owner: MASTER DEVELOPMENT LLC 40.12% &			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Tenant Improvement

Work Description: Fire suppression for 315 SF X-Ray Room Tenant Improvements

Commercial Alarm or Suppression Systems	3 permits issued	\$2,538.69	\$83,759.00
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Permits Issued:

Commercial Mechanical

971-19-000401-MECH

Issued: 11/27/19

Fees: \$512.62

Valuation: \$15,000.00

Address: 152 GARFIELD ST, WOODBURN, OR 97071

Parcel: 051W18BA08600

Owner: MEDINA,ROGELIO &

Licensed Prof:

Category of Construction: Commercial

Type of Work: Replacement

Work Description: Install Packaged Gas Electric and all heat Ducts.

971-19-000418-MECH

Issued: 11/26/19

Fees: \$300.83

Valuation: \$6,000.00

Address: 105 ARNEY RD NE, WOODBURN, OR 97071

Parcel: 052W12BC06600

Owner: MASTER DEVELOPMENT LLC 40.12% &

Licensed Prof:

Category of Construction: Commercial

Type of Work: Tenant Improvement

Work Description: Build out of 315 SF XRay Room within newly constructed medical clinic. Permit number: 18-061

Commercial Mechanical

2 permits issued

\$813.45

\$21,000.00

Permits Issued:

Commercial Structural

971-19-000368-STR	Issued: 11/22/19	Fees: \$762.03	Valuation: \$17,500.00
Address: 1001 ARNEY RD NE 508B, WOODBURN, OR 97071		Parcel: 052W12B 00200	
Owner: WOODBURN PREMIUM OUTLETS LLC			
Licensed Prof: AMERICAN LEGACY HOMES & CONSTRUCTION LLC			
Category of Construction: Commercial	Type of Work: Tenant Improvement		
Work Description: Tenant Improvement			
971-19-000392-STR	Issued: 11/13/19	Fees: \$3,214.04	Valuation: \$150,000.00
Address: 2919 TOM TENNANT DR, WOODBURN, OR 97071		Parcel: 052W12AC04400	
Owner: WOODBURN-DENN PROPERTIES LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Interior Remodel of existing Denny's			
971-19-000397-STR	Issued: 11/7/19	Fees: \$230.23	Valuation: \$2,500.00
Address: 152 GARFIELD ST, WOODBURN, OR 97071		Parcel: 051W18BA08600	
Owner: MEDINA,ROGELIO &			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Repair		
Work Description: Fire Damage Repair of existing HVAC Support Platform and storage shed			
971-19-000411-STR	Issued: 11/18/19	Fees: \$1,368.04	Valuation: \$60,000.00
Address: 1520 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W08DA00500	
Owner: PACIFIC REALTY ASSOCIATES LP			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Tenant Improvement		
Work Description: Change of Occupancy from 'B' to 'M', Close work area and return/restore space within the Safeway store to previous condition before move-in. Safe-off electrical and mechanical.			
Commercial Structural		4 permits issued	\$5,574.34
			\$230,000.00

Permits Issued:

Residential Mechanical

971-19-000404-MECH	Issued: 11/5/19	Fees: \$100.80	Valuation: \$3,297.00
Address: 1357 QUINN RD, WOODBURN, OR 97071			
Owner: DAVIS,LINDA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Gas Furnace			
971-19-000405-MECH	Issued: 11/5/19	Fees: \$100.80	Valuation: \$5,100.00
Address: 2070 W SANTIAM DR, WOODBURN, OR 97071			
Owner: KIDD,DEAN A &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Gas Furnace			
971-19-000406-MECH	Issued: 11/7/19	Fees: \$100.80	Valuation: \$1,256.00
Address: 1208 INDEPENDENCE CT, WOODBURN, OR 97071			
Owner: WIENEKE,CARL W &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Run gas line to Firepit			
971-19-000407-MECH	Issued: 11/15/19	Fees: \$100.80	Valuation: \$0.00
Address: 705 S SETTLEMIER AVE, WOODBURN, OR 97071			
Owner: COSTELLO,JOSHUA M YOSHIDA &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Remodel/add second bathroom			
971-19-000409-MECH	Issued: 11/7/19	Fees: \$100.80	Valuation: \$6,600.00
Address: 396 OGLE ST, WOODBURN, OR 97071			
Owner: QUINTERO,MIGUEL Y SR 75% &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Console Heater & Wall Heater			
971-19-000410-MECH	Issued: 11/7/19	Fees: \$100.80	Valuation: \$7,213.00
Address: 1401 ASTOR WAY, WOODBURN, OR 97071			
Owner: HOWES,THOMAS E			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace			

Permits Issued:

Residential Mechanical

971-19-000412-MECH	Issued: 11/11/19	Fees: \$100.80	Valuation: \$6,971.00
Address: 140 SMITH DR, WOODBURN, OR 97071		Parcel: 051W18BB01400	
Owner: ANDERSON,FRANK W &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace			
971-19-000414-MECH	Issued: 11/13/19	Fees: \$100.80	Valuation: \$0.00
Address: 1354 HAMPTON WAY, WOODBURN, OR 97071		Parcel: 051W07BB12400	
Owner: KIGGINS,CHERYL D			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: Install furnace and AC			
971-19-000415-MECH	Issued: 11/13/19	Fees: \$100.80	Valuation: \$600.00
Address: 389 E LINCOLN ST, WOODBURN, OR 97071		Parcel: 051W18AA01400	
Owner: BEASLEY,SCOTT			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: Gas to 1 appliance and venting of 1 appliance.			
971-19-000417-MECH	Issued: 11/20/19	Fees: \$100.80	Valuation: \$721.00
Address: 1528 QUINN RD, WOODBURN, OR 97071		Parcel: 052W12AA04500	
Owner: JONES,WILLIAM &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: Natural gas line installation from tee in line for a dryer also tee in line for future range.			
971-19-000421-MECH	Issued: 11/21/19	Fees: \$100.80	Valuation: \$1,005.00
Address: 1398 DOGWOOD DR, WOODBURN, OR 97071		Parcel: 051W06CC12900	
Owner: MAHLIN,WILLIS J &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Piping to Range			
971-19-000422-MECH	Issued: 11/21/19	Fees: \$100.80	Valuation: \$9,658.00
Address: 2596 JAMESTOWN ST, WOODBURN, OR 97071		Parcel: 051W07BA02200	
Owner: RODRIGUEZ,ERNESTINA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace & Air Conditioner			

Permits Issued:

Residential Mechanical

971-19-000428-MECH	Issued: 11/25/19	Fees: \$100.80	Valuation: \$0.00
Address: 1999 JANSEN WAY 100, WOODBURN, OR 97071		Parcel: 051W06CC00100	
Owner: WOODBURN SENIOR ESTATES LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: Install heat pump			
971-19-000429-MECH	Issued: 11/26/19	Fees: \$100.80	Valuation: \$731.00
Address: 3144 MYRTLE ST, WOODBURN, OR 97071		Parcel: 052W12BC06800	
Owner: GUNDERSON,ALAN D &			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: Extend gas line			
971-19-000430-MECH	Issued: 11/26/19	Fees: \$100.80	Valuation: \$0.00
Address: 765 S PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W19A 02400	
Owner: SHALIMAR LLC			
Licensed Prof: ROTH ZACHRY HEATING INC			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: new furnace SP.37			
971-19-000431-MECH	Issued: 11/27/19	Fees: \$100.80	Valuation: \$0.00
Address: 612 N CASCADE DR, WOODBURN, OR 97071		Parcel: 052W12DD00600	
Owner: WESTERN SAGE MANAGEMENT INC			
Licensed Prof: MELTON HEATING & AIR CONDITIONING INC			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: new heatpump space 20			

Residential Mechanical	16 permits issued	\$1,612.80	\$43,152.00
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Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council (Acting as the Local Contract Review Board) through City Administrator

FROM: Jason Millican, Lieutenant

THROUGH: James C. Ferraris, Chief of Police

SUBJECT: **Towing Services Proposals Award**

RECOMMENDATION:

Award a Contract for Category I and II tows on a rotational basis to *M&M Towing & Auto Sales* and *Baker & Baker Towing & 76, Inc.* and authorize the City Administrator to sign the correlating agreements.

BACKGROUND:

For several years, the City of Woodburn has maintained a rotational list of towing companies to provide citywide towing services. The City of Woodburn has sought qualified firms to perform rotational towing and storage services for the Woodburn Police Department, and towing services for all vehicles owned by the City of Woodburn. The scope of services sought includes providing rotational non-preference towing services, storage, and city towing services in a timely, courteous, safe, and professional manner under a multi-year contract. Towing and storage services performed by the awarded firms for the City are in the interest of preserving public safety and convenience.

DISCUSSION:

Two categories of towing services were outlined for separate response in an advertised Request for Proposals (RFP): Category I (Class 'A' & 'B') Tows; vehicles & light trucks, abandoned/junk vehicles) and Category II (Class C Tows; heavy trucks and cranes). The procurement process for soliciting these services and the contract award has followed public contracting laws of the State of Oregon as outlined in ORS Chapter 279B and the laws and regulations of the City of Woodburn.

Agenda Item Review: City Administrator City Attorney Finance

Both *M & M Towing & Auto Sales* and *Baker & Baker Towing & 76 Inc.* responded to the RFP for both Category I (Class 'A' & 'B') and Category II (Class 'C') tow services for the City of Woodburn. Both of these firms submitted qualified proposals and scored competitively in all categories under consideration (e.g. staffing, facilities, references, etc.).

The RFP directed that after scoring and ranking by a review committee, up to three (3) Category I proposals and two (2) Category II proposals would be recommended to a selection committee in preparation for making a recommendation to City Council. Since the selection committee only received two proposals from the listed companies and found they both had adequate resources to meet the City & public's needs for the duration of the proposed contracts, the selection committee is recommending an award to both companies as indicated above.

Upon contract award, both *M & M Towing & Auto Sales* and *Baker & Baker Towing & 76 Inc.* would respond on a rotational basis for City of Woodburn towing requests for Category I (Class 'A' & 'B') and Category II (Class 'C') vehicles.

FINANCIAL IMPACT:

Financial impact to the City of Woodburn upon award of the contract would be dependent on the quantity of tow services required for City of Woodburn owned vehicles and/or under the responsibility of the City (i.e. Police generated investigative tows or impounds). These costs are already accounted for within the approved City of Woodburn budget.

Tow services required for vehicles in Categories I and II, not associated with the City of Woodburn, would not generate a financial impact.



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council
FROM: Scott Derickson, City Administrator
SUBJECT: **Intergovernmental Agreement with the Woodburn School District for collection and administration of a Construction Excise Tax ("CET")**

RECOMMENDATION:

Authorize the City Administrator to sign a new Intergovernmental Agreement (IGA) with the Woodburn School District for collection and administration of a Construction Excise Tax ("CET").

BACKGROUND:

The Woodburn Building Division has had an IGA with the Woodburn School District in the past that expired in 2016. The Building Division's administration fee portion of the Construction Excise Tax will remain the same at four percent.

DISCUSSION:

The City of Woodburn Building Division is requesting to renew an IGA with the Woodburn School District as part of a review and update to the Division's Operating Plan. The new IGA is very similar in verbiage to the previous IGA with Woodburn School District. The main revisions are increasing remittance from quarterly to monthly payment by check and removing the "sunset clause" in the agreement

FINANCIAL IMPACT:

For the jurisdiction the financial impact is minimal.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council

THROUGH: Scott Derickson, City Administrator

FROM: Chris Kerr, Community Development Director
Colin Cortes, AICP, CNU-A, Senior Planner

SUBJECT: **Housing Needs Analysis Adoption Hearing (LA 2019-02)**

RECOMMENDATION:

Hold a public hearing and adopt the attached Ordinance 2576 that will incorporate a new Housing Needs Analysis into the Woodburn Comprehensive Plan.

BACKGROUND:

Oregon Statewide Planning Goal 10 "Housing" is to provide for the housing needs of citizens of the state. Statutes and Oregon Administrative Rules (OAR) 660-008 implement Goal 10, and the OAR requires cities to develop and adopt housing needs analyses (HNAs) to ensure:

1. opportunity for the provision of adequate numbers of needed housing units,
2. efficient use of buildable land within urban growth boundaries (UGBs), and
3. provision of greater certainty in the development process so as to reduce housing costs.

With guidance by staff, the consultant FCS Group prepared the proposed plan document thanks to funding that the 2018 legislature allocated through the Department of Land Conservation and Development (DLCD) for technical assistance.

The City Council held a work session on the Housing Needs Analysis (HNA) on October 28, 2019 that resulted in the Council tentatively approving the document

Agenda Item Review: City Administrator City Attorney Finance

based on removal of Appendix B “Draft Policies and Actions” that contains recommended measures.

Legislative Amendment LA 2019-02 via Ordinance 2576 adopts the document as part of the Comprehensive Plan.

DISCUSSION:

Amendments to the Comprehensive Plan require a public hearing and recommendation from the Planning Commission prior to being considered by the City Council. On September 26, 2019, in conformance with Woodburn Development Ordinance (WDO) 4.01.09B. and 4.01.10B., the Planning Commission held a public hearing and unanimously recommended that the Council adopt the proposed HNA.

If adopted by the Council, this HNA will replace the current HNA as part of the Comprehensive Plan, Volume II, the volume of background information that serves as the basis for Volume I goals and policies.

FINANCIAL IMPACT:

Adoption of the revised HNA will not, in and of itself, have any direct financial impact on the City.

Attachment:

1. Ordinance 2576 and its exhibits (December 9, 2019)

COUNCIL BILL NO. 3115

ORDINANCE NO. 2576

AN ORDINANCE ADOPTING AN UPDATED HOUSING NEEDS ANALYSIS INTO THE WOODBURN COMPREHENSIVE PLAN (LA 2019-02)

WHEREAS, Oregon Revised Statutes (ORS) 197.175 requires cities to prepare, adopt and implement comprehensive plans consistent with statewide planning goals adopted by the Land Conservation and Development Commission (LCDC); and

WHEREAS, Oregon Statewide Planning Goal 10 “Housing” is to provide for the housing needs of citizens of the state; and

WHEREAS, ORS 197.295-314 & 197.475-490 and Oregon Administrative Rules (OAR) 660-008 implement Goal 10, and the OAR requires that cities have housing needs analyses to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries (UGBs), and to provide greater certainty in the development process so as to reduce housing costs.; and

WHEREAS, ORS 197.296 requires cities to establish a buildable lands inventory (BLI) as part of a housing needs analysis (HNA); and

WHEREAS, The City of Woodburn applied for technical assistance to analyze and report on Woodburn housing needs, and on June 28, 2018, DLCD notified the City that it selected Woodburn from among a large applicant pool; and

WHEREAS, As part of the administration of technical assistance, on September 10, 2018 the City Council authorized the City to enter into a memorandum of understanding (MOU) with DLCD; and

WHEREAS, The MOU outlined project deliverables, set interim and final due dates, provided for minimum oversight by the Planning Commission serving as the project advisory committee, and stated that the objectives were to analyze housing needs, compile a documented and adoption-ready HNA, and complete the following deliverables:

1. A housing needs projection;
2. A BLI;
3. An residential lands needs analysis (RLNA); and

4. Identification of measures for accommodating needed housing;
and

WHEREAS, the Planning Commission as the project steering committee held several work sessions; and

WHEREAS, staff and the consultant FCS Group hosted two meetings of a technical advisory group (TAG); and

WHEREAS, staff and the consultant held two public open houses; and

WHEREAS, the City duly complied with the MOU; and

WHEREAS, on September 26, 2019, the Planning Commission held a public hearing and recommended that the Council adopt the HNA; and

WHEREAS, on October 28, 2019, the Council held a work session, tentatively approved the HNA based upon removal of Appendix B "Draft Policies and Actions" that contains recommended measures, and requested this Ordinance effecting the amendment; and

WHEREAS, on December 9, 2019, the Council held a public hearing, reviewed the record, heard testimony, and approves this Ordinance effecting the amendment (LA 2019-02) that adopts the HNA as part of the Woodburn Comprehensive Plan, Volume II; **NOW, THEREFORE**,

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. The Woodburn Comprehensive Plan is amended to repeal and replace the previously adopted Housing Needs Analysis (HNA), and adopt a new HNA as provided in attached Exhibit "A".

Section 2. The HNA supplements adopted documents composing Volume II of the Comprehensive Plan that includes background information that serves as the basis for Volume I goals and policies and their administration.

Section 3. The legislative action taken by the Ordinance is explained and justified by the Analysis and Findings contained in attached Exhibit "B".

Approved as to form: _____
City Attorney Date

Approved: _____
Eric Swenson, Mayor

Passed by the Council _____

Submitted to the Mayor _____

Approved by the Mayor _____

Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



City of Woodburn

Housing Needs Analysis



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

Final

Dec. 9, 2019

Ordinance No. 2576
Exhibit A

ACKNOWLEDGEMENTS

Under Oregon House Bill HB 4006 (2018), the state legislature provided funding for housing needs studies as part of the Department of Land Conservation and Development’s (DLCD) Technical Assistance grant program. Woodburn applied for, and received funding, to conduct a housing needs analysis starting June 2018.

This work is made possible through the sincere input by City staff and the Woodburn Planning Commission. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

City of Woodburn

Chris Kerr, AICP, Community Development Director

Colin Cortes, AICP, Senior Planner

Dan Handel, AICP, Assistant Planner

Woodburn Planning Commission

Charles Piper, Chair

Ellen Bandelow, Vice Chair

Ronald Aiken

Merri Berlin

Sharon Corning

Wassa Dos Reis

Chris Lassen

Woodburn Technical Advisory Group (TAG)

Jacob de Soto, Director of HR & Safety, BrucePac

Ted Stonecliffe, Transit Planner II, Cherriots

Pam Phan, Policy & Organizing Director, Community Alliance of Tenants

Robert Leeb, Principal in Charge, Leeb Architects

Brandon Reich, Senior Planner, Marion County

Jesse Hamberger, Lead Pastor, Mid Valley Community Church

Christie Hughes, Mid-Willamette Valley Community Action Agency

Maria Elena Guerra (“Meg”), Executive Director, Farmworker Development Housing Corporation

Claudia Cantu, Housing Manager, Farmworker Development Housing Corporation

Michael Freels, Energy Analyst, Oregon Department of Energy
Eugene Labunsky, developer through West Coast Home Solutions
Benjamin Gutierrez, Assistant Store Director, WinCo Foods
Adam Lisiewski, WinCo Foods

Project Consultants

FCS GROUP

TABLE OF CONTENTS

Acknowledgements	2
Table of Contents	i
Section I. Introduction.....	1
Housing Needs Analysis Structure	2
Goal 10 and Oregon Regulatory Requirements	2
Report Organization	3
Section II. Housing Needs Projection	4
Methodology.....	4
Demographics and Socioeconomics	4
Housing Inventory and Tenancy.....	6
Factors affecting housing needs	11
Housing Needs Forecast	16
Housing Density Levels	22
Section III. Buildable Land Inventory	24
Buildable Land Inventory Methodology	24
Residential Land Base	25
Land Classifications	28
Development Constraints	28
Residential Buildable Land Inventory Results	33
Summary of Residential Buildable Land Inventory	36
Section IV. Land Needs Reconciliation.....	39
Residential Land Needs Forecast Methods	39
Housing Forecast and Residential Land Needs Methods	39
Reconciliation of Land Supply and Demand	44

Section V. Key Findings and Recommendations 46

 key findings from the housing needs analysis 46

 Recommended Housing Actions 46

Appendix A: Existing Dev. Code 48

Appendix B: Draft Policies and Actions 49

Glossary 59

Section I. INTRODUCTION

This report presents Woodburn’s Housing Needs Analysis (HNA) for the 2019 to 2039 period. It is intended to comply with statewide planning policies that govern planning for housing and residential development, including Goal 10 (Housing) and Oregon Administrative Rules (OAR) 660 Division 8. It provides the City with a factual basis to update the Housing Element of the Woodburn Comprehensive Plan and the Woodburn Development Ordinance (WDO), and to support future planning efforts related to housing and options for addressing unmet housing needs.

Future planning efforts, including development and redevelopment will be informed by this report as it provides the City with information about the housing market in Woodburn and describes the factors that will affect future housing demand, such as changing demographics. This analysis will help decision makers understand whether the City has enough residential land to accommodate growth over the next 20 years.

This process included a series of technical advisory group (TAG) meetings coupled with public engagement sessions, and Planning Commission work sessions to receive feedback and provide revisions to the final housing needs analysis draft.

The City of Woodburn and FCS Group solicited public input from the Planning Commission serving as an ad-hoc Project Advisory Committee. The Planning Commission as of this writing met three times December 13, 2018, March 14, 2019, and May 23, 2019 to discuss project assumptions, results, and implications and is scheduled to have a second workshop on July 25, 2019 to continue discussion of HNA recommended measures. The project relied on the Planning Commission to review draft products and provide input at key points (e.g. before recommendations and decisions were made and before draft work products were finalized).

The project required many assumptions and policy choices that the committee needed to vet and agree upon, as these choices affect current and future residents. In short, local review and community input were essential to developing a locally appropriate housing needs analysis and housing strategy.

Public Engagement

The city and consultants solicited input from the general public at two public open houses. The first open house, held on February 28, 2019 at the Woodburn Public Library, solicited comments on the preliminary results of the housing needs analysis including the buildable lands inventory. The second public open house, held on May 13, 2019 at Success Alternative High School, solicited comments on the final results of the housing needs analysis and housing strategy including recommended measures.

Housing Needs Analysis Structure

Goal 10 and Oregon Regulatory Requirements

The passage of the Oregon Land Use Planning Act of 1974 (ORS Chapter 197) established the Land Conservation and Development Commission (LCDC) and the Department of Land Conservation and Development (DLCD). The Act required the Commission to develop and adopt a set of statewide planning goals. Goal 10 addresses housing in Oregon and provides guidelines for local governments to follow in developing their local comprehensive land use plans and implementing policies.

At a minimum, local housing policies must meet the applicable requirements of Goal 10 and the statutes and administrative rules that implement it (ORS 197.295 to 197.314, ORS 197.475 to 197.490, and OAR 600-008). Goal 10 requires incorporated cities to complete an inventory of buildable residential lands. Goal 10 also requires cities to encourage the numbers of housing units in price and rent ranges commensurate with the financial capabilities of its households.

Goal 10 defines needed housing types as “all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes.” ORS 197.303 defines needed housing types:

- (a) Housing that includes, but is not limited to, attached and detached single-family housing and multiple family housing for both owner and renter occupancy.
- (b) Government assisted housing.¹
- (c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490.
- (d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions.
- (e) Housing for farmworkers.

A recommended approach to conducting a housing needs analysis is described in *Planning for Residential Growth: A Workbook for Oregon's Urban Areas*, the Department of Land Conservation and Development's guidebook on local housing needs studies. As described in the workbook, the specific steps in the housing needs analysis are:

1. Project the number of new housing units needed in the next 20 years.
2. Identify relevant national, state, and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

¹ Government assisted housing can be any housing type listed in ORS 197.303 (a), (c), or (d).

3. Describe the demographic characteristics of the population and, if possible, the housing trends that relate to demand for different types of housing.
4. Determine the types of housing that are likely to be affordable to the projected households based on household income.
5. Determine the needed housing mix and density ranges for each plan designation and the average needed net density for all structure types.
6. Estimate the number of additional needed units by structure type.

ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is followed to determine housing needs for Woodburn, (2017 population 26,965). This analysis incorporates 20-year population growth for the Woodburn Urban Growth Boundary (UGB) based on forecasts provided by Portland State University's Population Research Center.

Woodburn must identify needs for all needed housing types as well as adopt policies that increase the likelihood that they will be developed. This housing needs analysis was developed to meet the requirements of Goal 10 and its implementing administrative rules and statutes.

Report Organization

This report provides the technical basis of findings that support proposed housing policy recommendations and subsequent actions that the city will take to update its Comprehensive Plan and the Woodburn Development Ordinance (WDO). Each section of this report provides current data, assumptions and results that comprise all findings and conclusions:

I. Introduction.

II. Housing Needs Projection: provides a demographic overview and summary of market trends influencing housing growth in Woodburn.

III. Buildable Land Inventory: identifies vacant, partially vacant and redevelopable residential land within the Woodburn Urban Growth Boundary (UGB), and accounts for constraints to get to a final determination of capacity to meet 20-year needs.

IV. Land Needs Reconciliation: This section compares expected land demand to vacant land supply to meet housing mix and densities described in the HNA.

V. Draft Findings and Recommendations: highlights key findings and draft policy recommendations and actions the City should consider to address housing needs.

VI. Glossary: list of key terms used in the housing needs analysis.

Section II. HOUSING NEEDS PROJECTION

The housing needs forecast is a 20-year projection from the base year of 2019 through year 2039 to accommodate population growth for the Woodburn UGB. This section of the report will describe the characteristics of the future demand for housing in the City over the planning period.

Methodology

The methodology for projecting housing needs considers a mix of demographic and socio-economic trends, housing market characteristics and long-range population growth projections. Population is a primary determinate for household formations—which in-turn drives housing need.

Regional (Marion County) and local (City or UGB) population, households, income and market characteristics are described in this report using available data provided by reliable sources, such as the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services, Portland State University (PSU) and the City of Woodburn. Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2019 estimate) and forecast year (2039 projection).

The housing need forecast translates population growth into households and households into housing need by dwelling type, tenancy (owner vs. renter) and affordability level.

Demographics and Socioeconomics

Demographic trends are important for a thorough understanding of the dynamics of the Woodburn housing market. This section documents demographic, socioeconomic, and other trends relevant to Woodburn at the national, state, and regional levels.

Demographic trends provide a context for growth in a region; factors such as age, income, migration, and other trends show how communities have grown and how they will shape future growth. Characteristics such as age and ethnicity are indicators of how the population has grown in the past and provide insight into factors that may affect future growth.

Population

The City of Woodburn recorded a record-high population of 24,685 in 2017 (estimate by PSU). Taking into account residents living in unincorporated Marion County but inside the UGB, the total Woodburn UGB population is estimated at approximately 26,965.

Since the year 2000, Woodburn has grown at a relatively faster pace than Marion County as a whole (**Exhibit 2.1**).

Long-range population forecasts (prepared by PSU) anticipate 8,845 new residents will be added to the Woodburn UGB, a subset of the 74,892 added to Marion County by year 2039. This equates to an annual average growth rate (AGR) of 1.4% and a 12.1% “capture rate” of future County-wide population growth for the Woodburn UGB (see **Exhibit 2.2**).

Exhibit 2.1: Population Trends (2000-2017)

	2000	2010	2017	AGR 2000-2017
Woodburn City	20,100	24,080	24,685	1.2%
Marion County	284,834	315,335	339,200	1.0%
Oregon	3,421,399	3,837,300	4,141,100	1.1%

Source: U.S. Census Bureau and Portland State University Population Research Center.

Abbreviations: AGR - Annual Growth Rate

Exhibit 2.2: Population Projections (2019-2039)

	Estimate 2019	Forecast 2039	Proj. Change 20 Years	Proj. AGR (2019 - 2039)
Woodburn UGB	26,965	35,810	8,845	1.4%
Marion County	344,341	419,233	74,892	1.0%
Oregon	4,224,122	5,151,616	927,494	1.0%

Source: Portland State University Population Research Center

Forecasts of Oregon's County Populations and Components of Change, 2017-2068.

Compiled by FCS Group. AGR = average annual growth rate.

Income and General Characteristics

Median household and family income levels in Woodburn are below those observed in Marion County and the state. This may be partially attributable to the combination of lower-wage agricultural and service jobs within the City and a relatively high concentration of young families in Woodburn (**Exhibit 2.3-2.4**).

Exhibit 2.3: Households by Income Level, 2017

	City of Woodburn	Marion County	Oregon
Median Household Income	\$47,042	\$53,828	\$56,119
Median Family Income	\$50,330	\$62,694	\$69,031
Household Income Level			
\$0 to \$29,999	28.3%	25.7%	26.4%
\$30,000 to \$49,999	23.6%	20.8%	18.4%
\$50,000 to \$99,999	37.0%	34.0%	31.5%
\$100,000 or more	11.0%	19.6%	23.8%
Total Households	100%	100%	100%

Source: 2013-2017 American Community Survey 5-Year Estimates for City of Woodburn, Marion County, and State of Oregon (Tables B19001)

Woodburn has a diverse mix of older and younger residents with a notable concentration of young residents, especially when compared with Marion County and Oregon. As indicated in **Exhibit 2.4**, Woodburn has a relatively high share of residents under 19 years of age.

Exhibit 2.4: Population by Age Cohort, 2017

Age Range	City of Woodburn	Marion County	Oregon
0 to 19	33.9%	27.9%	24.1%
20 to 44	31.2%	33.0%	33.5%
45 to 64	21.0%	24.4%	26.5%
65 and older	13.9%	14.6%	15.9%
Total	100%	100%	100%

Source: 2013-2017 American Community Survey 5-Year Estimates (Table DP05)

Housing Inventory and Tenancy

The current housing inventory, mix and tenancy sheds light on existing conditions locally as well as market demand preferences. According to current estimates by the U.S. Census, American Community Survey, the City of Woodburn had 8,273 housing units as of 2017.

Analysis of historical development trends in Woodburn provides insight into the functioning of the local housing market. The mix of housing types and densities, in particular, are key variables in forecasting the capacity of residential land to accommodate new housing and to forecast future land need. The specific steps are described in Task 2 of the *DLCD Planning for Residential Lands Workbook* as:

1. Determine the time period for which the data will be analyzed.
2. Identify types of housing to address (all needed housing types).
3. Evaluate permit/subdivision data to calculate the actual mix, average actual gross density, and average actual net density of all housing types.

This section presents information about residential development by housing type. There are multiple ways that housing types can be grouped. For example, they can be grouped by:

1. Structure type (e.g., single-family detached, apartments, etc.).
2. Tenure (e.g., distinguishing unit type by owner or renter units).
3. Housing affordability (e.g., subsidized housing or units affordable at given income levels).
4. Some combination of these categories.

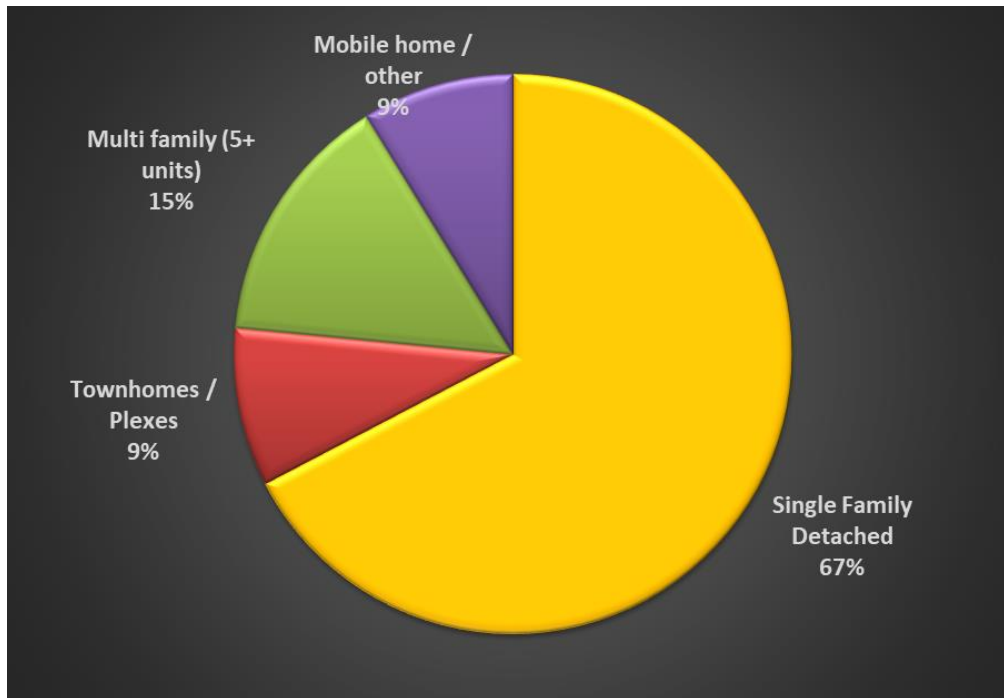
For the purposes of this study, we grouped housing types based on: (1) whether the structure is stand-alone or attached to another structure and (2) the number of dwelling units in each structure. The housing types used in this analysis are consistent with needed housing types as defined in ORS 197.303:

- **Single-family detached** includes single-family detached units, manufactured homes on lots and in mobile home parks, and accessory dwelling units.
- **Single-family attached** is all structures with a common wall where each dwelling unit occupies a separate lot, such as row houses or townhouses.

- **Multifamily** is all attached structures (e.g., duplexes, tri-plexes, quad-plexes, and structures with five or more units) other than single-family detached units, manufactured units, or single-family attached units.

Like most Oregon cities, single-family detached housing is the most prevalent classification in Woodburn, representing 67% of the housing stock. The remaining housing units in Woodburn include multi-family units (15% of the inventory), townhomes and plexes (9%), and mobile homes/other units (9%), as shown in **Exhibits 2.5-2.6**.

Exhibit 2.5: Existing Housing Mix and Tenancy, 2013-2017, City of Woodburn



Source: U.S. Census, American Community Survey, 2013-2017.

Owner-occupied housing units in the City of Woodburn account for 59% of the housing inventory while renter-occupied units account for 36% with vacant housing units constituting the balance. Most homeowners reside in single-family detached units (86%) or manufactured homes/other units (11%). The majority of renters also reside in single-family housing units closely followed by multi-family housing units (apartments) and lastly townhouses/plexes (**Exhibits 2.6-2.7**).

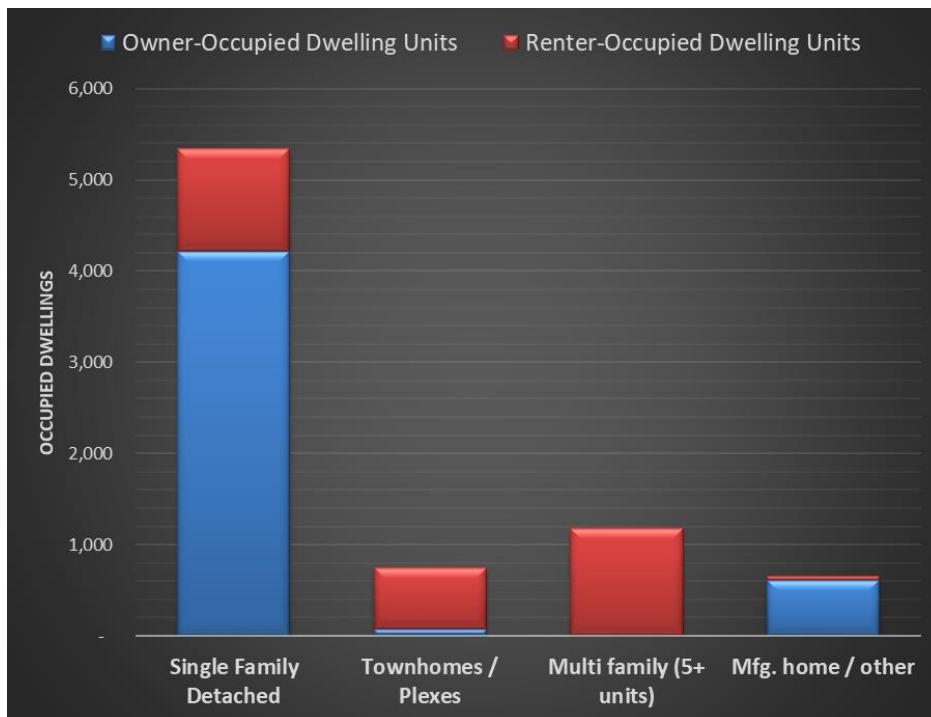
Exhibit 2.6: Units by Tenure by Structure Type, 2013-2017, City of Woodburn

Housing Type	Owner-Occupied	Occupied		All Dwelling Units
	Dwelling Units	Dwelling Units	Vacant Units	
Single Family Detached	4,217	1,119	235	5,571
Townhomes / Plexes	72	668	20	760
Multi family (5+ units)	-	1,174	39	1,213
Mfg. home / other	614	45	70	729
Total Units	4,903	3,006	364	8,273
Distribution	59%	36%	4%	100%

Housing Type	Owner-Occupied	Occupied		All Dwelling Units
	Dwelling Units	Dwelling Units	Vacant Units	
Single Family Detached	86%	37%	65%	67%
Townhomes / Plexes	1%	22%	5%	9%
Multi family (5+ units)	0%	39%	11%	15%
Mfg. home / other	13%	1%	19%	9%
Total	100%	100%	100%	100%

Source: American Community Survey, 2013-2017; compiled by FCS GROUP.

Exhibit 2.7: Existing Housing Tenancy, 2013-2017, City of Woodburn



Source: U.S. Census, American Community Survey, 2013-2017.

Affordable Housing Inventory

A 2016-17 statewide study of housing affordability was led by the Oregon Housing and Community Services Department (OHCS) which included all cities and counties, including Marion County and the City of Woodburn. The study included an inventory of existing housing units subsidized by nonprofits, local, state, or federal entities in each community and compared the housing supply to the need (based on an equitable distribution of the total statewide inventory) for subsidized housing.

Overall findings from the subsidized housing inventory/needs analysis for the City of Woodburn and Marion County are reflected in **Exhibit 2.8**. The OHCS study concluded that there were 387 subsidized affordable housing units in Woodburn, which was slightly in excess of the City’s equitable statewide (demand) allocation.

Exhibit 2.8: Current Inventory of Subsidized Housing Units

	City of Woodburn	Marion County
Affordable Housing Units in Inventory	387	3,059
Need (Equity) Distribution Percent	0.5%	7.5%
Equitable Distribution of Units	334	4,675
Actual Units / Equitable Distribution of Units	115.8%	65.4%

Source : Oregon Housing and Community Services Housing Needs Versus Inventory Summary

As would be expected, upper-income households tend to own rather than rent, and the opposite is true for lower-income households, as shown in **Exhibit 2.9**.

Exhibit 2.9: Woodburn Tenancy by Income Level, 2017

Qualifying Income Level	Lower-end	Upper-End	Count		% Owner		% Renter	
			Owner Occupied	Renter Occupied	Occupied	Occupied		
Upper (120% or more of MFI)	\$70,080 or more		1,795	644	36.6%	21.4%		
Middle (80% to 120% of MFI)	\$46,720	\$70,080	1,175	507	24.0%	16.9%		
Low (50% to 80% of MFI)	\$29,200	\$46,720	965	623	19.7%	20.7%		
Very Low (30% to 50% of MFI)	\$17,520	\$29,200	658	421	13.4%	14.0%		
Extremely Low (less than 30% of MFI)	\$17,520 or less		309	812	6.3%	27.0%		
Total			4,903	3,006	100%	100%		

Source: US Census Bureau 2013 - 2017 ACS (Table S2503), compiled by FCS GROUP

An evaluation of renter income levels versus available housing inventory indicates that there is a current shortfall or gap in available rental housing inventory in Woodburn at the upper- and lower-price points (**Exhibit 2.10**). This is understandable at the lowest price points where there is almost always more demand than supply. The fact that there is more housing demand for good quality rentals than what is in the current supply reflects an aging housing inventory and demonstrates strong potential market demand for new apartments that rent for \$1,250-\$1,875 per month (for 2+ bedrooms).

Exhibit 2.10: Rental Housing Gaps, City of Woodburn, 2017

Median Household Income Range	Renter-Occupied Housing Units	Affordable Monthly Rent Costs *	Estimated Available Rental Units	Housing (Gap) or Surplus
\$75,000 or more:	553	\$1,875	272	(281)
\$50,000 to \$74,999:	423	\$1,250-\$1,875	455	32
\$35,000 to \$49,999:	629	\$875-\$1,250	963.75	335
\$20,000 to \$34,999:	402	\$500-\$875	819	417
Less than \$20,000:	812	Less than \$500	408	(404)
Zero or Negative Income	187	Require Subsidy	88	(99)
Total	3,006	-	3,006	-

Source: US Census Bureau 2013 - 2017 ACS

* Calculated as 30% of income range based on HUD guidelines

Housing Market Analysis

As mentioned previously most of the housing in Woodburn is classified as single-family detached units. New housing construction permits issued by the City indicate that 400 permits were issued over the seven-year time frame (Jan. 2012 to Dec. 2018). As indicated in **Exhibit 2.11**, about 67% of new construction was for single family detached homes. The remaining 33% was for multifamily apartments and other housing types.

Exhibit 2.11: Woodburn Housing Inventory (2010-2017)

City of Woodburn Housing Inventory (2012 - 2018)			
	2012 ACS	2017 ACS	
Owner Occupied	3,490	3,318	
Renter Occupied	2,595	2,739	
Vacant	484	706	
Total	6,569	6,763	
Owner Occupied %	57.4%	54.8%	
Renter Occupied %	42.6%	45.2%	
Total	100.0%	100.0%	
	2012 ACS	2012-18 permits*	2018 Est.
Single-Family Detached	5,187	269	5,456
Townhome/Plexes	1,095	4	1,099
Multifamily	1,615	101	1,716
Mobile Home	654	26	680
Total	8,551	400	8,951

Source: U.S. Census Bureau, and American Community Survey; and City of Woodburn.

2013 to 2017 (Tables DP04, B25077 and B25064). * housing growth based on permits issued by City.

Median home values in the City at the end of 2017 were \$167,500, while median rents jumped to \$936, according to the U.S. Census, American Community Survey 2013-2017 data.

In comparison to other housing markets, Woodburn home prices now appear to be increasing more quickly at a rate of 14.8 percent year-over-year (November 2017 and November 2018). As indicated in **Exhibit 2.12**, median home sales prices in Woodburn increased to \$256,000 in November 2018.

The observed home sales prices in Woodburn still lag behind comparable cities including Newberg, Salem, Silverton and Wilsonville in terms of media home sales prices.

Exhibit 2.13: Median Home Sales Price Trends in Selected Markets

	Nov-17	Nov-18	Change %
Woodburn	\$223,000	\$256,000	14.8%
Newberg	\$318,000	\$342,000	7.5%
Salem	\$239,000	\$264,000	10.5%
Silverton	\$271,000	\$305,000	12.5%
Wilsonville	\$443,000	\$457,000	3.2%

Source: Zillow.com; analysis by FCS 11/09/18.

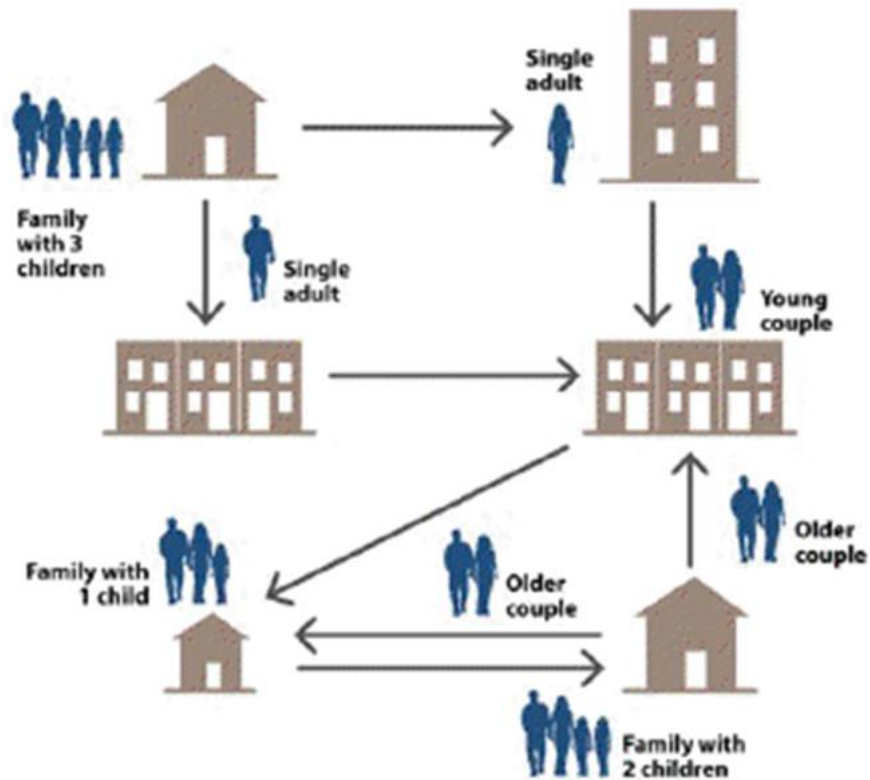
Factors affecting housing needs

There is a linkage between demographic characteristics and housing choice. As shown in **Exhibit 2.13** below, housing needs change over a person’s lifetime.

Other factors that influence housing include:

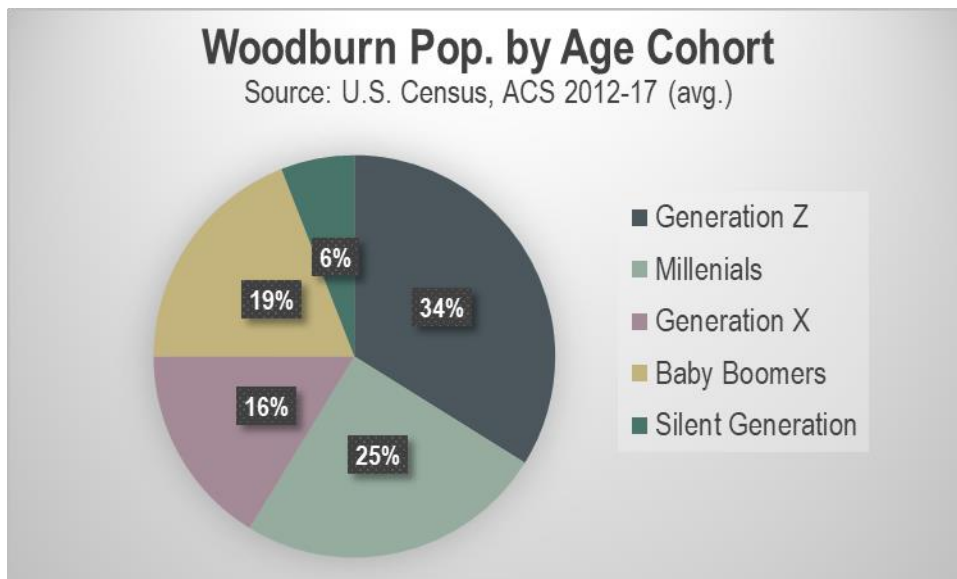
- Homeownership rates increase as income rises.
- Single family detached homes are the preferred housing choice as income rises.
- Renters are much more likely to choose multifamily housing options (such as apartments or plexes) than single-family housing.
- Very low-income households (those earning less than 50% of the median family income) are most at-risk for becoming homeless if their economic situation worsens.

Exhibit 2.13: Housing Life Cycle



The relationship between demographic changes, income levels and housing needs can be used to forecast future housing needs. The primary demographic age cohorts are shown in **Exhibit 2.14** and described below.

Exhibit 2.14



Silent Generation (those born before 1925 to 1945)

This includes retirees better than age 74, who were raised during the Great Depression, World War I or World War II. This cohort currently accounted for 6% of the city's population in 2017 and is projected to be the fastest growing segment over the next 20 years. As they reach their 80s some desire to move into assisted living facilities with nearby health care services and transit access.

Baby Boom Generation (born 1946 to 1964)

Baby boomers (currently age 55 to 74) accounted for 19% of Woodburn residents in 2017, up from 15% in 2010. The boomer population segment has been growing more rapidly than the other cohorts over the past 10 years and many are now entering their retirement years. Boomers usually prefer to "age in place" until after age 80, then may downsize or move in with family members (sometimes opting to reside in accessory dwellings off the main house).

Generation X (born 1965 to 1980)

Gen X is the demographic cohort following the baby boomers and preceding the Millennials. This cohort (currently includes people between age 39 to 54) accounted for 16% of the Woodburn residents in 2017, and is expected to overtake the baby boom cohort in numbers within the next decade. GenX households often include families with children, and many prefer to live in single family detached dwellings at various price points.

Millennials (born 1980 to early 2000s)

Millennials (currently in their twenties or thirties) accounted for 25% of the Woodburn residents in 2017, and is second only to the Generation Z segment in numbers. This segment is expected to increase more slowly than the overall population over the next few decades. Younger millennials tend to rent as they establish their careers and/or payback student loans. Working millennials often become first-time homebuyers, opting to purchase smaller single family detached homes or townhomes.

Generation Z (born mid-2000s or later)

GenZ includes residents age 19 or less. This is Woodburn's largest demographic segment and accounted for 34% of the Woodburn residents in 2017. It includes children living primarily with GenXers and Baby Boomers. This segment has been increasing in Woodburn over the past several years, but this growth may slow considerable in the future as GenXers are delaying starting families and tend to have fewer children than past generations.

Hispanic and other ethnic groups

The largest single ethnic group in Woodburn by far includes the Hispanic/Latino segment, which is spread among all demographic cohorts. Woodburn's Hispanic/Latino population accounted for 56% of its residents in 2017, down from 59% in 2010, according to the U.S. Census and American Community Survey data. While the overall growth may slow in comparison to the past, it is still projected to be the fastest growing racial/ethnic group over the next few decades.

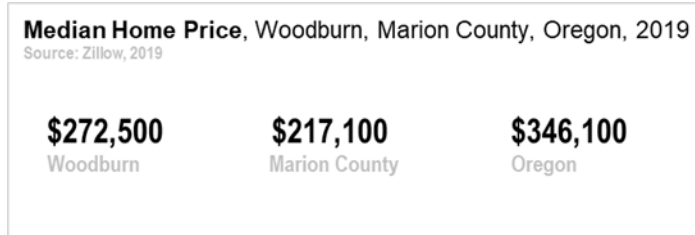
Housing affordability considerations

When preparing a residential land need analysis, it is important to consider housing affordability issues facing Woodburn today. Like many communities in Oregon and the U.S., income levels in

Woodburn are generally not keeping up with housing prices and rents; thereby creating a housing affordability challenge.

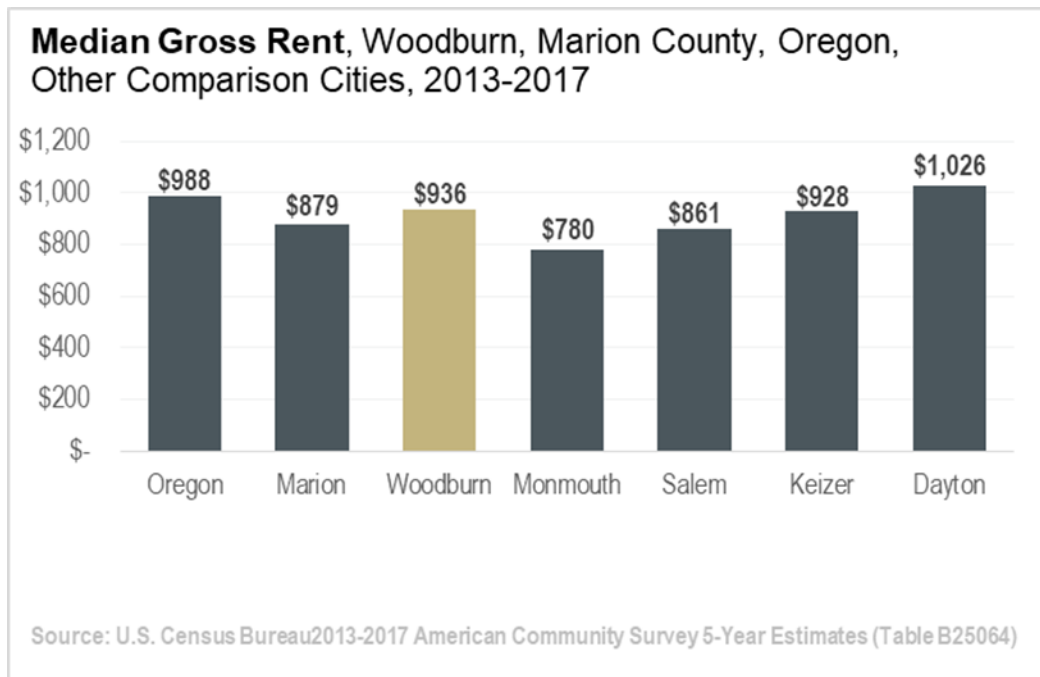
The median home price in Woodburn was \$272,500 (2019, 1st Q), which is higher than the Marion County median home price, but lower than the statewide average (see **Exhibit 2.15**).

Exhibit 2.15



Rents in Woodburn are also above the Marion County average. According to the U.S. Census, American Community Survey: 2012-2017 (average), the median gross rent in Woodburn (\$936/month) was about 6 percent above the county average (**Exhibit 2.16**).

Exhibit 2.16

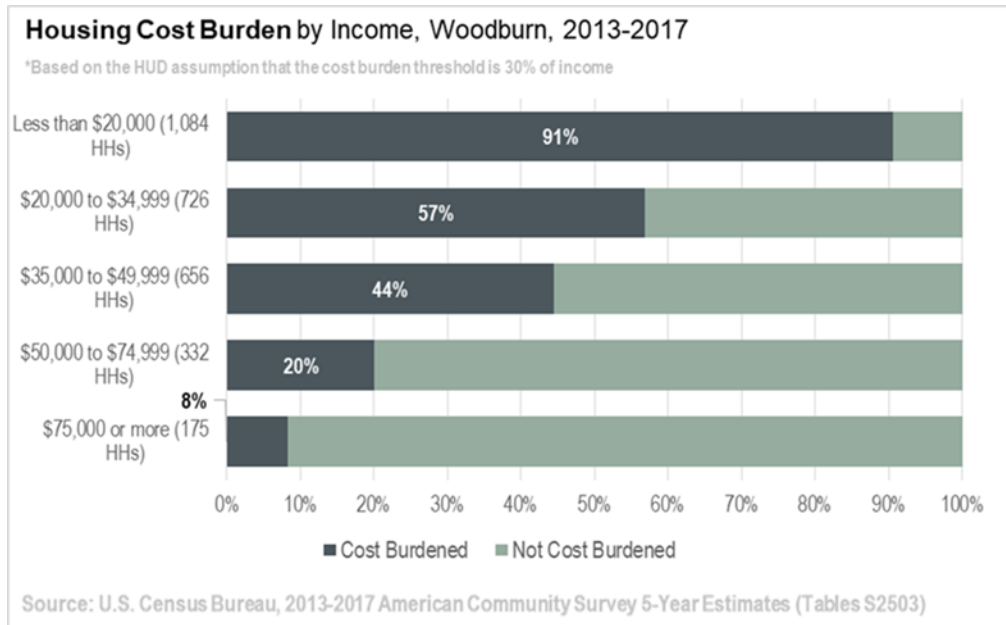


Housing cost burdens

According to U.S. Housing and Urban Development (HUD), households are “cost burdened” if they pay over 30% of their income on housing. Households are “severely cost burdened” when they pay over 50% of their income on housing.

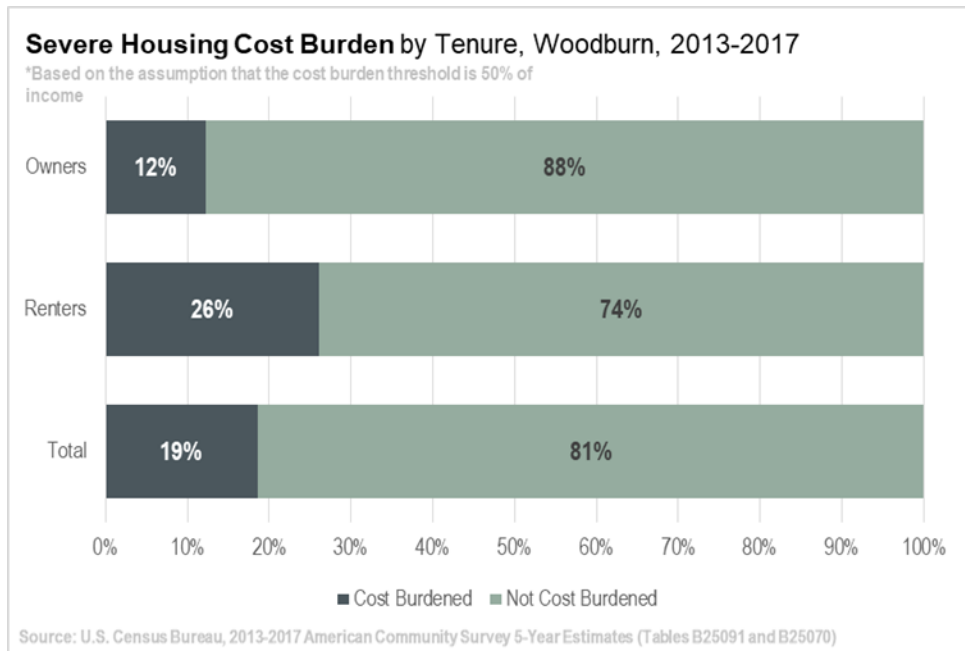
As shown in **Exhibit 2.17**, households earning less than \$20,000 are experiencing the greatest hardship with respect to housing cost burdens. Nearly 4 out of 5 households with income less than \$35,000 are housing cost burdened. And nearly half of the households with income between \$35,000 and \$50,000 are cost burdened.

Exhibit 2.17



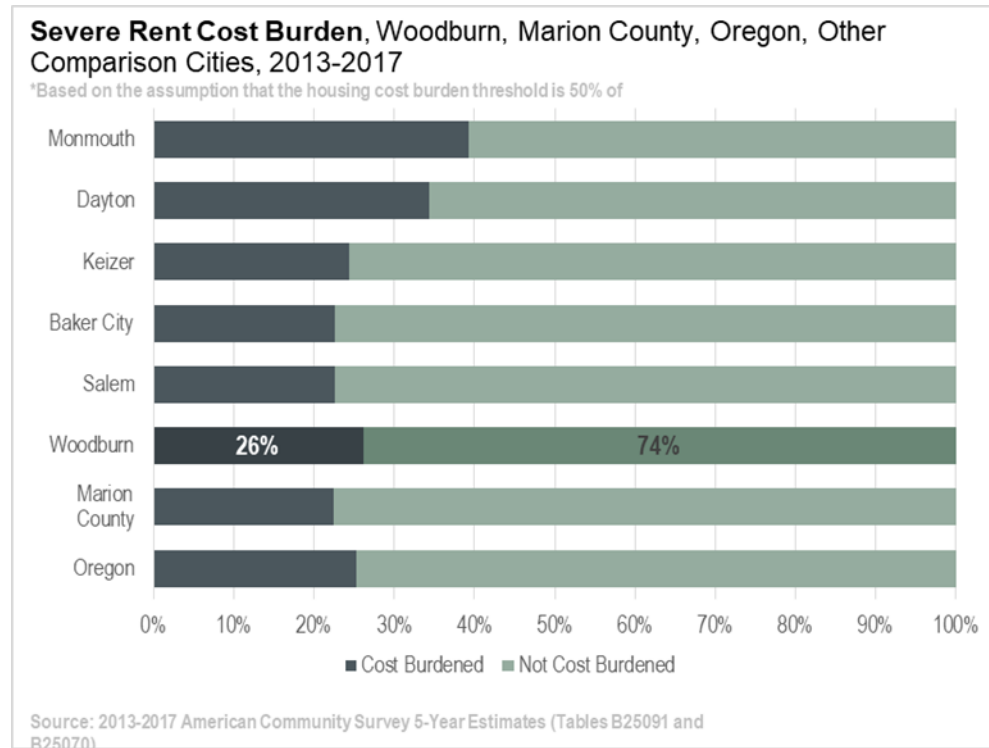
Overall, in 2017, about 19% of the households in Woodburn were cost burdened. An analysis of severe rent burdens in Woodburn indicates that 26% of the renters and 12% of the homeowners are paying more than 50% of their income on housing costs (see **Exhibit 2.18**).

Exhibit 2.18



Woodburn is one of many cities in Oregon where over 25% of renter households spend more than half of their income on rent. Below is a comparison chart of other cities in the region, as well as Marion County and the State of Oregon as a whole (**Exhibit 2.19**).

Exhibit 2.19



Housing Needs Forecast

The housing needs analysis for Woodburn includes an assessment of population growth forecasts, market trends and housing characteristics. The analysis of housing mix scenarios (summarized in Section 4) results in a 20-year housing demand forecast of 3,012 dwelling units.

To determine the appropriate mix of future housing demand, it is important to consider changing demographic and socio-economic conditions, such as:

- Owner-occupied single family detached housing, including standard as well as small lot housing types is expected to remain the largest housing segment in the future, but its share of the overall housing inventory will decrease. This segment is driven largely by the projected increase in the number of Gen X and Millennial households with children. While current median home prices in Woodburn are higher than the Marion County median, home prices in Woodburn are over \$100,000 below median home prices in the southern portion of the Portland Region. For dual-earning households whose inhabitants work in different communities (such as Salem and Portland), Woodburn is a nice central location in which to buy a home.
- Demand for rental housing is expected to increase significantly in the future in light of the projected population growth, low rental vacancy rates (below 3%), and relatively low income levels in comparison to housing purchase prices. According to U.S. Census American Community Survey: 2013-2017 data, Woodburn’s median household income was 13% below that of Marion county while median home prices were 26% higher, and median rents were 6.5% higher. Renting is expected to be the most viable housing option for about 4 in 10 households in the future.

As indicated in the following exhibits, the future net new housing demand by tenancy assumes that 1,333 (44%) of the units are owner occupied and 1,679 (56%) are renter occupied. This would represent an increase in renter households with a measured change in the current tenancy mix, which is currently 62% owners and 38% renters, according to the U.S. Census, American Community Survey (2013-2017 average).

The expected housing types required to meet the market characteristics of demand segments discussed previously is shown in **Exhibit 2.20**. The recommended future net new housing mix includes:

- 1,563 single family detached units (low density);
- 320 townhomes/plexes (medium density);
- 1,129 apartments (including 329 medium-density garden-court apartments and 800 higher-density apartments).

This forecast includes 20 units of shared housing units for people in non-institutional group quarters. The non-institutional group quarters housing forecasts reflect the number of units (with multiple people per unit) for future residents in congregate care, farmworker dwellings and transitional housing. This does not include institutionalized residents such as people in hospitals or correctional facilities.

Exhibit 2.20

Proj. Housing Needs by General Classifications, Woodburn UGB, 2019-2039

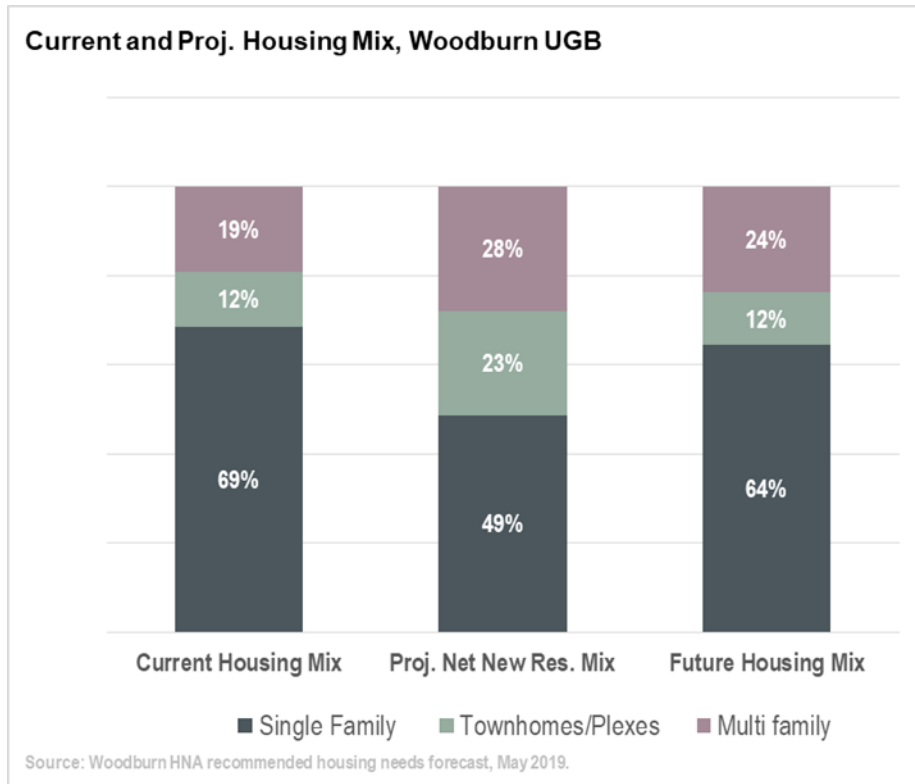
Housing Classification	Owner Units	Renter Units	Total Dwelling Units
Low-density (single family detached, mfg. housing)	1,258	305	1,563
Medium-density			
Townhomes, plexes, group quarters	10	310	320
Garden apartments (@16 dus/acre)	30	299	329
Higher-density apartments (@31 dus/acre)	24	776	800
Grand Total	1,322	1,690	3,012

Note: numbers may not exactly add due to rounding.

Source: Woodburn HNA, Housing Needs Forecast (Task 2 and Task 4) findings, June 2019.

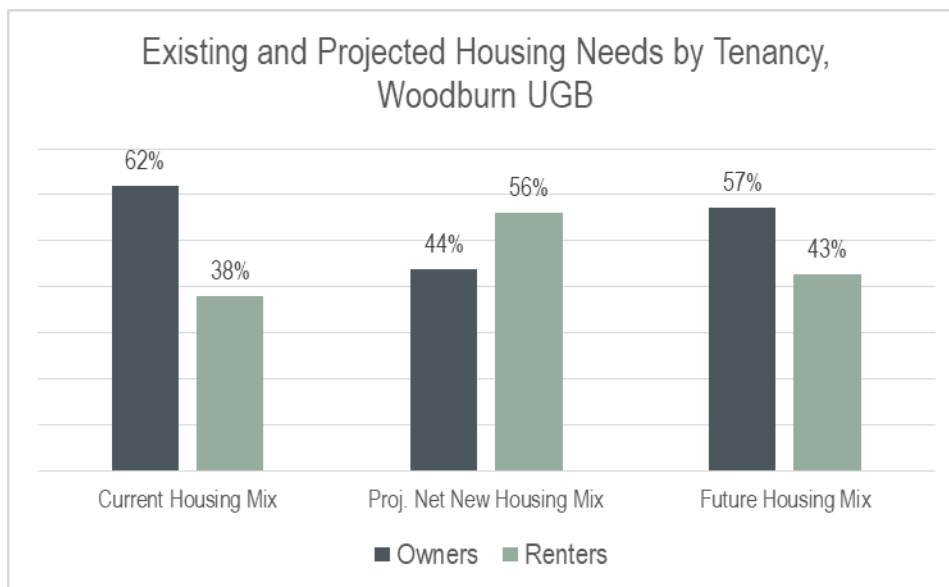
A comparison between the current housing mix and the baseline housing forecast is provided in **Exhibit 2.21**. The findings indicate that the share of single-family detached housing is projected to decrease from 69% (current inventory) to 64% (future inventory in 20 years), while the share of multifamily housing in Woodburn is projected to increase from 19% (current inventory) to 24% future inventory).

Exhibit 2.21



The current market gap for rental housing is a key reason why the future housing need forecast expects the share of apartments to increase significantly, and the share of renters to increase from 38% (current share of renters) to 43% (projected future share of renters), as shown in **Exhibit 2.22**.

Exhibit 2.22



The types of housing that is most suited to meet qualifying income levels for home ownership vary by family income level. The recommended distribution of future demand by price level is shown in **Exhibit 2.23**.

Exhibit 2.23

Woodburn Owner-Occupied Housing Needs: 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Home Price*	Estimated Distribution of Owner-Occupied Units	Projected Owner-Occupied Units Needed	Attainable Housing Products
Upper (120% or more of MFI)	Greater than \$70,080	Greater than \$436,000	36.6%	484	Standard Homes
Middle (80% to 120% of MFI)	\$70,080	\$436,000	26.4%	349	Small and Standard Homes, Townhomes
Low (50% to 80% of MFI)	\$46,720	\$334,650	35.0%	463	Small Homes, Townhomes, Mfgd. Homes, Plexes
Very Low (30% to 50% of MFI)	\$29,200	\$209,300	2.0%	26	Govt. Assisted
Extremely Low (less than 30% of MFI)			0.0%	0	
Total			100.0%	1,322	

Note: numbers may not exactly due to rounding.

*Assumes 30% of income is used for mortgage payment, 20% downpayment, 6% interest, 30-year mortgage for middle and upper-income housing, and 5% downpayment for low and very-low income housing.

Source: Woodburn HNA analysis, Task 2 and Task 4 findings, June 2019.

The rental housing needs forecast for by affordability level is shown in **Exhibit 2.25**. The rental housing need is fairly evenly distributed among the family income segments.

Exhibit 2.24

Woodburn Rental-Occupied Housing Needs: 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Monthly Rent*	Estimated Distribution of Units	Projected Renter-Occupied Units Needed	Attainable Housing Products
Upper (120% or more of MFI)	Greater than \$70,080	Greater than \$1,752	21%	362	Standard Homes, Townhomes
Middle (80% to 120% of MFI)	\$70,080	\$1,752	17%	285	Small Homes, Townhomes, Apartments
Low (50% to 80% of MFI)	\$46,720	\$1,168	21%	350	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.
Very Low (30% to 50% of MFI)	\$29,200	\$730	21%	355	ADUs, Govt. Assisted Apts.
Extremely Low (less than 30% of MFI)			20%	338	Govt. Assisted Apts.
Total			100%	1,690	

*Assumes 30% of income is used for rental payments.

Source: Woodburn HNA analysis, Task 2 and Task 4 findings, June 2019.

For comparison purposes, the current U.S. Housing and Urban Development fair market rents within Marion County range from \$658 for an efficiency (studio) unit to \$1,707 for a four-bedroom unit (**Exhibit 2.25**).

Exhibit 2.25

HUD Fair Market Rent (FMR) by Unit Type, Marion County, 2019				
<small>Source: U.S. Department of Housing and Urban Development</small>				
\$658	\$736	\$972	\$1,405	\$1,707
Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom

ORS 197.303 defines needed housing, in part, as "all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes, as those terms are defined by the United States Department of Housing and Urban Development under 42 U.S.C. 1437a." Per HUD standards, low income households are those making 80% or less of median family income (MFI), very low income households make between 30% and 50% of MFI, and extremely low income households make 30% or less of MFI.

Using 2017 MFI statistics, the monthly attainable housing cost for low-income families in Woodburn is as follows:

- Extremely Low Income, \$438 or less
- Very Low Income, \$438 to \$730
- Low Income, \$730 to \$1,168

If families within these classifications pay more than these amounts they will be “rent burdened” to some degree.

Exhibit 2.26: Woodburn Housing Cost Analysis (Based on Marion County Median Family Income)

Marion County Median Family Income Level (2017)*		\$58,400	
Available Monthly Rent or Payment (@30% of income level)		Lower-end	Upper-End
Upper (120% or more of MFI)		\$1,752	or more
Middle (80% to 120% of MFI)		\$1,168	\$1,752
Low (50% to 80% of MFI)		\$730	\$1,168
Very Low (30% to 50% of MFI)		\$438	\$730
Extremely Low (less than 30% of MFI)		\$438	or less
Approximate Attainable Home Price**		Lower-end	Upper-End
Upper (120% or more of MFI)		\$436,000	or more
Middle (80% to 120% of MFI)		\$291,000	\$436,000
Low (50% to 80% of MFI)		\$182,000	\$291,000
Very Low (30% to 50% of MFI)		\$109,000	\$182,000
Extremely Low (less than 30% of MFI)		\$109,000	or less

Notes:

* based on Housing and Urban Development thresholds for Marion County in 2017

** assumes 20% down payment on 30-year fixed mortgage at 4.0% interest.

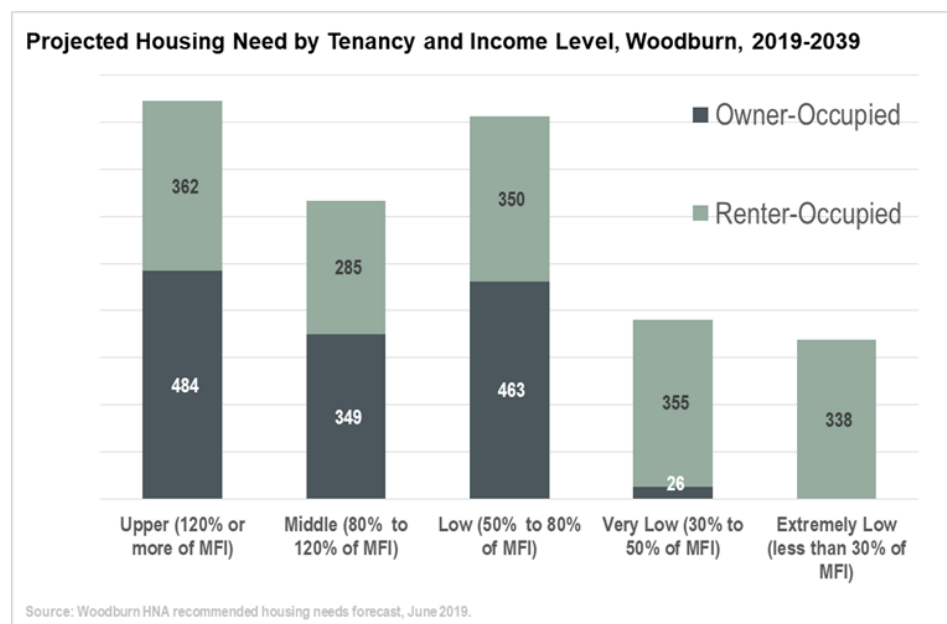
Source: analysis by FCS Group using Housing and Urban Development, and US Census data.

Summary of Housing Needs Forecast

Based on the population projections detailed earlier, the new housing demand within the Woodburn UGB amounts to 3,012 housing units over the next 20 years. This housing need forecast assumes that the current share of group quarters population and housing vacancy levels remain constant.

The projected number of housing units that would be suited to meet affordable median family income levels for owners and renters is summarized in **Exhibit 2.27**.

Exhibit 2.27



Housing Density Levels

The Woodburn city planning staff reviewed: history of building permits issued (years 2012-2018), recent development applications; and local development and zoning code provisions to document allowed densities and expected future average density levels (as measured in dwelling units per net acre).² As indicated in **Exhibit 2.28**, there are four general housing classifications: low-density, medium-density, high-density, and commercial/mixed-use that were considered in this analysis.

Single family detached housing is primarily provided in the RS, R1S, and RSN zones. (See WDO 2.02 for residential zoning district details.) These zones currently allow 5.2 to 10.89 dwellings per acre and permit the development of all housing types: detached, attached/townhomes, duplexes, accessory dwellings, multifamily/apartments and manufactured homes.

The low-density single family also includes homes with small lots and buildings within common lots, including cottage home parks and accessory dwellings, as well as manufactured home parks. According to the *Housing Choices Guide Book* (for housing resources see the Oregon DLCDC website: <https://www.oregon.gov/lcd/UP/Pages/Housing-Resources.aspx>), cottage cluster developments are ideal for smaller households as an alternative to standard single family homes and apartments. They are often built in clusters of 5 to 25 units at densities ranging from 5 to 35 units per acre (note the maximum allowable RSN density in Woodburn is currently 10.89 units per acre). The overall expected average density for single family detached housing in Woodburn is 6 units per acre.

Townhomes and plexes are classified as medium-density housing and are permitted in all residential zone districts; and allowed outright in the mixed use and commercial zone districts. The RM district focuses primarily on medium density development, with allowed densities ranging from 6 to 16 dwellings per acre. The overall expected average density levels for townhomes/plexes in Woodburn is 12 units per acre for townhomes and 16 units per acre for garden court apartments.

Higher-density apartments are typically constructed as multifamily developments with 5 or more units per structure. Multifamily dwellings are permitted in all residential and mixed use and commercial zones. The allowable density ranges from 10 to 22 units per acre in the RMN zone, and 12 to 32 units per acre in the DDC, CO, CG, NNC, and MUV zones. (See WDO 2.03 for commercial zoning district details.) The overall expected average density for higher density apartments in Woodburn is 31 units per acre.

² The City of Woodburn recorded construction permits for 400 dwellings between Jan. 2012 and Dec. 2018, including 269 single family units, 101 multifamily units, 26 manufactured homes and 4 townhome/plex units.

Exhibit 2.28 Allowed and Expected Development Density by Housing Type, City of Woodburn

Relative Housing Density	Housing Types	Local Zoning Classifications	Allowed Density (DU per acre)	Expected Avg. Density (DU per acre)
Low Density 	Single family detached	RS, R1S, RSN	5.2 – 10.89	6
Medium Density 	Small lot single family, townhomes, plexes, cottages, garden apartments	RM	6 - 16	12 (townhomes/plexes) 16 (garden apts.)
High Density 	Apartments, condos	RMN (Nodal Multi-Family Residential)	10 - 22	22
Commercial and Mixed Use 	Apartments or condos with commercial	DDC (Downtown Development & Conservation), CO (Commercial Office), CG (Commercial General), NNC (Nodal Neighborhood Commercial), MUV (Mixed Use Village)	12 – 32 with exceptions to DDC and NNC which have neither minimum or maximum	31

Note: Exhibit 2.28 relative housing density categories derived from Oregon Administrative Rule (OAR) 660-038-0060.

Development density (measured in terms of dwelling units per net buildable acre of land area) along with projected housing demand is used to calculate residential land needs. As indicated in **Exhibit 2.28** and **Appendix A**, the Woodburn development code allows a range in development densities depending upon residential and commercial and mixed-use land use zones. City of Woodburn planning staff has estimated average densities for each zone type based on current development permitting activity and their professional judgement.

Section III. BUILDABLE LAND

INVENTORY

In accordance with OAR 660-008-0005 (2), an estimate of buildable land inventory (BLI) within the Woodburn Urban Growth Boundary (UGB) has been created to determine that amount of land available to meet housing needs. The BLI analysis uses the most current Geographic Information Systems (GIS) data provided available for the Woodburn UGB (specific GIS data sources are shown in **Exhibit 3.1**).

Buildable Land Inventory Methodology

The objective of the residential BLI is to determine the amount of developable land available for future residential housing development within the UGB. The steps taken to perform this analysis are as follows:

- 1. Calculate gross acres** by plan designation, including classifications for fully vacant and partially-vacant parcels. This step entails “clipping” all of the tax lots that are bisected by the current UGB to eliminate land outside current UGB from consideration for development at this time. City staff input was provided to provide a level of quality assurance to review output is consistent with OAR 660-008-0005(2).
- 2. Calculate gross buildable acres** by plan designation by subtracting land that is constrained from future development, such as such as existing public right-of-way, parks and open space, steep slopes, and floodplains.
- 3. Calculate net buildable acres** by plan designation, by subtracting future public facilities such as roads, schools and parks from gross buildable acres.
- 4. Determine total net buildable acres by plan designation** by considering potential redevelopment locations and mixed-use development opportunity areas.

Exhibit 3.1: Woodburn BLI Data Sources

Dataset Name	Type	Description	Source
City Limits	GIS Layer	Woodburn City Limits Boundary	City of Woodburn
UGB	GIS Layer	Urban Growth Boundary	City of Woodburn
WB Zoning	GIS Layer	City of Woodburn Zoning Designations	City of Woodburn
WB Comp Plan	GIS Layer	City of Woodburn and UGB Comprehensive Plan Designations	City of Woodburn
mczoning	GIS Layer	Marion County Zoning Designations	City of Woodburn
Taxlots	GIS Layer	Taxlots with Assessed Value and Property Class Code	City of Woodburn
RCWOD	GIS Layer	Riparian Corridor Wetland Overlay District	City of Woodburn
FEMA 100 Year Floodplain	GIS Layer	FEMA Floodways and 100-yr. Floodplains	City of Woodburn
Wetlands	GIS Layer	Significant Wetlands	City of Woodburn
PropertyClass	Tabular	Property Class and Linked Coding	Marion County Assessor ¹
NAIP 2016	GIS Service	Web service providing aerial imagery	Oregon-GEO ²

1 - <http://www.co.marion.or.us/AO/Pages/datacenter.aspx>

2 - <http://imagery.oregonexplorer.info/arcgis/services>

The detailed steps used to create the land inventory are described below.

Residential Land Base

The residential land base reflects current Woodburn Comprehensive Plan land use designations. The Comprehensive Plan map for the Woodburn UGB is provided as **Exhibit 3.2**.

Properties that are within the residential land base include the following Comprehensive Plan classifications:

Residential Land Use Classifications

- Low-Density Residential (RS, R1S, RSN)
- Medium-Density Residential (RM)
- High Density Residential (RMN)

Higher density residential classifications include commercial and mixed-use zone classifications which currently allow multifamily development, the following Comprehensive Plan classifications are included in the residential land base:

Commercial and Mixed-Use Land Use Classifications

Commercial and Mixed-Use Zoning Classifications	
DDC	Downtown Development & Conservation
CO	Commercial Office
CG	Commercial General
NNC	Nodal Neighborhood Commercial
MUV	Mixed Use Village

For additional information on allowed uses within these zones, please refer to:

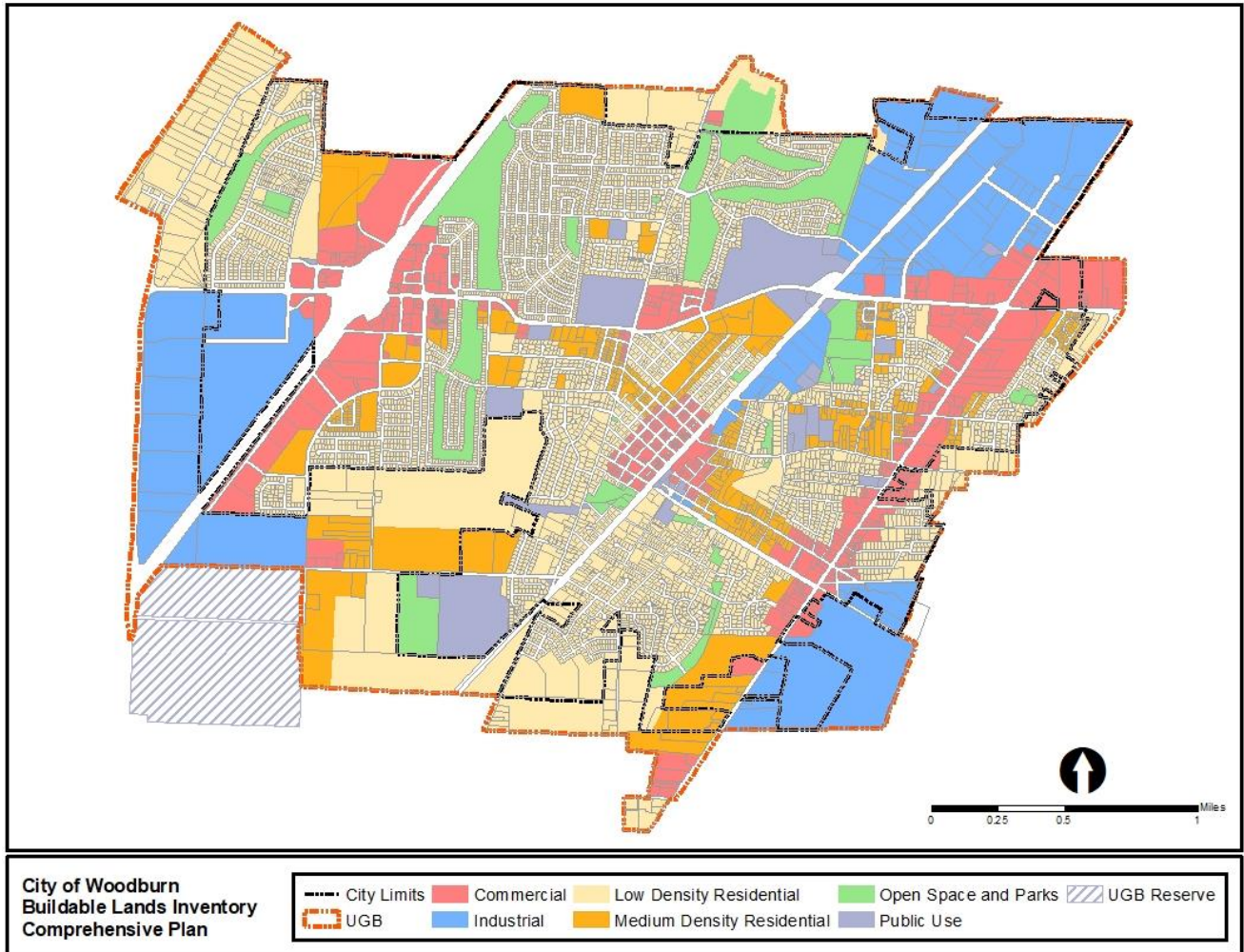
- *Woodburn Development Ordinance (WDO) [Table 2.03A, E1, E3, & E4](#).*
- *Woodburn Development Ordinance (WDO) Table 2.03A, E4. The DDC zoning district covers downtown Woodburn and is described in [3.07.07B.12.a.](#); the DDC also establishes that downtown development has no minimum off-street parking requirement.*

For analysis purposes, each of these land use classifications have been grouped into residential development categories that represent the expected level of development based on the housing types/densities that are permitted by the City (housing types must be permitted outright or by conditional development approval). This includes: low, medium and high density residential categories; as well as a commercial/mixed use category (which allows a mix of low, medium and high density housing).

This analysis assumes that all of the vacant and part-vacant residential land base will be available for future housing development and can be served with adequate public facilities, including roads, water, sanitary sewer, and storm water systems.

Draft BLI findings and results were reviewed by City Staff and subjected to public review, then refined accordingly based on the input received.

Exhibit 3.2. City of Woodburn Comprehensive Plan Designations



Land Classifications

The next step includes classifying each tax lot (parcel) into one of the following categories.

- **Vacant land:** Properties with no structures or have buildings with very little value. For purpose of the BLI, residential lands with improvement value less than \$10,000 are considered vacant. These lands were also subjected to review using aerial photography; and if the land is in a committed use such as a parking lot, an assessment has been made to determine if it is to be classified as vacant, part vacant or developed.
- **Partially vacant land:** Properties that are occupied by a use (e.g., a home or building structure with value over \$10,000) but have enough land to be subdivided without the need for rezoning. This determination is made using tax assessor records and aerial photography. For lots with existing buildings, it is assumed that ¼ acre (10,890 sq. ft.) is retained by each existing home, and the remainder is included in the part vacant land inventory.
- **Vacant Undersized:** Properties that are vacant or part-vacant with less than 3,000 sq. ft. of land area. This category is excluded from the vacant land inventory since these lots are not likely large enough to accommodate new housing units. However, it is possible that some may be suitable for accessory dwelling units (ADUs).
- **Developed & Non-Residential Land Base:** Properties unlikely to yield additional residential development for one of two reasons: they possess existing building structures at densities that are unlikely to redevelop over the planning period; or they include parcels with Comprehensive Land Use Plan designations that do not permit housing development.
- **Public and Constrained (unbuildable) land:** Properties which are regarded as unlikely to be developed because they are restricted by existing uses such as: public parks, schools, ballfields, roads and public right-of-way (ROW); common areas held by Homeowners Associations, cemeteries; and power substations. In cases where public-owned land does not fall into one of the above-mentioned categories and is planned or zoned to allow housing, those tax lots are included in the vacant or part-vacant residential land inventory.

These tax lot classifications were validated using aerial photos, building permit data, and assessor records. Preliminary results were refined based on City staff and public input received during the Housing Needs Analysis (HNA) planning process.

Development Constraints

The BLI methodology for identifying and removing development constraints is consistent with state guidance on buildable land inventories per OAR 660-008-0005(2). By definition, the BLI is intended to include land that is “suitable, available, and necessary for residential uses.”

“Buildable Land” includes residential designated land within the UGB, including vacant, part vacant and land that is likely to be redeveloped; and suitable, available and necessary for residential uses. Public-owned land is generally not considered to be available for residential use unless the underlying zoning permits housing.

Land is considered to be “suitable and available” unless it:

- Is severely constrained by natural hazards as determined by the Statewide Planning Goal 7;
- Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- Has slopes over 25 percent;
- Is within the 100-year flood plain; or
- Cannot be provided or served with public facilities (no land was identified in this category³).

Based on state guidelines and data provided by the City of Woodburn, the following constraints have been deducted from the residential lands inventory.

- Land within waterbodies and floodways. Lands identified within waterbodies and floodways per the FEMA FIRM maps.
- Land within floodplains. This includes lands in flood-hazard areas (the 100-year floodplain).
- Land within wetlands. This includes areas identified as significant wetlands in the Woodburn Comprehensive Plan.
- Land within natural resource protection measures. This includes riparian wetland overlay districts that are identified in the Woodburn Comprehensive Plan.
- Land with slopes greater than 25%. However, no land was identified as having steep slopes.

Exhibits 3.3-3.5 illustrate these types of “environmental” constraints.

³ This conclusion is based upon the 2005 Woodburn Public Facilities Plan
(<http://www.ci.woodburn.or.us/sites/default/files/%2810-31%29052005PublicFacilitiesPlan.pdf>)

Exhibit 3.3. Floodplains and Floodways

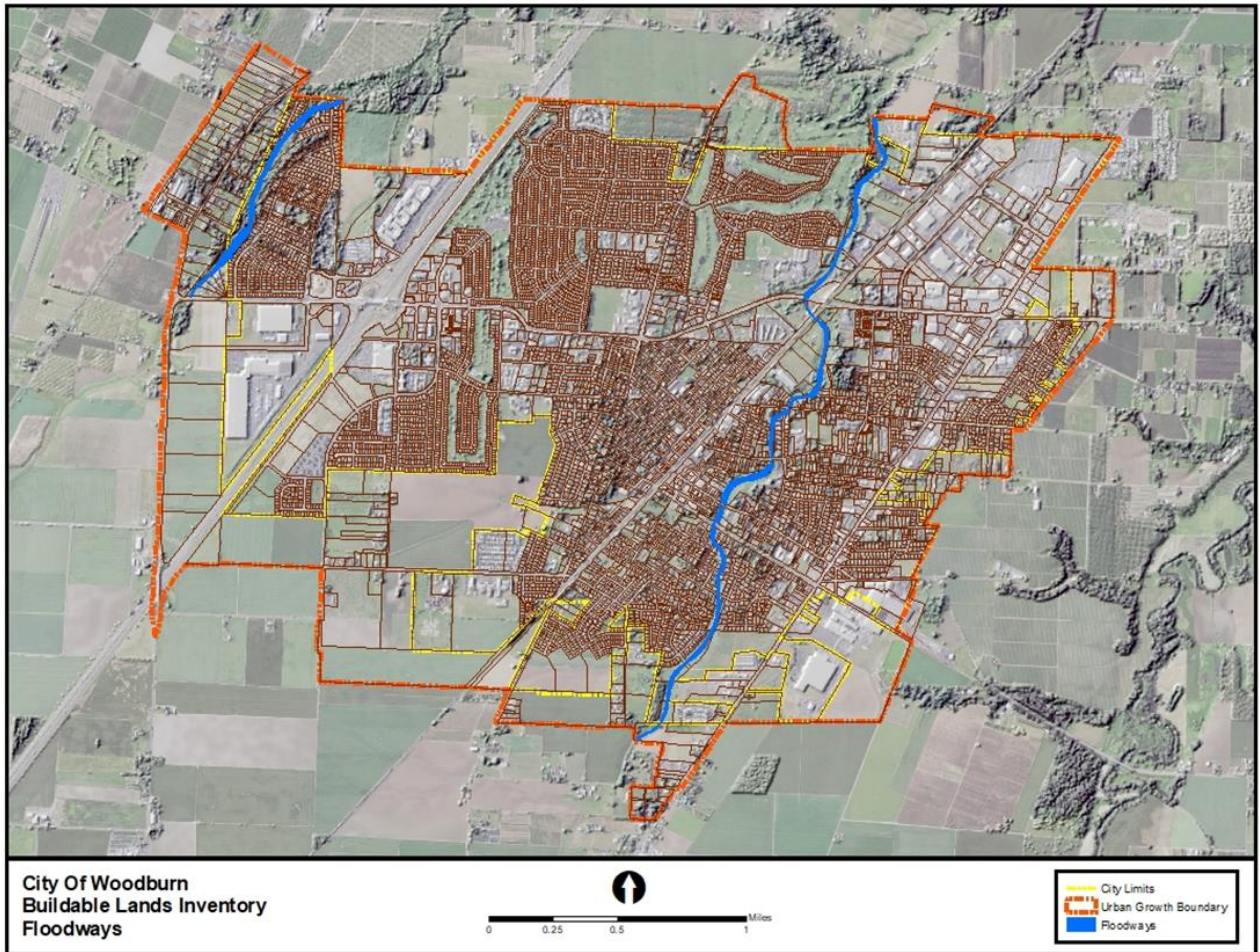


Exhibit 3.4. Wetlands

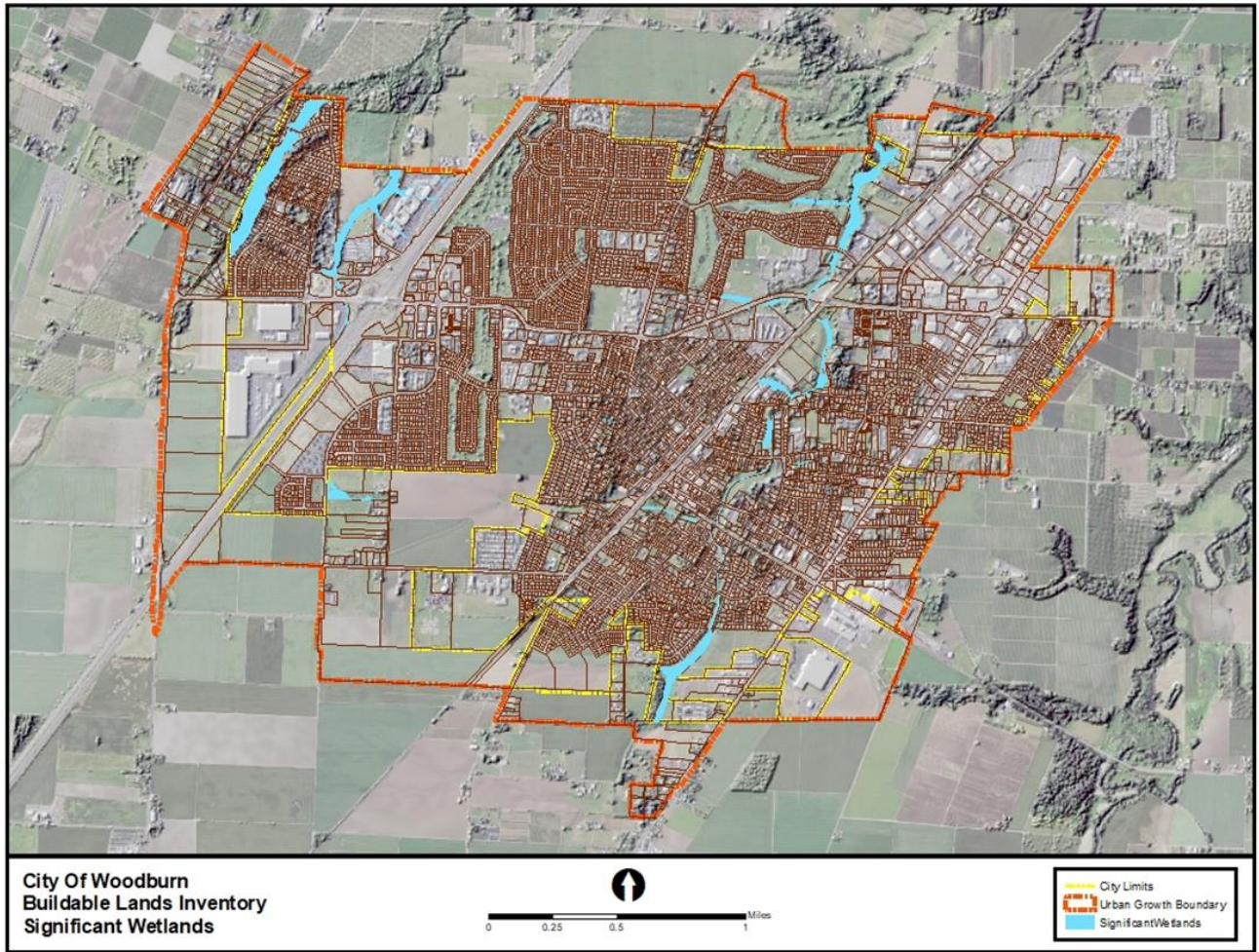
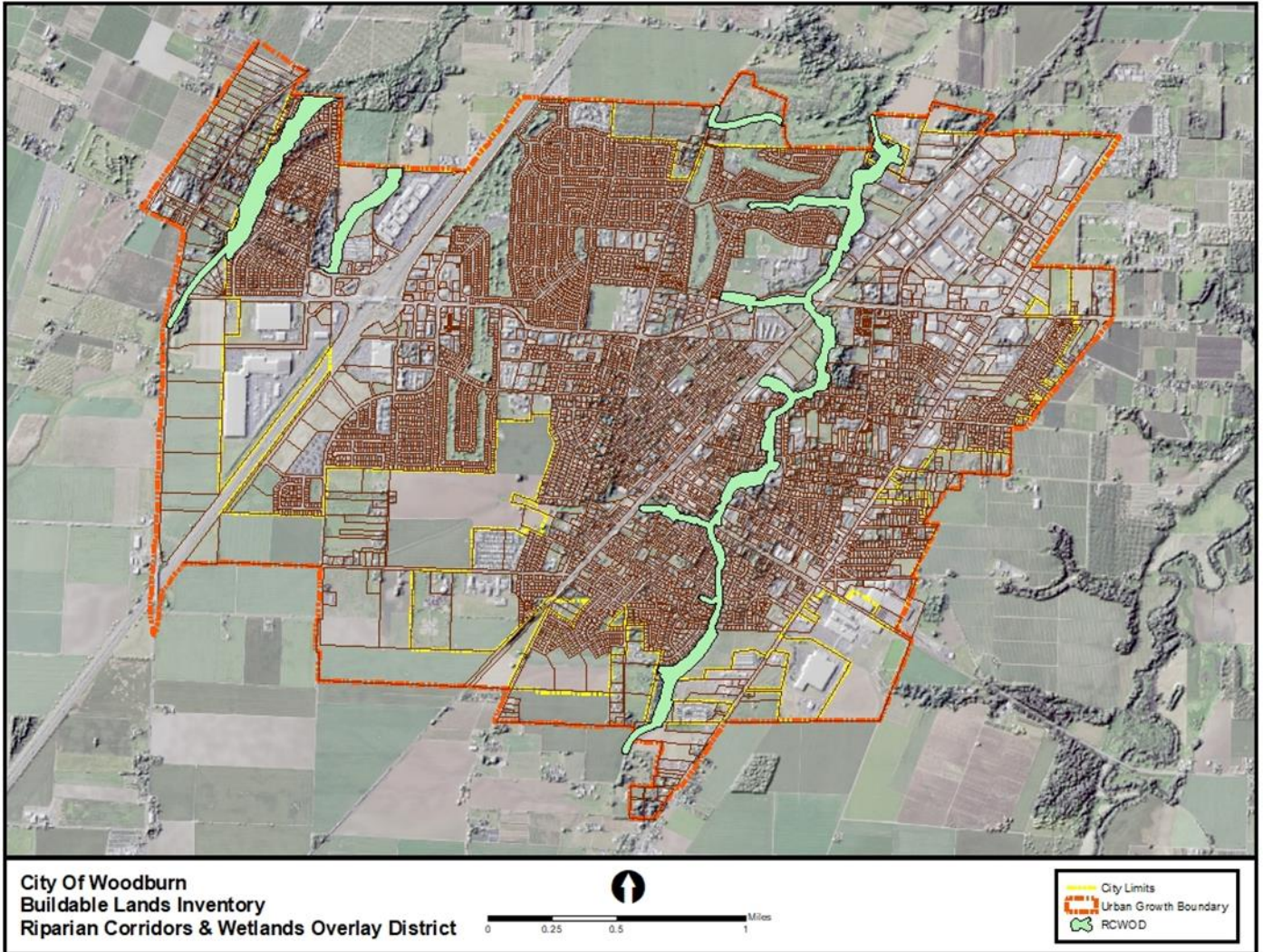


Exhibit 3.5. Riparian Wetlands Overlay District



Residential Buildable Land Inventory Results

Land Base

As noted above, the residential land base for the BLI includes all tax lots in the UGB with residential, commercial and mixed-use land use designations. A summary of the land base by generalized plan designation is provided in **Exhibit 3.6**. The findings indicate that there are 13,003 tax lots in the land base with 2,900 gross acres.

Exhibit 3.6: Gross Acreage in Residential Land Base, Woodburn UGB

Generalized Plan Designation	Number		Total Gross	
	of Taxlots	Percent	Acres	Percent
Low-Density Residential	5,506	42%	1,988	69%
Medium-Density Residential	671	5%	459	16%
High-Density Residential	-	0%	-	0%
Commercial/Mixed Use	6,826	52%	454	16%
Total	13,003	100%	2,900	100%

Source: City of Woodburn GIS data, FCS GROUP analysis.

Development Status

Before the deduction of environmental constraints, the residential land base has been classified by development status to estimate land that is “committed” and not likely to be developed for additional residential uses. These definitions include residential land that is developed, tax lots that exempt residential development, public-ownership, and public right-of-way⁴, as described previously (results are summarized in **Exhibit 3.7**).

Exhibit 3.7: Residential land base before environmental constraints are applied, Woodburn UGB

Generalized Plan Designation	Acres on			Developed, non-residential and other constrained acres			
	Acres on Vacant Taxlots	Part-Vacant Taxlots	Total Vacant & Part-Vacant Acres	Developed or Non-Res Land Base	Public/Unbuildable	Undersized (less than 3,000 SF)	Total Committed Acres
Low-Density Residential	431	162	593	1,340	55	0.90	1,396
Medium-Density Residential	121	46	167	284	8	0.17	292
High-Density Residential	-	-	-	-	0	0.00	-
Commercial/Mixed Use	105	12	117	335	2	0.00	337
Total	658	219	876	1,960	64	1.07	2,025

Source: City of Woodburn GIS data, FCS GROUP analysis.

⁴ Includes right-of-way that is defined as a tax lot in the GIS database, which exempts residential development. This includes most major existing right-of-way which is excluded from the buildable land base.

Buildable Land after Constraints and Public Facilities

The BLI methodology calculates the residential land base after accounting for the environmental constraints (described in the prior section), and future public facilities (e.g., streets and roads, parks and school facilities) per safe harbor assumptions allowed under OAR 660-024-0040 (10).⁵ The findings indicate that out of a total of 2,900 gross acres, 2,025 acres are committed, and 90 acres are environmentally constrained (see **Exhibit 3.8**).

Approximately 75% of the buildable land inventory is classified as vacant and 25% is classified as partially vacant land.

After allowing for future public facilities and future right-of-way, there are 607 net buildable acres within the vacant and part vacant land inventory. This includes 420 acres with low-density plan designations, 115 acres with medium-density designations, no explicit high-density designations and 72 acres in commercial and mixed-use designations (see **Exhibit 3.8**).

Exhibit 3.8: Vacant and Part-Vacant Residential land base after all constraints, Woodburn UGB, 2019

Generalized Plan Designation	Total Acres	Committed Acres	Env. Constrained		Less Future Public Facilities*	Net Buildable Acres
			Acres	Buildable Acres		
Low-Density Residential	1,988	1,396	31	560	140	420
Medium-Density Residential	459	292	13	153	38	115
High-Density Residential	-	-	-	-	-	-
Commercial/Mixed Use	454	337	45	72	-	72
Total	2,900	2,025	90	785	178	607

Source: City of Woodburn GIS data, FCS GROUP analysis.

* assumes 25% of builable low and medium density land area is utilized for future public facilities.

Commercial and Mixed-Use Land Assumptions

It should be noted that all vacant and part-vacant commercial and mixed-use land (72 acres in total) is included in the table above. This land was included because housing development is a permitted use (i.e. it is allowed) on land with commercial and mixed-use zoning. However, since most commercial and mixed-use zoned land area will be developed for non-residential use (e.g., retail, services, office, etc.), it is assumed by the City of Woodburn that 35% of the commercial and mixed-use land area will be developed as housing over the next 20 years. That assumption will be reflected in the “Residential BLI Results” section of this report below.

⁵ The Woodburn buildable land inventory assumes that 25% of the net buildable land area contained in the low-density and medium-density residential land base is allotted to future land needs for roads, parks and school facilities.

Redevelopment Areas

In accordance with OAR 660-024-0050, FCS GROUP also considered “redevelopable” lands, defined as follows by OAR 660-008-0005(7):

“Redevelopable Land” means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the strong likelihood that existing development will be converted to more intensive residential uses during the planning period.”

Given the unpredictable nature of real estate development, especially as it relates to residential redevelopment projects resulting in demolition and replacement of existing structures and development of net new housing units, the following broad-based methodology was used to estimate redevelopment potential in Woodburn:

- To comply with the redevelopment definition above, the Woodburn buildable land inventory includes an analysis of developed residential/commercial & mixed-use properties that have existing structures and are located within the Woodburn UGB.
- In order to sharpen the focus on land most likely to “be converted to more intensive residential use during the planning period”, the redevelopment land inventory includes: tax lots with over 10,890 square feet (1/4 acre) of buildable land area; and tax lots with “land values” that are greater than “improvement values” based on current county assessor records. As a proxy for “present or expected market forces” which will drive redevelopment, these remaining properties were considered the universe of “redevelopable” lands.
- Like the analysis of vacant and part-vacant lands described in preceding sections, “redevelopable” lands were by low, medium, high density residential and commercial/mixed-use categories based on their underlying comprehensive plan and zoning classifications, and environmental constraints were removed to determine net buildable land area.
- Finally, this analysis assumes a rate of redevelopment which results in net new housing of the properties identified above. Woodburn planning staff recommended a rate of 3% based on redevelopment activity observed in the past. This factor was applied to the total universe of redevelopment land area to determine the net redevelopable land to be included in the Woodburn residential buildable land inventory (**Exhibit 3.9**).

Exhibit 3.9: Redevelopable Land Inventory, Woodburn UGB, 2019

Land Classification	Taxlots	Map Acres	Environmental Constraints	Net Lot Acres	Redevelopable Acres*
Low Density	53	182.3	23.0	159.3	4.8
Medium Density	22	28.9	0.1	28.8	0.9
High Density	0	0.0	0.0	0.0	0.0
Commercial and Mixed Use	79	95.3	0.0	95.3	2.9
Grand Total	154	306.5	23.1	283.4	8.5

Source: City of Woodburn GIS data, FCS GROUP analysis.

*Assumes a 3% redevelopment rate per City Staff.

Summary of Residential Buildable Land Inventory

The combination of vacant, partially vacant and redevelopable land area for the residential and commercial/mixed use classifications results in the total Woodburn residential buildable land inventory. The sum of all categories provides 567.1 acres of buildable residential land within the Woodburn UGB. As shown in **Exhibit 3.10** this is primarily made up of 425.1 acres of low-density land (420 acres of vacant land and 4.8 acres of redevelopable land); and 115.9 acres of medium-density land (115 acres of vacant and 0.9 acres of redevelopable land). The commercial and mixed-use land area expected for housing includes 26.1 acres (71.6 net acres of vacant land plus 2.9 acres of redevelopment land) multiplied by the 35% housing conversion factor.⁶

Exhibit 3.10: Summary of Residential Buildable Land Inventory, Woodburn UGB, 2019

Total Residential Buildable Land Inventory, Woodburn UGB				
Land Classification	Vacant & Part Vacant	Redevelopable Land	Housing Use Factor Assumption	Total Buildable Residential Land
Low Density	420.3	4.8	100%	425.1
Medium Density	115.1	0.9	100%	115.9
High Density	-	0.0	100%	-
Commercial and Mixed Use	71.6	2.9	35%	26.1
Grand Total	607.0	8.5	-	567.1

Source: City of Woodburn Buildable Land Inventory analysis, June 2019.

Exhibits 3.11 and 3.12 illustrate the buildable vacant and partially vacant buildable land areas for the residential and commercial/mixed-use land base within the Woodburn UGB.

⁶ Estimate of residential land use within commercial and mixed-use zones provided by City of Woodburn planning staff based on prior and pending land use plan applications as of June 14, 2019.

Exhibit 3.11: Residential Buildable Land Inventory, Woodburn UGB, 2019

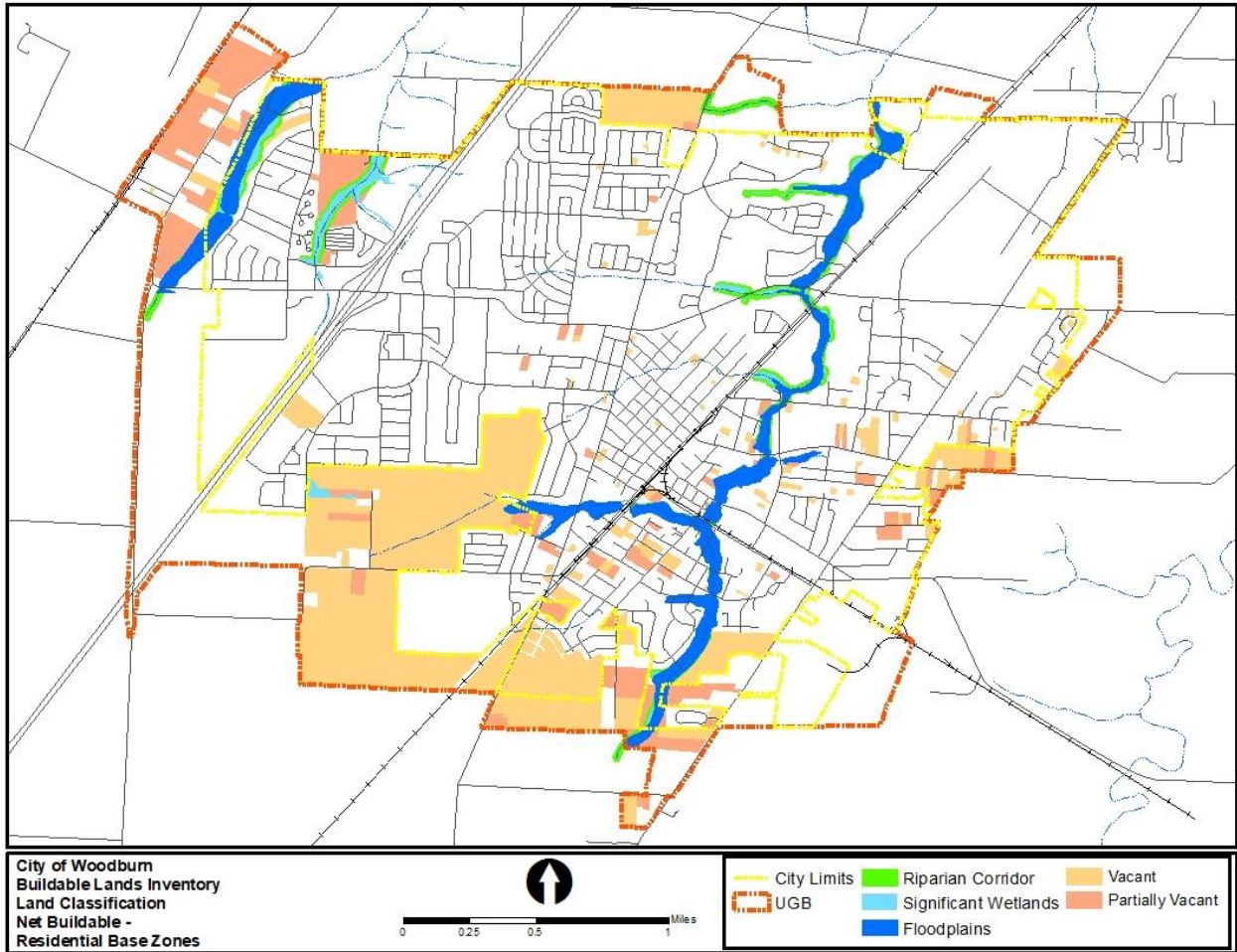
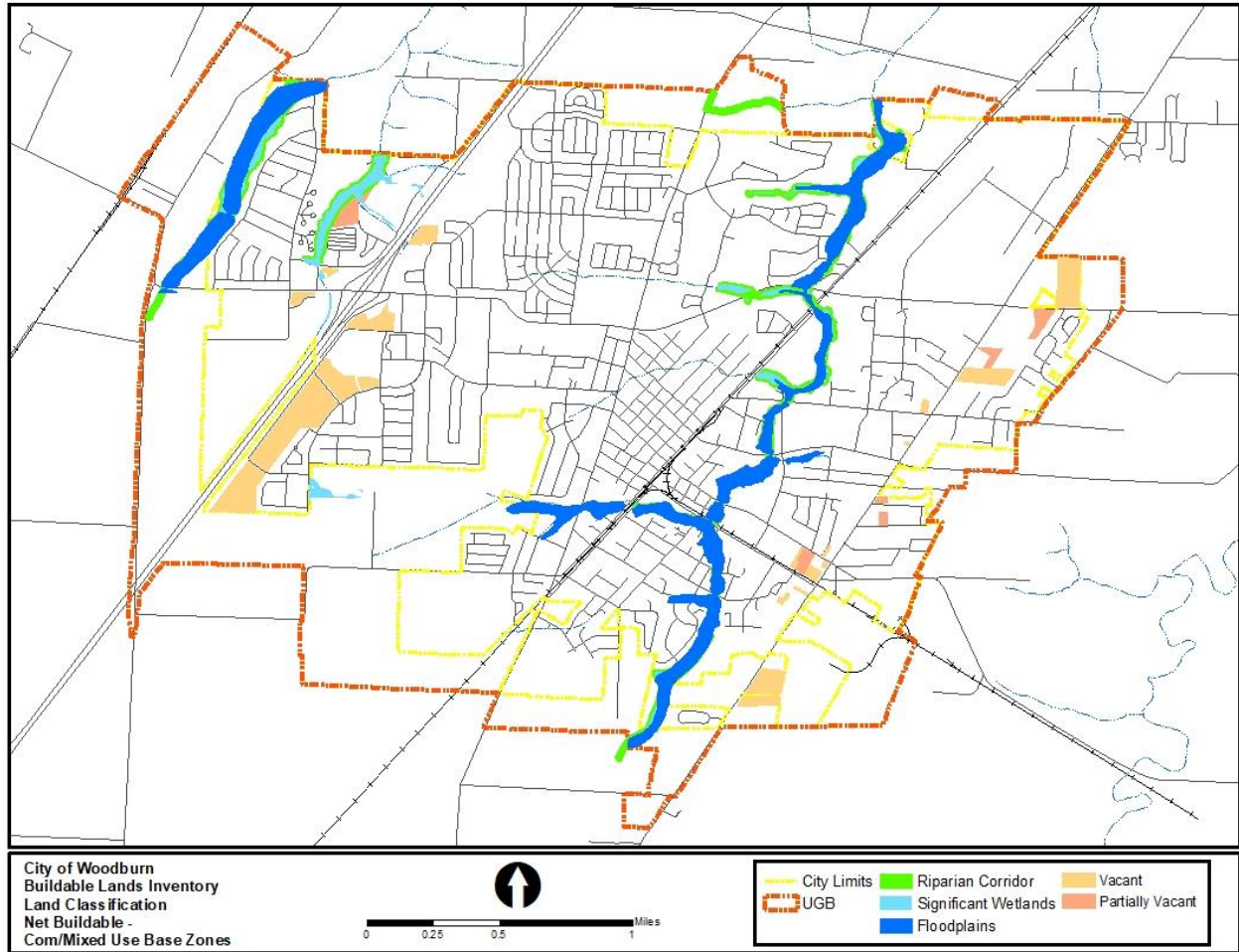


Exhibit 3.12: Commercial and Mixed-Use Buildable Land Inventory, Woodburn UGB, 2019



Section IV. LAND NEEDS

RECONCILIATION

This section provides an estimate of residential development capacity (measured in new dwelling units) and an estimate of Woodburn's ability to accommodate needed new housing units for the 2019 to 2039 period, based on the findings of the housing needs analysis.

A comparison of 20-year residential land needs (demand) is made relative to the residential buildable land inventory. This provides a means of reconciling housing land demand with buildable land supply within the UGB.

Residential Land Needs Forecast Methods

Determining residential land needs requires converting the number of housing units into net acres of land area. This requires an understanding of local development code allowed housing types and density levels, which are grouped into low, medium and high-density levels. As shown previously in Exhibit 2.28, the range of allowable densities and average expected housing density is expressed in dwelling units per acre.

Development density (measured in terms of dwelling units per net buildable acre of land area) along with projected housing demand is used to calculate residential land needs. As indicated in **Appendix A**, the Woodburn development code allows a range in development densities depending upon residential and commercial and mixed-use land use zones. City of Woodburn planning staff has estimated average densities for each zone type based on current development permitting activity and their professional judgement.

Housing Forecast and Residential Land Needs Methods

The HNA planning process included three housing forecast methods.

- Method 1, reflects a "safe harbor" housing forecast and related land needs scenario.
- Method 2, reflects the baseline housing forecast with local density assumptions.
- Method 3 (Hybrid), includes the recommended housing forecast and related land needs based on local density assumptions.

"**Safe harbor**" means an optional course of action that a local government may use to satisfy a requirement of Goal 14 (urbanization); and if the city needs to expand their urban growth boundary, a safe harbor analysis lends protections from appeals on certain elements. A safe harbor is not the only way or necessarily the preferred way to comply with the requirements of a housing needs analysis. It was employed for the city of Woodburn as an alternative way of looking at residential land need scenarios for the 20 year forecast.

Safe Harbor Method

The steps taken to determine land needs using the safe harbor provisions include the following guidelines contained in OAR 660-024-0040(1)-(8).

Coordinated Population Growth Forecast

The land needs determination for a potential UGB expansion must be based upon the coordinated population growth forecast for the urban area as determined under rules in OAR-660-032. For this analysis, the 20-year planning period is 2019-2039.

According to Portland State University population growth forecast, the population within the Woodburn UGB is projected to increase from 26,965 to 35,810, resulting in 8,845 net new residents by year 2039.

Average Household Size

Relevant findings regarding specific requirements include:

(a) A local government may estimate persons per household for the 20-year planning period using the persons per household for the urban area indicated in the most current data for the urban area published by the U.S. Census Bureau.

The most current estimate of persons per household in the City of Woodburn is 3.15 per U.S. Census, American Community Survey: 2013-2017 estimates.

Local Development Code Provisions

Relevant findings regarding specific requirements include:

(b) If a local government does not regulate government-assisted housing differently than other housing types, it is not required to estimate the need for government-assisted housing as a separate housing type.

Woodburn does not regulate government assisted housing differently than other housing types.

(c) If a local government allows manufactured homes on individual lots as a permitted use in all residential zones that allow 10 or fewer dwelling units per net buildable acre, it is not necessary to provide an estimate of the need for manufactured dwellings on individual lots.

Woodburn allows manufactured homes on individual lots as a permitted use in all residential zones that permit fewer than 10 dwelling units per net buildable acre, subject to development standards.

(d) If a local government allows manufactured dwelling parks required by ORS 197.475 to 197.490 in all areas planned and zoned for a residential density of six to 12 units per acre, a separate estimate of the need for manufactured dwelling parks is not required.

Woodburn allows manufactured dwelling parks in all zones which permit 4 to 7 dwelling units per acre.

Housing Vacancy Rate Assumptions

(e) A local government outside of the Metro boundary may estimate its housing vacancy rate for the 20-year planning period using the vacancy rate in the most current data published by the U.S. Census Bureau for that urban area that includes the local government.

The most current estimate of overall housing vacancy in the City of Woodburn is 4.4% per U.S. Census, American Community Survey, 2013-2017 estimates.

Method 1: Safe Harbor Housing Mix and Density Method

This method is described in OAR 660-024-0040(8)(f) and “Table 1” from the rule. According to the rule, Woodburn is grouped into the category of cities with a population over 25,000.

As indicated in **Exhibit 4.1**, this method assumes 2,932 net new dwelling units, with a required mix as follows: 50% low-density, 25% medium-density, and 25% high-density.

This method requires an overall (citywide) minimum density within residential base zones of: 6 dwellings per net acre; 8 dwellings/acre for UGB analysis; and the city must allow at least 10 units per acre overall (citywide) on its buildable residential land base.

Land needs are determined by dividing the housing need forecast (2,932 dwellings) by 8 dwellings per acre, which results in a potential UGB residential land need of 366 net buildable acres. The Woodburn UGB Buildable Land Inventory analysis determined that the UGB currently has 543 net buildable acres for future residential. Hence, the overall UGB would be sufficient to meet future demand.

Exhibit 4.1

Method 1					
Safe Harbor Combined Housing Mix and Density Method, Determination of Residential Land Need, Woodburn UGB					
	Factor	Finding	Units	Source Notes	
1	Current Population Est. (2019)		26,965	population	Table A
2	Is Pop. Over 25,000?	Yes			
3	20-Yr Population Change		8,845		Table A
4	Population in Group Quarters	0.7%	60	population	Table B
	Group quarters units	3.0	20	dwelling units	allowance
5	Population in Households		8,786	population	calculation
6	Average Household Size	3.15			Table B
7	Number of Households		2,789	households	calculation
8	Vacancy Factor	4.4%	123	dwellings	Table C
9	Dwelling Units Added		2,932	dwellings	
10	Dwelling Mix Safe Harbor	Percent	Dwellings		
	Low Density Residential ¹	50%	1,466	dwellings	see OAR 660-024-0040(f)
	Medium Density Residential ²	25%	733	dwellings	see OAR 660-024-0040(f)
	High Density Residential	25%	733	dwellings	see OAR 660-024-0040(f)
	Total	100%	2,932	dwellings	calculation
11	Dwelling Unit Density Requirements	DU/Net Acre ³	UGB Land Need Net Acres		
	Required overall minimum	6			see OAR 660-024-0040(f)
	Assume for UGB analysis	8	366	net acres	see OAR 660-024-0040(f)
	Zone to Allow	10			see OAR 660-024-0040(f)

¹ Includes single family detached dwellings, manufactured homes and mobile homes.

² Includes townhomes, plexes and group quarters units.

³ Analysis consistent with OAR 60-024-0040(f). This applies to all residential zones within the City and UGB.

Method 2: Baseline Housing Need Forecast Method

This method includes emerging market trends and forecasts derived from Section 2 and assumes that the average household size declines slightly over the next 20 years. This is done in order to reflect national trends of shrinking household sizes (in large part due to the increasing share of empty nesters and retirees), as well as a recognition that the 3.15 average household size figure derived from the 2017 American Community Survey is the highest observed of any year from 2009 to 2017. The average household size figure in method two moves from 3.15 (current) to 3.07 (future) people per dwelling unit. This results in a housing forecast of 3,012 dwelling units. But unlike the preceding method, this approach takes into account the expected average development density levels based on local market activity and City of Woodburn planning staff assumptions.

The housing mix is as follows: 60.6% low density, 7.0% manufactured housing, 10.6% townhomes/plexes, 10.9% garden apartments, and 10.9% higher-density apartments. Land needs are determined by dividing the housing needs by the average density assumptions as follows:

- Low density: 1,824 dwellings ÷ 6 units/acre = 304 acres
- Mfg. housing (or small lot cottages): 210 dwellings ÷ 8 units/acre = 26 acres
- Medium density townhomes/plexes: 320 dwellings ÷ 12 units/acre = 27 acres
- Medium density garden court apts.: 329 dwellings ÷ 16 units/acre = 21 acres
- Higher density apts.: 329 dwellings ÷ 31 units/acre = 11 acres

Total land requirements equates to 388 net buildable acres (see **Exhibit 4.2**).

Exhibit 4.2

Baseline Housing Need Forecast, Woodburn UGB					Source Notes
		Net New Dwellings Expected	Housing Mix		
1 Future Housing Need					
Low Density Residential ¹					
	Single family detached	1,824	60.6%		Woodburn HNA Task 2 findings
	Manufactured Housing	210	7.0%		Woodburn HNA Task 2 findings
Medium Density Residential ²					
	Townhomes, Plexes, ADUs	320	10.6%		Woodburn HNA Task 2 findings
	Apartments (garden apts.)	329	10.9%		Woodburn HNA Task 2 findings
	Higher Density	329	10.9%		Woodburn HNA Task 2 findings
	Total	3,012	100.0%		
UGB Land Need (Net Acres)					
2 Expected Housing Density		DUs per acre ³			
Low Density Residential ¹					
	Single family detached	6.0	304		calculation
	Manufactured Housing	8.0	26		calculation
Medium Density Residential ²					
	Townhomes, Plexes, ADUs	12.0	27		calculation
	Apartments (garden apts.)	16.0	21		calculation
	Higher Density	31.0	11		calculation
	Total/Average	7.8	388		calculation
¹ Includes single family detached dwellings, manufactured homes and mobile homes.					
² Includes townhomes, plexes and group quarters units.					
³ Density estimates derived from City of Woodburn planning staff, June 2019.					

Method 3 (Hybrid): Recommended Housing Need Forecast Method

The HNA Advisory Committee and Planning Commission reviewed and discussed the baseline housing forecast and considered current multifamily market gaps described in Section 2. As such, Method 3 was generated to address housing attainability needs and emerging multifamily development opportunities.

Method 3 assumes that the total housing demand required to address population growth is consistent with the overall baseline housing forecast (Method 2) of 3,012 dwelling units. However, the expected medium and high-density housing mix is expected to be like Method 1. Medium and high-density housing has been allocated among three housing types: townhomes/plexes; garden apartments, and higher-density apartments. This results in a net new housing mix as follows: 51.9% low density, 10.6% townhomes/plexes, 10.9% garden apartments, and 26.6% higher density apartments.

Land needs are determined by dividing the housing need forecast by the average density assumptions as follows:

- Low density (includes single family detached and mfg. housing): 1,563 dwellings ÷ 6 units/acre = 261 acres
- Medium density townhomes/plexes: 320 dwellings ÷ 12 units/acre = 27 acres
- Medium density garden apts.: 329 dwellings ÷ 16 units/acre = 21 acres
- Higher density apts.: 800 dwellings ÷ 31 units/acre = 26 acres

Total land requirements equates to 334 net buildable acres (see **Exhibit 4.3**).

Exhibit 4.3

Recommended Housing Mix and Residential Land Needs, Woodburn UGB			
			Source Notes
1	Future Housing Need	Net New Dwellings Expected	Housing Mix
	Low Density Residential ¹	1,563	51.9%
	Medium Density Residential ²		
	Townhomes, Plexes, ADUs	320	10.6%
	Apartments (garden apts.)	329	10.9%
	Higher Density	800	26.6%
	Total	3,012	100%
Balance of baseline total dwelling demand forecast			
Method 2			
Method 2			
estimate based on pipeline projects			
2	Expected Housing Density	DUs per acre ³	UGB Land Need (Net Acres)
	Low Density Residential ¹	6.0	261
	Medium Density Residential ²		
	Townhomes, Plexes, ADUs	12.0	27
	Apartments (garden apts.)	16.0	21
	Higher Density	31.0	26
	Total/Average	9.0	334
calculation			
calculation			
calculation			
calculation			
calculation			

¹ Includes single family detached dwellings, manufactured homes and mobile homes.
² Includes townhomes, plexes and group quarters units.
³ Density estimates derived from City of Woodburn planning staff, June 2019.

Reconciliation of Land Supply and Demand

A comparison of the 20-year residential land needs (demand) is made relative to the residential buildable land inventory. This provides a means of reconciling residential land demand with the existing buildable land within the Woodburn UGB.

The reconciliation of UGB residential land need and land supply is summarized below. The results indicate that with the recommended housing forecast (Method 3), the Woodburn UGB would plan for 3,012 net new dwellings over the next 20 years. Based on the three methods evaluated, this would require between 333.5 acres (Method 3) and 366.5 acres (Method 1) of net land area. As the Buildable Land Inventory shows the residential land supply to be 567.1 acres, the overall UGB is sufficient to address the 20-year housing need forecast (see **Exhibit 4.4**).

Exhibit 4.4

Reconciliation of Residential Land Need, Woodburn UGB			Recommended
	Method 1: safe harbor housing mix	Method 2: baseline housing mix	Method 3: recommended housing mix
Dwellings/Units			
Low Density ¹	1,466	2,034	1,563
Medium Density ²	733	649	649
Higher Density	733	329	800
Total	2,932	3,012	3,012
Land Need (net acres)			
Low Density ¹		330.2	260.5
Medium Density ²		47.2	47.2
Higher Density		10.6	25.8
Total	366.5	388.1	333.5
Buildable Land Inventory (net acres)			
Low Density Residential ¹	425.1	425.1	425.1
Medium Density Residential ²	115.9	115.9	115.9
Higher Density Residential (Commercial & Mixed Use zones) ³	26.1	26.1	26.1
Total	567.1	567.1	567.1
UGB Land Surplus/Deficit (net acres)			
Low Density ¹		94.8	164.6
Medium Density ²		68.7	68.7
Higher Density Residential (Commercial & Mixed Use zones) ³		15.5	0.3
Total	200.6	179.0	233.5
Adequacy of UGB to meet housing need	adequate	adequate	adequate

¹ Includes single family detached dwellings, manufactured homes and mobile homes.

² Includes townhomes, plexes, garden-court apartments, and group quarters units.

³ Includes higher density apartments. The phrase "high density" derives from OAR 660-038-0060 and applies to existing zoning districts allowing what Woodburn terms "medium" density of 16 or more units per acre: RMN, DDC, CO, CG, NNC, & MUV.

Woodburn UGB Sufficiency Analysis

The reconciliation analysis also indicates that the UGB has a surplus supply of low-density (94.8-164.6 acres) and medium-density zoned buildable land (68.7 acres) to meet projected residential land needs for single family detached, manufactured housing, townhomes, duplex and garden apartment housing needs.

The findings indicate that the 20-year land need for higher-density apartments exceeds the buildable land inventory for the RMN zone by 38 acres. This deficit could be accommodated within the remaining surplus supply of medium density zones (including the RM zone which currently limits development density to 16 units per acre) and/or some of the vacant commercial buildable lands (which include a total of 72 net buildable acres (according to the Woodburn HNA Buildable Land Inventory, May 2019).

In review of the *2001 Economic Opportunities Analysis for the city of Woodburn* the demand for commercial land over the 1999-2020 time exceeded the vacant commercial buildable land supply (146 acres). To respond to the need, on December 14, 2015, the city and Marion County jointly approved a remanded and amended version of the Woodburn UGB, which included an additional 23 acres of commercial land.

In conclusion, to fully address high-density land needs, the city will need to identify policy measures to ensure that the forecasted demand for 800 higher density apartments/condos can be accommodated within the UGB. The city can meet this demand on a portion of remaining vacant or redevelopable low or medium density zoned land and vacant commercial zoned land. In order to reduce the conversion of vacant commercial zoned land to higher density apartments, the city may also consider rezoning up to 10 acres of vacant RM land to allow higher densities (e.g., increase allowable density from 16 to 24 units per acre) when certain objective standards are met (e.g., site size/configuration/access, proximity to public transit, etc.) to address the higher density multifamily housing needs.

Section V. KEY FINDINGS AND RECOMMENDATIONS

KEY FINDINGS FROM THE HOUSING NEEDS ANALYSIS

- Based on the population growth forecasts for the Woodburn UGB (20-year population growth of 8,845 people) and housing and demographic characteristics, the baseline housing needs forecast plans for 3,012 net new dwelling units. A variety of housing is needed over the next 20 years, including 1,322 owner-occupied dwellings and 1,690 renter-occupied dwellings.
- Woodburn's existing policies generally comply with Goal 10. The local development code allows a wide mix of housing types and density ranges (see Appendix A).
- There is sufficient capacity within the current UGB to accommodate planned residential development and related land needs over the next 20 years. The current UGB contains 567 acres of buildable residential land inventory, and residential land needs are forecasted to require 333.5 acres based on the recommended housing mix.
- Woodburn has a need for additional affordable housing. Woodburn has a current unmet need for affordable rental housing and the citywide rental vacancy rate of 3% is very low compared with other communities in Oregon. Also, 26% of renter households in Woodburn are severely rent burdened.

RECOMMENDED HOUSING ACTIONS

The City will need to optimize the available land within the UGB by considering the following:

1. Continue to encourage medium and high-density development within RM, RMN, DDC, NNC, MUV and appropriate sites within the CO and CG zones.
2. Consider amendments to development code standards regarding setbacks, parking requirements, etc. to ensure full utilization of vacant land for future development.
3. Consider and adopt development code amendments that encourage infill within residential zones and redevelopment within commercial and mixed-use zones.
4. In order to reduce the conversion of vacant commercial zoned land to higher density apartments, the city may also consider rezoning up to 10 acres of vacant or redevelopable low or medium density residential land to allow higher densities (e.g., increase allowable density from 16 to 24 units per acre) when certain objective standards are met (e.g., site size/configuration/access, proximity to public transit, etc.) to address the higher density multifamily housing needs.

To help encourage or incentivize construction of affordable housing priced at 80% or below of the median family income levels, the City should consider the following:

5. Identify public-owned properties that could be used for affordable housing.
6. Partner with local housing authorities or non-profit housing developers to provide offsite infrastructure (sewer, water, road improvements) or parking that supports affordable housing development.
7. Prepare a sliding scale system of System Development Charges (SDCs) which would provide charges that vary by home size and type.
8. Provide policies that allow SDC deferrals for affordable housing developments until a certificate of occupancy is granted.
9. Develop a tax abatement program, such as the multiple-unit limited tax exemption program, to promote development of affordable housing.
10. Consider establishing a local affordable housing construction excise tax to be used to incentivize development of income restricted housing.

Further policies have been recommended, however, due to the limited timeframe of this project, these policies have not been reviewed and approved by the Woodburn Planning Commission. Policies outlined in Appendix B will be discussed with the Planning Commission, refined based on Planning Commission input and summarized in a housing strategies report to follow.

APPENDIX A: EXISTING DEV. CODE

Woodburn HNA Residential Density Assumptions

City Zoning	General HNA Classification	Description	Allowed Dwelling Units/Acre	Expected Avg. Net Housing Density*
RS	Low density	Residential Single Family	Minimum: 5.2 units/acre - 7.26 (Comprehensive Plan Policy Table 1)	6.0
R1S	Low density	Retirement Community Single Family Res.	Minimum: none; max of 12.1 units/acre (WDO Table 2.02D)	0**
RSN	Low density	Nodal Single Family Residential	7.9 units/acre to 10.89 units/acre (Policy Table 1)	9.9
RM	Medium density	Medium Density Residential	10 units/acre to 16 units/acre (Policy Table 1)	15
RMN	High density	Nodal Multi-family Residential	10 units/acre to 22 units/acre (Policy Table 1)	18
DDC	High density	Downtown Development & Conservation	Row house: minimum 12, max of 16 units/acre; Multi-family: no minimum, no max (WDO Table 2.03B)	26
CO	High density	Commercial Office	Stand-alone multi-family: 12 minimum, no max; In mixed-use development: no minimum, max 32 units/acre (WDO Table 2.03D)	31
CG	High density	Commercial General	Row house: minimum 12, max of 24 units/acre; Stand-alone multi-family: 12 minimum, max 32 units/acre; In mixed-use development: no minimum, max 32 units/acre (WDO Table 2.03C)	31
NNC	High density	Nodal Neighborhood Commercial	Row house: minimum 20, no max; Multi-family: minimum 19, no max (WDO Table 2.03F)	18
MUV	High density	Mixed Use Village	Row house: minimum 12, max 32 units/acre; Stand-alone multi-family: 12 minimum, max 32 units/acre; In mixed-use development: no minimum, max 32 units/acre (WDO Table 2.03E)	20.9

* Expected average housing density per net buildable acre on land used for residential development, based on Woodburn city planning staff estimates.

**The R1S zone is limited to a cluster of retirement single-family subdivisions (Woodburn Golf & Estates) that are fully developed and were developed mostly in the 1960s. The City does not intend to designate this zoning district to additional property or developments because the purpose of the zone is to accommodate existing development that pre-dates the minimum lot sizes and setbacks and maximum lot coverages of the Woodburn Zoning Ordinance (WZO; 1973) and the WDO (2002 through present). Therefore, the existing built density of the R1S zone, whatever it is, will remain as is.

GLOSSARY

The definitions below do not necessarily supersede those in ORS, OAR, the WDO, or per WDO 1.02 & 4.02.06B.6.b. the *New Oxford American Dictionary*, 2010 edition.

Accessory Dwelling Unit (ADU): An interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling. [ORS 197.312(5)(b)].

Buildable Lands Inventory (BLI): An assessment of the capacity of land within the city Urban Growth Boundary to accommodate forecasted housing and employment needs.

Buildable Residential Land: Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

Constrained land: Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

Cost Burdened: Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

Cottages: Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

Density: Defined by the number of housing units on one acre of land.

Development density: Expected number of dwelling units (per acre) based on current zoning designations.

Family: A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

High Density: Lots with the average density of 12+ dwelling units per acre [based on OAR 660-038-0060(1)(b)(B)(iii)]. Best suited for multifamily housing such as apartments and condos.

Housing Needs Analysis (HNA): The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

Housing Unit (or Dwelling Unit): A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

Household: Consists of all people that occupy a housing unit.

HUD: Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

Low Density: Lots with the average density of 3-4 dwelling units per acre [based on OAR 660-038-0060(1)(b)(B)(i)]. Best suited for family housing such as single family detached homes.

Manufactured Housing: is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law

(Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at least 320 square feet in size, usually with a permanent chassis to assure the initial and continued transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

Manufactured Home Park (or manufactured home park): a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

Median Family Income (MFI): The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

Medium Density: Lots with the average density of 6-12 dwelling units per acre [based on OAR 660-038-0060(1)(b)(B)(ii)]. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

Mixed Use: Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

Multi-Family Housing: Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby. See also WDO 1.02 Definitions, "Dwellings ... Multiple-Family Dwelling": A building on a single lot containing three or more dwelling units. Note: This definition does not include row houses, where attached single-family dwelling units are located on separate lots."

Oregon Administrative Rules (OAR): Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9)). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

Oregon Revised Statutes (ORS): The codified laws of the State of Oregon.

Part-vacant land: Unconstrained land that has some existing development, but can be subdivided to allow for additional residential development.

Plexes and Apartments: Multiple units inside one structure on a single lot. Usually each unit has its own entry. See also WDO 1.02 Definitions, "Dwellings ... Multiple-Family Dwelling": A building on a single lot containing three or more dwelling units. Note: This definition does not include row houses, where attached single-family dwelling units are located on separate lots."

Seasonal dwellings: These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also

include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

Severely Cost Burdened: Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

Single Family Attached: Dwelling units that are duplexes without a subdividing property line between the two to four housing units. “Attached” duplexes require a single building permit for both dwelling units. The “attached” units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

Single Family Detached: Free standing residential building, unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

Townhome (also known as duplexes, rowhouse, etc.): Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area. See also WDO 1.02 Definitions, “Dwellings ... Row House”: “A building containing three or more dwelling units, arranged so that each dwelling unit is located on a separate lot. The building often consists of a series of houses of similar or identical design, situated side by side and joined by common walls.”

Urban Growth Boundary (UGB): Under Oregon law, each of the state’s cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

Vacant housing unit: A housing unit is vacant if no one is living in it at the time of enumeration, unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

Vacant land: Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.

Woodburn Development Ordinance (WDO): The land development and zoning code of the City of Woodburn, which the City Council last amended June 24, 2019 via Ordinance No. 2573.

Ordinance No. 2576

Exhibit B: Analyses & Findings

Oregon law requires the City to have a housing needs analysis (HNA) through Oregon Revised Statutes (ORS) 197.175, 197.295-314, & 197.475-490 and Oregon Administrative Rules (OAR) 660-008.

The legislature in response to the national housing affordability crisis during its spring 2018 session allocated \$1.73 million to the Department of Land Conservation and Development (DLCD) for housing planning technical assistance via House Bill (HB) 4006, and the enrolled bill allocated funding for the purpose of providing technical assistance to local governments in increasing the affordability of housing and required that DLCD spend the allocation by June 30, 2019.

HB 4006 directed DLCD to prioritize cities with over 10,000 residents and in which 25% or more of rental households are “severely rent-burdened”, meaning households that each spend more than 50% of household income (HHI) on rent. Woodburn is such a city.

The City of Woodburn applied for technical assistance to analyze and report on Woodburn housing needs, and on June 28, 2018, DLCD notified the City that it selected Woodburn. As part of the administration of technical assistance, the City entered into a memorandum of understanding (MOU) with DLCD. The City duly complied with the MOU and received an HNA final document that DLCD expects the City to adopt in return for technical assistance.

On October 28, 2019, the Council held a work session, tentatively approved the HNA based upon removal of Appendix B “Draft Policies and Actions” that contains recommended measures, and requested Ordinance 2576 effecting the amendment. Appendix B is not necessary to the HNA, and DLCD has not cited a statute or rule and informed the City that it is required to adopt Appendix B or any of its measures.

Lastly, on December 9, 2019, the Council held a public hearing, reviewed the record, and heard testimony, setting the stage for Legislative Amendment LA 2019-02 to the Woodburn Comprehensive Plan that adopts the HNA as part of Comprehensive Plan, Volume II.



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council
FROM: Curtis Stultz, Public Works Operations Director
SUBJECT: "Winter Averaging" Ordinance Amendment

RECOMMENDATION:

Adopt the attached ordinance amendment.

BACKGROUND/ DISCUSSION:

Ordinance 2157 (Wastewater Discharge Fees) was adopted in 1995 and provided a process for "winter fee averaging," where a customer's fees could be averaged over the months of November, December and January. However, the City's current computer software must use months in the same calendar year for the winter averaging function and cannot support the current ordinance language. In order to solve this problem, staff has proposed a "housekeeping amendment," where Ordinance 2157 is modified to use January, February and March for winter averaging.

The proposed ordinance amendment corrects the "winter averaging" calculation issue and includes an emergency clause, which allows it to take effect immediately upon approval by the City Council so that it can be used by customers for this season.

FINANCIAL IMPACT:

None.

Attachment

Ordinance 2157

Agenda Item Review: City Administrator City Attorney Finance

ORDINANCE NO. 2157

AN ORDINANCE APPROVING PLACEMENT OF CHARGES ON WASTEWATER DISCHARGE UTILIZING WATER USE MONITORING OR OTHER ESTIMATING METHODS FOR THE OPERATION AND MAINTENANCE OF MUNICIPAL SEWERAGE SYSTEMS, PROVIDING FOR SUCH CHARGES AND THE COLLECTION THEREOF, REPEALING ORDINANCE NO. 2059, AND SETTING AN EFFECTIVE DATE.

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. General Provisions. That a charge, as provided in this ordinance, will be added to each municipal water bill or statement issued by the City of Woodburn. Such charges will apply to all monthly periods of water use and service received from the City, and such charges will be collected from water users in the same manner and under the same provisions of law as other charges for water use and services. Such charges will be levied against each water account, excepting those accounts providing only fire or irrigation service, and other services which do not utilize the city sewerage system for their wastewater treatment and disposal.

A like charge may be made to all premises within the city limits which are supplied with water from sources other than the city water system. A separate charge will be collected from all premises outside the City which discharge to the city sewerage system. The premises connected to a water system other than the city system may be required to provide metering devices for the waste discharge calculations. An additional charge will be collected for "recreational vehicle waste water discharge" stations. All city municipal service buildings will continue to be exempted from the charges outlined in this ordinance unless modified by council action. Interpretation and administration of this ordinance and its provisions will be the responsibility of the City Engineer.

This ordinance also deals with permitted industrial/commercial loading-related service charges. However, the city-issued waste discharge permits that reflect EPA and DEQ requirements and other capacity connection fee requirements related to loadings, are not covered by this ordinance.

(Section 1 as amended by Ordinance 2286 passed May 14, 2001)

Section 2. Abbreviations & Definitions:

BOD	=	Biochemical oxygen demand
SBOD	=	Soluble BOD
cu. ft.	=	cubic feet
gal.	=	gallon(s)
TSS	=	Total suspended solids
POTW	=	Public Owned Treatment Works
EPA	=	Environmental Protection Agency
DEQ	=	Department of Environmental Quality

Single Family Unit: A stick built or manufactured house, designed for permanent occupation by a single family which

includes kitchen and bathroom facilities, on its own lot, with or without accessory structures.

Multi family Unit: 1) Any dwelling unit designed for separate, permanent occupation by more than one family and which each separate unit includes kitchen and bathroom facilities.

2) Any recreation room with bathroom, sink, and cooking facilities.

Section 3. Treatment Capability and Acceptance of Sewage: The City, at its discretion, may refuse to accept sewage loadings from industrial/commercial users or septage haulers, if such loading is beyond permitted loading or if such loading, in the opinion of the City, reasonably places the treatment process at risk or may cause violation of the City’s permit.

Section 4. Industrial User Billing: Industrial users may be required to install metering and sampling devices to monitor flow, BOD, suspended solids and any other necessary constituents. The industry may be required to combine all effluent lines to a single point for such metering/sampling and to monitor their effluent discharge. The City may bill on an estimated basis if the user fails to perform the required monitoring and sampling. Any or all of the following criteria may be used to determine if an industry is to be billed as an industrial user:

A. The user is permitted to discharge more than 0.8 percent (0.8%) of the designed average dry weather hydraulic, organic or solid handling load to the City’s POTW.

B. The user has a non-domestic flow of 25,000 gallons or more per average work day.

C. The user is determined by the POTW Superintendent to have a significant impact upon POTW operations.

D. The user comes under the national categorical pretreatment standards promulgated by the EPA.

E. The City has issued the user an industrial discharge permit.

Section 5. Monthly Sewerage Charge: The monthly sewerage charges required by Section 1 of this ordinance will be according to the following schedule:

A. All sewer charges for residential, commercial and industrial customers will be based on a minimum plus volume of sewage discharged method. In addition, industrial customers will also be charged for BOD and TSS.

B. Residential minimum plus volume method will be the average consumption of water for the four (4) winter months (November/December through February/March) and it will be considered as the amount of sewage discharged from each dwelling unit. The winter month average will be determined by the water meter readings taken or other

needed estimating methods by Public Works for unusual cases. General estimating and billing methods are outlined below:

1. In the first year of the minimum plus volume method implementation, the November/December through February/March bills will be based on the actual consumption for each month. Starting in March/April, each of the following twelve (12) months will be billed based on the average of the three (3) low months out of the four (4) recent winter months (November/December through February/March). Every year a new average will be calculated using the immediately preceding winter month's consumption. (Section 5(B)(1) amended by Ordinance 2164 passed March 25, 1996.)

2. For residential units where a full four (4) months of consumption readings are not available for averaging, such as vacations or vacancies due to change in ownership, a minimum of three (3) full months of readings may be used for averaging or two full months of readings supplemented by partial month daily water consumption outlined under Section 5(B)(9). (Section 5(B)(2) amended by Ordinance 2164 passed March 25, 1996.)

3. Residential structures that are served by the city sewerage system, but not connected to city water, will be billed at the city wide residential average consumption rate of 700 cu. ft. per unit

4. If the winter average exceeds three other consecutive months average, then at the request of the property owner, the city may replace the winter average with the average of three other consecutive months for the remaining future annual billing cycle. No credit shall be given for the prior billings and there shall be no extra charge for the adjustment. Also, Public Works shall make adjustments to wastewater charges for properties disrupted by natural disaster that affects the flow of wastewater to the city system. (Section 5(B)(4) amended by Ordinance 2164 passed March 25, 1996.)

a. Replacement of residential winter average with average of other three consecutive months and adjustment of charges:

i. If the winter average exceeds three other consecutive months average, then at the request of the property owner, the city may replace the winter average with the average of three other consecutive months for the remaining future annual billing cycle.

ii. The wastewater charges to an account when three-month average is implemented to replace winter average shall be adjusted as outlined below:

Amount of credit shall be limited to the summation of actual revenue received in three months under consideration less summation of calculated revenue in the same three-month period that is used to develop lower billing average. (Section 5(B)(4)(a) added by Ordinance 2171 passed June 10, 1996.)

b. Adjustment to wastewater charges for properties disrupted by a natural disaster affecting wastewater flow:

i. Public Works will evaluate the disruption to wastewater flow because of a natural disaster and make adjustment accordingly. During the period while a structure is being rehabilitated and there is no wastewater flow, there shall be no wastewater charge based on the winter average, otherwise an estimate that reflects the use of least flow will be used. (Section 5(B)(4)(b) added by Ordinance 2171 passed June 10, 1996.)

5. If there is no occupancy of buildings during the winter months, then the aver of the two (2) prior months, i.e., September and October, or 700 cu. ft., whichever is less, may be used for billing purposes, until and unless a representative average of the winter months is developed or estimated.

6. For new structures or new customers, the city-wide residential average of 700 cubic feet per unit per month may be used until an actual average can be calculated using three (3) full months following occupancy. If the calculated average is below 700 cu. ft., then the calculated average will be used for billing, and a credit shall be given deducting the summation of the three-month average from the actual revenue received during that period. If the calculated average is above 700 cu. ft., then the city-wide residential average of 700 cul ft. will be used for billing purposes until the next winter average is calculated. For new structures, the sewer charges begin when the certificate of occupancy is issued, or three (3) months after the installation of the water meter unless the owner notifies the city that the building is not occupied. (Section 5(B)(6) amended by Ordinance 2171 passed June 10, 1996.)

7. All sewer structures located within 300 feet of an adequate city sewer main, and experiencing septic system failure, must connect to the city sewer system. No new subsurface wastewater treatment and disposal (septic tank system) shall be allowed within the city limits. (Section 5(B)7 as amended by Ordinance 2286 passed May 14, 2001.)

8. There will be no additional charge for consumption analysis and adjustments other than that for leak adjustments as outlined in Section 9.

9. When a dwelling unit has been occupied for not less than 10 days and/or the water consumption for the month is below 100 cu. ft., then partial month daily water consumption method may be used to project consumption for that month under consideration for averaging purposes.

C. Commercial bills will be based on the actual water use for that month. Commercial structures that are connected to city water and are located within 100 feet of an adequate sewer line but not connected to the sewer, will be charged the minimum usage of 600 cu. ft. per unit.

D. Industrial bills will be based on the actual consumption for that month plus the loading charges (BOD and TSS).

E.	RATES: <u>Customer Class</u>	<u>Minimum Charge</u>	<u>Minimum Volume</u>	<u>Volume Charge/ Above Minimum</u>
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1. RESIDENTIAL

a.	Single Family, Churches PER UNIT	\$20.20	500 cu. ft.	\$3.59/100 cu.ft.
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b.	Multi Family, Apartments, Mobile Home in a Park, Condos, Motel, Hotel PER UNIT	\$20.20	500 cu. ft.	\$3.59/100 cu.ft.
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c.	Residential unit not on City metered water system, PER UNIT	\$27.38	-----	-----
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(NOTE: Above is based on estimate discharge of 700 cu.ft./mo. City may require metering if higher discharge is estimated by the City Engineer)

2. COMMERCIAL

Businesses, Schools, R.V. Parks, Care Centers, etc. PER METER	\$25.54	600 cu. ft.	\$5.49/100 cf.
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Above Minimum
a) Volume Charge

3. <u>INDUSTRIAL</u> (includes first 25 lbs. BOD and 9 lbs. TSS)	\$54.62 □	1,000 cu. ft.	\$2.27/100 cu.ft. b) BOD Charge: \$0.85/lb. c) TSS Charge: \$0.25/lb.
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4. ABANDONED OR NON REVENUE PRODUCING SERVICE:

Abandonment procedures may be started by the City, if a building is unoccupied for a period of 18 months, with proper notification to the property owner, as outlined in Resolution No. 1100, and/or minimum billing may be started for the building under consideration.

5. WASTEWATER DISCHARGE STATION - RV, etc. (in addition to standard charge)

a. Residential type sewage discharge station at commercial establishments,

PER MONTH

- | | | |
|-------------------------------------|---------|--------------------------------------|
| i. For multiple RV dump stations | \$25.54 | Minimum/connection |
| ii. For individual RV units in Park | \$2.75 | Minimum/connection
per 50 cu. ft. |
6. **SEPTAGE** - per truck load
- | | | |
|----------------------------|----------|--------------|
| a. Residential, PER GALLON | \$0.0625 | \$28.00/min. |
| b. Commercial, PER GALLON | \$0.0825 | \$28.00/min. |

Effective July 1, 2005 the septage rate will be:

- | | | |
|----------------------------|---------|--------------|
| a. Residential, PER GALLON | \$0.070 | \$30.00/min. |
| b. Commercial, PER GALLON | \$0.095 | \$30.00/min. |

Septage rates above apply only to the service area identified in the Pudding River Service Provider Study, March 1995. Other areas will be charged \$0.085 PER GALLON for residential or commercial septage.

[Section 5.E.6 as amended by Ordinance 2367, passed July 26, 2004.]

7. **Individual Recreational Vehicles discharging at Wastewater Treatment Plant**

Per vehicle	NO CHARGE
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8. **Mixed Residential/Commercial Accounts**

This category uses the residential or commercial rates outlined under subsections "1" to "3" above. The criteria for using a mixed residential/commercial method are outlined below:

- a) If no monitoring device is available, then the City may reasonably estimate charges based on the available facts, such as number of employees, product, or other criteria.
- b) If one City monitoring device serves more than one category of user, then the charges will be as follows:
 - 1) If separation of service is not practical (as determined by the City Engineer), then the service charge will be at the residential rate for the first 700 cubic feet of water, for each residential unit. The remaining will be at the commercial rate.
 - 2) If service monitoring separation is practical but not utilized, then the charge for the entire service will be at the commercial rate. The customer may request the City for a separate monitoring device for each category of service by paying the established meter installation fee.

Section 6. Capital Cost Recovery Agreements. The City, at its discretion, may enter into agreements with industrial dischargers for the purpose of recovering the City's incurred or anticipated costs used to modify POTW that benefit the industry. This cost, after Council's approval, may be divided into a number of payments, and added to the monthly invoice, rather than one lump sum payment. The cost recovery agreements may reflect the construction costs, interest, engineering and administration costs for POTW modifications needed to accommodate industrial growth.

Section 7. Large Septage Load Charge: The intent of this charge is to discourage users from discharging large loads (lbs./day) of permitted waste to the city system during the dry weather season (June, July, August, September, October) that could reduce reliability of the city sewerage system. Prior to the construction of the new treatment plant, if septage waste is accepted at the present treatment system during the dry weather season, and if such loads will not place the treatment process at risk, the septage hauler rate may be multiplied by a factor of two (2). If the load will place risk to treatment process, then the City may choose not to accept such a load.

Section 8. Unauthorized Connection and Service:

A. Unauthorized Connection: A 25 percent (25%) administrative charge may be added to the service connection or capacity fee if a property is connected to the system without first obtaining the proper permit and paying the required fees. This 25 percent (25%) may be added to the regular fee in effect at the time the unauthorized connection is discovered by the City. The added surcharge may be excused if the property owner volunteers the information and comes forward to pay the required connection fee.

B. Unauthorized Service: An administrative charge of 25 percent (25%) may be added to the City utility service charge if a property receives City service and the customer does not inform the City to start the billing. The charge calculated will be limited to a twelve (12) month period. The City may make a reasonable estimate of the amount due.

C. This section will not be construed to limit the City's right to pursue any and all available legal remedies in regards to unauthorized connections or service.

Section 9. Customer Billing Adjustments. If the City, in the preceding twelve (12) months, has overcharged a customer for the sewer service, and it is brought to the attention of the City Engineer, then he will make an adjustment using available records of the past year. The adjustment will be limited to a period of four (4) months falling within the past year. A similar adjustment for undercharge maybe made but it will be limited to a period of two (2) months. In the case of water leakage, an adjustment for a one or two month period will be made if the leak has been promptly repaired and the request for leak adjustment has been made within six (6) months. Such adjustments will not exceed 100% of the estimated excess flow attributable to the leak. A charge of \$10.00 will be added for any sewer charge adjustment due to water leaks.

Section 10. Installation of Monitoring Clean Out: If the City wants to install a clean out on the service line near the house or business for infiltration monitoring and reduction, it may do so if a ten (10) day notice prior to construction activity has been provided to the property owner. The City may not charge for the installation of the clean out or for monitoring and infiltration reduction although it may be located on the private property.

Section 11. Increase in Rates and Charges. Future rate adjustments will be established by Council action at a frequency and in an amount determined to be fiscally responsible for supporting service obligations, ensure POTW compliance with EPA/DEQ regulations, and to protect the environment and public health.

Section 12. Service Agreements. All prior Council-approved service agreements between the City and a customer will remain in force for the term of the agreement. However, the requirements of this ordinance and other applicable ordinances, including the rate increase provisions, must be met.

Section 13. Use of Monies Collected. That the monies collected pursuant to the provisions of this ordinance will be used to pay the costs of construction, operation, maintenance and expansion of sanitary and storm sewers, sewage treatment plants, pumping stations, and related facilities and services, including necessary administrative and engineering costs.

Section 14. Administration. Interpretation and administration of this ordinance and its provisions will be the responsibility of the City Engineer.

Section 15. Severability Clause. If any clause, sentence, paragraph, section or portion of this ordinance for any reason may be adjudged invalid by a court of competent jurisdiction, such judgment will not affect, impair, or invalidate any of the remainder of this ordinance.

Section 16. Repeal. Ordinance No. 2059 is hereby repealed.

Section 17. Effective Date. This ordinance is effective on November 1, 1995.

*Passed by the Council September 11, 1995, and approved by the Mayor
September 12, 1995.*

**COUNCIL BILL NO. 3116
ORDINANCE NO. 2577**

AN ORDINANCE AMENDING ORDINANCE 2157 (WASTEWATER DISCHARGE FEES) TO MODIFY THE CALCULATION PROCEDURE USED FOR WINTER AVERAGING THAT PROVIDES THE RESIDENTIAL MONTHLY SEWERAGE CHARGE AND DECLARING AN EMERGENCY

WHEREAS, on November 1, 1995, the Woodburn City Council adopted Ordinance 2157 approving placement of charges on wastewater discharge utilizing water use monitoring or other estimating methods for the operation and maintenance of municipal sewerage systems, providing for such charges and the collection thereof; and

WHEREAS, Section 5 of the Ordinance specifies a "winter averaging" calculation procedure for residential customers that estimates and sets the customer's monthly sewerage charge for the entire year; and

WHEREAS, with the City's computer software system used for water and sewer billing, a modification to the winter averaging calculation is necessary so that the Ordinance aligns with the capabilities of the system and reflects the City's calculation procedure; **NOW THEREFORE**,

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. Section 5.B. of Ordinance 2157 is amended to read as follows:

Section 5. **Monthly Sewerage Charge**: The monthly sewerage charges required by Section 1 of this ordinance will be according to the following schedule:

B. Residential minimum plus volume method will be the average consumption of water for the three (3) winter months of January, February, and March, and it will be considered as the amount of sewage discharged from each dwelling unit. The winter month average will be determined by the water meter readings taken or other needed estimating methods by Public Works for unusual cases. General estimating and billing methods are outlined below:

1. In the first year of the minimum plus volume method implementation, the January, February, March bills will be based on the actual consumption for each month. Starting in April, each of the following twelve (12) months will be billed based on the average of the three (3) winter months

(January, February, March). Every year a new average will be calculated using the immediately preceding winter month's consumption.

2. Residential structures that are served by the city sewerage system, but not connected to city water, will be billed at the city wide residential average consumption rate of 700 cu. ft. per unit.

3. If the winter average exceeds three other consecutive months' average, then at the request of the property owner, the city may replace the winter average with the average of three other consecutive months for the remaining future annual billing cycle. There shall be no extra charge for the adjustment. Also, Public Works shall make adjustments to wastewater charges for properties disrupted by natural disaster that affects the flow of wastewater to the city system.

a. Replacement of residential winter average with average of other three consecutive months and adjustment of charges:

i. If the winter average exceeds three other consecutive months' average, then at the request of the property owner, the city may replace the winter average with the average of three other consecutive months for the remaining future annual billing cycle.

ii. The wastewater charges to an account when three-month average is implemented to replace winter average shall be adjusted as outlined below:

Amount of credit shall be limited to the summation of actual revenue received in three months under consideration less summation of calculated revenue in the same three-month period that is used to develop lower billing average.

b. Adjustment to wastewater charges for properties disrupted by a natural disaster affecting wastewater flow:

i. Public Works will evaluate the disruption to wastewater flow because of a natural disaster and make adjustment accordingly. During the period while a structure is being rehabilitated and there is no wastewater flow, there shall be no wastewater charge based on the winter average, otherwise an estimate that reflects the use of least flow will be used.

4. If there is no occupancy of buildings during the winter months, then the average of two (2) prior months, (e.g. September and October), or 700

cu. ft., whichever is less, may be used for billing purposes, until and unless a representative average of the winter months is developed or estimated.

5. For new structures or new customers, the city-wide residential average of 700 cubic feet per unit per month may be used until an actual average can be calculated using three (3) full months following occupancy. If the calculated average is below 700 cu. ft., then the calculated average will be used for billing, and a credit shall be given deducting the summation of the three-month average from the actual revenue received during that period. If the calculated average is above 700 cu. ft., then the city-wide residential average of 700 cu. ft. will be used for billing purposes until the next winter average is calculated. For new structures, the sewer charges begin when the certificate of occupancy is issued, or three (3) months after the installation of the water meter unless the owner notifies the city that the building is not occupied.

6. All sewer structures located within 300 feet of an adequate city sewer main, and experiencing septic system failure, must connect to the city sewer system. No new subsurface wastewater treatment and disposal (septic tank system) shall be allowed within the city limits.

7. There will be no additional charge for consumption analysis and adjustments other than that for leak adjustments as outlined in Section 9.

8. When a dwelling unit has been occupied for not less than 10 days and/or the water consumption for the month is below 100 cu. ft., then partial month daily water consumption method may be used to project consumption for that month under consideration for averaging purposes.

Section 2. Emergency Clause. This ordinance being necessary for the immediate preservation of the public peace, health, and safety since it is in City's best interest to adopt the winter averaging calculation procedure prior to January 2020, an emergency is declared to exist and this ordinance shall take effect immediately upon passage by the Council and approval by the Mayor.

Approved as to form: _____
City Attorney Date

Approved: _____
Eric Swenson, Mayor

Passed by the Council

Submitted to the Mayor

Approved by the Mayor

Filed in the Office of the Recorder

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council through City Administrator
FROM: Chris Kerr, Community Development Director
Colin Cortes, AICP, CNU-A, Senior Planner
SUBJECT: **Design Review DR 2019-03 Pacific Valley Apartments Final Decision**

RECOMMENDATION:

Authorize the mayor to sign the attached final land use decision.

BACKGROUND/DISCUSSION:

The City Council called up the Planning Commission decision on the subject project pursuant to Woodburn Development Ordinance (WDO) 4.02.02 and then on November 12, 2019 held a public hearing that resulted in the Council tentatively approving the project with revisions to the site and landscape plans presented by the applicant at the meeting and denying the requested variance from the requirement to construct a wall along the east rear property line. In order to finalize the Council decision, staff supplemented the original analyses and findings with analyses and findings within the decision document that memorialize the Council reasons for its denial of Variance VAR 2019-02, Request 7 regarding an Architectural Wall.

FINANCIAL IMPACT:

None.

Attachment:

Final Decision document and its attachments (December 9, 2019)

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Final Decision

City Council

File number(s): DR 2019-03, PLA 2019-03, & VAR 2019-02

Project name: Pacific Valley Apartments

Date of decision: December 9, 2019

Applicant: Leeb Architects; attn Robert Leeb, Principal in Charge & Doug Hamilton, 308 SW 1st Avenue, Suite 200 Portland, OR 97204-3567

Landowner: West Coast Real Estate Holdings, Attn: Eugene Labunsky, 25030 SW Parkway Avenue, Suite 110, Wilsonville, OR 97070-9816

Site location: 1310 & 1340 N. Pacific Highway; Tax Lots [051W08DC00100](#) & [051W08DB02800](#)

Summary: First, the Woodburn Planning Commission held a public hearing on October 10, 2019 and unanimously approved Design Review, Property Line Adjustment, and Variance consolidated applications package (Type III) with the conditions recommended by staff through the staff report published October 3.

Second, the City Council called up the Commission decision on October 28, 2019 pursuant to Woodburn Development Ordinance (WDO) 4.02.02 and held a de novo public hearing on November 12, 2019 that resulted in the Council tentatively approving the project per the revised site and landscape plans (Attachment 106A) and strikethrough-and-underlined Conditions V3-PR and V7-AW (102B) submitted by the applicant the date of the hearing. Staff returned to Council on December 9, 2019 with this final decision document for the mayor's signature. Supplemental analyses and findings are contained in this Final Decision.

The request was for site development of 6.67 acres into 204 apartments across ten buildings A-H, J, & K. The buildings are three-story walk-ups, conventional for new construction. The complex includes also a club house / leasing office, barbeque (BBQ) pit, play area, maintenance shed, four recycling and trash enclosures, and "Jacobsen path" – a public 8-foot wide concrete bicycle/pedestrian path along where Jacobsen Road was vacated long ago, which is along the western half of the south property line and connecting the on-site walkway system with the highway sidewalk.

The subject property is in the Commercial General (CG) zoning district.

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

City Council Decisions on Applications:

- Design Review 2019-03 – This application is granted as modified by the applicant when it was submitted to the City Council. The application is subject to applicable conditions of approval and justified and explained by findings contained in this Final Decision.
- Property Line Adjustment 2019-03 - This application is granted as modified by the applicant when it was submitted to the City Council. The application is subject to applicable conditions of approval and justified and explained by findings contained in this Final Decision.
- Variance Requests 2019-02 – The variance requests are decided as follows:
 - Request #1. Street access minimum number (WDO 3.01.05C) - Granted.
 - Request #2. Driveway minimum number (WDO 3.04.03A.2.b) - Granted.
 - Request #3. Parking ratio minimum (WDO Table 3.05A) – Granted.
 - Request #4. Compact parking percentage maximum (WDO 3.05.03C) – Granted.
 - Request #5. Drive aisle width minimum (WDO Table 3.05C) – Granted.
 - Request #6. Parking area curb height minimum (WDO 3.06.021) – Granted.
 - Request #7. Architectural Wall (WDO Table 3.06D & 3.06.06) – Denied.

This decisions on these variance requests are subject to applicable conditions of approval and justified and explained by findings contained in this Final Decision.

Conditions of Approval:

General

G1. Prior to building permit application, the applicant shall submit revised site plans meeting the conditions of approval to the Planning Division and obtain Division approval.

G2. The applicant or successor shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: The descriptions below define certain words, phrases, and assumptions in the context of the conditions of approval:

- “Access way” means an on-site walkway paved at least eight (8) feet wide to serve as a bicycle/pedestrian path to and from sidewalk – or to and from an off-street public bicycle/pedestrian path – and that is ADA-compliant.
- “ADA” refers to the federal Americans with Disabilities Act of 1990.
- “Adjusted Parcel No. 1” is the resulting west half of the subject property and fronts the highway.
- “Adjusted Parcel No. 2” is the resulting east half of the subject property.
- “Director” refers to the Community Development Director.
- “Highway” refers to N. Pacific Highway (U.S. 99E).

- “Jacobsen path” refers to an off-street public bicycle/pedestrian path that is poured concrete at least eight (8) feet wide and ADA-compliant and extends between the sidewalk and the east north-south walkway within Street Corridor “K”, a distance of at least six hundred and twenty (620) feet, and refers also to a corollary public easement that is (a) at least twelve (12) feet wide that has the path within its boundaries, (b) extends to the east line of adjusted Parcel No. 2 adjacent to Tax Lot 051W08DD02600 (1217 Greenview Drive), and (c) is to the satisfaction of the Director. (The path corridor overlaps long-vacated Jacobsen Road, and the name is an informal interim name for unique and easy reference.) Where the path crosses the asphalt south cross access drive aisle, (a) the concrete shall continue, and (b) the crossing shall be a speed table / raised crossing a minimum four (4) inches above the asphalt grade.
- “PLA” means property line adjustment.
- “PUE” means public utility easement.
- “ROW” means right-of-way.
- “Street Corridor ‘G’” refers to the southeast-northwest future local street corridor seventy (70) feet in width that assumes a ROW of sixty (60) feet plus two 5-foot PUEs. The corridor aligns with the sixty foot width of Tax Lot 051W08DA06200 (1297 Greenview Drive).
- “Street Corridor ‘K’” refers to the north-south future local street corridor seventy (70) feet in width that assumes a ROW of sixty (60) feet plus two 5-foot PUEs. The corridor east edge aligns near the southeast corner of Tax Lot 051W08DB02600 (1400 N. Pacific Highway).
- “WDO” refers to the [Woodburn Development Ordinance](#).

G4. Due date: Unless a condition specifies otherwise, conditions including those relating to ROW and easement dedications and construction of frontage/public/street improvements are due by building permit issuance.

G5. Tree preservation: Protection during construction:

The applicant shall protect the preserved trees pursuant similar to City of Portland Title [11.60.030](#), specifically either the subsections set of C.1.a.(1), (3) and C.1.b., e., & f. (clear and objective) and D.; or, the subsections set of C.2.a., b., & d.-f. (arborist’s discretion) and D. as modified below and shall do so between Design Review approval and issuance of certificate of occupancy (C of O):

C. Protection methods. The Tree Plan shall show that the contractor adequately protects trees to be preserved during construction using one of the methods described below:

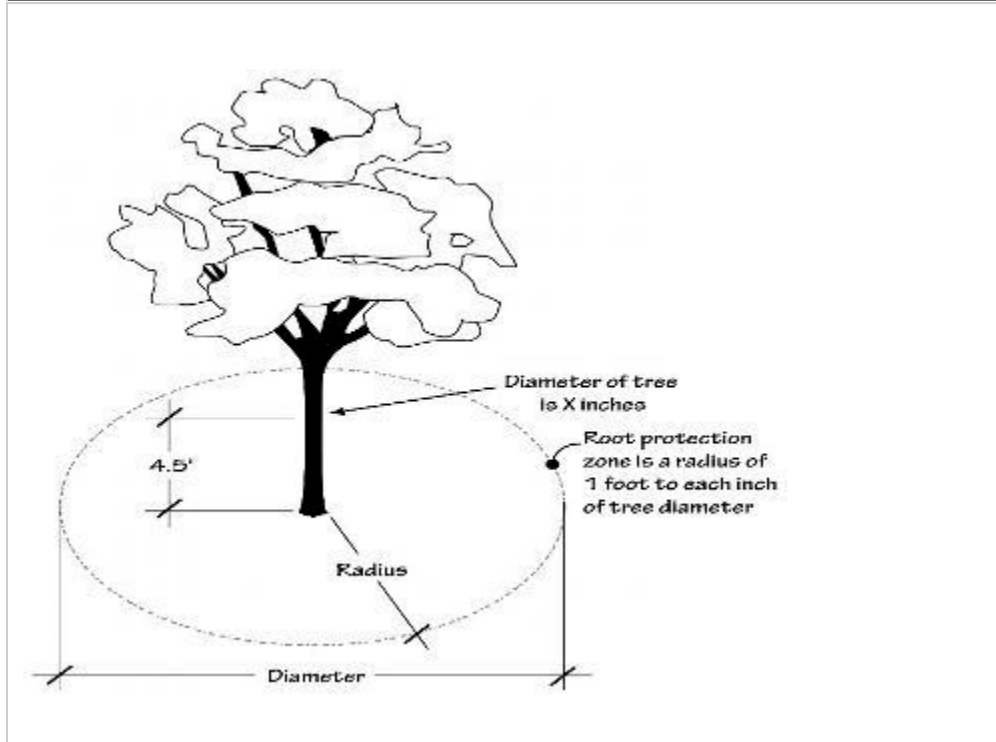
1. Clear & Objective Path.

a. A root protection zone is established as follows:

- (1) For trees on the development site - a minimum of 1 foot radius (measured horizontally away from the face of the tree trunk) for each inch of tree diameter (see Figure 80-2)

Figure 80-2

Root Protection Zone

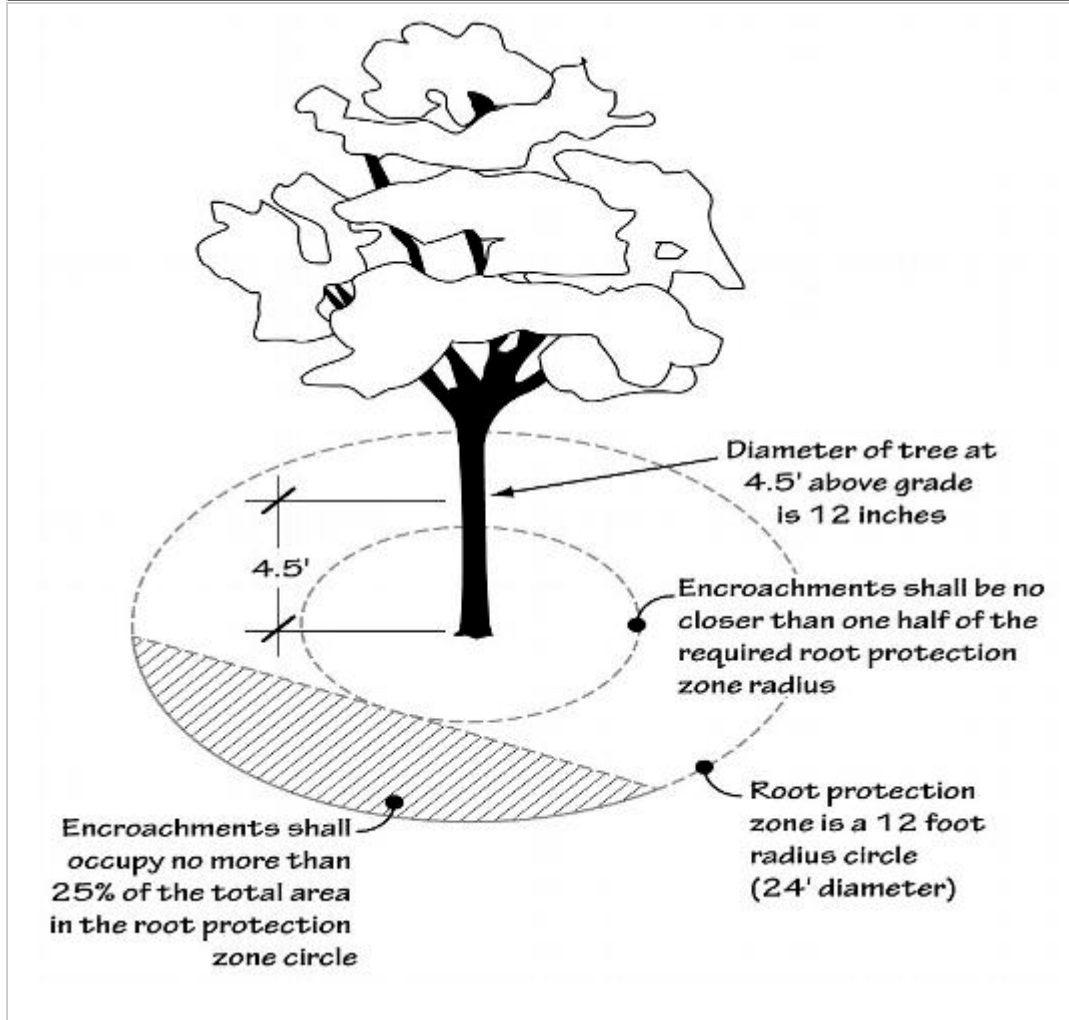


(3) Existing encroachments into the root protection zone, including structures, paved surfaces and utilities, may remain. New encroachments into the root protection zone are allowed provided:

- (a) the area of all new encroachments is less than 25 percent of the remaining root protection zone area when existing encroachments are subtracted; and
- (b) no new encroachment is closer than $1/2$ the required radius distance (see Figure 60-1);

Figure 60-1

Permissible RPZ Encroachments



b. Protection fencing

(1) Protection fencing consisting of a minimum 6-foot high metal chain link construction fence, secured with 8-foot metal posts shall be established at the edge of the root protection zone and permissible encroachment area on the development site. Existing structures and/or existing secured fencing at least 3½ feet tall can serve as the required protective fencing.

(2) When a root protection zone extends beyond the development site, protection fencing is not required to extend beyond the development site. Existing structures and/or existing secured fencing at least 3½ feet tall can serve as the required protective fencing.

e. The following is prohibited within the root protection zone of each tree or outside the limits of the development impact area: ground disturbance or construction activity including vehicle

or equipment access (but excluding access on existing streets or driveways), storage of equipment or materials including soil, temporary or permanent stockpiling, proposed buildings, impervious surfaces, underground utilities, excavation or fill, trenching or other work activities; and

f. The fence shall be installed before any ground disturbing activities including clearing and grading, or construction starts; and shall remain in place until final inspection by Planning Division staff.

2. Arborist's Discretion. When the prescriptive path is not practicable, the applicant may propose alternative measures to modify the clear and objective root protection zone (RPZ), provided the following standards are met:

a. The alternative RPZ is prepared by an arborist who has visited the site and examined the specific tree's size, location, and extent of root cover, evaluated the tree's tolerance to construction impact based on its species and health, identified any past impacts that have occurred within the root zone, and forwarded a report through the developer to Planning Division staff;

b. The arborist has prepared a plan providing the rationale used to demonstrate that the alternate method provides an adequate level of protection based on the findings from the site visit described above;

d. If the alternative methods require the arborist be on site during construction activity, the applicant shall submit a copy of the contract for those services prior to permit issuance and a final report from the arborist documenting the inspections and verifying the viability of the tree(s) prior to final inspection by the Planning Division;

e. If the alternative tree protection method involves alternative construction techniques, an explanation of the techniques and materials used shall be submitted;

f. The arborist shall sign the tree preservation and protection plan and include contact information.

D. Changes to tree protection. Changes to the tree protection measures during the course of the development may be approved as a revision to a permit provided that the change is not the result of an unauthorized encroachment into a root protection zone (RPZ), and the applicant demonstrates that the tree protection standards of this Section continue to be met. When an unauthorized encroachment has occurred, the City may pursue an enforcement action or other remedy.

G6-PW. Public Works: Follow the appended "Public Works Comments September 30, 2019" (Attachment 102A).

Design Review 2019-03

D1. ROW: To meet WDO Figure 3.01B, as part of PLA recordation and regarding N. Pacific Highway (U.S. 99E) the applicant shall dedicate six (6) feet of ROW and along the ROW a PUE of ten (10) feet.

D2. Street corridors: To meet WDO 3.01, as part of PLA recordation and regarding Street Corridors "G" & "K", the applicant shall for each dedicate either (a) sixty (60) feet of ROW and along each side a PUE of five (5) feet or (b) a PUE of seventy (70) feet.

D3. Jacobsen path: To meet WDO 3.01, the applicant shall:

- a. Easement: As part of PLA recordation and regarding said path, dedicate a PUE of at least twelve (12) feet in width and extending from the highway newly dedicated ROW to the rear east property line of adjusted Parcel No. 2. adjacent to Tax Lot 051W08DD02600 (1217 Greenview Drive); and
- b. Improvement: Improve said path per Condition G3. Also, if the path is concrete, the concrete shall continue where the path crosses the asphalt south cross access drive aisle.

D4. Cross access: To meet WDO 3.04.03B, the applicant shall:

- a. Extend from the driveway a drive aisle each to the north and south property lines of adjusted Parcel No. 1 adjacent to Tax Lots 051W08DB02700 (1390 N. Pacific Highway) and 051W08DC00300 (1220 N. Pacific Highway).
- b. To meet WDO 3.04.03B.1 & 3, establish a public access easement and private maintenance agreement to the satisfaction of the Director and revocable only with the concurrence of the Director.
- c. The easement width shall be minimum twenty (20) feet and centered on the drive aisle centerline.

D5. Parking stall double striping: To meet WDO 3.05.02K, the applicant shall delineate parking stalls with double parallel lines pursuant to Figure 3.05C and stripe them as such in the field prior to building permit final inspection.

D6. Bicycle parking near main entrance: To meet WDO 3.05.03E, prior to building permit final inspection the applicant shall provide bicycle parking within fifty (50) feet of a main entrance. In the context of a new construction apartment complex with conventional three-story buildings with open stairwells, each apartment building has two main entrances as follows:

- a. In Buildings A & C-G there are four points where a building main wall plane intersects the walkway serving building ground floor entrances and the stairwell to upper floor entrances;
- b. In Buildings B, H, & J there are two such points;
- c. Each building has either (a) two walkways with two points each totaling the four or (b) one walkway with two points total; and so
- d. The condition shall apply to two points minimum for each of Buildings A & C-G and one point minimum for Buildings B, H, & J and apply to one point minimum per walkway.

Property Line Adjustment 2019-03

PLA-1. Street access: To meet WDO 3.04.01A, landlocked adjusted Parcel No. 2 shall have access to the highway across adjusted Parcel No. 1 by means of a public access easement and private maintenance agreement to the satisfaction of the Director, and revocable only with the concurrence of the Director.

PLA-2PW. Public Works: Sewer access: Follow the appended "Public Works Comments September 30, 2019" (Attachment 102A), Comment Other 1.

PLA-3. Recording: To meet WDO 5.01.08B.5., upon City approval of the subject property line adjustment (PLA), the applicant shall revise the drawing or drawings as needed and record the re-plat with Marion County. The expiration date is per WDO 4.02.04B. Subsection 2. that refers to "the activity approved in the decision has commenced" means recordation of the subject PLA, and to this end the applicant shall apply to Marion County for recordation by April 10, 2020 and complete recordation by October 9, 2020.

Variance 2019-02

V1-SA. Street access minimum number (WDO 3.01.05C): The proposal is exempt from WDO 3.01.05C, and the applicant shall:

- a. Reserve Street Corridors "G" and "K" per Conditions G3 & D2; and
- b. Construct the public cross access drive aisles and dedicate corollary easements accordingly per Condition D4.

V2-DN. Driveway minimum number (WDO 3.04.03A.2.b):

- a. The proposal is exempt from WDO 3.04.03A.2.b., and the applicant shall:
- b. Reserve Street Corridors "G" and "K" per Condition G3 & D2; and
- c. Construct the public cross access drive aisles and dedicate corollary easements accordingly per Condition D4.

V3-PR. Off-street parking ratio minimum WDO (Table 3.05A):

- a. Dwelling ratio: The minimum ratio shall be by unit type as follows:
 - i. For each studio dwelling, 1.0 stall;
 - ii. For each one-bedroom, ~~1.85~~**1.80** stalls;
 - iii. For each two-bedroom, ~~1.85~~**1.80** stalls; and
 - iv. For each three or more bedroom unit type, 2.0.
- b. Clubhouse parking: Staff interprets WDO Table 3.05A row 37 such that a "community club building" (clubhouse) requires its own parking only for stand-alone clubhouses or in the context of residential subdivisions, and that apartment complex so-called clubhouses are not subject to the community club building parking ratio.
- c. Compact parking: At least twenty percent (20%) of the minimum amount of stalls shall be compact.
- d. Bicycle parking amount and distribution: The applicant shall provide a minimum number of bicycle parking stalls as follows:

- i. At least one (1) per dwelling in each dwelling in the outdoor closet of the balcony or patio in which the applicant shall install a wall-mounted folding or retractable hook designed for the hanging of a bicycle;
 - ii. At least one (1) stall at the base of each building stairwell, with each of these locations having a bicycle parking sign with minimum face dimensions of (1) foot wide by one-and-a-half (1½) feet high;
 - iii. At least four (4) stalls within fifty (50) feet of the newly dedicated highway ROW;
 - iv. At least four (4) stalls within fifty (50) feet of the Jacobsen path easement.
 - v. At least eight (8) among the clubhouse / leasing office, play area, and barbeque (BBQ) area.
 - vi. At least two (2) stalls outside and near each apartment building spaced to conform to the 50-foot distance provision of WDO 3.05.03E as applied through Condition D6.
 - vii. In no case shall the total number of bicycle parking stalls equal fewer than 1.1 per dwelling, and in no case shall the minimum coverage/sheltering from precipitation of bicycle parking be for fewer than seventeen (17) stalls.
- e. Bicycle standards: Stalls shall conform to City of Portland [Title 33, Chapter 33.266.220C](#) (amended 5/24/2018), except that the applicant may ignore subsections C6, C7, & C5c, and that C4b does not apply to the outdoor storage closets for which the minimum stall depth from wall instead shall be four (4) feet minimum. Vertical clearance instead shall be eight (8) feet or, where a stall is under stairs, six (6) feet.
- f. Sidewalk: The highway sidewalk shall remain eight (8) feet wide as proposed (instead of 6 feet typical).
- g. Access way, highway: At least one access way shall remain as proposed that extends onto the site at least three hundred (300) feet from the sidewalk.
- h. Access way, Jacobsen path: At least one access way shall remain as proposed that extends onto the site at least one hundred and seventy (170) feet from the Jacobsen path.
- i. Jacobsen path:
- a. Improvement: The applicant shall construct the proposed Jacobsen path and provide a public easement per Condition G3 & D3a.
 - b. Long-range planning: Until July 1, 2030, if any of the following were to occur, then the applicant shall construct or pay the City a fee in-lieu to construct extension of the path to either the east property line or a point no farther west than one hundred and seventy-five (175) feet west of the southeast corner of adjusted Parcel No. 2.:
 - i. The applicant or any successors and assigns apply to the City for a Type III or IV planning / land use / zoning review.
 - ii. For the neighboring property to the south, Tax Lot 051W08DC00300 (1220 N. Pacific Highway), an applicant A obtains a Type III or IV planning / land use / zoning approval to partially or wholly redevelop that property. In this scenario, the applicant or any successors and assigns need not construct or pay the City a fee in-lieu if (a) the City were to condition approval such that applicant A would be the one to construct or pay the City and (b) if the applicant or any successors and assigns grant permission to an applicant A to come onto adjusted Parcel No. 2 and construct. Also in this scenario, the applicant or any successors and assigns shall construct or pay the City for half of the path if the City were to condition approval such that the path would straddle the property line and applicant A would construct the south half side of the path or pay the City a fee in-lieu towards construction of the south half side.

- iii. A fee in-lieu shall be at least 200% of a licensed civil engineer’s cost estimate.
- c. The applicant shall install a permanent all-weather pole sign at the Jacobsen path temporary east terminus that states in lettering two (2) inches high minimum: “This Public Path is Planned for Future Extension.” The sign face shall be no lower than 3½ ft above grade and no higher than 5 ft and of minimum dimensions of one-and-a-half (1½) feet by (1) foot. This is due prior to building permit final inspection.
- j. Parking demand management: The applicant or any successors and assigns, if recouping the costs of parking, shall instead of doing so from multi-family rent do so by charging a separate, listed, and uniform parking fee and only to leaseholders whose households choose to park their vehicles on site. Guest and visitor vehicles and – if any – such stalls shall be excluded from such fee. A uniform parking fee means not charging tiered fees for garage stalls, carport stalls, reserved stalls, open air stalls, standard size stalls, or compact stalls premised on perception of some stalls being more desirable and valuable than others. It also means that the fee amount must be uniform – either as a rate or an absolute value – for all leaseholders subject to the parking fee, but does not mean that the fee must be fixed indefinitely. Documentation of the uniform parking fee is due by building permit final inspection.
- k. Trial period: Until July 1, 2021, there shall be a trial period in which the Director may receive evidence of a chronic parking overflow problem and choose to investigate, review, and act upon it, including by obtaining the latest documentation of the uniform parking fee. This condition authorizes the Director to require that the applicant or any successors and assigns apply for and receive approval of a solution to the satisfaction of the Director. The review shall default to a Type II process, but the Director may instead elevation the review to Type III to obtain Planning Commission review and decision. The Director may condition that the applicant or any successors and assigns fulfill the offer made through the revised narrative (submitted September 4, 2019, p. 13) to contact a car share company and allow a parking space or two to be allocated such a company car or cars for tenant use. (This condition does not subvert WDO 4.02.07 Modification of Conditions.)

V4-CP. Compact parking (WDO 3.05.03C):

- a. Percentage: The compact parking maximum as a percentage of the required minimum amount of parking shall be sixty percent (60%; instead of 20% typical) and hundred percent (100%) of any amount in excess of the minimum required.
- b. Striping: Each stall shall be striped “COMPACT ONLY” in lettering one (1) foot high minimum.
- c. Wheel stops: Where used, wheel stops shall be four (4) inches high maximum.

V5-DA. Drive aisle (WDO Table 3.05C):

- a. The minimum drive aisle widths shall be per the table below (instead of 24 feet typical):

<i>Parking Context</i>	<i>Minimum Drive Aisle Width (feet)</i>		<i>Two-way Travel</i>
	<i>One-way Travel</i>		
	<i>Single Lane</i>	<i>Paired Lanes</i>	
<i>Standard or ADA-compliant stalls</i>	18	10 per lane; 20 total	20
<i>Compact stalls</i>	16	9 per lane; 18 total	20
<i>No adjacent stalls</i>	10	9 per lane; 18 total	20

- b. The condition applies up to newly dedicated ROW so as not to interfere with the driveway

minimum width provisions of WDO Table 3.04A.

c. Lighting:

- i. **Full cut-off:** Exterior lighting fixtures shall be full cut-off or fully shielded models.
- ii. **Heights:**
 - (a) **Wall:** Exterior wall-mounted fixtures shall be no higher than ten (10) feet above walkway finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)
 - (b) **Parking pole:** Exterior pole-mounted fixtures within four (4) feet of or in parking, loading, and vehicular circulation areas shall be no higher than fourteen-and-a-half (14½) feet above vehicular finished grade.
 - (c) **Other pole:** Remaining exterior pole-mounted fixtures, if any, shall be no higher than twelve (12) feet above grade.

V6-CH. Curb dimensions (WDO 3.06.021): Curb or curbing that delineates on-site walkways and landscaped, parking, and vehicular circulation areas shall have a minimum height and width each of four (4) inches (instead of 6 inches typical).

V7-AW. Architectural Wall (WDO Table 3.06D & 3.06.06): No Commission conditions remain because the Council denied the wall variance request.

~~a. The east rear property line subject to the Architectural Wall provisions of Table 3.06D and 3.06.06 is exempt from those provisions.~~

~~b. Landscaping:~~

- ~~i. The applicant shall landscaped the east rear setback of six (6) feet to the minimum planting density of WDO Table 3.06A, row "Buffer yards".~~
- ~~ii. The landscaping shall include evergreen shrubbery planted at the large category minimum size per WDO Table 3.06B.~~
- ~~iii. The applicant shall include within the landscaping of the east rear setback of ten (10) feet at least seven (7) trees of which at least three (3) shall be large category large per WDO Table 3.06B.~~

~~c. Lighting:~~

- ~~i. Full cut off: Exterior lighting fixtures shall be full cut off or fully shielded models.~~
- ~~ii. Heights:~~
 - ~~(a) Wall: Exterior wall mounted fixtures shall be no higher than ten (10) feet above walkway finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)~~
 - ~~(b) Parking pole: Exterior pole mounted fixtures within four (4) feet of or in parking, loading, and vehicular circulation areas shall be no higher than fourteen and a half (14½) feet above vehicular finished grade.~~
 - ~~(c) Other pole: Remaining exterior pole mounted fixtures, if any, shall be no higher than twelve (12) feet above grade.~~

~~d. Railings/fence: The following applies to the Building C four patios closest to the east rear property line: To lessen encroachment of persons and outdoor storage into the rear setback, the outermost edges of the patio concrete slabs shall have either metal railings or cedar fencing at least three (3) feet high but no more than five (5) feet high.~~

Expiration: Per Woodburn Development Ordinance (WDO) 4.02.04B., a final decision expires within three years of the date of the final decision unless:

1. A building permit to exercise the right granted by the decision has been issued;
2. The activity approved in the decision has commenced; or
3. A time extension, Section 4.02.05, has been approved.

Notes to the Applicant: The following are not planning / land use / zoning conditions of approval, but are notes for the applicant to be aware of and follow:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, "A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. PLA Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
8. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least three (3) City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
9. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.

10. Public Works Review: Staff performs final review of the civil plans during the building permit stage. Public infrastructure must be constructed in accordance with plans approved by the City, as well as current [Public Works construction specifications, Standard Drawings, Standard Details](#), and General Conditions.
11. ROW:
 - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.

ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
 - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.
12. Franchises: The applicant provides for the installation of all franchised utilities and any required easements.
13. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
14. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in the communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
15. Fire: Fire protection requirements must comply with the Woodburn Fire District standards and requirements. Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.
16. SDCs: The developer pays System Development Charges prior to building permit issuance. Public Works Department staff will determine the water, sewer, storm and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet.

Council Call-up Supplemental Analyses & Findings for VAR 2019-02 [Request 7: Architectural Wall]:

The following supplements the original analyses and findings for the consolidated applications package by presenting analyses and findings for the City Council denial on November 12, 2019 of the Architectural Wall variance request. It also replaces in particular the staff findings in the Planning Commission staff report Attachment 102 that were in support of the wall variance request.

The decision is premised on the request failing to meet one of the two variance criteria, that strict adherence to the standards of this ordinance remains possible and would not impose an excessive burden on the property owner (WDO 5.03.12B.1) based on a few factors.

Among the factors in WDO 5.03.12C, the Council found that granting the variance would be materially injurious to adjacent properties, specifically the six house lots along the west side of Greenview Drive, because of visual and noise factors (C.2.a), the decision is based in part on public testimony and photorealistic renderings evidence, indicating that apartment upper-floor balconies would eliminate house rear yards privacy and testimony alleging occupation of balconies and presence of children as sources of noise. The Council found that conventional contemporary three-story apartment buildings close to the east rear property line conflict with the six one-story houses along the west side of Greenview Drive, thus justifying the administration of the wall provisions in WDO Table 3.06D and 3.06.06.

Accordingly, because the Council denial made moot the applicant's revisions to Condition V7-AW, staff struck most of condition. Staff relocated V7-AWc (exterior lighting fixture height maximums) to Condition V5-DA.

Appeals: Per WDO 4.01.11E., the decision is final unless appealed pursuant to Oregon Revised Statutes (ORS), state administrative rules, and WDO [4.02.01](#). The appeal due date to the Oregon Land Use Board of Appeals (LUBA) is three weeks (21 days) from the final decision date per Oregon Revised Statutes (ORS) [197.830\(9\)](#) and Oregon Administrative Rules (OAR) [661-010-0015](#). A valid appeal must meet state requirements.

A copy of the decision is available for inspection at no cost, and the City would provide a copy at reasonable cost at the Community Development Department, City Hall, 270 Montgomery Street, Woodburn, OR 97071. For questions or additional information, contact Vicki Spitznogle, Administrative Assistant, at (503) 982-5246 or vicki.spitznogle@ci.woodburn.or.us.

Attachments:

- Planning Commission Oct. 10, 2019 Staff Report Attachment 101. Marked Tax Maps (2 sheets)
- 102A. Public Works Comments September 30, 2019 (2 pages)
- 102B. Applicant's testimony Nov. 12, 2019 (2 pages)
- 104. Highway 99E Corridor Plan excerpted (2012; 9 pages)
- 105. Transportation System Plan (TSP) Figure 7-1 (2005)
- 106. Site plans (submitted Sept. 4, 2019; abridged from 18 to 17 sheets)
- 106A. Revised site and landscape plans Nov. 12 2019 (2 sheets)

Sincerely,



Colin Cortes, AICP, CNU-A
Senior Planner

Affirmed,

December 9, 2019

Eric Swenson, Mayor

ES/cmc

cc: Chris Kerr, Community Development Director

Dago Garcia, P.E., City Engineer

Ted Cuno, Building Official

Jason Space, GIS Technician

Robert Leeb, Principal in Charge, Leeb Architects (applicant)

Doug Hamilton, Leeb Architects (project manager)

Eugene Labunsky, West Coast Real Estate Holdings (landowner)

Testifiers (13 in order of street address):

David Rosales (1160 Greenview Dr)

Lupita Peña-Baltazar (1165 Greenview Dr)

Ricardo Vazquez Rodriguez (1189 Greenview Dr)

Marlene Hernandez (1199 Greenview Dr)

Craig Roushausen & Sandra Camacho-Otero (1235 Greenview Dr)

Ida Allen (1258 Greenview Dr)

Ulf & Kim Bjorkland (1281 Greenview Dr)

Alex, Fred, & Filanida Muraviov (1297 Greenview Dr)

Merle Stutzman (11623 Broadacres Rd NE, Hubbard, OR 97032)

Marion County Assessor's Office

05 1W 08DB

SEE MAP 051W08B

05 1W 08DB
WOODBURN



MARION COUNTY, OREGON
NW1/4 SE1/4 SEC8 T5S R1W W.M.
SCALE 1" = 100'

LEGEND

- LINE TYPES
- Taxlot Boundary
 - Road Right-of-Way
 - Railroad Right-of-Way
 - Private Road ROW
 - Subdivision/Plat Bndry
 - Waterline - Taxlot Bndry
 - Historical Boundary
 - Easement
 - Railroad Centerline
 - Taxcode Line
 - Map Boundary
 - Waterline - Non Bndry

- CORNER TYPES
- + 1/16TH Section Cor.
 - ⊙ DLC Corner
 - ⊕ 1/4 Section Cor.
 - ⊕ 16, 15 Section Corner
 - ⊕ 21, 22

NUMBERS

Tax Code Number
000 00 00 0

Acreage
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

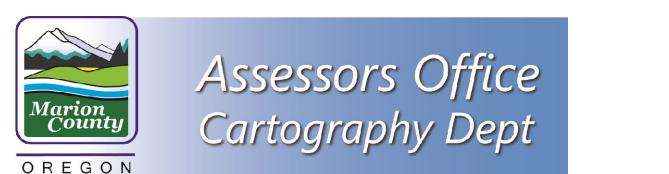
NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

CANCELLED NUMBERS

100			
200			
600			
700			
800			
1600			
2100			
2500			

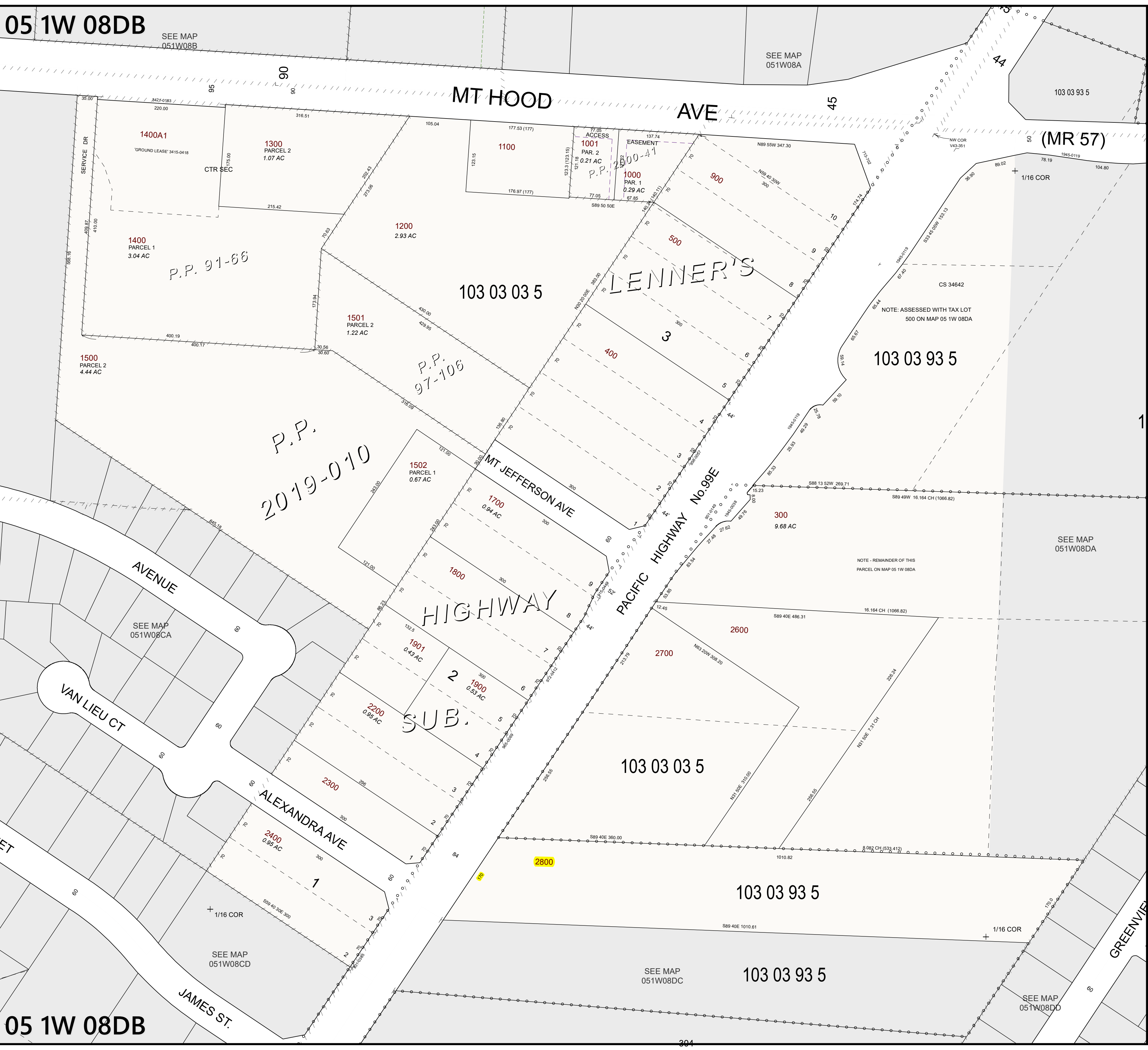
DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT www.co.marion.or.us Attachment 101

PLOT DATE: 5/17/2019
WOODBURN
05 1W 08DB

05 1W 08DB



**Design Review DR 2019-03;
Property Line Adjustment PLA 2019-03;
Variance VAR 2019-02
1310-1340 N Pacific Hwy
Public Works Comments**

September 30, 2019

CONDITIONS OF LAND USE APPROVAL:

1. The Applicant, not the City, is responsible for obtaining permits from state, county and/or federal agencies that may require such permit or approval. All work within the Oregon Department of Transportation (ODOT) right-of-way requires the applicant to obtain approval and permits from ODOT.
2. The Applicant shall obtain approval from the Oregon Department of Transportation (ODOT) for the storm drainage analysis that will impact ODOT's system. The storm drainage hydraulic analysis shall comply with both ODOT and City's requirements.
3. The applicant shall obtain approval from ODOT for the proposed access to Pacific Highway (Hwy 99E). The access shall comply with both ODOT and City's requirements.
4. Final review of the Civil Plans will be done during the building permit application. Public infrastructure will be constructed in accordance with plans approved by public works and ODOT.

CONDITIONS TO BE ADDRESS DURING THE BUILDING PERMIT APPLICATION

5. All City-maintained facilities located in private property shall require a minimum of 16-foot wide utility easement conveyed to the City by the property owner. This is the applicant's responsibility to provide, not the City's. Utilities of unusual depth, size or location may require a larger width.
6. Provide and record the required right-of-way dedication, public utility easements, pedestrian easements, and waterline easements prior to building permit issuance.
7. Applicant to provide for the installation of all franchise utilities and shall provide any required easements for these facilities. All permanent utility services to the development shall be underground
8. Department of Environmental Quality Erosion Control 1200C permit will need to be obtained for this development prior to City issuance of permit.
9. If required a Permit from the Oregon Division of State Lands and US Army Corps of Engineering will need to be obtained to mitigate/delineated wetlands. This shall be obtained prior to city issuance of permit.
10. Street lighting plan and design shall be approved by the City and ODOT.

11. All sewer mains are a gravity system and the termini of sewer lines locations and depths shall be such that it is suited for future extensions to adjoining areas. Extend sanitary sewer main to northerly property line, end line with a manhole.
12. Sewer main located on the south side of the property shall be properly abandon according to Public Works or Building Department requirements. The line to be abandon by either filling the line with CDF or removing the line, requirement is pending final location of proposed buildings and existing sewer line.
13. All sanitary sewer laterals serving the proposed developments are private up to the main line. The main line is located along Highway 99E.
14. The water mains serving this development shall be a looped system, shall be sized in accordance with flow and fire protection requirements.
15. Fire hydrants locations and fire protection requirements shall be as per the Woodburn Fire Districts and City of Woodburn requirements.
16. Actual fire hydrant locations and in-line valving locations shall not be determined until the construction final plan review.

OTHER:

1. Each lot, shall have its own sanitary sewer service connection to the main with proper private easements.



308 SW First Avenue
Suite 200
Portland Or 97204
Phone 503.228.2840
leebarc.com

12 November 2019

Colin Cortes
City of Woodburn Community Development Department
970 N. Cascade Drive
Woodburn, OR 97071

Reference: DR 2019-03, PLA 2019-03 & VAR 2019-02 "Pacific Valley Apartments" at 1310 & 1340 N. Pacific Hwy (Tax Lots 051W08DC00100 & 051W08DB02800)
Subject: Proposed Revisions to Design Review Application & Conditions of Approval

Dear Mr. Cortes,

In anticipation of the 11/12/19 City Council call-up hearing of Pacific Valley Apartments, the following revisions to the Design Review application are proposed:

1. Building C is rotated into a north-south direction to angle the building away from the east property line.
2. The drive aisle in front of Building C is reduced from double loaded parking to single loaded and the total number of parking spaces is reduced from 382 spaces to 373 spaces.
3. The unit mix of Building C is revised to change six (6) two-bedroom units to six (6) one-bedroom units and to reduce the building length by eleven (11) feet.
4. Landscaping between Building C and the east property line is revised to increase the buffer to the neighboring lots.

The Conditions of Approval issued in the 10/10/19 Planning Commission Final Decision are proposed to be revised as follows:

V3-PR. Off-street parking ratio minimum WDO (Table 3.05A):

- a. Dwelling ratio: The minimum ratio shall be by the unit type as follows:
 - i. For each studio dwelling, 1.0 stall;
 - ii. For each one-bedroom, ~~1.85~~ **1.80** stalls;
 - iii. For each two-bedroom, ~~1.85~~ **1.80** stalls; and
 - iv. For each three or more bedroom unit type, 2.0.

V7-AW. Architectural Wall (WDO Table 3.06D & 3.06.06):

- iii. The applicant shall include within the landscaping of the east rear setback of ten (10) feet at least ~~seven (7)~~ **nine (9)** trees of which at least ~~two (2)~~ **three (3)** shall be large category per WDO Table 3.06B.



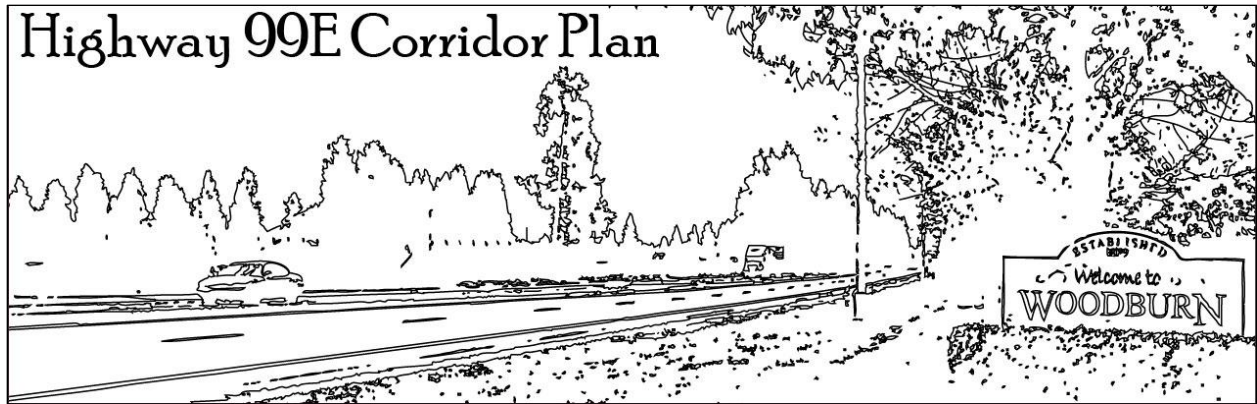
The following exhibits are attached as revisions to the Design Review application (electronic and hard copies):

- Exhibit 02 Site Plan/ Project Information (11/11/19)
- Exhibit 17 Landscape Yard Plan (11/11/19)

Sincerely,
Leeb Architects LLC

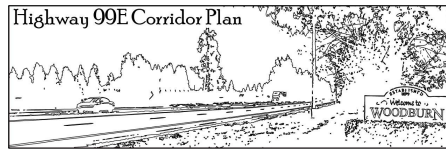
Doug Hamilton

Uses Allowed in Commercial Zones Table 2.03A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		DDC	CG	CO	MUV	NNC
5	Motor vehicle towing		CU ³			
6	Parking lots and garages	P	P	P		P
7	Recreational vehicle park		CU ¹			
D	Miscellaneous					
1	Facilities during construction	S	S	S	S	S
2	Fence or free-standing wall	A	A	A	A	A
3	Temporary outdoor marketing and special event: a. Arts and crafts b. Food and beverages, including mobile food services c. Seasonal sales of fireworks, Christmas trees, produce or plant materials d. Amusement rides and games e. Entertainment f. Any other merchandise or service which is neither accessory to a primary, permanent use of the property nor marketed by employees of that permanent use	S	S	S	S	S
E	Residential					
1	Attached single-family (row houses) dwellings	P	P ²		P	P
2	Child care facility, group home, and nursing home	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸
3	One dwelling unit, in conjunction with a commercial use	P	P	P	P	P
4	Multiple-family dwellings	P	P	CU	P	P
<ol style="list-style-type: none"> 1. Not allowed in the Gateway Overlay District 2. Only allowed in the Gateway Overlay District 3. Allowed outright if not within 200 feet of residentially zoned properties 4. Within a building, no outdoor storage or repair 5. All outdoor storage and display shall be enclosed by a seven foot masonry wall. 6. Existing uses are allowed as a permitted use, new uses are not allowed in the MUV 7. Drive-throughs are not allowed 8. Child care facility for 13 or more children, group home for six or more persons 						



Highway 99E Corridor Plan

Adopted July 9, 2012



consists of a single-story building with a surface parking lot in front of it; however, the size and configuration of the building and the parking lot vary by site.

Large-scale redevelopment opportunities in the central part of the corridor are limited to the area around the Mt. Hood / Molalla / Highway 99E intersection. There are a number of small to medium-scale or infill redevelopment opportunities between Mt. Hood / Molalla and Lincoln. Redevelopment south of Lincoln will face greater challenges due to the number of smaller and shallow parcels in this area.

South of Cleveland there is substantial vacant and redevelopable land. Comprehensive Plan designations in this area include Industrial, Commercial, Low-Density Residential, and Medium-Density Residential. Existing land uses include a variety of commercial/industrial uses such as self-storage, manufactured home sales, a bank, automobile repair and salvage, and food processing businesses; a small apartment complex; a manufactured housing development; and farms.

Corridor Design Tools

A variety of tools and strategies can be used throughout the Highway 99E corridor to improve pedestrian and bicyclist access, comfort and mobility, corridor aesthetics, and safety for all users in the corridor. These tools and strategies were identified and described in *Technical Memorandum #5: Opportunity Design Toolbox* (April 7, 2011). The Toolbox includes Bicycle and Pedestrian Facilities such as Crossing Treatments, Sidewalks and Bike Lanes, and Connectivity; Streetscape Elements; Gateways; Signage; Site Development; Access Management; and Redevelopment Opportunities. The tools described formed the building blocks of the initial corridor design options developed by the Project Team, and the most suitable tools have been incorporated into the recommendations in the Corridor Plan.

V. Corridor Plan Overview

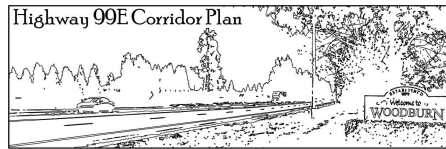
The corridor was divided into four segments for the purposes of developing land use and transportation recommendations.⁶ The boundaries of the corridor segments are shown on Figure 2. **This section summarizes the key land use and transportation changes associated with the Corridor Plan. These are also illustrated graphically in Figure 2: Key Corridor Enhancements on page 12.**

Transportation

Highway 99E Cross-Sections

The Corridor Plan proposes no physical streetscape changes to Highway 99E north of Lincoln (Segments 1 and 2). South of Lincoln (in Segments 3 and 4), the highway would be widened to accommodate bike lanes, sidewalks, street trees, and room for amenities such as street lights and enhanced transit stops, bringing the highway up to the City's adopted Major Arterial standards. While motor vehicle and freight mobility remains the highway's primary purpose, the landscaping and wider sidewalks would help make

⁶ See *Draft Corridor Plan Design Concepts* (May 2011) for further explanation of how the corridor was divided into segments. Fundamentally, the four segments reflect differences in existing land use and transportation conditions and, as anticipated in earlier stages of this project, now reflect different land use, urban design, and transportation solutions.



the highway safer and more attractive for pedestrians. The existing 80-foot right-of-way would need to expand to approximately 100 feet in Segment 3 (from Lincoln to south of Cleveland) to accommodate these physical streetscape improvements. South of Cleveland (in Segment 4), the roadway would be widened from the existing two-lane highway to add a continuous two-way left turn lane, wider shoulders (also serving as buffered bike lanes), and sidewalks (separated from the travel lanes by a landscaped buffer or vegetated stormwater swale). Here, these improvements would likely fit within the existing right-of-way. The proposed cross-sections for each segment of the highway are shown in Figure 3: Roadway Cross-sections for Highway 99E on page 13.⁷

Intersection Modifications

The other key modification proposed for the roadway system is a recommended change to street connections and circulation surrounding the Young Street and Cleveland Street intersections. Currently, the intersections of Birds Eye and Highway 214 and of Silverton and Highway 99E are located very close to other intersections and intersect at odd angles, creating a dangerous situation for drivers. This area has a history of crashes due to these issues.

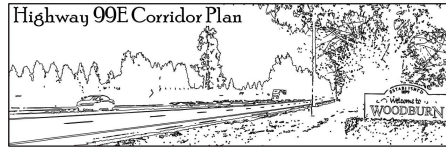
The Plan proposes to restrict turn movements at these intersections in the short-term, and close them completely and vacating the public street right-of-way in the long term⁸ (conceptual illustrations of the short-term modifications are shown in Figure 4 on page 14; long term conceptual alignments are shown on Figure 5 on page 15). Consistent with the City's adopted TSP, a new traffic signal is planned at Cleveland Street and Highway 99E (this is shown on Figure 5).⁹ No changes are proposed to the existing Bird's Eye Avenue railroad crossing. The intersection of George Street and OR 214 is also recommended for closure in the long term, once a suitable connection is made at the eastern end of George Street. It is important to note that the solutions illustrated on pages 14 and 15 are conceptual in nature and are intended to express a short and long term way forward to improve conditions at this intersection. Further refinement will take place in close consultation with the business and property owners affected as engineering designs are produced, prior to any changes being made. The specific needs of the businesses in the area for vehicle access (including trucks) will be taken into consideration during the engineering design stage.

The proposed turn restrictions and eventual street closures would enhance safety in the area by reducing vehicle turning conflicts. In addition, vacation of the street right-of-way that would no longer be needed after closure of the streets would create an opportunity for lot consolidation (i.e. the opportunity for a single property owner or developer to acquire a group of properties and bring them under common ownership), adding approximately 27,000 square feet of developable commercial land at this highly visible corner location.

⁷ ODOT Rail Division has advised that a two-way center turn lane on Highway 99E should not approach any closer than 325 feet to the existing railroad track on either side of the crossing. This is because it is important for drivers to focus on the crossing and be alert for signals without the added distraction of turn movements, jockeying for position, and potential sideswipe collisions in the immediate approaches to a crossing. Two-way turn lane traffic is difficult to control and presents a temptation to motorists to drive around lowered crossing gates.

⁸ Note that vacation of right-of-way may require action by both the City and ODOT.

⁹ Prior to installation in this location, a new signal must meet ODOT traffic warrants, have Region 2 Traffic Manager support, and obtain State Traffic Engineer Office approval.



Other Transportation Improvements

Additional transportation improvements are identified in Appendix B and summarized briefly below:

- Measures to improve safety and convenience for pedestrians crossing Highway 99E, such as enhancements at signalized intersections and mid-block protected crossings.
- Signal timing and intersection improvements to accommodate the expected changes in traffic flow due to closing the Silverton Avenue intersection and the increased traffic generation potential from the new Mixed Use area.
- Improvements to connectivity through new street connections and bicycle / pedestrian accessways.
- Adoption of access management policies for the corridor to improve safety for vehicles, bicycles, and pedestrians. (Recommendations related to access management are addressed in Section VII beginning on page 23.)

Land Use and Urban Design

The centerpiece of the land use and design features of the Corridor Plan is a new “Mixed Use Village” centered at the intersection of Young Street and Highway 99E. The mixed use area is intended to provide an activity node on Highway 99E and a sense of connection to Downtown Woodburn. The new Mixed Use Village will be implemented through a new zoning designation with a slightly different mix of uses and different set of site design standards than exists today under the existing General Commercial zoning. Over time, through new development and redevelopment, the new zone will create a more pedestrian-oriented, walkable streetscape with buildings close to the sidewalk and parking lots situated to the rear or side of buildings. The proposed new zone is described in more detail in Section VIII beginning on page 30.

The proposed new zone will be implemented in phases, beginning with an area near the Young Street intersection (“Phase 1”), where a gateway treatment and other public investments could help spur redevelopment. The new zone will be applied throughout the remainder of Segment 3 when improvements to Highway 99E are programmed.¹⁰ The exception is for properties currently outside city limits, where the new zone will be applied upon annexation into the city. This phasing approach is illustrated on Figure 2.

Conceptual illustrations of potential redevelopment in the Mixed Use Village are provided in Section IV. These illustrations are intended to show what future development *could* look like within the Mixed Use Village; they are aspirational rather than regulatory.

Outside of the Mixed Use Village, the land use regulations would remain largely unchanged, although modifications related to access management, special street setbacks, and frontage improvements would apply throughout the corridor. These recommendations are summarized in Section VI.

¹⁰ Rezoning is recommended to occur for Phase 2 through a legislative action by the City once funding for the detailed engineering design of the improvements to Highway 99E in Segment 3 is committed.

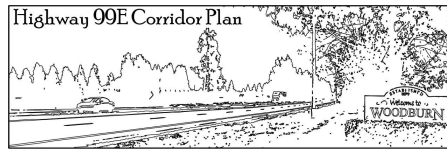
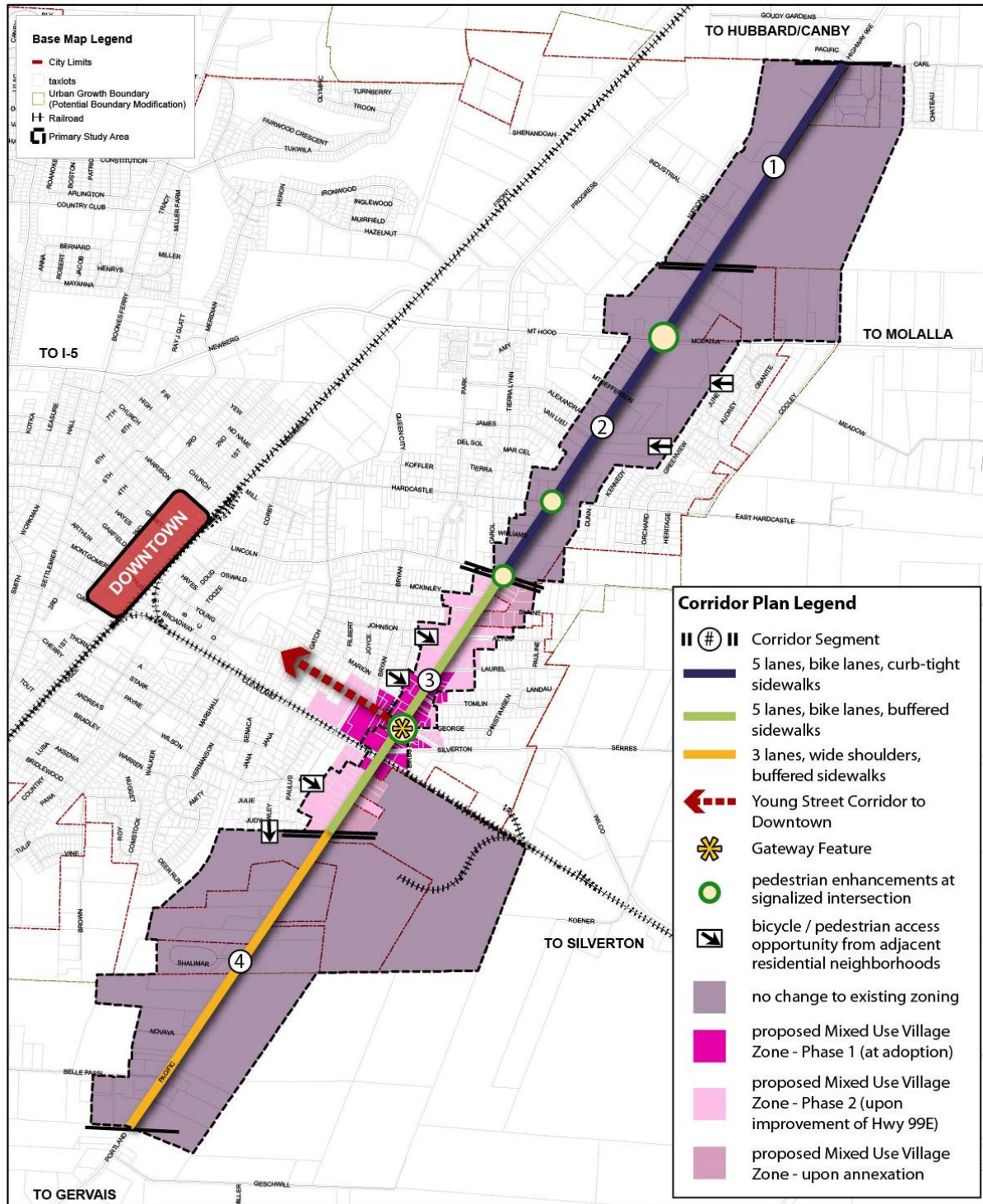


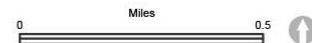
Figure 2: Key Corridor Enhancements

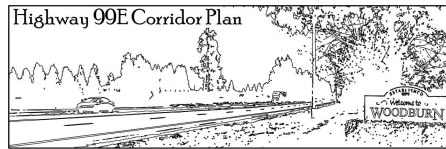


City of Woodburn
Highway 99E Corridor Plan

JANUARY 2012

Key Corridor Enhancements





- Close the intersection of George Street at Highway 214 to through motor vehicle travel, leaving it accessible by pedestrians, bicycles, and emergency vehicles only. This project shall not be constructed prior to the project that would construct a new local street connecting George Street to Highway 214 just west of the urban growth boundary (see New Streets, project (a)).

New Streets

The following projects are added to the intermediate to long-term (next 10-15 years) project list on page 7-6 of the TSP:

- Construct a new local street connecting George Street to Highway 214 just west of the eastern urban growth boundary.
- Enhance north-south connectivity of local streets paralleling the Highway 99E corridor as part of property development or subdivision and/or by extending Cooley Road from Hardcastle Avenue to Highway 214.²⁸

Pedestrian Plan

The pedestrian plan described on pages 7-9 and 7-10, as well as Figure 7-3, of the TSP is amended to include the following projects:

- Install countdown pedestrian timers and construct ADA enhancements at signalized intersections along Highway 99E.
- Construct curb extensions to shorten pedestrian crossing distances on approaches to Highway 99E where appropriate (no curb extensions are to be constructed that would narrow the width of Highway 99E itself). Street approaches where curb extensions should be considered include: Alexandria Avenue, James Street, Williams Street, Blaine Street, Aztec Drive, Laurel Avenue, and Tomlin Avenue.
- **Provide pedestrian and bicycle access to Highway 99E from adjacent residential neighborhoods. This will require development of accessways and obtaining easements.** Pedestrian/bicycle accessways must include a paved surface of at least 10 feet wide with a minimum vertical clearance of 10 feet. Potential locations for pedestrian/bicycle accessways connecting to Highway 99E include: from June Way (near the Audrey Way intersection), from Johnson Street, from Elm Street, from Wilson Street, and from Hawley Street (possibly part of future street extension).
- Construct enhanced pedestrian crossings of Highway 99E. Identification of crossing locations should occur through collaborative efforts with the community and the Oregon Department of Transportation. The maximum potential for enhanced pedestrian crossing locations is estimated to include: three crossings between Mt Hood Avenue and Hardcastle Avenue, one crossing between Hardcastle Avenue and Lincoln Street, and three crossings between Lincoln Street and

²⁸ Because an extension of Cooley Road as described would run outside of the city's UGB, it is included as a purely conceptual project to be considered at a later date if the land in question is eventually added to the UGB. The incremental improvement of north-south connectivity through new street connections east of Highway 99E may accomplish the same objective and eliminate the need for Cooley Road itself to be extended.

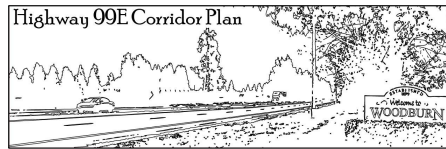
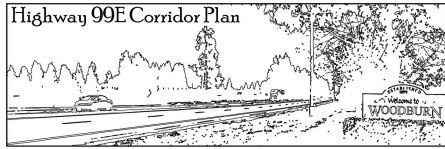


Table B1: Cost Estimates for Proposed Transportation Improvements

Project No.	Project Title	Estimated Capital Cost*	Owning Jurisdiction**
Ten to Fifteen Years (2010-2020)			
Tier 1: Short Term Projects			
1	Restrict turning movements and eventually close Silverton Avenue intersection with Highway 99E	\$16,000	State/City
2	Restrict turning movements and eventually close Birds Eye Avenue intersection with Highway 214	\$23,000	State/City
3	Implement Traffic Management Plan for Highway 99E corridor	\$45,000	State
4	Install pedestrian countdown timers and construct ADA ramps at signalized intersections on Highway 99E (3 intersections)	\$110,000	State
5	Construct curb extensions on select approaches to Highway 99E - parallel to highway, not narrowing highway (8 intersections)	\$60,000	State/City
6	Construct enhanced pedestrian crossings along Highway 99E (7 total)	\$280,000	State
Tier 2: Medium Term Projects			
7	Coordinate Highway 99E traffic signals from Hardcastle Avenue to Young Street (and future Cleveland Street signal)	\$55,000	State
8	Improve Highway 99E/Young Street intersection to add a westbound lane (providing separate left, through, and right lanes) and protective-permissive left turn phasing on eastbound and westbound approaches	\$550,000	State
9	Close George Street intersection with Highway 214, maintaining passage for pedestrians, bicycles, and emergency vehicles	\$60,000	State/City
10	Construct new local street connecting George Street to Highway 214 just west of the eastern UGB	\$425,000	City
11	Extend Mill Creek corridor off-street pathway to Belle Passi Road	\$840,000	County/City
12	Construct pedestrian/bicycle accessways between Highway 99E and residential areas (total of 5 locations – highly variable costs)	\$675,000	City
Tier 3: Long Term Projects			
13	Highway 99E widening from Lincoln Street to 1,150 feet south of Cleveland Street	\$7,150,000	State
14	Highway 99E widening from 1,150 feet south of Cleveland Street to proposed southern UGB	\$5,130,000	State
15	Improve roadway lighting along Highway 99E corridor (assumed 60% of corridor)	\$2,110,000	State
16	Enhance north-south connectivity of local streets paralleling the Highway 99E corridor as part of property development or subdivision	\$8,270,000	County/City



and/or by extending Cooley Road from Hardcastle Avenue to Highway
214 ***

Grand Total

\$25,799,000

Notes:

* Cost estimates are in 2011 dollars.

** Owning Jurisdiction does not necessarily indicate the likely funding source for the improvement. In some cases, private development or other funding sources may contribute part or all of the cost of the improvement.

*** Because an extension of Cooley Road would run outside of the city's UGB, it is included as a conceptual project to be considered at a later date if the land in question is eventually added to the UGB. The incremental improvement of north-south connectivity through new street connections east of Highway 99E may accomplish the same objective and eliminate the need for Cooley Road itself to be extended.

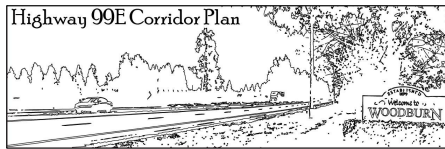
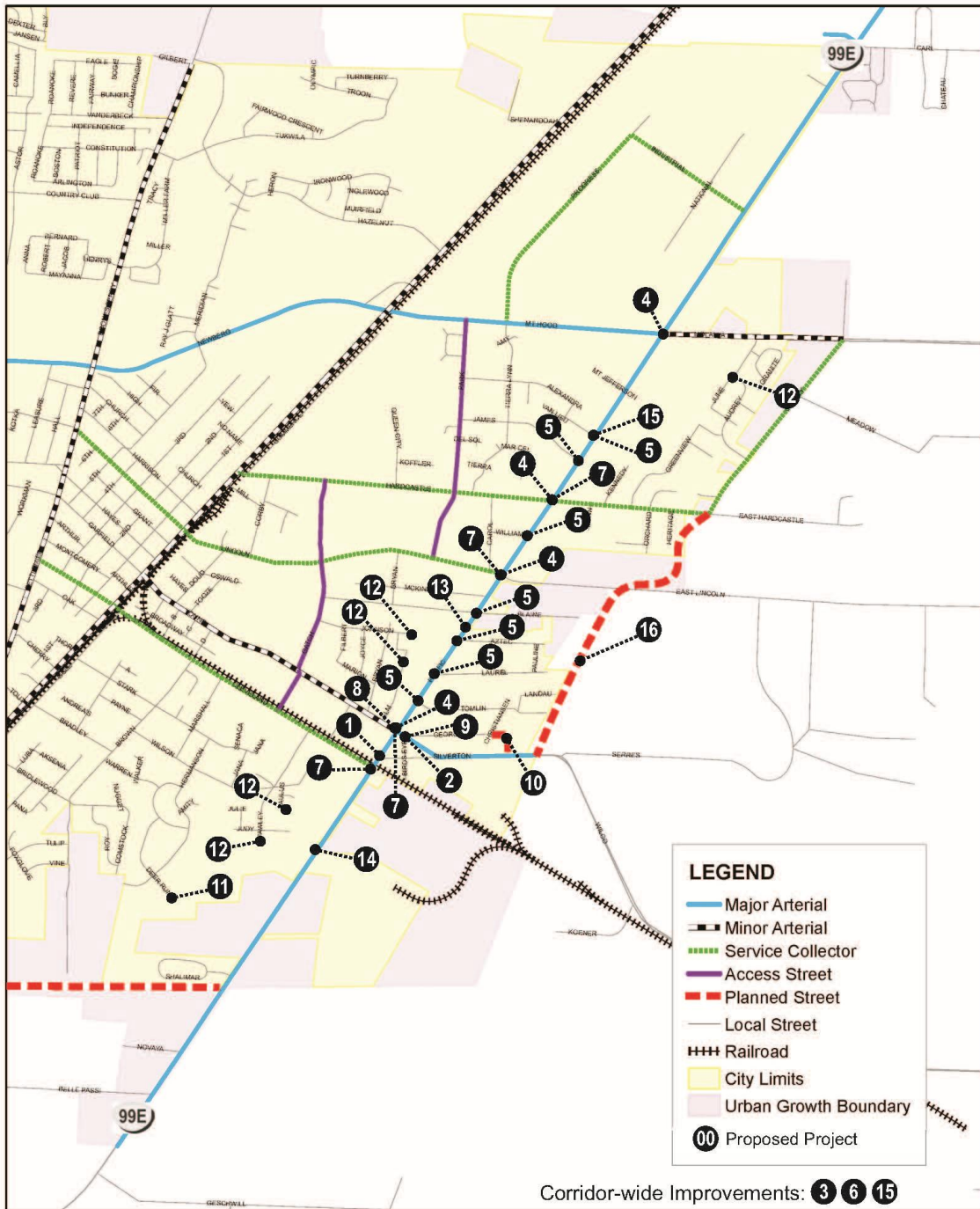


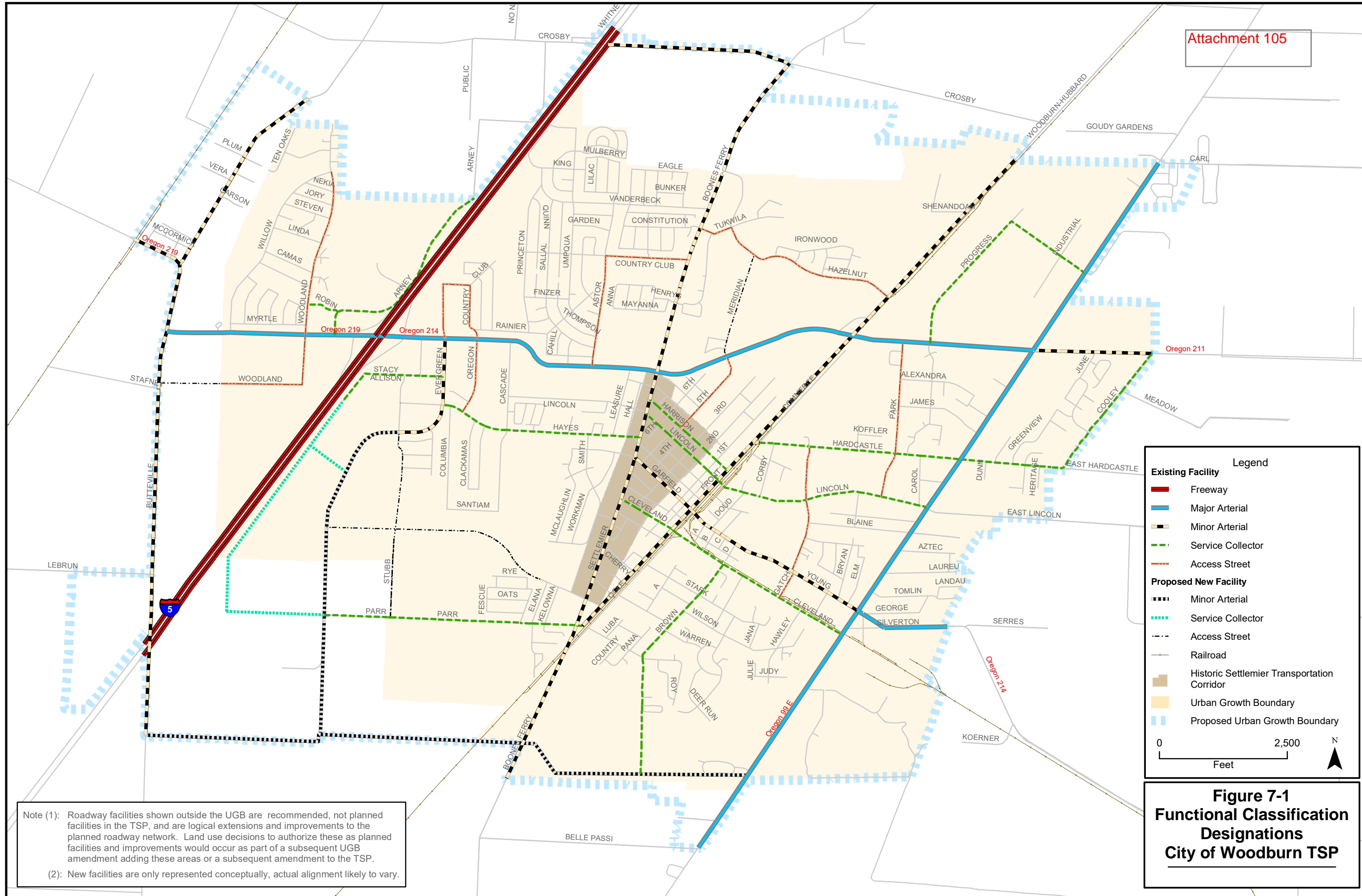
Figure B2: Proposed Transportation Improvements



City of Woodburn
Highway 99E Corridor Plan

December 2011

Exhibit B: Proposed Transportation Improvements



Legend

Existing Facility	
	Freeway
	Major Arterial
	Minor Arterial
	Service Collector
	Access Street
Proposed New Facility	
	Minor Arterial
	Service Collector
	Access Street
	Railroad
	Historic Settler Transportation Corridor
	Urban Growth Boundary
	Proposed Urban Growth Boundary

0 2,500 Feet

N

Note (1): Roadway facilities shown outside the UGB are recommended, not planned facilities in the TSP, and are logical extensions and improvements to the planned roadway network. Land use decisions to authorize these as planned facilities and improvements would occur as part of a subsequent UGB amendment adding these areas or a subsequent amendment to the TSP.

(2): New facilities are only represented conceptually, actual alignment likely to vary.

Figure 7-1
Functional Classification
Designations
City of Woodburn TSP

Sheet Index

Rendering - Composite Aerial Site Plan	01
Site Plan - Project Information	02
Site Plan - Area Calculations	03
Civil Vicinity Map	04
Civil Existing Conditions	05
Civil Site Plan	06
Civil Easements Plan	07
Civil Grading Plan	08
Civil Utilities Plan	09
Civil Water Plan	10
Civil Storm Plan	11
Civil Sewer Plan	12
Civil Property Line Adjustment	13
Civil Property Line Adjustment	14
Landscape Plan	15
Landscape Plan	16
Landscape Yard Plan	17
Landscape Yard Plan	18
Lighting Plan	19
Lighting Plan	20
Lighting Cut Sheets	21
Street Lighting Plan	22
Elevations - Building Type 1	23
Elevations - Building Type 2	24
Elevations - Clubhouse	25
Detail Elevations	26
Trash Enclosure Details	27
Trash Enclosure Details	28

Pacific Valley Apartments



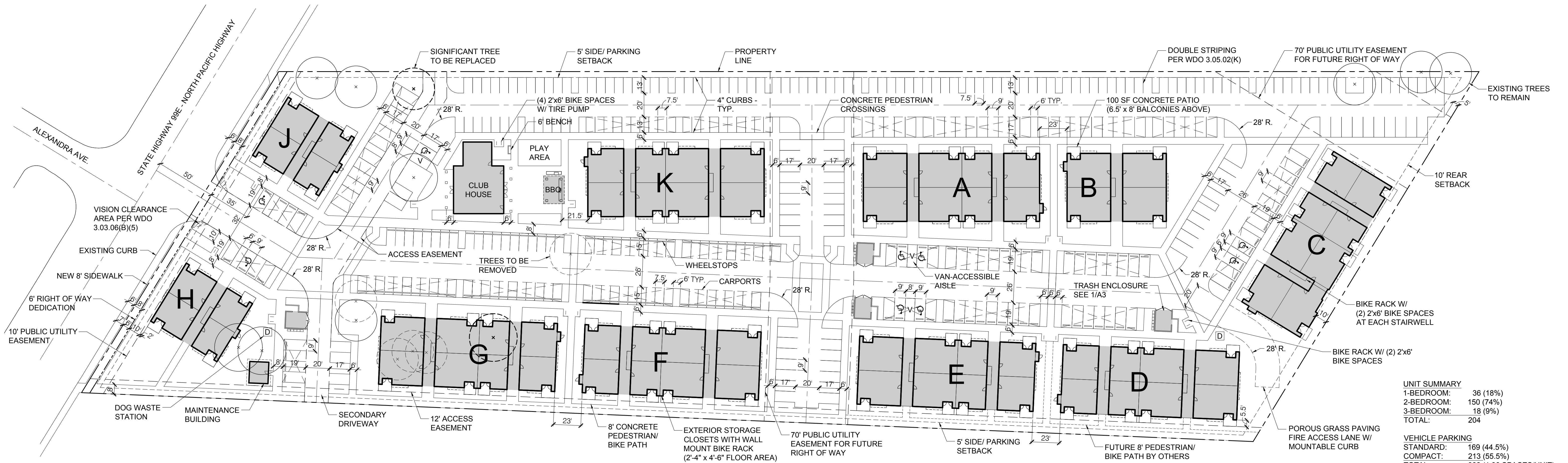
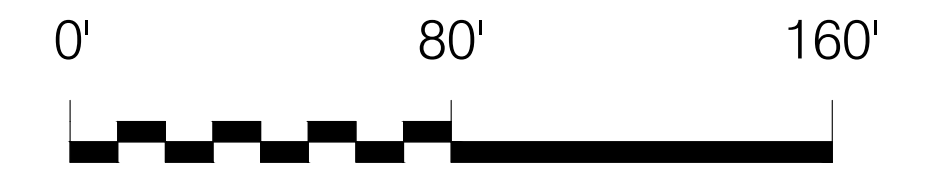


1310 & 1340 NORTH PACIFIC HIGHWAY
WOODBURN, OREGON

PACIFIC VALLEY APARTMENTS
LAND USE REVIEW
04 SEPTEMBER 2019

Rendering
Composite Aerial Site Plan

EXHIBIT
01



UNIT SUMMARY

1-BEDROOM:	36 (18%)
2-BEDROOM:	150 (74%)
3-BEDROOM:	18 (9%)
TOTAL:	204

VEHICLE PARKING

STANDARD:	169 (44.5%)
COMPACT:	213 (55.5%)
TOTAL:	382 (1.86 SPACES/UNIT)

COVERED: 192 (50%)
UNCOVERED: 190 (50%)
TOTAL: 382

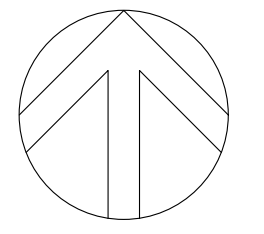
ACCESSIBLE: 9 (2%)

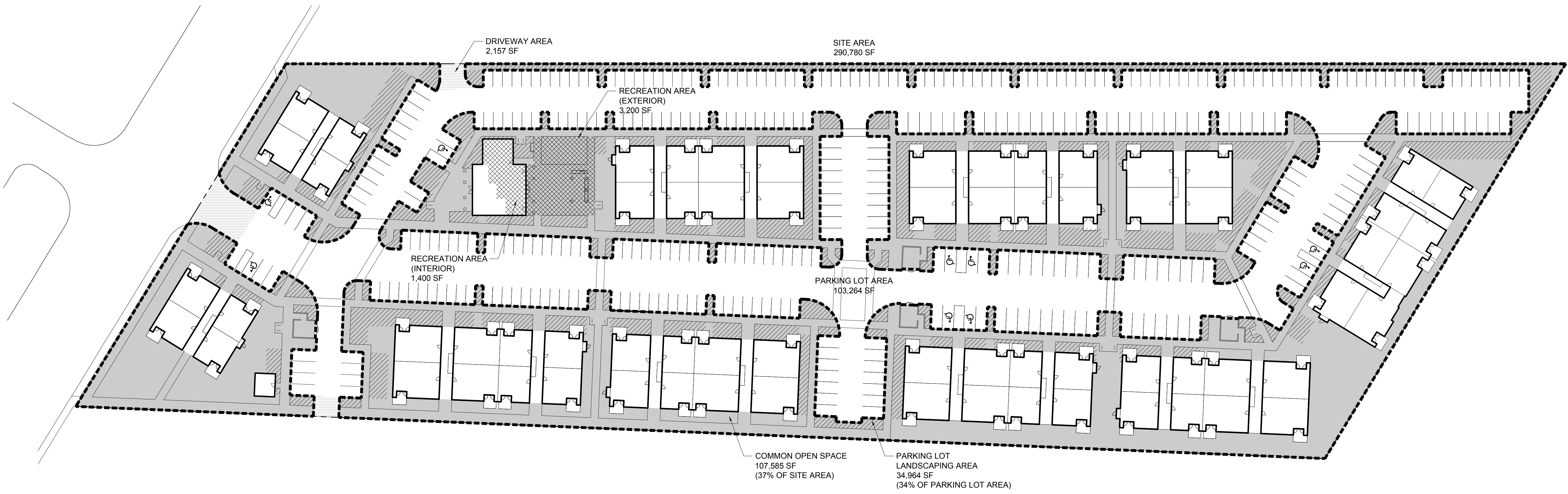
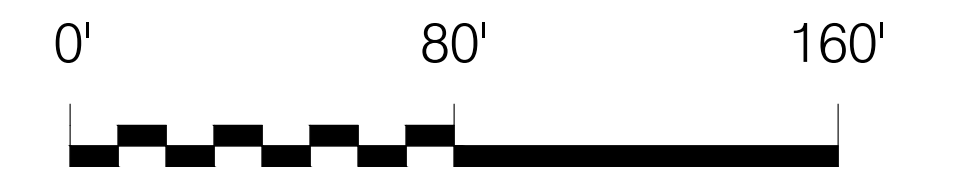
BICYCLE PARKING

COVERED:	34 (51.5%)
UNCOVERED:	32 (48.5%)
TOTAL:	66

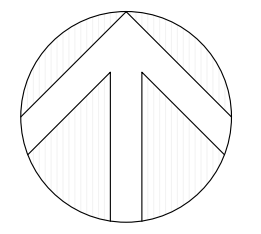
NOTE:
 5% OF PARKING SPACES TO BE PROVIDED WITH A CONDUIT SYSTEM FOR THE FUTURE INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS PER OAR 918-020-0380

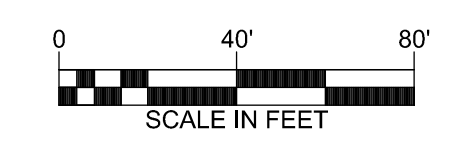
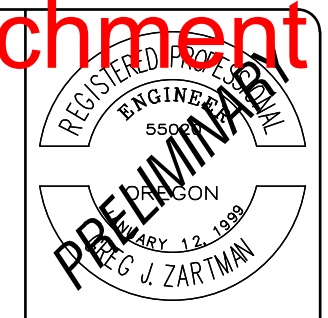
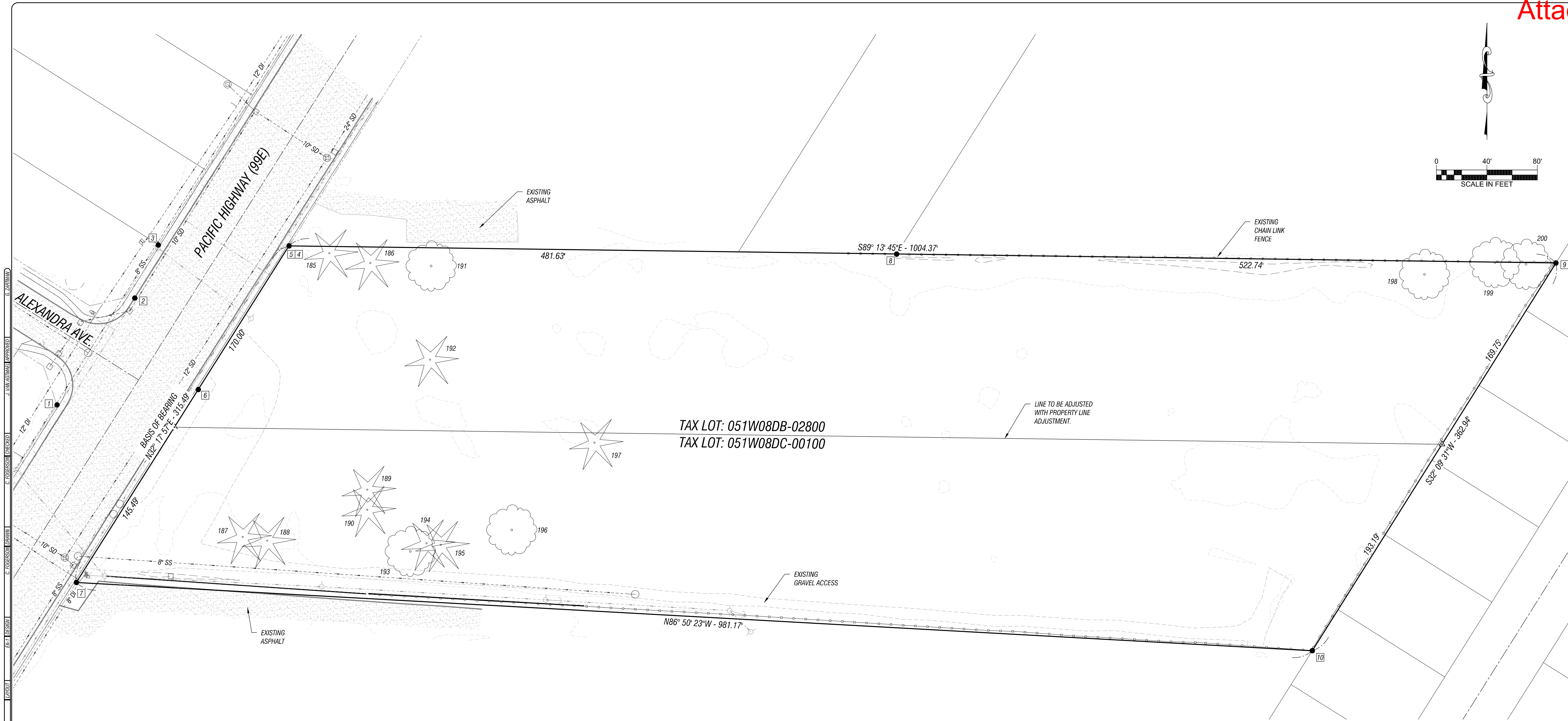
1 SITE PLAN
 SCALE: 1"=40'-0"





1 SITE PLAN - AREA CALCULATIONS
SCALE: 1"=40'-0"





NO.	DATE	REVISION	BY	APPROVED
1	08/19	PRELIMINARY		
2	07/19	FIRE ACCESS		
3	06/19	AUG. 12 COMMENTS		
4	06/19	CITY REVIEW COMMENTS		

TAX LOT: 051W08DB-02800
TAX LOT: 051W08DC-00100

PACIFIC VALLEY APARTMENTS
WEST COAST HOME SOLUTIONS, LLC

2564 19TH ST SE
Salem, Oregon 97302
(503) 399-3628
www.leengineering.com

LEI ENGINEERING & SURVEYING
OF OREGON

EXISTING CONDITIONS

SCALE: 1" = 40'	02
PROJECT NO: 60-07	
TOTAL SHEETS: 9	

TREE #	DESC.
185	CT12
186	CT37
187	CT20
188	CT19
189	CT10
190	CT15
191	DT27
192	CT49
193	DT6
194	CT20
195	CT16
196	DT30
197	CT21
198	DT10
199	DT4
200	DT6

GENERAL NOTES:

- THE LOCATION OF UTILITIES SERVING THE PROPERTY HAVE BEEN DETERMINED BY OBSERVED EVIDENCE, TOGETHER WITH MARKINGS PROVIDED BY UTILITY COMPANIES, & THE OREGON UTILITY NOTIFICATION CENTER. TICKET #18309514. THE LOCATION OF THE UTILITIES, SHOWN HEREON, DETERMINED BY ABOVE GROUND EVIDENCE AND ILLUSTRATED WITH HELP FROM CITY MAPS, IS APPROXIMATE. NO AS-BUILT SURVEYS HAVE BEEN PROVIDED OR REVIEWED AT THIS TIME. LEI MAKES NO WARRANTIES TO THE LOCATION OF THE UTILITIES. THE CONTRACTOR SHALL CALL FOR PRIVATE UTILITY LOCATES AND FIELD VERIFY ALL UTILITIES BEFORE CONSTRUCTION ACTIVITIES.
- THE BOUNDARY SHOWN ON THIS MAP IS FOR ENGINEERING PURPOSES ONLY. NO MONUMENTATION SHALL BE SET AND THIS MAP SHALL NOT BE FILED WITH THE COUNTY AS RECORD.
- REFERENCE ARBORIST REPORT FOR EXACT INFORMATION REGARDING TREES ON THE PROPERTY (SPECIES, DBH, CONDITION, ETC). TREES ARE MEASURED FROM THE NEAREST FACE THAT CAN BE OBSERVED FROM THE INSTRUMENT AT THE TIME OF MEASUREMENT, AND ELEVATION IS NOT RECORDED, AS TREE OBSERVATIONS ARE NOT USED TO PRODUCE THE TIN SURFACE AND CAN BE MEASURED USING DIRECT REFLECTION ON THE NEAREST OBSERVABLE FACE.
- VERTICAL DATUM IS BASED ON MARION COUNTY CONTROL POINT 9419 WITH NAVD88 HEIGHT OF 188.18 FEET. HORIZONTAL DATUM LOCAL ASSUMED.
- TREE TABLE SHOWS THE TREE POINT NUMBER WITH THE DESCRIPTION DELINEATING BETWEEN CONIFEROUS TREE (CT), AND DECIDUOUS TREE (DT), AND DIAMETER AT BREAST HEIGHT (DBH). REFERENCE ARBORIST REPORT FOR FURTHER INFORMATION ABOUT ON-SITE TREES.
EXAMPLE: DT14 = DECIDUOUS TREE WITH 14" DBH

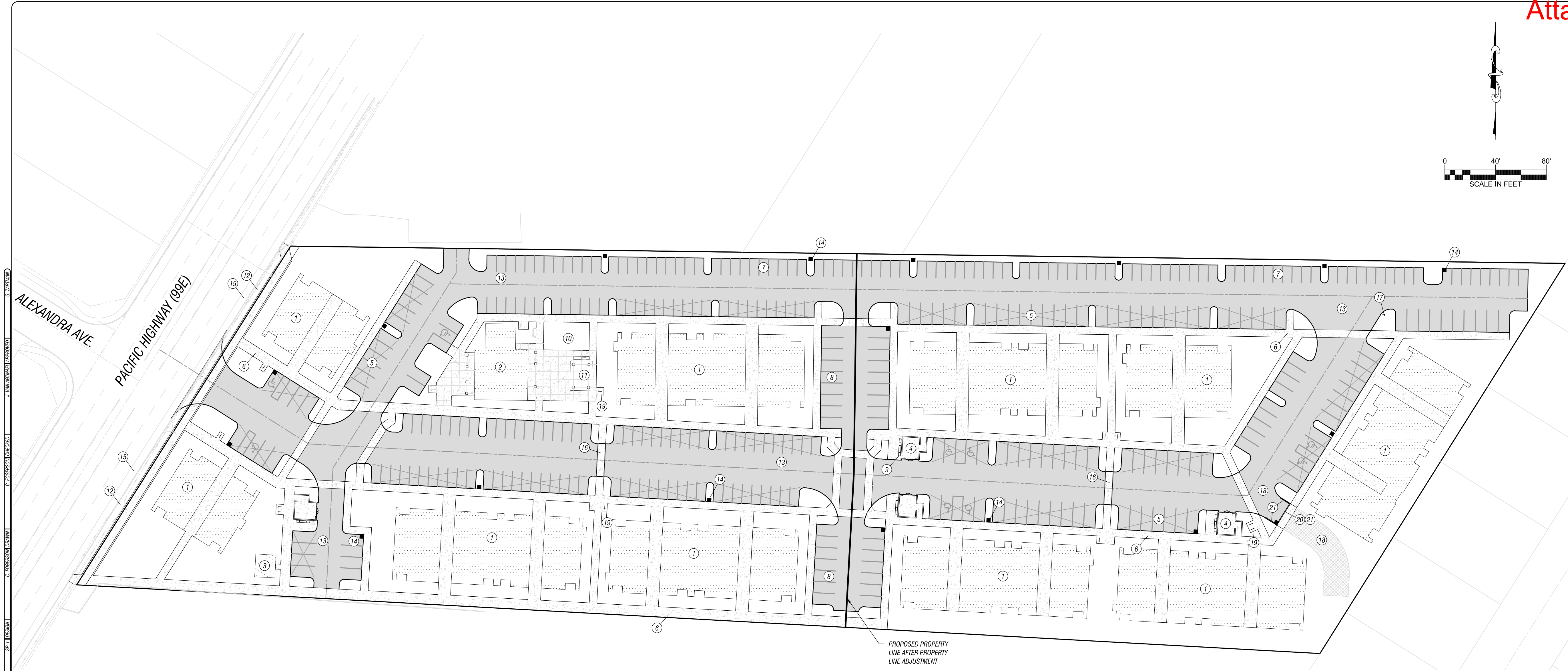
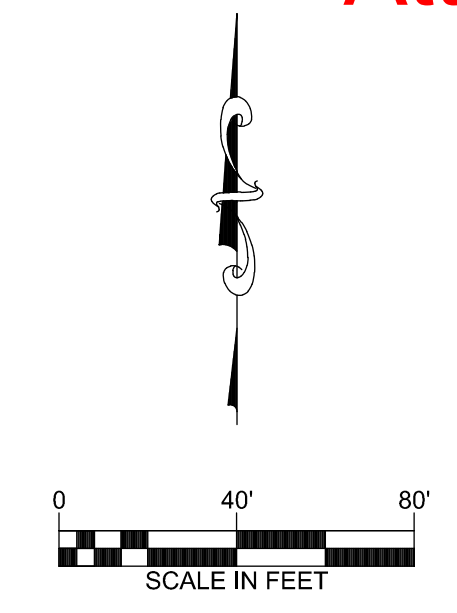
MON #	DESCRIPTION
1	FOUND 5/8" IRON ROD WITH YPC, "WCI LS1841", DOWN 0.2' CS 19609
2	FOUND 5/8" IRON ROD WITH YPC, "WCI LS1841", DOWN 0.2' CS 19609
3	FOUND 5/8" IRON ROD WITH RPC, "NORHTSTAR PLS 1823", DOWN 0.1' CS 19609
4	FOUND 5/8" IRON ROD WITH NO CAP, DOWN 0.4' CS 19609
5	FOUND 5/8" IRON ROD WITH YPC, FLUSH IN CONCRETE CS 19609
6	FOUND 5/8" IRON ROD WITH NO CAP, DOWN 0.5' CS 19609
7	FOUND BRASS SCREW WITH WASHER MARKED LS 1841 CS 19609
8	FOUND 5/8" IRON ROD WITH YPC, FLUSH IN ASPHALT CS 19609
9	FOUND BRASS SCREW WITH WASHER MARKED LS 1841 CS 19609
10	FOUND 5/8" IRON ROD WITH YPC, FLUSH IN ASPHALT CS 19609

LEGEND:

- FOUND MONUMENT. REFERENCE MONUMENT TABLE FOR DESCRIPTIONS.
- △ CALCULATED POINT.



NO.	DATE	REVISION	BY	APP'D
3	8/19	FIRE ACCESS	CF	GC
2	07/19	JULY 12 COMMENTS	CF	GC
1	06/19	CITY REVIEW COMMENTS	CF	GC



DATE PLOTTED: 08/19/2019 10:58:00 AM
 USER: JZARTMAN
 C:\PROJECTS\2019\1310-1340 PACIFIC HWY\DWG\1310-1340 PACIFIC HWY.dwg
 PLOT SCALE: 1/4" = 40'
 PLOT DATE: 08/19/2019 10:58:00 AM

PACIFIC VALLEY APARTMENTS
 PREPARED FOR:
WEST COAST HOME SOLUTIONS, LLC

LEI ENGINEERING & SURVEYING OF OREGON
 2564 19TH ST SE
 Salem, Oregon 97302
 (503) 399-3628
 www.leiengineering.com

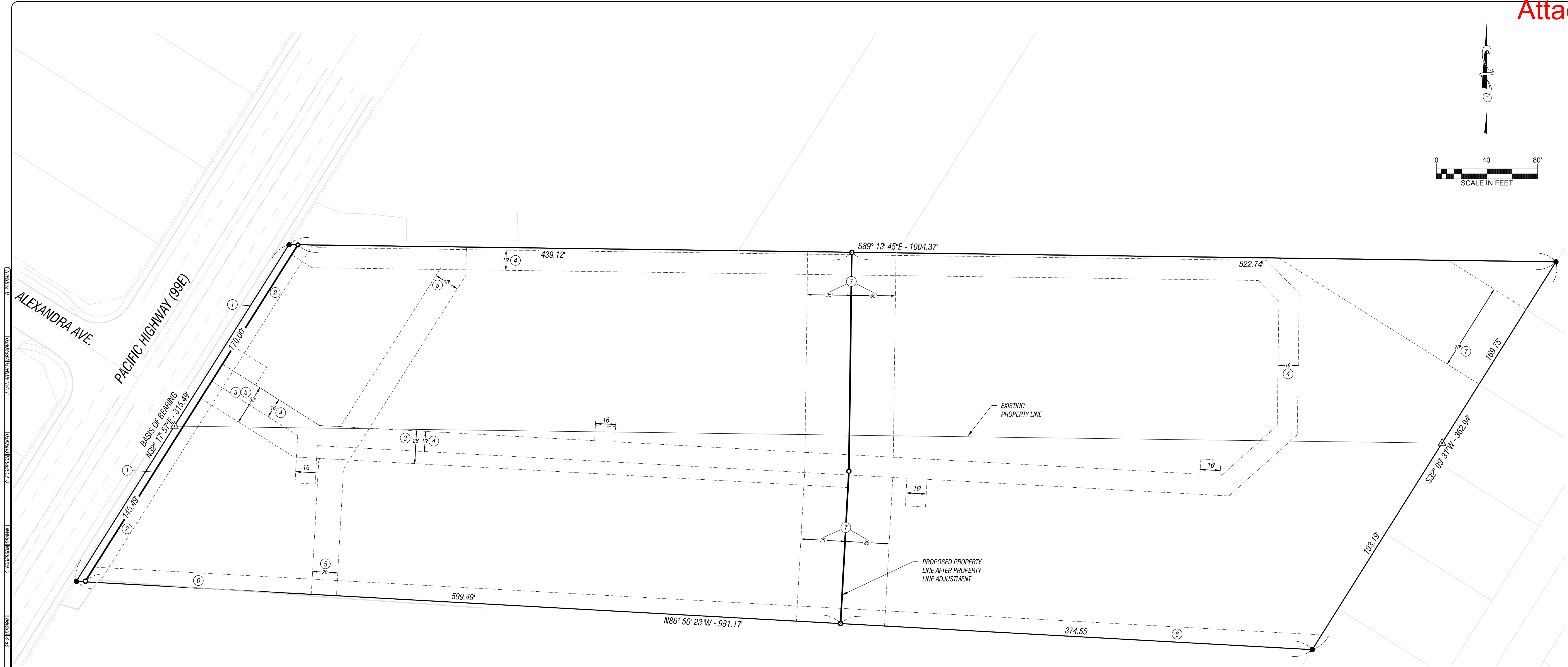
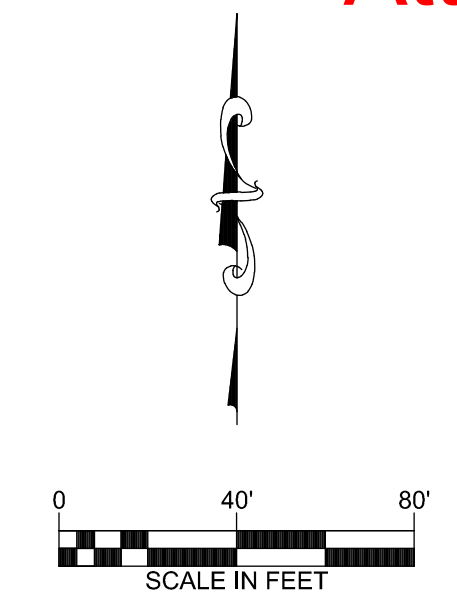
PROPOSED SITE PLAN

- CONSTRUCTION NOTES:**
1. PROPOSED APARTMENT BUILDING, TYP.
 2. PROPOSED CLUB HOUSE.
 3. PROPOSED MAINTENANCE BUILDING.
 4. PROPOSED GARBAGE ENCLOSURE, TYP.
 5. PROPOSED CARPORT COVERED PARKING AREA, TYP.
 6. PROPOSED CONCRETE WALK, TYP.
 7. PROPOSED COMPACT PARKING STALLS, TYP. DIM. 7.5' X 13'.
 8. PROPOSED FULL SIZE PARKING STALLS, TYP. DIM. 9' X 17'.
 9. PROPOSED MAIL BOX AREA.
 10. PROPOSED PLAY AREA.
 11. PROPOSED BBQ AREA.
 12. EXISTING CURB LINE SIDEWALK SHALL BE REMOVED AND REPLACED WITH 8' PROPERTY LINE SIDEWALK.
 13. PROPOSED ASPHALT SURFACING.
 14. PROPOSED CATCH BASIN LOCATION, TYP.
 15. PROVIDE 6' MINIMUM BIKE LANE STRIPING.
 16. PROPOSED SPEED TABLE CROSSING.
 17. INSTALL "DEAD-END" SIGN PURSUANT TO MUTCD STANDARDS.
 18. PROPOSED GRASSCRETE FIRE ACCESS LANE.
 19. PROPOSED BICYCLE PARKING AREA, TYP.
 20. PROPOSED MOUNTABLE CURB FOR FIRE ACCESS.
 21. PROPOSED RED PAINTED CURB FOR FIRE LANE.

- GENERAL NOTES:**
1. REFERENCE ARCHITECTURAL PLANS FOR DIMENSIONS AND DETAILS PERTAINING TO SITE LAYOUT.
 2. 4" CURBS PROPOSED THROUGH OUT.

SCALE	1" = 40'
PROJECT NO.	60-07
TOTAL SHEETS	9

THESE DOCUMENTS, THIS DOCUMENT, AND THE DESIGN AND DESIGN INFORMATION ARE THE PROPERTY OF LEI ENGINEERING AND SURVEYING OF OREGON. NO PART OF THESE DOCUMENTS, THIS DOCUMENT, OR THE DESIGN AND DESIGN INFORMATION ARE TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN APPROVAL OF LEI ENGINEERING AND SURVEYING OF OREGON.



NO.	DATE	REVISION	BY	APP'D
1	06/19			
2	07/19			
3	8/19			

PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS, LLC

2564 19TH ST SE
 Salem, Oregon 97302
 (503) 399-3828
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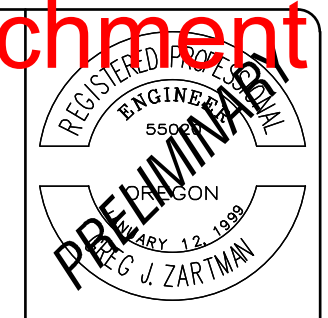
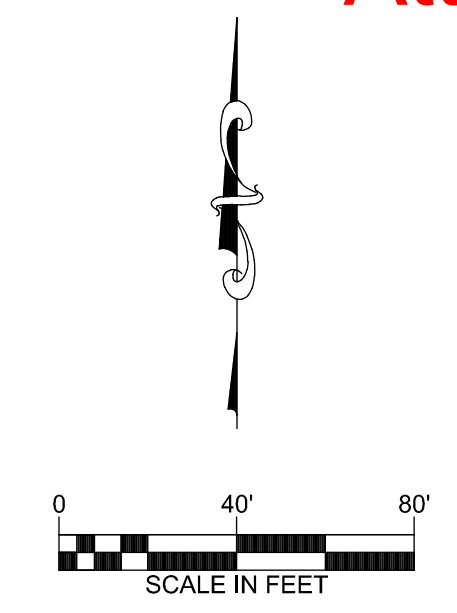
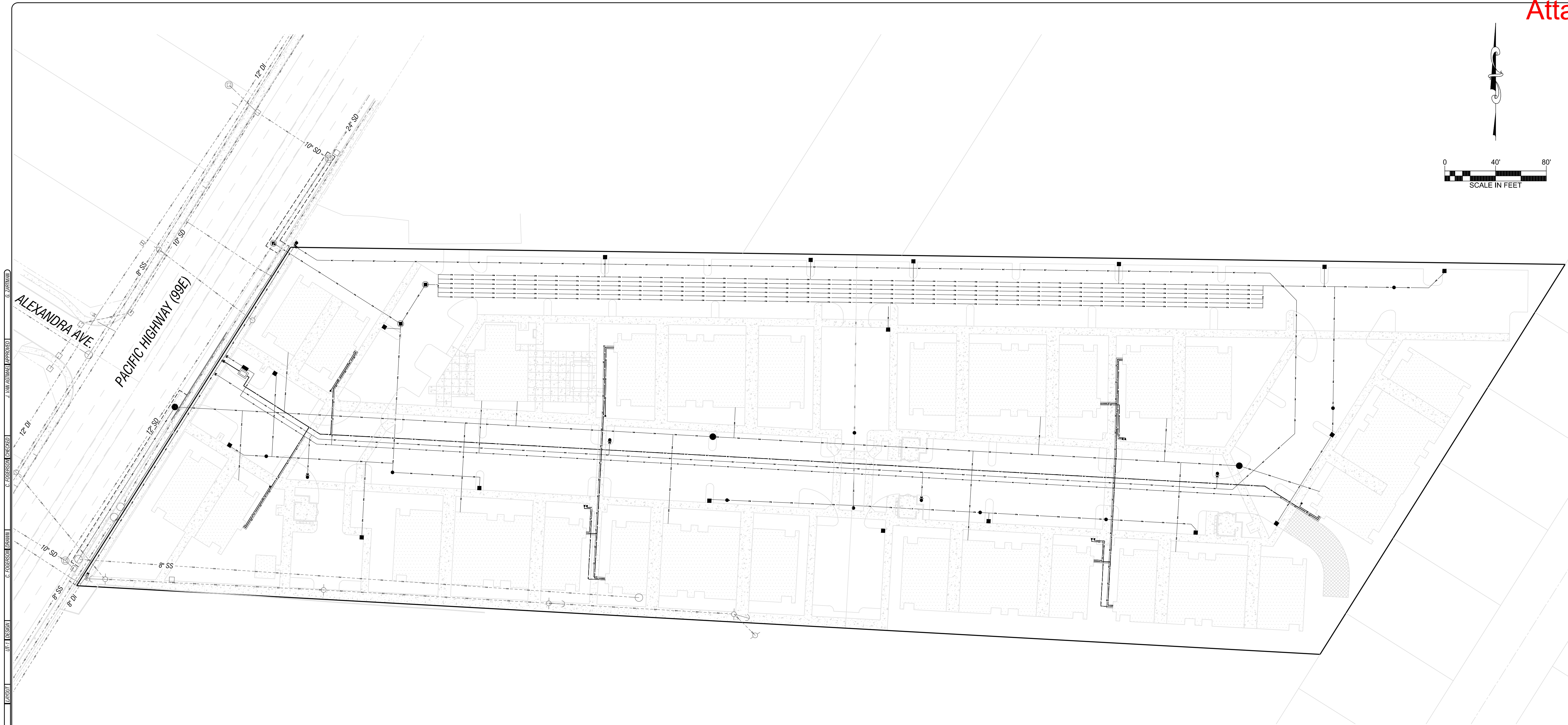
- CONSTRUCTION NOTES**
- ① PROPOSED 6' RIGHT OF WAY DEDICATION.
 - ② PROPOSED 10' PUBLIC UTILITY EASEMENT.
 - ③ PROPOSED VARIABLE WIDTH ACCESS EASEMENT FOR THE BENEFIT OF PARCEL 2.
 - ④ PROPOSED 16" WATER LINE EASEMENT.
 - ⑤ PROPOSED VARIABLE WIDTH ACCESS EASEMENT FOR THE BENEFIT OF TAX LOT 051W08DB02700 AND TAX LOT 051W08DC00300.
 - ⑥ PROPOSED 12' PEDESTRIAN ACCESS EASEMENT.
 - ⑦ PROPOSED UTILITY EASEMENT.

- LEGEND**
- FOUND MONUMENT IN GOOD CONDITION, UNLESS OTHERWISE NOTED. REFERENCE MONUMENT TABLE FOR DESCRIPTION
 - SET 5/8" x 30" IRON ROD WITH BLUE PLASTIC CAP MARKED "LEI ENGINEERING & SURVEYING", FLUSH WITH GROUND
 - △ CALCULATED POINT

PROPOSED EASEMENTS

SCALE	1" = 40'
PROJECT NO.	60-07
TOTAL SHEETS	9

I, J. ZARTMAN, A PROFESSIONAL ENGINEER, HEREBY CERTIFY THAT I AM THE AUTHOR OF THIS PLAN AND THAT I AM A MEMBER IN GOOD STANDING OF THE BOARD OF PROFESSIONAL ENGINEERS OF THE STATE OF OREGON.



NO.	DATE	REVISION	BY	APP'D	EXPIRES
1	0719	FIRE ACCESS	CF	CF	CF
2	0719	AUG 12 COMMENTS	CF	CF	CF
1	0619	CITY REVIEW COMMENTS	CF	CF	CF

PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS, LLC

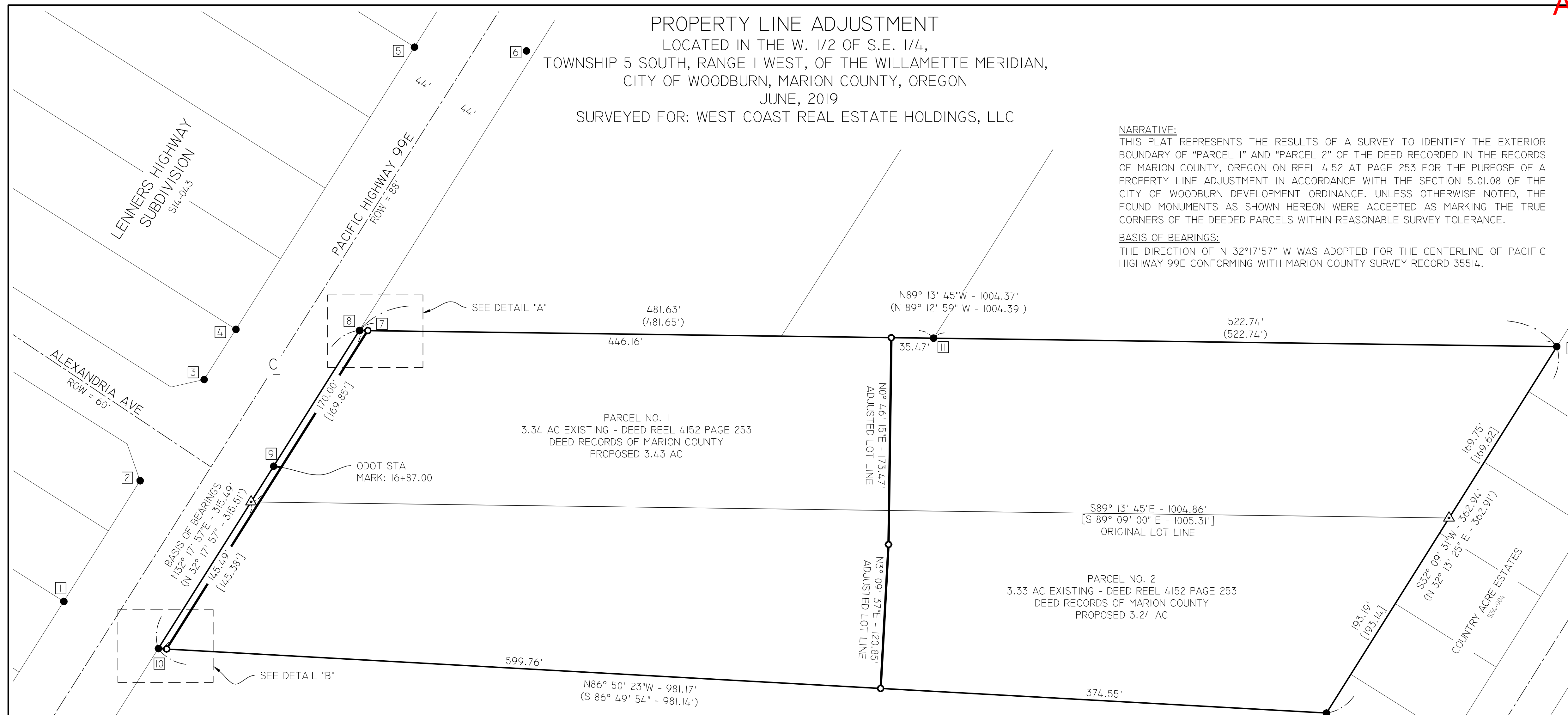
LEI ENGINEERING & SURVEYING OF OREGON
 2564 19TH ST SE
 Salem, Oregon 97302
 (503) 399-3628
 www.leiengineering.com

GENERAL NOTES:

1. ALL ELECTRICAL SHALL BE PLACED BELOW GROUND. ELECTRICAL FACILITIES AND LAYOUT SHALL BE SUPPLIED BY OTHERS.
2. ALL TELECOMMUNICATION FACILITIES AND LAYOUT SHALL BE PROVIDED BY OTHERS.
3. ALL NATURAL GAS FACILITIES AND LAYOUT SHALL BE PROVIDED BY OTHERS.

PROPOSED
 COMPOSIT
 UTILITY
 LAYOUT

SCALE 1" = 40'	06
PROJECT NO. 60-07	
TOTAL SHEETS 9	

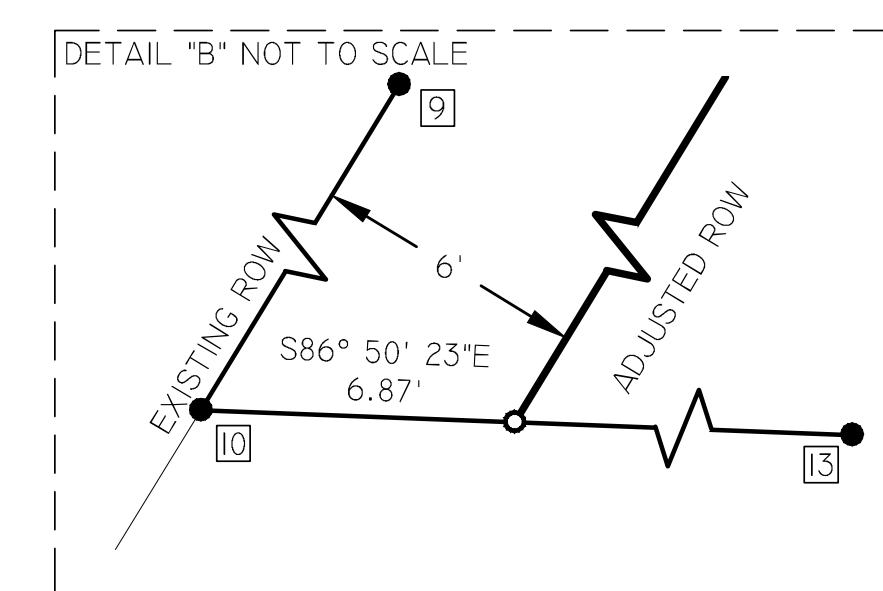
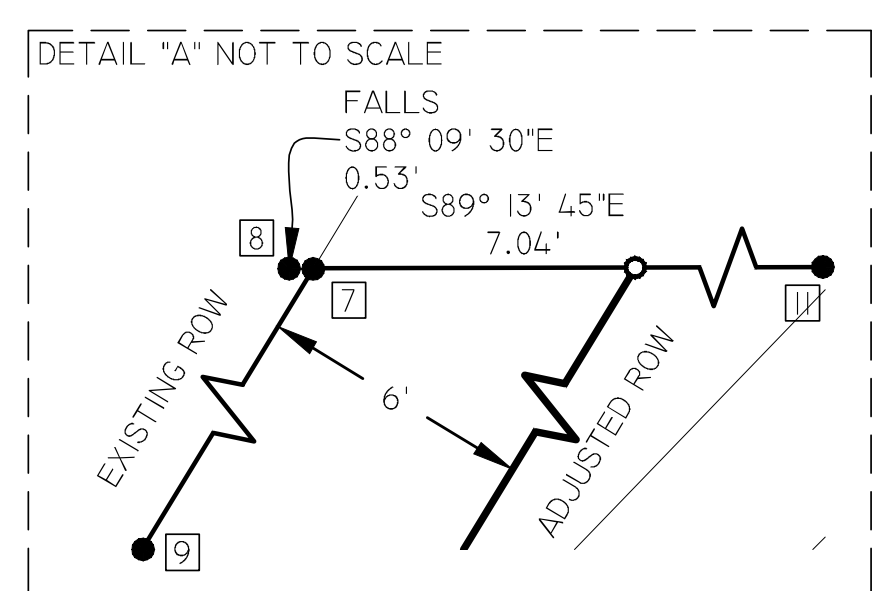
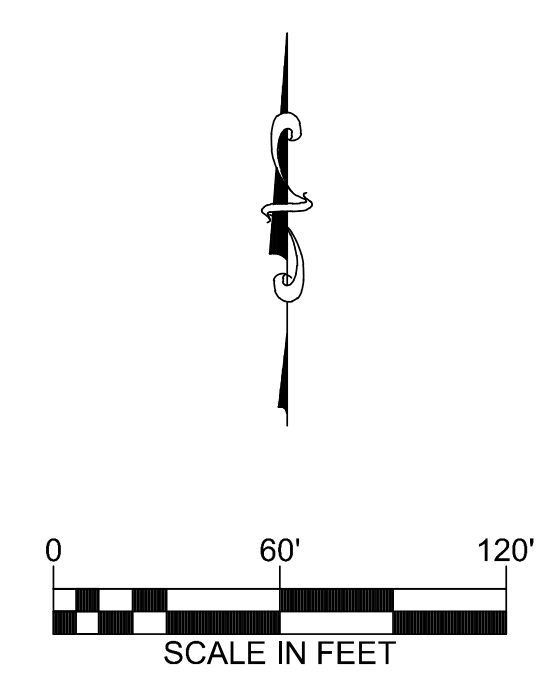


NARRATIVE:
 THIS PLAT REPRESENTS THE RESULTS OF A SURVEY TO IDENTIFY THE EXTERIOR BOUNDARY OF "PARCEL 1" AND "PARCEL 2" OF THE DEED RECORDED IN THE RECORDS OF MARION COUNTY, OREGON ON REEL 4152 AT PAGE 253 FOR THE PURPOSE OF A PROPERTY LINE ADJUSTMENT IN ACCORDANCE WITH THE SECTION 5.01.08 OF THE CITY OF WOODBURN DEVELOPMENT ORDINANCE. UNLESS OTHERWISE NOTED, THE FOUND MONUMENTS AS SHOWN HEREON WERE ACCEPTED AS MARKING THE TRUE CORNERS OF THE DEEDED PARCELS WITHIN REASONABLE SURVEY TOLERANCE.

BASIS OF BEARINGS:
 THE DIRECTION OF N 32°17'57" W WAS ADOPTED FOR THE CENTERLINE OF PACIFIC HIGHWAY 99E CONFORMING WITH MARION COUNTY SURVEY RECORD 35514.

AREA TABLE			
	ORIGINAL AREA	TRANSFER AREA	ADJUSTED AREA
ORIGINAL PARCEL NO. 1	3.34 AC.	+ 0.09 AC.	
ORIGINAL PARCEL NO. 2	3.33 AC.	- 0.09 AC.	
ADJUSTED PARCEL NO. 1			3.43 AC.
POST ROW DEDICATION NO.1		-0.04 AC.	3.39 AC.
ADJUSTED PARCEL NO. 2			3.24 AC.

MONUMENT TABLE	
MON #	DESCRIPTION
1	FOUND 5/8" IRON ROD WITH YPC MARKED "TOWNSHIP SURVEYING", DOWN 0.1', SHOWN ON MCRS 38332
2	FOUND 5/8" IRON ROD WITH YPC "TOWNSHIP SURVEYING", DOWN 0.2', SHOWN ON MCRS 38332
3	FOUND 1 1/4" BRASS PLUG "ODOT 101", FLUSH TOP FACE OF CURB, SHOWN ON ODOT 9B-30-16
4	FOUND 5/8" IRON ROD WITH YPC "WILHELM ENG ORLS 2143", DOWN 0.3', SHOWN ON MCRS 35818
5	FOUND 5/8" IRON ROD WITH YPC "BARKER PLS 686", DOWN 0.3', SHOWN ON MCRS 34791
6	FOUND 1 1/4" BRASS PLUG "ODOT 100" FLUSH TOP FACE OF CURB, SHOWN ON ODOT 9B-30-16
7	FOUND 5/8" IRON ROD WITH RPC "NORTHSTAR PLS 1823", FLUSH, SHOWN ON MCRS 35514
8	FOUND 5/8" IRON ROD NO CAP, UP 0.1', SHOWN ON MCRS 33207
9	FOUND 5/8" IRON ROD YPC "AA SURVEYING", DOWN 0.5'. SHOWN ON MCRS 33392
10	FOUND 5/8" IRON ROD RPC "NORTHSTAR PLS 1823", DOWN 0.1', SHOWN ON MCRS 35514
11	FOUND 1/2" IRON PIPE, DOWN 0.3', SHOWN ON MCRS 11576
12	FOUND 5/8" IRON ROD RPC "NORTHSTAR PLS 1823", DOWN 0.1', SHOWN ON MCRS 35514
13	FOUND 5/8" IRON ROD NO CAP, DOWN 0.2', SHOWN ON MCRS 32418

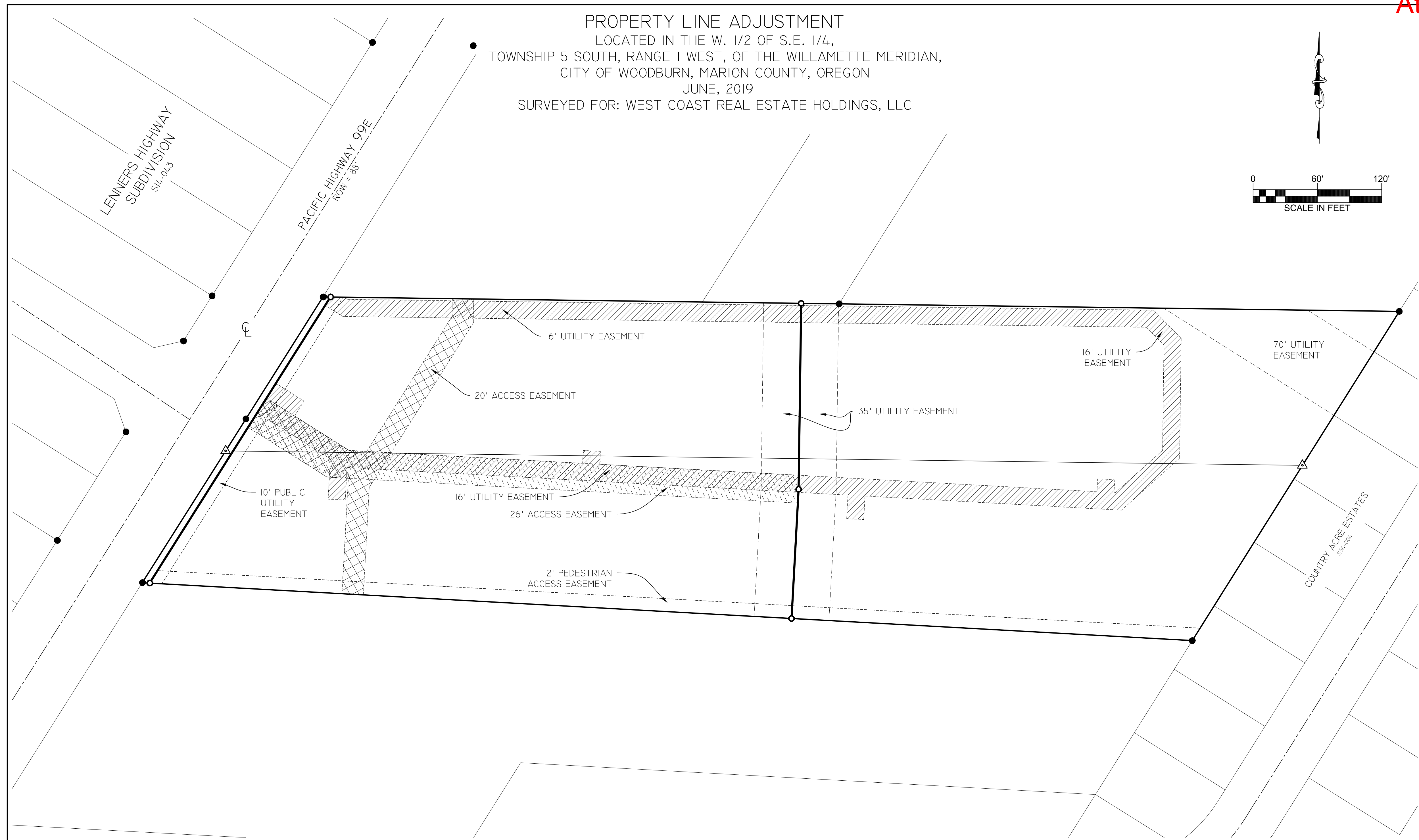


- LEGEND:**
- FOUND MONUMENT IN GOOD CONDITION, UNLESS OTHERWISE NOTED, REFERENCE MONUMENT TABLE FOR DESCRIPTION.
 - SET 5/8" x 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "LEI ENGINEERING & SURVEYING", FLUSH WITH GROUND
 - △ CALCULATED POINT
 - () RECORD MARION COUNTY SURVEY RECORD 35514
 - [] RECORD MARION COUNTY SURVEY RECORD 32418
 - POE-POINT OF ENTRY
 - ROW-RIGHT OF WAY
 - CL-CENTERLINE
 - CR-COUNTY ROAD
 - STA-STATION
 - R/W-RIGHT-OF-WAY

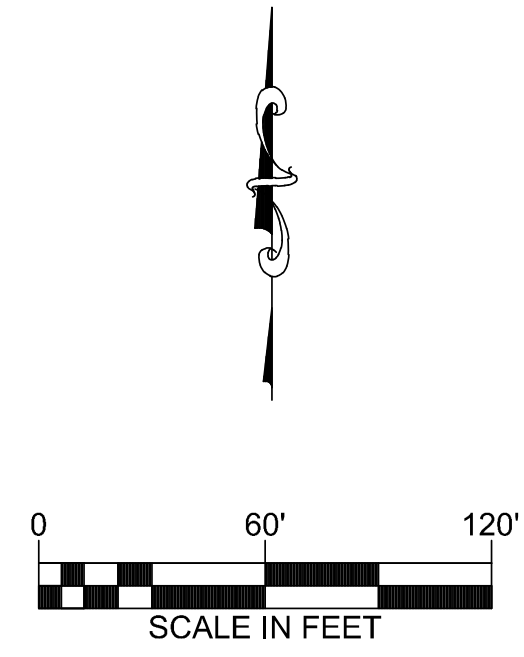
REGISTERED PROFESSIONAL LAND SURVEYOR
DRAFT
 JANUARY 17, 1995
L. M. ALLEN
 EXPIRES: 12/31/2019

LEI ENGINEERING & SURVEYING
 2564 19TH ST. SE SALEM, OR. 97302
 TEL 503-399-3828 FAX 503-365-1852
 CLIENT: WEST COAST HOME SOLUTIONS, LLC
 25030 SW PARKWAY AVE. SUITE 110 WILSONVILLE, OR 97070
 DRAWN: R. MURRAY
 CALC'D: L.M. ALLEN
 FIELD: C. HUGGETT
 CHECKED: J. VAN AGTMAEL

PROJECT: 60-07
 DRAWING No.: 60-07.DWG
 FIELD DATE: 3/1/2019
 SCALE: 1"=60'
 PAGE: 1 OF 2



PROPERTY LINE ADJUSTMENT
 LOCATED IN THE W. 1/2 OF S.E. 1/4,
 TOWNSHIP 5 SOUTH, RANGE 1 WEST, OF THE WILLAMETTE MERIDIAN,
 CITY OF WOODBURN, MARION COUNTY, OREGON
 JUNE, 2019
 SURVEYED FOR: WEST COAST REAL ESTATE HOLDINGS, LLC



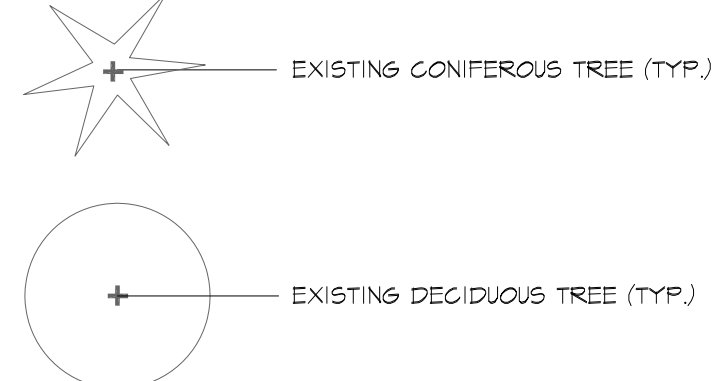
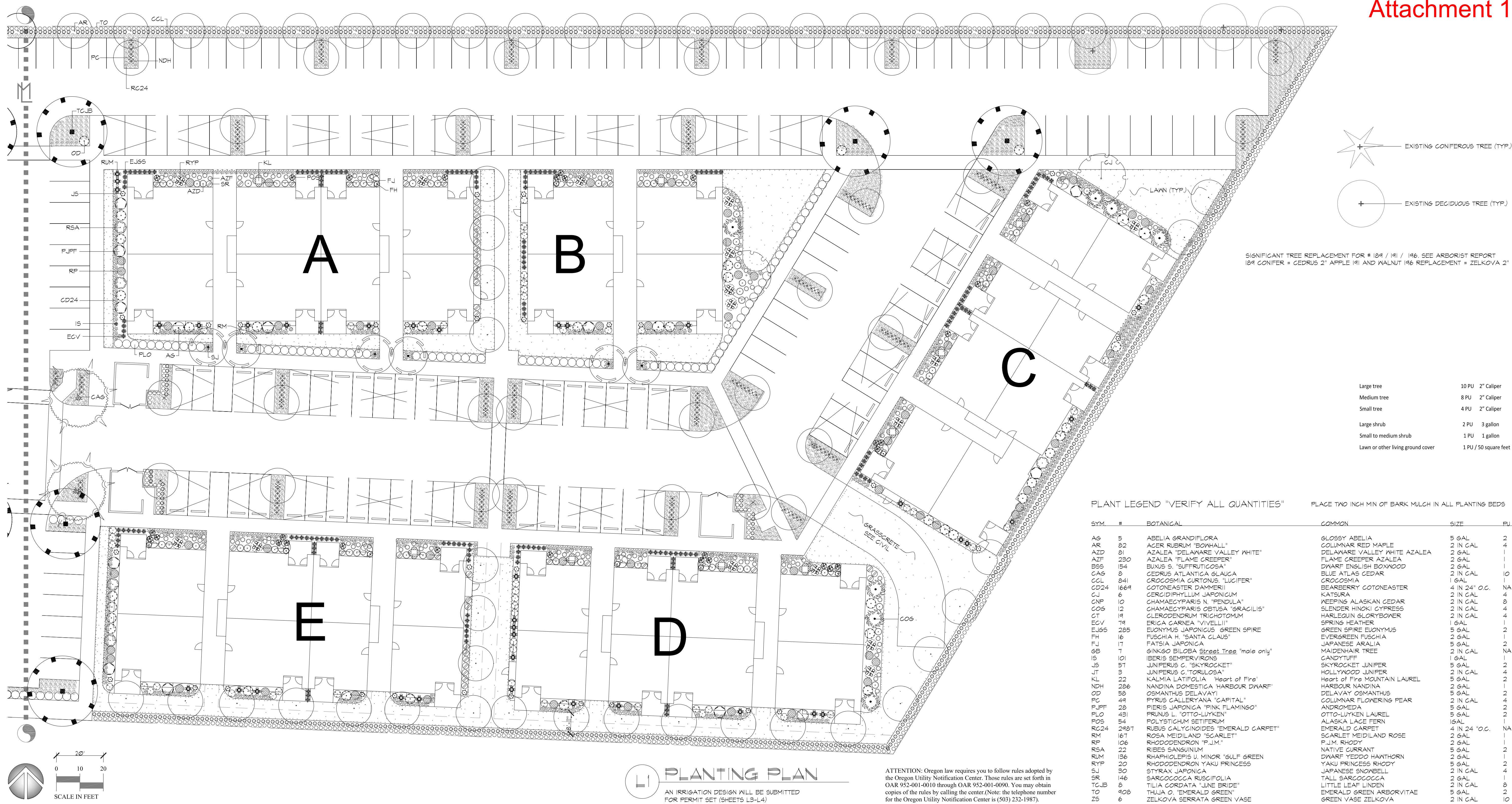
LEGEND:

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 CLIENT: WEST COAST HOME SOLUTIONS, LLC 25030 SW PARKWAY AVE. SUITE 110 WILSONVILLE, OR 97070
 DRAWN: R. MURRAY FIELD: C. HUGGETT
 CALC'D: L.M. ALLEN CHECKED: J. VAN AGTMEL

PROJECT:	60-07
DRAWING No.:	60-07.DWG
FIELD DATE:	3/1/2019
SCALE:	1"=60'
PAGE:	2 OF 2



SIGNIFICANT TREE REPLACEMENT FOR # 189 / 191 / 196. SEE ARBORIST REPORT
 189 CONIFER = CEDRUS 2" APPLE 191 AND WALNUT 196 REPLACEMENT = ZELKOVA 2"

Large tree	10 PU	2" Caliper
Medium tree	8 PU	2" Caliper
Small tree	4 PU	2" Caliper
Large shrub	2 PU	3 gallon
Small to medium shrub	1 PU	1 gallon
Lawn or other living ground cover	1 PU / 50 square feet	

PLANT LEGEND "VERIFY ALL QUANTITIES" PLACE TWO INCH MIN OF BARK MULCH IN ALL PLANTING BEDS

SYM.	#	BOTANICAL	COMMON	SIZE	QU.
AG	5	ABELIA GRANDIFLORA	GLOSSY ABELIA	5 GAL	2
AR	82	AGER RUERUM 'BOVHALL'	COLUMNAR RED MAPLE	2 IN CAL	4
AZD	91	AZALEA 'DELAWARE VALLEY WHITE'	DELAWARE VALLEY WHITE AZALEA	2 GAL	1
AZF	230	AZALEA 'FLAME CREEPER'	FLAME CREEPER AZALEA	2 GAL	1
BSS	154	BUXUS S. 'SUFFRUTICOSA'	DWARF ENGLISH BOXWOOD	2 GAL	1
CAG	8	CEDRUS ATLANTICA GLAUCA	BLUE ATLAS CEDAR	2 IN CAL	10
COL	841	CROCOSMIA CURTANUS 'LUCIFER'	CROCOSMIA	1 GAL	1
CD24	1669	COTONEASTER DAMMERII	BEARBERRY COTONEASTER	4 IN 24" O.C.	NA
CJ	6	CERCIDIPHYLLUM JAPONICUM	KATSURA	2 IN CAL	4
CNP	10	CHAMAECYPARIS N. 'PENDULA'	KEEPIING ALASKAN CEDAR	2 IN CAL	8
COB	12	CHAMAECYPARIS OBTUSA 'GRACILIS'	SLENDER HINOKI CYPRESS	2 IN CAL	4
CT	19	CLERODENDRUM TRICHOTOMUM	HARLEQUIN GLORYBOWER	2 IN CAL	4
ECV	74	ERICA CARNEA 'VIVELLII'	SPRINGS HEATHER	1 GAL	1
EJGS	285	EUONYMUS JAPONICUS GREEN SPIRE	GREEN SPIRE EUONYMUS	5 GAL	2
FH	16	FUSCHIA H. 'SANTA CLAUS'	EVERGREEN FUSCHIA	2 GAL	1
FJ	17	FATSIA JAPONICA	JAPANESE ARALIA	5 GAL	2
GB	7	GINKGO BILOBA Street Tree 'male only'	MAIDENHAIR TREE	2 IN CAL	NA
IS	101	IBERIS SEMPERVIRENS	CANDYTUFF	1 GAL	1
JS	57	JUNIPERUS C. 'SKYROCKET'	SKYROCKET JUNIPER	5 GAL	2
JT	3	JUNIPERUS C. 'TORULOSA'	HOLLYWOOD JUNIPER	2 IN CAL	4
KL	22	KALMIA LATIFOLIA 'Heart of Fire'	Heart of Fire MOUNTAIN LAUREL	5 GAL	2
NDH	286	NANDINA DOMESTICA 'HARBOR DWARF'	HARBOR NANDINA	2 GAL	1
OD	58	OSMANTHUS DELAVAYI	DELAVAY OSMANTHUS	5 GAL	2
PC	44	PYRUS GALLERIANA 'CAPITAL'	COLUMNAR FLOWERING PEAR	2 IN CAL	4
PJFF	28	PIERIS JAPONICA 'PINK FLAMINGO'	ANDROMEDA	5 GAL	2
PLO	43	PRUNUS L. 'OTTO-LUYKEN'	OTTO-LUYKEN LAUREL	5 GAL	2
POS	54	POLYSTICHUM SETIFERUM	ALASKA LAZE FERN	1 GAL	1
RC24	2487	RIBUS GALYCINOIDES 'EMERALD CARPET'	EMERALD CARPET	4 IN 24" O.C.	NA
RM	167	ROSA MEIDLAND 'SCARLET'	SCARLET MEIDLAND ROSE	2 GAL	1
RF	106	RHODODENDRON 'P.J.M.'	P.J.M. RHODY	2 GAL	1
RSA	22	RIBES SANGUINUM	NATIVE CURRANT	5 GAL	2
RJM	136	RHAPHIOLEPIS L. MINOR 'GULF GREEN'	DWARF YEPDO HAWTHORN	2 GAL	1
RYP	20	RHODODENDRON YAKU PRINCESS	YAKU PRINCESS RHODY	5 GAL	2
SJ	30	STYRAX JAPONICA	JAPANESE SNOWBELL	2 IN CAL	4
SR	146	SARGOCOCCA RUSCIFOLIA	TALL SARGOCOCCA	2 GAL	1
TCJB	8	TILIA CORDATA 'JUNE BRIDE'	LITTLE LEAF LINDEN	2 IN CAL	8
TO	908	THUJA O. 'EMERALD GREEN'	EMERALD GREEN ARBORVITAE	5 GAL	2
ZS	6	ZELKOVA SERRATA GREEN VASE	GREEN VASE ZELKOVA	2 IN CAL	10

PLANTING PLAN
 AN IRRIGATION DESIGN WILL BE SUBMITTED FOR PERMIT SET (SHEETS L3-L4)

leeb Leeb Architects
 308 SW First Avenue Suite 200
 Portland Or 97204
 Phone 503.228.2840
 Fax 503.228.2907
 leebarc.com

MULCH DARRELL MULCH
 LANDSCAPE ARCHITECTURE
 1907 N.E. 66TH AVENUE #168 PORTLAND, OR 97213 (503) 222-7416 TEL

REGISTERED 315
 Darrell Mulch
 OREGON 10-18-93
 LANDSCAPE ARCHITECT

PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS
 1310 & 1340 N. Pacific Highway Woodburn, Oregon

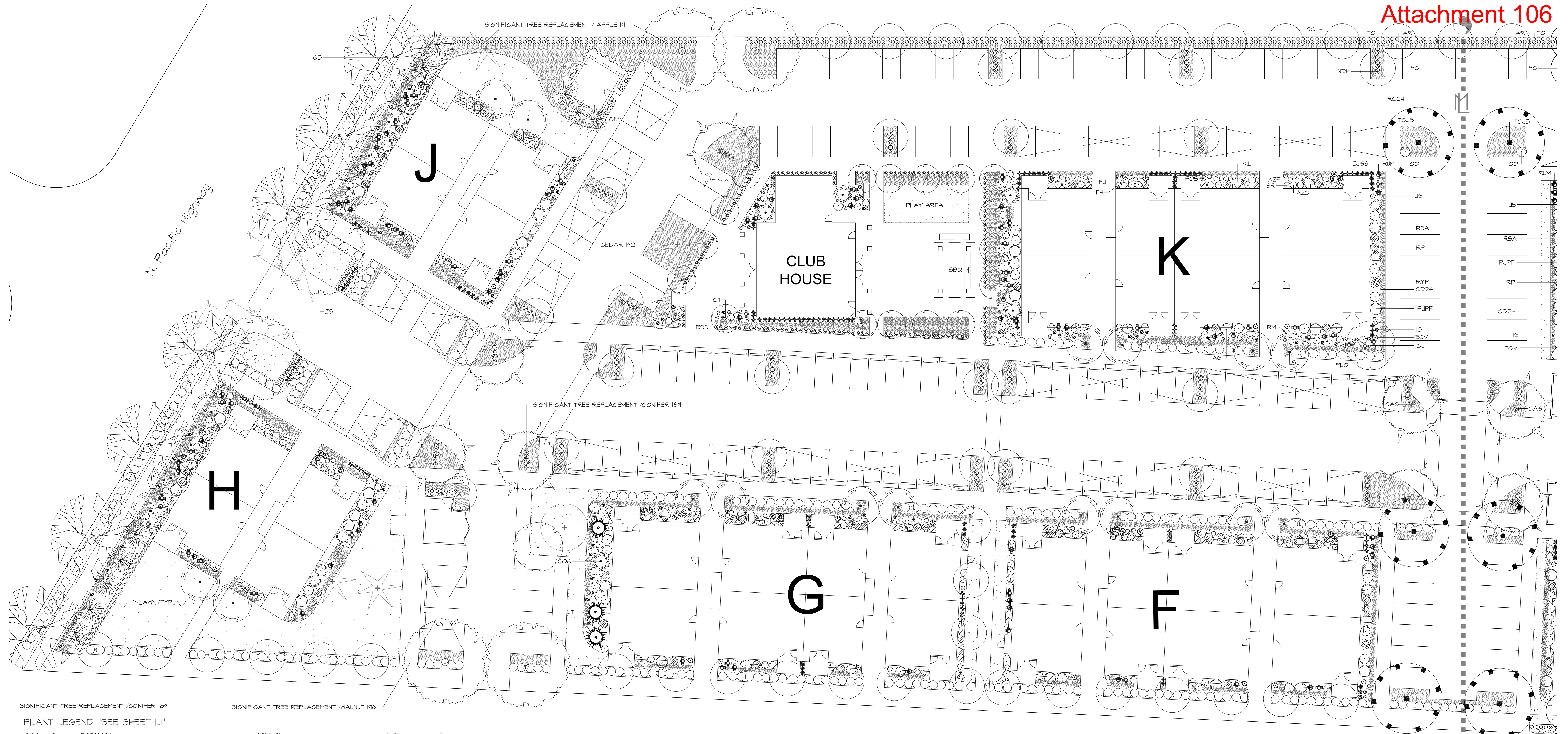
LAND USE REVIEW
 08.18.19
 SHEET **L1**
4

leeb Leeb Architects
 308 SW First Avenue Suite 200
 Portland Or 97204
 Phone 503.228.2840
 Fax 503.228.2907
 leebarc.com

1310 & 1340 NORTH PACIFIC HIGHWAY
 WOODBURN, OREGON

PACIFIC VALLEY APARTMENTS
 LAND USE REVIEW
 04 SEPTEMBER 2019

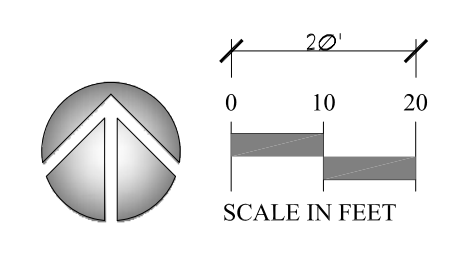
Landscape Plan
EXHIBIT 15



SIGNIFICANT TREE REPLACEMENT / CONIFER 184
 SIGNIFICANT TREE REPLACEMENT / WALNUT 196
 PLANT LEGEND "SEE SHEET L1"
 SYM. # BOTANICAL COMMON SIZE FU

L2 PLANTING PLAN
 AN IRRIGATION DESIGN WILL BE SUBMITTED FOR PERMIT SET (SHEETS L3-L4)

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is (503) 232-1987).



leeb Leeb Architects
 308 SW First Avenue
 Suite 200
 Portland Or 97204
 Phone 503.228.2840
 Fax 503.228.2907
 leebarc.com

MULCH DARRELL MULCH
 LANDSCAPE ARCHITECTURE
 1907 N.E. 66TH AVENUE #168 PORTLAND, OR 97213 (503) 222-7416 TEL

REGISTERED
 315
 Darrell Mulch
 OREGON
 10-18-93
 LANDSCAPE ARCHITECT

PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS
 1310 & 1340 N. Pacific Highway Woodburn, Oregon

LAND USE REVIEW
 08.18.19
 SHEET
L2
4

leeb Leeb Architects
 308 SW First Avenue
 Suite 200
 Portland Or 97204
 Phone 503.228.2840
 Fax 503.228.2907
 leebarc.com

1310 & 1340 NORTH PACIFIC HIGHWAY
 WOODBURN, OREGON

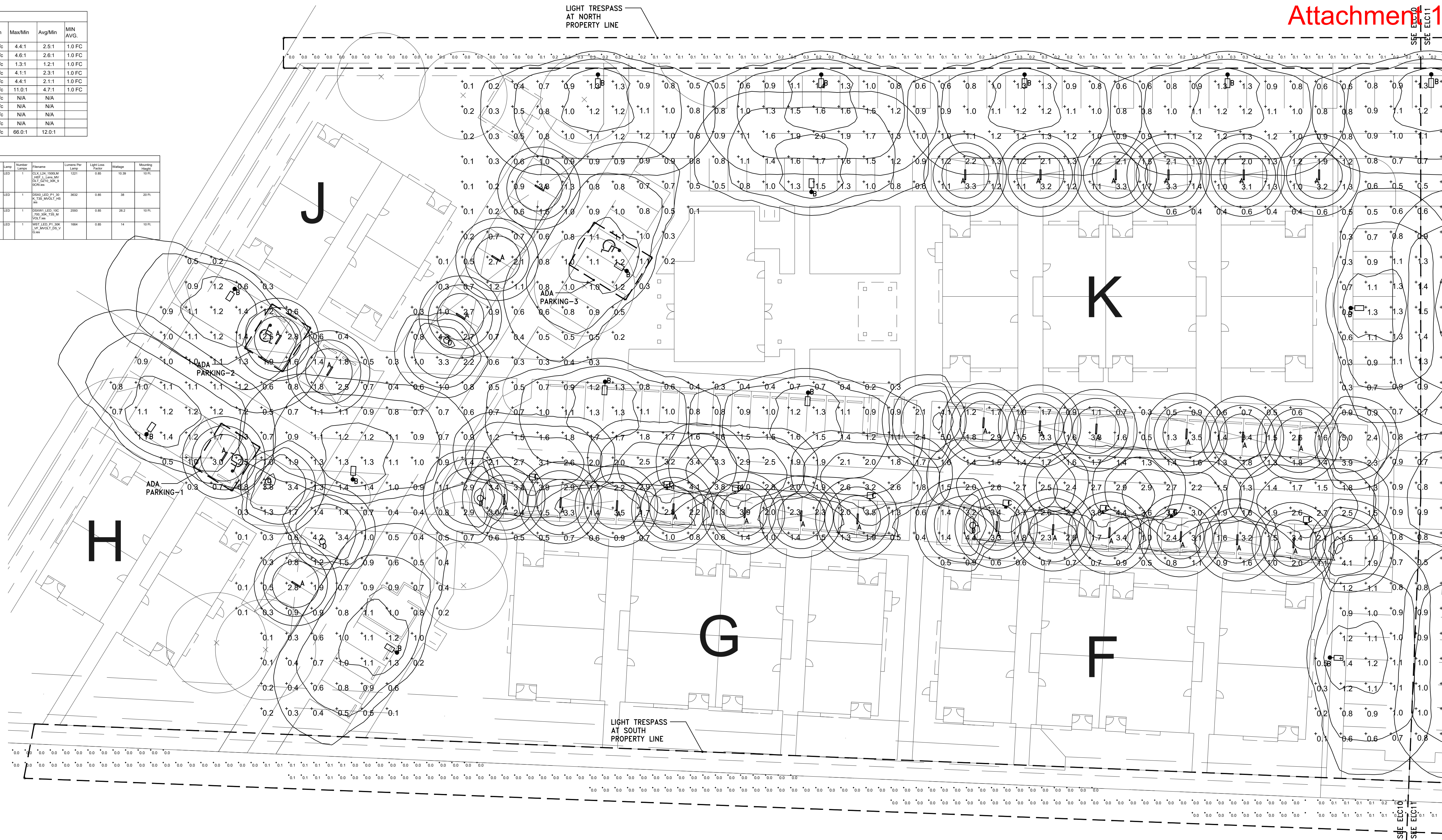
PACIFIC VALLEY APARTMENTS
 LAND USE REVIEW
 04 SEPTEMBER 2019

Landscape Plan

EXHIBIT
16

Statistics							
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	MIN AVG.
ADA PARKING-1	+	2.0 fc	3.5 fc	0.8 fc	4.4:1	2.5:1	1.0 FC
ADA PARKING-2	+	2.1 fc	3.7 fc	0.8 fc	4.6:1	2.6:1	1.0 FC
ADA PARKING-3	+	1.2 fc	1.3 fc	1.0 fc	1.3:1	1.2:1	1.0 FC
ADA PARKING-4	+	1.6 fc	2.9 fc	0.7 fc	4.1:1	2.3:1	1.0 FC
ADA PARKING-5	+	1.5 fc	3.1 fc	0.7 fc	4.4:1	2.1:1	1.0 FC
ADA PARKING-6	+	1.4 fc	3.3 fc	0.3 fc	11.0:1	4.7:1	1.0 FC
LIGHT SPILL BLDG. F	+	0.1 fc	0.5 fc	0.0 fc	N/A	N/A	
LIGHT SPILL ON BLDG. K	+	0.0 fc	0.2 fc	0.0 fc	N/A	N/A	
LIGHT TRESPASS NORTH PROPERTY LINE	+	0.1 fc	0.3 fc	0.0 fc	N/A	N/A	
LIGHT TRESPASS SOUTH PROPERTY LINE	+	0.0 fc	0.2 fc	0.0 fc	N/A	N/A	
OVERALL PARKING & DRIVEWAY	+	1.2 fc	6.6 fc	0.1 fc	66.0:1	12.0:1	

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Units	Number	Footcandle	Light Loss Factor	Mounting Height
A	B	58	Urban Lighting	CL-LED 1000-400-400	CL-LED Linear 10' 1000 lumens, 4000K, 40W, 10' x 4" x 4" (10' x 4" x 4")	LED	1	1000	0.85	10.39
B	A	27	Urban Lighting	DR00-LED P1 30K T8S	DR00-LED P1 30K T8S MCKL7 with bezel/cover sheet	LED	1	3000	0.85	28.31
C	B	15	Urban Lighting	DR00-LED 100 700 30K T8S MCKL7	DR00-LED 100 700 30K T8S MCKL7 with bezel/cover sheet	LED	1	2900	0.85	28.2
D	B	15	Urban Lighting	MST-LED P1 30K V8	MST-LED Performance package 1, 30K, 15' x 4" x 4" (15' x 4" x 4")	LED	1	1900	0.85	14



1 SITE PLAN WEST - ELECTRICAL
 ELC10 SCALE: 1"=20'-0"
 0 10' 20' 40'

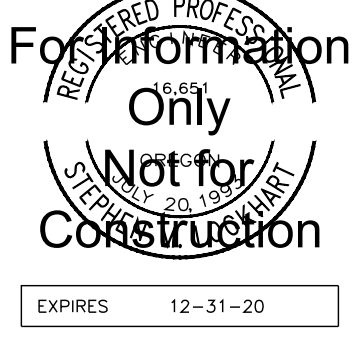
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Leeb Architects

308 SW First Avenue
 Suite 200
 Portland Or 97204
 Phone 503.228.2840
 Fax 503.228.2907
 leebarc.com

6915 SW MACADAM AVE.
 SUITE 200
 PORTLAND, OREGON 97219
 PHONE: 503.892.1188
 FAX: 503.892.1190
 CONTACT: DANIEL DERHEIMER
 engineering@mke-inc.com



PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS

1310 & 1340 N. PACIFIC HIGHWAY
 WOODBURN, OREGON

DESIGN REVIEW
 03.18.19

ELC10



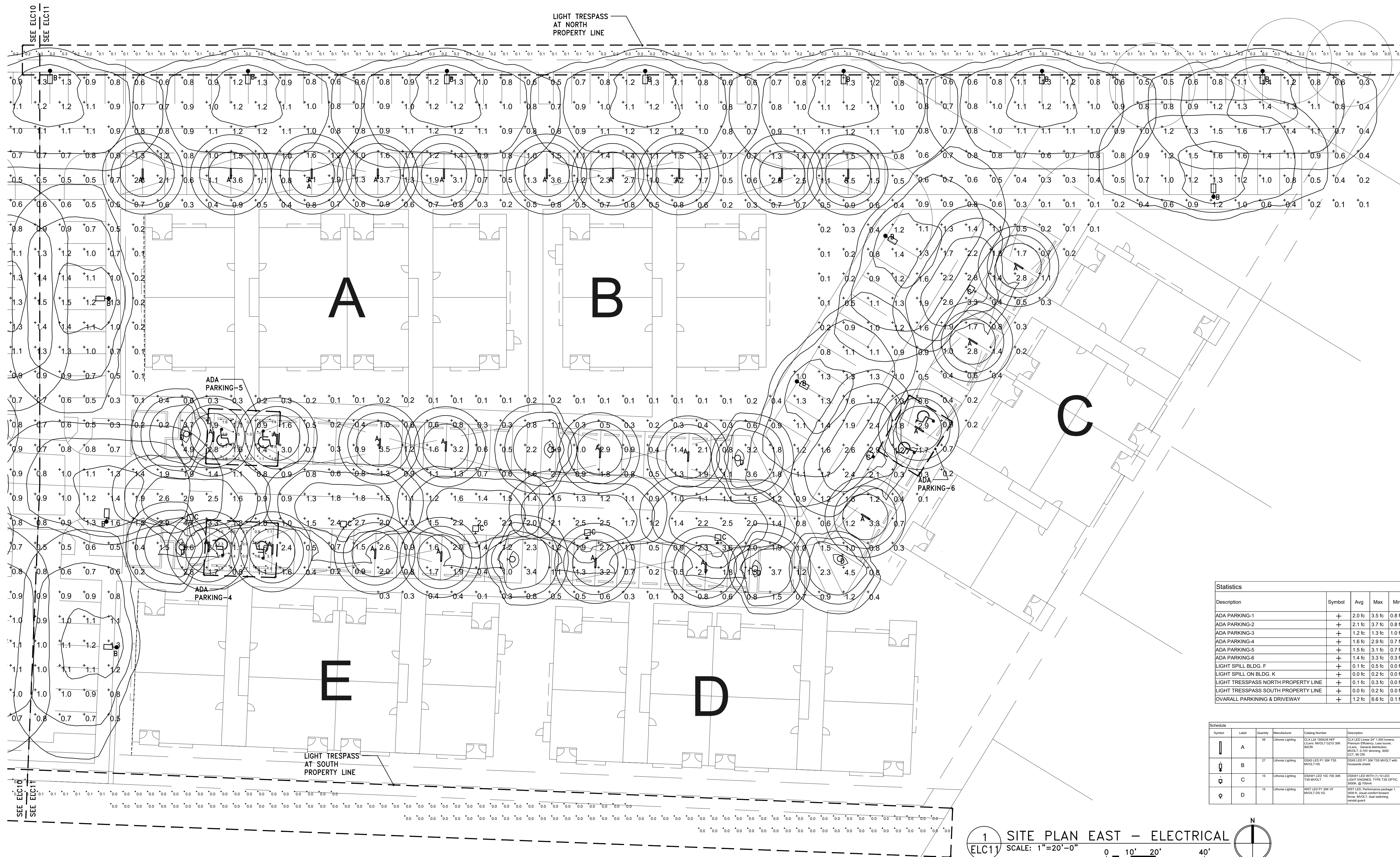
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1310 & 1340 NORTH PACIFIC HIGHWAY
 WOODBURN, OREGON

PACIFIC VALLEY APARTMENTS
 LAND USE REVIEW
 04 SEPTEMBER 2019

Lighting Plan

EXHIBIT
 19



Statistics							
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	MIN AVG.
ADA PARKING-1	+	2.0 fc	3.5 fc	0.8 fc	4.4:1	2.5:1	1.0 FC
ADA PARKING-2	+	2.1 fc	3.7 fc	0.8 fc	4.6:1	2.6:1	1.0 FC
ADA PARKING-3	+	1.2 fc	1.3 fc	1.0 fc	1.3:1	1.2:1	1.0 FC
ADA PARKING-4	+	1.6 fc	2.9 fc	0.7 fc	4.1:1	2.3:1	1.0 FC
ADA PARKING-5	+	1.5 fc	3.1 fc	0.7 fc	4.4:1	2.1:1	1.0 FC
ADA PARKING-6	+	1.4 fc	3.3 fc	0.3 fc	11.0:1	4.7:1	1.0 FC
LIGHT SPILL BLDG. F	+	0.1 fc	0.5 fc	0.0 fc	N/A	N/A	
LIGHT SPILL ON BLDG. K	+	0.0 fc	0.2 fc	0.0 fc	N/A	N/A	
LIGHT TRESPASS NORTH PROPERTY LINE	+	0.1 fc	0.3 fc	0.0 fc	N/A	N/A	
LIGHT TRESPASS SOUTH PROPERTY LINE	+	0.0 fc	0.2 fc	0.0 fc	N/A	N/A	
OVERALL PARKING & DRIVEWAY	+	1.2 fc	6.6 fc	0.1 fc	66.0:1	12.0:1	

Schedule										
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Mounting Height
A	Recessed	58	Shiva Lighting	CLC 120 1200MM RECESSED LUMEN: 10000 LUMENS	CLC 120 LED 24" 1200mm, Premium Efficiency, Lens: Clear, Glass: Clear, Finish: Matte, 3000 K, 24" x 24" x 1.5"	LED	1	12000	0.85	10.00
B	Recessed	27	Shiva Lighting	DMV LED P1 30K 120	DMV LED P1 30K 120 MOUNT with housing panel	LED	1	3000	0.85	3.00
C	Recessed	15	Shiva Lighting	DMV LED 100 100 30K 120 MOUNT	DMV LED 100 100 30K 120 MOUNT with housing panel	LED	1	2900	0.85	2.62
D	Recessed	15	Shiva Lighting	DMV LED P1 30K 120	DMV LED P1 30K 120 MOUNT with housing panel	LED	1	3000	0.85	3.00

1 SITE PLAN EAST - ELECTRICAL
 ELC11 SCALE: 1"=20'-0"
 0 10' 20' 40'

DTED: DANIEL DERHEIMER 3/18/2019 2:13 PM
 DWG: WC 5175-5175ELC11

Leeb Architects

308 SW First Avenue
 Suite 200
 Portland Or 97204
 Phone 503.228.2840
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MKE ASSOCIATES, INC.
 CONSULTING ENGINEERS
 MECHANICAL AND ELECTRICAL SYSTEMS

REGISTERED PROFESSIONAL
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 Not for Construction
 EXPIRES 12-31-20

PACIFIC VALLEY APARTMENTS
 WEST COAST HOME SOLUTIONS

1310 & 1340 N. PACIFIC HIGHWAY
 WOODBURN, OREGON

DESIGN REVIEW
 03.18.19

ELC11

1310 & 1340 NORTH PACIFIC HIGHWAY
 WOODBURN, OREGON

PACIFIC VALLEY APARTMENTS
 LAND USE REVIEW
 04 SEPTEMBER 2019

Lighting Plan

EXHIBIT
20



1 BUILDING TYPE I - NORTH ELEVATION



2 BUILDING TYPE I - EAST ELEVATION



3 BUILDING TYPE I - SOUTH ELEVATION



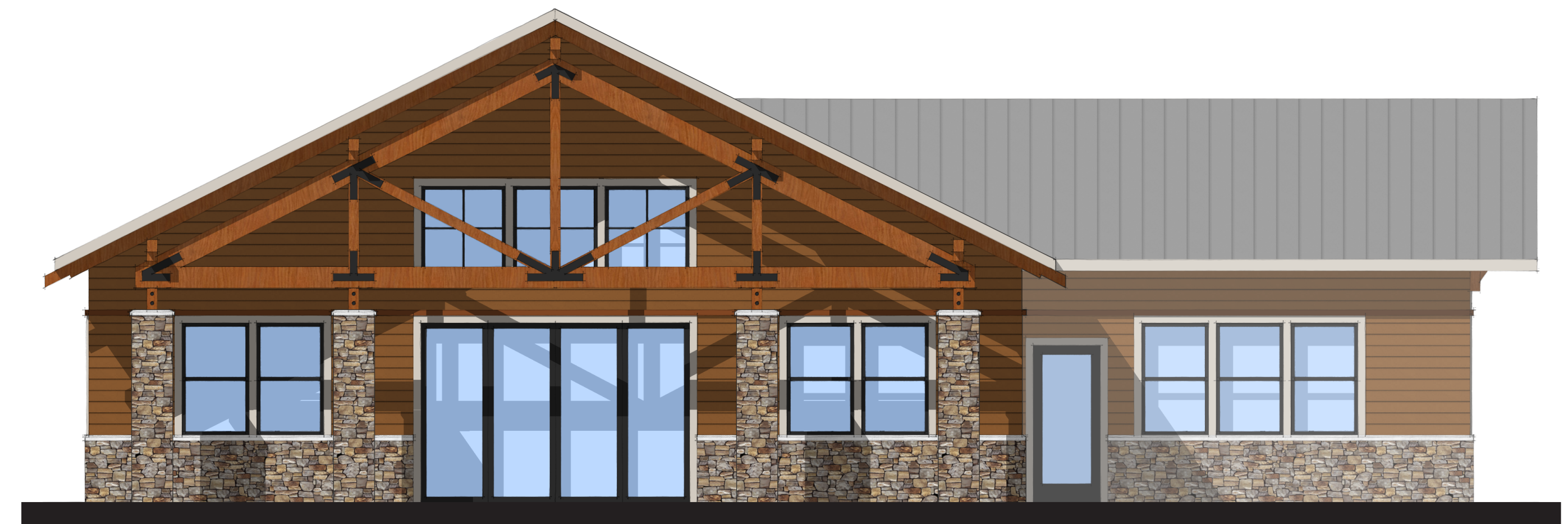
4 BUILDING TYPE I - WEST ELEVATION







1 CLUBHOUSE - NORTH ELEVATION



2 CLUBHOUSE - EAST ELEVATION

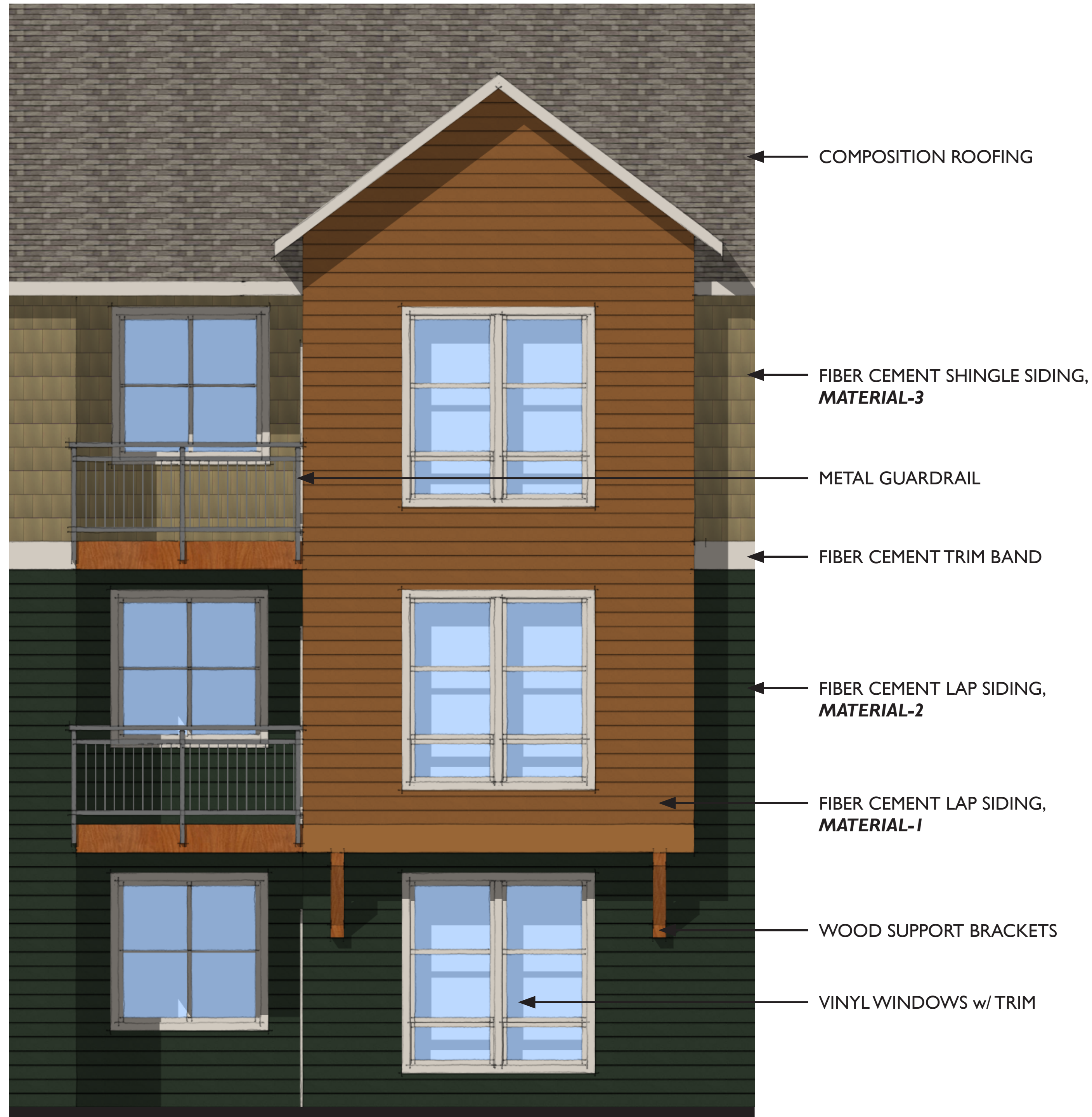


3 CLUBHOUSE - SOUTH ELEVATION

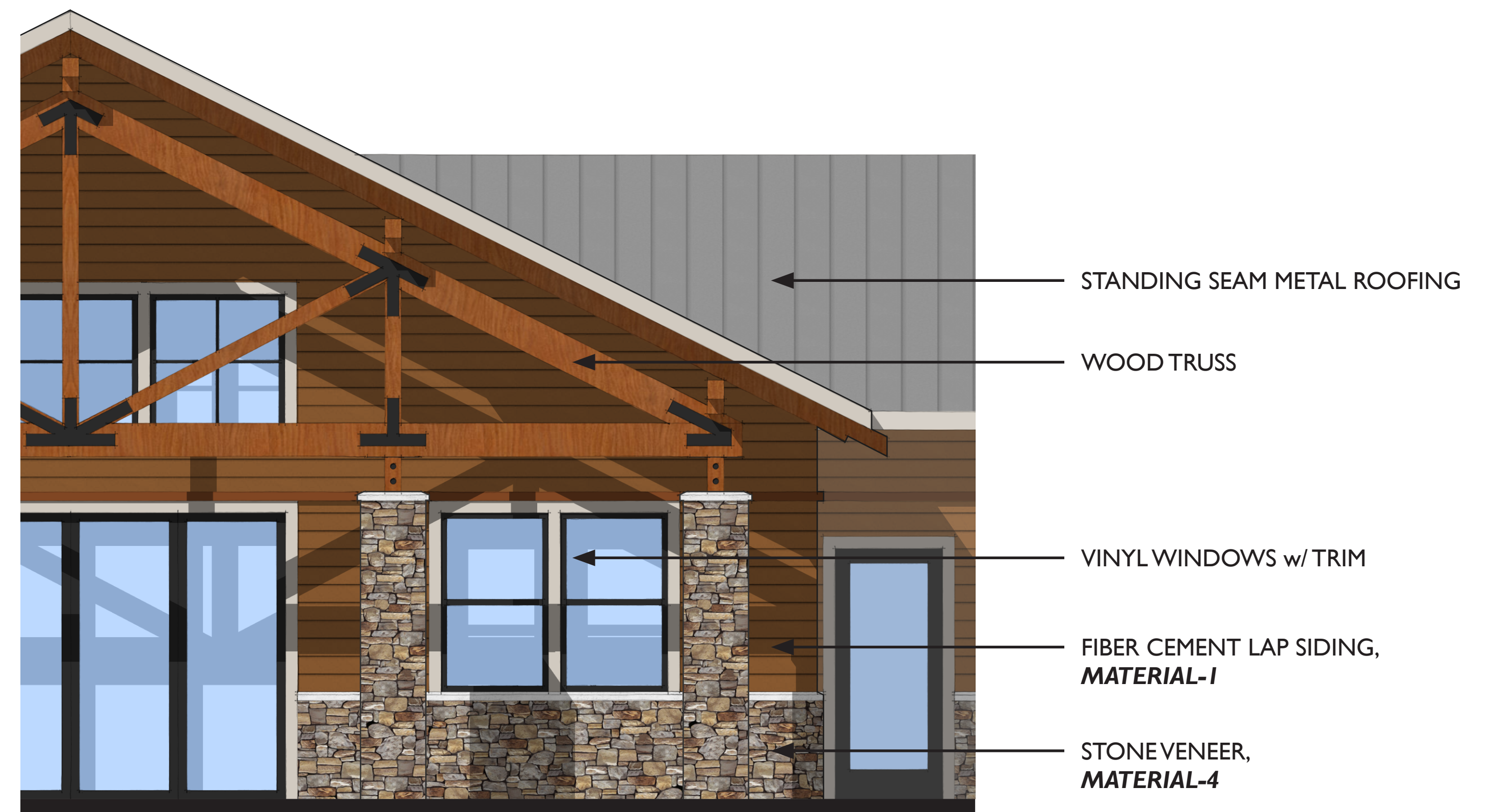
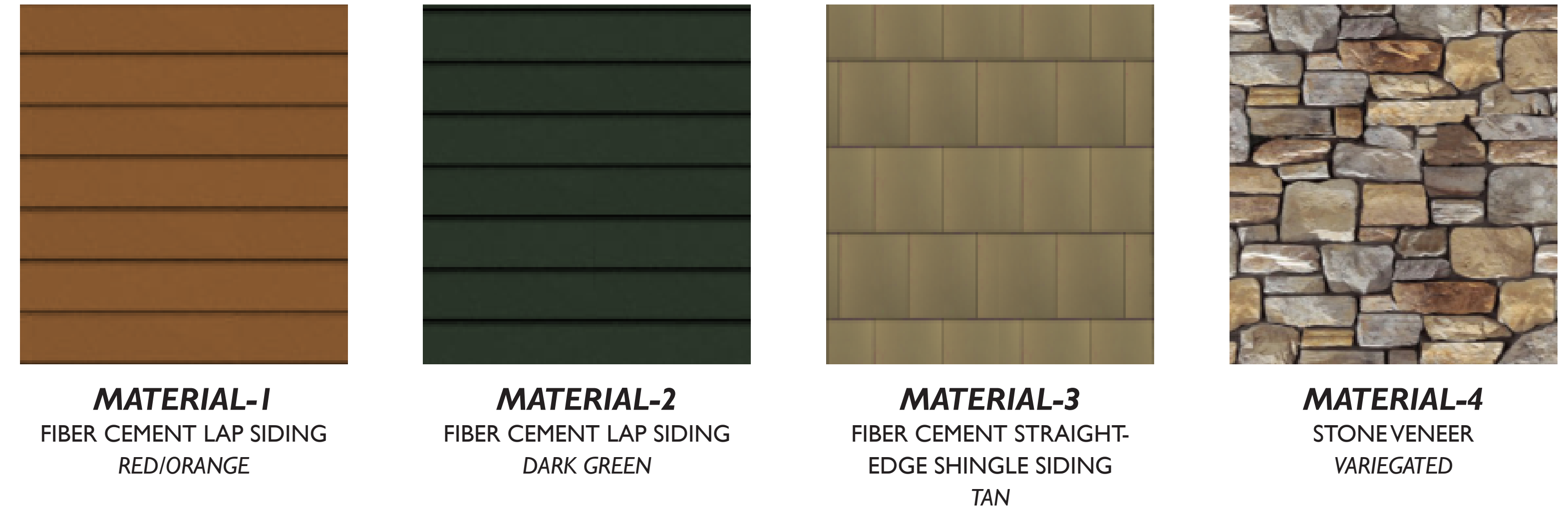


4 CLUBHOUSE - WEST ELEVATION

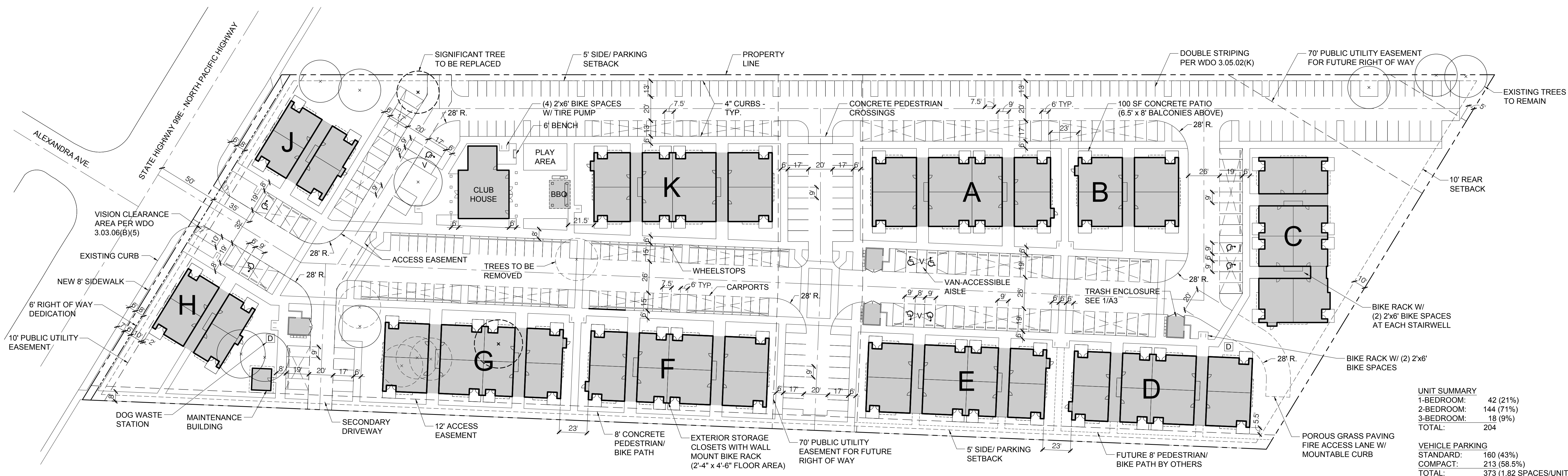
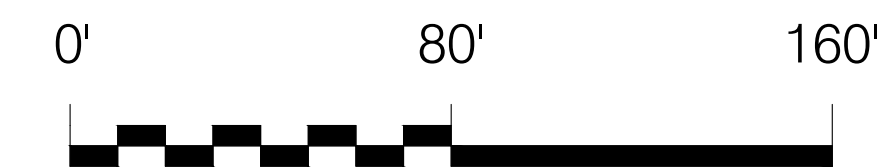




ENLARGED ELEVATION - TYPICAL BUILDING



ENLARGED ELEVATION - CLUBHOUSE



UNIT SUMMARY

1-BEDROOM:	42 (21%)
2-BEDROOM:	144 (71%)
3-BEDROOM:	18 (9%)
TOTAL:	204

VEHICLE PARKING

STANDARD:	160 (43%)
COMPACT:	213 (58.5%)
TOTAL:	373 (1.82 SPACES/UNIT)

COVERED: 192 (51.5%)
UNCOVERED: 181 (48.5%)
TOTAL: 373

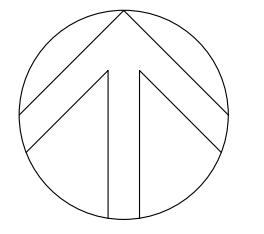
ACCESSIBLE: 9 (2%)

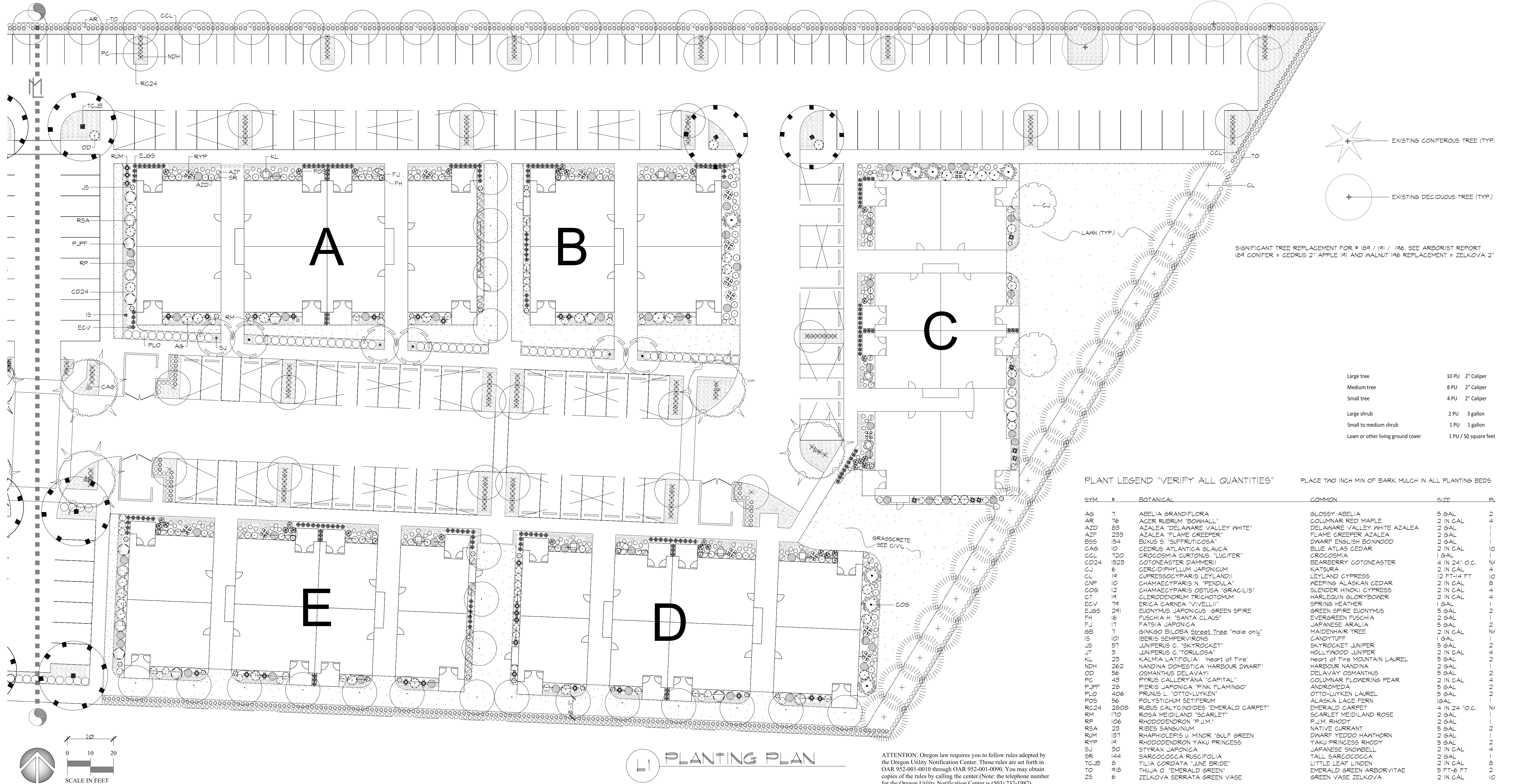
BICYCLE PARKING

COVERED:	34 (51.5%)
UNCOVERED:	32 (48.5%)
TOTAL:	66

NOTE:
 5% OF PARKING SPACES TO BE PROVIDED WITH A CONDUIT SYSTEM FOR THE FUTURE INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS PER OAR 918-020-0380

1 SITE PLAN
 SCALE: 1"=40'-0"





MULCH DARRELL MULCH
LANDSCAPE ARCHITECTURE
1907 N.E. 66TH AVENUE #168 PORTLAND, OR 97213 (503) 222-7416 TEL

REGISTERED
315
Darrell Mulch
OREGON
LANDSCAPE ARCHITECT
10-18-93

PACIFIC VALLEY APARTMENTS
WEST COAST HOME SOLUTIONS

1310 & 1340 N. Pacific Highway Woodburn, Oregon

PERMIT SET
SHEET
L1

11.8.19

4

leeb Leeb Architects
308 SW First Avenue
Suite 200
Portland Or 97204
Phone 503.228.2840
Fax 503.228.2907
leebarc.com

1310 & 1340 NORTH PACIFIC HIGHWAY
WOODBURN, OREGON

PACIFIC VALLEY APARTMENTS
LAND USE REVIEW
12 NOVEMBER 2019

Landscape Plan

Attachment 106A
Sheet 2 of 2

EXHIBIT
15



Agenda Item



December 9, 2019

TO: Honorable Mayor and City Council (Acting as the Local Contract Review Board) through City Administrator

FROM: Eric Liljequist, Public Works Projects & Engineering Director

SUBJECT: **Award of a Contract for New Production Well for the Parr Road Treatment Plant**

RECOMMENDATION:

Award a contract for design, bid and construction management services for the New Production Well for the Parr Road Treatment Plant Project for \$529,349 to Murraymith, Inc.

BACKGROUND:

Staff utilized a Request for Proposals (RFP) process to solicit engineering and design services for the New Production Well at the Parr Road Treatment Plant Project. The RFP was advertised on the City website and in the Daily Journal of Commerce. Staff received a total of two proposals that satisfied the requirements of the RFP. Staff reviewed both proposals in accordance with the RFP guidelines and state requirements (ORS 279C.105).

After a thorough evaluation process, the City selected Murraysmith, Inc. as the highest-ranking proposer. City staff proceeded to negotiate a scope of work and fee for services to complete this design work and to provide construction management services during the construction phase.

Murraysmith, Inc. is a well-qualified firm and familiar with the current City water system. The negotiated contract for final design, bid and construction management services for this project is in the amount of \$529,349.

DISCUSSION:

Per the 2018 Woodburn Waster Master Plan, the New Production Well at the Parr Road Treatment Plant Project will provide a new water source for future customer

Agenda Item Review: City Administrator City Attorney Finance

growth within the recently expanded urban growth boundary areas and other developments that have been or will be annexed into the City of Woodburn in the coming years. This contract award will allow completion of this project.

The procurement process for soliciting these services and the contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279 and the laws and regulations of the City of Woodburn. Therefore, staff is recommending that the contract be awarded accordingly to the highest ranked proposer.

FINANCIAL IMPACT:

The Personal Service Contract will be funded from the approved 2019/20 fiscal year budget from the water fund.



Agenda Item

December 9, 2019

TO: Honorable Mayor and City Council
FROM: Jim Row, Assistant City Administrator
SUBJECT: **Award Personal Service Agreement to Opsis Architecture LLP**

RECOMMENDATION:

Authorize the City Administrator to enter into a Personal Services Agreement with Opsis Architecture LLP in the amount of \$979,320 plus reimbursable expenses estimated to be \$20,000 to provide architectural schematic design and 40%-50% design development services for the Community Center Project.

BACKGROUND:

In April 2019, staff issued a Request for Proposals (RFP) to solicit architectural and engineering services for the design of the Community Center Project. The RFP was advertised on the City website and in the Daily Journal of Commerce.

The City received a total of four proposals that satisfied the requirements of the RFP. Staff reviewed the proposals in accordance with the RFP guidelines and state requirements and Opsis Architecture was selected as the highest ranked proposer.

During initial discussions, staff elected to task Opsis Architecture with undertaking phase 1 program planning and preliminary design work, prior to initiating the completion of full design documents. The phase 1 project, which was recently completed, included a needs assessment, operational & program evaluation, site, land use & zoning analysis, an operating financial pro-forma, and an updated concept plan.

DISCUSSION:

At the conclusion of the phase 1 design process, the Community Center Citizens Advisory Committee (CAC) recommended that the City pursue the preferred option 1a concept plan, as prepared by the design team. At the October 14, 2019 meeting, the City Council directed staff to move forward with the design process

Agenda Item Review: City Administrator City Attorney Finance

for the preferred option 1a concept plan, which is estimated to cost nearly \$53 Million to design and construct. However, during their November 2, 2019 goal setting retreat, the City Council determined that they would like to see two alternative concept plans for the project; one estimated to cost \$30 Million and a second estimated to cost \$40 Million.

Opsis Architecture immediately began preparing concept plans for those alternatives and is presenting them to the City Council at tonight's meeting.

The phase 2 schematic design & design development project is anticipated to take 5-6 months to complete. The amount of work that will be completed during the design development portion will bring that phase to the 40%-50% complete level, depending on which version of the community center project the City Council elects to pursue. For example, the amount of currently available funding will allow the design development work to be taken to the 40% complete level for the \$53 Million option 1a project, whereas a \$32 Million project can be taken to the 50% complete level.

Staff assumes that the City Council might not be prepared to make a decision about which of the Add Alternatives to include in the project beyond the Base-Reduced Program Option that was presented tonight. Even so, we are recommending that the Council authorize this contract award so that the design team can prepare more detailed designs and cost estimates for the Base Program and the Add Alternates, which will allow for a more informed and well vetted decision to be made a few months down the road. It is also anticipated that the City Council might wish to have the Community Center Citizens Advisory Committee participate in the review/ recommendation process, which we certainly have the time to provide for.

This phase of work will include architectural, mechanical, structural, civil and electrical design, as well as the development of an updated cost estimate, colored plans, elevations, and renderings.

FINANCIAL IMPACT:

During the 2017 Regular Session, the Oregon Legislature authorized the award of a \$1,000,000 Lottery Bond Grant to the City for the community center project. The City has also allocated an additional \$285,347 from the sale of City owned property to the project, bringing the total available funding to \$1,285,347. The funds are included in the adopted FY 19/20 budget and approximately \$215,000 has been

spent to date, which includes \$33,304 to develop designs for the two lower cost alternative concept plans.

The Professional Services Agreement for the phase 2 design project is in the amount of \$979,320 plus reimbursable expenses, which are estimated to be approximately \$20,000.

November 27, 2019

Mr. Jim Row
Public Works Director
City of Woodburn
190 Garfield Street
Woodburn, OR 97071

Reference: Woodburn Community Center
Schematic Design and Design Development
Proposal for Professional Services

Dear Jim:

This letter represents the Opsis Architecture fee proposal to provide Architectural Schematic Design and a defined percentage of Design Development services for the Woodburn Community Center Project. The proposal is based on developing a Base Design option with total project costs within \$32-\$33 million and Add-Alternate options for a total project cost of not more than \$47 million. The Base Design option is comprised of an approximate 41,000gsf addition and 15,000gsf remodel / upgrades to the existing natatorium. The addition will include a one-court gym, small and large group exercise rooms, cardio/weight fitness area, community room (divisible into three rooms), child watch room, special events/birthday party room, administrative offices, lobby, casual activities lounge, lockers and universal changing rooms, and support spaces as outlined in Exhibit A. (See attachment.)

The Add-Alternate list includes the possible additions of the Boys & Girls Club, second gym court, elevated walk / jog track, and warm water program pool combined with a waterslide / run-out to be located where the existing wading pool is situated. The City Council will determine which of the add-alternates to pursue and develop during the Schematic Design and Design Development phases. Depending on the number of and type of add-alternates that are selected to be developed; the percentage completion of the Design Development phase will vary between 40%-45%. Once the number and type of alternates are determined in conjunction with the City of Woodburn; Opsis will amend the contract to include the specific percentage completion for Design Development to be provided at the end of this contract phase of work.

This fee proposal will be an addition to the Personal Services Agreement currently entered between the City of Woodburn and Opsis Architecture and includes services described as follows. We are proposing a fixed fee as outlined in Exhibit C. (See attachment.)

SCOPE OF WORK

The City of Woodburn is engaging in the design of a community center in preparation for the General Election Bond Campaign in November 2020. The design team will work with the City and its stakeholders to develop the concept design approved by the city council. The outcome of this work will include development of the design, documentation, project and operational costs and renderings to assist in the forthcoming Bond effort. Upon voter approval of the project, the City intends to complete Design Development and Construction Documents. Once the documentation phases are complete, the project is planned to be permitted and bid for construction. Post-bond work would be completed under a separate or amended contract and is not included in this proposal.

The design team will complete Schematic Design and complete a percentage of Design Development as noted above.

Base program elements in the community center include:

- Lobby and casual activities lounge
- Large and small group exercise rooms
- Fitness cardio/weight room
- Multi-purposes community room (dividable, with warming kitchen)
- Child watch room
- Special events/birthday party room
- Single multi-purpose gymnasium court
- Lockers and universal changing rooms
- Natatorium renovation
- New expanded parking
- Site improvements

Add-alternate program elements in the community center may include one or more of the following:

- Boys and Girls Club program area
- Additional multi-purpose gymnasium court
- Indoor elevated walk/jog track
- Warm water program pool with runout slide located in the existing natatorium

Schematic Design Services

The primary objective of this task is to define the site and building relationships, character, and locations and to establish the project scope such that it is attainable within the program requirements and budget of the Project. The consultant shall include the following deliverables, related services and activities:

- Architectural Design – Services responding to scope of work (Predesign) requirements and consisting of preparation of conceptual site and building plans, schematic sections and elevations, preliminary selection of building systems and materials, development of approximate dimensions, areas and volumes.
- Civil/Site Design – Services consisting of site planning including layout of site features, building position, preliminary grading, location of paving for walkways, driveways and parking.
- Structural Design – Services consisting of recommendations regarding basic structural material and systems, analysis, and development of conceptual design.
- Mechanical Design – Services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
- Electrical Design – Services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
- Construction Cost Estimate based on development of Schematic Design.
- Code Analysis (egress, restroom fixture count, setback requirements, parking requirements).
- Development of schedules for decision-making, design, and documentation.
- Develop Revit model with immediate context.
- Develop Preliminary Renderings

Design Development Services (Percentage completion to be determined)

Based on approval of the Schematic Design Package and Cost Estimate, Design Development shall address requirements for a negotiated project scope and shall include the following deliverables, related services and activities:

- Architectural Design – Services consisting of continued development and expansion of architectural Schematic Design Documents to establish the intended scope, relationships, forms, size, and appearance of the project through plans, sections and elevations, typical construction details, materials selections and equipment layouts.
- Structural Design – Services consisting of continued development of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish basic structural system and dimensions, structural design criteria, foundation design criteria, preliminary sizing of major structural components, critical coordination clearances, and outline specifications or materials lists.
- Mechanical Design – Services consisting of continued development and expansion of mechanical Schematic Design Documents and development of outline specifications or materials lists to establish approximate equipment sizes and capacities, preliminary equipment layouts, required space for equipment, chases and clearances, acoustical and vibration control, visual impacts and energy conservation measures.
- Electrical Design – Services consisting of continued development and expansion of electrical Schematic Design Documents and development of outline specifications or materials lists to establish criteria for lighting, electrical and communication raceways, approximate sizes and capacities of major components, preliminary equipment layouts, required space for equipment, chases, and clearances.
- Reviewing and updating schedule for decision-making, design, and documentation.
- Bond Support – Development of colored plans, sections, elevations and renderings.

CONSULTANT TEAM

Our project consultant team includes trusted consultants with whom we’ve collaborated on many past successful community center projects. Our proposed team for this scope of work includes:

Structural Engineering	KPFF Consulting Engineers
Mechanical / Electrical Engineering	Interface Engineers
Landscape Architecture	Lango Hansen
Civil Engineering	KPFF Consulting Engineers
Aquatic Design	Counsilman-Hunsaker
Operational Planning	Ballard & King
Placemaking Graphics	Mayer Reed
Food Service	Halliday Associates
Supplemental Building Code	Code Unlimited
Cost Estimating	ACC Cost Consultants

FEE

We propose a fixed fee for Schematic Design and a fee to be determined percentage of Design Development, delineated in the attached Exhibit C Design Fee Matrix.

PROJECT SCHEDULE

Our estimated time to complete this effort is approximately 21 weeks, based upon the attached Exhibit B Overall Project Schedule.

REIMBURSABLES

Reimbursables are additional and include expenses incurred by Opsis and Consultants directly related to the project such as transportation, printing, deliveries, and other similar project-related costs. A 10% mark-up is applied to reimbursable expenses for processing.

Reimbursable Estimate:

Ballard*King	2 trips at \$1,500 each (Air travel/Car Rental/Lodging)	\$3,000
Counsilman-Hunsaker	2 trips at \$2,000 each (Air travel/Car Rental/Lodging)	\$4,000
Opsis and Portland Consultants	Mileage	\$5,000
Reproduction Expenses	Printing and Reports	\$10,000
Total		\$22,000

INVOICING

Invoices will be rendered once a month based on percent complete and reimbursable expenses incurred.

Please feel free to call me if you have any questions. We look forward to working with the City of Woodburn and assisting with the planning of its future.

Sincerely,



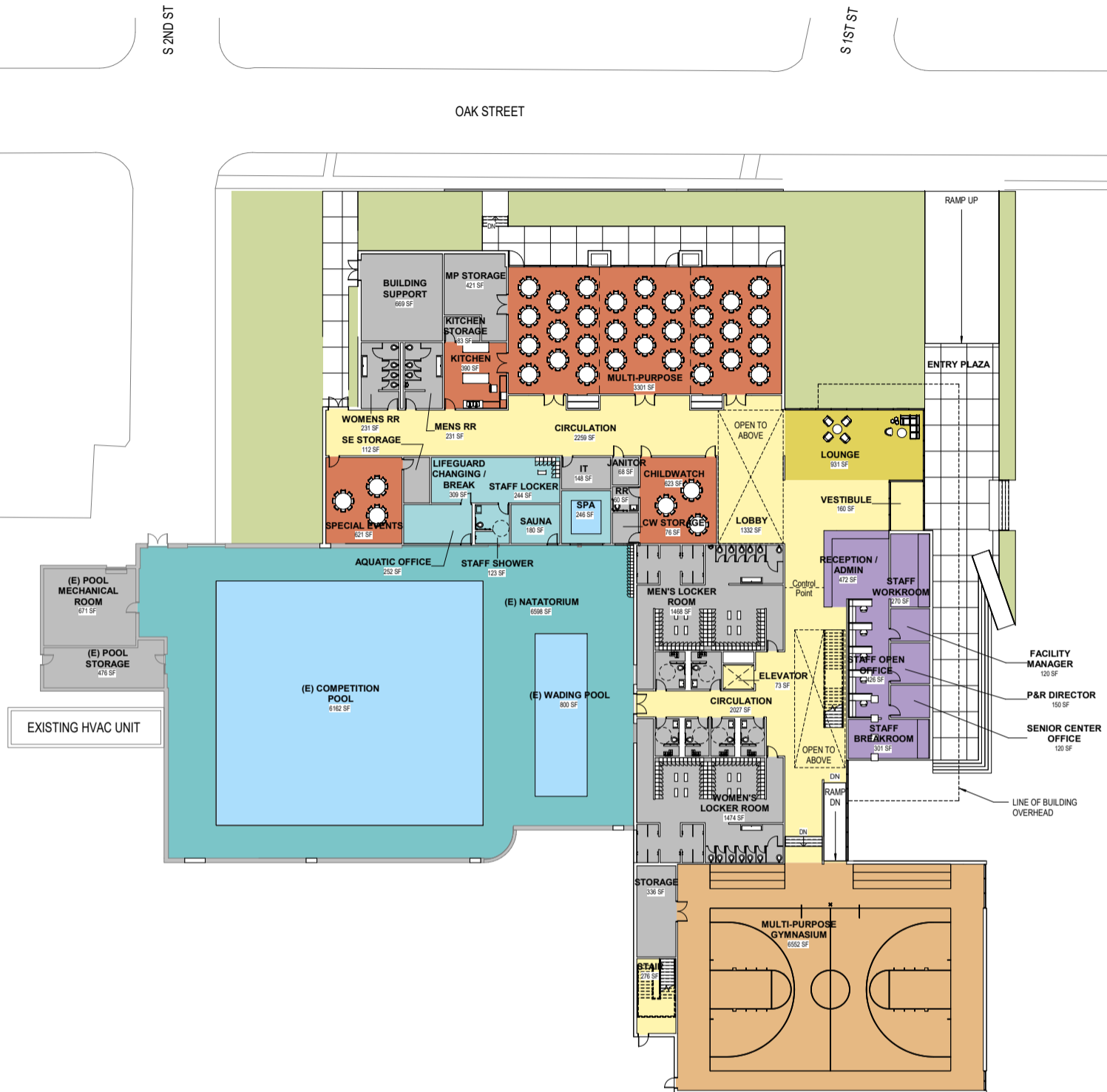
James Kalvelage, Partner, FAIA, LEED AP BD+C
Opsis Architecture, LLP

Enclosures:

- Exhibit A: Baseline Plan Option
- Exhibit B: Overall Project Schedule dated November 27, 2019
- Exhibit C: Fee Matrix dated November 27, 2019
- Exhibit D: Opsis Billing Rates

REDUCED FOOTPRINT - BASE PLAN

EXHIBIT A

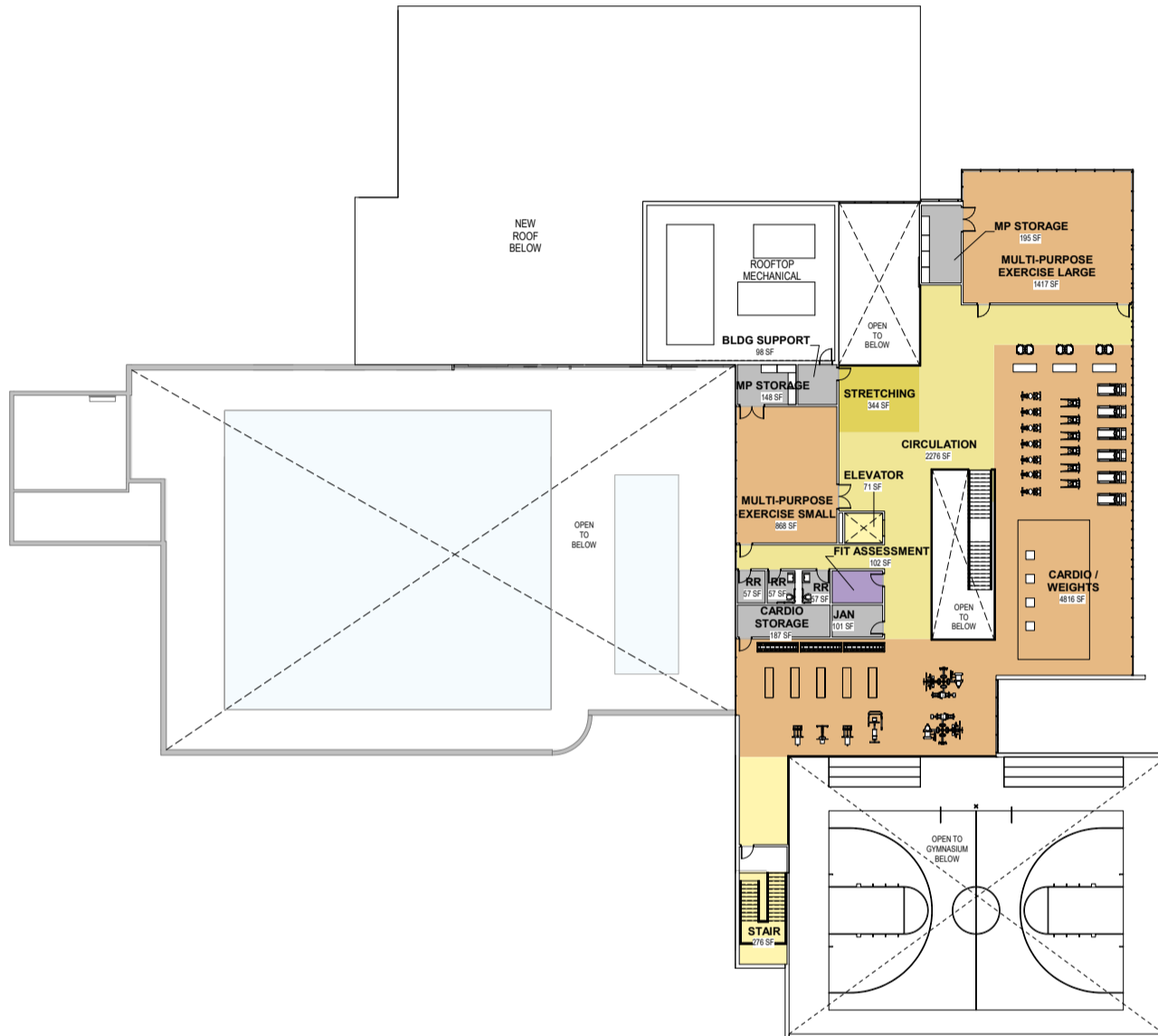


Level 01 - Base Plan

Existing Natatorium	15,290 sf
Addition	29,440 sf
Sub-total	44,730 sf

- AQUATICS
- AQUATICS
- RECREATION SPACES
- COMMUNITY SPACES
- LOUNGE
- ADMINISTRATIVE
- BUILDING SUPPORT
- CIRCULATION
- OUTDOOR AMENITY





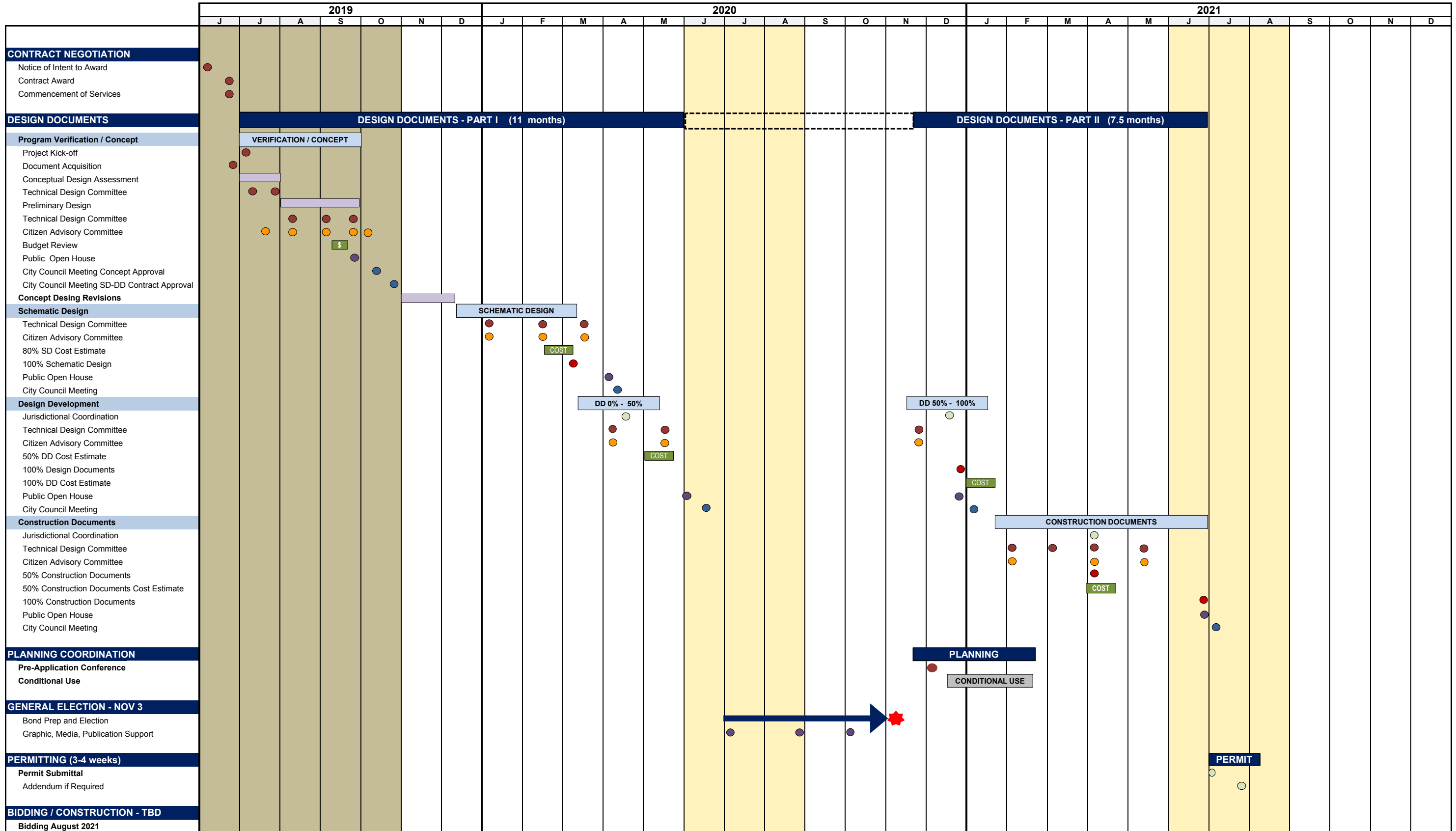
Level 02 - Base Plan

Addition 11,380 sf

- RECREATION SPACES
- LOUNGE
- CIRCULATION
- ADMINISTRATIVE
- BUILDING SUPPORT



City of Woodburn
**COMMUNITY CENTER
 OVERALL PROJECT SCHEDULE**





City of Woodburn
Community Center

Exhibit C
 11.27.2019

		SD - % DD FEES			
Direct Construction Cost: \$23,093,353 - \$32,542,709		BASIC SERVICES SD - % DD			
A/E FEE SUMMARY		Schematic Design	40% Design Development	Total	Comments
Basic Services					
Architectural	Opsis	209,690	218,980	\$428,670	
Structural	KPFF	35,200	33,000	\$68,200	
Mech/Plumbing	Interface	31,900	63,800	\$95,700	
Electrical & Fire/Life Safety	Interface	29,700	60,500	\$90,200	
Basic Services Subtotal		306,490	376,280	\$682,770	
Supplemental Services					
Civil	KPFF	17,050	15,950	\$33,000	
Landscape	Lango Hansen	19,250	17,600	\$36,850	
Aquatics Planning/Design	Counsilmán-Hunsaker	27,500	22,880	\$50,380	
Operational Planning	Ballard*King	11,000	13,750	\$24,750	
Land Use Planning	3J	5,500	3,850	\$9,350	CU delay to 100% DD
Interior Design	Opsis	10,000	15,000	\$25,000	
FF&E Services	Opsis	-	-	\$0	
Data/Communications	Interface	2,200	3,300	\$5,500	
Audio/ Visual	Interface	2,750	3,850	\$6,600	
Lighting	Interface	9,350	8,800	\$18,150	
Signage/Wayfinding	MayerReed	-	-	\$0	
Food Service	Halliday	1,749	1,749	\$3,498	
Bldg Code-Supplemental	Code UL	4,400	4,400	\$8,800	
Cost Estimating	ACC	15,832	25,490	\$41,322	
Renderings	Opsis	5,000	8,000	\$13,000	
Placemaking/Graphics	Mayer Reed	4,400	11,000	\$15,400	
ETO/PTNZ Design/Documentation					
Arch	Opsis	-	-	\$0	Delay to 100% DD
Landscape	Lango Hansen	-	-	\$0	Delay to 100% DD
MEP	Interface	-	-	\$0	Delay to 100% DD
Civil	Interface	-	-	\$0	Delay to 100% DD
Energy Modeling	Interface	-	-	\$0	
Daylight Modeling	Interface	-	-	\$0	
Ventilation Modeling	Interface	-	-	\$0	
Commissioning	Interface	-	-	\$0	
PV System Design	Interface	-	-	\$0	
Data/Telecom (design)	Interface	-	1,650	\$1,650	Narrative Only
Building Security (design)	Interface	-	1,100	\$1,100	Narrative Only
Paging System (design)	Interface	-	1,100	\$1,100	Narrative Only
1.5% Green Energy Technology / PV	Interface	-	1,100	\$1,100	Narrative Only
Special Inspections	TBD	-	-	\$0	By Owner
Survey	TBD	-	-	\$0	By Owner
Geotech	TBD	-	-	\$0	By Owner
Community Engagement		-	-	\$0	By Owner
Design Contingency		-	-	\$0	By Owner
Supplemental Services Subtotal		\$135,981	\$160,569	\$296,550	
TOTAL FEE		\$442,471	\$536,849	\$979,320	
Reimbursable Budget				\$20,000	2%
TOTAL PROJECT FEE				\$999,320	

EXHIBIT D

2019 HOURLY BILLING RATES

Partner	\$210 - \$250
Associate Principal	\$195
Project Manager	\$190
Project Designer	\$190
Interior Designer	\$95 - \$140
Sustainability Leader	\$165
Project Architect	\$165
Staff Architect	\$130 - \$160
Intern Architect	\$115 - \$125
Clerical Support	\$80

Hourly billing rates are valid through end of 2019. Rates will be adjusted in accordance with Opsis' normal review practices.



Agenda Item

December 9, 2019

To: Honorable Mayor and City Council through City Administrator
From: Chris Kerr, Community Development Director *ck.*
Subject: **Call-Up Briefing: Planning Commission Approval of a Design Review and Property Line Adjustment for GEM Equipment of Oregon, LLC at 2765 National Way (DR 2019-11 & PLA 2019-05)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

BACKGROUND:

The subject property is located in the Industrial Park (IP) zoning district. There is an existing industrial building on a portion of the property, operated by Specialty Polymers, while the remainder is undeveloped.

The project includes lot consolidations, a property line adjustment, and site development for a new manufacturing facility for GEM Equipment, an existing manufacturing company located at 2355 Progress Way. The new facility will be 70,868 square feet, employing 85 individuals once operational with a goal to hire at least 10 more. In addition to the private improvements of the site, the applicant will be constructing a sidewalk and planting street trees along the National Way frontage. The application included no Variance or Exception to Street Right of Way and Improvement Requirements ("Street Exception") requests.

The Woodburn Planning Commission held a public hearing on November 14, 2019 and unanimously approved the application package with the conditions recommended by staff through the staff report published November 7. Staff received a letter in support of the proposal and the applicant testified in support.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___