



City of Woodburn, Oregon

And Woodburn Urban Renewal Agency



Adopted Budget for FY 2019-20

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City of Woodburn

Adopted Fiscal Year 2019-20 Budget

Table of Contents

Introduction.....	5
GFOA Distinguished Budget Presentation Award	6
Budget Committee Members.....	7
Overview.....	8
Budget Message	9
Estimated Ending Fund Balances.....	15
Summary of Revenues and Expenditures – All Funds	16
Full-time Equivalent (FTE) Summary by Supervising Group.....	18
Property Tax Analysis	19
Major Taxpayers.....	20
Reader’s Guide	21
Fund Structure.....	22
About Woodburn.....	23
City Statistics – Location Demographics.....	23
City Statistics – Services.....	24
Budgeting in Oregon.....	26
Budgeting in the City of Woodburn.....	27
City of Woodburn Budget Calendar	28
Budget Assumptions.....	29
Council Goals	30
Functional Organization Chart.....	31
General Services	33
Summary of Revenues and Expenditures – General Fund 001	34
Summary of General Fund Expenditures by Department	35
General Fund Revenue Sources and Other Discussion	36
General Fund – Revenue Detail.....	37
General Fund – Expenditures by Department.....	41
Administration Department	41

Council & Mayor	42
City Administrator	44
City Attorney.....	46
Finance	48
City Recorder	50
Human Resources.....	52
Economic Development	54
Police	56
Community Services Department	61
Library.....	62
Aquatics	64
Recreation	66
Parks and Facilities Maintenance	68
Community Services Administration	70
Planning.....	72
Engineering.....	75
Non-Departmental	78
Contingency/Ending Fund Balance.....	81
Transit Fund – 110	82
Street Fund – 140	86
GO Debt Service Fund – 250.....	92
Utility Funds.....	93
Water Fund – 470	94
Sewer Fund – 472	100
Capital Construction Funds	107
General Cap Const Fund – 358	108
Street & Storm Cap Const Fund – 363.....	110
Sewer Cap Const Fund – 465	112
Water Cap Const Fund – 466.....	114
Special Revenue Funds	117
Building Inspection Fund – 123	118
Asset Forfeiture – 132.....	122
Housing Rehabilitation Fund – 137.....	124
Special Assessment – 360	127

Parks SDC Fund – 364	128
Street SDC Fund – 376	130
Storm SDC Fund – 377	132
Water SDC Fund – 474	133
Sewer SDC Fund – 475	134
Internal Services Funds.....	135
Information Technology Fund – 568	136
Insurance Fund – 581	140
Equipment Replacement Fund – 591	142
PERS Reserve Fund – 693	144
Trust Funds	147
Lavelle Black Trust Fund – 695	148
Closed Funds.....	149
Library Endowment Fund – 690	150
Museum Endowment Fund – 691	151
Supporting Schedules	153
Debt Overview.....	154
Personnel Allocation.....	156
FTE Detail by Supervising Department	158
Budgeted Transfers	163
Capital Construction Projects	164
Project Data Sheets	164
Current Year Projects	165
Six Year Capital Improvement Plan – FY 2019-20 to FY 2024-25	183
Appendices	185
Glossary	186
Budget Policies & Fiscal Strategy.....	192
Five-Year Forecast	205
Wage Scales.....	224
Unrepresented Wage Scale	224
Part-Time Wage Scale.....	225
AFSCME Wage Scale	226
Woodburn Police Association (WPA) Wage Scale.....	227
Police Management Wage Scale	227

Chart of Accounts	228
LB-1 Notice of Budget Hearing	238
Budget Resolution	240
Urban Renewal Agency (URA) – 720	243
Urban Renewal Fund – 720	245
UR-1 Notice of Budget Hearing	248
Budget Resolution	249

Introduction

- ❖ GFOA Distinguished Budget Presentation Award
- ❖ Budget Committee Members
- ❖ Overview
- ❖ Budget Message
- ❖ Estimated Ending Fund Balances
- ❖ Summary of Revenues and Expenditures – All Funds
- ❖ FTE Summary by Supervising Department
- ❖ Property Tax Analysis
- ❖ Major Taxpayers

GFOA Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Woodburn

Oregon

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Woodburn for its annual budget for the fiscal year beginning July 1, 2018. This is the seventh year in a row the City of Woodburn has been honored with this award. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

City of Woodburn, Oregon

Budget Committee Members

FY 2019-20

Councilors

Debbie Cabrales – Ward I
Lisa Ellsworth – Ward II
Robert Carney – Ward III
Sharon Schaub – Ward IV
Mary Beth Cornwell – Ward V
Eric Morris – Ward VI

Term Expires

Dec. 2020
Dec. 2020
Dec. 2022
Dec. 2022
Dec. 2022
Dec. 2020

Electors

Vacant – Position I
John Zobrist – Position II
Steven Kufeldt – Position III
Elida Sifuentez – Position IV
Patty Soza – Position V
John Reinhardt – Position VI

Term Expires

Dec. 2019
Dec. 2019
Dec. 2021
Dec. 2021
Dec. 2019
Dec. 2021

City Administrator
Scott Derickson

Finance Director
Sandra Montoya

Senior Management Analyst
Julie Moore

City of Woodburn
270 Montgomery Street, Woodburn, OR 97071
503-982-5222

www.ci.woodburn.or.us

Overview

The budget document serves two distinct purposes: the first is to present a clear picture of City services and policies, and second is to provide management with a financial and operating plan that conforms to its accounting system and State Budget Law (ORS 294).

- **Budget Message:** The budget message summarizes key features and issues shaping the budget for the coming year, followed by department staffing, property taxes and summary schedules for revenues, expenditures and ending fund balances.
- **Reader's Guide:** The reader's guide outlines how the budget document is presented and defines key elements for the reader. The section includes the fund structure, statistics, and information about budgeting in Oregon and the City, budget assumptions, council goals, and an organizational chart.

Budgets: The budgets contain various departments/divisions, in numerical order, presented with a narrative describing the department/division's function and the budget for the coming year as well as prior years' budget and actual information. Both summary tables and detail tables have been included for active funds with significant amounts of activity. Funds with limited activity only have a detail table.

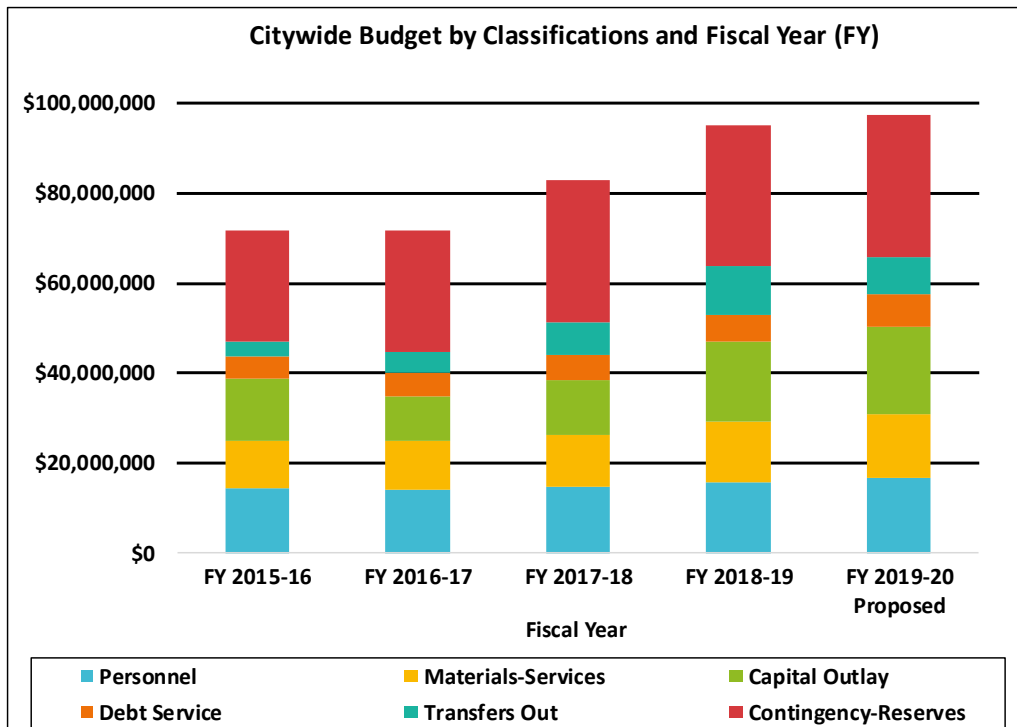
Budget Message



April 27, 2019

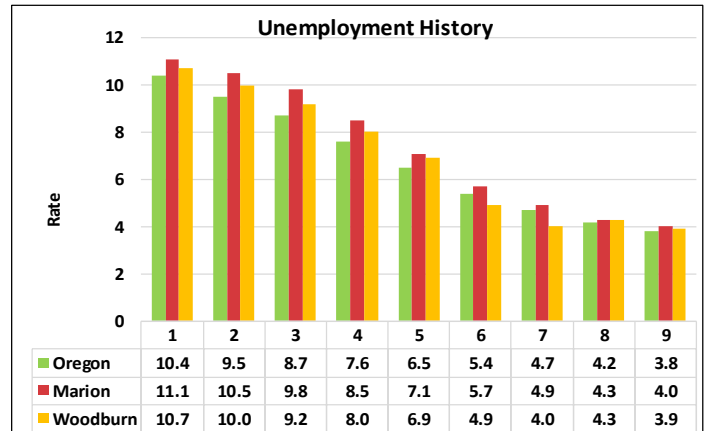
City Councilors, Budget Committee Members and Citizens of Woodburn:

For your consideration, I am pleased to present the proposed budget for Fiscal Year (FY) 2019-20. The proposed \$97.5 million budget (including contingencies and reserves) maintains critical services and programs as well as continues to address City Council goals adopted on January 28, 2019 (see Council Goals on page 30). The General Fund portion of the proposed budget is \$20.5 million (21.0 percent). As required by state law the proposed budget is balanced. The table below shows the 5-year citywide budget growth by expenditure classification.



Woodburn’s economic indicators continue to steadily improve and support a solid outlook for FY 2019-20.

- # of issued building permits are increasing,
- housing prices are rising,
- wages are higher than a year ago,
- there have been new residential and industrial annexations,
- unemployment rates remain low, and
- a strengthening General Fund cash position.

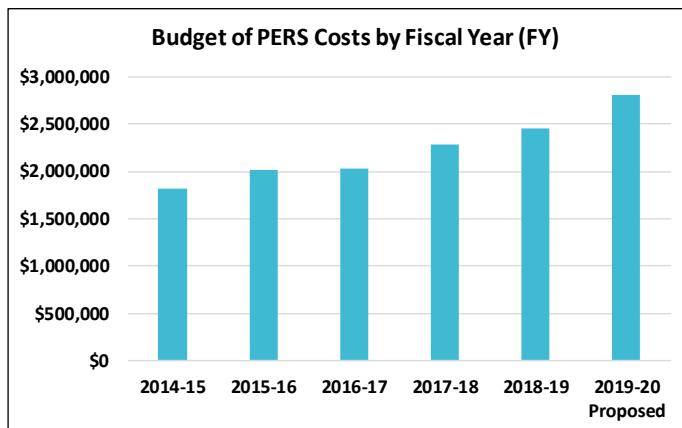


Nevertheless, I continue to urge caution based on the slowing pace of economic growth and the City’s five-year forecast showing a sharp decline in the General Fund ending fund balance in years two to five primarily due to employment-related expenses.

Below are some FY 2019-20 budgetary highlights:

- General Fund (001): In FY 2018-19 Council approved funding for the renovation of City Hall due to years of roof leaks and a failing HVAC system. The renovation required temporary relocation of City Hall departments for the completion of the six-month project. The \$3.5 million project was funded by \$1.8 million from a one-time General Fund savings transfer and a \$1.7 million loan. The first year debt service payment on the 4-year loan is budgeted in the General Fund.
- In alignment with the Council Goal to **“develop funding sources to help support the completion of capital improvement projects,”** grants, donations, and one-time savings are funding the completion of the Library Square Playground, the Police Radio Channel System Upgrade, and the Community Center Design. Funding for these projects is included in the FY 2019-20 proposed budget.
- In alignment with the Council project to **“improve seating at the Downtown Plaza and add game tables,”** \$25,000 has been included in the Capital Outlay account in the General Fund – Community Services Parks and Facility Maintenance budget.
- In alignment with the Council Goal to **“create a Dick Jennings Community Leadership Academy,”** a \$5,000 budget has been included in the Professional Services account in General Fund-City Administrator.
- In alignment with the Council Goal to **“explore the development of a non-profit consolidation facility,”** a \$5,000 budget has been included in the account in General Fund Non-Departmental.
- Transit Fund (110): On July 1, 2018, the new statewide transit tax went into effect. The new revenue and expanded service expenditures have been included in the FY 2019-20 Transit budget.
- Closed Funds: In FY 2018-19 the available funding in the Library Endowment Fund (690) and the Museum Endowment Fund (691) was expended. The funds were closed and future donations will be received in the Community Services budget.

- PERS Reserve Fund (693): In FY 2018-19 City Council approved the establishment of a PERS Reserve Fund for the creation of a side account to reduce the City’s liability in the Public Employee Retirement System (PERS). The liability was \$13,401,200¹ as of June 30, 2018, to be paid through a combination of interest earnings and biennial rate increases through 2033. The 2017-2019 rate increase averaged 27.2 percent, and the 2019-2021 rates will increase an average of 24.4 percent. Table 2 below shows the rising PERS budget over the past five years and FY 2019-20 Proposed Budget.



As the rate increases are unsustainable, in 2018 Governor Kate Brown signed Senate Bill 1566 into law, establishing an Employer Incentive Fund (EIF) to reduce the PERS liability. The EIF will provide up to 25.0 percent matching funds for qualifying employers who make a one-time lump sum payment to reduce their PERS unfunded actuarial liabilities. PERS is developing the EIF program and City staff will present options to the Woodburn City Council when the application rules are available.

The PERS Reserve Fund will provide funding for the City’s participation in the State’s EIF program. In FY 2018-19 \$1.7 million in citywide transfers created the fund, and in FY 2019-20 1.0 percent of personnel costs, plus a one-time savings transfer of \$191,290 from the General Fund, is budgeted. In alignment with the City Council Goal to **“develop a strategy to limit the PERS liability”** set on March 2, 2019, a work session on the pros/cons of creating a PERS side account as a strategy for reducing future costs will be presented to Council in the next year.

- Citywide Staffing Level Changes: The total full-time equivalent (FTE) count increased by 6.6, which includes 6.1 positions (combination of full and part-time) in Transit as a result of the new Statewide Transit Tax funding, and the addition of .5 position in Public Works.

And finally, for the seventh year in a row the City has received a *Distinguished Budget Presentation Award* from the Government Finance Officers Association. I thank department heads for their participation in generating a comprehensive budget document and prudent financial management.

As busy members of our community, I also appreciate the time the members of the Budget Committee have contributed to the budget process, in studying the material you are provided and donating the time to attend the annual meeting. It is clear that General Fund reductions, combined with cost-containment strategies and adherence to the City Council’s budget policies, have resulted in today’s stronger financial position. The City Council and Woodburn Budget Committee members are highly commended for navigating the City through difficult times with sound financial management.

¹ The City of Woodburn’s net proportionate share of the Unfunded Actuarial Liability as of June 30, 2018. Oregon PERS’ independently audited financial statement can be found at: <https://www.oregon.gov/pers/Pages/financials/Actuarial-Financial-Information.aspx>

The following pages provide some financial highlights of the detail found in the budget book.

General Fund Highlights

The General Fund allocates the City's only discretionary revenues and provides critical services to community such as police, parks, library, planning, finance, etc. The General Fund's primary revenue sources include property taxes, franchise fees, and shared state revenues (liquor, cigarette taxes, etc.).

- A General Fund budget (including contingency and reserves) of \$20.5 million is proposed for FY 2019-20 (see Total Expenses on page 34). This figure is -9.2 percent, or \$2.1 million lower, than the City's FY 2018-19 Amended Budget, primarily due to prior year transfers totaling \$4.0 million for capital repairs and the creations of a PERS Reserve Fund. Excluding transfers, the year-over-year change in the General Fund budget is 8.2 percent, or \$1.5 million higher due primarily to higher personnel costs, and \$575,000 for debt service on the 4-year City Hall renovation loan.
- On January 28, 2019, City Council approved the Fund Reserves & Contingency Policy (see Budget Policies and Fiscal Strategies, Section 5.B on page 192) setting the General Fund Contingency level to 25.0 percent as savings occur. Based on prior year savings the General Fund Contingency for FY 2019-20 is at 18.4 percent. In addition to Contingency Reserves, there is a \$1.0 million Shortfall Management Reserve (SMR) and the Reserve for Facilities of \$345,000 in anticipation of future facility repair needs.
- FY 2019-20 a General Fund shortfall (expenses greater than revenue) is budgeted to be \$191,290 due to the transfer of savings to the PERS Reserve Fund and the annual \$116,000 transfer to the Transit Fund. Excluding the transfers, revenue would exceed expenses by \$218,280.

Citywide Revenues

Woodburn relies on two major sources to fund operations:

1. Taxes (property, transient occupancy, and marijuana): Taxes serve as the largest source of revenue, 48.9 percent in the General Fund and 11.0 percent citywide, and provides for critical programs such as police, library, parks, aquatics, etc. In the last four years property tax revenue has begun to rebound from the recessionary dip, and FY 2019-20 is budgeted 3.3 percent higher (before discounts and delinquencies) than the current fiscal year. The increase beyond the 3.0 percent statutory limit is primarily due to reduction in property tax compression and new construction.
2. Charges for goods and services (e.g. utility charges and fees): This makes up 15.1 percent of resources. Utility charges are impacted by rates, consumption, and infrastructure needs which are driven by population growth, new construction, regulatory compliance, and repairs.
 - Water charges provide for the delivery of safe drinking water to customers. In FY 2018-19 a ten-year rate increase plan, inclusive of an average 10.0 percent increase the first year and an additional 10.0 percent increase July 2019.

- Sewer rates remain the same following the prior rate increase July 2014. This budget assumes sewer rates will remain relatively flat in the coming year.
3. Various other revenues supplement the City's operations include franchise fees (levied on utilities for use of public right-of-way), intergovernmental revenue (state shared revenue, liquor and cigarette taxes, transportation revenues) and fines (municipal court). These revenue sources are essential to the overall financial health of the City and are historically less volatile than discretionary revenue sources.

Citywide Expenditures

Personnel services represent the majority of the City's operating costs and represents 17.3 percent, or \$16.3 million of the total budget. Personnel costs increased 7.0 percent over the prior year and includes 6.1 additional positions and increases for merit/cost-of-living-adjustments, medical, and retirement costs.

The proposed budget increases Materials & Services by 1.7 percent or \$237,570 over FY 2018-19. Consistent with City policy, operating departments did not increase their bottom line appropriations unless increases could be offset by revenue. Exceptions have been made for costs to advance City Council goals, or costs driven by external factors outside of the control of the departments, such as utilities, building maintenance, information technology, insurance and maintenance projects.

Debt service obligations total \$7.2 million, or 7.4 percent of the total budget. For a detailed listing of the outstanding balance and annual debt service of the City, see the Debt Overview section on page 154.

Citywide Capital Construction Plan

The proposed FY 2019-20 budget capital spending totals \$19.6 million or 20.1 percent of total expenditures. The majority of the capital budget is for capital construction projects, which can be found in detail beginning on page 164. With the exception of projects requiring external financing, projects are budgeted for the full cost, even if the project is expected to span multiple budget periods. Full project costing ensures that budget authority is available should the schedule accelerate.

All capital projects are individually reviewed and authorized by the Public Works Director, Finance Director and City Administrator prior to inclusion in the annual budget.

Citywide Contingencies and Reserves

Woodburn's ending fund balances are comprised of contingency and reserve line items. The FY 2019-20 budget contains all City Council-mandated contingency balance levels for each operating fund as well as reserves for debt service, dedicated construction funds, or other specific purposes. These balances cannot be expended without City Council approval.

Urban Renewal Agency

Woodburn’s Urban Renewal Agency (URA) budget includes the following capital projects:

- North First Street Improvements: \$3,088,500
- Alley improvements (Phase II and III): \$75,000
- Museum Improvements: \$400,000
- Public Arts and Mural Program: \$100,000

Conclusion

The FY 2019-20 budget allocates resources in a manner that supports the strategic goals and direction provided by the Mayor and City Council. It is my recommendation as Woodburn’s Budget Officer that the Budget Committee approve the FY 2019-20 proposed budget as submitted. I am proud of the progress made over the past few years.

Sincerely,



Scott Derickson

Estimated Ending Fund Balances

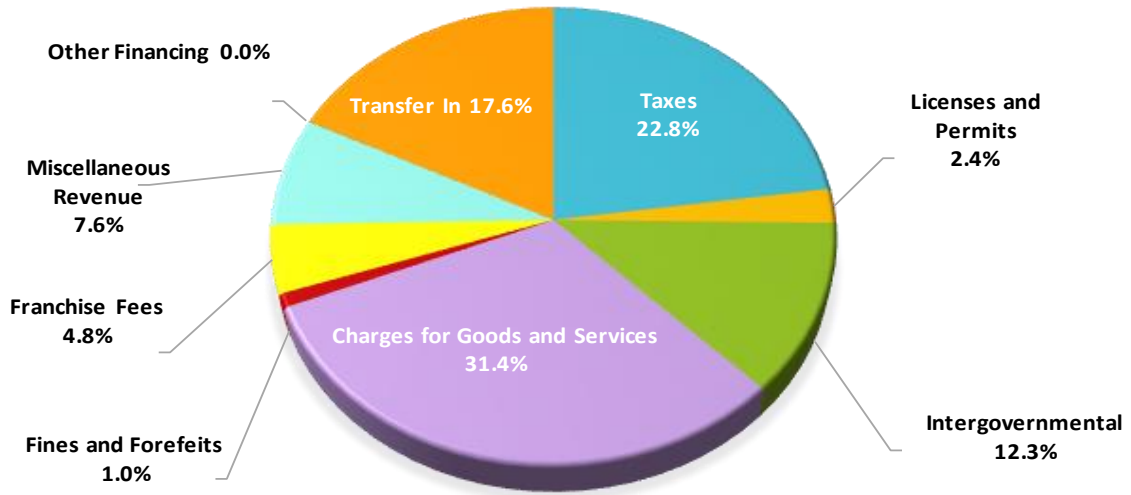
	Projected Balance			Projected Balance	
	July 1, 2019	Increases	Decreases	June 30, 2020	% Change
General Services					
General Fund - 001	5,306,900	15,144,030	(15,329,040)	5,121,890	-3.5%
Transit Fund - 110	244,760	990,240	(1,068,060)	166,940	-31.8%
Street Fund - 140	4,057,800	2,284,680	(4,383,530)	1,958,950	-51.7%
GO Debt Service Fund - 250	1,800	568,400	(570,200)	-	-100.0%
Total General Services	9,611,260	18,987,350	(21,350,830)	7,247,780	
Utility Funds					
Water Fund - 470	2,400,000	4,105,000	(4,411,290)	2,093,710	-12.8%
Sewer Fund - 472	8,989,000	8,645,000	(9,898,260)	7,735,740	-13.9%
Total Utility Funds	11,389,000	12,750,000	(14,309,550)	9,829,450	
Capital Construction Funds					
General Cap Const Fund - 358	2,466,020	-	(2,466,020)	-	0.0%
Street & Storm Cap Const Fund - 363	-	5,275,000	(5,275,000)	-	0.0%
Sewer Cap Const Fund - 465	11,800,520	3,344,850	(7,830,500)	7,314,870	-38.0%
Water Cap Const Fund - 466	1,828,730	957,630	(2,786,360)	-	-100.0%
Total Capital Construction Funds	16,095,270	9,577,480	(18,357,880)	7,314,870	
Special Revenue Funds					
Building Inspection Fund - 123	1,282,070	1,549,930	(1,509,960)	1,322,040	3.1%
Asset Forfeiture - 132	14,680	320	(15,000)	-	-100.0%
Housing Rehab Fund - 137	353,800	24,030	(20,350)	357,480	1.0%
Special Assessment Fund - 360	17,980	3,740	-	21,720	20.8%
Parks SDC Fund - 364	617,030	312,320	-	929,350	50.6%
Street SDC Fund - 376	3,745,400	597,830	(2,100,000)	2,243,230	-40.1%
Storm SDC Fund - 377	642,430	44,150	(140,000)	546,580	-14.9%
Water SDC Fund - 474	1,512,850	244,350	(902,500)	854,700	-43.5%
Sewer SDC Fund - 475	1,761,270	346,140	(2,107,410)	-	-100.0%
Total Special Revenue Funds	9,947,510	3,122,810	(6,795,220)	6,275,100	
Internal Services Funds					
Information Technology Fund - 568	334,000	1,139,000	(1,109,560)	363,440	8.8%
Insurance Fund - 581	650,000	767,000	(869,030)	547,970	-15.7%
Equipment Replacement Fund - 591	805,860	171,180	(977,040)	-	-100.0%
Reserve for PERS - 693	1,667,000	422,710	(2,089,710)	-	0.0%
Total Internal Services Funds	3,456,860	2,499,890	(5,045,340)	911,410	
Trust Funds					
Lavelle Black Trust Fund - 695	27,740	1,180	(20,000)	8,920	-67.8%
Total Trust Funds	27,740	1,180	(20,000)	8,920	
Total All Funds	50,527,640	46,938,710	(65,878,820)	31,587,530	-37.5%

Summary of Revenues and Expenditures – All Funds

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Amended Budget	FY 2019-20 Budget	% Change	% Total Budget
Beginning Balance	40,102,192	43,047,057	45,058,240	50,527,640	12.1%	51.8%
Revenues						
Taxes	9,705,562	10,111,449	10,455,950	10,705,430	2.4%	11.0%
Licenses and Permits	681,823	1,024,581	1,075,090	1,128,790	5.0%	1.2%
Intergovernmental	3,225,070	3,323,717	5,519,730	5,756,040	4.3%	5.9%
Charges for Goods-Services	12,362,778	13,195,393	13,712,970	14,762,510	7.7%	15.1%
Fines and Forfeits	419,731	394,837	456,500	456,500	0.0%	0.5%
Franchise Fees	2,110,531	2,098,786	2,401,450	2,264,700	-5.7%	2.3%
Miscellaneous Revenue	2,573,009	2,963,151	3,513,550	3,582,930	2.0%	3.7%
Other Financing	11,067	3,802,416	1,915,050	15,000	-99.2%	0.0%
Transfers In	702,217	1,472,564	10,854,660	8,286,810	-23.7%	8.5%
Total Revenues	31,791,787	38,386,893	49,904,950	46,958,710	-5.9%	48.2%
Total Beg. Bal. and Revenues	71,893,979	81,433,950	94,963,190	97,486,350	2.7%	100.0%
Expenses						
Personnel Services	13,048,334	13,156,681	15,739,750	16,839,250	7.0%	17.3%
Materials and Services	8,713,867	9,163,001	13,633,410	13,870,980	1.7%	14.2%
Capital Outlay	1,122,258	2,352,783	17,583,340	19,569,920	11.3%	20.1%
Debt Service	5,260,245	9,317,885	(2,633,050)	7,239,150	-374.9%	7.4%
Transfers Out	702,217	1,472,564	10,854,660	8,284,520	-23.7%	8.5%
Total Expenses Before Contingency	28,846,922	35,462,912	55,178,110	65,803,820	19.3%	67.5%
Contingency & Reserves						
Contingency	-	-	7,127,200	8,307,840	16.6%	8.5%
Reserve - SMR	-	-	1,010,000	1,010,000	0.0%	1.0%
Reserve for Facilities	-	-	-	345,000	100.0%	0.4%
Reserve for Equipment	-	-	100,000	170,000	100.0%	0.2%
Reserve for Future Years	-	-	19,271,150	18,095,690	-6.1%	18.6%
Reserve for Debt Service	-	-	3,646,730	3,754,000	2.9%	3.9%
Total Contingency & Reserves	-	-	31,155,080	31,682,530	1.7%	32.5%
Total Expenses/Contingency/Res.	28,846,922	35,462,912	86,333,190	97,486,350	12.9%	100.0%
Net Fund Balance	43,047,057	45,971,038	8,630,000	-		
Total Budget	71,893,979	81,433,950	94,963,190	97,486,350	12.9%	

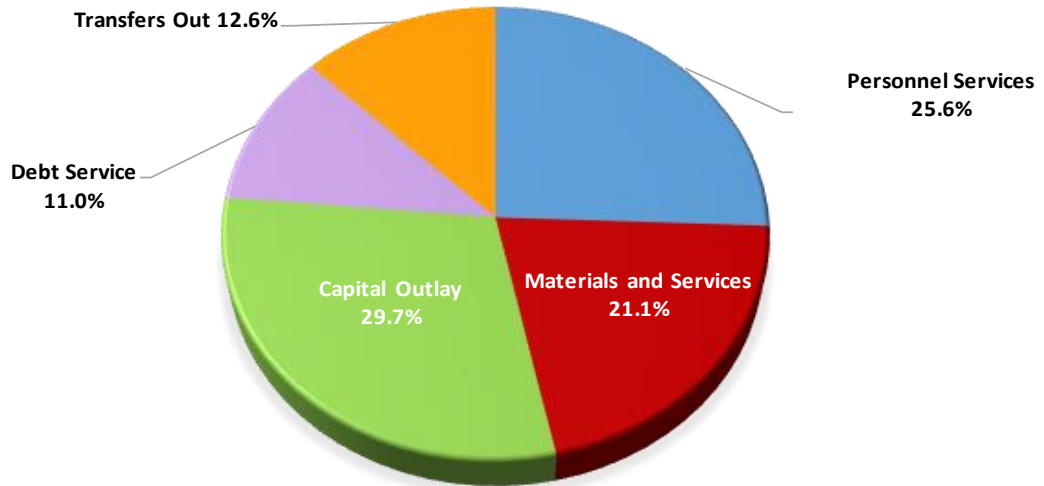
**ALL FUNDS REVENUES BY CLASS -
FY 2019-20**

(EXCLUDES BEGINNING FUND BALANCE)



**ALL FUNDS EXPENSES BY CLASS -
FY 2019-20**

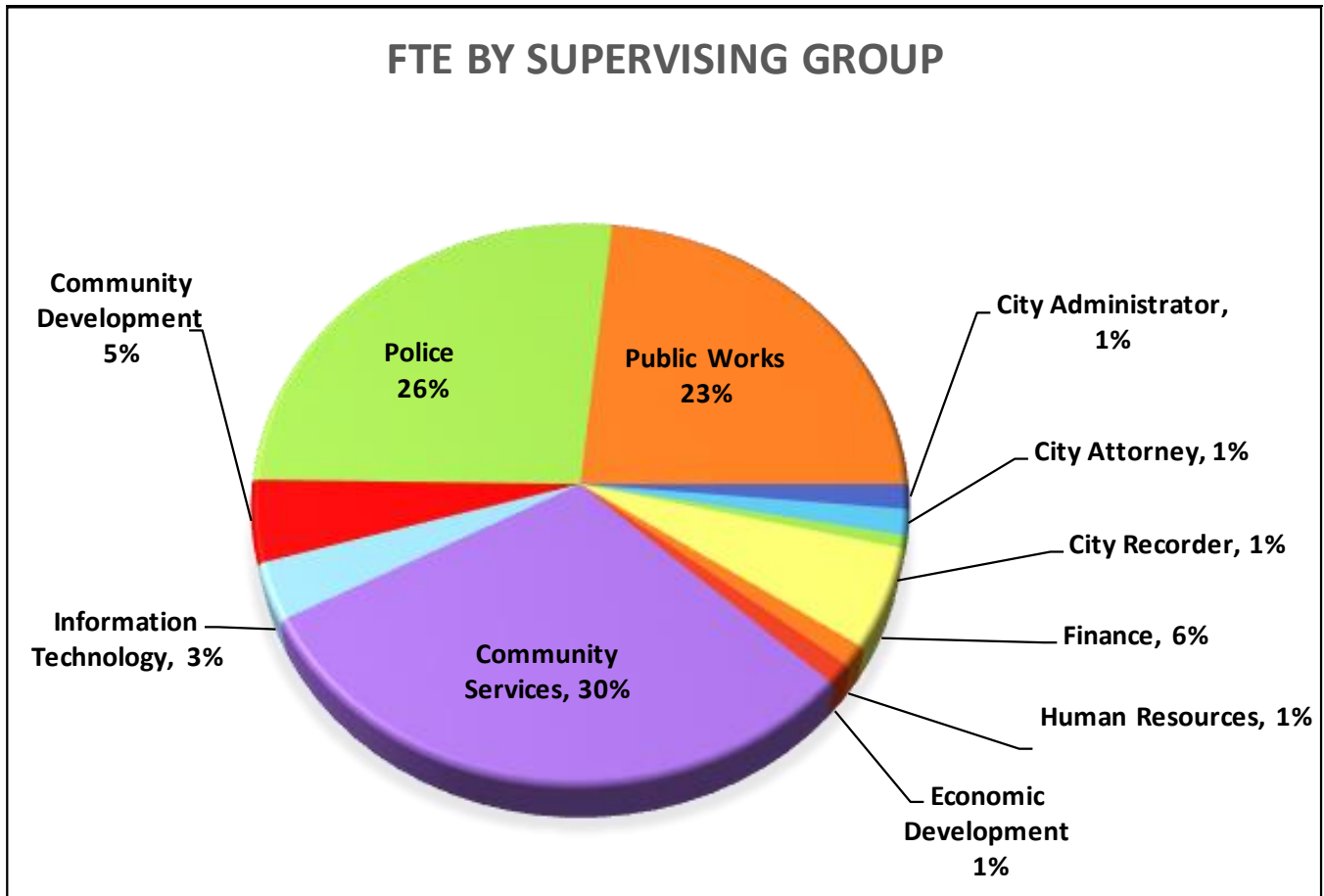
(EXCLUDES CONTINGENCY & RESERVES)



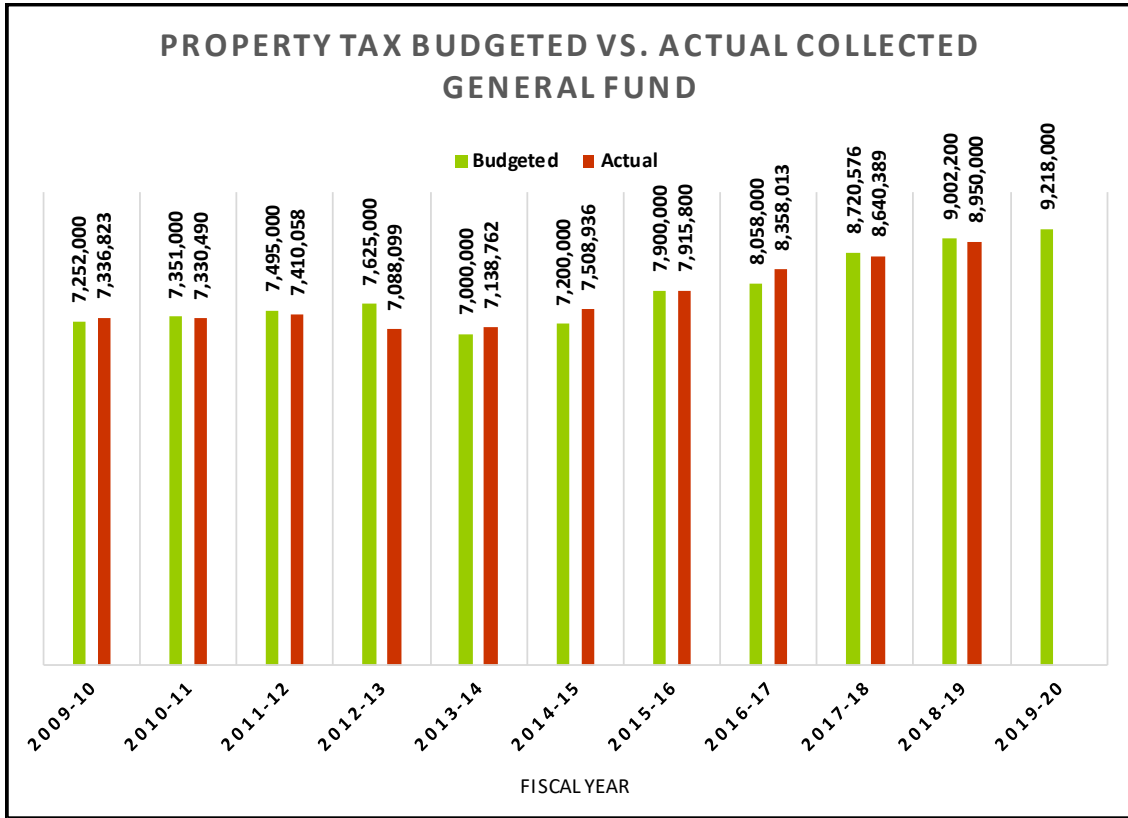
Full-time Equivalent (FTE) Summary by Supervising Group

Department	Actual	Actual	Budget	Budget	FTE	%	% of
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	Change	Change	Total
City Administrator	2.4	2.4	2.4	2.4	0.0		1%
City Attorney	2.5	2.5	2.5	2.5	0.0		1%
City Recorder	1.2	1.2	1.2	1.2	0.0		1%
Finance	8.9	9.2	9.6	9.6	0.0		6%
Human Resources	2.0	2.0	2.0	2.0	0.0		1%
Economic Development	1.0	2.0	2.0	2.0	0.0		1%
Community Services	44.2	43.4	43.9	50.0	6.1		30%
Information Technology	4.0	4.5	5.5	5.5	0.0		3%
Community Development	6.8	7.8	7.8	7.8	0.0		5%
Police	42.7	43.6	43.6	43.6	0.0		26%
Public Works	37.8	37.8	38.0	38.5	0.5		23%
Total FTE	153.4	156.3	158.4	165.0	6.6	4.2%	100%

The FTE Detail by Supervising Group on page 158 will provide the breakdown for this table.



Property Tax Analysis



Fiscal Year	General Fund		% Change in Actuals
	Budgeted	Actual	
2008-09	7,254,000	7,063,853	4.5%
2009-10	7,252,000	7,336,823	3.9%
2010-11	7,351,000	7,330,490	-0.1%
2011-12	7,495,000	7,410,058	1.1%
2012-13	7,625,000	7,088,099	-4.3%
2013-14	7,000,000	7,138,762	0.7%
2014-15	7,200,000	7,508,936	5.2%
2015-16	7,900,000	7,915,800	5.4%
2016-17	8,058,000	8,358,013	5.6%
2017-18	8,720,576	8,640,389	3.4%
2018-19	9,002,200	8,950,000	3.6%
2019-20	9,218,000		

The City of Woodburn’s permanent tax rate is \$6.0534 per thousand, as set by Measure 50 in 1997-98.

Major Taxpayers

The City of Woodburn is diverse in many ways as evidenced by the variety of successful businesses shown as major taxpayers. There is world class shopping at the Woodburn Premium Outlets – one of Oregon’s most popular tourist attractions. Below is a list of the major taxpayers for FY 2018-19:

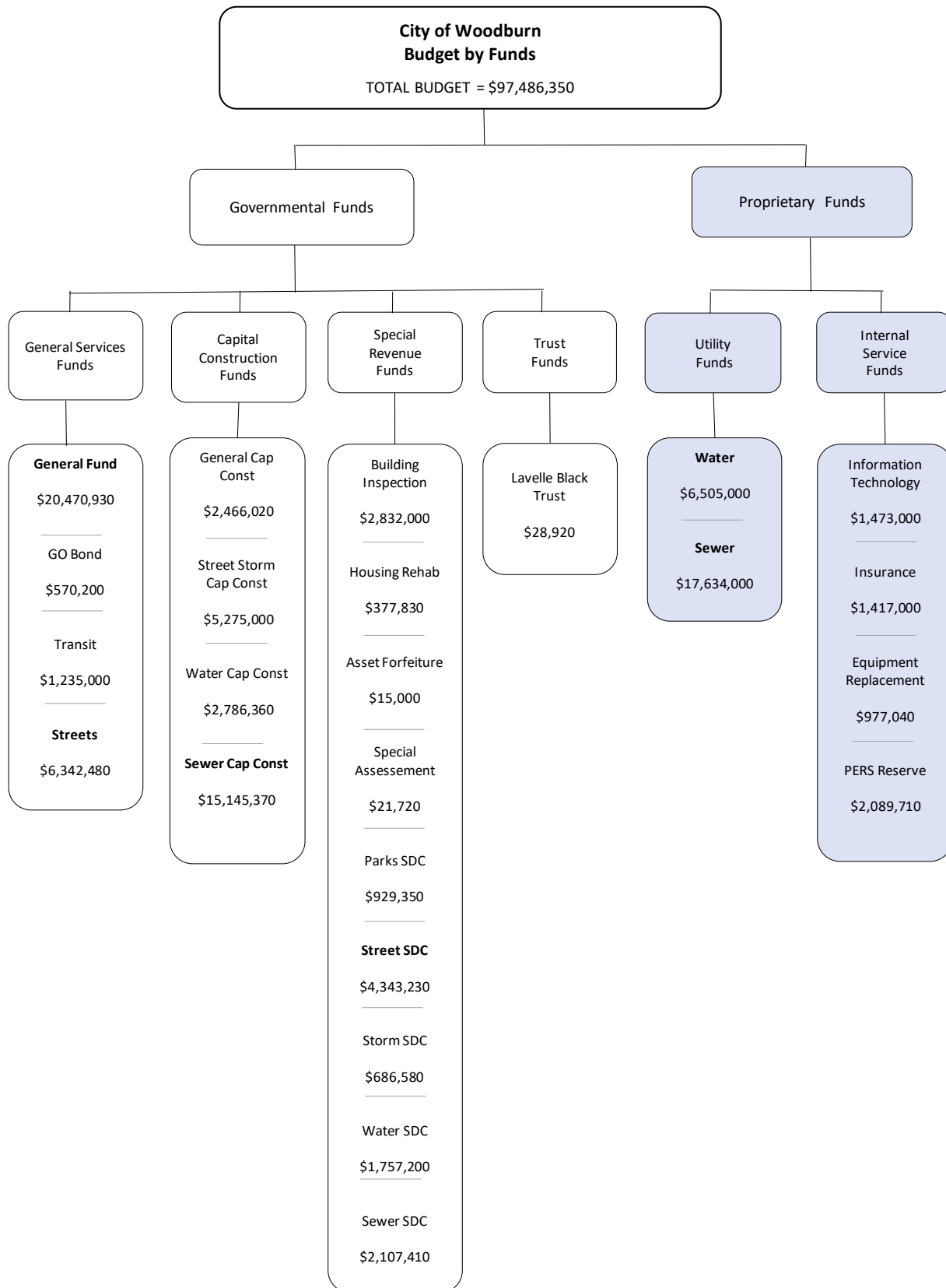
Taxpayer	2018-19 Assessed Value	2018-19 Assessed Taxes	% of City Assessed Value*
WINCO FOODS LLC	73,290,816	1,332,236	4.63%
WOODBURN PREMIUM OUTLETS LLC	66,251,511	1,290,199	4.18%
FOOD SERVICES OF AMERICA INC	29,968,900	544,832	1.89%
PORTLAND GENERAL ELECTRIC CO	19,975,110	363,194	1.26%
WAL-MART REAL ESTATE BUSINESS TR	17,081,570	323,357	1.08%
HARDWARE WHOLESALERS INC	16,088,870	313,381	1.02%
CASCADE MEADOW LLC	13,858,430	269,936	0.88%
CROWN 2 DEVELOPMENT LLC	12,390,030	241,334	0.78%
NORTHWEST NATURAL GAS CO	11,390,000	207,041	0.72%
PACIFIC REALTY ASSOCIATES LP	10,026,860	194,882	0.63%
KWDS LLC	9,363,660	182,386	0.59%
STONEHEDGE PROPERTIES INC 90% &	8,539,200	166,327	0.54%
ARGO WOODBURN LLC	8,997,550	164,729	0.57%
WOODBURN PLAZA LLC	7,681,360	149,618	0.49%
CAPITAL DEVELOPMENT COMPANY	7,556,510	147,186	0.48%
FLEETWOOD HOMES INC	8,012,340	145,644	0.51%
WAVE DIVISION HOLDINGS LLC	7,606,800	138,272	0.48%
3099 PACIFIC LLC	7,551,050	137,258	0.48%
CENTURYLINK	6,972,000	126,733	0.44%
EARL A DOMAN LLC	6,166,510	119,859	0.39%
ART MORTGAGE BORROWER PROPCO	5,829,620	113,305	0.37%
SPECIALTY POLYMERS INC	6,129,474	111,773	0.39%
WOODBURN INVESTMENT ASSOC LTD	5,796,290	105,361	0.37%
SABROSO COMPANY	5,299,170	101,325	0.33%
VILLAGE BY THE GREEN LLC	4,727,250	92,078	0.30%

The assessed valuation of \$1,583,314,330 for FY 2018-19 was \$54,224,605 or 3.55 percent, higher than FY 2017-18 of \$1,529,089,725.

Reader's Guide

- ❖ Fund Structure
- ❖ About Woodburn
- ❖ City Statistics – Location and Demographics
- ❖ City Statistics – Services
- ❖ City of Woodburn Budget Calendar
- ❖ Budgeting in Oregon
- ❖ Budgeting in the City of Woodburn
- ❖ Budget Document Columns
- ❖ Budget Assumptions
- ❖ Council Goals
- ❖ Functional Organization Chart

Fund Structure



Bold funds denote classification as a major fund for auditing purposes. Funds not bolded are classified at non-major for auditing purposes.

About Woodburn

City Statistics – Location Demographics

The City of Woodburn is located in Marion County, Oregon, 18 miles northeast of Salem and 30 miles southwest of Portland along the I-5 corridor. Woodburn is located in Oregon’s agricultural rich Willamette Valley, which experiences a moderate climate.



Incorporated in 1889, Woodburn has changed significantly. The City originally began as a small farming and manufacturing community. Beginning the 1960s, Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past two decades, Woodburn has grown 74.0 percent to an area of 5.4 square miles.

Woodburn Premium Outlets, a top state tourist attraction, has over 100 brand name and specialty stores offering great shopping value. Situated in a large agricultural area, Woodburn is a gateway to many farms, nurseries and harvest festivals in the area. Al’s Garden

Center started in Woodburn in 1948, Wooden Shoe Tulip Farm hosts a month-long Tulip Festival in March/April, Bauman’s Farm and Garden, in Gervais, hosts a month-long harvest festival in October, and Mt. Angel Oktoberfest celebrates the end of the harvest season in September.

Another attraction is the Woodburn Dragstrip just west of I-5. Built in 1961, Woodburn Dragstrip has a ¼-mile track and hosts many racing events from March through October.

Woodburn is a very diverse community. With a population of 24,760 Woodburn is the 21st most populated city in Oregon.

Other statistical information from U.S. Census Bureau, American Fact Finder:

• Median income: \$47,042	• Number of companies: 1,339
• High School Graduate or Higher: 71.5%	• Total Housing units: 8,273
• Bachelor’s degree or higher: 13.4%	• Median Age: 32.9
• Hispanic or Latino population: 58.9%	• Veterans: 1,405

City Statistics – Services

Description	Actual FY 2016-17	Actual FY 2017-18	% Change
Community Services			
Parks			
Parks/Open space acreage	128	128	0%
Playgrounds	8	8	0%
Picnic Shelters	6	6	0%
Park Restrooms	4	4	0%
Sports Fields	8	8	0%
Library			
Attendance	125,153	114,987	-8%
Circulation	180,598	172,712	-4%
Volumes in Collection	122,958	137,726	12%
Volumes Added	13,841	15,293	10%
Computer Usage, # of Internet Sessions	26,217	24,563	-6%
Wi-Fi Connections	71,789	109,539	53%
Program Attendance	5,074	10,024	98%
Aquatics			
Attendance	140,834	164,646	17%
Lesson Enrollment	1,450	1,310	-10%
Unique Active Memberships (not family pass)	1,448	1,728	19%
Recreation			
Youth Sports, participants	1,097	1,203	10%
Adult Sports, number of teams	39	38	-3%
Youth Programs, participants	109	128	17%
Adult Programs, participants	81	171	111%
Special Events, attendance	29,291	31,199	7%
Public Transportation			
Fixed Route Rides	25,533	24,786	-3%
Fixed Route Mileage	44,249	48,788	10%
Dial-A-Ride Trips	6,224	6,952	12%
Dial-A-Ride Mileage	19,388	22,706	17%
Out of Town Medical Rides	1,473	1,445	-2%

Description	Actual FY 2016-17	Actual FY 2017-18	% Change
City Utilities			
Water			
Production capacity, million gallons/day	2	2	0%
Peak capacity demand, million gallons/day	5-6	5-6	0%
Storage capacity, million gallons	5	6	4%
Number of wells	9	7	-22%
Miles of water mains	99	99	1%
Customers	6,942	7,116	3%
Fire Hydrants	964	973	1%
Wastewater			
Average daily treatment, million gallons/day	2-3	2-3	0%
Peak capacity demand, million gallons/day	16	16	3%
Miles of sewer pipeline	87	88	1%
Lift stations	8	8	0%
Stormwater			
Miles of storm sewer	59	60	1%
Manholes	1,400	1,431	2%
Public Safety			
Police Calls	14,934	15,679	5%
Sworn Officers	33	35	6%
Arrests	1,060	989	-7%
Offenses	3,408	3,534	4%
Crime Index (Violent Crime)	393	377	-4%
Crime Index (Property Crime)	1,458	1,725	18%
Officers per 1,000 Citizens	1.34	1.36	1%
Building/Planning			
Total Building Permits issued			
Residential, New	2	35	1650%
Multi Family	12	16	33%
Assisted Living Facilities	-	-	0%
Residential Additions & Alterations	43	57	33%
Industrial	17	10	-41%
Commercial	90	91	1%
Signs and Fences	4	6	50%
Manufactured Homes	3	11	267%
Total Building Permits Issued	171	226	32%
Planning Activity			
Pre-application Conferences	-	36	3600%

The Budget Process

Budgeting in Oregon

A budget is a financial plan for one fiscal year. In Oregon, local governments operate on a fiscal year that begins July 1 and ends the following June 30. A budget shows the estimated costs, called expenditures, in the coming fiscal year. It shows other budget requirements that must be planned for, but will not actually be spent. It also shows the money, called resources or revenues, the local government estimates will be available to pay for these expenditures. In Oregon, a budget is necessary to justify the need for a given rate and amount of property tax.

Preparing a budget allows a local government to look at its needs in light of the money available. In Oregon, all local governments must plan a budget that has equal resources and requirements, in other words, a balanced budget.

The Budget Officer presents the budget to a budget committee. The committee consists of the elected officials of the City Council, along with an equal number of electors of the City. After the budget committee has reviewed and/or made adjustments, they approve the budget.

Local budget law process requires that certain specific actions happen as a local government prepares its annual budget. The process can be broken down into four phases:

- **Phase 1:** The Budget Officer puts together a proposed budget. The Budget Officer must prepare the proposed budget in a format, designated by the Department of Revenue, which meets the requirements set out in the statutes. In larger local governments, department heads or program managers may help.
- **Phase 2:** The Budget Committee approves the budget. Statutes spell out who can be on the budget committee. The Budget Committee reviews the proposed budget, listens to the comments from citizens and then approves the budget. Special public notices are required before the budget committee's first meeting.
- **Phase 3:** City Council adopts the budget and, when appropriate, certifies property taxes to the County Assessor. This phase includes a special hearing of the governing body and specific public notices, including a summary of the approved budget. Special forms must also be used to notify the County Assessor of the local government's property tax levy. Adoption of the budget must occur no later than June 30.
- **Phase 4:** This phase occurs during the fiscal year budget period when the local government is operating under the adopted budget. This phase includes changes to the adopted budget, which must be made before additional money is spent, or money is spent for a different purpose than described in the adopted budget. You can make changes to the budget through resolution transfers and supplemental budgets.

Resolution Transfers

A resolution transfer is a way to move appropriations from one existing category to another, usually within the same fund, during the fiscal year. To transfer resources/appropriations the governing body must pass a resolution. The resolution must state the need, purpose and amount of the transfer. Resolution transfers are used within a fund. For example, within the General Fund you can use a resolution to transfer appropriation authority from one department to another. The total appropriations for the General Fund do not change.

Supplemental Budget

A supplemental budget modifies the adopted budget and is used to create new appropriations to spend resources. They can also be used to transfer resources/appropriations between funds. A supplemental budget can be created when:

- An occurrence or condition that was not known at the time the adopted budget was prepared requires a change in financial planning;
- A situation that was not foreseen at the time the adopted budget was prepared and requires prompt action;
- Money that was not anticipated when the adopted budget was prepared is made available by another unit of federal, state, or local government;
- A request for services or facilities is received, the cost of which will be paid for by a private individual, corporation, or another governmental unit and was not known at the time the adopted budget was prepared;
- Property taxes are received in an amount much greater than the amounts estimated in the adopted budget and the difference in resources will significantly affect the level of service the local government could provide.

There are two processes for preparing and adopting a supplemental budget. If the plan is to adjust a current budget fund by less than 10.0 percent of that fund’s expenditures, then the process to adopt the supplemental budget is fairly simple. If the supplemental budget will be adjusting more than one fund, the change to each fund must be less than 10.0 percent to use the simpler process. If the change that needs to be made to a fund of the adopted budget is 10.0 percent or more of the expenditures of the fund, then a longer budgeting process must be followed. The two procedures are:

Less than 10.0 percent

- The governing body adopts the supplemental budget at a regular scheduled Council meeting. The budget committee is not required.
- Notice of the regular meeting at which the supplemental budget will be adopted is published in one of the following ways: published in local newspaper, mailed to every citizen using the U. S. Postal Service or hand delivered to every citizen.

At the meeting, a resolution adopting the supplemental budget and making appropriations is approved.

More than 10.0 percent

- A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds the hearing. The budget committee is not required to be involved.
- Five to 30 days before the hearing a notice of the hearing and summary of the supplemental budget are published using one of the publication methods previously described.
- The governing body enacts a resolution to adopt and appropriate the supplemental budget after the hearing.

Budgeting in the City of Woodburn

In the City of Woodburn, the budget is prepared in accordance with ORS 294. The City Administrator serves as the Budget Officer per ORS 294.331 and is responsible for the budget preparation and maintenance, along with the presenting of the budget message. The budget is presented in fund/department categories and adopted at the fund total. The adopted budget may be amended by transfers (ORS 294.450) or supplemental approval (ORS 294.480 to 294.283). All budget adjustments are made via resolutions and do not require the approval of the Budget Committee members.

City of Woodburn Budget Calendar

December – January	<ul style="list-style-type: none"> Revenue and expense estimates are gathered for beginning balance calculations Kickoff memo distributed to departments with budget goals and limitations Request for new personnel, capital outlay, and equipment
February	<ul style="list-style-type: none"> Departments enter budgets into accounting system
March	<ul style="list-style-type: none"> Meetings are held with City Administrator and department directors Proposed budget is drafted for committee review
April	<ul style="list-style-type: none"> Notice of budget committee meeting is submitted and posted on website Budget committee meets to discuss proposed budget and approve
May	<ul style="list-style-type: none"> Print notices of budget adoption public hearing
June	<ul style="list-style-type: none"> Council holds public budget meeting and discusses any possible changes Council adopts budget, makes appropriations and declares tax levies
July	<ul style="list-style-type: none"> Adopted budget takes effect Budget packets are submitted to County Assessor Revenue sharing certificates are submitted to state of Oregon

Basis of Budgeting

Governmental funds use a modified accrual basis of budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of the fiscal year end. Revenues subject to accrual include property tax, franchise fees, interest, and state shared revenues. Expenditures are budgeted in the period during which goods or services are provided. Principal and interest on general obligation bonds are budgeted in the fiscal year of payment. Compensated absences are not budgeted. Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense.

Supporting Schedules

The supporting schedules provide more detail for readers. The supporting schedules (page 149) include Debt Overview, Personnel Allocation, FTE Detail by Supervising Group, Budgeted Transfers, and Capital Construction Projects.

Budget Document Columns

Within Oregon local budget law, six columns of data are required. The first two columns are two consecutive prior years of actual data, followed by one column containing the current fiscal year budget as amended by supplemental adjustments. The next three columns on the right are all related to the progress of the budget as it moves through the various required phases. From left to right, the first column is the budget as proposed by the budget officer. The middle column is the amount approved by the budget committee. The final column is the adopted budget by the City Council.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Council & Mayor			
-	-	26,560	Personnel Services	27,590	27,590	27,590
19,148	15,174	27,440	Materials & Services	27,410	27,410	27,410
19,148	15,174	54,000	Council & Mayor Total	55,000	55,000	55,000

Budget Assumptions

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

Primary Revenue Sources

- Property taxes are expected to increase 2.6 percent (after discounts and delinquencies)
- Franchise fees are expected to grow by 1.0 percent
- State revenue sharing is projected to grow by 5.1 percent based on current year actual receipts
- All other revenue sources are estimated using trend analysis

Personnel Services

- Position budgeting utilized actual amounts from the payroll system as much as possible
- Step increases budgeted based on employee anniversary dates
- A Cost of Living Adjustment (COLA) was calculated for unrepresented/management employees

Bargaining Group	FY 2017-18	FY 2018-19	FY 2019-20
Woodburn Police Association – Officers (WPA)	3.0%	2.75%	2.5%
Woodburn Police Association – Community Service Officers (WPA)	4.0%	4.0%	2.5%
American Federation of State, County, and Municipal Employees (AFSCME)	Varied	2.0%	N/A

- Health insurance premiums (medical, dental and vision) increased by 10.0 percent
- PERS employer rates (rounded) effective July 1, 2019, excluding 6.0 percent PERS pickup
 - General Service Tier 1 & 2 – 22.1 percent (increase of 17.3 percent)
 - General Service Oregon Public Service Retirement Plan (OPSRP) – 16.2 percent (increase of 35.5 percent)
 - Police Tier 1 & 2 – 28.6 percent (increase of 20.3 percent)
 - Police OPSRP – 20.9 percent (increase of 24.5 percent)
- Unemployment rate of 0.1 percent

Materials & Services

- To remain at prior year levels, excluding: building rent, information technology services, insurance, and utilities

Capital Outlay

- Budgeted amounts in this category are estimated on the purchase cost for the entire project
- Costs include all ancillary expenses needed to put the asset into operation

Indirect Cost Allocations

- Administrative functions are allocated to benefiting departments
 - IT costs are allocated based on the number and types of computers in service
 - Internal rent is allocated based on square footage of the building being served
 - Insurance Fund charges are based on the underlying drivers such as labor costs, insurance rate for workers' compensation, or vehicles in use for auto insurance
 - The Transit Fund is allocated the federally allowed de minimis of 10.0 percent of the fund's budget

Council Goals

The Woodburn City Council held a goal setting retreat on March 2, 2019, followed by Council adopting the following goals at their regular meeting on March 25, 2019:

Updated 2015 Thematic Goals:

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

2019-21 Strategic Goals:

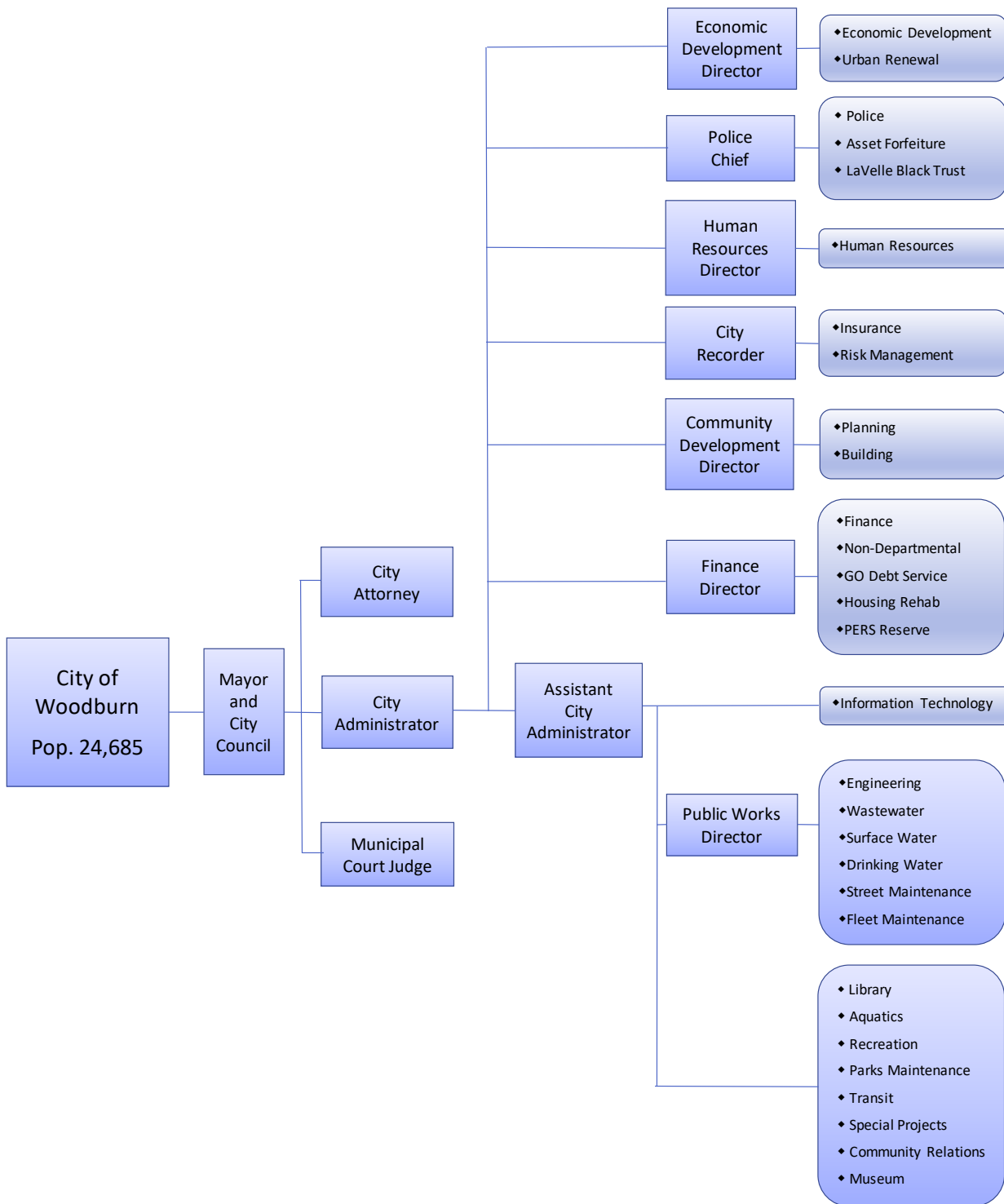
- Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.
- Develop innovative funding sources to help support the completion of capital improvement projects.
- Grow and support strategic partnerships for economic health
- Explore the development of a non-profit consolidation facility.
- Improve communication and coordination with School District on matters of mutual interest.
- Completion of the First Street remodel.
- Completion of Phase 1 & 2 of the Community Center Project including the formation of an ad hoc committee to review and recommend design.
- Creation of the Dick Jennings Community Leadership Academy.
- Develop a strategy to limit PERS liability.
- Establishment of a Woodburn 20-year community-visioning plan.

Council Project:

- Improved seating at the Downtown Plaza and the addition of game tables.

The Council felt they could accomplish these goals within the next 24 months.

Functional Organization Chart





General Services

- ❖ General Fund Revenue Sources and Expenditures – General Fund 001
- ❖ Summary of General Fund Expenditures by Departments
- ❖ General Fund Revenue Sources and Other Discussion
- ❖ General Fund – Revenue Detail
- ❖ General Fund – Expenditures by Department
 - Administration
 - Council & Mayor
 - City Administrator
 - City Attorney
 - Finance
 - City Recorder
 - Human Resources
 - Economic Development
 - Police
 - Community Services
 - Library
 - Aquatics
 - Recreation
 - Parks and Facilities Maintenance
 - Community Services Administration
 - Planning
 - Engineering
 - Non-Departmental
 - Contingency/Ending Fund Balance
- ❖ Transit Fund 110
- ❖ Street Fund 140
- ❖ GO Debt Service Fund 250

Summary of Revenues and Expenditures – General Fund 001

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	%	% Total
	Actual	Actual	Budget	Budget	Change	Budget
Beginning Balance	5,230,188	6,240,229	7,425,650	5,306,900	-28.5%	25.9%
Revenues						
Taxes	9,065,453	9,424,049	9,761,670	10,013,000	2.6%	48.9%
Licenses and Permits	222,880	272,140	293,000	346,700	18.3%	1.7%
Intergovernmental	1,139,092	1,004,859	1,085,000	1,116,500	2.9%	5.5%
Charges for Goods and Services	566,738	652,158	812,270	883,110	8.7%	4.3%
Fines and Forefeits	419,731	394,837	456,500	456,500	0.0%	2.2%
Franchise Fees	1,750,711	1,738,907	2,023,950	1,896,700	-6.3%	9.3%
Miscellaneous Revenue	264,845	413,380	680,560	451,520	-33.7%	2.2%
Total Revenues	13,429,450	13,900,330	15,112,950	15,164,030	0.3%	74.1%
Total Beg. Bal. and Revenues	18,659,638	20,140,559	22,538,600	20,470,930	-9.2%	100.0%
Expenditures						
Personnel Services	8,345,689	8,210,032	9,616,620	10,089,170	4.9%	49.3%
Materials and Services	3,807,956	3,794,877	4,198,420	4,256,580	1.4%	20.8%
Debt Service	-	-	-	575,000	100.0%	2.8%
Capital Outlay	68,022	3,690	54,500	25,000	-100.0%	0.1%
Transfers Out	197,742	702,248	4,001,400	408,290	-89.8%	2.0%
Total Exp. Before Contingency	12,419,409	12,710,847	17,870,940	15,354,040	-14.1%	75.0%
Contingency & Reserves						
Contingency	-	-	3,657,660	3,761,890	2.8%	18.4%
Reserve - SMR	-	-	1,010,000	1,010,000	0.0%	4.9%
Reserve for Facilities	-	-	-	345,000	100.0%	1.7%
Total Contingency & Reserves	-	-	4,667,660	5,116,890	9.6%	25.0%
Total Expenditures	12,419,409	12,710,847	22,538,600	20,470,930	-9.2%	100.0%
Fund Net	6,240,229	7,429,712	-	-		
Total Expenditures and Fund Net	18,659,638	20,140,559	22,538,600	20,470,930	-9.2%	

Summary of General Fund Expenditures by Department

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2019-20 Budget	% of Budget
General Fund					
101 - Administration ^A	1,260,974	1,212,185	1,374,000	1,389,700	7%
125 - Economic Development	81,224	100,557	149,560	170,290	1%
211 - Police	6,861,767	6,813,293	7,688,550	8,078,740	39%
411 - Community Services ^B	3,010,103	2,986,276	3,490,050	3,606,040	18%
511 - Planning	374,824	457,595	487,380	496,460	2%
651 - Engineering	454,654	277,313	361,000	290,420	1%
199 - Non-Departmental	375,864	863,629	4,320,400	1,322,390	6%
Contingency & Reserve	-	-	4,667,660	5,116,890	25%
General Fund Expenditures Total	12,419,409	12,710,847	22,538,600	20,470,930	100%
Expenditures (less Contingency & Reserves)	12,419,409	12,710,847	17,870,940	15,354,040	
Year-over-Year Change			5,160,093	(2,516,900)	
			40.6%	-14.1%	

^A Administration includes Council and Mayor, City Administrator, City Recorder, City Attorney, Finance and Human Resources

^B Community Services includes Library, Aquatics, Recreation, Parks & Facilities Maintenance and Community Services Administration

Where the Money Goes - General Fund



General Fund Revenue Sources and Other Discussion

Beginning Fund Balance in the General Fund is projected to decrease in FY 2019-20 due to one-time transfers made in FY 2018-19 for capital repairs and the creation of the PERS Reserve Fund. The FY 2019-20 reduction in total General Fund revenue is exclusively due to the decrease in beginning fund balance.

Taxes in the General Fund is for property and hotel-motel taxes. Property taxes are the largest source of revenue for the General Fund and proved volatile as a result of the 2008 recession, with noticeable recovery starting in 2015. Woodburn, like other cities subject to Oregon's unique property tax laws, struggles with the fallout of the housing bubble and compression due to assessed values falling below a property's market value. Hotel/motel tax is budgeted higher than the current year budget based on historical trends.

Licenses & Permits were increased based on current year construction permits. This category of revenue includes business license fees, taxicab permit, construction permits and other license fees that are dependent on the economy.

Intergovernmental revenues include grants, shared agreements for police services, regional library services and state revenue for liquor proration/cigarette tax/revenue sharing.

Charges for Goods and Services within the General Fund contain many of the parks and recreation fees, police reimbursements, planning fees, aquatic center charges for admission and memberships, and other charges. The increase is primarily attributable to increased aquatics memberships/admission and Fiesta event revenue. Planning fees are expected to rise due to increase in development.

Franchise Fees are right-of-way payments based on franchisee revenue (e.g. PGE, NW Natural Gas, Century Link, Datavision, Wave Broadband, Allied Waste, Woodburn Ambulance, and City Water and Sewer). In FY 2018-19 there were large adjustments budgeted which resulted in a revenue spike. Excluding the FY 2018-19 adjustments, franchise fees are projected to increase 1.0 percent in FY 2019-20.

Fines & Forfeits is a category comprised mainly of court and library fines and is anticipated to remain flat.

General Fund – Revenue Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 000 - Revenue							
5,230,188	6,240,232	7,425,650	3081	Beginning Fund Balance	5,306,900	5,306,900	5,306,900
8,358,013	8,640,389	9,002,200	3111	Property Tax - Current	9,218,000	9,218,000	9,218,000
222,937	195,690	206,140	3112	Property Tax - Delinquent	240,000	240,000	240,000
66,695	13,996	35,330	3113	Pmt in Lieu of Taxes	30,000	30,000	30,000
417,808	448,469	450,000	3133	Hotel/Motel Tax	455,000	455,000	455,000
-	125,505	68,000	3367	State Marijuana Tax Distribution	70,000	70,000	70,000
52,173	50,082	55,000	3211	Business License	52,000	52,000	52,000
3,870	2,579	2,500	3219	Other License	3,900	3,900	3,900
3,490	3,695	3,500	3220	Taxicab Permits	3,800	3,800	3,800
1,195,906	1,180,561	1,248,250	3228	Franchise Fees	1,259,200	1,259,200	1,259,200
554,805	558,346	775,700	3243	Right of Way	637,500	637,500	637,500
379,259	394,247	385,000	3362	State Liquor Proration	400,000	400,000	400,000
31,424	30,546	33,000	3363	State Cigarette Tax	35,000	35,000	35,000
292,307	304,198	298,000	3364	State Revenue Sharing	317,500	317,500	317,500
110	25,139	100	3415	Sale of Documents	100	100	100
-	-	173,660	3611	Interest from Investments	275,230	275,230	275,230
1,400	1,800	-	3625	Facilities Rent	-	-	-
2,645	-	3,000	3641	Annual Access Fee (Wave - PEG)	3,000	3,000	3,000
16,361	24,415	307,310	3691	Sale of Surplus Property	25,000	25,000	25,000
76	13	20	3692.101	Copies--Other	-	-	-
32	(180)	-	3698	Cash Long and Short	-	-	-
379	70,491	73,000	3699	Other Miscellaneous Income	20,770	20,770	20,770
-	3,105	-	3881	Reimbursements	-	-	-
16,829,878	18,313,318	20,545,360	Department Total: 000 - Revenue		18,352,900	18,352,900	18,352,900
Department: 101 - Administration							
19,450	17,800	21,000	3416	Lien Search Revenue	19,000	19,000	19,000
21,214	22,065	22,000	3530	Court Fines from Other Jurisdictions	22,000	22,000	22,000
351,744	331,257	380,000	3531	Court Fines	380,000	380,000	380,000
392,408	371,122	423,000	Department Total: 101 - Administration		421,000	421,000	421,000
Department: 125 - Economic Development							
-	2,144	-	3699	Other Miscellaneous Income	-	-	-
-	2,144	-	Department Total: 125 - Economic Development		-	-	-
Department: 199 - Non-Departmental							
68,284	136,103	-	3611	Interest from Investments	see 3611 above	see 3611 above	see 3611 above
68,284	136,103	-	Department Total: 199 - Non-Departmental		-	-	-

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Department: 211 - Police				
62,368	1,679	-	3332	Federal Grants	5,000	5,000	5,000
3,000	3,350	5,000	3341	State Grants	5,000	5,000	5,000
15,372	16,459	20,000	3421	Police Reimbursements	20,000	20,000	20,000
61,136	73,340	95,000	3421.001	Reimbursements School District	105,000	105,000	105,000
-	77,336	156,000	3421.013	Reimbursements Marion County	156,000	156,000	156,000
8,824	8,511	10,000	3531	Court Fines	10,000	10,000	10,000
23,850	20,600	27,000	3532	Towing Fee	27,000	27,000	27,000
300	585	500	3533	Alarm Fee	500	500	500
2,579	4,850	4,000	3673	Donations-Police	4,000	4,000	4,000
-	1	-	3691	Sale of Surplus Property	-	-	-
3,500	-	-	3694	Gain/Loss on Sale	-	-	-
25,375	62,481	4,500	3699	Other Miscellaneous Income	4,500	4,500	4,500
-	658	-	3881	Reimbursements	-	-	-
3,850	-	3,000	3881.001	Reimbursement--Training	3,000	3,000	3,000
210,154	269,850	325,000	Department Total: 211 - Police		340,000	340,000	340,000
			Department: 411 - Community Services				
72,428	78,164	75,000	3365	Regional Library Services	75,000	75,000	75,000
4,222	4,064	4,000	3366	Ready to Read Grant	4,000	4,000	4,000
-	2,537	-	3671.111	T3 Intern Reimb Grant - Boys & Girls Club	-	-	-
-	(375)	-	3672.101	Gates Library Grant	-	-	-
13,765	11,823	14,000	3417	Resale of Merchandise	15,000	15,000	15,000
15,033	16,288	17,000	3418	Concession Sales	18,000	18,000	18,000
231,054	265,922	280,600	3471	Pool Program Revenues	311,010	311,010	311,010
574	328	3,000	3472	Rural Readers' Fees	3,000	3,000	3,000
84,558	84,020	91,000	3473	Recreation Program Revenues	91,000	91,000	91,000
			3473.101	Youth Sports			
100,926	31,282	94,000	3474.099	Fiesta Events	120,000	120,000	120,000
2,700	13,500	-	3476	Event Sponsorships			
19,704	17,490	20,570	3491	Rental Income	25,000	25,000	25,000
13,799	11,820	17,000	3536	Library Fines	17,000	17,000	17,000
16,197	15,013	16,000	3625	Facilities Rent	16,000	16,000	16,000
64,747	65,088	66,670	3651	Internal Rent Revenue	70,620	70,620	70,620
204	232	-	3672	Donations-Library	-	-	-
9,667	9,979	9,000	3672.001	Donations-Library - Music in the Park	9,000	9,000	9,000
107	-	-	3675	Donations-Museum	-	-	-
31,000	2,000	2,000	3677	Donations-Pool	2,000	2,000	2,000
4,279	2,823	2,000	3695	Lost Book Revenue	2,000	2,000	2,000
4	-	-	3696	Friends of Library Sales	-	-	-
154	164	-	3698	Cash Long and Short	-	-	-
14,005	12,200	16,400	3699	Other Miscellaneous Income	16,400	16,400	16,400
701,485	645,792	728,240	Department Total: 499 - Community Services		795,030	795,030	795,030

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Department: 511 - Planning						
23,860	46,668	62,000	3451 T&E Planning Develop Fee	62,000	62,000	62,000
91,165	120,777	100,000	3456 Planning Fees	100,000	100,000	100,000
115,025	167,445	162,000	Department Total: 511 - Planning	162,000	162,000	162,000
Department: 651 - Engineering						
36,333	26,686	50,000	3224 R/W Construction Permits	100,000	100,000	100,000
11,989	21,653	20,000	3451 T&E Planning Develop Fee	25,000	25,000	25,000
-	(810)	-	3341 State Grants	-	-	-
219,342	175,334	200,000	3656 Engineering Internal Project WO Rev	275,000	275,000	275,000
53,517	2,012	50,000	3656.140 Engineering Svcs - Street	-	-	-
7,672	1,347	15,000	3656.470 Engineering Svcs - Water	-	-	-
13,553	8,567	20,000	3656.472 Engineering Svcs - Sewer	-	-	-
342,406	234,789	355,000	Department Total: 651 - Engineering	400,000	400,000	400,000
18,659,640	20,140,563	22,538,600	Revenues Total	20,470,930	20,470,930	20,470,930



General Fund – Expenditures by Department

Administration Department

Administration department includes six divisions: Council & Mayor, City Administrator, City Attorney, Finance, City Recorder, and Human Resources. The budget detail at the divisional level is shown on the following pages.

Summary of Department

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Administration Department			
890,716	823,144	891,360	Personnel Services	909,010	909,010	909,010
370,256	389,041	482,640	Materials & Services	480,690	480,690	480,690
<u>1,260,972</u>	<u>1,212,185</u>	<u>1,374,000</u>	Administration Total	<u>1,389,700</u>	<u>1,389,700</u>	<u>1,389,700</u>
			Total by Division			
19,148	15,174	54,000	Council & Mayor	55,000	55,000	55,000
242,427	235,422	263,000	City Administrator	255,910	255,910	255,910
188,103	180,509	216,000	City Attorney	219,310	219,310	219,310
567,767	524,954	533,000	Finance	541,340	541,340	541,340
78,858	71,024	97,000	City Recorder	98,740	98,740	98,740
<u>164,669</u>	<u>185,102</u>	<u>211,000</u>	Human Resources	<u>219,400</u>	<u>219,400</u>	<u>219,400</u>
<u>1,260,972</u>	<u>1,212,185</u>	<u>1,374,000</u>	Total by Division	<u>1,389,700</u>	<u>1,389,700</u>	<u>1,389,700</u>

Council & Mayor

Fund/Fund Number:	General – 001
Department/Department Number:	Administration – 011
Division/Division Number:	Council & Mayor – 1111
Department Director:	Scott Derickson

Description of purpose/function

The full elected City Council is composed of a Mayor and six Councilors who represent the six wards (shown on the map), and are responsible for determining the City’s direction and priorities. Pursuant to Section 13, Woodburn Charter of 1982, the City Council is required to hold a regular meeting at least once a month in the City at a Council-designated time and place. The regular meetings are generally held on the second and fourth Monday’s of each month at 7 p.m. in City Hall.

In FY 2013-14 the Council chose to freeze the monthly stipend received due to ongoing recessionary challenges. In FY 2018-19, the Council reinstated the option for a monthly stipend, but delayed formal implementation. The monthly stipend costs of \$300 for the Mayor and \$250 for each Council member is shown in the personnel costs.

Performance Measures:

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Council Meeting	20	20	20	20
Council meetings at off site locations	1	1	11*	2

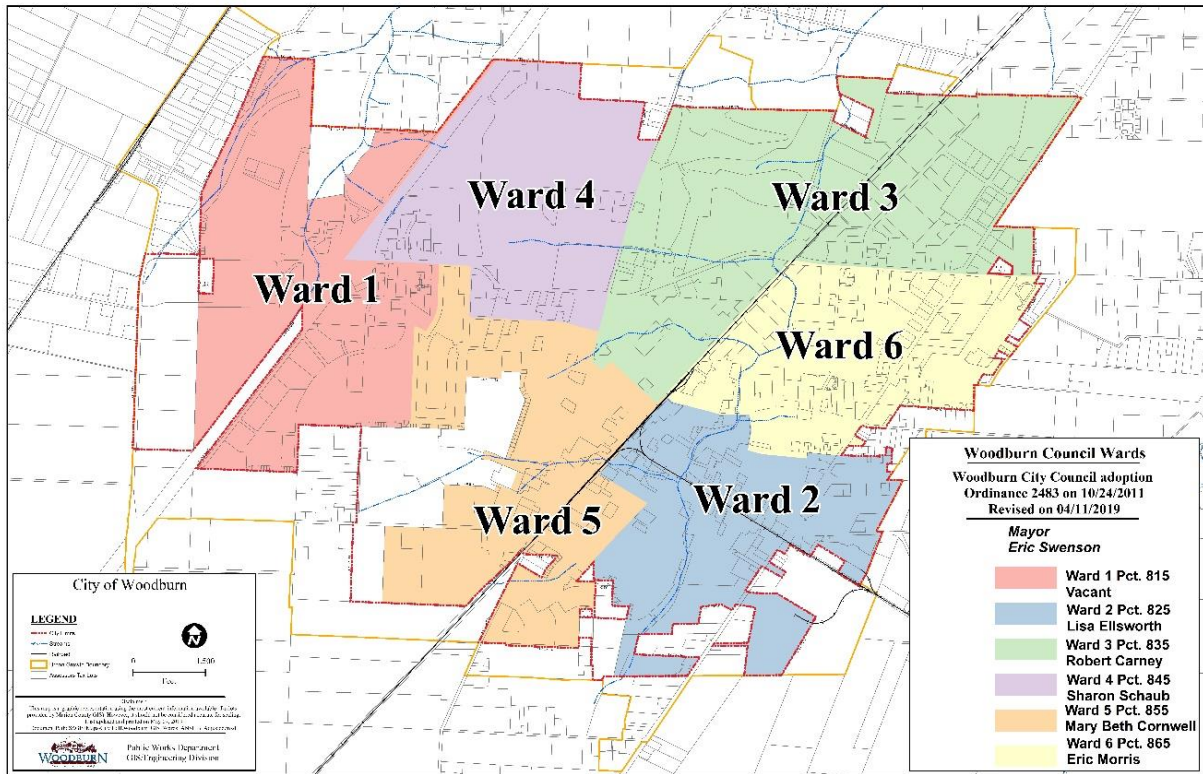
* In FY 2018-19, due to the City Hall renovation project, the City Council meetings were moved to various locations in the community on a rotating basis.

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Council & Mayor			
-	-	26,560	Personnel Services	27,590	27,590	27,590
19,148	15,174	27,440	Materials & Services	27,410	27,410	27,410
19,148	15,174	54,000	Council & Mayor Total	55,000	55,000	55,000

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 101 - Administration Division: 1111 - Council & Mayor <u>Expenditures</u>							
-	-	22,200	5112	Part-Time Wages	22,200	22,200	22,200
-	-	1,700	5212	Social Security	1,700	1,700	1,700
-	-	2,660	5214	Retirement	3,690	3,690	3,690
-	-	26,560	Total - Personnel Services		27,590	27,590	27,590
-	-	240	5315	Computer Supplies	-	-	-
3,023	60	1,500	5319	Office Supplies	2,000	2,000	2,000
1,420	790	500	5329	Other Supplies	-	-	-
479	530	1,500	5419	Other Professional Serv	1,500	1,500	1,500
435	180	500	5421	Telephone/Data	500	500	500
10,475	11,409	17,400	5428	IT Support	17,220	17,220	17,220
1,433	998	1,800	5432	Meals	2,000	2,000	2,000
-	159	300	5433	Mileage	330	330	330
391	882	400	5439	Travel	700	700	700
-	-	-	5464	Workers' Comp	60	60	60
162	166	200	5491	Dues & Subscriptions	-	-	-
1,330	-	3,000	5492	Registrations/Training	3,000	3,000	3,000
-	-	100	5493	Printing/Binding	100	100	100
19,148	15,174	27,440	Total - Materials & Services		27,410	27,410	27,410
19,148	15,174	54,000	Division Total: 1111 - Council & Mayor		55,000	55,000	55,000



City Council Ward Map

City Administrator

Fund/Fund Number: General – 001
Department/Department Number: Administration — 101
Division/Division Number: City Administrator – 1211
Department Director: Scott Derickson

Description of purpose/function

Section 21, Woodburn Charter of 1982, generally defines the function of the City Administrator as being the government’s administrative head. The Charter specifically defines the powers and duties as:

- Advising the Council of the affairs of the City
- Ensuring that all ordinances are enforced and the provisions of contracts are observed
- Appointing and removing of all City officers, and general control over City employees
- Acting as purchasing agent for the City
- Supervising of all public utilities owned/operated by the City, and of all City property
- Other duties required by the Charter or City Council

This department consists of 2.4 FTE responsible for carrying out the duties listed above.

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
# of accounts registered to receive weekly E-blasts	1,280	1280	1,375	1,405
# of accounts registered to receive weekly Spanish E-blasts	238	238	238	275

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			City Administrator			
205,983	193,344	217,130	Personnel Services	210,060	210,060	210,060
36,444	42,078	45,870	Materials & Services	45,850	45,850	45,850
242,427	235,422	263,000	City Administrator Total	255,910	255,910	255,910
2.4	2.4	2.4	Full-Time Equivalent (FTE)	2.4	2.4	2.4

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 101 - Administration Division: 1211 - City Administrator <u>Expenditures</u>							
137,841	126,561	140,330	5111	Regular Wages	134,890	134,890	134,890
-	47	-	5121	Overtime	-	-	-
36	31	40	5211	OR Workers' Benefit	30	30	30
9,223	8,391	9,560	5212	Social Security	9,680	9,680	9,680
20,754	20,032	22,310	5213	Med & Dent Ins	17,980	17,980	17,980
37,347	37,515	43,490	5214	Retirement	46,770	46,770	46,770
491	469	480	5215	Long Term Disability Ins	380	380	380
113	107	700	5216	Unemployment Insurance	140	140	140
178	191	220	5217	Life Insurance	190	190	190
205,983	193,344	217,130	Total - Personnel Services		210,060	210,060	210,060
3,033	-	700	5315	Computer Supplies	-	-	-
2,762	2,116	2,500	5319	Office Supplies	3,000	3,000	3,000
427	1,774	2,000	5419	Other Professional Serv	2,000	2,000	2,000
1,512	2,493	1,600	5421	Telephone/Data	1,600	1,600	1,600
478	242	540	5422	Postage	500	500	500
20,035	21,703	16,800	5428	IT Support	14,240	14,240	14,240
422	1,209	600	5432	Meals	1,170	1,170	1,170
148	161	700	5433	Mileage	1,000	1,000	1,000
688	4,097	2,500	5439	Travel	5,000	5,000	5,000
1,511	1,703	1,530	5464	Workers' Comp	940	940	940
-	-	5,000	5485	Leadership Development	5,000	5,000	5,000
3,550	3,407	4,000	5491	Dues & Subscriptions	4,000	4,000	4,000
1,878	3,173	7,400	5492	Registrations/Training	7,400	7,400	7,400
36,444	42,078	45,870	Total - Materials & Services		45,850	45,850	45,850
242,427	235,422	263,000	Division Total: 1211 - City Administrator		255,910	255,910	255,910

City Attorney

Fund/Fund Number: General – 001
Department/Department Number: Administration – 101
Division/Division Number: City Attorney – 1411
Department Director: N. Robert Shields

Description of purpose/function

The City Attorney provides a wide range of legal services, including advice to the City Council, City Administrator and departments; drafting ordinances and resolutions; reviewing and preparing agreements; negotiating with employee unions; and representing the City in state and federal courts.

Description of division and number of personnel

The division consists of 2.5 FTE: the City Attorney, Assistant City Attorney and an Executive/Legal Assistant that is shared with the City Administrator.

Description of FY 2018-19 accomplishments

- Provided necessary legal support for approval of the Smith Creek Planned Unit Development project, the largest residential land development in Woodburn
- Adoption of Water System Development Charge Ordinance and Noise Ordinance
- Amendments to Woodburn Development Ordinance (Planned Unit Developments and Accessory Dwelling Units)
- Assisted Police Department with review and revision of policies

Description of FY 2019-20 proposed focus/goals

- Negotiate new collective bargaining agreement with AFSCME
- Continue the Ordinance Review and Revision Project
- Continue Police Policy Manual revision
- Provide timely legal advice to City Council, City Administrator and departments

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goals
Review and revision of major city ordinances	3	3	4	4
Legal input into agenda items submitted to Council within internal deadlines	100%	100%	100%	100%

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			City Attorney			
160,252	150,281	173,000	Personnel Services	174,620	174,620	174,620
27,851	30,228	43,000	Materials & Services	44,690	44,690	44,690
188,103	180,509	216,000	City Attorney Total	219,310	219,310	219,310
2.5	2.5	2.5	Full-Time Equivalent (FTE)	2.5	2.5	2.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 101 - Administration							
Division: 1411 - City Attorney							
<u>Expenditures</u>							
106,776	98,522	110,830	5111	Regular Wages	109,450	109,450	109,450
-	48	-	5121	Overtime	-	-	-
28	25	30	5211	OR Workers' Benefit	20	20	20
7,690	7,195	8,260	5212	Social Security	8,000	8,000	8,000
16,817	15,195	18,370	5213	Med & Dent Ins	18,030	18,030	18,030
28,312	28,659	34,360	5214	Retirement	38,530	38,530	38,530
398	397	420	5215	Long Term Disability Ins	320	320	320
84	79	550	5216	Unemployment Insurance	110	110	110
147	161	180	5217	Life Insurance	160	160	160
160,252	150,281	173,000	Total - Personnel Services		174,620	174,620	174,620
5,215	4,945	6,500	5314	Books	6,500	6,500	6,500
2,881	384	3,000	5319	Office Supplies	3,000	3,000	3,000
128	134	1,000	5419	Other Professional Serv	800	800	800
861	2,154	1,000	5421	Telephone/Data	1,500	1,500	1,500
22	-	100	5422	Postage	100	100	100
9,947	10,852	16,800	5428	IT Support	18,750	18,750	18,750
	11	200	5432	Meals	400	400	400
630	552	700	5433	Mileage	530	530	530
2,134	3,821	2,500	5439	Travel	-	-	-
531	557	520	5464	Workers' Comp	410	410	410
2,587	4,163	2,600	5491	Dues & Subscriptions	2,600	2,600	2,600
2,902	2,655	8,000	5492	Registrations/Training	10,100	10,100	10,100
13	-	80	5495	Court Costs	-	-	-
27,851	30,228	43,000	Total - Materials & Services		44,690	44,690	44,690
188,103	180,509	216,000	Division Total: 1411 - City Attorney		219,310	219,310	219,310

Finance

Fund/Fund Number: General – 001
Department/Department Number: Administration – 101
Division/Division Number: Finance – 1511
Department Director: Sandra Montoya

Description of purpose/function of department

The Finance Department processes and maintains the City’s general ledger, utility billing, accounts receivable, accounts payable, fixed assets, and payroll systems and Municipal Court². This includes managing the budget, accounting, reporting, and financial planning functions for operation of all City and Urban Renewal departments.

Description of department, including number of personnel

The department consists of 9.6 FTE including the Finance Director, Assistant Finance Director, Senior Management Analyst, Payroll Specialist, two Accounting Assistants, Court Operations Clerk, two full-time and one part-time Cashiers, and a Municipal Court Judge.

Description of FY 2018-19 accomplishments

- Refinanced water debt to generate \$454,000 in savings
- Created an investment program and generated an additional \$290,000 in interest earnings
- Implemented a Comprehensive Annual Financial Report (CAFR) for increased transparency
- Received a Moody’s rating upgrade from A2 to A1 for Wastewater, and a citywide rating of Aa3
- Created a PERS Reserve for potential pay down of the liability of \$13.4 million through a side account

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	2019-20 Goals
Receive the Government Finance Officers Association’s (GFOA) Distinguished Budget Award for the prior fiscal year	Yes	Yes	Receipt of Award	Receipt of Award
Receive the GFOA Comprehensive Annual Financial Report Award for the prior fiscal year	N/A	N/A	Receipt of Award	Receipt of Award
Increase the number of utility bills payments processed electronically	N/A	21,000	22,000	22,500

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Finance			
344,365	314,701	287,270	Personnel Services	299,390	299,390	299,390
223,402	210,253	245,730	Materials & Services	241,950	241,950	241,950
567,767	524,954	533,000	Finance Total	541,340	541,340	541,340
8.9	9.2	9.6	Full-Time Equivalent (FTE)	9.6	9.6	9.6

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on 156 for clarification.

² The Municipal Court processes all citations and red light camera tickets issued by the Woodburn Police Department, and code violations issued by the City’s Code Enforcement section.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 101 - Administration Division: 1511 - Finance <u>Expenditures</u>							
217,613	184,899	158,690	5111	Regular Wages	162,880	162,880	162,880
15,416	22,631	24,030	5112	Part-Time Wages	23,690	23,690	23,690
128	1,116	-	5121	Overtime	1,520	1,520	1,520
103	87	90	5211	OR Workers' Benefit	60	60	60
17,266	15,522	14,170	5212	Social Security	14,480	14,480	14,480
44,876	42,344	45,590	5213	Med & Dent Ins	44,030	44,030	44,030
47,539	46,888	42,820	5214	Retirement	51,880	51,880	51,880
888	730	670	5215	Long Term Disability Ins	440	440	440
204	184	890	5216	Unemployment Insurance	190	190	190
332	300	320	5217	Life Insurance	220	220	220
344,365	314,701	287,270	Total - Personnel Services		299,390	299,390	299,390
362	740	1,000	5315	Computer Supplies	-	-	-
20,482	11,397	16,000	5319	Office Supplies	18,000	18,000	18,000
-	29	-	5329	Other Supplies	-	-	-
17,121	15,365	20,000	5414	Accounting/Auditing	18,200	18,200	18,200
7	210	-	5417	HR/Other Employee Expenses	500	500	500
35,023	9,658	15,000	5419	Other Professional Serv	15,000	15,000	15,000
291	303	500	5421	Telephone/Data	500	500	500
3,334	3,180	3,800	5422	Postage	3,800	3,800	3,800
43,106	50,781	58,700	5428	IT Support	56,570	56,570	56,570
3,457	3,773	8,000	5429	Other Communication Serv	7,000	7,000	7,000
48,720	62,990	65,000	5430	Red Light Camera Contract	67,000	67,000	67,000
22	426	400	5432	Meals	400	400	400
386	682	660	5433	Mileage	650	650	650
1,365	3,778	4,000	5439	Travel	-	-	-
4,367	4,367	7,000	5446	Software Licenses	5,000	5,000	5,000
1,100	-	1,200	5462	Employee Blanket Bond	-	-	-
2,669	4,537	2,970	5464	Workers' Comp	830	830	830
2,149	1,740	2,200	5491	Dues & Subscriptions	2,000	2,000	2,000
14,200	7,576	7,000	5492	Registrations/Training	14,000	14,000	14,000
1,973	2,187	2,300	5493	Printing/Binding	2,500	2,500	2,500
23,268	26,534	30,000	5500	Banking Fees & Charges	30,000	30,000	30,000
223,402	210,253	245,730	Total - Materials & Services		241,950	241,950	241,950
567,767	524,954	533,000	Division Total: 1511 - Finance		541,340	541,340	541,340

City Recorder

Fund/Fund Number:	General – 001
Department/Department Number:	Administration – 101
Division/Division Number:	City Recorder – 1531
Department Director:	Heather Pierson

Description of purpose/function of department

The City Recorder is responsible for a variety of administrative activities including records management, Council meeting administration and legislative administration. In addition, the City Recorder is the City’s risk management coordinator, oversees the insurance fund and all insurance policy administration and claims management functions.

Description of department, including number of personnel

Half (.5) of the City Recorder and .2 FTE Administrative Assistant staff the department. The remainder of the City Recorder’s time is allocated to the Insurance Fund.

Description of FY 2018-19 accomplishments

- Administered the 2018 General Election
- Assisted with implementation of social media archiving
- Digital Imaging Policy approved
- Provided responses to over 120 requests for records

Description of FY 2019-20 proposed focus/goals

- Approval for the revised records request form and records request policy
- Finalize the records management policy
- Provide training to employees on the records management policy and records request policies
- Assist departments with review of archived records and identify records due for destruction

Performance Measures

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Projected	Goals
Public records request	75	70	70	80
City ordinances updates	10	12	10	10
City Council Meetings	22	21	21	24
Records Destruction Requests	124	65	150	150

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			City Recorder			
67,472	59,975	76,900	Personnel Services	78,450	78,450	78,450
11,386	11,049	20,100	Materials & Services	20,290	20,290	20,290
78,858	71,024	97,000	City Recorder Total	98,740	98,740	98,740
0.7	0.7	0.7	Full-Time Equivalent (FTE)	0.7	0.7	0.7

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund						
Department: 101 - Administration						
Division: 1531 - City Recorder						
<u>Expenditures</u>						
49,693	44,952	54,750	5111 Regular Wages	54,450	54,450	54,450
-	2	-	5121 Overtime	-	-	-
20	15	20	5211 OR Workers' Benefit	10	10	10
3,723	3,398	4,400	5212 Social Security	4,370	4,370	4,370
3,445	1,640	4,020	5213 Med & Dent Ins	3,750	3,750	3,750
10,288	9,668	13,140	5214 Retirement	15,590	15,590	15,590
190	186	200	5215 Long Term Disability Ins	150	150	150
42	37	270	5216 Unemployment Insurance	50	50	50
71	77	100	5217 Life Insurance	80	80	80
67,472	59,975	76,900	Total - Personnel Services	78,450	78,450	78,450
2,143	759	2,000	5319 Office Supplies	2,000	2,000	2,000
494	1,108	3,000	5419 Other Professional Serv	3,000	3,000	3,000
104	109	200	5421 Telephone/Data	200	200	200
29	57	200	5422 Postage	200	200	200
6,632	7,234	8,400	5428 IT Support	8,910	8,910	8,910
43	-	300	5432 Meals	300	300	300
437	180	500	5433 Mileage	500	500	500
240	216	850	5439 Travel	850	850	850
394	327	410	5464 Workers' Comp	110	110	110
-	-	940	5471 Equipment Repair & Maint	920	920	920
285	339	300	5491 Dues & Subscriptions	300	300	300
585	720	3,000	5492 Registrations/Training	3,000	3,000	3,000
11,386	11,049	20,100	Total - Materials & Services	20,290	20,290	20,290
78,858	71,024	97,000	Division Total: 1531 - City Recorder	98,740	98,740	98,740

Human Resources

Fund/Fund Number: General – 001
Department/Department Number: Administration – 101
Division/Division Number: Human Resources – 1611
Department Director: Mel Gregg

Description of purpose/function of department

To provide strategic, centralized and responsive human resource services in support of the employees, department managers and the City Administrator. The department is responsible for the full range of comprehensive human resources services and programs to enhance the efficiency and effectiveness of the organization including recruitment and selection, retention, classification and compensation systems, benefit administration, regulatory compliance, employee/labor relations, citywide training, personnel policy development, administration and updates, personnel records management and employee recognition.

Description of department, including number of personnel

The department consists of two FTEs: the Human Resources Director and an HR Analyst.

Description of FY 2018-19 accomplishments

- Updated and published Human Resources Rules and Security Camera administrative policy
- Completed an RFP process for the Deferred Compensation Provider, resulting in consolidated and improved services and lowered fees for the plan participants
- Provided training with legal department in Janus decision and with police department in deescalating difficult situations
- Completed FTA Drug and Alcohol audit conducted by ODOT successfully with no findings
- Started monthly Joint Labor Management Committee meetings with AFSCME
- Completed classification reviews for public works field and information technology positions

Description of FY 2019-20 focus/goals:

- Completion of Pay Equity analysis and related review of compensation practices
- Develop an onboarding process and online training schedules
- Projects to move human resources processes toward more automated and paperless formats when it is more efficient and value adding
- Bargaining for a successor contract with the AFSCME union

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goals
Number of recruitments and applications processed - Increase applicant pool to hire the most qualified applicants	64/870	116/1720	75/1500	75/1500
Reduction in Workers' Compensation (WC) claims cost	\$95,621	\$68,006	\$60,000	\$55,000

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Human Resources			
112,644	104,843	110,500	Personnel Services	118,900	118,900	118,900
52,025	80,259	100,500	Materials & Services	100,500	100,500	100,500
164,669	185,102	211,000	Human Resources Total	219,400	219,400	219,400
2.0	2.0	2.0	Full-Time Equivalent (FTE)	2.0	2.0	2.0

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Fund: 001 - General Fund			
			Department: 101 - Administration			
			Division: 1611 - Human Resources			
			<u>Expenditures</u>			
77,033	70,508	74,840	5111 Regular Wages	78,410	78,410	78,410
-	-	20	5211 OR Workers' Benefit	20	20	20
5,980	5,448	5,960	5212 Social Security	6,110	6,110	6,110
13,195	11,579	10,980	5213 Med & Dent Ins	11,510	11,510	11,510
15,938	16,837	17,960	5214 Retirement	22,440	22,440	22,440
313	291	260	5215 Long Term Disability Ins	220	220	220
68	61	370	5216 Unemployment Insurance	80	80	80
117	119	110	5217 Life Insurance	110	110	110
112,644	104,843	110,500	Total - Personnel Services	118,900	118,900	118,900
-	-	700	5315 Computer Supplies	600	600	600
2,390	705	2,500	5319 Office Supplies	2,500	2,500	2,500
21,996	39,116	50,000	5412 Legal	50,000	50,000	50,000
5,135	2,048	6,000	5417 HR/Other Employee Expenses	6,000	6,000	6,000
10,140	15,615	10,000	5419 Other Professional Serv	10,000	10,000	10,000
386	652	800	5421 Telephone/Data	800	800	800
32	102	170	5422 Postage	30	30	30
-	1,853	800	5424 Advertising	800	800	800
6,772	10,992	12,600	5428 IT Support	13,220	13,220	13,220
301	1,003	1,000	5433 Mileage	1,000	1,000	1,000
1,092	256	2,000	5439 Travel	2,000	2,000	2,000
1,000	1,030	930	5464 Workers' Comp	550	550	550
413	4,196	3,000	5491 Dues & Subscriptions	3,000	3,000	3,000
2,368	2,691	10,000	5492 Registrations/Training	10,000	10,000	10,000
52,025	80,259	100,500	Total - Materials & Services	100,500	100,500	100,500
164,669	185,102	211,000	Division Total: 1611 - Human Resources	219,400	219,400	219,400

Economic Development

Fund/Fund Number:	General – 001
Department/Department Number:	Economic Development – 125
Division/Division Number:	Econ Dev - 1250
Department Director:	Jamie Johnk

Description of purpose/function of department

This department provides increased focus on business development in our community, including retention, recruitment and expansion activities; pursuit of partnerships; tourism development; downtown revitalization; and economic vitality in Woodburn. The Economic Development Director also fills the role of the Urban Renewal Agency Manager overseeing projects, programs, and public arts.

Description of department and number of personnel

Department staffing includes a director and an economic development specialist, whose wages are allocated between the General Fund and Urban Renewal Fund based on the percentage of time dedicated to each department.

Description of FY 2018-19 accomplishments

- Responded to 10 business/project leads and 14 retention/expansion assistance requests and inquiries
- Work with property owners, developers, and brokers to identify businesses development opportunities
- Assisted 13 business or property owners applying for Urban Renewal Building Improvement Program grant funds and seven design assistance grants
- Developed Woodburn Business Ready and Woodburn Works videos
- Economic development efforts grew considerably this past fiscal year and is projecting an equally eventful FY 2019-20. Staffing needs were re-evaluated and a more skilled economic development specialist was hired in January 2019
- Staffed the Tourism Advisory Committee (TAC). Implemented the tourism plan including the ongoing maintenance of the Travel Woodburn web and social media sites, distributed the community profile, tourism marketing and branding, and hosting the Taste of Woodburn event. Collaborated on four downtown events or promotions
- Staffed the Public Arts and Mural Committee. Worked with the Committee to advance two public arts projects, funded by urban renewal funds and one private mural project
- Hosted quarterly Industrial Business Roundtable meetings
- Strengthened local, state and regional partnership with service on boards and committees: Oregon Economic Development Association (OEDA), Strategic Economic Development Corporation (SEDCOR), Woodburn Downtown Association (WDA)

Economic Development and Urban Renewal Projects – 2018-19 and 2019-20

- First Street Improvement
- Pix Theater acquisition and demolition
- Underground storage tank removal (3) at 173 Grant Street
- Light up Front Street
- Directional Signage
- Opportunity Zone (2) Designation
- Oregon Main Street Revitalization Grant – 550 N First Street
- Woodburn Museum and Bungalow Theater – Phase I and Phase II
- OR 219 and Butteville Road Studies
 - ODOT Immediate Opportunity Funds
 - Special Public Works Funds
- Regionally Significant Industrial Sites Program

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Business Lead Responses	8	14	10	12
Retention/Expansion Assistance	9	8	14	12
Host quarterly Industrial Business Roundtable	4	4	4	4
Urban Renewal Building Improvement Grants	3	5	13	5
Urban Renewal Design Service Grant	3	7	7	7
Downtown Events and Promotions	3	6	4	5
Complete Public Arts – Murals Projects	0	0	2	2

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 125 - Economic Development							
Division: 1250 - Econ Dev							
<u>Expenditures</u>							
48,546	55,394	76,090	5111	Regular Wages	83,810	83,810	83,810
-	41	-	5121	Overtime	-	-	-
13	18	30	5211	OR Workers' Benefit	20	20	20
3,599	4,107	5,980	5212	Social Security	6,600	6,600	6,600
7,286	9,052	13,480	5213	Med & Dent Ins	16,350	16,350	16,350
7,448	9,113	16,310	5214	Retirement	23,620	23,620	23,620
195	232	360	5215	Long Term Disability Ins	240	240	240
40	49	340	5216	Unemployment Insurance	90	90	90
72	99	170	5217	Life Insurance	140	140	140
67,199	78,105	112,760	Total - Personnel Services		130,870	130,870	130,870
-	380	500	5315	Computer Supplies	320	320	320
1,770	3,320	7,500	5319	Office Supplies	8,400	8,400	8,400
4,176	6,089	12,500	5419	Other Professional Serv	12,500	12,500	12,500
63	20	600	5421	Telephone/Data	750	750	750
10	86	300	5422	Postage	300	300	300
3,316	3,617	4,200	5428	IT Support	4,310	4,310	4,310
-	178	360	5432	Meals	360	360	360
302	249	350	5433	Mileage	500	500	500
599	2,663	3,500	5439	Travel	3,500	3,500	3,500
400	357	740	5464	Workers' Comp	230	230	230
2,500	3,376	3,750	5491	Dues & Subscriptions	4,750	4,750	4,750
889	2,116	2,500	5492	Registrations/Training	3,500	3,500	3,500
14,025	22,451	36,800	Total - Materials & Services		39,420	39,420	39,420
81,224	100,556	149,560	Department Total: 125 - Economic Development		170,290	170,290	170,290

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Police

Fund/Fund Number: General – 001
Department/Department Number: Police – 211
Division/Division Number: Patrol – 2111
Department Director: James C. Ferraris

Description of purpose/function of department

The Police Department provides 24-hour-a-day, 7-days-per-week law enforcement coverage, which includes patrol, school resource officers, community engagement, traffic enforcement and investigation, felony and misdemeanor crime investigations, city ordinance enforcement, evidence processing and storage, police records management and police administrative services.

Description of department, including number of personnel

35 Sworn Police Officers and 8.6 Civilian Support Staff

Description of FY 2018-19 accomplishments

- Participated in the “Community Connection Day” with Woodburn Police/City of Woodburn/Woodburn Fire/Boys & Girls Club/Others
- Attended Disaster Preparedness Event
- Conducted multiple recruitment events throughout the area
- Joined Metro Area Intellectual Property Enforcement Program
- Partnered with City Administrator and City Attorney on Noise Ordinance revision
- Increased community engagement via social media through smartphone apps (Twitter and Facebook)
- Held Lieutenant and Sergeant promotional processes
- Held annual department awards ceremony recognizing department and community members
- Engaged in community wide traffic safety, education and enforcement
- Provided traffic safety at 4th of July and Fiesta Mexicana parades
- Engaged in “Good Neighbor” program focusing on city code compliance
- SRO’s conducted training for school staff and parents & provided presence at summer school
- Partnered with Boys and Girls Club on various activities
- Completed property/evidence inventory
- Continued disposition/disposal of authorized property/evidence
- Continued disposition/disposal of records in compliance with OAR retention schedule and WPD policy
- Assigned additional officers to Marion County Sheriff’s SWAT team
- Partnered with City HR Department to improve performance evaluation process
- Completed upgrades to City Emergency Operations Center (EOC) with continued update and review of Emergency Operations Plan (EOP)
- Awarded reaccreditation from Oregon Accreditation Alliance
- Participated in Crime Gun Initiative with OSP Crime Lab, US Attorney’s Office and ATF
- Commenced revisions of WPD Policy Manual
- Hired Part-Time Evidence Technician filling existing vacancy

Description of FY 2019-20 proposed focus/goals:

- Continue hiring to authorized staffing level
- Continue update, review and exercise of Emergency Operations Plan (EOP)
- Obtain “decision-making” based simulator for force de-escalation and disengagement training
- Fully integrate body worn camera video into the RMS/CAD systems
- Provide enhanced traffic education and enforcement in community to increase safety and awareness
- Provide training to supervisors on internal affairs investigations
- Continue community engagement programs and activities
- Conduct a Citizen’s Police Academy (Oct-Dec 2019)
- Continue partnership with youth based groups; GREAT, after school programs, Boys and Girls Club
- Participate in “Community Connection Day” with community partners
- Continue upgrade of police radio system in partnership with City of Hubbard
- Continue disposal of property/evidence inventory
- Purchase replacement for LiveScan machine
- Continue revisions to WPD Policy Manual
- Implement stop data (S.T.O.P.) Program pursuant to state law
- Partner with Oregon DHS to have DHS caseworker on site at WPD

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Police Department participation in community events	10	12	25	18
Community engagement through social media	424 Subscribers	500 Subscribers	247 Subscribers	300 Subscribers
Number of sworn officers	35	35	35	35
Total calls for service	15,695	15,500	15,800	15,500

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Police			
5,138,871	5,054,996	5,918,430	Personnel Services	6,258,660	6,258,660	6,258,660
1,677,174	1,758,297	1,770,120	Materials & Services	1,820,080	1,820,080	1,820,080
45,722	-	-	Capital Outlay	-	-	-
6,861,767	6,813,293	7,688,550	Police Total	8,078,740	8,078,740	8,078,740
42.6	43.6	43.6	Full-Time Equivalent (FTE)	43.6	43.6	43.6

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 211 - Police							
Division: 2111 - Patrol							
<u>Expenditures</u>							
3,188,293	3,107,657	3,566,860	5111	Regular Wages	3,759,720	3,759,720	3,759,720
13,443	1,737	11,440	5112	Part-Time Wages	15,240	15,240	15,240
193,539	190,497	165,640	5121	Overtime	165,640	165,640	165,640
737	997	1,370	5211	OR Workers' Benefit	1,220	1,220	1,220
247,076	248,996	289,020	5212	Social Security	303,740	303,740	303,740
730,994	664,750	862,520	5213	Med & Dent Ins	834,770	834,770	834,770
745,051	821,359	983,150	5214	Retirement	1,157,990	1,157,990	1,157,990
12,055	11,237	13,420	5215	Long Term Disability Ins	10,230	10,230	10,230
2,912	2,796	18,630	5216	Unemployment Insurance	3,940	3,940	3,940
4,771	4,970	6,380	5217	Life Insurance	6,170	6,170	6,170
5,138,871	5,054,996	5,918,430	Total - Personnel Services		6,258,660	6,258,660	6,258,660
-	415	5,000	5315	Computer Supplies	5,000	5,000	5,000
8,287	4,076	7,500	5319	Office Supplies	7,500	7,500	7,500
43,749	52,765	50,000	5323	Fuel	50,000	50,000	50,000
30,510	28,349	25,000	5324	Clothing	42,400	42,400	42,400
5,728	4,272	4,000	5326	Safety/Medical	4,000	4,000	4,000
27,766	31,682	28,000	5329	Other Supplies	28,000	28,000	28,000
-	-	5,000	5337	Tires/Parts	-	-	-
21,741	20,816	21,500	5351	Ammunition	21,500	21,500	21,500
266	-	2,400	5352	Protective Clothing	-	-	-
1,220	-	3,000	5400	Code Abatement	3,000	3,000	3,000
1,494	1,041	2,000	5409.140	Garage Services	1,000	1,000	1,000
30,989	42,716	35,000	5415	Computer	35,000	35,000	35,000
47,753	2,866	4,000	5417	HR/Other Employee Expenses	4,000	4,000	4,000
18,336	32,234	26,000	5419	Other Professional Serv	26,000	26,000	26,000
1,012	-	7,500	5420	Investigation Expenses	7,500	7,500	7,500
26,775	36,547	25,000	5421	Telephone/Data	35,000	35,000	35,000
5,922	5,476	8,000	5422	Postage	8,000	8,000	8,000
1,469	802	1,000	5424	Advertising	1,000	1,000	1,000
34,336	13,596	20,000	5426	Contract Networks	20,000	20,000	20,000
307,801	310,498	355,800	5428	IT Support	361,640	361,640	361,640
384,949	408,901	422,380	5429	Other Communication Serv	472,380	472,380	472,380
4,310	2,719	3,500	5432	Meals	-	-	-
183	183	500	5433	Mileage	-	-	-
13,447	10,987	18,000	5439	Travel	22,000	22,000	22,000
1,592	3,510	2,500	5443	Office Equipment	2,500	2,500	2,500
170,336	165,110	179,600	5444	Vehicle Leases	179,600	179,600	179,600
4,398	3,632	4,800	5451	Natural Gas	4,800	4,800	4,800
415	465	900	5452	Water/Sewer	900	900	900
50,235	50,180	48,000	5453	Electricity	48,000	48,000	48,000

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget		Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
-	26,439	28,710	5461	Auto Insurance	25,140	25,140	25,140
-	7,094	6,530	5463	Property/Earthquake Insurance	6,930	6,930	6,930
220,450	226,693	197,350	5464	Workers' Comp	159,400	159,400	159,400
104,816	79,833	81,550	5465	General Liability Insurance	76,490	76,490	76,490
8,157	42,807	45,500	5471	Equipment Repair & Maint	63,800	63,800	63,800
43,060	78,369	23,100	5472	Buildings Repairs & Maint	23,100	23,100	23,100
31,725	34,425	42,000	5475	Vehicle Repair & Maint	45,000	45,000	45,000
4,338	4,731	7,500	5491	Dues & Subscriptions	-	-	-
16,718	17,354	18,000	5492	Registrations/Training	25,500	25,500	25,500
2,891	6,714	4,000	5493	Printing/Binding	4,000	4,000	4,000
1,677,174	1,758,297	1,770,120	Total - Materials & Services		1,820,080	1,820,080	1,820,080
38,485	-	-	5642	Passenger Vehicles	-	-	-
7,237	-	-	5649	Other Equipment	-	-	-
45,722	-	-	Total - Capital Outlay		-	-	-
6,861,767	6,813,293	7,688,550	Department Total: 211 - Police		8,078,740	8,078,740	8,078,740



From left to right: Officer Ponce, Officer Gaspar, Officer Williams, Chief Ferraris, Officer Stout, Officer Stearns, Officer Gill



Community Services Department

The Community Services Department consists of five divisions – Library, Aquatics, Recreation, Parks & Facilities Maintenance and Community Services Administration. The budget detail at the divisional level can be found on the next pages.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Community Services Department			
1,575,070	1,666,864	2,062,810	Personnel Services	2,217,870	2,217,870	2,217,870
1,412,733	1,315,722	1,372,740	Materials & Services	1,363,170	1,363,170	1,363,170
22,300	3,690	54,500	Capital Outlay	25,000	25,000	25,000
<u>3,010,103</u>	<u>2,986,276</u>	<u>3,490,050</u>	Community Services Total	<u>3,606,040</u>	<u>3,606,040</u>	<u>3,606,040</u>
			Total by Division			
855,535	872,802	937,300	Library	984,860	984,860	984,860
585,418	551,178	660,180	Aquatics	691,300	691,300	691,300
421,870	425,193	543,600	Recreation	532,440	532,440	532,440
815,847	776,081	926,260	Park & Facilities Maintenance	962,800	962,800	962,800
<u>331,433</u>	<u>361,022</u>	<u>422,710</u>	Community Services Administration	<u>434,640</u>	<u>434,640</u>	<u>434,640</u>
3,010,103	2,986,276	3,490,050	Total by Division	3,606,040	3,606,040	3,606,040

Library

Fund/Fund Number:

General – 001

Department/Department Number:

Community Services – 411

Division/Division Number:

Library Administration – 3199

Department Director:

Jim Row

Description of purpose/functions of department:

The Library offers materials and services to the residents of Woodburn and the surrounding rural areas. The Library features a collection of more than 137,000 items in a variety of print and electronic formats, and circulates them locally and throughout Polk, Yamhill and Marion Counties via its membership in the Chemeketa Cooperative Regional Library Service. Library operations focus on two main areas: the processing, handling and circulation of books, magazines, DVDs and other library materials; and the selection of materials, provision of reader advisory and research support, and the delivery of programs and other content.

Description of department, including number of personnel:

The Library is staffed by both full-time and part-time employees (10.5 FTE), including the Library Manager and four full-time program leads (Adult & Teen Librarian, Children’s Librarian, Technical Services Librarian, Circulation Library Assistant), and numerous part-time Library Associates, Library Assistants and Library Pages.

Description of FY 2018-19 accomplishments:

- Collaborated with Recreation Services on the installation of a playground in Library Square
- Began pilot project in which overdue fines on youth materials were eliminated
- Created an inspirational fiction section to highlight this popular genre

Description of FY 2019-20 focus/goals:

- Develop programs that utilize Library Square playground and picnic facilities
- Promote elimination of overdue fines on youth materials to encourage library usage
- Curate fiction collections to maximize interest and circulation

Performance Measures

Measures	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Projected	Goal
Increase library attendance	125,153	114,987	114,471	116,760
Increase library circulation	180,598	172,712	178,020	181,580
Maintain meeting room reservations	390	358	576	576
Maintain library program levels	433	378	476	476
Increase library program attendance	11,555	10,024	11,614	11,846

Budget Summary

FY 2016-17	FY 2017-18	FY 2018-19	Account Description	FY 2019-20	FY 2019-20	FY 2019-20
Actual	Actual	Budget		Proposed	Approved	Adopted
			Library			
557,593	562,110	619,990	Personnel Services	677,870	677,870	677,870
297,942	310,692	317,310	Materials & Services	306,990	306,990	306,990
855,535	872,802	937,300	Library Total	984,860	984,860	984,860
10.5	10.5	10.5	Full-Time Equivalent (FTE)	10.5	10.5	10.5

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 411 - Community Services							
Division: 3199 - Library Administration							
<u>Expenditures</u>							
275,764	272,711	283,520	5111	Regular Wages	317,270	317,270	317,270
138,568	133,519	152,440	5112	Part-Time Wages	160,080	160,080	160,080
158	157	-	5121	Overtime	-	-	-
307	269	270	5211	OR Workers' Benefit	210	210	210
31,185	30,720	33,640	5212	Social Security	35,900	35,900	35,900
52,859	49,079	65,790	5213	Med & Dent Ins	54,640	54,640	54,640
56,822	73,711	81,070	5214	Retirement	107,950	107,950	107,950
1,132	1,113	1,050	5215	Long Term Disability Ins	890	890	890
375	365	1,740	5216	Unemployment Insurance	470	470	470
423	466	470	5217	Life Insurance	460	460	460
557,593	562,110	619,990	Total - Personnel Services		677,870	677,870	677,870
3,131	3,048	4,000	5319	Office Supplies	4,000	4,000	4,000
3,161	3,249	4,000	5340	Print Materials - Teen	4,000	4,000	4,000
23,767	30,267	32,490	5341	Print Materials - Adult	32,490	32,490	32,490
10,902	12,019	11,500	5342	Print Materials - Child	11,500	11,500	11,500
10,463	11,397	16,000	5345	Audiovisual Materials - Adult	14,000	14,000	14,000
1,605	1,327	1,630	5345.001	Audiovisual Materials - Child	1,630	1,630	1,630
136	62	630	5345.002	Audiovisual Materials - Teen	630	630	630
8,081	9,039	9,000	5347.001	Program Supplies - Summer Concerts	9,000	9,000	9,000
1,770	530	1,830	5347.002	Program Supplies - Adult	1,830	1,830	1,830
4,080	3,464	4,510	5347.003	Program Supplies - Child	4,510	4,510	4,510
4,516	6,926	5,000	5347.004	Program Supplies - Technical Services	7,000	7,000	7,000
4,210	3,022	3,380	5349	Periodicals - Adult	3,380	3,380	3,380
94	72	850	5350	Periodicals - Child	850	850	850
1,368	1,885	1,500	5419	Other Professional Serv	1,500	1,500	1,500
2,652	2,578	3,000	5421	Telephone/Data	3,000	3,000	3,000
264	201	230	5422	Postage	230	230	230
319	1,389	630	5424	Advertising	630	630	630
109,422	112,133	129,900	5428	IT Support	111,930	111,930	111,930
5	20	300	5432	Meals	300	300	300
-	-	200	5433	Mileage	200	200	200
978	1,354	1,500	5439	Travel	1,500	1,500	1,500
1,457	1,401	2,400	5443	Office Equipment	4,500	4,500	4,500
2,463	3,632	3,800	5451	Natural Gas	3,800	3,800	3,800
28,958	27,242	29,000	5453	Electricity	29,000	29,000	29,000
-	-	-	5454	Solid Waste Disposal	-	-	-
-	8,313	7,570	5463	Property/Earthquake Insurance	8,240	8,240	8,240
2,194	2,111	2,200	5464	Workers' Comp	610	610	610
16,400	9,186	9,780	5465	General Liability Insur	10,210	10,210	10,210
1,215	405	3,850	5471	Equipment Repair & Maint	3,850	3,850	3,850
47,178	31,497	18,020	5472	Buildings Repairs & Maint	24,000	24,000	24,000
5,414	20,932	6,090	5472.001	Fixture Repair	6,090	6,090	6,090
1,209	868	400	5491	Dues & Subscriptions	400	400	400
-	510	1,120	5492	Registrations/Training	1,120	1,120	1,120
421	381	1,000	5499.001	Reg Lib Sv	1,000	1,000	1,000
109	232	-	5500	Banking Fees & Charges	60	60	60
297,942	310,692	317,310	Total - Materials & Services		306,990	306,990	306,990
855,535	872,802	937,300	Division Total: 3119 - Library Administration		984,860	984,860	984,860

Aquatics

Fund/Fund Number:

General – 001

Department/Department Number:

Community Services – 411

Division/Division Number:

Aquatics Administration – 7419

Department Director:

Jim Row

Description of purpose/function of department

The Woodburn Aquatic Center offers fitness, recreational and learn-to-swim programs for individuals of all ages. Facility amenities include a 10-lane swimming pool with water slide, rope swing, group exercise room, party rental room, basketball hoop, wading pool, spa, fitness equipment and saunas.

Description of department, including number of personnel

One full-time Aquatics Program Supervisor leads staff of 35-50 part-time employees

Description of FY 2018-19 accomplishments

- Main natatorium LED lighting replacement upgrade
- Record enrollment in group fitness exercise classes (741 average per month, up from 578 in the prior year)
- Senior membership program Silver and Fit has grown to 144 members, now generating approximately \$1,250 in monthly revenue
- Partnership/funding from the Marion County Health Department to provide 191 discount 3-month families memberships in 2018

Description of FY 2019-20 focus/goals

- Establish an afternoon city run youth swim team program after the departure of the private club team
- Increase sponsorship donations through banner program
- Partner with the members from the Community Services department to host a successful 5k run/walk event preceding the Fiesta parade
- Expand operating hours in the summer of 2019 to maximize revenue
- Update the wading pool fountain fixture and other facility amenities as funding allows

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Maintain 50% cost recovery to reduce the General Fund budgetary impact	51.8%	54.8%	51%	50%
Improve attendance numbers by marketing and increasing events	41,445	47,510	48,000	50,000
Improve water safety through increased swim lesson enrollments	1,364	1,347	1,400	1,425

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Aquatics			
284,068	296,854	376,620	Personnel Services	431,210	431,210	431,210
279,050	254,324	262,560	Materials & Services	260,090	260,090	260,090
22,300	-	21,000	Capital Outlay	-	-	-
585,418	551,178	660,180	Aquatics Total	691,300	691,300	691,300
11.1	11.1	11.1	Full-Time Equivalent (FTE)	12.1	12.1	12.1

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 411 - Community Services							
Division: 7419 - Aquatic Administration							
<u>Expenditures</u>							
48,638	50,810	87,840	5111	Regular Wages	90,350	90,350	90,350
6,514	6,678	-	5112	Part-Time Wages	-	-	-
19,287	17,761	22,480	5112.011	Instruction Wages	22,900	22,900	22,900
90,365	104,779	102,380	5112.012	Lifeguarding Wages	102,380	102,380	102,380
22,305	18,619	-	5112.014	Administration Wages	31,900	31,900	31,900
-	-	10,110	5112.015	Pool Operator (& Custodial) Wages	9,840	9,840	9,840
26,182	25,522	24,000	5112.016	Water Fitness Instructor Wages	23,660	23,660	23,660
28,718	24,748	33,230	5112.017	Head Lifeguard Wages	33,590	33,590	33,590
128	-	-	5121	Overtime	-	-	-
305	272	290	5211	OR Workers' Benefit	260	260	260
18,589	19,114	21,630	5212	Social Security	24,280	24,280	24,280
7,469	7,535	28,830	5213	Med & Dent Ins	28,760	28,760	28,760
15,047	20,505	43,780	5214	Retirement	62,450	62,450	62,450
200	189	370	5215	Long Term Disability Ins	340	340	340
245	241	1,230	5216	Unemployment Insurance	300	300	300
76	81	450	5217	Life Insurance	200	200	200
284,068	296,854	376,620	Total - Personnel Services		431,210	431,210	431,210
189	273	500	5319	Office Supplies	500	500	500
1,003	1,426	1,500	5326	Safety/Medical	1,500	1,500	1,500
19,822	15,790	17,000	5327	Chemicals	17,000	17,000	17,000
219	1	1,610	5329	Other Supplies	2,540	2,540	2,540
8,618	16,229	5,500	5390	Merchandise	5,500	5,500	5,500
21,882	11,853	14,500	5391	Inventory	14,500	14,500	14,500
15,543	15,973	18,000	5419	Other Professional Serv	18,000	18,000	18,000
514	521	700	5421	Telephone/Data	700	700	700
285	416	-	5422	Postage	-	-	-
9,610	5,654	6,000	5424	Advertising	6,000	6,000	6,000
6,632	7,234	8,400	5428	IT Support	8,610	8,610	8,610
473	250	500	5433	Mileage	500	500	500
-	-	500	5439	Travel	500	500	500
43,941	41,761	42,000	5451	Natural Gas	42,000	42,000	42,000
49,438	52,670	47,000	5453	Electricity	47,000	47,000	47,000
-	6,612	6,330	5463	Property/Earthquake Insurance	6,810	6,810	6,810
13,429	14,169	19,040	5464	Workers' Comp	15,200	15,200	15,200
8,523	5,254	6,480	5465	General Liability Insur	6,230	6,230	6,230
12,494	9,810	15,000	5471	Equipment Repair & Maint	15,000	15,000	15,000
61,666	45,033	45,000	5472	Building Repairs & Maint	45,000	45,000	45,000
1,269	431	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
3,500	2,964	6,000	5492	Registrations/Training	6,000	6,000	6,000
279,050	254,324	262,560	Total - Materials & Services		260,090	260,090	260,090
22,300	-	21,000	5629	Buildings	-	-	-
22,300	-	21,000	Total - Capital Outlay		-	-	-
585,418	551,178	660,180	Division Total: 7419 - Aquatic Administration		691,300	691,300	691,300

Recreation

Fund/Fund Number:

General – 001

Department/Department Number:

Community Services - 411

Division/Division Number:

Rec Administration – 7429

Department Director:

Jim Row

Description of purpose/function of department

The Recreation division offers community-wide leisure opportunities including youth and adult sports, community events, youth leadership programs, summer camps, active adult and recreation trips, and community education classes. The division also oversees the operation of the Woodburn Historical Museum.

Description of department, including number of personnel

The division consist of a full-time Parks and Recreation Manager, a full-time Recreation Supervisor and over 10 part-time and seasonal staff that directly lead programs, activities, and sports.

Description of FY 2018-19 accomplishments

- Completed museum re-roof and seismic updates project
- 2018 Fiesta Mexicana had a record 25,404 people in attendance
- Youth and adult sports participation levels were up 11.5%
- Active adult recreation trips increased 111%
- Became a participating partner in Oregon State Parks Governor’s Campout
- Organized the 2nd annual “Taste of Woodburn” event at the Downtown Plaza
- Introduced Bungalow Theater Movie Night program

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Increase the number of community events	15	18	16	17
Increase Summer program enrollment	179	207	210	215
Increase youth soccer enrollment	534	602	600	612
Increase youth basketball enrollment	213	223	222	230

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Recreation						
125,542	147,520	226,480	Personnel Services	224,630	224,630	224,630
296,328	277,673	283,620	Materials & Services	307,810	307,810	307,810
-	-	33,500	Capital Outlay	-	-	-
421,870	425,193	543,600	Recreation Total	532,440	532,440	532,440
3.9	3.9	3.9	Full-Time Equivalent (FTE)	3.9	3.9	3.9

Budget Detail

FY 2016-17	FY 2017-18	FY 2018-19	Account Description		FY 2019-20	FY 2019-20	FY 2019-20
Actual	Actual	Budget			Proposed	Approved	Adopted
Fund: 001 - General Fund							
Department: 411 - Community Services							
Division: 7429 - Rec Administration							
<u>Expenditures</u>							
57,691	84,712	99,570	5111	Regular Wages	87,540	87,540	87,540
31,206	11,248	-	5112	Part-Time Wages	65,920	65,920	65,920
3,146	3,650	20,200	5112.010	Youth Sports	-	-	-
24	-	6,240	5112.020	Adult Sports Wages	-	-	-
-	-	6,310	5112.040	Summer Day Camp Wages	-	-	-
10,994	-	22,050	5112.060	Arts & Culture Wages	-	-	-
65	178	-	5112.070	Active Adult Wages	-	-	-
249	388	-	5121	Overtime	-	-	-
73	65	120	5211	OR Workers' Benefit	90	90	90
7,927	7,633	12,200	5212	Social Security	12,060	12,060	12,060
3,799	25,484	28,010	5213	Med & Dent Ins	22,570	22,570	22,570
9,937	13,552	30,460	5214	Retirement	35,920	35,920	35,920
244	361	380	5215	Long Term Disability Ins	250	250	250
93	93	760	5216	Unemployment Insurance	150	150	150
94	156	180	5217	Life Insurance	130	130	130
125,542	147,520	226,480	Total - Personnel Services		224,630	224,630	224,630
138	122	200	5319	Office Supplies	200	200	200
-	16	-	5329	Other Supplies	-	-	-
43,946	19,831	24,000	5329.100	Events	24,650	24,650	24,650
38,041	40,249	42,280	5329.200	Youth Sports	42,280	42,280	42,280
9,404	17,115	13,000	5329.300	Adult Sports	13,000	13,000	13,000
78,493	78,883	80,000	5329.405	Fiesta Services	110,000	110,000	110,000
8,952	9,618	10,000	5329.600	Rec Admin	10,000	10,000	10,000
796	3,674	1,000	5329.700	Arts & Culture	1,500	1,500	1,500
548	278	2,000	5329.800	Active Adult	1,500	1,500	1,500
16,330	4,731	6,000	5329.900	Museum	6,000	6,000	6,000
372	3,130	7,000	5409.140	Garage Services	3,000	3,000	3,000
2,751	-	-	5419	Other Professional Services	-	-	-
45,000	45,270	45,000	5419.101	Contract Svcs Teen Center	45,000	45,000	45,000
189	15	-	5421	Telephone/Data	-	-	-
1,313	1,330	1,000	5424	Advertising	1,000	1,000	1,000
23,491	25,600	25,400	5428	IT Support	25,720	25,720	25,720
-	31	300	5432	Meals	300	300	300
133	81	-	5433	Mileage	-	-	-
22	93	300	5439	Travel	300	300	300
2,773	2,788	1,900	5451	Natural Gas	1,900	1,900	1,900
5,440	4,937	4,400	5453	Electricity	4,400	4,400	4,400
-	4,855	5,240	5461	Auto Insurance	3,070	3,070	3,070
8,232	10,248	7,300	5464	Workers' Comp	5,880	5,880	5,880
6,734	2,487	2,050	5465	General Liability Insur	2,860	2,860	2,860
-	46	-	5471	Equipment Repair	-	-	-
1,997	-	1,750	5472	Buildings Repairs & Maint	1,750	1,750	1,750
98	456	1,500	5475	Vehicle Repair & Maint	1,500	1,500	1,500
-	181	-	5491	Dues & Subscriptions	-	-	-
1,135	1,608	2,000	5492	Registrations/Training	2,000	2,000	2,000
296,328	277,673	283,620	Total - Materials & Services		307,810	307,810	307,810
-	-	33,500	5642	Passenger Vehicles	-	-	-
-	-	33,500	Total - Capital Outlay		-	-	-
421,870	425,193	543,600	Division Total: 7429 - Rec Administration		532,440	532,440	532,440

Parks and Facilities Maintenance

Fund/Fund Number: General – 001
Department/Department Number: Community Services – 411
Division/Division Number: Parks & Facilities Maintenance - 7711
Department Director: Jim Row

Description of purpose/function of department

The Parks and Facilities Maintenance division is responsible for maintaining parks, grounds, buildings and providing custodial services for City facilities. Custodial staff provides direct support services to departments. Commercial contracts support other facility services initiated by facilities maintenance staff. Commercially contracted facilities maintenance services include heating, ventilation, and air-conditioning (HVAC); electrician services for both maintenance and improvements; fire protection equipment; elevator, locksmith; roofing and painting.

Description of department, including number of personnel

This section consists of a Parks and Recreation Manager, a Parks and Facilities Maintenance Supervisor, and six Parks and Facilities Maintenance Workers. In addition, two seasonal workers provide support during the eight busiest months of the year.

Description of FY 2018-19 accomplishments

- Temporary City Hall updates prior to City Hall move
- Provided special event support
- Facilitated building maintenance service contracts
- Continued ongoing turf maintenance and weed abatement program
- Provide 24-hour response for vandalism and graffiti
- Established security protocol for vendors in the facilities

Description of FY 2019-20 proposed focus/goals

- Assume ownership of three acre future park in Boones Crossing Development
- Provide support to Urban Forestry Program
- Establish building and parks internal maintenance schedules
- Develop a plan for assuming maintenance of future Smith Creek development open space and parks

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Developed park acres	110	110	113	113
Park restrooms cleaned daily	4	5	5	5
Sports fields maintained (multi-use)	8	8	8	8
Playgrounds inspected weekly	8	8	8	9
Sports courts	3	3	3	3
Splash pads	1	1	1	1
Irrigation systems	23	23	23	23

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund							
Department: 411 - Community Services							
Division: 7711 - Parks & Facilities Maintenance							
<u>Expenditures</u>							
210,391	230,251	276,660	5111	Regular Wages	316,080	316,080	316,080
25,394	8,102	35,080	5112	Part-Time Wages	11,020	11,020	11,020
748	3,224	-	5121	Overtime	-	-	-
211	173	260	5211	OR Workers' Benefit	170	170	170
17,355	17,562	24,120	5212	Social Security	25,360	25,360	25,360
49,869	59,617	103,630	5213	Med & Dent Ins	108,340	108,340	108,340
36,940	50,609	63,710	5214	Retirement	83,110	83,110	83,110
914	959	1,010	5215	Long Term Disability Ins	830	830	830
210	205	1,560	5216	Unemployment Insurance	310	310	310
346	406	470	5217	Life Insurance	430	430	430
342,378	371,108	506,500	Total - Personnel Services		545,650	545,650	545,650
282	125	2,000	5319	Office Supplies	300	300	300
17,654	22,177	20,000	5321	Cleaning Supplies	20,000	20,000	20,000
9,898	11,120	14,000	5323	Fuel	11,000	11,000	11,000
2,909	4,479	4,000	5325	Ag Supplies	5,000	5,000	5,000
1,440	255	3,600	5326	Safety/Medical	1,200	1,200	1,200
13,873	13,147	6,000	5329	Other Supplies	10,000	10,000	10,000
953	319	3,000	5331	Construction Materials	3,000	3,000	3,000
286	794	2,000	5338	Tools	2,000	2,000	2,000
1,650	910	2,000	5352	Protective Clothing	1,500	1,500	1,500
23,614	1,755	15,080	5363	Signs	10,800	10,800	10,800
-	-	4,000	5385	Fertilizer	4,000	4,000	4,000
29,576	23,808	32,000	5409.140	Garage Services	18,000	18,000	18,000
143,365	163,529	94,000	5419	Other Professional Serv	97,780	97,780	97,780
10,612	4,117	5,000	5421	Telephone/Data	5,000	5,000	5,000
9,947	10,852	12,600	5428	IT Support	17,520	17,520	17,520
15,019	2,005	4,000	5445	Work Equipment	4,000	4,000	4,000
2,694	1,479	3,000	5446	Software Licenses	3,000	3,000	3,000
-	-	2,500	5449	Other Leases	2,500	2,500	2,500
9,630	7,249	7,110	5451	Natural Gas	8,500	8,500	8,500
48,721	45,151	48,000	5453	Electricity	45,000	45,000	45,000
8,672	-	-	5454	Solid Waste Disposal	-	-	-
-	3,660	3,190	5461	Auto Insurance	5,000	5,000	5,000
-	8,520	7,300	5463	Property/Earthquake Insurance	7,180	7,180	7,180
16,513	20,697	19,890	5464	Workers' Comp	15,250	15,250	15,250
16,626	5,352	5,490	5465	General Liability Insur	5,620	5,620	5,620
5,000	6,086	16,000	5471	Equipment Repair & Maint	16,000	16,000	16,000
67,884	35,874	50,000	5472	Buildings Repairs & Maint	35,000	35,000	35,000
7,208	5,497	5,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
2,955	-	3,000	5478	Playground Repair & Maint	4,500	4,500	4,500
4,974	1,687	22,500	5484	Urban Forestry Program	20,000	20,000	20,000
1,317	639	2,000	5492	Registrations/Training	2,000	2,000	2,000
197	-	1,500	5498	Permits/Fees	1,500	1,500	1,500
473,469	401,283	419,760	Total - Materials & Services		392,150	392,150	392,150
-	-	-	5637	Parks	25,000	25,000	25,000
-	3,690	-	5649	Other Equipment	-	-	-
-	3,690	-	Total - Capital Outlay		25,000	25,000	25,000
815,847	776,081	926,260	Division Total: 7711 - Parks & Facilities Maint		962,800	962,800	962,800

Community Services Administration

Fund/Fund Number: General – 001
Department/Department Number: Community Services — 411
Division/Division Number: Community Services Admin – 7991
Department Director: Jim Row

Description of purpose/function of department

It is the mission of the Community Services Department to build a strong sense of community and improve the quality of life for all Woodburn residents by providing an excellent system of parks, open spaces, facilities and leisure services, a strong collection of informational materials, opportunities for lifelong learning and by promoting community-wide literacy.

Description of department, including number of personnel

The department oversees approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Parks and Facilities Maintenance, Transit program, volunteer program, the community relations program and park planning and development.

Description of FY 2018-19 accomplishments

- Received \$1,000,000 in grant funding from the state to complete the community center design project
- Reorganized to convert the Recreation Services Manager position to Parks & Recreation Manager

Description of FY 2019-20 focus/goals:

- Complete the community center design project
- Develop a plan for funding the next phase of improvements at Legion Park

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Increase park shelter/field rentals	58 park / 15 field	96 park / 22 field	100 park / 25 Field	110 park / 27 field
Increase park vendor permits	5	6	6	6
Grow the urban forestry program by increasing the number of tree given away certificates issued to Woodburn residents	26	41	45	50

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
265,489	289,272	333,220	Community Services Administration			
			Personnel Services	338,510	338,510	338,510
65,944	71,750	89,490	Materials & Services	96,130	96,130	96,130
331,433	361,022	422,710	Community Services Admin Total	434,640	434,640	434,640
3.0	3.0	3.0	Full-Time Equivalent (FTE)	3.5	3.5	3.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 411 - Community Services Division: 7991 - Community Services Admin <u>Expenditures</u>							
176,451	184,278	205,870	5111	Regular Wages	190,560	190,560	190,560
-	39	-	5121	Overtime	12,480	12,480	12,480
63	63	80	5211	OR Workers' Benefit	60	60	60
13,396	13,775	16,140	5212	Social Security	15,760	15,760	15,760
35,113	51,338	57,310	5213	Med & Dent Ins	54,530	54,530	54,530
39,348	38,571	51,660	5214	Retirement	64,060	64,060	64,060
703	745	800	5215	Long Term Disability Ins	570	570	570
153	153	990	5216	Unemployment Insurance	190	190	190
262	310	370	5217	Life Insurance	300	300	300
265,489	289,272	333,220	Total - Personnel Services		338,510	338,510	338,510
637	449	700	5319	Office Supplies	700	700	700
296	498	310	5329	Other Supplies	620	620	620
-	-	7,500	5411	Engineering & Architect	-	-	-
-	-	100	5417	HR/Other Employee Expenses	-	-	-
3,931	11,499	9,000	5419	Other Professional Serv	16,000	16,000	16,000
1,733	2,182	1,630	5421	Telephone/Data	2,500	2,500	2,500
10,220	5,114	8,500	5422	Postage	8,500	8,500	8,500
13,263	14,469	21,000	5428	IT Support	23,360	23,360	23,360
-	10	200	5432	Meals	200	200	200
655	413	700	5433	Mileage	700	700	700
163	472	600	5439	Travel	600	600	600
3,995	4,629	7,000	5443	Office Equipment	6,230	6,230	6,230
378	-	-	5446	Software Licenses	-	-	-
-	-	-	5463	Property/Earthquake Insurance	1,660	1,660	1,660
958	1,307	1,220	5464	Workers' Comp	2,790	2,790	2,790
3,494	4,499	5,230	5465	General Liability Insur	5,970	5,970	5,970
1,618	1,787	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
1,125	794	800	5492	Registrations/Training	1,300	1,300	1,300
23,478	23,628	24,000	5493	Printing/Binding	24,000	24,000	24,000
65,944	71,750	89,490	Total - Materials & Services		96,130	96,130	96,130
331,433	361,022	422,710	Division Total: 7991 - Community Services Admin		434,640	434,640	434,640

Planning

Fund/Fund Number:	General – 001
Department/Department Number:	Planning – 511
Division/Division Number:	Planning – 5811
Department Director:	Chris Kerr

Description of purpose/function of division

This department directs and completes both long-range and current planning projects. Staff is responsible for maintaining and updating the City's Comprehensive Plan and master plans, as well as the administration of the Woodburn Development Ordinance (WDO). The WDO provides the development standards for all uses and structures in the City. Staff is responsible for reviewing all annexations, subdivision, sign, and specific site development requirements. The department also functionally oversees the Building Division, which provides building plan review, permitting and inspections. The department is tasked with staffing the City's Planning Commission, the City's Arts & Mural Committee and is a liaison with other departments for parks, greenways and other public infrastructure improvements.

Description of department, including number of personnel

The department consists of 3.5 FTE, which include the Community Services Director, a Senior Planner, an Associate Planner (0.8) and Administrative specialist (0.7). No increase in department staff is anticipated in FY 2019-20.

Description of FY 2018-19 accomplishments

- Reviewed and approved the largest individual development within in the City in over thirty years. The "Smith Creek" project encompasses over 150 acres and will include over 810 dwelling units. The development approval included annexation, rezoning, a planned unit development, subdivision and over 45 acres of public open spaces
- Coordinated the implementation of a new e-permitting system, which has streamlined the permitting and inspection process for customers
- Held hearings and adopted new regulations into the WDO that will allow accessory dwelling units, with reasonable regulations, to be built within all single-family zones in the city
- Completed outreach, surveys and convened a public meeting to review the causes and impacts of housing policies on rent-burdened members of the community.
- Adopted a new Public Facilities Plan element into the Comprehensive Plan. This long-range plan identifies the public infrastructure that will be necessary to serve future growth of the City
- Adopted new Planning Division Processing Fees to ensure that we accurately recovering the cost of reviewing projects

Description of FY 2019-20 proposed focus/goals

- Successfully manage the anticipated increase in development and building activity in the City while maintaining the highest standards possible
- Hold remaining public meetings, finalize and adopt a revised Transportation System Plan into the Comprehensive Plan
- Adopt comprehensive changes to the City's zoning code to provide increased predictability and clarity for homeowners, developers and staff

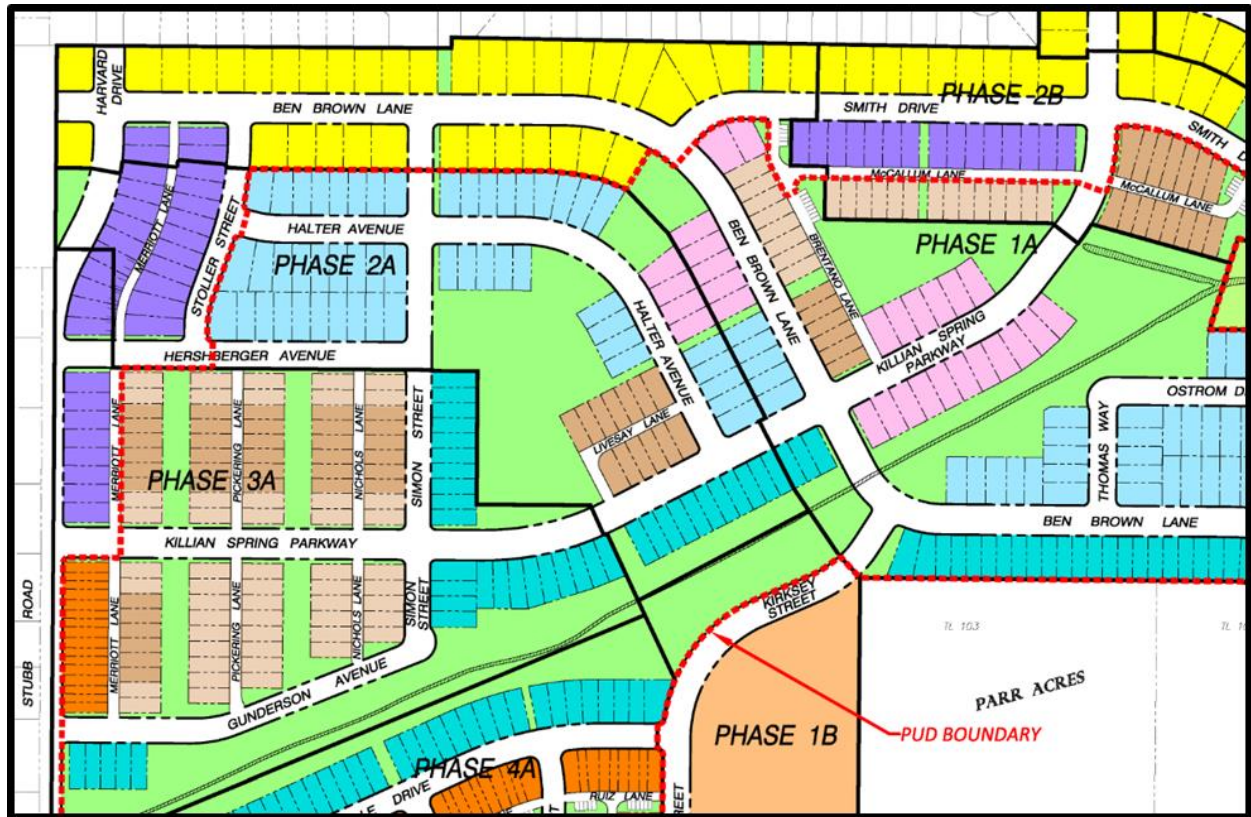
Performance Measures

Goal	Measures	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Meet mandated timeframes for land use reviews	Render decision within 120 days (unless extension is requested)	100%	100%	100%
Educate /staff/decision makers on land use planning best practices	Number training activities provided/offered		4	4
Make legally sound land use decisions	Number of final decisions overturned appealed	0	0	0
Improve the effectiveness of the WDO	Number of code amendments	2	2	2

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Planning			
333,388	410,484	417,730	Personnel Services	428,800	428,800	428,800
41,436	47,111	69,650	Materials & Services	67,660	67,660	67,660
374,824	457,595	487,380	Planning Total	496,460	496,460	496,460
3.0	4.0	4.0	Full-Time Equivalent (FTE)	4.0	4.0	4.0

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.



Smith Creek Development

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 511 - Planning Division: 5811 - Planning <u>Expenditures</u>							
225,563	273,397	285,970	5111	Regular Wages	282,110	282,110	282,110
2,440	7,176	-	5112	Part-Time Wages	-	-	-
472	1,610	-	5121	Overtime	-	-	-
81	95	90	5211	OR Workers' Benefit	80	80	80
17,011	21,602	22,790	5212	Social Security	22,200	22,200	22,200
38,591	43,373	38,850	5213	Med & Dent Ins	44,530	44,530	44,530
47,893	61,325	67,070	5214	Retirement	78,380	78,380	78,380
834	1,179	1,060	5215	Long Term Disability Ins	800	800	800
192	247	1,410	5216	Unemployment Insurance	280	280	280
311	480	490	5217	Life Insurance	420	420	420
333,388	410,484	417,730	Total - Personnel Services		428,800	428,800	428,800
-	-	1,200	5315	Computer Supplies	1,200	1,200	1,200
2,961	6,154	6,770	5319	Office Supplies	9,130	9,130	9,130
-	-	300	5323	Fuel	300	300	300
1,382	122	500	5409.140	Garage Services	1,000	1,000	1,000
-	70	-	5417	HR/Other Employee Expenses	-	-	-
4,103	3,179	11,500	5419	Other Professional Serv	8,500	8,500	8,500
1,087	1,396	1,200	5421	Telephone/Data	1,200	1,200	1,200
581	1,172	1,500	5422	Postage	1,500	1,500	1,500
-	130	1,000	5424	Advertising	1,000	1,000	1,000
154	1,224	1,500	5425	Publication of Legal Note	1,500	1,500	1,500
20,035	21,843	25,300	5428	IT Support	25,630	25,630	25,630
-	-	300	5429	Other Communication Serv	300	300	300
-	-	-	5432	Meals	200	200	200
-	102	160	5433	Mileage	500	500	500
5	-	1,000	5439	Travel	2,000	2,000	2,000
-	417	460	5461	Auto Insurance	470	470	470
3,117	1,516	1,540	5464	Workers' Comp	400	400	400
5,770	5,506	7,120	5465	General Liability Insur	7,030	7,030	7,030
8	128	800	5475	Vehicle Repair & Maint	800	800	800
2,233	4,152	7,000	5492	Registrations/Training	5,000	5,000	5,000
-	-	500	5493	Printing/Binding	-	-	-
41,436	47,111	69,650	Total - Materials & Services		67,660	67,660	67,660
374,824	457,595	487,380	Department Total: 511 - Planning		496,460	496,460	496,460

Engineering

Fund/Fund Number:

General – 001

Department/Department Number:

Engineering – 651

Division/Division Number:

Engineering -- 6211

Department Director:

Eric Liljequist

Description of purpose/function of department

The Engineering Department provides comprehensive engineering and contract administration services for capital improvement projects for the City and Urban Renewal Agency's operations and maintenance projects. Engineering maintains survey and mapping information; reviews development projects for compliance with public works requirements; coordinates the activities of utility companies in the City right-of-way, and inspects public and private construction of streets, storm drainage systems, water lines and sewer lines. The department provides internal support to Facilities and Parks, Drinking Water, Street, Storm Water Conveyance and Wastewater (both collections and treatment). The department also provides support for development, plan and permit review for all land use applications and building permit applications for administration and administration of the contract for monthly street sweeping services.

Description of department, including number of personnel

The Engineering Department currently has 5.5 FTE, which includes a Public Works Director, City Engineer, Associate Engineer, CAD/GIS Technician, an Administrative Specialist and 0.5 Project Engineer.

Description of FY 2018-19 accomplishments

- Completion of Well #7 improvements
- Design and contractor procurement for the Woodburn Museum & Theater seismic upgrade project
- Design and contractor procurement for the PIX Theater demolition project
- Design and contractor procurement for the City Hall A/V project
- Procurement and design support for the City Hall upgrade project
- Design and contractor procurement for the City Hall HVAC commissioning
- Completion of the 2018 Public Facilities Plan
- Completion of the new production well siting project
- Completion of the Water Management Conservation Plan
- Development review and support

Description of FY 2019-20 Goals:

- Complete the N. First Street improvements project
- Complete the Transportation System Plan update work
- Complete the Hardcastle Avenue realignment at railroad crossing project
- Complete the design of the I-5 Pump Station & Force Main upgrade project
- Complete the design of the new well for the Parr Road Water Treatment Plant
- Continued progress on implementation of paving projects at various locations in Woodburn
- Complete WWTP digester cleaning and upgrades
- Complete the design of the W. Hayes Street improvement project
- Development review and support

Performance Measures

Measures	FY 2017-18 Projected	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Percentage of capital project contracts substantially completed within estimated construction timeline	90%	100%	90%	90%
Percentage of capital projects administered within the project budget	90%	100%	90%	90%
Right-of-way & franchise utility permits issued	90	90	100	100
Private development applications reviewed	19	25	27	30

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Engineering			
340,444	176,436	213,530	Personnel Services	143,960	143,960	143,960
114,210	100,876	147,470	Materials & Services	146,460	146,460	146,460
454,654	277,312	361,000	Engineering Total	290,420	290,420	290,420
5.5	5.5	5.5	Full-Time Equivalent (FTE)	5.5	5.5	5.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 651 - Engineering Division: 6211 - Engineering <u>Expenditures</u>							
204,420	91,732	114,950	5111	Regular Wages	78,040	78,040	78,040
36,476	38,295	39,870	5112	Part-Time Wages	20,100	20,100	20,100
87	98	-	5121	Overtime	-	-	-
78	44	40	5211	OR Workers' Benefit	20	20	20
18,709	9,972	12,220	5212	Social Security	7,740	7,740	7,740
26,121	10,143	12,200	5213	Med & Dent Ins	11,590	11,590	11,590
53,348	25,539	32,750	5214	Retirement	26,030	26,030	26,030
729	356	510	5215	Long Term Disability Ins	230	230	230
205	114	780	5216	Unemployment Insurance	100	100	100
271	143	210	5217	Life Insurance	110	110	110
340,444	176,436	213,530	Total - Personnel Services		143,960	143,960	143,960
597	-	500	5315	Computer Supplies	500	500	500
1,128	900	3,000	5319	Office Supplies	3,000	3,000	3,000
491	1,010	2,000	5323	Fuel	2,000	2,000	2,000
-	-	500	5324	Clothing	1,000	1,000	1,000
1,841	199	500	5326	Safety/Medical	970	970	970
345	601	3,050	5329	Other Supplies	2,550	2,550	2,550
670	838	6,000	5409.140	Garage Services	2,000	2,000	2,000
-	-	10,000	5411	Engineering & Architect	10,000	10,000	10,000
-	230	500	5417	HR/Other Employee Expenses	500	500	500
8,510	2,477	17,500	5419	Other Professional Serv	17,500	17,500	17,500
5,437	5,747	5,800	5421	Telephone/Data	5,800	5,800	5,800
58	117	500	5422	Postage	500	500	500
186	608	500	5424	Advertising	500	500	500
43,526	41,418	37,900	5428	IT Support	42,640	42,640	42,640
-	80	500	5439	Travel	500	500	500
6,876	6,480	9,000	5446	Software Licenses	9,000	9,000	9,000
2,434	1,628	2,500	5451	Natural Gas	2,500	2,500	2,500
5,306	5,195	7,000	5453	Electricity	7,000	7,000	7,000
-	2,152	1,910	5461	Auto Insurance	1,380	1,380	1,380
-	1,674	1,600	5463	Property/Earthquake Insurance	1,680	1,680	1,680
17,331	12,038	11,840	5464	Workers' Comp	8,750	8,750	8,750
14,418	12,502	7,070	5465	General Liability Insurance	8,390	8,390	8,390
-	105	500	5471	Equipment Repair & Maint	500	500	500
665	2,849	2,500	5472	Buildings Repairs & Maint	2,500	2,500	2,500
30	171	3,100	5475	Vehicle Repair & Maint	3,100	3,100	3,100
3,885	1,709	10,000	5492	Registrations/Training	10,000	10,000	10,000
46	148	500	5493	Printing/Binding	500	500	500
255	-	700	5496	Filing/Recording	700	700	700
175	-	500	5498	Permits/Fees	500	500	500
114,210	100,876	147,470	Total - Materials & Services		146,460	146,460	146,460
454,654	277,312	361,000	Department Total: 651 - Engineering		290,420	290,420	290,420

Non-Departmental

Fund/Fund Number: General – 001
Department/Department Number: Non-Departmental – 199
Division/Division Number: Other Administration – 1219
Department Director: Sandra Montoya

Description of purpose/function

This budget provides for General Fund expenses that have citywide benefits. Charges include membership in various regional organizations (e.g. Council of Governments, League of Oregon Cities, etc.) as well as the annual turnover to the local Chamber of Commerce.

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Non-Departmental			
178,122	161,381	319,000	Materials & Services	339,100	339,100	339,100
-	-	-	Debt Service	575,000	575,000	575,000
197,742	702,248	4,001,400	Transfers Out	408,290	408,290	408,290
375,864	863,629	4,320,400	Non-Departmental Total	1,322,390	1,322,390	1,322,390

The FY 2019-20 Transfers Out of \$408,290 include:

- \$116,000 to the Transit Fund, which is an annual subsidy
- \$292,290 to the PERS Reserve Fund
 - \$100,900 – Annual transfer of 1.0 percent of budgeted personnel services costs from General Fund to PERS Reserve Fund
 - \$191,390 additional transfer funded through one-time savings in the prior fiscal year.

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 163.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 001 - General Fund Department: 199 - Non-departmental Division: 1219 - Other Administration <u>Expenditures</u>							
8,028	6,680	6,820	5319	Office Supplies	6,900	6,900	6,900
-	-	600	5323	Fuel	-	-	-
1,508	1,508	15,000	5329	Other Supplies	10,000	10,000	10,000
223	330	1,500	5409.140	Garage Services	-	-	-
-	4,191	-	5412	Legal	-	-	-
144	195	-	5417	HR/Other Employee Expenses	-	-	-
39,170	17,598	150,000	5419	Other Professional Serv	155,000	155,000	155,000
50,000	50,000	50,000	5419.201	ToT Grants	51,670	51,670	51,670
1,419	1,262	1,500	5422	Postage	1,500	1,500	1,500
-	-	2,000	5425	Publication of Legal Note	2,000	2,000	2,000
6,000	8,394	8,000	5429	Other Communication Serv	12,500	12,500	12,500
170	-	-	5432	Meals	-	-	-
-	-	580	5461	Auto Insurance	-	-	-
-	6,557	6,160	5463	Property/Earthquake Insurance	6,880	6,880	6,880
38,766	31,147	34,840	5465	General Liability Insurance	35,650	35,650	35,650
-	-	-	5481	Utility Assistance	15,000	15,000	15,000
32,694	33,519	40,000	5491	Dues & Subscriptions	40,000	40,000	40,000
-	-	2,000	5492	Registrations/Training	2,000	2,000	2,000
178,122	161,381	319,000	Total - Materials & Services		339,100	339,100	339,100
-	-	-	5711	Bond Principal	500,000	500,000	500,000
-	-	-	5721	Bond Interest	75,000	75,000	75,000
-	-	-	Total - Debt Service		575,000	575,000	575,000
Division: 9711 - Operating Transfer Out							
116,000	116,000	116,000	5811.110	Transfer to Transit	116,000	116,000	116,000
2,596	-	-	5811.132	Transfer to Asset Forfeiture	-	-	-
-	449,795	2,287,310	5811.358	Transfer to General Cap Const	-	-	-
2,693	-	-	5811.360	Transfer to Special Assessment	-	-	-
23,769	83,769	-	5811.568	Transfer to Info Services	-	-	-
-	-	1,598,090	5811.693	Transfer to Reserve for PERS	292,290	292,290	292,290
26,342	26,342	-	5841.376	Interfund Loan Transfer	-	-	-
26,342	26,342	-	5841.466	Interfund Loan Transfer	-	-	-
197,742	702,248	4,001,400	Total - Transfers Out		408,290	408,290	408,290
375,864	863,629	4,320,400	Department Total: 199 - Non-departmental		1,322,390	1,322,390	1,322,390



Contingency/Ending Fund Balance

Fund/Fund Number: General – 001
Department/Department Number: Contingency/Ending Fund Balance
Department Director: Sandra Montoya

Description of purpose/function of department

In January 2019 the City Council affirmed the General Fund contingency minimum of 25.0 percent of appropriations with a goal of achieving the balance as year-end savings occurred. The contingency is set aside for unforeseen circumstances that may arise during the fiscal year and is consistent with GFOA best practices. Contingency appropriations require City Council approval and, depending on the value of the appropriation, may require a public hearing.

In addition to the contingency policy, the City has established additional reserve categories from one-time budget savings:

- Shortfall Management Reserve (SMR). The SMR is intended to subsidize future shortfalls estimated in the Five-Year Forecast.
- Reserve for Facilities. In 2017, subsequent to the 2008 recession and slow recovery, the City began making facility repairs (e.g. roof replacement/repair, HVAC replacement/repair, flooring, etc.). The prolonged deferment of facilities maintenance resulted in a substantial list of costly repairs that require significant funding.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Department: 901 - Ending Fund Balance			
			Division: 9971 - Equity			
-	-	3,657,660	5921 Contingency	3,761,890	3,761,890	3,761,890
-	-	1,010,000	5981.012 Reserve -SMR	1,010,000	1,010,000	1,010,000
-	-	-	5981.013 Reserve for Facilities	345,000	345,000	345,000
-	-	4,667,660	Total - Contingencies and Unappropriated Balances	5,116,890	5,116,890	5,116,890

Transit Fund – 110

Fund/Fund Number:	Transit Fund – 110
Department/Department Number:	Transit – 671
Division/Division Number:	Fixed Route Transit – 6711
Department Director:	Jim Row

Description of purpose/function of department

Woodburn Transit provides safe and reliable public transportation for Woodburn residents and those traveling within the Woodburn region. The system was built with a focus on seniors, people with disabilities and those who do not have reliable transportation options, and strives to provide customers traveling to and from Woodburn with efficient and convenient regional transportation connections. Due to funding constraints, Transit services are only provided five days a week.

On July 1, 2018 the new statewide transit tax went into effect. The tax of .001 is calculated based on employee wages as defined in ORS 316.162. The tax is imposed on the wages of each employee, but employers are responsible for withholding, reporting, and remitting to the State. Statewide transit tax revenue and expanded service expenditures have been included in the FY 2019-20 Transit budget.

Description of department, including number of personnel

The Transit Fund has 11.7 FTE, consisting of a full-time Transit Manager, a full-time lead dispatcher, a full-time driver / dispatcher, 16 part-time driver/dispatchers and a part-time vehicle custodian

Description of FY 2018-19 accomplishments

- Updated nine current bus stops with concrete pads
- Purchased a minivan with an awarded grant
- Installed three solar panels on three bus shelters
- Purchased a Cut-A-Way to replace a bus that was totaled the year prior

Description of FY 2019-20 proposed focus/goals

- Adding Saturday and Sunday service
- Adding a 30 minute Fixed Route
- Adding a stop in Woodburn via I-5 from Wilsonville to Keizer
- Purchasing a new low floor bus
- Adding additional staff
- Adding more solar panels to the existing shelters

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Number of passengers fixed route	22,533	24,786	26,000	28,000
Number of passengers Dial-a-Ride (local)	12,518	6,952	8,000	10,000
Number of medical Out-of-Town	1,473	1,445	1,600	2,000

Revenue Sources and Other Discussion

Transfers In is a transfer of \$116,000 from the General Fund, which is an annual subsidy. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 163.

Intergovernmental contains various competitive state and federal grants received for transit operations. These are adjusted year over year according to historical analysis and limitations on the particular grant. The July 1, 2018 implementation of the new statewide transit tax was first shown in the FY 2018-19 budget and continues in FY 2019-20.

The **Charges for Goods and Services** is transit fares. The total amount in the category accounts for only 4.3 percent of the operating revenue.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 110 - Transit Fund							
Department: 000 - Revenue							
Revenues							
160,058	132,200	134,000	3081	Beginning Fund Balance	244,760	244,760	244,760
160,058	132,200	134,000	Total - Fund Balance		244,760	244,760	244,760
84,837	47,058	44,410	3333.601	5310 Discretionary Ops	45,100	45,100	45,100
540	23,507	-	3333.602	5310 Discretionary Cap	-	-	-
142,094	147,364	147,400	3333.603	5311 Formula Operation	140,000	140,000	140,000
51,776	48,884	49,000	3333.605	Veh Prev Maint	54,000	54,000	54,000
-	-	-	3341	State Grants	-	-	-
151,875	205,000	205,400	3341.601	STF Formula	214,500	214,500	214,500
-	-	156,000	3345	Statewide Transit	355,000	355,000	355,000
431,122	471,813	602,210	Total - Intergovernmental		808,600	808,600	808,600
12,393	13,131	13,000	3445	Dial a Ride Daily	18,000	18,000	18,000
25,834	26,023	26,000	3447	Transit System Fares	35,000	35,000	35,000
38,227	39,154	39,000	Total - Charges for Goods and Services		53,000	53,000	53,000
1,201	1,417	1,590	3611	Interest from Investments	2,640	2,640	2,640
7,522	9,287	11,000	3676	Donations-Transit	10,000	10,000	10,000
-	1,500	-	3698	Cash Long and Short	-	-	-
8,127	-	-	3699	Other Miscellaneous Income	-	-	-
16,850	12,204	12,590	Total - Miscellaneous Revenue		12,640	12,640	12,640
116,000	116,000	116,000	3971.001	Transfer From General Fund	116,000	116,000	116,000
116,000	116,000	116,000	Total - Transfers In		116,000	116,000	116,000
762,257	771,371	903,800	Department Total: 000 - Revenue		1,235,000	1,235,000	1,235,000
762,257	771,371	903,800	Revenues Total		1,235,000	1,235,000	1,235,000

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 110 - Transit Fund							
Department: 671 - Transit							
Division: 4711 - Fixed Route Transit							
<u>Expenditures</u>							
174,077	141,743	145,490	5111	Regular Wages	188,510	188,510	188,510
129,554	148,179	152,310	5112	Part-Time Wages	269,090	269,090	269,090
507	54	-	5121	Overtime	-	-	-
229	199	190	5211	OR Workers' Benefit	250	250	250
22,624	21,749	23,000	5212	Social Security	35,230	35,230	35,230
50,415	35,538	35,840	5213	Med & Dent Ins	58,240	58,240	58,240
46,379	48,712	55,380	5214	Retirement	97,940	97,940	97,940
674	555	540	5215	Long Term Disability Ins	630	630	630
271	261	1,480	5216	Unemployment Insurance	480	480	480
253	232	220	5217	Life Insurance	320	320	320
424,983	397,222	414,450	Total - Personnel Services		650,690	650,690	650,690
1,403	1,412	1,300	5319	Office Supplies	1,300	1,300	1,300
24,033	30,018	30,000	5323	Fuel	66,000	66,000	66,000
849	384	1,000	5324	Clothing	1,000	1,000	1,000
962	490	1,000	5326	Safety/Medical	1,000	1,000	1,000
31	276	500	5329	Other Supplies	500	500	500
11,941	1,602	15,000	5332	Spare Parts	-	-	-
4,126	5,977	5,000	5337	Tires/Parts	10,000	10,000	10,000
2,390	3,915	3,000	5409.140	Garage Services	6,000	6,000	6,000
1,287	1,155	1,500	5414	Accounting/Auditing	500	500	500
8,543	7,619	10,000	5419	Other Professional Serv	10,000	10,000	10,000
4,625	5,130	5,000	5421	Telephone/Data	5,000	5,000	5,000
72	38	100	5422	Postage	100	100	100
-	357	500	5424	Advertising	500	500	500
19,400	21,148	24,500	5428	IT Support	24,600	24,600	24,600
110	35	100	5432	Meals	100	100	100
25,491	23,776	30,000	5433	Mileage	30,000	30,000	30,000
-	(153)	500	5439	Travel	500	500	500
6,125	6,125	6,000	5446	Software Licenses	6,000	6,000	6,000
6,478	6,667	6,810	5448	Internal Rent	6,900	6,900	6,900
1,165	1,019	1,000	5451	Natural Gas	1,000	1,000	1,000
3,384	2,998	4,000	5453	Electricity	4,000	4,000	4,000
-	17,832	16,800	5461	Auto Insurance	20,800	20,800	20,800
-	108	100	5463	Property/Earthquake Insurance	120	120	120
15,650	22,706	25,410	5464	Workers' Comp	21,910	21,910	21,910
27,132	5,772	6,070	5465	General Liability Insur	6,580	6,580	6,580
2,108	3,763	2,000	5471	Equipment Repair & Maint	2,000	2,000	2,000
7,865	736	1,000	5472	Buildings Repairs & Maint	1,000	1,000	1,000
23,298	29,233	25,000	5475	Vehicle Repair & Maint	55,000	55,000	55,000
-	1,725	500	5480	Accident Repair	500	500	500
360	182	100	5491	Dues & Subscriptions	100	100	100
2,362	400	1,000	5492	Registrations/Training	1,000	1,000	1,000
883	165	500	5493	Printing/Binding	500	500	500
-	-	-	5500	Banking Fees	1,350	1,350	1,350
202,073	202,610	225,290	Total - Materials & Services		285,860	285,860	285,860
-	-	125,000	5642	Passenger Vehicles	125,000	125,000	125,000
-	22,232	-	5649	Other Equipment	-	-	-
-	22,232	125,000	Total - Capital Outlay		125,000	125,000	125,000
627,056	622,064	764,740	Division Total: 4711 - Fixed Route Transit		1,061,550	1,061,550	1,061,550

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Fund: 110 - Transit Fund			
			Division: 9711 - Operating Transfer Out			
			<u>Expenditures</u>			
3,001	3,001	-	5811.568 Transfer to Info Services	-	-	-
-	-	4,140	5811.693 Transfer to Reserve for PERS	6,510	6,510	6,510
3,001	3,001	4,140	Total - Transfers Out	6,510	6,510	6,510
3,001	3,001	4,140	Division Total: 9711 - Operating Transfer Out	6,510	6,510	6,510
630,057	625,065	768,880	Department Total: 671 - Transit	1,068,060	1,068,060	1,068,060
			Department: 901 - Ending Fund Balance			
			Division: 9971 - Equity			
-	-	134,920	5921 Contingency	166,940	166,940	166,940
-	-	134,920	Total - Contingencies and Unappropriated Balances	166,940	166,940	166,940
-	-	134,920	Division Total: 9971 - Equity	166,940	166,940	166,940
-	-	134,920	Department Total: 901 - Ending Fund Balance	166,940	166,940	166,940
630,057	625,065	903,800	Expenditures Total	1,235,000	1,235,000	1,235,000
132,200	146,306	-	Fund Net Total: 110 - Transit Fund	-	-	-

Street Fund – 140

Fund/Fund Number:	Street Fund – 140
Department/Department Number:	Maintenance – 631
Divisions/Division Numbers:	Street – 4211/4299
Department Director:	Eric Liljequist

Description of purpose/function of department

This section within the Public Works Department provides administration and operations of street maintenance and garage activities. Street maintenance includes routine street repairs (e.g. overlay preparation, patching, crack sealing, pothole repair, grading and dust control on gravel streets), graffiti removal, storm related clean up, leaf collection, holiday tree collection, centerline striping, pavement markings, street sign maintenance, street sweeping contract supervision, weed control, mowing and other right-of-way related maintenance duties. Garage activities include service and maintenance to the Woodburn fleet, including Transit on a limited bases (e.g. vehicles, heavy/small equipment), with the exception of police vehicles.

In FY 2019-20 the budgets for Street Cleaning Division (4621) and Garage Division (1941) were combined into the Street Maintenance Division (4211).

Description of department, including number of personnel

The section is supervised by the Public Works Program & Compliance Manager and is organized to provide both operations and maintenance with clerical administrative support. The street maintenance and garage sections consist seven full-time employees and 1.5 seasonal employees.

Description of FY 2018-19 accomplishments

- Updated street signs that were damaged or added throughout the City
- Provided landscape maintenance on Front St. and the I-5 Interchange
- Continued programs; leaf collection, holiday tree recycling, street sweeping contract
- Continued emergency call-out support for traffic safety, police and fire

Description of FY 2019-20 proposed focus/goals

- Continue to streamline the garage services and evaluate the City’s aging fleet and heavy equipment
- Expand on cost effective and efficient means of maintaining current level of service for landscaping
- Continue sweeping, leaf collection, holiday tree removal, bridge lighting, and refuge pick up
- Maintain and enhance regulatory traffic, pavement markings and signage

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Miles of street sweeping	1,521	2,250	2,250	2,250
Number of signs updated	60	106	100	150
Number of street miles restriped	35	35	35	35
Feet of cracks sealed	500	25,000	25,000	35,000
Number of thermos-plastic street legends installed or replaced	n/a	50	75	75

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Street Fund						
Revenues						
3,365,799	3,905,803	4,207,400	Fund Balance	4,057,800	4,057,800	4,057,800
129,412	138,154	130,000	Taxes	130,000	130,000	130,000
202	168	500	Licenses and Permits	500	500	500
1,480,082	1,615,056	1,500,000	Intergovernmental	1,500,000	1,500,000	1,500,000
359,819	359,879	377,500	Franchise Fees	368,000	368,000	368,000
137,675	168,910	173,010	Miscellaneous Revenue	196,180	196,180	196,180
90,000	90,000	90,000	Transfers In	90,000	90,000	90,000
5,562,989	6,277,970	6,478,410	Revenues Total	6,342,480	6,342,480	6,342,480
Expenditures						
625,844	656,600	990,510	Personnel Services	1,074,490	1,074,490	1,074,490
924,621	1,151,844	1,624,310	Materials & Services	1,713,290	1,713,290	1,713,290
5,500	62,977	-	Capital Outlay	-	-	-
101,222	135,865	1,623,700	Transfers Out	2,095,750	2,095,750	2,095,750
-	-	2,239,890	Contingencies and Reserve	1,458,950	1,458,950	1,458,950
1,657,187	2,007,286	6,478,410	Expenditures Total	6,342,480	6,342,480	6,342,480
3,905,803	4,270,684	-	Revenue Over (Under) Expenditures	-	-	-
7.3	7.3	7.5	Full-Time Equivalent (FTE)	8.5	8.5	8.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Revenue Sources and Other Discussion

The **Taxes** category of revenue includes City gas tax revenue.

The **Intergovernmental** category of revenue is the largest source within the Street Fund. The entire \$1.5 million is generated from the state gas tax.

Transfers In of \$90,000 is a transfer from the Sewer Fund for street sweeping costs.

The total **Transfers Out** amount of \$2,095,750 includes two separate transfers:

- \$2,035,000 to Street & Storm Cap Const Fund for the following capital projects
 - Sidewalk & ADA improvements (CIST1165) \$75,000
 - West Hayes Street improvement (CIST1486) \$820,000
 - Hardcastle/Railroad realignment (CIST1443) \$1,000,000
 - Fourth Street Storm rehabilitation (CDST1471) \$140,000
- \$50,000 to Equipment Replacement fund
- \$10,750 to PERS Reserve fund for annual transfer of 1.0 percent of personnel services costs

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 163.

See the section titled Capital Construction Projects beginning on page 164 for information on all budgeted capital projects.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 140 - Street Fund							
Department: 000 - Revenue							
Revenues							
3,365,799	3,905,803	4,207,400	3081	Beginning Fund Balance	4,057,800	4,057,800	4,057,800
3,365,799	3,905,803	4,207,400	Total - Fund Balance		4,057,800	4,057,800	4,057,800
129,412	138,154	130,000	3171	City Gas Tax	130,000	130,000	130,000
129,412	138,154	130,000	Total - Taxes		130,000	130,000	130,000
202	168	500	3223	Curb Cuts and Bores	500	500	500
202	168	500	Total - Licenses and Permits		500	500	500
-	20,270	-	3341	State Grant	-	-	-
1,480,082	1,594,786	1,500,000	3361	State Gas Tax	1,500,000	1,500,000	1,500,000
1,480,082	1,615,056	1,500,000	Total - Intergovernmental		1,500,000	1,500,000	1,500,000
265,021	273,046	278,000	3141	Privilege Tax, PGE	278,000	278,000	278,000
94,798	86,833	99,500	3142	Privilege Tax, NW Natural	90,000	90,000	90,000
359,819	359,879	377,500	Total - Franchise Fees		368,000	368,000	368,000
40,278	71,843	87,510	3611	Interest from Investments	110,680	110,680	110,680
96,495	80,202	80,000	3654	Garage WO Revenue	80,000	80,000	80,000
-	5,000	-	3691	Sale of Surplus Property	-	-	-
-	4,500	-	3694	Gain/Loss on Sale	-	-	-
902	7,365	5,500	3699	Other Miscellaneous Income	5,500	5,500	5,500
137,675	168,910	173,010	Total - Miscellaneous Revenue		196,180	196,180	196,180
90,000	90,000	90,000	3971.472	Transfer From Sewer	90,000	90,000	90,000
90,000	90,000	90,000	Total - Transfers In		90,000	90,000	90,000
5,562,989	6,277,970	6,478,410	Department Total: 000 - Revenue		6,342,480	6,342,480	6,342,480
5,562,989	6,277,970	6,478,410	Revenues Total		6,342,480	6,342,480	6,342,480

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 140 - Street Fund							
Department: 631 - Maintenance							
Division: 4211 - Street Maintenance							
<u>Expenditures</u>							
336,396	344,264	529,610	5111	Regular Wages	616,900	616,900	616,900
15,419	20,741	59,280	5112	Part-Time Wages	58,030	58,030	58,030
6,008	5,743	8,500	5121	Overtime	8,670	8,670	8,670
197	168	280	5211	OR Workers' Benefit	220	220	220
25,798	27,132	46,320	5212	Social Security	52,810	52,810	52,810
94,339	90,017	129,670	5213	Med & Dent Ins	155,900	155,900	155,900
60,050	74,859	129,960	5214	Retirement	178,580	178,580	178,580
1,351	1,282	2,070	5215	Long Term Disability Ins	1,750	1,750	1,750
307	305	2,650	5216	Unemployment Insurance	690	690	690
508	536	970	5217	Life Insurance	940	940	940
540,373	565,047	909,310	Total - Personnel Services		1,074,490	1,074,490	1,074,490
-	-	-	5315	Computer Supplies	200	200	200
411	163	250	5319	Office Supplies	550	550	550
46	6	300	5321	Cleaning Supplies	300	300	300
-	-	-	5322	Lubricants	10,000	10,000	10,000
8,091	9,307	10,000	5323	Fuel	19,000	19,000	19,000
3,482	2,047	2,000	5324	Clothing	3,000	3,000	3,000
1,294	1,699	2,000	5326	Safety/Medical	2,400	2,400	2,400
2,067	5,786	2,500	5329	Other Supplies	6,000	6,000	6,000
-	-	-	5337	Tires/Parts	9,000	9,000	9,000
1,394	599	2,000	5338	Tools	7,000	7,000	7,000
1,497	2,657	1,500	5339	Other Maintenance Supplies	1,500	1,500	1,500
2,459	2,138	2,500	5352	Protective Clothing	3,000	3,000	3,000
23,867	25,241	40,000	5361	Road Materials	40,000	40,000	40,000
49	1,270	1,000	5362	Concrete	1,000	1,000	1,000
6,410	26,753	14,000	5363	Signs	14,000	14,000	14,000
1,819	288	10,000	5369	Other Street Supplies	1,000	1,000	1,000
19,878	33,378	15,400	5419	Other Professional Serv	141,900	141,900	141,900
5,584	5,054	5,000	5421	Telephone/Data	5,900	5,900	5,900
24	-	-	5422	Postage	-	-	-
-	295	500	5424	Advertising	500	500	500
-	81	-	5432	Meals	100	100	100
-	-	-	5433	Mileage	100	100	100
1,918	241	900	5439	Travel	1,000	1,000	1,000
5,329	3,738	1,500	5445	Work Equipment	1,500	1,500	1,500
2,166	925	3,000	5446	Software Licenses	9,000	9,000	9,000
-	1,651	-	5449	Leases	-	-	-
3,632	2,134	3,500	5451	Natural Gas	3,500	3,500	3,500
6,089	6,886	1,000	5453	Electricity	10,000	10,000	10,000
4,244	2,730	3,000	5454	Solid Waste Disposal	3,000	3,000	3,000
12,433	7,472	7,000	5471	Equipment Repair & Maint	10,000	10,000	10,000
819	-	1,000	5474	Structures Repair & Maint	2,000	2,000	2,000
15,582	594	10,000	5475	Vehicle Repair & Maint	19,000	19,000	19,000
2,974	3,399	4,000	5476	Laundry	5,000	5,000	5,000
318,546	539,115	840,000	5479	Other Repair & Maint	1,000,000	1,000,000	1,000,000
8,874	500	15,000	5482	Tree Maintenance	15,000	15,000	15,000
4,816	2,947	8,000	5492	Registrations/Training	10,000	10,000	10,000
-	-	250	5498	Permits/Fees	250	250	250
465,794	689,094	1,007,100	Total - Materials & Services		1,355,700	1,355,700	1,355,700
Department: 631 - Maintenance							
Division: 4211 - Street Maintenance							
5,500	62,977	-	5649	Other Equipment	-	-	-
5,500	62,977	-	Total - Capital Outlay		-	-	-
1,011,667	1,317,118	1,916,410	Division Total: 4211 - Street Maintenance		2,430,190	2,430,190	2,430,190

NOTE: Street Cleaning expenses for FY 2019-20 were added to Street Maintenance expenses above.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 140 - Street Fund Department: 631 - Maintenance Division: 4261 - Street Cleaning <u>Expenditures</u>							
925	493	1,000	5323	Fuel	-	-	-
-	665	500	5329	Other Supplies	-	-	-
70,022	80,711	125,000	5419	Other Professional Serv	-	-	-
551	-	1,000	5471	Equipment Repair & Maint	-	-	-
3,784	12,449	7,000	5475	Vehicle Repair & Maint	-	-	-
75,282	94,318	134,500	Total - Materials & Services		-	-	-
75,282	94,318	134,500	Division Total: 4261 - Street Cleaning		-	-	-
Division: 4299 - Street Admin							
53,517	2,012	63,000	5411.001	Engineering Support to General Fund	-	-	-
5,148	4,620	6,000	5414	Accounting/Auditing	7,000	7,000	7,000
-	18,965	-	5419	Other Professional Services	-	-	-
9,947	14,469	14,800	5428	IT Support	21,620	21,620	21,620
4,039	4,161	4,250	5448	Internal Rent	4,460	4,460	4,460
-	-	630	5451	Natural Gas	630	630	630
2,212	1,930	2,490	5453	Electricity	2,490	2,490	2,490
211,361	210,746	240,000	5456	Street Lighting	240,000	240,000	240,000
-	6,156	5,940	5461	Auto Insurance	8,540	8,540	8,540
-	7,236	5,440	5463	Property/Earthquake Insurance	7,610	7,610	7,610
24,622	38,599	45,620	5464	Workers' Comp	33,190	33,190	33,190
17,533	6,252	7,010	5465	General Liability Insur	10,170	10,170	10,170
1,165	6,225	2,880	5472	Buildings Repairs & Maint	2,880	2,880	2,880
200	2,952	4,000	5482	Tree Maintenance	4,000	4,000	4,000
-	675	15,000	5483	Sidewalks	15,000	15,000	15,000
329,744	324,998	417,060	Total - Materials & Services		357,590	357,590	357,590
329,744	324,998	417,060	Division Total: 4299 - Street Admin		357,590	357,590	357,590
Division: 9711 - Operating Transfer Out							
66,721	101,364	1,563,800	5811.363	Transfer to Street/Storm Cap Const Fd	2,035,000	2,035,000	2,035,000
4,501	4,501	-	5811.568	Transfer to Info Services	-	-	-
30,000	30,000	50,000	5811.591	Transfer to Equipment Replace	50,000	50,000	50,000
-	-	9,900	5811.693	Transfer to Reserve for PERS	10,750	10,750	10,750
101,222	135,865	1,623,700	Total - Transfers Out		2,095,750	2,095,750	2,095,750
101,222	135,865	1,623,700	Division Total: 9711 - Operating Transfer Out		2,095,750	2,095,750	2,095,750
1,517,915	1,872,299	4,091,670	Department Total: 631 - Maintenance		4,883,530	4,883,530	4,883,530

NOTE: Garage expenses for FY 2019-20 were added to Street Maintenance expenses above.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 140 - Street Fund Department: 661 - Garage Division: 1941 Garage <u>Expenditures</u>							
53,121	55,566	51,470	5111	Regular Wages	-	-	-
1,765	2,662	-	5121	Overtime	-	-	-
27	23	20	5211	OR Workers' Benefit	-	-	-
3,853	4,103	3,940	5212	Social Security	-	-	-
17,937	18,396	15,990	5213	Med & Dent Ins	-	-	-
8,418	10,470	9,270	5214	Retirement	-	-	-
220	201	170	5215	Long Term Disability Ins	-	-	-
48	48	260	5216	Unemployment Insurance	-	-	-
82	84	80	5217	Life Insurance	-	-	-
85,471	91,553	81,200	Total - Personnel Services		-	-	-
-	-	200	5315	Computer Supplies	-	-	-
177	22	300	5319	Office Supplies	-	-	-
8,533	7,036	10,000	5322	Lubricants	-	-	-
596	999	2,000	5323	Fuel	-	-	-
205	400	1,000	5324	Clothing	-	-	-
494	468	400	5326	Safety/Medical	-	-	-
2,306	1,357	3,000	5329	Other Supplies	-	-	-
8,958	6,151	9,000	5337	Tires/Parts	-	-	-
4,923	6,845	5,000	5338	Tools	-	-	-
62	-	500	5352	Protective Clothing	-	-	-
40	45	1,500	5419	Other Professional Serv	-	-	-
700	677	900	5421	Telephone/Data	-	-	-
10,087	7,374	10,400	5428	IT Support	-	-	-
-	84	100	5432	Meals	-	-	-
-	-	100	5433	Mileage	-	-	-
-	-	100	5439	Travel	-	-	-
4,832	3,833	6,000	5446	Software Licenses	-	-	-
-	-	100	5454	Solid Waste Disposal	-	-	-
-	840	920	5461	Auto Insurance	-	-	-
-	228	1,110	5463	Property/Earthquake Insurance	-	-	-
5,877	3,492	3,520	5464	Workers' Comp	-	-	-
3,146	1,260	1,500	5465	General Liability Insur	-	-	-
560	789	2,000	5471	Equipment Repair & Maint	-	-	-
221	449	1,000	5472	Buildings Repairs & Maint	-	-	-
457	322	2,000	5475	Vehicle Repair & Maint	-	-	-
928	707	1,000	5476	Laundry	-	-	-
699	56	2,000	5492	Registrations/Training	-	-	-
53,801	43,434	65,650	Total - Materials & Services		-	-	-
139,272	134,987	146,850	Department Total: 661 - Garage		-	-	-
Department: 901 - Ending Fund Balance Program: 9971 - Equity							
-	-	1,229,890	5921	Contingency	1,000,000	1,000,000	1,000,000
-	-	1,010,000	5981.005	Reserve for Future Years	458,950	458,950	458,950
-	-	2,239,890	Total - Contingencies and Unappropriated Balances		1,458,950	1,458,950	1,458,950
-	-	2,239,890	Division Total: 9971 - Equity		1,458,950	1,458,950	1,458,950
-	-	2,239,890	Department Total: 901 - Ending Fund Balance		1,458,950	1,458,950	1,458,950
1,657,187	2,007,286	6,478,410	Expenditures Total		6,342,480	6,342,480	6,342,480
3,905,803	4,270,684	-	Fund Net	Total: 140 - Street Fund	-	-	-

GO Debt Service Fund – 250

Fund/Fund Number:
Department Director:

GO Debt Service Fund – 250
Sandra Montoya

Description of purpose/function of department

This fund records the payment of principal and interest on the City’s General Obligation bond originally issued for the construction of the Woodburn Police Facility in 2005. The bond was refinanced in FY 2017-18 to generate a \$250,000 interest savings and shorten the debt maturity to 2024, one year earlier than the original debt. For a detailed listing of the debt outstanding and annual debt service of the City, see Debt Overview on page 154.

Fund Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
<p style="margin-left: 40px;">Fund: 250 - GO Debt Service Fund Department: 000 - Revenue</p>							
<p style="margin-left: 40px;"><u>Revenues</u></p>							
25,118	1,758	22,780	3081	Beginning Fund Balance	1,800	1,800	1,800
25,118	1,758	22,780	Total - Fund Balance		1,800	1,800	1,800
496,012	537,156	540,720	3111	Property Tax - Current	552,430	552,430	552,430
14,685	12,090	23,560	3112	Property Tax - Delinquent	10,000	10,000	10,000
510,697	549,246	564,280	Total - Taxes		562,430	562,430	562,430
2,509	4,041	6,170	3611	Interest from Investments	5,970	5,970	5,970
2,509	4,041	6,170	Total - Miscellaneous Revenue		5,970	5,970	5,970
-	3,749,000	-	3911	GO Bond Proceeds	-	-	-
-	3,749,000	-	Total - Other Financing Sources		-	-	-
538,324	4,304,045	593,230	Revenues Total		570,200	570,200	570,200
<p style="margin-left: 40px;">Department: 151 - Finance Division: 9111 - Debt Service</p>							
<p style="margin-left: 40px;"><u>Expenditures</u></p>							
-	45,879	-	5499.999	Bond Issuance Costs	-	-	-
-	45,879	-	Total - Materials & Services		-	-	-
370,000	4,111,000	524,000	5711	Bond Principal, Police Refi 2017, Due 6/1/20	511,000	511,000	511,000
83,283	76,068	34,610	5721	Bond Interest, Police Refi 2017, Due 12/1/19	29,600	29,600	29,600
83,283	48,321	34,620	5721	Bond Interest, Police Refi 2017, Due 6/1/20	29,600	29,600	29,600
536,566	4,235,389	593,230	Total - Debt Service		570,200	570,200	570,200
536,566	4,281,268	593,230	Expenditures Total		570,200	570,200	570,200
1,758	22,777	-	Fund Net Total: 250 - GO Debt Service Fund		-	-	-

Revenue Sources and Other Discussion

This fund accounts for the debt service on the City’s 2017 General Obligation for Police Facility, which refinanced the 2005 GO Bonds. Property taxes and interest are the only sources of revenue. The amount of tax imposed for this fund is dependent on debt service levels and beginning fund balance.

Utility Funds

- ❖ Water Fund

- ❖ Sewer Fund

Water Fund – 470

Fund/Fund Number:	Water Fund – 470
Department/Department Number:	Water — 611
Division/Division Number:	Water – 6411, 6499
Department Director:	Eric Liljequist

Description of purpose/function of department

The drinking water section provides administration, meter reading, operations and maintenance of the water treatment and distribution system. The section is responsible for all activities centered at the water treatment plants and throughout the water distribution system, and administers a Cross Connection Control and Backflow Prevention Program. The City's water source is ground water from the Troutdale Aquifer. There are six active wells, which provide raw water to three water treatment plants for removal of iron, manganese, arsenic and radon. Secondary disinfection by the injection of chlorine into the water supply to form chloramines. Each of the treatment plants have ground level storage of treated water and there is one elevated storage tank near Cleveland Street for a total storage volume of 5.45 million gallons of water. There are approximately 100 miles of waterline of varying sizes and 1036 fire hydrants. One project nearing completion is the replacement of almost 7,116 water meters with automatic read meters. These meters are much more accurate and read automatically with a radio signal.

Description of section, including number of personnel

There are 10.5 FTE within this department, including a Public Works Operations Section Supervisor, operation and maintenance personnel and clerical administrative support.

Description of FY 2018-19 accomplishments

- Water Master Plan and Water Rate and SDC Study and WMCP
- Provided water treatment, secondary disinfection, and distribution of the City water system, meeting all regulatory requirements
- Substantially completed the replacement of existing water meters with automatic read meters
- Provided to all water customers and the Oregon Health Authority the 2017 Water Quality Report
- Flushed the distribution system and operated fire hydrants throughout the water system
- Continued public education efforts through the River Rangers program and participated in Earth Day at the Oregon Gardens
- Completed security and fire panel upgrades at the Water Shop and Well #7

Description of FY 2019-20 proposed focus/goals

- Expansion of the new well and piping to Parr Road WTP
- Continue expanding on the public education outreach efforts
- Continue to provide high quality drinking water that meets all regulatory requirements
- Water Conservation Plan and customer conservation kits.
- Well #7 upgrades for emergency water supply role.
- UCMR #4 testing for EPA

Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Meet federal drinking water requirements (shown in the annual drinking water report for the prior year)	Yes	Yes	Yes
Number of meters read	85,392	85,420	85,450
Number of water tests	1,244	1,350	1,400

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Water Fund						
Revenues						
2,071,768	2,127,569	2,307,270	Fund Balance	2,400,000	2,400,000	2,400,000
-	20,270	-	Intergovernmental	-	-	-
3,293,342	3,399,943	3,617,600	Charges for Goods and Services	3,982,000	3,982,000	3,982,000
84,658	98,410	100,570	Miscellaneous Revenue	123,000	123,000	123,000
5,449,768	5,646,192	6,025,440	Revenues Total	6,505,000	6,505,000	6,505,000
Expenditures						
1,244,118	1,382,961	1,450,130	Personnel Services	1,584,930	1,584,930	1,584,930
889,030	923,879	1,182,700	Materials & Services	1,135,560	1,135,560	1,135,560
1,156,096	1,155,438	1,159,100	Debt Service	1,624,950	1,624,950	1,624,950
32,955	32,955	34,500	Transfers Out	65,850	65,850	65,850
-	-	2,199,010	Contingencies and Reserve	2,093,710	2,093,710	2,093,710
3,322,199	3,495,233	6,025,440	Expenditures Total	6,505,000	6,505,000	6,505,000
2,127,569	2,150,958	-	Revenue Over (Under) Expenditures	-	-	-
10.0	10.0	10.0	Full-Time Equivalent (FTE)	10.5	10.5	10.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 470 - Water Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
2,071,768	2,127,569	2,307,270	3081	Beginning Fund Balance	2,400,000	2,400,000	2,400,000
2,071,768	2,127,569	2,307,270	Total - Fund Balance		2,400,000	2,400,000	2,400,000
-	20,270	-	3341	State Grant	-	-	-
-	20,270	-	Total - Intergovernmental		-	-	-
3434 Water Revenue							
3,180,954	3,275,944	3,500,400	3434.101	Water Sales Revenue	3,855,000	3,855,000	3,855,000
13,117	26,737	21,000	3434.102	New Services	30,000	30,000	30,000
20,635	19,650	20,000	3434.103	Re-connection Fees	20,000	20,000	20,000
4,515	4,270	4,000	3434.104	Vacations	4,000	4,000	4,000
940	1,045	1,000	3434.106	NSF Check Fee	1,000	1,000	1,000
905	2,405	1,200	3434.108	Bulk Water Sales	2,000	2,000	2,000
91	92	-	3434.111	Collections	-	-	-
72,185	69,800	70,000	3434.112	Late Fees	70,000	70,000	70,000
3,293,342	3,399,943	3,617,600	Total - Charges for Goods and Services		3,982,000	3,982,000	3,982,000
22,231	39,618	46,570	3611	Interest from Investments	65,480	65,480	65,480
51,523	51,549	50,000	3625	Facilities Rent	50,000	50,000	50,000
3,505	2,413	-	3691	Sale of Surplus Property	2,000	2,000	2,000
7,399	4,830	4,000	3699	Other Miscellaneous Income	5,520	5,520	5,520
84,658	98,410	100,570	Total - Miscellaneous Revenue		123,000	123,000	123,000
5,449,768	5,646,192	6,025,440	Department Total: 000 - Revenue		6,505,000	6,505,000	6,505,000
5,449,768	5,646,192	6,025,440	Revenues Total		6,505,000	6,505,000	6,505,000

Revenue Sources and Other Discussion

The **Charges for Goods and Services** amount of \$3,982,000 includes fees collected for water provided to City residents and represent the major revenue source for the Water Fund.

For a detailed listing of debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 154.

The **Transfers Out** amount of \$65,850 includes the two transfers shown below

- \$50,000 to the Equipment Replacement Fund
- \$15,850 to PERS Reserve Fund for annual transfer of 1.0 percent of budgeted personnel services costs

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 163.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description			FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 470 - Water Fund								
Department: 611 - Water								
Division: 6411 - Water Supply								
<u>Expenditures</u>								
799,415	875,062	900,040	5111	Regular Wages	958,840	958,840	958,840	
10,980	11,212	6,610	5112	Part-Time Wages	25,470	25,470	25,470	
9,551	12,073	16,990	5121	Overtime	17,340	17,340	17,340	
375	357	400	5211	OR Workers' Benefit	290	290	290	
59,698	64,993	71,210	5212	Social Security	77,260	77,260	77,260	
192,614	207,650	231,560	5213	Med & Dent Ins	226,640	226,640	226,640	
166,403	206,077	213,650	5214	Retirement	274,070	274,070	274,070	
3,199	3,375	3,520	5215	Long Term Disability Ins	2,660	2,660	2,660	
689	752	4,600	5216	Unemployment Insurance	1,020	1,020	1,020	
1,194	1,410	1,550	5217	Life Insurance	1,340	1,340	1,340	
1,244,118	1,382,961	1,450,130	Total - Personnel Services			1,584,930	1,584,930	1,584,930
-	-	500	5315	Computer Supplies	500	500	500	
1,019	1,373	1,500	5319	Office Supplies	1,500	1,500	1,500	
7,879	9,933	15,000	5323	Fuel	20,000	20,000	20,000	
5,074	5,341	4,500	5324	Clothing	4,500	4,500	4,500	
1,023	1,604	2,000	5326	Safety/Medical	3,000	3,000	3,000	
55,699	72,505	70,000	5327	Chemicals	70,000	70,000	70,000	
445	1,508	2,500	5328	Lab Supplies	2,500	2,500	2,500	
1,133	1,406	1,300	5329	Other Supplies	2,900	2,900	2,900	
2,688	3,805	3,000	5338	Tools	3,000	3,000	3,000	
2,232	755	1,900	5339	Other Maintenance Supplies	1,900	1,900	1,900	
6,240	15,783	14,000	5379	Water/Sewer Supplies	14,000	14,000	14,000	
4,849	15,123	8,000	5379.001	Line Repair Supplies	12,000	12,000	12,000	
1,596	4,941	17,000	5379.002	Customer Service	17,000	17,000	17,000	
-	730	4,500	5379.003	Pump Supplies	4,500	4,500	4,500	
13,641	20,491	10,000	5379.004	Meter Parts	10,000	10,000	10,000	
1,002	1,944	2,500	5379.005	Protective Equipment	2,500	2,500	2,500	
-	4,045	-	5417	HR/Other Employee Expenses	-	-	-	
15,334	6,516	10,000	5419	Other Professional Serv	16,000	16,000	16,000	
6,467	21,871	15,000	5419.501	Testing/Lab	15,000	15,000	15,000	
2,580	2,057	3,500	5419.707	Educ Outreach	3,500	3,500	3,500	
10,413	10,319	10,000	5421	Telephone/Data	10,000	10,000	10,000	
4	-	500	5422	Postage	500	500	500	
3,166	3,300	1,500	5445	Work Equipment	1,500	1,500	1,500	
8,841	9,006	10,000	5446	Software Licenses	10,000	10,000	10,000	
-	1,656	-	5449	Other Leases	-	-	-	
2,811	2,128	2,800	5451	Natural Gas	2,800	2,800	2,800	
214,039	225,094	213,200	5453	Electricity	213,200	213,200	213,200	
-	262	1,300	5454	Solid Waste Disposal	1,300	1,300	1,300	
21,170	11,067	9,300	5471	Equipment Repair & Maint	11,300	11,300	11,300	
1,650	9,845	2,000	5472	Buildings Repairs & Maint	2,000	2,000	2,000	
14,663	15,242	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000	
77,091	23,472	200,000	5479	Other Repair & Maint	220,000	220,000	220,000	
2,425	2,025	1,900	5491	Dues & Subscriptions	1,900	1,900	1,900	
2,765	4,636	2,500	5492	Registrations/Training	2,500	2,500	2,500	
441	200	1,500	5498	Permits/Fees	1,500	1,500	1,500	
488,380	509,983	648,200	Total - Materials & Services			687,800	687,800	687,800
1,732,498	1,892,944	2,098,330	Division Total: 6411 - Water Supply			2,272,730	2,272,730	2,272,730

NOTE: Water meter reading expenses for FY 2019-20 were added to Water Supply expenses above.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Division:	6421 - Water Meter Reading			
3,495	3,209	5,000	5323	Fuel	-	-	-
2,746	2,213	2,100	5419	Other Professional Serv	-	-	-
16,949	15,364	20,000	5422	Postage	-	-	-
-	-	2,000	5471	Equipment Repair & Maint	-	-	-
9,563	9,811	11,000	5493	Printing/Binding	-	-	-
32,753	30,597	40,100	Total - Materials & Services		-	-	-
32,753	30,597	40,100	Division Total: 6421 - Water Meter Reading		-	-	-
			Division:	6499 - Water Administration			
-	-	1,600	5329	Other Supplies	-	-	-
23,505	20,494	21,850	5409.140	Garage Services	20,010	20,010	20,010
7,672	1,347	13,000	5411.001	Engineering Support to General Fund	-	-	-
7,722	6,930	9,000	5414	Accounting/Auditing	5,000	5,000	5,000
6,534	25,513	15,000	5419	Other Professional Serv	15,000	15,000	15,000
-	-	-	5422	Postage	20,000	20,000	20,000
40,070	43,686	50,500	5428	IT Support	51,250	51,250	51,250
10,624	10,934	11,160	5448	Internal Rent	11,370	11,370	11,370
159,045	163,797	247,300	5450	General Right of Way Charge	205,300	205,300	205,300
1,718	-	7,000	5460	Property Tax Expense	7,000	7,000	7,000
-	6,418	6,280	5461	Auto Insurance	6,680	6,680	6,680
-	20,840	20,010	5463	Property/Earthquake Insurance	19,180	19,180	19,180
40,065	39,982	40,520	5464	Workers' Comp	32,090	32,090	32,090
40,059	12,489	14,650	5465	General Liability Insur	14,900	14,900	14,900
6,085	6,203	5,530	5472	Buildings Repairs & Maint	5,530	5,530	5,530
2,000	(1,234)	2,000	5481	Utility Assistance Program	2,000	2,000	2,000
-	-	-	5493	Printing/Binding	11,000	11,000	11,000
22,798	25,900	29,000	5500	Banking Fees & Charges	21,450	21,450	21,450
367,897	383,299	494,400	Total - Materials & Services		447,760	447,760	447,760
				Principal, Series 2018 Bond due 12/1/19	1,422,000	1,422,000	1,422,000
				Interest, Series 2018 Bond due 12/1/19	111,930	111,930	111,930
				Interest, Series 2018 Bond due 6/1/20	91,020	91,020	91,020
313,591	325,789	343,130	5711	Principal, Series 2003 Water Due Dec 2016	-	-	-
206,864	215,573	224,650	5711	Principal, 2005 Oregon EDD, Due Dec 2016	-	-	-
206,863	215,573	224,650	5711	Principal, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
242,854	229,997	216,310	5721	Interest, Series 2003 Water Due Dec 2016	-	-	-
92,962	84,253	75,180	5721	Interest, 2005 Oregon EDD, Due Dec 2016	-	-	-
92,962	84,253	75,180	5721	Interest, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
1,156,096	1,155,438	1,159,100	Total - Debt Service		1,624,950	1,624,950	1,624,950
1,523,993	1,538,737	1,653,500	Division Total: 6499 - Water Administration		2,072,710	2,072,710	2,072,710
			Division:	9711 - Operating Transfer Out			
9,753	9,753	-	5811.568	Transfer to Info Services	-	-	-
10,000	10,000	20,000	5811.591	Transfer to Equipment Replace	50,000	50,000	50,000
-	-	14,500	5811.693	Transfer to Reserve for PERS	15,850	15,850	15,850
6,601	6,601	-	5841.376	Interfund Loan Transfer	-	-	-
6,601	6,601	-	5841.466	Interfund Loan Transfer	-	-	-
32,955	32,955	34,500	Total - Transfers Out		65,850	65,850	65,850
32,955	32,955	34,500	Division Total: 9711 - Operating Transfer Out		65,850	65,850	65,850
3,322,199	3,495,233	3,826,430	Department Total: 611 - Water		4,411,290	4,411,290	4,411,290

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Department: 901 - Ending Fund Balance			
			Division: 9971 - Equity			
-	-	131,650	5921 Contingency	128,780	128,780	128,780
-	-	1,313,360	5981.005 Reserve for Future Years	1,210,930	1,210,930	1,210,930
-	-	754,000	5981.007 Reserve for Debt Service	754,000	754,000	754,000
-	-	2,199,010	Total - Contingencies and Unappropriated Balances	2,093,710	2,093,710	2,093,710
-	-	2,199,010	Division Total: 9971 - Equity	2,093,710	2,093,710	2,093,710
-	-	2,199,010	Department Total: 901 - Ending Fund Balance	2,093,710	2,093,710	2,093,710
3,322,199	3,495,233	6,025,440	Expenditures Total	6,505,000	6,505,000	6,505,000
2,127,569	2,150,958	-	Fund Net Total: 470 - Water Fund	-	-	-



Centennial Well and National Way Water Treatment Plant

Sewer Fund – 472

Fund/Fund Number:	Sewer Fund – 472
Department/Department Number:	Sewer – 621
Division/Division Number:	Sewer – 6511, 6521,6599, 6611
Department Director:	Eric Liljequist

Description of purpose/function of department

The Sewer Fund consists of the administration, operations and maintenance of the Wastewater Treatment Plant (WWTP), the collection systems for both sanitary sewer and storm water, regional detention facilities and conveyance systems of Mill Creek, Senecal Creek and numerous tributaries.

Functions include the plant operations, natural treatment processes, reuse operations, biosolids operations, maintenance and operation of remote eight pump stations, pre-treatment program and laboratory services. The collection system functions include cleaning and maintenance of 87 miles of sanitary sewer pipes and 59 miles of storm sewer pipes and 1,400 manholes, reduction of infiltration/inflow practices as required by Department of Environmental Quality (DEQ) and storm water activities.

Description of section, including number of personnel

There are 15 FTE within this department, including a Wastewater Treatment Plant Supervisor who is responsible for the overall operation of the WWTP, operation and maintenance personnel and clerical administrative support.

Description of FY 2018-19 accomplishments

- Continued on-going maintenance activities
- Continued efforts on permit renewal and compliance document submittals
- Updated site security to eliminate unauthorized personnel

Description of FY 2019-20 proposed focus/goals

- Continue dating pretreatment documents; Enforcement Response Guide and, Local Limits
- Develop plans for poplar and bio-solids expansion to the undeveloped WWTP property
- Evaluate ongoing maintenance related issues; digester cleaning, SCADA replacement and oxygen delivery axillary equipment

Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Video inspect city sewer collection system, miles	15	15	11
High pressure clean city collection system, miles	16	18	11
Clean storm water system, lineal feet	43,500	50,000	60,000
Million gallons of wastewater treated daily	3.0	3.3	3.3
Lab tests performed weekly (or annually)	25 Weekly	35 Weekly	40 Weekly

Revenue Sources and Other Discussion

Charges for Goods and Services represent the major revenue source for the Sewer Fund and are fees collected for sewer services provided to City residents.

For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 154. A reserve for debt service \$2,892,724 must also be maintained in relation to the debt service.

The **Transfers Out** amount of \$1,046,200 includes:

- \$50,000 to the Equipment Replacement Fund
- \$90,000 to the Street Fund for street sweeping costs
- \$883,190 to Sewer Cap Const Fund for projects not fully funded by the bond proceeds. The bond requires Sewer Fund to contribute 11.0 percent of capital project costs, which include:
 - Pump Station Upgrades (CDSW1414) \$24,750
 - Mill Creek Pump Station Phase 1 (CDSW1413) \$22,000
 - WWTP Phase 2A Upgrades (CISW1052) \$198,000
 - Sanitary Sewer Collection System Piping replacement (CDSW1488) \$27,500
 - I-5 Pump Station upsizing (CDSW1547) \$46,970
 - I-5 Force Main project (CDSW1547) \$273,745
 - Sanitary Sewer – Boones Crossing (CDSW1513) \$5,225

In addition, projects not funded by bond proceeds:

- Santiam Lift Station Abandonment (CDSW1512) \$235,000
- Digester – Brick Veneer Repair (CISW1544) \$50,000
- \$23,010 to PERS Reserve Fund for annual transfer of 1.0 percent of budgeted personnel services costs

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 163.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 472 - Sewer Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
6,840,998	8,048,526	8,095,130	3081	Beginning Fund Balance	8,989,000	8,989,000	8,989,000
6,840,998	8,048,526	8,095,130	Total - Fund Balance		8,989,000	8,989,000	8,989,000
-	20,270	-	3341	State Grant	-	-	-
-	20,270	-	Total - Intergovernmental		-	-	-
72,185	69,800	70,000	3434.112	Late Fees	70,000	70,000	70,000
7,915,321	7,956,548	8,181,000	3435.101	Sewer System Revenue	8,200,000	8,200,000	8,200,000
104,157	114,686	90,000	3435.103	Septage Dumping	100,000	100,000	100,000
91	93	-	3435.111	Collections	-	-	-
8,091,754	8,141,127	8,341,000	Total - Charges for Goods and Services		8,370,000	8,370,000	8,370,000
79,719	140,630	180,000	3611	Interest from Investments	271,730	271,730	271,730
-	1,200	-	3691	Sale of Surplus Property	-	-	-
-	7,000	-	3694	Gain/Loss on Sale	-	-	-
27,214	7	2,000	3699	Other Miscellaneous Income	3,270	3,270	3,270
106,933	148,837	182,000	Total - Miscellaneous Revenue		275,000	275,000	275,000
15,039,685	16,358,760	16,618,130	Department Total: 000 - Revenue		17,634,000	17,634,000	17,634,000
15,039,685	16,358,760	16,618,130	Revenues Total		17,634,000	17,634,000	17,634,000

Budget Detail

FY 2016-17	FY 2017-18	FY 2018-19	Account Description		FY 2019-20	FY 2019-20	FY 2019-20
Actual	Actual	Budget			Proposed	Approved	Adopted
Fund: 472 - Sewer Fund							
Department: 621 - Sewer							
Division: 6511 - WWTP Operation							
<u>Expenditures</u>							
894,453	897,662	1,168,630	5111	Regular Wages	1,168,220	1,168,220	1,168,220
10,980	10,984	6,610	5112	Part-Time Wages	20,720	20,720	20,720
13,051	11,006	26,860	5121	Overtime	28,490	28,490	28,490
396	347	530	5211	OR Workers' Benefit	370	370	370
66,758	66,835	92,310	5212	Social Security	93,470	93,470	93,470
195,356	198,228	281,140	5213	Med & Dent Ins	279,880	279,880	279,880
193,616	226,196	292,070	5214	Retirement	364,270	364,270	364,270
3,515	3,551	4,660	5215	Long Term Disability Ins	3,280	3,280	3,280
772	759	5,250	5216	Unemployment Insurance	1,230	1,230	1,230
1,308	1,476	2,150	5217	Life Insurance	1,710	1,710	1,710
1,380,205	1,417,044	1,880,210	Total - Personnel Services		1,961,640	1,961,640	1,961,640
-	66	1,000	5315	Computer Supplies	1,000	1,000	1,000
1,521	3,217	2,000	5319	Office Supplies	2,000	2,000	2,000
1,141	2,184	1,200	5322	Lubricants	1,200	1,200	1,200
11,644	9,921	14,000	5323	Fuel	14,000	14,000	14,000
1,175	75	4,000	5324	Clothing	4,000	4,000	4,000
3,393	4,342	7,000	5326	Safety/Medical	7,000	7,000	7,000
4,531	4,463	16,000	5327	Chemicals	10,000	10,000	10,000
14,408	14,681	18,000	5328	Lab Supplies	18,000	18,000	18,000
1,634	2,738	2,000	5329	Other Supplies	2,000	2,000	2,000
17,972	16,797	10,000	5335	Electrical Supplies	14,500	14,500	14,500
8,267	7,608	11,000	5336	HVAC	11,000	11,000	11,000
321	60	1,000	5338	Tools	2,000	2,000	2,000
-	1,310	2,000	5352	Protective Clothing	2,000	2,000	2,000
7,618	5,477	12,000	5384	Trees	12,000	12,000	12,000
-	-	5,000	5411	Engineering & Architect	5,000	5,000	5,000
27,315	29,927	36,000	5419	Other Professional Serv	33,500	33,500	33,500
13,452	13,971	16,000	5421	Telephone/Data	16,000	16,000	16,000
1,371	216	800	5422	Postage	800	800	800
2,388	2,570	5,000	5429	Other Communication Serv	5,000	5,000	5,000
51	-	100	5432	Meals	100	100	100
11	141	200	5433	Mileage	200	200	200
-	241	500	5439	Travel	500	500	500
2,495	2,531	2,000	5443	Office Equipment	2,000	2,000	2,000
2,166	2,331	6,000	5446	Software Licenses	6,000	6,000	6,000
44,655	41,618	30,000	5451	Natural Gas	30,000	30,000	30,000
346,439	356,134	336,000	5453	Electricity	336,000	336,000	336,000
-	-	9,500	5454	Solid Waste Disposal	9,500	9,500	9,500
124,200	166,817	87,000	5471	Equipment Repair & Maint	89,500	89,500	89,500
8,285	16,560	7,000	5472	Buildings Repairs & Maint	10,000	10,000	10,000
19,599	7,526	10,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
19,429	18,753	21,500	5476	Laundry	19,000	19,000	19,000
1,274	-	5,000	5477	Instrumentation & Calibra	5,000	5,000	5,000
123,029	151,728	550,000	5479	Other Repair & Maint	550,000	550,000	550,000
4,378	3,827	5,000	5492	Registrations/Training	5,000	5,000	5,000
812	-	-	5493	Printing/Binding	-	-	-
22,069	21,809	26,000	5498	Permits/Fees	26,000	26,000	26,000
837,043	909,639	1,259,800	Total - Materials & Services		1,259,800	1,259,800	1,259,800
-	8,026	-	5648	Systems/Control Equip	-	-	-
-	8,026	-	Total - Capital Outlay		-	-	-
2,217,248	2,334,709	3,140,010	Division Total: 6511 - WWTP Operations		3,221,440	3,221,440	3,221,440

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 472 - Sewer Fund						
Department: 621 - Sewer						
Division: 6599 - Sewer Administration						
<u>Expenditures</u>						
22,621	15,165	27,090	5409.140 Garage Services	20,610	20,610	20,610
13,553	8,567	31,000	5411.001 Engineering Support to General Fund	-	-	-
7,722	6,930	9,000	5414 Accounting/Auditing	16,500	16,500	16,500
5,246	21,184	3,500	5419 Other Professional Serv	3,500	3,500	3,500
12,105	12,413	9,400	5419.003 US Gauging Station Fees	9,400	9,400	9,400
12,887	14,630	20,000	5422 Postage	20,000	20,000	20,000
53,473	54,678	59,600	5428 IT Support	68,470	68,470	68,470
19,693	20,268	20,690	5448 Internal Rent	21,200	21,200	21,200
8,574	-	9,000	5449 Other Leases	9,000	9,000	9,000
395,760	394,549	528,400	5450 General Right of Way Charge	432,200	432,200	432,200
-	8,590	8,940	5461 Auto Insurance	7,210	7,210	7,210
-	33,124	32,850	5463 Property/Earthquake Insurance	33,710	33,710	33,710
63,145	65,902	62,900	5464 Workers' Comp	44,480	44,480	44,480
58,416	19,254	18,640	5465 General Liability Insur	17,500	17,500	17,500
297	-	400	5472 Buildings Repairs & Maint	400	400	400
3,000	(1,851)	3,000	5481 Utility Assistance Program	3,000	3,000	3,000
8,542	9,007	10,000	5493 Printing/Binding	10,000	10,000	10,000
24,389	27,584	29,000	5500 Banking Fees & Charges	23,550	23,550	23,550
709,423	709,995	883,410	Total - Materials & Services	740,730	740,730	740,730
2,715,000	3,165,000	3,615,000	5711 Bond Principal, Rev Series 2011A, Due Feb 2020	1,800,000	1,800,000	1,800,000
-	-	-	5711 Bond Principal, Rev Series 2011B, Due Feb 2020	1,669,600	1,669,600	1,669,600
409,406	362,281	314,810	5721 Bond Interest, Rev Series 2011A, Due Aug 2019	224,500	224,500	224,500
409,407	362,281	314,810	5721 Bond Interest, Rev Series 2011A, Due Feb 2020	224,500	224,500	224,500
-	-	-	5721 Bond Interest, Rev Series 2011B, Due Feb 2020	550,400	550,400	550,400
3,533,813	3,889,562	4,244,620	Total - Debt Service	4,469,000	4,469,000	4,469,000
4,243,236	4,599,557	5,128,030	Division Total: 6599 - Sewer Administration	5,209,730	5,209,730	5,209,730
Division: 9711 - Operating Transfer Out						
90,000	90,000	90,000	5811.140 Transfer to Street	90,000	90,000	90,000
78,607	417,459	844,440	5811.465 Transfer to Sewer Cap Const	883,190	883,190	883,190
13,504	13,504	-	5811.568 Transfer to Info Services	-	-	-
30,000	30,000	50,000	5811.591 Transfer to Equipment Replace	50,000	50,000	50,000
-	-	21,970	5811.693 Transfer to Reserve for PERS	23,010	23,010	23,010
6,601	6,601	-	5841.376 Interfund Loan Transfer	-	-	-
6,601	6,601	-	5841.466 Interfund Loan Transfer	-	-	-
225,313	564,165	1,006,410	Total - Transfers Out	1,046,200	1,046,200	1,046,200
6,685,797	7,498,431	9,274,450	Department Total: 621 - Sewer	9,477,370	9,477,370	9,477,370

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 472 - Sewer Fund							
Department: 631 - Maintenance							
Division: 6521 - Sewer Line Maint							
<u>Expenditures</u>							
89,040	92,825	116,980	5111	Regular Wages	103,530	103,530	103,530
2,622	2,433	-	5121	Overtime	-	-	-
52	44	50	5211	OR Workers' Benefit	40	40	40
6,694	6,940	8,940	5212	Social Security	7,920	7,920	7,920
18,559	18,711	28,830	5213	Med & Dent Ins	24,040	24,040	24,040
14,075	17,128	21,050	5214	Retirement	23,290	23,290	23,290
367	353	430	5215	Long Term Disability Ins	310	310	310
83	82	590	5216	Unemployment Insurance	110	110	110
137	149	200	5217	Life Insurance	170	170	170
131,629	138,665	177,070	Total - Personnel Services		159,410	159,410	159,410
210	483	400	5319	Office Supplies	400	400	400
-	-	300	5321	Cleaning Supplies	300	300	300
800	929	10,000	5323	Fuel	10,000	10,000	10,000
-	-	1,000	5324	Clothing	1,000	1,000	1,000
632	629	2,000	5326	Safety/Medical	2,000	2,000	2,000
4,721	4,717	5,250	5329	Other Supplies	5,000	5,000	5,000
609	210	800	5338	Tools	2,050	2,050	2,050
500	-	1,900	5352	Protective Clothing	1,400	1,400	1,400
14,184	9,895	20,000	5409.140	Garage Services	8,000	8,000	8,000
361	431	900	5419	Other Professional Serv	900	900	900
574	570	1,800	5421	Telephone/Data	1,800	1,800	1,800
-	-	500	5445	Work Equipment	500	500	500
6,131	4,481	9,200	5446	Software Licenses	9,200	9,200	9,200
5,021	7,541	8,700	5471	Equipment Repair & Maint	8,700	8,700	8,700
3,541	1,595	2,500	5475	Vehicle Repair & Maint	3,000	3,000	3,000
1,546	1,642	3,000	5476	Laundry	2,000	2,000	2,000
1,055	40,948	50,000	5479	Other Repair & Maint	50,000	50,000	50,000
972	1,978	1,500	5492	Registrations/Training	1,500	1,500	1,500
40,857	76,049	119,750	Total - Materials & Services		107,750	107,750	107,750
-	33,886	-	5649	Other Equipment	-	-	-
-	33,886	-	Total - Capital Outlay		-	-	-
172,486	248,600	296,820	Division Total: 6521 - Sewer Line Maint		267,160	267,160	267,160
172,486	248,600	296,820	Department Total: 631 - Maintenance		267,160	267,160	267,160

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 472 - Sewer Fund							
Department: 641 - Surface Water/Collections							
Division: 6611 - Surface Water Collection							
<u>Expenditures</u>							
71,529	71,902	87,140	5111	Regular Wages	70,160	70,160	70,160
1,097	1,003	-	5121	Overtime	-	-	-
40	34	40	5211	OR Workers' Benefit	30	30	30
5,125	5,134	6,670	5212	Social Security	5,380	5,380	5,380
19,506	19,459	28,810	5213	Med & Dent Ins	20,320	20,320	20,320
12,829	14,624	15,870	5214	Retirement	16,000	16,000	16,000
293	280	330	5215	Long Term Disability Ins	230	230	230
64	62	440	5216	Unemployment Insurance	70	70	70
109	118	160	5217	Life Insurance	130	130	130
110,592	112,616	139,460	Total - Personnel Services		112,320	112,320	112,320
-	-	4,000	5323	Fuel	4,000	4,000	4,000
-	-	1,200	5326	Safety/Medical	1,200	1,200	1,200
1,405	2,210	2,500	5329	Other Supplies	2,500	2,500	2,500
441	-	500	5338	Tools	1,000	1,000	1,000
-	216	1,500	5352	Protective Clothing	1,000	1,000	1,000
364	431	1,200	5419	Other Professional Serv	1,200	1,200	1,200
574	570	1,500	5421	Telephone/Data	1,500	1,500	1,500
16,859	18,366	28,900	5428	IT Support	21,110	21,110	21,110
-	-	600	5454	Solid Waste Disposal	600	600	600
1,000	2,281	3,000	5471	Equipment Repair & Maint	3,000	3,000	3,000
1,225	-	1,790	5475	Vehicle Repair & Maint	2,300	2,300	2,300
-	-	1,000	5476	Laundry	500	500	500
416	526	1,500	5492	Registrations/Training	1,500	1,500	1,500
22,284	24,600	49,190	Total - Materials & Services		41,410	41,410	41,410
-	18,343	-	5649	Other Equipment	-	-	-
-	18,343	-	Total - Capital Outlay		-	-	-
132,876	155,559	188,650	Division Total: 6611 - Surface Water Collection		153,730	153,730	153,730
132,876	155,559	188,650	Department Total: 641 - Surface Water/Collections		153,730	153,730	153,730
Department: 901 - Ending Fund Balance							
Division: 9971 - Equity							
-	-	225,500	5921	Contingency	798,660	798,660	798,660
-	-	3,739,980	5981.005	Reserve for Future Years	3,937,080	3,937,080	3,937,080
-	-	2,892,730	5981.007	Reserve for Debt Service	3,000,000	3,000,000	3,000,000
-	-	6,858,210	Total - Contingencies and Unappropriated Balances		7,735,740	7,735,740	7,735,740
-	-	6,858,210	Division Total: 9971 - Equity		7,735,740	7,735,740	7,735,740
-	-	6,858,210	Department Total: 901 - Ending Fund Balance		7,735,740	7,735,740	7,735,740
6,991,159	7,902,590	16,618,130	Expenditures Total		17,634,000	17,634,000	17,634,000
8,048,526	8,456,170	-	Fund Net	Total: 472 Sewer Fund	-	-	-



Capital Construction Funds

- ❖ General Cap Const Fund
- ❖ Street & Storm Cap Const Fund
- ❖ Sewer Cap Const Fund
- ❖ Water Cap Const Fund

General Cap Const Fund – 358

Fund/Fund Number:	General Cap Const Fund – 358
Department/Department Number:	City Administrator—121
Division/Division Number:	Construction – 9531
Department Director:	Jim Row

Purpose of Fund

The General Cap Const Fund is for General Fund capital projects, for which no dedicated funding source exists. No personnel costs are associated with this fund.

Capital Repairs in General Cap Construction Fund (358): After multiple years of deferred maintenance, City Hall is currently under major renovation including office remodels, chamber remodel, HVAC upgrades and new roof. The new Community Center will begin design work in FY 2019-20. The new center will be located near the Aquatic Center on Oak Street. Recreation acquired a grant to install a new playground structure in Library Park. Construction will be done during the summer of 2019.

Description of FY 2018-19 projects

- New Playground equipment at Library Park – finish in FY 2019-20
- City Hall remodel project will be substantially complete by August 2019

Description of FY 2019-20 projects

Project Name	Project Number	Amount	First Year Budgeted
Library Square Playground	CEGF1556	\$22,000	FY 2019-20
Police Radio Channel System Upgrade	CEGF1554	\$158,710	FY 2018-19
Community Center Design	CBGF1534	\$1,285,310	FY 2019-20
City Hall Building Renovation	CBGF1556	\$1,000,000	FY 2018-19
TOTAL		\$2,466,020	

See Capital Construction Projects beginning on page 164 for information on all budgeted capital projects.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Fund: 358 - General Cap Const Fund				
			Department: 000 - Revenue				
			<u>Revenues</u>				
-	-	-	3081	Beginning Fund Balance	2,466,020	2,466,020	2,466,020
			Total - Fund Balance		2,466,020	2,466,020	2,466,020
130,588	18,235	1,000,000	3341	State Grants	-	-	-
-	-	65,000	3351	Grants	-	-	-
130,588	18,235	1,065,000	Total - Intergovernmental		-	-	-
-	-	1,900,000	3918	Loan Proceeds	-	-	-
			Total - Other Financing Sources		-	-	-
-	449,795	2,287,310	3971.001	Transfer From General Fund	-	-	-
69,690	1,271	-	3971.364	Transfer From Parks SDC	-	-	-
-	-	28,400	3971.691	Transfer from Museum Endowment	-	-	-
69,690	451,066	2,315,710	Total - Transfers In		-	-	-
200,278	469,301	5,280,710	Revenues Total		2,466,020	2,466,020	2,466,020
			Department: 121 - Administration				
			Division: 9531 - Construction				
			<u>Expenditures</u>				
-	467,460	5,187,310	5629	Buildings	2,285,310	2,285,310	2,285,310
200,278	1,841	93,400	5637	Parks	22,000	22,000	22,000
-	-	-	5639	Other Improvements	158,710	158,710	158,710
200,278	469,301	5,280,710	Total - Capital Outlay		2,466,020	2,466,020	2,466,020
200,278	469,301	5,280,710	Expenditures Total		2,466,020	2,466,020	2,466,020
-	-	-	Fund Net Total: 358 - General Cap Const Fund		-	-	-

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund are project specific, as funding allows.

Street & Storm Cap Const Fund – 363

Fund/Fund Number:	Street & Storm Cap Const Fund – 363
Department/Department Number:	Maintenance – 631
Division/Division Number:	Construction – 9531
Department Director:	Eric Liljequist

Purpose of fund

The purpose of this fund is for tracking street capital improvement projects, which include sidewalks and streets or storm projects. No personnel service costs associated with this fund.

Description of FY 2018-19 projects

- Continue to work on ADA intersection improvements at various locations around the city.

Description of FY 2019-20 projects

Project Name	Project Number	Amount	First Year Budgeted
West Hayes Street Improvement – Settlemier to Cascade	CIST1486	\$2,900,000	FY 2016-17
Safety Sidewalk & ADA Construction	CIST1165	\$75,000	FY 2018-19
Hardcastle Avenue/Railroad Crossing Improvement	CIST1443	\$2,100,000	FY 2015-16
Fourth Street Storm rehabilitation	CDST1471	\$200,000	FY 2017-18

See Capital Construction Projects beginning on page 164 for more information on all budgeted capital projects.

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers, which will only be made as work is completed.

Intergovernmental revenue from the ODOT Fund Exchange program for \$1,600,000 is for West Hayes Street improvement and Hardcastle – UPRR Crossing project.

Transfers In of \$3,675,000 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$1,500,000 is for West Hayes Improvement (CIST1486 and Hardcastle/Railroad crossing realignment (CIST1443)
- Transfer of \$140,000 for Fourth Street Storm project (CDST1471) and West Hayes Street improvement (CIST1486)
- Transfer from Street Fund 140 of \$2,035,000 is to cover the balance of the total Capital Outlay.

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 163.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 363 - Street & Storm Cap Const Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
12,204	1	-	3081	Beginning Fund Balance	-	-	-
12,204	1	-	Total - Fund Balance		-	-	-
-	-	500,000	3333.001	DoT Fund Exchange	1,600,000	1,600,000	1,600,000
-	-	500,000	Total - Intergovernmental		1,600,000	1,600,000	1,600,000
(41)	(68)	-	3611	Interest from Investments	-	-	-
(41)	(68)	-	Total - Miscellaneous Revenue		-	-	-
66,721	101,363	1,563,800	3971.14	Transfer From Street	2,035,000	2,035,000	2,035,000
-	-	2,200,000	3971.376	Transfer From Street SDC	1,500,000	1,500,000	1,500,000
-	-	140,000	3971.377	Transfer From Storm SDC	140,000	140,000	140,000
66,721	101,363	3,903,800	Total - Transfers In		3,675,000	3,675,000	3,675,000
78,884	101,296	4,403,800	Revenues Total		5,275,000	5,275,000	5,275,000
Department: 631 - Maintenance							
Division: 9531 - Construction							
<u>Expenditures</u>							
72,549	99,357	4,125,000	5631	Streets/Alleys/Sidewalks	5,075,000	5,075,000	5,075,000
6,334	1,939	278,800	5636	Storm Drains	200,000	200,000	200,000
78,883	101,296	4,403,800	Total - Capital Outlay		5,275,000	5,275,000	5,275,000
78,883	101,296	4,403,800	Expenditures Total		5,275,000	5,275,000	5,275,000
1	-	-	Fund Net Total: 363 - Street & Storm Cap Const Fund		-	-	-

Sewer Cap Const Fund – 465

Fund/Fund Number:	Sewer Cap Const Fund — 465
Department/Department Number:	Sewer – 621
Division/Division Number:	Construction – 9531
Department Director:	Eric Liljequist

Purpose of fund

The purpose of this fund is for major capital improvements to the City’s Wastewater Treatment Plant (WWTP) and sewer collection systems. No personnel costs associated with this fund. This fund holds the remaining proceeds of the 2011 Sewer bonds.

Description of FY 2018-19 projects

- West Hayes Sanitary Sewer project was completed

Description of FY 2019-20 projects

Project Name	Project Number	Amount	First Year Budgeted
Pump Station Upgrades	CDSW1414	\$225,000	FY 2013-14
Mill Creek Pump Station – Phase 1	CDSW1413	\$200,000	FY 2013-14
WWTP Phase 2A Upgrades	CISW1052	\$2,400,000	FY 2011-12
Sanitary Sewer collection system piping replacement	CDSW1488	\$250,000	FY 2018-19
Digester – Brick Veneer repair	CISW1544	\$50,000	FY 2018-19
South Brown Street Pump Stations	CDSW1513	127,500	FY 2018-19
I-5 Pump Station upsizing	CDSW1547	\$1,250,000	FY 2018-19
Santiam Lift Station Abandonment	CDSW1512	\$235,000	FY 2019-20
I-5 Force Main project	CDSW1547	\$3,093,000	FY 2019-20

See Capital Construction Projects beginning on page 164 for information on all budgeted capital projects.

In 2007, the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality (DEQ), which established an implementation framework, interim effluent limitations and schedule for completing improvements to wastewater facility for compliance with wintertime ammonia limits and temperature total maximum daily load (TMDL). The temperature TMDL per the MAO was to be based on the findings of a separate water quality analysis that was currently being conducted by DEQ for the Molalla-Pudding River sub basin.

The Molalla-Pudding River sub basin TMDL was issued by DEQ December 2008 and was subsequently approved by the U.S. Environmental Protection Agency (EPA). An evaluations report was submitted to DEQ in April 2009, which provided the framework, implementation schedule and identified the required improvements needed to meet compliance with the established limits.

To fund the needed future wastewater treatment plant compliance upgrades the City sold Wastewater Revenue and Refunding Bonds in November 2011. Based on the evaluation report approved by DEQ, final design plans were prepared and submitted to DEQ January 2012 to meet the compliance deadline of the MAO. In August 2013, EPA provided notice to DEQ, disapproving of Oregon Water Quality Standards, Natural Conditions Criteria for Temperature and Statewide Narrative Conditions Criteria in general. Pudding River TMDL for temperature was established in 2008 using natural criteria and could no longer be used for permitting.

Staff has been working with DEQ to update the current MAO to reflect the changes, limits and timeline influenced by the court’s decision. However, until a water quality standard is established for the Pudding River, the City’s National Pollutant Discharge Elimination System (NPDES) permit will not be renewed, nor can the City move forward with upgrades at the WWTP as related to temperature compliance. Currently an outcome and timeline for DEQ in resolving temperature limits for water bodies that cannot meet numeric criteria is not known.

Though the City has issued approximately \$43.0 million in bonds for the project, many portions of the project are stalled until a decision is made. This brings uncertainty for the Sewer Cap Const Fund and the Sewer Fund because projects costs will be more than estimated due to the multi-year delay.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 465 - Sewer Cap Const Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
12,437,585	12,277,296	11,673,120	3081	Beginning Fund Balance	11,800,520	11,800,520	11,800,520
12,437,585	12,277,296	11,673,120	Total - Fund Balance		11,800,520	11,800,520	11,800,520
133,907	198,473	269,660	3611	Interest from Investments	354,250	354,250	354,250
133,907	198,473	269,660	Total - Miscellaneous Revenue		354,250	354,250	354,250
78,607	417,459	844,440	3971.472	Transfer From Sewer	883,190	883,190	883,190
-	-	903,410	3971.475	Transfer From Sewer SDC	2,107,410	2,107,410	2,107,410
78,607	417,459	1,747,850	Total - Transfers In		2,990,600	2,990,600	2,990,600
12,650,099	12,893,228	13,690,630	Revenues Total		15,145,370	15,145,370	15,145,370
Department: 621 - Sewer							
Division: 9531 - Construction							
<u>Expenditures</u>							
372,803	1,168,242	3,847,000	5635	Sewer	7,830,500	7,830,500	7,830,500
372,803	1,168,242	3,847,000	Total - Capital Outlay		7,830,500	7,830,500	7,830,500
-	-	9,843,630	5981.005	Reserve for Future Years	7,314,870	7,314,870	7,314,870
-	-	9,843,630	Total - Contingencies and Unappropriated Balances		7,314,870	7,314,870	7,314,870
372,803	1,168,242	13,690,630	Expenditures Total		15,145,370	15,145,370	15,145,370
12,277,296	11,724,986	-	Fund Net	Total: 465 - Sewer Cap Const Fund	-	-	-

Revenue Sources and Other Discussion

The Transfers In of \$2,990,600 is for projects not fully funded by sewer bond proceeds held in this fund:

- Transfer of \$2,107,410 from the Sewer SDC Fund for South Brown Street Pump Station, WWTP Phase 2A Upgrades, I-5 Pump Station upsizing and I-5 Force Main Project
- Transfer of \$883,190 from the Sewer Fund for sewer improvements not fully funded by the bond proceeds

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 163.

Water Cap Const Fund – 466

Fund/Fund Number:	Water Cap Const Fund — 465
Department/Department Number:	Water – 611
Division/Division Number:	Construction – 9531
Department Director:	Eric Liljequist

Purpose of fund

The purpose of this fund is for major capital improvements to the City’s water treatment plants and drinking water distribution system. No personnel costs associated with this fund.

Description of FY 2018-19 projects

- Water Rate Study was completed

Description of FY 2019-20 projects

Project Name	Project Number	Amount	First Year Budgeted
Hwy 214: Astor Way to 1210 Newberg Hwy. waterline loop	CDWA1518	\$134,560	FY 2017-18
Well Rehabilitation	CDWA1550	\$30,000	FY 2018-19
Water Rights Implementation	AAWA1442	\$25,000	FY 2018-19
Fire flow improvements	CDWA1551	\$336,800	FY 2018-19
Repaint Elevated Storage	CIWA1545	\$500,000	FY 2018-19
Parr Road Treatment Plant – New Well & raw waterline	CDWA1546	\$1,550,000	FY 2018-19
Rehab Capacity Improvements – existing distribution system	CDWA1552	\$210,000	FY 2018-19

See Capital Construction Projects beginning on page 164 for information on all budgeted capital projects.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 466 Water Cap Const Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
2,036,017	1,860,281	1,880,730	3081	Beginning Fund Balance	1,828,730	1,828,730	1,828,730
2,036,017	1,860,281	1,880,730	Total - Fund Balance		1,828,730	1,828,730	1,828,730
21,640	31,390	43,820	3611	Interest from Investments	55,130	55,130	55,130
21,640	31,390	43,820	Total - Miscellaneous Revenue		55,130	55,130	55,130
-	-	902,500	3971.474	Transfer from Water SDC	902,500	902,500	902,500
39,544	39,544	-	3972	Interfund Loan Transfer	-	-	-
39,544	39,544	902,500	Total - Transfers In		902,500	902,500	902,500
2,097,201	1,931,215	2,827,050	Revenue Totals		2,786,360	2,786,360	2,786,360
Department: 611 - Water							
Division: 9531 - Construction							
<u>Expenditures</u>							
-	35,884	-	5419	Other Professional Services	-	-	-
-	35,884	-	Total - Materials & Services		-	-	-
236,920	6,138	2,827,050	5634	Water - Capital	2,786,360	2,786,360	2,786,360
236,920	6,138	2,827,050	Total - Capital Outlay		2,786,360	2,786,360	2,786,360
236,920	42,022	2,827,050	Expenditures Total		2,786,360	2,786,360	2,786,360
1,860,281	1,889,193	-	Fund Net	Total: 466 - Water Cap Const Fund	-	-	-

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers and interest from the fund cash balance.

Transfers In of \$902,500 from Water SDC Fund is for capacity improvements for Parr Road Treatment plant and rehab capacity improvements in the existing distribution system.

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 163.



Special Revenue Funds

- ❖ Building Inspection Fund
- ❖ Asset Forfeiture
- ❖ Housing Rehabilitation Fund
- ❖ Special Assessment Fund
- ❖ Parks SDC Fund
- ❖ Street SDC Fund
- ❖ Storm SDC Fund
- ❖ Water SDC Fund
- ❖ Sewer SDC Fund

Building Inspection Fund – 123

Fund/Fund Number:	Building Inspection Fund — 123
Department/Department Number:	Building — 521
Division/Division Number:	Building Inspection – 2241
Department Director:	Chris Kerr

Description of the major functions the Building Division provides

The Building Division provides coordination and direction of the plan review, permitting, and inspection services to the community. The division directs, monitors and controls an effective plan review and permitting and inspection program. This includes calculating permit and plan review fees, administering the construction excise tax for the Woodburn School District, preparing monthly reports for the City Council, required quarterly reports, and program review for the State of Oregon.

Description of department, including number of personnel

The division consists of a full-time building official, two full-time plans examiner/inspector, 0.5 FTE building inspector and 0.3 FTE of the administrative assistant position.

Description of FY 2018-19 accomplishments

- Hired a multi-certified inspector with seven years of experience and ties to the community.
- Implemented the State of Oregon e-permitting permit system.
- Changed process to collect fees at permit issuance, for better accuracy and less impact on customers and support departments.
- Established “mobile office” for inspectors with cell phones, tablets and printers in the field

Description of FY 2019-20 proposed focus/goals

The Building Inspection Fund has maintenance goals, so they are unchanged

- Maintain an inspection and plan review division while meeting customer’s expectations
- Provide training for staff in the new residential and commercial construction codes for the State of Oregon

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Residential plan review projects	60	91	110	100
Commercial plan review projects	111	109	105	110
Mechanical plan review projects	61	65	75	75
Total number of permits	468	565	580	600
New single-family homes	2	35	45	75

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Building Inspection Fund						
Revenues						
538,587	599,101	908,100	Fund Balance	1,282,070	1,282,070	1,282,070
458,741	752,273	781,590	Licenses and Permits	781,590	781,590	781,590
44,185	173,214	730,940	Intergovernmental	730,940	730,940	730,940
16,445	24,425	16,370	Miscellaneous Revenue	37,400	37,400	37,400
1,057,958	1,549,013	2,437,000	Revenues Total	2,832,000	2,832,000	2,832,000
Expenditures						
363,430	373,661	600,710	Personnel Services	651,450	651,450	651,450
92,426	92,061	817,830	Materials & Services	827,030	827,030	827,030
-	-	25,000	Capital Outlay	25,000	25,000	25,000
3,001	3,001	6,010	Transfers Out	6,480	6,480	6,480
-	-	987,450	Contingencies and Reserve	1,322,040	1,322,040	1,322,040
458,857	468,723	2,437,000	Expenditures Total	2,832,000	2,832,000	2,832,000
599,101	1,080,290	-	Revenue Over (Under) Expenditures	-	-	-
3.8	3.8	3.8	Full-Time Equivalent (FTE)	3.8	3.8	3.8

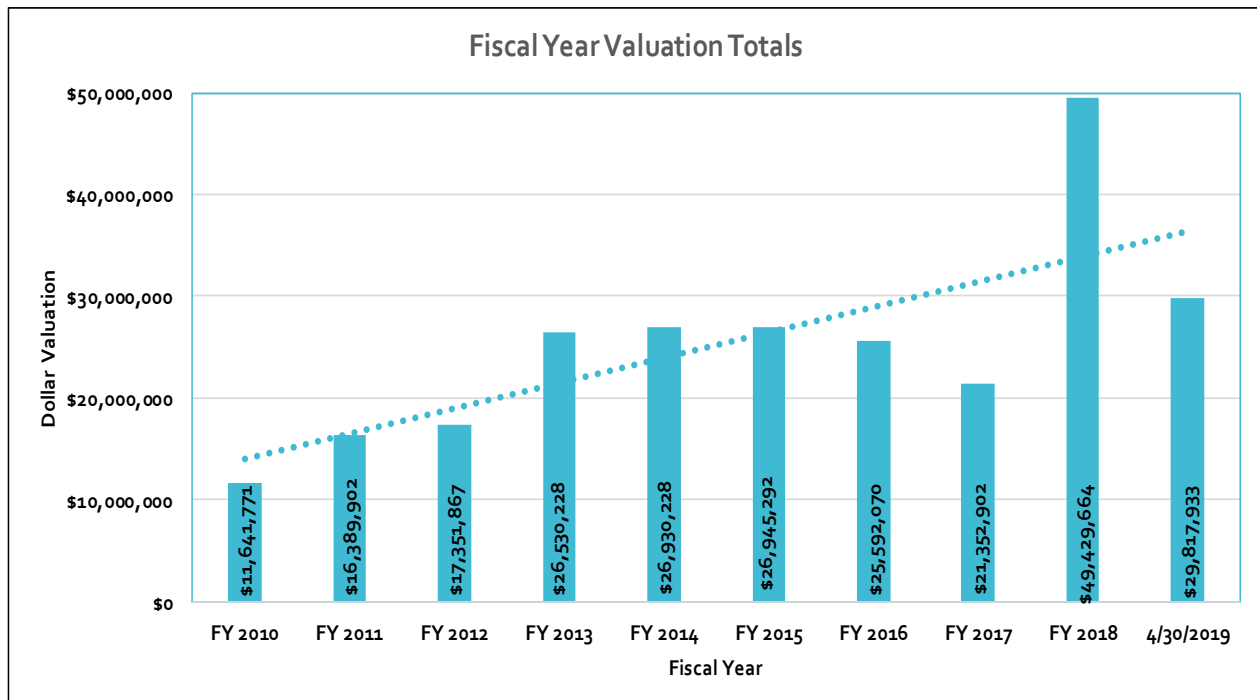
Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue, with 50.0 percent of the revenue, contains amounts for the various building permits issued within the City of Woodburn, including building and mechanical permits, plan check fees, fire check fees, county excise taxes and other miscellaneous fees.

This fund carries a relatively large fund balance to protect against year-to-year volatility in building activity.

Transfers Out of \$6,480 to PERS Reserve fund for annual transfer of 1.0 percent of budgeted personnel services cost.



Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 123 - Building Inspection Fund Department: 000 - Revenue Revenues							
538,587	599,101	908,100	3081	Beginning Fund Balance	1,282,070	1,282,070	1,282,070
538,587	599,101	908,100	Total - Fund Balance		1,282,070	1,282,070	1,282,070
156,574	279,395	295,880	3221.101	Building Permits	295,880	295,880	295,880
39,608	48,255	28,800	3221.102	Mechanical Permits	28,800	28,800	28,800
151,990	262,339	282,700	3221.105	Plan Check Fees	282,700	282,700	282,700
91,544	136,819	141,940	3221.106	Fire Check Fees	141,940	141,940	141,940
18,178	19,895	14,400	3221.109	Plan Check--Mechanical	14,400	14,400	14,400
847	5,570	17,870	3221.110	CET Administrative Fee	17,870	17,870	17,870
458,741	752,273	781,590	Total - Licenses and Permits		781,590	781,590	781,590
20,331	133,625	669,940	3891	Construction Excise Tax	669,940	669,940	669,940
23,764	39,319	60,000	3891.159	State Surcharge	60,000	60,000	60,000
90	270	1,000	3891.259	State Manufactured Home Fee	1,000	1,000	1,000
44,185	173,214	730,940	Total - Intergovernmental		730,940	730,940	730,940
5,779	14,052	13,370	3611	Interest from Investments	34,400	34,400	34,400
10,666	10,373	3,000	3699	Other Miscellaneous Income	3,000	3,000	3,000
16,445	24,425	16,370	Total - Miscellaneous Revenue		37,400	37,400	37,400
1,057,958	1,549,013	2,437,000	Revenues Total		2,832,000	2,832,000	2,832,000



Construction of Salem Health Woodburn Clinic

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 123 - Building Inspection Fund							
Department: 521 - Building							
Division: 2241 - Building Inspection							
<u>Expenditures</u>							
248,800	235,743	350,300	5111	Regular Wages	385,190	385,190	385,190
610	16,549	58,810	5112	Part-Time Wages	40,080	40,080	40,080
520	6,353	-	5121	Overtime	-	-	-
70	67	140	5211	OR Workers' Benefit	110	110	110
18,754	18,866	31,770	5212	Social Security	33,050	33,050	33,050
36,890	36,944	71,490	5213	Med & Dent Ins	77,860	77,860	77,860
56,205	57,712	84,080	5214	Retirement	113,090	113,090	113,090
1,002	858	1,460	5215	Long Term Disability Ins	1,100	1,100	1,100
209	213	2,050	5216	Unemployment Insurance	400	400	400
370	356	610	5217	Life Insurance	570	570	570
363,430	373,661	600,710	Total - Personnel Services		651,450	651,450	651,450
7,958	4,272	10,000	5319	Office Supplies	10,000	10,000	10,000
533	231	1,000	5323	Fuel	1,000	1,000	1,000
79	1,464	2,300	5409.140	Garage Services	1,000	1,000	1,000
-	-	-	5414	Accounting/Auditing	1,500	1,500	1,500
216	223	16,000	5419	Other Professional Serv	5,000	5,000	5,000
611	591	700	5421	Telephone/Data	700	700	700
-	-	60	5422	Postage	60	60	60
13,263	14,469	16,800	5428	IS Support	28,590	28,590	28,590
954	430	1,700	5439	Travel	1,700	1,700	1,700
7,636	7,363	7,440	5448	Internal Rent	8,690	8,690	8,690
-	1,032	550	5461	Auto Insurance	1,150	1,150	1,150
7,804	9,025	9,650	5464	Workers' Comp	6,820	6,820	6,820
5,390	4,716	5,380	5465	General Liability Insur	5,120	5,120	5,120
238	230	1,050	5475	Vehicle Repair & Maint	1,050	1,050	1,050
-	-	9,610	5490	Refunds	9,610	9,610	9,610
985	810	1,100	5491	Dues & Subscriptions	1,100	1,100	1,100
2,560	1,315	3,400	5492	Registrations/Training	6,000	6,000	6,000
90	300	500	5498.259	St Mfg Fee	500	500	500
23,753	41,102	60,000	5498.359	State Surc	60,000	60,000	60,000
20,331	4,480	669,940	5498.459	Construction Excise Tax	669,940	669,940	669,940
-	-	-	5500	Banking Fees	6,850	6,850	6,850
25	8	650	5729	Interest for CET	650	650	650
92,426	92,061	817,830	Total - Materials & Services		827,030	827,030	827,030
-	-	25,000	5642	Passenger Vehicle	25,000	25,000	25,000
-	-	25,000	Total - Capital Outlay		25,000	25,000	25,000
Division: 9711 - Operating Transfer Out							
3,001	3,001	-	5811.568	Transfer to Info Services	-	-	-
-	-	6,010	5881.693	Transfer to Reserve for PERS	6,480	6,480	6,480
3,001	3,001	6,010	Total - Transfers Out		6,480	6,480	6,480
Department: 901 - Ending Fund Balance							
Division: 9971 - Equity							
-	-	987,450	5921	Contingency	1,322,040	1,322,040	1,322,040
-	-	987,450	Total - Contingencies and Unappropriated Balances		1,322,040	1,322,040	1,322,040
458,857	468,723	2,437,000	Expenditures Total		2,832,000	2,832,000	2,832,000
599,101	1,080,290	-	Fund Net	Total: 123 - Building Inspection Fund	-	-	-

Asset Forfeiture — 132

Fund/Fund Number: **Asset Forfeiture – 132**
Department/Department Number: **Police – 211**
Division/Division Number: **Detectives – 2131**
Department Director: **James Ferraris**

Description of purpose/functions

The Asset Forfeiture fund allows for and sets the procedure for the seizure of private properties that are the product of illegal drug activity, and for the expenditure of the proceeds by the City for illegal drug activity investigations and subsequent arrests.

Description of department and number of personnel

The Criminal Investigations Division of the Police Department manages and operates this program.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 132 - Asset Forfeiture Department: 000 - Revenue <u>Revenues</u>						
7,004	9,680	14,770	3081 Beginning Fund Balance	14,680	14,680	14,680
7,004	9,680	14,770	Total - Fund Balance	14,680	14,680	14,680
80	240	230	3611 Interest from Investments	320	320	320
-	4,508	-	3692 Confiscated Cash	-	-	-
80	4,748	230	Total - Miscellaneous Revenue	320	320	320
2,596	-	-	3971.001 Transfer From General Fund	-	-	-
2,596	-	-	Total - Transfer In	-	-	-
9,680	14,428	15,000	Revenues Total	15,000	15,000	15,000
Department: 211 - Police Division: 2131 - Detectives <u>Expenditures</u>						
-	-	15,000	5329 Other Supplies	15,000	15,000	15,000
-	-	15,000	Total - Materials & Services	15,000	15,000	15,000
-	-	15,000	Expenditures Total	15,000	15,000	15,000
9,680	14,428	-	Fund Net Total: 132 - Asset Forfeiture	-	-	-

Revenue Sources and Other Discussion

Revenue for the Asset Forfeiture fund comes from federal grants and criminal forfeitures and varies from year to year depending on activity.



Housing Rehabilitation Fund — 137

Fund/Fund Number:	Housing Rehabilitation Fund — 137
Department/Department Number:	Housing Rehabilitation — 531
Division/Division Number:	Housing – 5911
Department Director:	Sandra Montoya

Description of purpose/functions

Woodburn was awarded Community Development Block Grants (CDBGs) for the Housing Rehabilitation Program for over 30 years, with the last award received in 2012. The grants were loaned out and now the fund remains in existence to receive periodic payments and payoffs when a home is refinanced or sold. Repayment dollars will continue to accumulate until re-loaned or additional CDBG grant funds are received. However, as Block Grant guidelines continue to evolve in complexity, administering the program in the future will likely be more difficult.

Description of department and number of personnel

The Finance Director oversees this program and there are labor allocations to this fund. See Personnel Allocations on page 156 for allocation details.

Description of FY 2018-19 accomplishments

- Administer the program by closing out old loans

Description of FY 2019-20 proposed focus/goals

- Continue to administer the program by closing out old loans as payoffs occur

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Housing Rehab Fund						
Revenues						
184,944	184,044	274,900	Fund Balance	353,800	353,800	353,800
2,698	4,765	5,950	Miscellaneous Revenue	9,030	9,030	9,030
11,067	53,416	15,050	Other Financing Sources	15,000	15,000	15,000
198,709	242,225	295,900	Revenues Total	377,830	377,830	377,830
Expenditures						
14,665	7,468	2,560	Personnel Services	2,410	2,410	2,410
-	192	18,440	Materials & Services	17,940	17,940	17,940
-	-	274,900	Contingencies and Reserve	357,480	357,480	357,480
14,665	7,660	295,900	Expenditures Total	377,830	377,830	377,830
184,044	234,565	-	Revenue Over (Under) Expenditures	-	-	-

Revenue Sources and Other Discussion

The **Other Financing Sources** is loan repayments from borrowers.

Budget Detail

Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
Fund: 137 - Housing Rehab Fund Department: 000 - Revenue							
<u>Revenues</u>							
184,944	184,044	274,900	3081	Beginning Fund Balance	353,800	353,800	353,800
184,944	184,044	274,900	Total - Fund Balance		353,800	353,800	353,800
2,698	4,765	5,950	3611	Interest from Investments	9,030	9,030	9,030
2,698	4,765	5,950	Total - Miscellaneous Revenue		9,030	9,030	9,030
-	-	5,050	3824	Loan Payback 2000	-	-	-
-	12,688	-	3824.009	Loan Payback 2009	15,000	15,000	15,000
11,067	12,510	5,000	3824.010	Loan Payback 2010	-	-	-
-	6,770	5,000	3824.087	Loan Payback 1987	-	-	-
-	21,448	-	3824.089	Loan Payback 1989	-	-	-
11,067	53,416	15,050	Total - Other Financing Sources		15,000	15,000	15,000
198,709	242,225	295,900	Revenues Total		377,830	377,830	377,830
Department: 531 - Housing Rehabilitation Division: 5911 - Housing							
<u>Expenditures</u>							
10,267	5,116	1,700	5111	Regular Wages	1,560	1,560	1,560
203	-	-	5112	Part-Time Wages	-	-	-
2	1	-	5211	OR Workers' Benefit	-	-	-
748	379	110	5212	Social Security	100	100	100
809	545	150	5213	Med & Dent Ins	160	160	160
2,580	1,395	580	5214	Retirement	590	590	590
35	20	10	5215	Long Term Disability Ins	-	-	-
8	4	10	5216	Unemployment Insurance	-	-	-
13	8	-	5217	Life Insurance	-	-	-
14,665	7,468	2,560	Total - Personnel Services		2,410	2,410	2,410
-	192	16,440	5419	Other Professional Services	15,940	15,940	15,940
-	-	2,000	5498	Permits/Fees	2,000	2,000	2,000
-	192	18,440	Total - Materials & Services		17,940	17,940	17,940
Department: 901 - Ending Fund Balance Division: 9971 - Equity							
-	-	274,900	5921	Contingency	357,480	357,480	357,480
-	-	274,900	Total - Contingencies and Unappropriated Balances		357,480	357,480	357,480
14,665	7,660	295,900	Expenditures Total		377,830	377,830	377,830
184,044	234,565	-	Fund Net	Total: 137 - Housing Rehab Fund	-	-	-



Special Assessment — 360

Fund/Fund Number: Special Assessment Fund — 360
Department/Department Number: Ending Fund Balance – 901
Division/Division Number: Equity – 9971
Department Director: Eric Liljequist

Description of purpose/functions of department

This fund is used when assessments are issued against property owners for street, water, wastewater or storm improvements, for the benefit of the adjacent property. The monies collected on individual assessments are used to pay off outstanding liens. No personnel costs associated with this fund.

Revenue Sources and Other Discussion

The fund collects repayment from various Local Improvement Districts (LID) for special projects. The budgeted amount is expected repayments, including interest, to be collected during the fiscal year. Revenue for this fund is declining as the outstanding balance on special assessments declined to approximately \$17,000.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 360 - Special Assessment Fund						
Department: 000 - Revenue						
<u>Revenues</u>						
66,477	12,384	18,100	3081 Beginning Fund Balance	17,980	17,980	17,980
66,477	12,384	18,100	Total - Fund Balance	17,980	17,980	17,980
126	270	920	3611 Interest from Investments	390	390	390
3,872	1,389	1,000	3614 Special Assessment-Interest	750	750	750
8,510	2,556	1,200	3681 Special Assessment Principal	1,200	1,200	1,200
-	308	400	3681.004 LID Boones Ferry	400	400	400
-	1,076	1,000	3681.011 LID Ironwood	1,000	1,000	1,000
12,508	5,599	4,520	Total - Miscellaneous Revenue	3,740	3,740	3,740
2,693	-	-	3971.001 Transfer From General Fund	-	-	-
2,693	-	-	Total - Transfer In	-	-	-
81,678	17,983	22,620	Revenues Total	21,720	21,720	21,720
Department: 691 - Public Works Admin						
Division: 9711 - Operating Transfers Out						
<u>Expenditures</u>						
69,294	-	-	5811.376 Transfer to Street SDC Fund	-	-	-
69,294	-	-	Total - Transfers Out	-	-	-
Department: 901 - Ending Fund Balance						
Division: 9971 - Equity						
-	-	22,620	5921 Contingency	21,720	21,720	21,720
-	-	22,620	Total - Contingencies and Unappropriated Balances	21,720	21,720	21,720
69,294	-	22,620	Expenditures Total	21,720	21,720	21,720
12,384	17,983	-	Fund Net Total: 360 - Special Assessment Fund	-	-	-

Parks SDC Fund – 364

Fund/Fund Number:
Department/Department Number:
Department Director:

Parks SDC Fund - 364
Parks Administration – 491
Jim Row

Description of purpose/functions

Parks System Development Charges (SDCs) are collected at the time building permits are issued against residential and commercial projects for the expansion of the park system inclusive of planning and construction. No personnel costs associated with this fund.

Description of FY 2018-19 projects

- No projects were planned

Description of FY 2018-19 proposed projects

- There are no projects planned

Revenue Sources and Other Discussion

This fund's revenue is dependent on the collection of System Development Charges (SDC). SDC fees are dependent on development occurring. Economic downturns have a direct impact on the fund's ability to finance capital improvements.



Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 364 - Parks SDC Fund Department: 000 - Revenue <u>Revenues</u>							
295,141	248,836	500,000	3081	Beginning Fund Balance	617,030	617,030	617,030
295,141	248,836	500,000	Total - Fund Balance		617,030	617,030	617,030
21,405	143,531	200,000	3458.501	Park's SDC's	300,000	300,000	300,000
21,405	143,531	200,000	Total - Charges for Goods and Services		300,000	300,000	300,000
3,292	3,943	5,590	3611	Interest from Investments	12,320	12,320	12,320
-	293	-	3699	Other Miscellaneous Income	-	-	-
3,292	4,236	5,590	Total - Miscellaneous Revenue		12,320	12,320	12,320
319,838	396,603	705,590	Revenues Total		929,350	929,350	929,350
Department: 491 - Parks Administration Division: 9511 - Design Engineering <u>Expenditures</u>							
1,312	-	-	5419	Other Professional Services	-	-	-
-	57,986	43,000	5490	Refunds	-	-	-
1,312	57,986	43,000	Total - Materials & Services		-	-	-
Department: 491 - Parks Administration Division: 9711 - Operating Transfers Out							
69,690	1,271	-	5811.358	Transfer to General Cap Const Fund	-	-	-
-	29,996	-	5811.474	Transfer to Water SDC Fund	-	-	-
69,690	31,267	-	Total - Transfers Out		-	-	-
Department: 901 - Ending Fund Balance Division: 9971 - Equity							
-	-	662,590	5981.005	Reserve for Future Years	929,350	929,350	929,350
-	-	662,590	Total - Contingencies and Unappropriated Balances		929,350	929,350	929,350
71,002	89,253	705,590	Expenditures Total		929,350	929,350	929,350
248,836	307,350	-	Fund Net	Total: 364 - Parks SDC Fund	-	-	-

Street SDC Fund – 376

Fund/Fund Number:

Street SDC Fund – 376

Department/Department Number:

Maintenance – 631

Department Director:

Eric Liljequist

Description of purpose/functions of department

Street System Development Charges (SDC) Fund reports the collection of Transportation Impact Fees (TIF) assessed against new development at the time the building permit is issued and used to fund capacity improvements necessitated by increased demand. Revenue in this fund is used only for capacity improvements. The TIF charge is based on the number of automobile trips expected by any given type of development. The fee for a new single-family residence is \$3,532. No personnel costs are associated with this fund.

Description of FY 2018-19 projects

- There were no projects completed

Description of FY 2019-20 proposed projects

- Contribute to the cost of street capacity improvements for:
 - West Hayes Street Improvement (CIST1486) \$1,000,000
 - Hardcastle/Railroad Intersection Realignment (CIST1443) \$500,000

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 376 - Street SDC Fund Department: 000 - Revenue <u>Revenues</u>							
1,235,103	1,372,242	2,895,400	3081	Beginning Fund Balance	3,745,400	3,745,400	3,745,400
1,235,103	1,372,242	2,895,400	Total - Fund Balance		3,745,400	3,745,400	3,745,400
33,396	258,739	200,000	3458.101	Transportation Impact Fees	500,000	500,000	500,000
33,396	258,739	200,000	Total - Charges for Goods and Services		500,000	500,000	500,000
28,675	47,485	59,510	3611	Interest from Investments	97,830	97,830	97,830
28,675	47,485	59,510	Total - Miscellaneous Revenue		97,830	97,830	97,830
69,294	-	-	3971.360	Transfer From Special Assessment Fund	-	-	-
39,544	39,544	-	3972	Interfund Loan Transfer	-	-	-
108,838	39,544	-	Total - Transfers In		-	-	-
1,406,012	1,718,010	3,154,910	Revenues Total		4,343,230	4,343,230	4,343,230
Department: 631 - Maintenance Division: 9511 - Debt Service							
30,399	35,675	-	5711	Bond Principal, 1999 Oregon EDD, Due 12/1	-	-	-
3,371	1,820	-	5721	Bond Interest, 1999 Oregon EDD, Due 12/1	-	-	-
33,770	37,495	-	Total - Debt Service		-	-	-
Department: 631 - Maintenance Division: 9531 - Construction <u>Expenditures</u>							
-	(3,731)	-	5631	Streets/Alleys/Sidewalks	-	-	-
-	(3,731)	-	Total - Capital Outlay		-	-	-
Department: 631 - Maintenance Division: 9711 - Operating Transfers Out							
-	-	2,200,000	5811.363	Transfer to Street/Storm Cap Const Fund	1,500,000	1,500,000	1,500,000
-	-	2,200,000	Total - Transfers Out		1,500,000	1,500,000	1,500,000
Department: 901 - Ending Fund Balance Division: 9971 - Equity							
-	-	954,910	5981.005	Reserve for Future Years	2,843,230	2,843,230	2,843,230
-	-	954,910	Total - Contingencies and Unappropriated Balances		2,843,230	2,843,230	2,843,230
33,770	33,764	3,154,910	Expenditures Total		4,343,230	4,343,230	4,343,230
1,372,242	1,684,246	-	Fund Net	Total: 376 - Street SDC Fund	-	-	-

Revenue Sources and Other Discussion

This fund's revenue is dependent on the collection of SDCs. SDC fees are dependent on development occurring – the slowdown of economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 163.

Storm SDC Fund – 377

Fund/Fund Number:
Department Director:

Storm SDC Fund – 377
Eric Liljequist

Description of purpose/functions

Storm System Development Charges (SDC) are generated by assessing new development for increased demands for capacity and are collected at the time the building permit is issued. This revenue can only be used for increased capacity capital projects. No personnel costs associated with this fund.

Description of FY 2018-19 projects

- Design work has been done on West Hayes Street project and Fourth Street Storm Project

Description of FY 2018-19 proposed projects

- Contribute to the cost of storm water capacity improvements for:
 - West Hayes Street Improvement Project (CIST1486) \$80,000
 - Fourth Street Storm Project (CDST1443) \$60,000

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 377 - Storm SDC Fund						
Department: 000 - Revenue						
<u>Revenues</u>						
558,854	586,934	609,430	3081 Beginning Fund Balance	642,430	642,430	642,430
558,854	586,934	609,430	Total - Fund Balance	642,430	642,430	642,430
21,980	32,623	25,000	3458.201 Storm SDC's	25,000	25,000	25,000
21,980	32,623	25,000	Total - Charges for Goods and Services	25,000	25,000	25,000
6,100	10,186	12,950	3611 Interest from Investments	19,150	19,150	19,150
6,100	10,186	12,950	Total - Miscellaneous Revenue	19,150	19,150	19,150
586,934	629,743	647,380	Revenues Total	686,580	686,580	686,580
Department: 631 - Maintenance						
Division: 9711 - Operating Transfer Out						
<u>Expenditures</u>						
-	-	140,000	5811.363 Transfer to Street/Storm Cap Const Fd	140,000	140,000	140,000
-	-	140,000	Total - Transfers Out	140,000	140,000	140,000
Department: 901 - Ending Fund Balance						
Division: 9971 - Equity						
-	-	507,380	5981.005 Reserve for Future Years	546,580	546,580	546,580
-	-	507,380	Total - Contingencies and Unappropriated Balances	546,580	546,580	546,580
-	-	647,380	Expenditures Total	686,580	686,580	686,580
586,934	629,743	-	Fund Net Total: 377 - Storm SDC Fund	-	-	-

Revenue Sources and Other Discussion

This fund's revenue is dependent on the collection of SDCs, which are dependent on development.

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 163.

Water SDC Fund – 474

Fund/Fund Number:
Department Director:

Water SDC Fund – 474
Eric Liljequist

Description of purpose/functions of department

Water System Development Charges (SDC) are generated by assessing new development at the time the building permit is issued for adding increased capacity to the water system. Revenue from SDCs are used solely for projects that increase capacity of the water system. No personnel costs associated with this fund.

Description of FY 2018-19 projects

- Water rate study was completed

Description of FY 2018-19 proposed projects

- Contribute to the cost of water capacity improvements for:
 - Parr Road Treatment Plant – New Well and raw water piping (CDWA1546) \$750,000
 - Rehab Capacity Improvements – existing distribution system (CDWA1552) \$62,500
 - Astor Way/Hwy 214 waterline loop (CDWA1518) \$90,000

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 474 Water SDC Fund						
Department: 000 - Revenue						
<u>Revenues</u>						
1,173,436	1,223,649	1,240,850	3081 Beginning Fund Balance	1,512,850	1,512,850	1,512,850
<u>1,173,436</u>	<u>1,223,649</u>	<u>1,240,850</u>	Total - Fund Balance	<u>1,512,850</u>	<u>1,512,850</u>	<u>1,512,850</u>
63,374	176,394	100,000	3458.301 Water SDC's	200,000	200,000	200,000
<u>63,374</u>	<u>176,394</u>	<u>100,000</u>	Total - Charges for Goods and Services	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
13,057	21,596	26,890	3611 Interest from Investments	44,350	44,350	44,350
<u>13,057</u>	<u>21,596</u>	<u>26,890</u>	Total - Miscellaneous Revenue	<u>44,350</u>	<u>44,350</u>	<u>44,350</u>
-	29,996	-	3971.364 Transfer from Parks SDC	-	-	-
<u>-</u>	<u>29,996</u>	<u>-</u>	Total - Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
<u>1,249,867</u>	<u>1,451,635</u>	<u>1,367,740</u>	Revenue Totals	<u>1,757,200</u>	<u>1,757,200</u>	<u>1,757,200</u>
Department: 611 - Water						
Division: 9531 - Construction						
<u>Expenditures</u>						
26,218	39,418	-	5419 Other Professional Serv	-	-	-
<u>26,218</u>	<u>39,418</u>	<u>-</u>	Total - Materials & Services	<u>-</u>	<u>-</u>	<u>-</u>
-	-	902,500	5811.466 Transfer to Water Cap Const	902,500	902,500	902,500
<u>-</u>	<u>-</u>	<u>902,500</u>	Total - Transfers Out	<u>902,500</u>	<u>902,500</u>	<u>902,500</u>
-	-	465,240	5981.005 Reserve for Future Years	854,700	854,700	854,700
<u>-</u>	<u>-</u>	<u>465,240</u>	Total - Contingencies and Unappropriated Balances	<u>854,700</u>	<u>854,700</u>	<u>854,700</u>
<u>26,218</u>	<u>39,418</u>	<u>1,367,740</u>	Expenditure Totals	<u>1,757,200</u>	<u>1,757,200</u>	<u>1,757,200</u>
1,223,649	1,412,217	-	Fund Net Total: 474 - Water SDC Fund	-	-	-

Revenue Sources and Other Discussion

This fund is dependent on the collection of SDCs, which is dependent on development occurring.

Sewer SDC Fund – 475

Fund/Fund Number:
Department Director:

Sewer SDC Fund – 475
Eric Liljequist

Description of purpose/functions

Sewer System Development Charges (SDC) are generated by assessing new development for increased demands for capacity on the sanitary sewer system. The SDC revenues are collected at the time the building permit is issued. Funds are used for capacity improvements for sanitary sewer projects. No personnel costs associated with this fund.

Description of FY 2018-19 projects

- No projects were completed

Description of FY 2018-19 proposed projects

- Contribute to the cost of sanitary sewer capacity improvements for:
 - South Brown Street Pump Station (CDSW1513) \$80,000
 - I-5 Pump Station Upsizing (CDSW1547) \$823,000
 - I-5 Force Main Project (CDSW1569) \$604,410
 - WWTP Phase 2A Upgrades (CISW1052) \$600,000

Revenue Sources and Other Discussion

The fund is dependent on the collection of SDCs, which are dependent on development occurring.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 475 Sewer SDC Fund							
Department: 000 - Revenue							
<u>Revenues</u>							
1,086,305	1,215,982	1,426,270	3081	Beginning Fund Balance	1,761,270	1,761,270	1,761,270
1,086,305	1,215,982	1,426,270	Total - Fund Balance		1,761,270	1,761,270	1,761,270
117,124	221,257	225,000	3458.401	Sewer SDC's	300,000	300,000	300,000
117,124	221,257	225,000	Total - Charges for Goods and Services		300,000	300,000	300,000
12,553	22,315	26,200	3611	Interest from Investments	46,140	46,140	46,140
12,553	22,315	26,200	Total - Miscellaneous Revenue		46,140	46,140	46,140
1,215,982	1,459,554	1,677,470	Revenue Totals		2,107,410	2,107,410	2,107,410
Department: 621 - Sewer							
Division: 9531 - Construction							
<u>Expenditures</u>							
-	-	-	5635	Sewer	-	-	-
-	-	-	Total - Capital Outlay		-	-	-
-	-	903,410	5811.465	Transfer to Sewer Cap Const	2,107,410	2,107,410	2,107,410
-	-	903,410	Total - Transfers Out		2,107,410	2,107,410	2,107,410
-	-	774,060	5981.005	Reserve for Future Years	-	-	-
-	-	774,060	Total - Contingencies and Unappropriated Balances		-	-	-
-	-	1,677,470	Expenditure Totals		2,107,410	2,107,410	2,107,410
1,215,982	1,459,554	-	Fund Net	Total: 475 - Sewer SDC Fund	-	-	-

Internal Services Funds

❖ Information Technology Fund

❖ Insurance Fund

❖ Equipment Replacement Fund

❖ PERS Reserve Fund

Information Technology Fund – 568

Fund/Fund Number:	Information Technology Fund – 568
Department/Department Number:	IT - 152
Division/Division Number:	Information Technology – 1921
Department Director:	Jim Row

Description of purpose/functions of department

The Information Technology (IT) department provides support for the City's MAN (metropolitan area network), servers, hardware, software, e-mail system, phone system, camera system, Geographic Information System (GIS), and website. The IT fund is also responsible for funding systematic replacements of network, phone, and desktop assets. The primary goal of the IT Department is to provide excellent technology services to both the City staff and the public. GIS integrates hardware, software, and captured data to manage, analyze, display as mapped data, and integrate with many of the software systems the City utilizes.

The IT department also provides IT support services, via intergovernmental agreements, to METCOM 911, Silverton, Mt. Angel, Gervais, Woodburn Fire, Aurora Fire, and Mt. Angel Fire.

Description of department, including number of personnel

The department consists of five full-time employees and one part-time employee.

Description of FY 2018-19 accomplishments

- Completed IT strategic plan and started processes to successfully implement this plan
- Implemented a new end-user focused website design that will be easy to navigate, be inviting, and highlight the latest news and programs the City has to offer
- Planned and relocated all of the computer, printers, phones, and wireless network from the City Hall to the temporary location for City Hall renovation project
- Installed uninterruptible power supply (UPS) capacity at the Police Department to provide secondary backup power to network and server hardware and help mitigate a single point of failure issue with having only one UPS
- Installed a new AI (artificial intelligence) system to help detect and shut down any cyber security threat

Description of FY 2019-20 proposed focus/goals

- Install backup point-to-point wireless network connection between City Hall and the Police department, currently relying on I-net connection provided by one carrier, Wave
- Update and expand GIS services and software integrations to GIS
- Upgrade or replace main Public Works software, CarteGraph, to better fit their needs, provide better services to Woodburn citizens
- Continue to look for efficiencies in technology to save costs, time and labor

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Total completed IT help desk tickets	528	719	700	800
Replace and/or upgrade computers	55	46	52	40
Major Software Applications supported	31	31	32	34
Computer systems supported	590	602	615	633
Hours worked supporting other agencies		383	340	350

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Information Technology Fund						
Revenues						
166,449	209,139	215,000	Fund Balance	334,000	334,000	334,000
115,438	130,469	153,100	Charges for Goods and Services	149,400	149,400	149,400
809,520	847,083	965,830	Miscellaneous Revenue	989,600	989,600	989,600
57,529	117,529	-	Transfers In	-	-	-
1,148,936	1,304,220	1,333,930	Revenues Total	1,473,000	1,473,000	1,473,000
Expenditures						
369,591	411,253	418,870	Personnel Services	484,050	484,050	484,050
467,764	476,461	568,370	Materials & Services	560,670	560,670	560,670
102,442	134,396	50,000	Capital Outlay	60,000	60,000	60,000
-	-	4,190	Transfers Out	4,840	4,840	4,840
-	-	292,500	Contingencies and Reserve	363,440	363,440	363,440
939,797	1,022,110	1,333,930	Expenditures Total	1,473,000	1,473,000	1,473,000
209,139	282,110	-	Revenue Over (Under) Expenditures	-	-	-
4.0	4.5	5.5	Full-Time Equivalent (FTE)	5.5	5.5	5.5

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Revenue Sources and Other Discussion

Charges for Goods and Services include governmental support revenue for network maintenance and support provided to area agencies. At \$149,400, this revenue source provides 10.1 percent of the total operating revenue in the fund.

The **Miscellaneous Revenue** category in an internal service fund such as Information Technology represents the charge assessed to city departments for network support, technology maintenance and replacement support. In the case of the Information Technology Fund, this equates to \$989,600. This is budgeted based on an average cost per computer in service within the department.

Materials & Services increased because of new enterprise software agreement from Microsoft. There was also an increase for the New World maintenance Agreement.

Capital Outlay expenditures for this fund are for equipment. Network is budgeted at \$60,000, which will capture the cost for any replacement components to maintain and expand the City's network, which typically are servers.

Transfers Out of \$4,840 to PERS Reserve Fund for annual transfer of 1.0 percent of budgeted personnel services costs.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 568 - Information Technology Fund Department: 000 - Revenue Revenues							
166,449	209,139	215,000	3081	Beginning Fund Balance	334,000	334,000	334,000
166,449	209,139	215,000	Total - Fund Balance		334,000	334,000	334,000
2,775	4,800	5,000	3421.003	Reimbursements Mt Angel	3,500	3,500	3,500
5,025	5,394	5,500	3421.004	Reimbursements Silverton	6,000	6,000	6,000
-	-	1,000	3421.005	Reimburse Aurora FD	1,000	1,000	1,000
806	769	1,000	3421.007	Reimburse Mt Angel FD	1,000	1,000	1,000
34,780	40,881	43,200	3421.008	Reimbursement METCOM (Norcom)	50,400	50,400	50,400
2,419	2,741	2,500	3421.009	Reimbursement Gervais	1,500	1,500	1,500
3,720	3,270	4,000	3421.01	Reimbursement Woodburn Fire Dist	3,000	3,000	3,000
-	-	7,000	3421.014	Reimbursement OEM	2,500	2,500	2,500
-	-	10,000	3421.016	Reimbursement RMS Licensing	5,000	5,000	5,000
11,974	12,157	12,400	3422.002	Rec Mgmt (RMS) Hubbard	12,600	12,600	12,600
13,346	12,590	12,800	3422.003	Rec Mgmt (RMS) Mt. Angel	13,100	13,100	13,100
28,305	35,333	35,900	3422.003	Rec Mgmt (RMS) Silverton	36,600	36,600	36,600
1,899	2,169	2,200	3422.010	Rec Mgmt (RMS) Woodburn Fire District	2,300	2,300	2,300
8,490	8,196	8,400	3422.011	Rec Mgmt (RMS) Stayton PD	8,600	8,600	8,600
1,899	2,169	2,200	3422.012	Rec Mgmt (RMS) Turner PD	2,300	2,300	2,300
115,438	130,469	153,100	Total - Charges for Goods and Services		149,400	149,400	149,400
4,430	3,442	2,930	3611	Interest from Investments	8,200	8,200	8,200
634,400	655,669	751,200	3652.001	IS Revenue - General Fund	750,270	750,270	750,270
19,400	21,148	24,500	3652.11	IS Revenue - Transit	24,600	24,600	24,600
13,263	14,469	16,800	3652.123	IS Revenue - Building Inspection	28,590	28,590	28,590
20,034	21,843	25,200	3652.14	IS Revenue - Street	21,620	21,620	21,620
40,070	43,686	50,500	3652.47	IS Revenue - Water	51,250	51,250	51,250
70,332	73,044	88,500	3652.472	IS Revenue - Sewer	89,590	89,590	89,590
-	3,617	4,200	3652.720	IS Revenue - Urban Renewal	8,910	8,910	8,910
7,591	10,165	2,000	3699	Other Miscellaneous Income	6,570	6,570	6,570
809,520	847,083	965,830	Total - Miscellaneous Revenue		989,600	989,600	989,600
23,769	83,769	-	3971.001	Transfer From General Fund	-	-	-
3,001	3,001	-	3971.11	Transfer From Transit	-	-	-
3,001	3,001	-	3971.123	Transfer From Building	-	-	-
4,501	4,501	-	3971.14	Transfer From Street	-	-	-
9,753	9,753	-	3971.47	Transfer From Water	-	-	-
13,504	13,504	-	3971.472	Transfer From Sewer	-	-	-
57,529	117,529	-	Total - Transfers In		-	-	-
1,148,936	1,304,220	1,333,930	Revenue Totals		1,473,000	1,473,000	1,473,000

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 568 - Information Technology Fund							
Department: 152 - IT							
Division: 1921 - Information Technology							
<u>Expenditures</u>							
254,095	259,408	262,000	5111	Regular Wages	292,800	292,800	292,800
-	22,437	21,740	5112	Part-Time Wages	20,390	20,390	20,390
71	103	-	5121	Overtime	-	-	-
95	101	110	5211	OR Workers' Benefit	80	80	80
19,469	21,601	22,710	5212	Social Security	24,360	24,360	24,360
38,239	39,603	39,560	5213	Med & Dent Ins	61,940	61,940	61,940
55,982	66,344	69,950	5214	Retirement	82,880	82,880	82,880
1,039	1,008	980	5215	Long Term Disability Ins	860	860	860
212	230	1,430	5216	Unemployment Insurance	300	300	300
389	418	390	5217	Life Insurance	440	440	440
369,591	411,253	418,870	Total - Personnel Services		484,050	484,050	484,050
39,313	35,946	40,000	5315	Computer Supplies	40,000	40,000	40,000
880	252	1,000	5319	Office Supplies	1,480	1,480	1,480
15	577	600	5323	Fuel	600	600	600
-	-	780	5409.140	Garage Services	1,000	1,000	1,000
-	-	-	5414	Accounting/Auditing	500	500	500
61,740	62,641	61,800	5415	Computer	65,000	65,000	65,000
15,866	22,033	25,000	5419	Other Professional Serv	27,000	27,000	27,000
4,499	6,325	9,000	5421	Telephone/Data	8,000	8,000	8,000
86	213	300	5422	Postage	300	300	300
8,386	10,498	12,000	5423	Internet	12,000	12,000	12,000
-	323	-	5432	Meals	-	-	-
792	110	400	5433	Mileage	650	650	650
384	-	-	5439	Travel	-	-	-
279,245	268,165	346,000	5446	Software Licenses	330,630	330,630	330,630
16,277	15,695	15,870	5448	Internal Rent	16,990	16,990	16,990
27,699	25,562	27,500	5449	Other Leases	27,500	27,500	27,500
-	396	480	5461	Auto Insurance	480	480	480
4,508	3,016	4,900	5464	Workers' Comp	5,100	5,100	5,100
5,232	6,362	7,140	5465	General Liability Insur	7,140	7,140	7,140
-	14,257	8,000	5471	Equipment Repair & Maint	5,000	5,000	5,000
-	124	-	5491	Dues & Subscriptions	-	-	-
2,842	3,966	7,600	5492	Registrations/Training	11,300	11,300	11,300
467,764	476,461	568,370	Total - Materials & Services		560,670	560,670	560,670
-	29,636	-	5642	Passenger Vehicles	-	-	-
44,913	47,231	50,000	5645.101	Network	60,000	60,000	60,000
57,529	57,529	-	5645.102	Telephone	-	-	-
102,442	134,396	50,000	Total - Capital Outlay		60,000	60,000	60,000
-	-	4,190	5811.693	Transfer to Reserve for PERS	4,840	4,840	4,840
-	-	4,190	Total - Transfers		4,840	4,840	4,840
-	-	192,500	5921	Contingency	193,440	193,440	193,440
-	-	100,000	5981.004	Reserve for Equipment	170,000	170,000	170,000
-	-	292,500	Total - Contingencies and Unappropriated Balances		363,440	363,440	363,440
939,797	1,022,110	1,333,930	Expenditure Totals		1,473,000	1,473,000	1,473,000
209,139	282,110	-	Fund Net	Total: 568 - Information Technology Fund	-	-	-

Insurance Fund – 581

Fund/Fund Number:

Insurance Fund – 581

Department/Department Number:

City Recorder – 131

Division/Division Number:

Risk Management – 1581

Department Director:

Heather Pierson

Description of purpose/functions of department

Management of insurance activities including workers compensation, automobile, property and liability coverage and claims. Risk management is one of the functions of the city recorder. One-half of the city recorder’s position is allocated to risk management and safety committee activities. All insurance coverage, premium and claims activity is handled through this department.

Description of FY 2018-19 accomplishments

- Purchased AED’s for City buildings that did not currently have them
- Provided CPR/First Aid/AED training to employees
- Went through an RFQ process for Insurance Agent of Record Services

Description of FY 2019-20 proposed focus/goals

- Complete Risk Management Manual and send out for review and approval
- Work with Human Resources and Safety Committee on City wide safety related training
- Update Safety Manual with Safety Committee

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Goal
Increase number of safety meetings		8	8	9

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Insurance Fund						
Revenues						
106,424	246,156	347,400	Fund Balance	650,000	650,000	650,000
852,486	880,591	863,030	Miscellaneous Revenue	767,000	767,000	767,000
958,910	1,126,747	1,210,430	Revenues Total	1,417,000	1,417,000	1,417,000
Expenditures						
37,560	49,136	49,160	Personnel Services	68,690	68,690	68,690
675,194	609,516	911,840	Materials & Services	799,650	799,650	799,650
-	-	-	Transfers Out	690	690	690
-	-	249,430	Contingencies and Reserve	547,970	547,970	547,970
712,754	658,652	1,210,430	Expenditures Total	1,417,000	1,417,000	1,417,000
246,156	468,095	-	Revenue Over (Under) Expenditures	-	-	-

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 156 for clarification.

Revenue Sources and Other Discussion

Revenue in this fund comes from charges to other funds, which is shown in **Miscellaneous Revenue**. These charges and interest are the only revenue for the insurance fund. The City’s workers compensation policy is a retro/self-insured policy with an annual maximum of 130.0 percent of base premiums paid. The maximum for each year varies. A contingency target of \$500,000 has been met.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 581 - Insurance Fund Department: 000 - Revenue <u>Revenues</u>							
106,424	246,156	347,400	3081	Beginning Fund Balance	650,000	650,000	650,000
106,424	246,156	347,400	Total - Fund Balance		650,000	650,000	650,000
4,101	2,917	3,030	3611	Interest from Investments	7,510	7,510	7,510
372,455	390,976	395,000	3658.101	General Liability	400,000	400,000	400,000
450,400	480,000	460,000	3658.104	Workers Comp	355,000	355,000	355,000
25,530	6,698	5,000	3699	Other Miscellaneous Income	4,490	4,490	4,490
852,486	880,591	863,030	Total - Miscellaneous Revenue		767,000	767,000	767,000
958,910	1,126,747	1,210,430	Revenue Totals		1,417,000	1,417,000	1,417,000
Fund: 581 - Insurance Fund Department: 131 - City Recorder Division: 1581 - Risk Management <u>Expenditures</u>							
28,431	35,574	35,300	5111	Regular Wages	47,500	47,500	47,500
11	10	10	5211	OR Workers' Benefit	10	10	10
2,158	2,714	2,830	5212	Social Security	3,780	3,780	3,780
487	1,367	1,740	5213	Med & Dent Ins	3,230	3,230	3,230
6,284	9,235	8,910	5214	Retirement	13,950	13,950	13,950
120	146	130	5215	Long Term Disability Ins	130	130	130
25	30	180	5216	Unemployment Insurance	40	40	40
44	60	60	5217	Life Insurance	50	50	50
37,560	49,136	49,160	Total - Personnel Services		68,690	68,690	68,690
3,637	-	-	5315	Computer Supplies	-	-	-
-	-	-	5414	Accounting/Auditing	500	500	500
-	-	100	5432	Meals	-	-	-
40	89	240	5433	Mileage	250	250	250
-	236	400	5439	Travel	-	-	-
71,259	71,861	80,000	5461	Auto Insurance	80,000	80,000	80,000
-	-	-	5462	Employee Blanket Bond	-	-	-
91,195	88,274	95,000	5463	Property/Earthquake Insurance	100,000	100,000	100,000
282,679	210,833	460,000	5464	Workers' Comp	350,000	350,000	350,000
192,614	202,245	220,000	5465	General Liability Insur	220,000	220,000	220,000
3,000	-	10,000	5468	Deductible	10,000	10,000	10,000
30,615	35,728	45,000	5469	Other Insurance Costs	36,900	36,900	36,900
100	100	100	5491	Dues & Subscriptions	100	100	100
55	150	1,000	5492	Registrations/Training	1,900	1,900	1,900
675,194	609,516	911,840	Total - Materials & Services		799,650	799,650	799,650
-	-	-	5811.693	Transfer to PERS Reserve	690	690	690
-	-	-	Total - Transfers Out		690	690	690
-	-	249,430	5921	Contingency	547,970	547,970	547,970
-	-	249,430	Total - Contingencies and Unappropriated Balances		547,970	547,970	547,970
712,754	658,652	1,210,430	Expenditures Total		1,417,000	1,417,000	1,417,000
246,156	468,095	-	Fund Net	Total: 581 - Insurance Fund	-	-	-

Equipment Replacement Fund – 591

Fund/Fund Number:	Equipment Replacement Fund – 591
Department/Department Number:	Various departments
Division/Division Number:	Equipment Purchases – 9211
Department Director:	Eric Liljequist

Description of purpose/functions

This fund is used for replacing vehicles and other equipment. Historically participating departments transfer one-tenth of the value of fixed asset inventory every year to ensure future replacement funding will be available. No personnel costs associated with this fund.

Description of FY 2018-19 accomplishments

- Transit purchased a new van

Description of FY 2019-20 proposed focus/goals

- Street Department plans to replace the current street sweeper

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Equipment Replacement Fund						
Revenues						
881,912	919,698	794,890	Fund Balance	805,860	805,860	805,860
-	-	36,580	Intergovernmental	-	-	-
25,197	13,353	18,810	Miscellaneous Revenue	21,180	21,180	21,180
70,000	70,000	120,000	Transfers In	150,000	150,000	150,000
977,109	1,003,051	970,280	Revenues Total	977,040	977,040	977,040
Expenditures						
57,411	327,989	970,280	Capital Outlay	977,040	977,040	977,040
57,411	327,989	970,280	Expenditures Total	977,040	977,040	977,040
919,698	675,062	-	Revenue Over (Under) Expenditures	-	-	-

Revenue Sources and Other Discussion

The **Transfers In** category contains transfers to cover the costs associated with replacing vehicles and equipment. This is the fund’s sole source of revenue besides a small amount of interest earned. These transfers are contingent on available funding.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 591 - Equipment Replacement Fd							
Department: 000 - Revenue							
<u>Revenues</u>							
881,912	919,698	794,890	3081	Beginning Fund Balance	805,860	805,860	805,860
881,912	919,698	794,890	Total - Fund Balance		805,860	805,860	805,860
-	-	36,580	3332	Federal Grant	-	-	-
-	-	36,580	Total - Intergovernmental		-	-	-
10,282	13,353	18,810	3611	Interest from Investments	21,180	21,180	21,180
14,900	-	-	3631	Inurance Recoveries	-	-	-
15	-	-	3699	Other Miscellaneous Income	-	-	-
25,197	13,353	18,810	Total - Miscellaneous Revenue		21,180	21,180	21,180
30,000	30,000	50,000	3971.14	Transfer from Street	50,000	50,000	50,000
10,000	10,000	20,000	3971.47	Transfer From Water	50,000	50,000	50,000
30,000	30,000	50,000	3971.472	Transfer From Sewer	50,000	50,000	50,000
70,000	70,000	120,000	Total - Transfers in		150,000	150,000	150,000
977,109	1,003,051	970,280	Department Total: 000 - Revenue		977,040	977,040	977,040
Department: 611 - Water							
Division: 9211 - Equipment Purchases							
<u>Expenditures</u>							
57,411	42,990	375,990	5649	Other Equipment	330,360	330,360	330,360
57,411	42,990	375,990	Total - Capital Outlay		330,360	330,360	330,360
57,411	42,990	375,990	Department Total: 611 Water		330,360	330,360	330,360
Department: 621 - Sewer							
Division: 9211 - Equipment Purchases							
-	274,060	329,660	5649	Other Equipment	370,250	370,250	370,250
-	274,060	329,660	Total - Capital Outlay		370,250	370,250	370,250
-	274,060	329,660	Department Total: 621 - Sewer		370,250	370,250	370,250
Department: 631 - Maintenance							
Division: 9211 - Equipment Purchases							
-	3,690	188,360	5649	Other Equipment	239,560	239,560	239,560
-	3,690	188,360	Total - Capital Outlay		239,560	239,560	239,560
-	3,690	188,360	Department Total: 631 - Maintenance		239,560	239,560	239,560
Department: 671 - Transit							
Division: 9211 - Equipment Purchases							
-	7,249	44,060	5649	Other Equipment	3,740	3,740	3,740
-	7,249	44,060	Total - Capital Outlay		3,740	3,740	3,740
-	7,249	44,060	Department Total: 671 - Transit		3,740	3,740	3,740
Department: 691 - Engineering							
Division: 9211 - Equipment Purchases							
-	-	32,210	5649	Other Equipment	33,130	33,130	33,130
-	-	32,210	Total - Capital Outlay		33,130	33,130	33,130
-	-	32,210	Department Total: 691 - Engineering		33,130	33,130	33,130
57,411	327,989	970,280	Expendures Total		977,040	977,040	977,040
919,698	675,062	-	Fund Net	Total: 591 - Equipment Replacement Fd	-	-	-

PERS Reserve Fund – 693

Fund/Fund Number:	PERS Reserve Fund – 693
Department/Department Number:	Non-departmental – 199
Division/Division Number:	Other Administration – 1219
Department Director:	Sandra Montoya

The City participates in the State of Oregon PERS system for full-time and part-time employees who work over 600 hours per year. The system has three tiers of retirement benefits, dependent on the date the public employment hire date. As of April 2019, the City had 42 employees in Tier 1 (hired before 1996) and Tier 2 (hired between 1996 and 2003), and 96 in the Oregon Public Service Retirement Plan (OPSRP) for employees hired after 2003. Tier 1/2 benefits include a post-65 medical insurance supplement that is not included in OPSRP. The OPSRP retirement ages for a full pension are also 5 years older than allowed under Tier 1/2. The system is funded by charging employers PERS rates as a percentage of payroll.

As the rate increases are unsustainable, in 2018 Governor Kate Brown signed Senate Bill 1566 into law, establishing an Employer Incentive Fund (EIF) to reduce the PERS liability. The EIF will provide up to 25.0 percent matching funds for qualifying employers who make an additional one-time lump sum payment to reduce their PERS unfunded actuarial liabilities. PERS is developing the EIF program and City staff will present participation options to the Woodburn City Council when the application rules are available.

The PERS Reserve Fund (693) will provide funding for the City’s participation in the State’s EIF program. A citywide transfer totaling \$1.66 million was budgeted in FY 2018-19. The FY 2019-20 budget includes the citywide transfer of 1.0 percent of personnel costs, plus a one-time transfer of \$191,290 from the General Fund. The General Fund one-time transfer is the result of projected savings. In alignment with the City Council Goal to “develop a strategy to limit the PERS liability” set on March 2, 2019, a work session on the pros/cons of creating a PERS side account as a strategy for reducing future costs will be presented to Council in the next year.

¹The \$13,401,200 is the City of Woodburn’s net proportionate share of the Unfunded Actuarial Liability as of June 30, 2017. Oregon PERS’ independently audited financial statement can be found at: <https://www.oregon.gov/pers/Pages/financials/Actuarial-Financial-Information.aspx>

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 693 - Reserve for PERS Fund Department: 000 - Revenue <u>Revenues</u>							
-	-	-	3081	Beginning Fund Balance	1,667,000	1,667,000	1,667,000
-	-	-	Total - Fund Balance		1,667,000	1,667,000	1,667,000
-	-	1,598,090	3971.001	Transfer from General Fund	292,290	292,290	292,290
-	-	4,140	3971.110	Transfer from Transit	6,510	6,510	6,510
-	-	6,010	3971.123	Transfer from Building	6,480	6,480	6,480
-	-	9,900	3971.140	Transfer from Street	10,750	10,750	10,750
-	-	14,500	3971.470	Transfer from Water	15,850	15,850	15,850
-	-	21,970	3971.472	Transfer from Sewer	23,010	23,010	23,010
-	-	4,190	3971.568	Transfer from Information Technology	4,840	4,840	4,840
-	-	-	3971.581	Transfer from Insurance	690	690	690
-	-	-	3971.720	Transfer from Urban Renewal	2,290	2,290	2,290
-	-	1,658,800	Total - Transfers In		362,710	362,710	362,710
-	-	37,260	3611	Interest from Investments	60,000	60,000	60,000
-	-	37,260	Total - Miscellaneous Revenue		60,000	60,000	60,000
-	-	1,696,060	Revenue Totals		2,089,710	2,089,710	2,089,710
Department: 199 - Non-Departmental Division: 1219 - Other Administration <u>Expenditures</u>							
-	-	1,696,060	5417	HR/Other Employee Expenses	2,089,710	2,089,710	2,089,710
-	-	1,696,060	Total - Materials & Services		2,089,710	2,089,710	2,089,710
-	-	1,696,060	Expenditures Totals		2,089,710	2,089,710	2,089,710
-	-	-	Fund Net	Total: 693 - Reserve for PERS Fund	-	-	-

Revenue Sources and Other Discussion

The Transfers In for this fund is for the annual transfer of 1.0 percent of budgeted personnel services costs.

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 163.



Trust Funds

- ❖ Lavelle Black Trust Fund

Lavelle Black Trust Fund – 695

Fund/Fund Number:	Lavelle Black Trust Fund – 695
Department/Department Number:	Police – 211
Division/Division Number:	Patrol – 2111
Department Director:	James C. Ferraris

Description of purpose/functions of department

This fund was established through a donation from Leonard Black to the Police Department for use in sustaining the K9 program in the name of Lavelle Black. The fund also facilitates private donation of monies to benefit the K9 program. The use of proceeds will be limited to ongoing costs associated with the replacement, care, training and equipping of the K9 program.

Budget Detail

FY 2016-15 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 695 - Lavelle Black Trust Fund						
Department: 000 - Revenue						
<u>Revenues</u>						
43,536	47,202	38,900	3081 Beginning Fund Balance	27,740	27,740	27,740
43,536	47,202	38,900	Total - Fund Balance	27,740	27,740	27,740
507	704	920	3611 Interest from Investments	1,180	1,180	1,180
20,428	-	-	3673 Donations-Police	-	-	-
20,935	704	920	Total - Miscellaneous Revenue	1,180	1,180	1,180
64,471	47,906	39,820	Revenue Totals	28,920	28,920	28,920
Department: 211 - Police						
Division: 2111 - Patrol						
<u>Expenditures</u>						
6,699	8,469	10,000	5329 Other Supplies	10,000	10,000	10,000
8,769	-	5,000	5419 Other Professional Serv	5,000	5,000	5,000
1,801	35	5,000	5492 Registrations/Training	5,000	5,000	5,000
17,269	8,504	20,000	Total - Materials & Services	20,000	20,000	20,000
Department: 901 - Ending Fund Balance						
Division: 9971 - Equity						
-	-	19,820	5921 Contingencies	8,920	8,920	8,920
-	-	19,820	Total Contingencies and Unappropriated Balances	8,920	8,920	8,920
17,269	8,504	39,820	Expenditures Total	28,920	28,920	28,920
47,202	39,402	-	Fund Net Total: 695 - Lavelle Black Trust Fund	-	-	-

Closed Funds

- ❖ Library Endowment

- ❖ Museum Endowment

Library Endowment Fund – 690

Fund/Fund Number: Library Endowment Fund – 690
Department/Department Number: Library – 311
Division/Division Number: Ending Fund Balance – 901
Department Director: Jim Row

Description of purpose/functions

In FY 2018-19, the fund was closed and the remaining balance in the fund was transferred to General Fund Cap Construction Fund 358 for construction of a playground structure in Library Park.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 690 - Library Endowment Fund						
<u>Revenues</u>						
26,562	26,850	27,300	3081 Beginning Fund Balance	-	-	-
26,562	26,850	27,300	Total - Fund Balance	-	-	-
288	460	1,100	3611 Interest from Investments	-	-	-
288	460	1,100	Total - Miscellaneous Revenue	-	-	-
26,850	27,310	28,400	Revenue Totals	-	-	-
Department: 311 - Library						
Division: 9911 - Operating Transfers Out						
<u>Expenditures</u>						
-	-	28,400	5811.358 Transfer to General Cap Const Fund	-	-	-
-	-	28,400	Total - Operating Transfers Out	-	-	-
Department: 901 - Ending Fund Balance						
Division: 9971 - Equity						
<u>Expenditures</u>						
-	-	-	5921 Contingency	-	-	-
-	-	-	Total - Contingencies and Unappropriated Balances	-	-	-
-	-	28,400	Expenditure Totals	-	-	-
26,850	27,310	-	Fund Net Total: 690 - Library Endowment Fund	-	-	-

Museum Endowment Fund – 691

Fund/Fund Number:	Museum Endowment Fund – 691
Department/Department Number:	Community Services Admin – 499
Division/Division Number:	Ending Fund Balance – 901
Department Director:	Jim Row

Description of purpose/functions of department

The Museum Endowment, established in FY 2001-02, maintains and segregates monies held in savings by the World’s Berry Center Museum Board prior to assumption of the museum function by the City.

This fund was closed in FY 2018-19 and remaining budget transferred.

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 691 - Muesum Endowment Fund						
<u>Revenues</u>						
628	830	850	3081 Beginning Fund Balance	-	-	-
628	830	850	Total - Fund Balance	-	-	-
8	14	10	3611 Interest from Investments	-	-	-
194	10	-	3699 Other Miscellaneous Income	-	-	-
202	24	10	Total - Miscellaneous Revenue	-	-	-
830	854	860	Revenue Totals	-	-	-
Department: 121 - City Administrator						
Division: 7511 - Museum						
-	-	860	5329 Other Supplies	-	-	-
-	-	860	Total - Materials & Supplies	-	-	-
Department: 901 - Ending Fund Balance						
Division: 9971 - Equity						
-	-	-	5921 Contingency	-	-	-
-	-	-	Total - Contingencies and Unappropriated	-	-	-
-	-	860	Expenditures Totals	-	-	-
830	854	-	Fund Net Total: 691 - Museum Endowment Fund	-	-	-



Supporting Schedules

- ❖ Debt Overview
- ❖ Personnel Allocation
- ❖ FTE Detail by Supervision Department
- ❖ Budgeted Transfers
- ❖ Capital Construction
 - Current Year Projects
 - Project Data Sheets
 - Capital Improvement Plan – FY 2018-19 to FY 2023-24

Debt Overview

Summary of Outstanding Debt

The City of Woodburn will have approximately \$27.0 million in long-term debt principal outstanding at the beginning of this budget-reporting period.

The table below shows the outstanding balances by type, interest rate, outstanding principal amounts and annual debt service amount. Debt service budget authority is rounded up to \$10 and shown in the appropriate department.

Long-Term Debt Estimated as of June 30, 2019*						
	Interest Rates	Outstanding Principal	Principal Due FY 2019-20	Interest Due FY 2019-20	Total Debt Svc FY 2019-20	Servicing Fund
Full Faith and Credit (FFC) Loan						
City Hall Renovation, Series 2019	2.35%	\$ 1,700,000	532,000	42,400	574,400	General Fund
Voter Approved General Obligation Bonds						
Police, Series 2017 (Refinanced)	2.08%	2,812,000	511,000	59,160	570,160	GO Debt Service
Subtotal, governmental activities		4,512,000	1,043,000	101,560	1,144,560	
Business Type Activity						
Water Revenue Refunding Bond Series 2018	2.94%	7,614,000	1,422,000	202,960	1,624,960	Water Fund
2011 Revenue Bonds Series A	3.0-5.0%	9,240,000	1,800,000	448,880	2,248,880	Sewer
2011 Revenue Bonds Series B (Def Int)	1.79-4.07%	5,304,090	1,669,530	550,480	2,220,010	Sewer
Subtotal, business type activities		22,158,090	4,891,530	1,202,320	6,093,850	
Total Long Term Debt		<u>26,670,090</u>	<u>5,934,530</u>	<u>1,303,880</u>	<u>7,238,410</u>	

*Rounded figures

Legal Debt Limits

Cities in Oregon have a legal debt limit on general obligation (GO) debt equal to 3.0 percent of their real market value. For the City of Woodburn, this limit calculates to \$61.7 million. At the beginning of this budget cycle, the City had \$2.8 million in GO Debt. The available amount of additional debt the City can incur is \$58.4 million.

Remaining Long-Term Debt

Government Activities

	Fiscal Year			
2017 General Obligation Refunding Bond	ending June 30,	Principal	Interest	Total
Beginning Principal = \$3,749,000	2020	511,000	59,160	570,160
	2021	539,000	48,530	587,530
	2022	568,000	37,320	605,320
	2023	597,000	25,500	622,500
	2024	597,000	6,180	603,180
		<u>2,812,000</u>	<u>176,690</u>	<u>2,988,690</u>
2019 City Hall Renovation Loan	ending June 30,	Principal	Interest	Total
Beginning Principal = \$1,700,000	2020	532,000	42,400	574,400
	2021	547,000	27,500	574,500
	2022	307,000	14,600	321,600
	2023	314,000	7,400	321,400
		<u>1,700,000</u>	<u>91,900</u>	<u>1,791,900</u>
Total Government Activities		4,512,000	268,590	4,780,590

Business Activities

	Fiscal Year			
2018 - Water Revenue Refunding Bond	ending June 30,	Principal	Interest	Total
Beginning Principal = \$8,630,000	2020	1,422,000	202,950	1,624,950
	2021	1,402,000	161,430	1,563,430
	2022	1,104,000	124,600	1,228,600
	2023	1,442,000	87,170	1,529,170
	2024	1,332,000	46,390	1,378,390
last payment December 2024	2025	912,000	13,410	925,410
		<u>7,614,000</u>	<u>635,950</u>	<u>8,249,950</u>
2011 Sewer Revenue Bonds, Series A	ending June 30,	Principal	Interest	Total
Beginning Principal = \$34,416,557	2020	1,800,000	448,860	2,248,860
	2021	2,020,000	358,860	2,378,860
	2022	4,870,000	266,110	5,136,110
	2023-2031	550,000	116,540	666,540
		<u>9,240,000</u>	<u>1,190,370</u>	<u>10,430,370</u>
2011 Sewer Revenue Bonds, Series B	ending June 30,	Principal	Interest	Total
Deferred Interest Bond	2020	1,669,529	550,471	2,220,000
Beginning Principal = \$8,985,000	2021	1,676,001	683,999	2,360,000
	2023	1,958,541	1,121,459	3,080,000
		<u>5,304,071</u>	<u>2,355,929</u>	<u>7,660,000</u>
Total Business Activities		22,158,071	4,182,249	26,340,320
Grand Total		26,670,071	4,450,839	31,120,910

Personnel Allocation

The table below identifies budgeted wage and benefit allocations across divisions or funds. This table shows the total of allocated personnel costs within each division.

	ADMINISTRATION	ECONOMIC DEVELOPMENT	CITY RECORDER	CITY ATTORNEY	FINANCE	HUMAN RESOURCES	COMMUNITY SERVICES
001 General Fund							
101 Administration	275,910	-	58,200	129,020	272,400	118,900	-
125 Economic Development	-	119,580	-	-	-	-	-
211 Police	29,550	-	-	19,170	14,000	63,760	-
411 Community Services	-	-	-	-	-	-	112,340
511 Planning	-	-	-	50,810	-	-	-
651 Engineering	-	-	-	-	-	-	-
General Fund Wages & Ben	305,460	119,580	58,200	199,000	286,400	182,660	112,340
110 Transit Fund	4,850	-	1,200	-	14,000	7,750	32,390
123 Building Inspection Fund	2,410	-	-	17,780	26,110	8,760	-
137 Housing Rehab Fund	2,410	-	-	-	-	-	-
140 Street Fund - Maint	19,050	-	4,840	16,780	98,100	26,360	10,810
470 Water Fund	54,060	-	4,840	72,550	185,570	26,360	10,810
472 Sewer Fund							
621 Sewer	66,160	-	4,840	77,360	346,900	26,360	21,600
631 Maintenance	-	-	-	-	-	-	-
641 Surface Water/Collect	-	-	4,840	-	-	-	-
568 Information Technology	-	-	-	-	14,100	-	21,600
581 Insurance Fund	-	-	40,010	-	14,000	14,680	-
720 Urban Renewal Fund	7,280	154,640	2,430	10,100	42,000	-	6,480
Other Funds Wages & Ben	156,220	154,640	63,000	194,570	740,780	110,270	103,690
All Funds Wages & Ben*	461,680	274,220	121,200	393,570	1,027,180	292,930	216,030

*City Personnel allocation total is \$16,839,250 and URA Personnel allocation total is \$228,580

	COMMUNITY DEVELOPMENT	ENGINEERING	STREET	SEWER	IT	NON- ALLOCATED	TOTAL
001 General Fund							
101 Administration	-	-	-	-	-	54,580	909,010
125 Economic Development	-	-	-	-	11,290	-	130,870
211 Police	-	-	-	-	64,450	6,067,730	6,258,660
411 Community Services	-	31,270	-	-	5,650	2,068,610	2,217,870
511 Planning	245,340	-	-	-	16,930	115,720	428,800
651 Engineering	-	143,960	-	-	-	-	143,960
General Fund Wages & Ben	245,340	175,230	-	-	98,320	8,306,640	10,089,170
110 Transit Fund	-	-	-	-	-	590,500	650,690
123 Building Inspection Fund	112,110	-	-	-	5,650	478,630	651,450
137 Housing Rehab Fund	-	-	-	-	-	-	2,410
140 Street Fund - Maint	-	173,990	115,300	-	11,290	597,970	1,074,490
470 Water Fund	-	163,030	8,220	-	11,290	1,048,200	1,584,930
472 Sewer Fund							
621 Sewer	-	173,000	41,180	-	11,290	1,192,950	1,961,640
631 Maintenance	-	-	-	159,410	-	-	159,410
641 Surface Water/Collect	-	-	-	107,480	-	-	112,320
568 Information Technology	-	-	-	-	75,710	372,640	484,050
581 Insurance Fund	-	-	-	-	-	-	68,690
720 Urban Renewal Fund	-	-	-	-	5,650	-	228,580
Other Funds Wages & Ben	112,110	510,020	164,700	266,890	120,880	4,280,890	6,978,660
All Funds Wages & Ben*	357,450	685,250	164,700	266,890	219,200	12,587,530	17,067,830

*City Personnel allocation total is \$16,839,250 and URA Personnel allocation total is \$228,580

FTE Detail by Supervising Department

This table shows detail of FTE Summary of Supervising Departments on page 17. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions, see Personnel Allocation on page 156. *Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.*

The budget for FY 2019-20 renamed some positions and added one full-time bus driver and several part-time bus drivers to Transit Department for expanded service. Also added one Utility Worker II to Street Department for street sweeping.

Department and Position	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Budget FY 2019-20	% Change
Administration					
City Administrator					
City Administrator	1.0	1.0	1.0	1.0	0%
Executive Legal Assistant	0.4	0.4	0.4	0.4	0%
Communications Coordinator	1.0	1.0	1.0	1.0	0%
Total City Administrator	2.4	2.4	2.4	2.4	0%
City Attorney					
City Attorney	1.0	1.0	1.0	1.0	0%
Assistant City Attorney	1.0	1.0	1.0	1.0	0%
Executive Legal Assistant	0.5	0.5	0.5	0.5	0%
Total City Attorney	2.5	2.5	2.5	2.5	0%
Finance					
Finance Director	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	-	-	1.0	1.0	100%
Accounting Manager	1.0	1.0	-	-	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0%
Payroll Specialist	-	1.0	1.0	1.0	0%
Accountant I	1.0	-	-	-	0%
Accounting Assistant	-	2.0	2.0	2.0	0%
Court Operations Clerk	-	1.0	1.0	1.0	0%
Cashier	-	1.0	2.0	2.0	0%
Clerk III	4.0	-	-	-	0%
Cashier - Part-time	-	1.1	0.5	0.5	0%
Part-Time Employees - Finance	0.8	-	-	-	0%
Municipal Court Judge	0.1	0.1	0.1	0.1	0%
Total Finance	8.9	9.2	9.6	9.6	0%
City Recorder					
City Recorder/Risk Manager	1.0	1.0	1.0	1.0	0%
Executive Legal Assistant	0.2	0.2	0.2	0.2	0%
Total City Recorder	1.2	1.2	1.2	1.2	0%
Human Resources					
Human Resources Director	1.0	1.0	1.0	1.0	0%
Human Resources Analyst	-	1.0	1.0	1.0	0%
Assistant Human Resources Director	1.0	-	-	-	0%
Total Human Resources	2.0	2.0	2.0	2.0	0%

Department and Position	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Budget FY 2019-20	% Change
Economic Development					
Economic Development Director	0.5	0.5	0.4	0.4	0%
Economic Development Specialist	-	-	0.6	0.5	-17%
Economic Development Assistant	-	0.5	-	-	0%
Total Economic Development	0.5	1.0	1.0	0.9	-10%
Community Development					
Planning					
Community Development Director	1.0	1.0	1.0	1.0	0%
Administrative Specialist	-	-	-	1.0	100%
Administrative Assistant	1.0	1.0	1.0	-	-100%
Associate Planner	1.0	1.0	1.0	1.0	0%
Senior Planner	-	1.0	1.0	1.0	0%
Total Planning	3.0	4.0	4.0	4.0	0%
Building					
Building Official	1.0	1.0	1.0	1.0	0%
Plans Examiner - Building Inspect III	1.0	1.0	1.0	1.0	0%
Plans Examiner - Building Inspect II	1.0	1.0	1.0	1.0	0%
Plans Examiner/Building Inspector I - Part-time	0.8	0.8	0.8	0.8	0%
Total Building	3.8	3.8	3.8	3.8	0%
Total Community Development	6.8	7.8	7.8	7.8	0%
Police					
Police Chief	1.0	1.0	1.0	1.0	0%
Deputy Chief	1.0	1.0	1.0	1.0	0%
Police Lieutenant	2.0	2.0	2.0	2.0	0%
Police Sergeant	5.0	5.0	5.0	5.0	0%
Police Officer	25.0	26.0	26.0	26.0	0%
Community Services Officer	2.0	2.0	2.0	2.0	0%
Police Property and Evidence Tech	1.0	1.0	1.0	1.0	0%
Police Property and Evidence Tech - Part-Time	0.5	0.5	0.5	0.5	0%
Executive Legal Assistant	1.0	1.0	1.0	1.0	0%
Support Services Manager	1.0	1.0	1.0	1.0	0%
Police Records Clerk	3.0	3.0	3.0	3.0	0%
Background Investigator	0.1	-	-	-	0%
Part-Time Employees - Bailiffs	0.1	0.1	0.1	0.1	0%
Total Police	42.7	43.6	43.6	43.6	0%

Department and Position	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Budget FY 2019-20	% Change
Community Services					
Community Services Admin					
Assistant City Administrator	1.0	1.0	1.0	1.0	0%
Special Projects Manager	1.0	1.0	1.0	1.0	0%
Community Relations Manager	1.0	1.0	1.0	1.0	0%
Community Relations Assistant - PT	-	-	-	0.5	50%
Total Community Services Admin	3.0	3.0	3.0	3.5	17%
Library					
Library Manager	1.0	1.0	1.0	1.0	0%
Librarian	2.0	2.0	2.0	3.0	50%
Library Associate	1.0	1.0	1.0	-	-100%
Library Assistant	1.0	1.0	1.0	1.0	0%
Part-Time Employees - Library	5.5	5.5	5.5	5.5	0%
Total Library	10.5	10.5	10.5	10.5	0%
Recreation					
Parks & Recreation Manager	-	-	1.0	1.0	0
Recreation Manager	1.0	1.0	-	-	0%
Recreation Supervisor	1.0	1.0	1.0	1.0	0%
Part-Time Employees - Recreation	1.9	1.9	1.9	1.9	0%
Total Recreation	3.9	3.9	3.9	3.9	0%
Aquatics					
Aquatics Program Supervisor	1.0	1.0	1.0	1.0	0%
Aquatics Coordinator	-	-	1.0	1.0	100%
Part-Time Employees - Aquatics	10.1	10.1	9.1	10.1	11%
Total Aquatics	11.1	11.1	11.1	12.1	9%
Transit					
Transit Manager	1.0	1.0	1.0	1.0	0%
Bus Driver Lead	1.0	1.0	1.0	1.0	0%
Bus Driver	-	-	-	1.0	100%
Clerk II	1.0	-	-	-	0%
Bus Driver - Part-Time	3.3	3.7	4.2	5.6	33%
Medical Transport Driver - Part-Time	0.7	0.7	0.7	1.0	37%
Dial-A-Ride Driver	-	-	-	1.7	170%
Vehicle Custodian - Part-Time	0.4	0.2	0.2	0.5	140%
Total Transit	7.4	6.6	7.1	11.7	65%
Parks & Facilities Maintenance					
Parks & Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	0%
Parks & Maintenance Lead Worker	-	-	1.0	1.0	0%
Parks & Maintenance Worker	6.0	6.0	5.0	5.0	0%
Part-Time Employees - Seasonal	1.3	1.3	1.3	1.3	0%
Total Parks & Facilities Maintenance	8.3	8.3	8.3	8.3	0%
Total Community Services	44.2	43.4	43.9	50.0	14%
Information Technology					
Information Technology Manager	1.0	1.0	1.0	1.0	0%
IT Systems Administrator	1.0	1.0	1.0	1.0	0%
IT Network Administrator	2.0	2.0	1.0	1.0	0%
IT Software Support Specialist	-	-	1.0	1.0	0%
GIS Technician	-	-	1.0	1.0	0%
IT Technician - Part-Time	-	0.5	0.5	0.5	0%
Total Info Technology	4.0	4.5	5.5	5.5	0%

Department and Position	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Budget FY 2019-20	% Change
Public Works					
Water					
PW Operations Division Supervisor	-	-	1.0	1.0	0%
Drinking Water Section Supervisor	1.0	1.0	-	-	0%
Water Treatment Supervisor/Water Operator III	1.0	1.0	1.0	1.0	0%
Administrative Analyst	-	-	1.0	1.0	0%
Clerk III	1.0	1.0	-	-	0%
Utility Worker I	2.0	2.0	2.0	2.0	0%
Water Meter Reader	-	-	1.0	1.0	0%
Utility Worker II	1.0	1.0	-	-	0%
Utility Worker III	1.0	1.0	1.0	1.0	0%
Utility Worker IV	1.0	1.0	1.0	1.0	0%
Water Operator I	1.0	1.0	1.0	1.0	0%
PW Maintenance Tech	-	-	1.0	1.0	0%
Water Maintenance Tech	1.0	1.0	-	-	0%
Utility Worker 1 (Seasonal) - PT	-	-	-	0.5	100%
Total Water	10.0	10.0	10.0	10.5	5%
Surface Water/Sewer Collections					
Sewer Line Maintenance Tech	1.0	1.0	1.0	1.0	0%
Utility I	1.0	1.0	1.0	1.0	0%
PW Collections Operation I	1.0	1.0	1.0	1.0	0%
Utility III	1.0	1.0	1.0	-	-100%
Total Surface Water/Sewer Collections	4.0	4.0	4.0	3.0	-25%
Sewer					
WWTP Supervisor/Operator IV	-	-	1.0	1.0	0%
Wastewater Treatment Section Supervisor	1.0	1.0	-	-	0%
Administrative Specialist	-	-	1.0	1.0	0%
Clerk III	1.0	1.0	-	-	0%
Industrial Waste Coordinator	1.0	1.0	1.0	1.0	0%
Laboratory Technician	1.0	1.0	1.0	1.0	0%
Utility Worker II	1.0	1.0	1.0	1.0	0%
Utility Worker I	1.0	1.0	1.0	1.0	0%
PW Maintenance Technician	-	-	-	2.0	100%
Wastewater Maintenance Tech	2.0	2.0	2.0	-	-100%
Wastewater Operator I	1.0	1.0	2.0	2.0	0%
Wastewater Operator II	1.0	1.0	1.0	1.0	0%
Wastewater Operator III	1.0	1.0	-	-	0%
Total Sewer	11.0	11.0	11.0	11.0	0%
Street					
PW Program & Compliance Manager	-	-	1.0	1.0	0%
Street Maintenance Supervisor	1.0	1.0	-	-	0%
Fleet Maintenance Technician	1.0	1.0	1.0	1.0	0%
Utility Worker I	2.0	3.0	3.0	3.0	0%
Utility Worker II	1.0	-	-	1.0	0%
Utility Worker III	1.0	1.0	1.0	1.0	0%
Utility worker I (Seasonal)	1.3	1.3	1.5	1.5	0%
Total Street	7.3	7.3	7.5	8.5	13%

Department and Position	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Budget FY 2019-20	% Change
Public Works (cont.)					
Engineering					
Public Works Director	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	1.0	1.0	0%
Administrative Specialist	-	-	1.0	1.0	0%
Clerk III	1.0	1.0	-	-	0%
CAD/GIS Technician	1.0	1.0	1.0	1.0	0%
Project Engineer	0.5	1.5	1.5	0.5	-67%
Associate Engineer	-	-	-	1.0	100%
Senior Engineering Technician	1.0	-	-	-	0%
Total Engineering	5.5	5.5	5.5	5.5	0%
Total Public Works	37.8	37.8	38.0	38.5	-7%
TOTAL FTE	152.9	155.3	157.4	163.9	4%

Budgeted Transfers

The table below shows a summary of all budgeted transfers. The purpose of each transfer is included in the individual fund discussions

		Transfers In							
		Transit	Street	Str/Storm	Sewer	Water	Equip	PERS	
Fund		Fund 110	Fund 140	Cap Const Fund 363	Cap Const Fund 465	Cap Const Fund 466	Replacem Fund 591	Reserve Fund 693	Total
Transfer Out	General Fund 001	116,000						292,290	408,290
	Transit Fund 110							6,510	6,510
	Building Fund 123							6,480	6,480
	Street Fund 140			2,035,000			50,000	10,750	2,095,750
	Street SDC Fund 376			1,500,000					1,500,000
	Storm SDC Fund 377			140,000					140,000
	Water Fund 470						50,000	15,850	65,850
	Sewer Fund 472		90,000		883,190		50,000	23,010	1,046,200
	Water SDC Fund 474					902,500			902,500
	Sewer SDC Fund 475				2,107,410				2,107,410
	Info Tech Fund 586							4,840	4,840
	Insurance Fund 581							690	690
	Urban Renewal Fund 720							2,290	2,290
	Total	116,000	90,000	3,675,000	2,990,600	902,500	150,000	362,710	8,286,810

Funds for capital projects are only transferred on a reimbursement basis.

Capital Construction Projects

Consistent with the City’s commitment to financial transparency and accountability, an improved methodology for planning, authorizing, budgeting and reporting Capital Construction projects was implemented in FY 2014-15. All capital projects are individually reviewed and authorized by the Public Works Director, Finance Director and ultimately, the City Administrator prior to inclusion in the annual budget. Each project has a specific scope and budget and each included project has a project data sheet providing this information. Only those projects included in this budget may incur expenditures during this fiscal period. Projects added after budget authorization must be authorized by Council through a supplemental budget request or wait for the next budget cycle for authorization.

Projects funded on a pay-as-you-basis are budgeted for the full amount of the project cost, even if the project is expected so span multiple budget periods. This ensures that budget authority is available for the project should the schedule accelerate. In addition, this ensures that funds authorized are earmarked for the project, which prevents inadvertent over expenditure of limited dedicated resources. Previously authorized projects not completed in the prior fiscal year are included with the balance of unexpended funds budgeted. Projects that require financing are budgeted incrementally to ensure that available funding is used prior to incurring borrowing costs.

As the year progresses, transfers to Cap Const Funds will be performed only on a reimbursement basis for each project. This will ensure that funds are not transferred for projects that are delayed or cancelled. With the exception of projects that have external funding sources, the target ending balance for Cap Const Funds will be zero.

A project code is assigned for each project, which uniquely identifies the project’s class, purpose, fund, plus a four-digit project number. The project codes are used on all transactions to track revenues and expenditures for the life of the project.

Project Class		Project Purposed		Fund		Project Number
A	Activity	A	Activity	GF	General	####
C	Capital	B	Building	ST	Street	
E	Engineering Only	D	Distribution	SW	Sewer	
G	Grant	E	Equipment	TR	Transit	
M	Maintenance	I	Infrastructure	UR	Urban Renewal	
		P	Parks	WA	Water	
		V	Vehicles			

Project Data Sheets

As part of the City’s improved capital project methodology, project data sheets have been included on the following pages for all proposed capital projects. These sheets summarize a project, including the budget amount, funding source and location of the project. Multi-year information is also displayed to provide a project status. Before a project data sheet is created, the project is reviewed by the City Administrator for inclusion in the proposed budget.

Current Year Projects

Project Name	Project Number	General Cap	Street & Storm	Sewer	Water	Total
		Const Fund 358	Cap Const Fund 363	Cap Const Fund 465	Cap Const Fund 466	
City-wide Facility Improvements	CBGF1556	1,000,000	-	-	-	1,000,000
Community Center Design	CBGF1534	1,285,310	-	-	-	1,285,310
West Hayes street improvement ^(A)	CIST1486	-	2,900,000	-	-	2,900,000
Safety Sidewalk & ADA Construction	CIST1165	-	75,000	-	-	75,000
Hardcastle Avenue/Railroad Crossing Realignment ^(B)	CIST1443	-	2,100,000	-	-	2,100,000
Fourth Street Storm rehabilitation ^(C)	CDST1471	-	200,000	-	-	200,000
WWTP Phase 2A Upgrades ^(D)	CISW1052	-	-	2,400,000	-	2,400,000
Brick Veneer Repair - Digester	CISW1544	-	-	50,000	-	50,000
Mill Creek Pump Station - Phase 1	CDSW1413	-	-	200,000	-	200,000
Pump Station Upgrades (Existing Upgrades - Reliability)	CDSW1414	-	-	225,000	-	225,000
Sanitary Sewer Collection System Piping replacement	CDSW1488	-	-	250,000	-	250,000
Santiam Lift Station Abandonment	CDSW1512	-	-	235,000	-	235,000
I-5 Pump Station Project ^(E)	CDSW1547	-	-	1,250,000	-	1,250,000
Sanitary Sewer - Boones Crossing PUD ^(F)	CDSW1513	-	-	127,500	-	127,500
I-5 Force Main Project ^(G)	CDSW1569	-	-	3,093,000	-	3,093,000
Well Rehabilitation	CDWA1550	-	-	-	30,000	30,000
Water Rights Implementation	AAWA1442	-	-	-	25,000	25,000
Fire Flow Improvements	CDWA1551	-	-	-	336,800	336,800
Repaint Elevated Storage Tank	CIWA1545	-	-	-	500,000	500,000
Parr Road Treatment Plant - New Well & Raw Water Piping ^(H)	CDWA1546	-	-	-	1,550,000	1,550,000
Rehab/Capacity Imprvmnts to Existing Distribution System ^(I)	CDWA1552	-	-	-	210,000	210,000
Hwy 214 - Astor to 1210 Newberg Hwy Loop ^(J)	CDWA1518	-	-	-	134,560	134,560
Total		2,285,310	5,275,000	7,830,500	2,786,360	18,177,170

^(A) CIST1486 - \$1,000,000 funded from Street SDC Fund and \$80,000 being funded from Storm SDC Fund

^(B) CIST1443 - \$500,000 funded from Street SDC Fund

^(C) CDSW1471 - \$60,000 funded from Storm SDC Fund

^(D) CISW1052 - \$600,000 funded from Sewer SDC Fund

^(E) CDSW1547 - \$823,000 funded from Sewer SDC Fund

^(F) CDSW1513 - \$80,000 funded from Sewer SDC Fund

^(G) CDSW1569 - \$604,410 funded from Sewer SDC Fund

^(H) CDWA1546 - \$750,000 funded from Water SDC Fund

^(I) CDWA1552 - \$62,500 funded from Water SDC Fund

^(J) CDWA1518 - \$90,000 funded from Water SDC Fund

Water project SDC cost split based on July 9, 2018 approved methodology report includes:

Project	Percent Eligibility
New Wells	100%
Hydrogeological Study	100%
Well 7 Improvements	25%
Parr Road 3 rd booster pump & SCADA	99%
National Way 3 rd booster pump	100%
Transmission Replacement	36%
SWIR system expansion Excludes estimated developer funded cost portion	100%
OR-99E network connections	100%
Fire flow improvements	36%

Project Data for City-wide Facility Improvements

Project Number:	CBGF1556	New Project <input type="checkbox"/>
Project Name:	Citywide Facility Improvements	
Project Description:	Improvements to various City facilities due to deferred maintenance. City Hall remodel and HVAC, Police HVAC and Emergency Operations Center are a few of the projects.	

Map:



City Hall Renovation – rendition view from hallway

Project Justification:	A capital investment in existing facilities is necessary to preserve future use. Project funding of \$1.8 million will come from a General Fund reserve transfer and \$1.6 million from financing.
Operating Fund Impact:	Energy savings from upgrades
Project Status:	Design/Construction
Estimated Completion Date:	August 2019
Estimated Project Cost:	\$2,800,000
Capital Expense Account:	358-121-9531 5629 Buildings

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$2,800,000	\$1,000,000		
Year to Date expenses	\$1,800,000			
Balance	\$1,000,000			

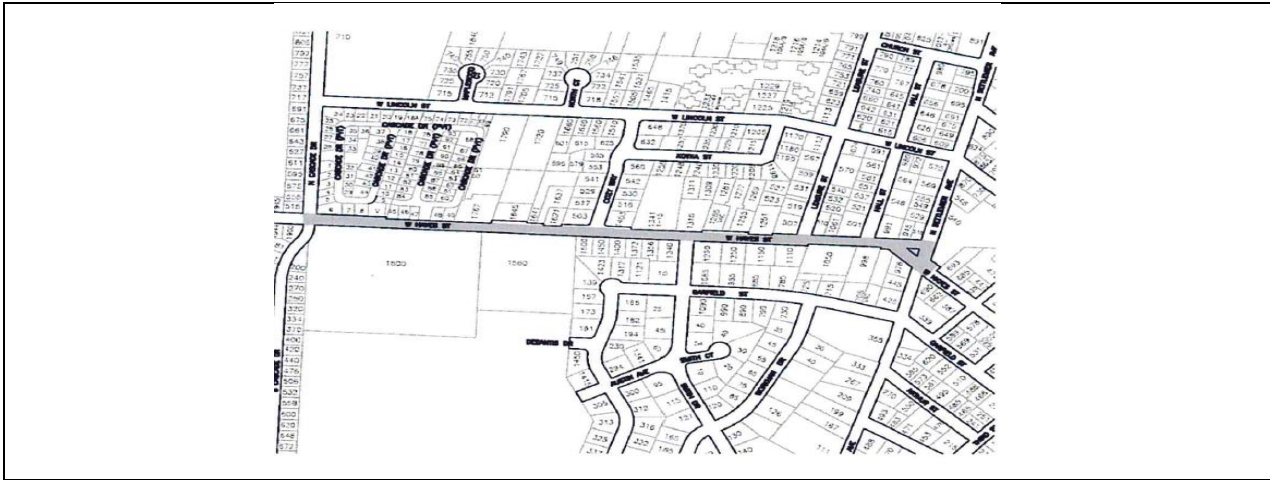
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
MBGF1520	001	General Fund	\$2,800,000	FY 2018-20

Project Data for West Hayes Street Improvement

Project Number:	CIST1486	New Project <input type="checkbox"/>
Project Name:	West Hayes – Settlemier to Cascade – Street Improvement	
Project Description:	Improve intersection of Settlemier and W. Hayes Street; improve pedestrian crossing near school at Cozy Way with a pedestrian warning signal; widen and improve street between Settlemier and Cascade with sidewalks on both sides.	

Map:



Project Justification:	To improve pedestrian and vehicular safety. Nellie Muir Elementary School is located within the boundaries of this project and currently there are continuous sidewalks on the south side of the street. West Hayes is classified as a Service Collector, which should have bike lanes and sidewalks on both sides of the street. A pedestrian crossing is located at Cozy Way. The intersection of West Hayes with Settlemier Avenue splits eastbound and westbound traffic.
Operating Fund Impact:	No impact to operating budget but will reduce long term maintenance costs
Project Status:	Final design 2018 and construction 2019-20
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$3,125,000
Capital Expense Account:	363-631-9531 5631 Street/Sidewalk/Alley

Budget History:

Fiscal Year	2016-17	2017-18	2018-19	2019-20
Budget	\$3,125,000	\$3,072,156	\$3,000,000	\$2,900,000
Year to Date expenses	\$52,844	\$72,156	\$100,000	
Balance	\$3,072,156	\$3,000,000	\$2,900,000	

Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CIST1486	140	Street Fund (including ODOT Fund Exchange)	\$1,820,000	FY 2018-19
CIST1486	376	Street SDC Fund	\$1,000,000	FY 2019-20
CIST1486	377	Storm SDC Fund	\$80,000	FY 2019-20

Project Data for Safety Sidewalk and ADA ramps

Project Number:	CIST1165	New Project <input type="checkbox"/>
Project Name:	Safety Sidewalk Construction/ADA ramps	
Project Description:	Construction of miscellaneous sidewalks and ADA improvements. Improvements include new ADA ramps at intersection corners mostly throughout the Downtown area.	

Map:



Proposed ADA ramp installation – Young Street and Tooze Street

Project Justification:	Improvements for safe pedestrian movements and ADA compliance.
Operating Fund Impact:	No impact to operating budget
Project Status:	Annual
Estimated Completion Date:	Ongoing
Estimated Project Cost:	\$75,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

Budget History

Fiscal Year	2019-20				
Budget	\$75,000				
Year to Date expenses					
Balance					

Funding Data:

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CIST1165	140	Street Fund	\$75,000	2019-20

Project Data for Hardcastle Avenue/Railroad Crossing Realignment

Project Number:	CIST1443	New Project <input type="checkbox"/>
Project Name:	Hardcastle Avenue/Railroad Crossing Realignment	
Project Description:	The project will include shifting the intersection to the north, allowing wider turning areas for trucks and match the existing grade with N. Front Street. There will be a new 32 ft. wide street with curb and sidewalk on both sides up to and around Commerce Way, new railroad crossing signal system and concrete grade crossing panels.	

Map:



Project Justification:	This project will allow safer turning movements for vehicular traffic
Operating Fund Impact:	Railroad crossing is owned by Union Pacific Railroad – no impact on City budget
Project Status:	Design and right-of-way acquisition 2018 and construction 2019-20
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$2,200,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

Budget History:

Fiscal Year	2017-18	2018-19	2019-20
Budget	\$2,200,000	\$2,100,000	\$2,100,000
Year to Date expenses	\$100,000	0	
Balance	\$2,100,000	\$2,100,000	

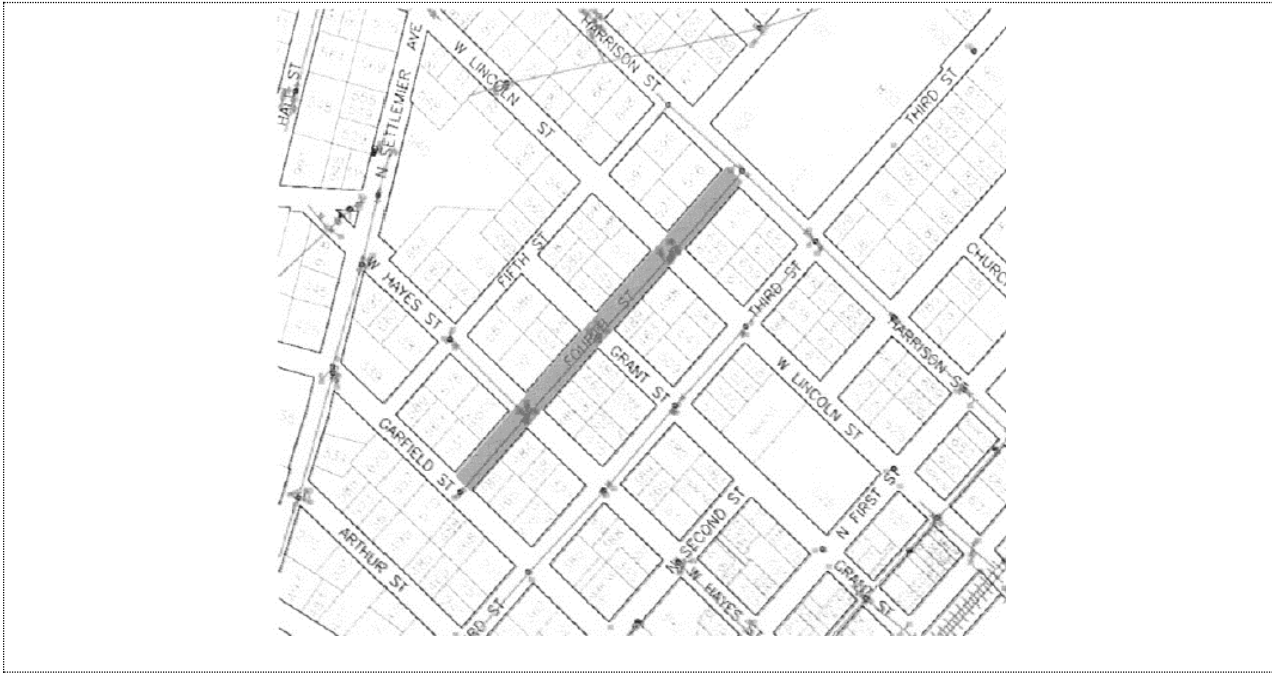
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CIST1443	140	Street Fund (includes ODOT Fund Exchange)	\$1,600,000	FY 2017-20
CIST1443	376	Street SDC Fund	\$500,000	FY 2017-20

Project Data for Fourth Street Storm Rehab

Project Number:	CDST1471	New Project <input type="checkbox"/>
Project Name:	Fourth Street Storm Rehabilitation	
Project Description:	Replace existing pipes with four each 48-inch storm drain manholes, 1,270 LF PVC storm drain pipe and nine each Type II catch basins/inlets on Fourth Street between Garfield Street and Harrison Street	

Map:



Project Justification:	The project will correct a significant ongoing storm maintenance problem and will replace deteriorated and substandard storm pipe and catch basin inlets
Operating Fund Impact:	Decrease maintenance costs by correcting problems
Project Status:	Construction
Estimated Completion Date:	June 2019
Estimated Project Cost:	\$260,000
Capital Expense Account:	363-631-9531 5636 Storm Drains

Budget History:

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20
Budget	\$260,000	\$237,338	\$237,338	\$200,000	\$200,000
Year to Date expenses	\$22,662	\$251	\$37,338	0	
Balance	\$237,338	\$237,087	\$200,000	\$200,000	

Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDST1471	140	Street Fund	\$190,000	2015-20
CDST1471	377	Storm SDC	\$60,000	2015-20
CDST1471	140	Street Fund	\$10,000	2016-20

Project Data for WWTP Phase 2A Upgrades

Project Number:	CISW1052	New Project <input type="checkbox"/>
Project Name:	WWTP Phase 2A and Natural Treatment System Upgrades	
Project Description:	<p>Compliance Wastewater System improvements upgrades include blower upgrades, contact stabilization, generator upgrades for reliability and redundancy, constructed wetlands for effluent cooling, expansion of the poplar tree plantation and installation of a new Pudding River outfall.</p> <p>The final design plans for the compliance upgrades were prepared and submitted to Oregon DEQ in January 2012. The Environmental Protection Agency, based on a court decision, disapproved Oregon DEQ using National Conditions Criterion for establishing TMDL's for thermal loading, which is what the City's TMDL for is based on. The City cannot move forward until DEQ establishes the TMDL for thermal loading for the City's NPDES discharge permit for Pudding River. Depending on the timing of future decisions, some components not related to thermal loading may be pulled out and constructed separately.</p>	

Map:



Project Justification:	Compliance upgrades needed to deal with new thermal loading limits on the Pudding River.
Operating Fund Impact:	Increases long term costs because of additional maintenance
Project Status:	Waiting DEQ determination on Thermal Loading for Pudding River
Estimated Completion Date:	Depends on Oregon DEQ
Estimated Project Cost:	\$12,400,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History

Fiscal Year	2014-15	2015-17	2017-18	2018-19	2019-20+
Budget	\$1,000,000	\$1,000,000	\$1,000,000	\$1,200,000	\$11,200,000
Year to Date expenses	\$850	\$0	\$0		
Balance	\$999,150	\$1,000,000	\$1,000,000	\$1,200,000	

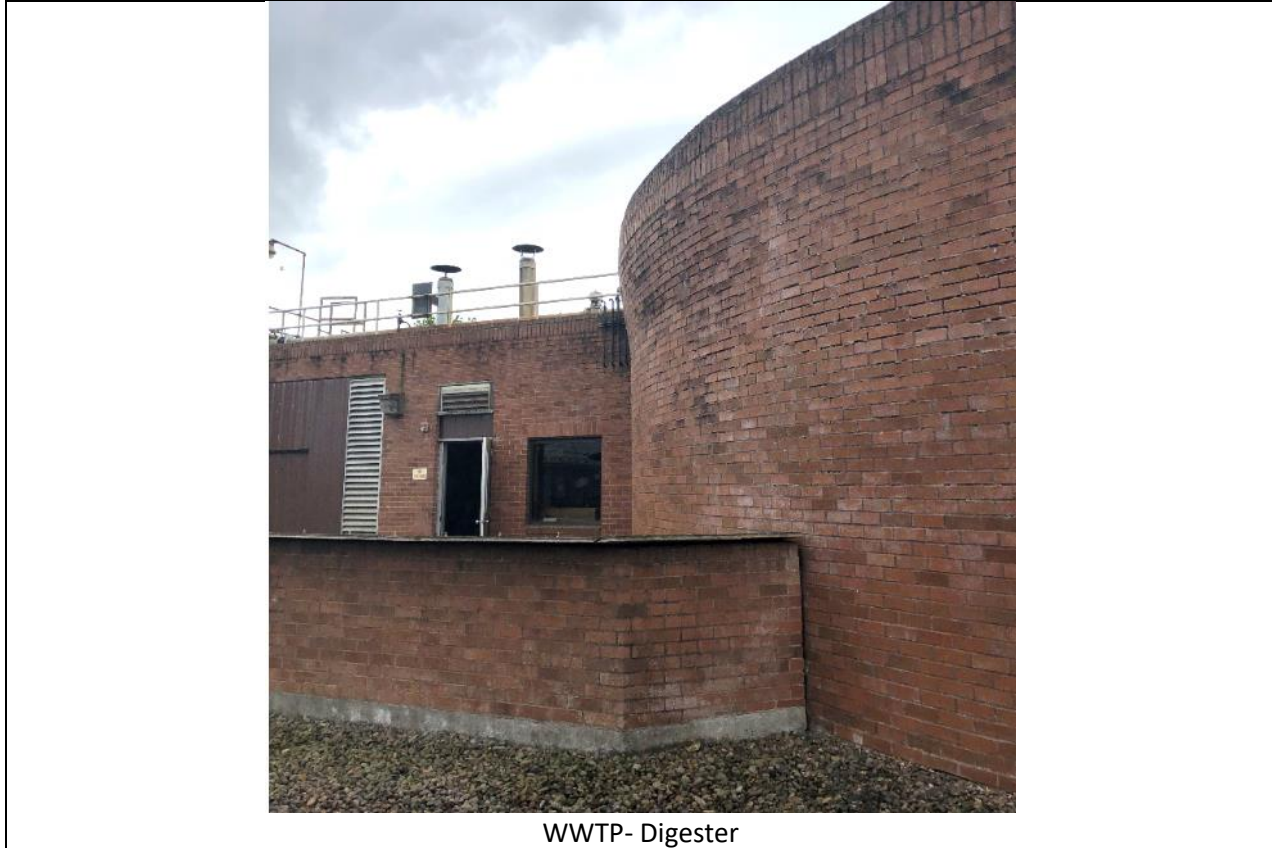
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CISW1052	472	Sewer Fund	\$12,400,000	FY 2014-20+

Project Data for WWTP Digester Brick Veneer Repair

Project Number:	CISW1544	New Project <input type="checkbox"/>
Project Name:	WWTP Digester Brick Veneer Repair	
Project Description:	Repair of deteriorated brick veneer on the Digester Building at the WWTP.	

Map:



WWTP- Digester

Project Justification:	Repairing deteriorated brick veneer on Digester Building
Operating Fund Impact:	No impact on operating fund
Project Status:	Construction
Estimated Completion Date:	June 30, 2020
Estimated Project Cost:	\$50,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$50,000	\$50,000		
Year to Date expenses	0			
Balance	\$50,000			

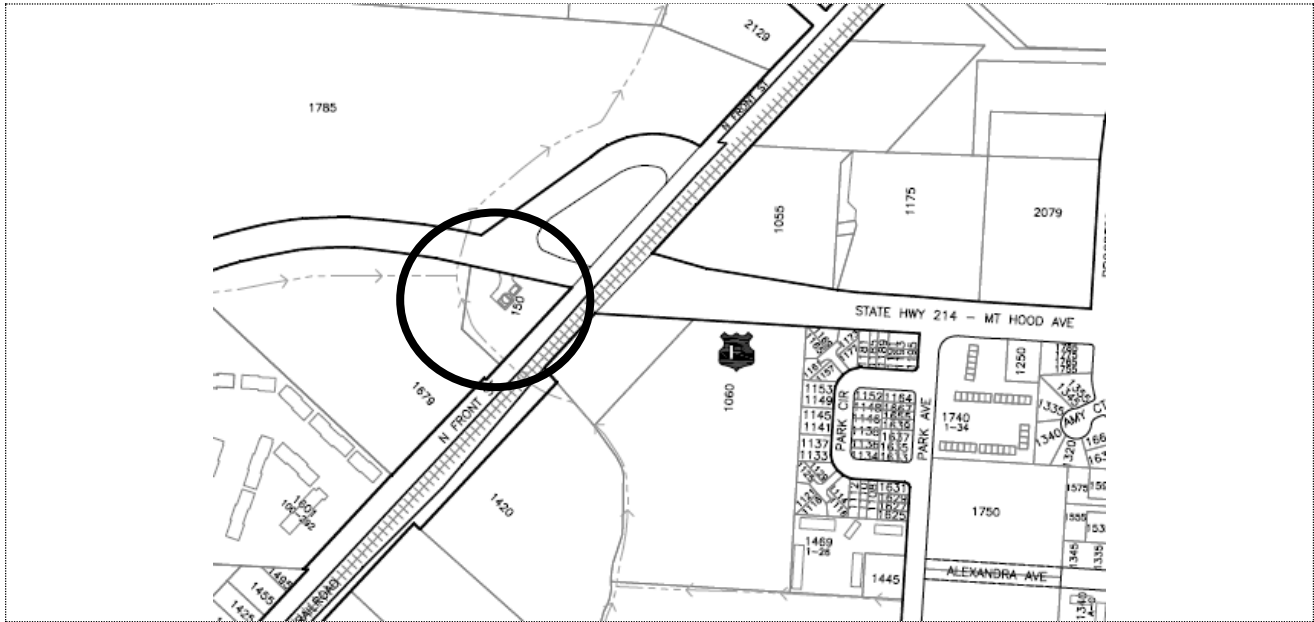
Funding Data:

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1544	472	Sewer Fund	\$50,000	2018-20

Project Data for Mill Creek Pump Station, Phase 1

Project Number:	CDSW1413	New Project <input type="checkbox"/>
Project Name:	Mill Creek Pump Station Phase 1	
Project Description:	Project identified in Wastewater Facilities Plan. Minimum capacity of existing pumps at Mill Creek Pump Station exceeds the low flow conditions. The project installs new flow submersible pumps with variable speeds at Mill Creek Pump Station. This project is included in the POTW/Natural Treatment System upgrades project that currently is on hold pending future DEQ decisions. Depending on the timing of future decisions, it may be pulled out and bid separately.	

Map:



Project Justification:	Project will improve pump and motor life, improve force main operations by providing constant flow and improve plan performance by providing a steady flow during low flow conditions.
Operating Fund Impact:	Increases long term costs because of additional maintenance
Project Status:	Currently on hold pending DEQ decisions
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$200,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$200,000	\$200,000		
Year to Date expenses	0			
Balance	\$200,000			

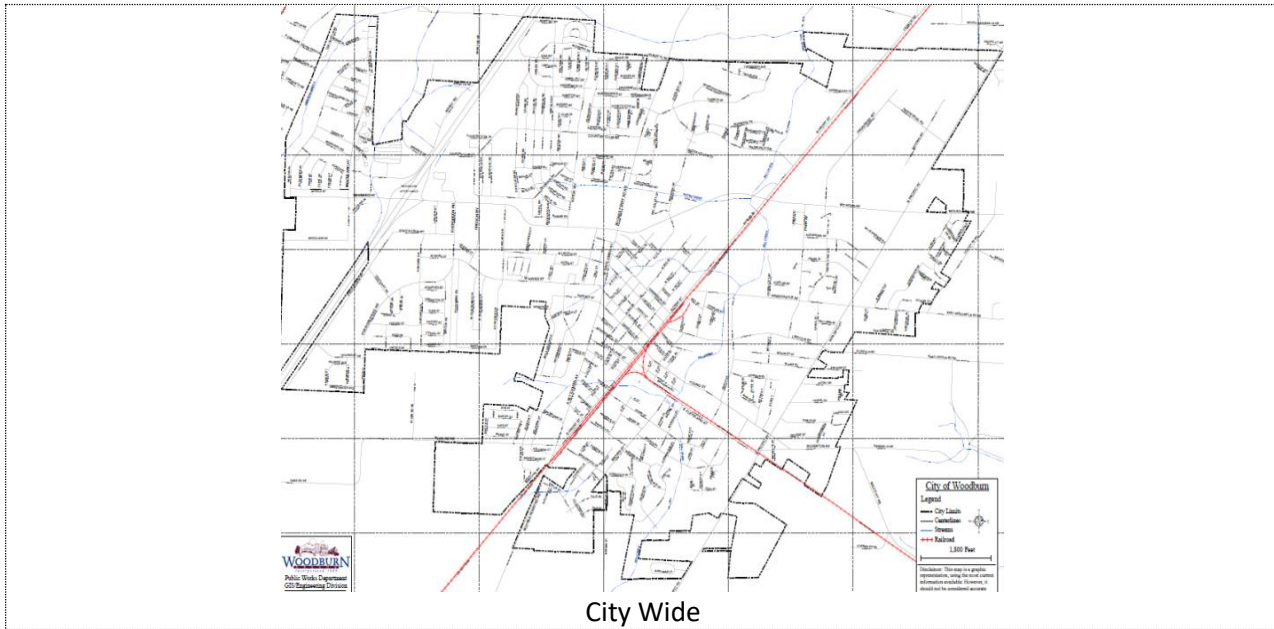
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1413	472	Sewer Fund	\$200,000	2018-20

Project Data for Pump Station Upgrades

Project Number:	CDSW1414	New Project <input type="checkbox"/>
Project Name:	Pump Station Upgrades – electrical & alarms	
Project Description:	Compliance with DEQ reliability requirements including electrical and alarm systems.	

Map:



Project Justification:	Initial condition assessment of the existing pump stations was included in the Wastewater Facilities Plan but it was recommended to do a separate Pump Station Reliability Study and modifications done that are identified to ensure continued compliance.
Operating Fund Impact:	Increases long term costs because of additional maintenance
Project Status:	Design
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$225,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History

Fiscal Year	2017-18	2018-19	2019-20
Budget	\$225,000	\$225,000	\$225,000
Year to Date expenses	0	0	
Balance	\$225,000	\$225,000	

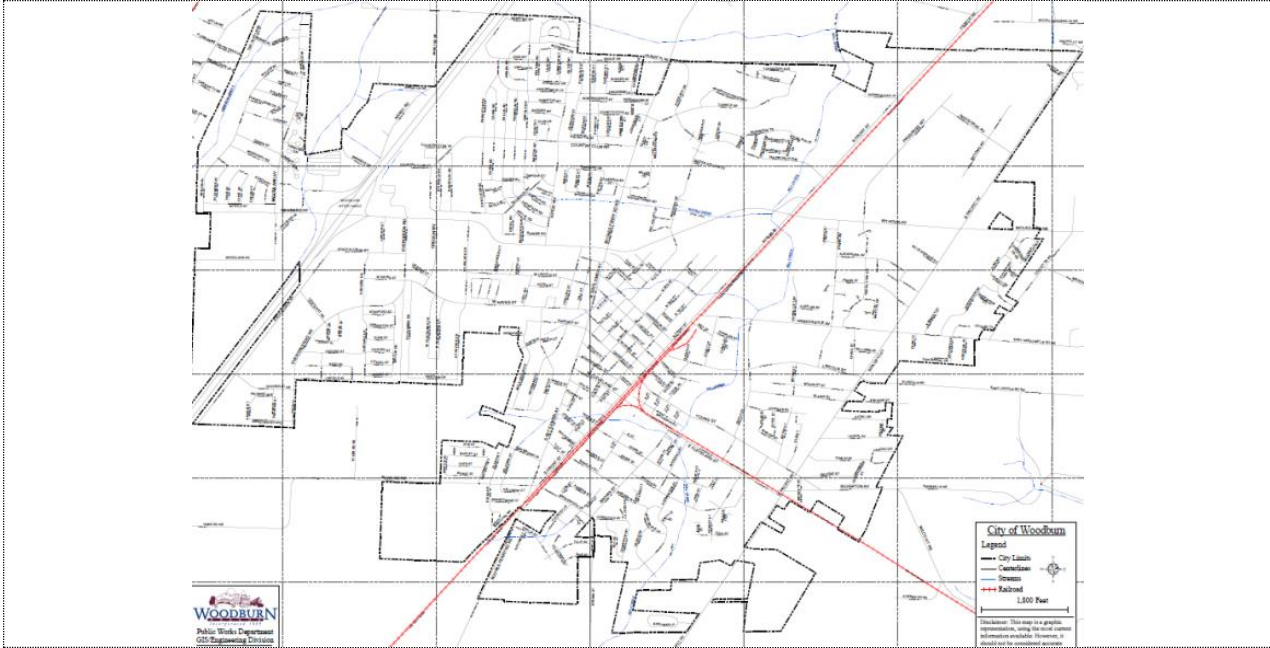
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CISW1002	465	Sewer Capital Construction Fund	\$225,000	2017-20

Project Data for Sanitary Sewer Collection System replacement piping

Project Number:	CDSW1515	New Project <input type="checkbox"/>
Project Name:	Sanitary Sewer Collection System Replacement piping	
Project Description:	Replacement of deteriorated sanitary sewer piping throughout the City. This project also includes force main air release upgrades.	

Map:



Project Justification:	<p>Project will restore sanitary sewer infrastructure and eliminate infiltration and inflow of ground water into the sanitary sewer system.</p> <p>Air relief valves are failing and require regular maintenance. The improvement would increase the efficiency of the sewer force main system and lower operating costs for power to the pumps.</p>
Operating Fund Impact:	Will reduce power costs for the pumps
Project Status:	Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History:

Fiscal Year	2017-18	2018-19	2019-20
Budget	\$250,000	\$250,000	\$250,000
Year to Date expenses	0	0	
Balance	\$250,000	\$250,000	

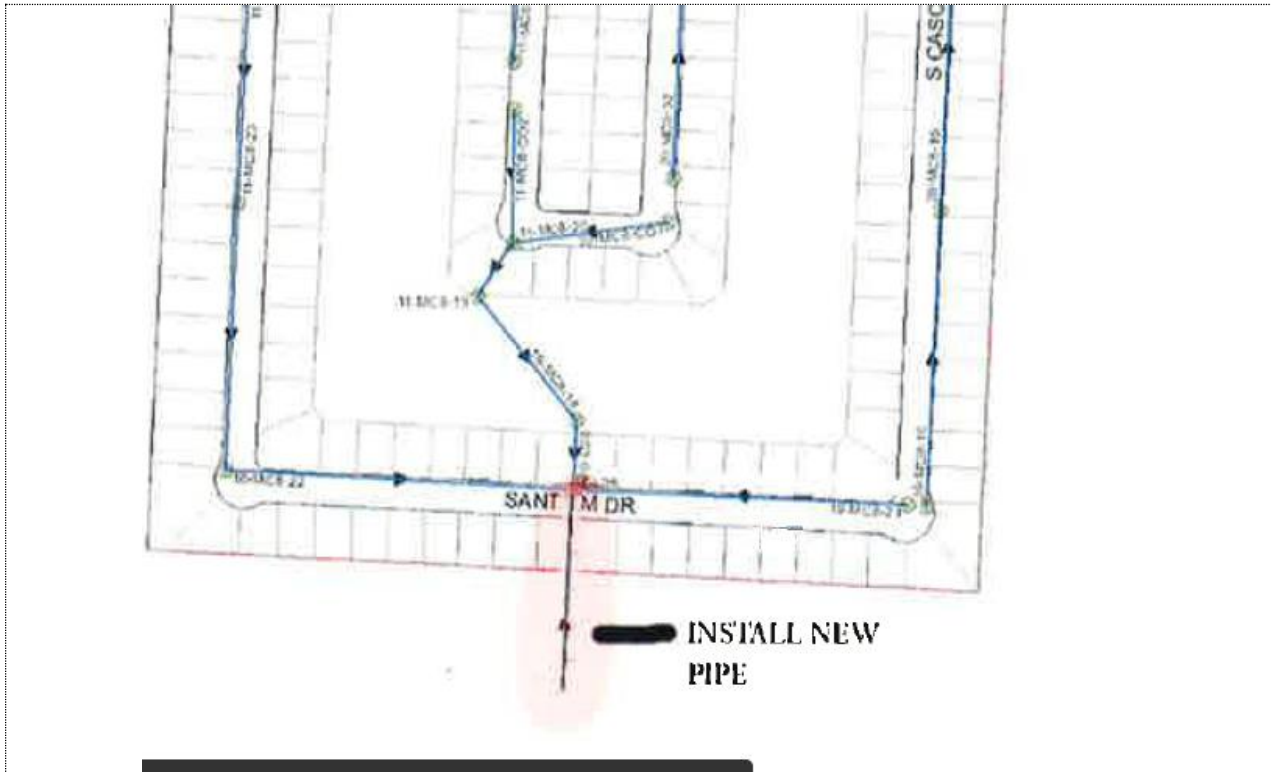
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1515	472	Sewer Fund	\$250,000	2017-20

Project Data for Santiam Lift Station Abandonment

Project Number:	CDSW1512	New Project <input type="checkbox"/>
Project Name:	Santiam Lift Station Abandonment	
Project Description:	Abandonment of the lift station and realign sewer main to provide gravity sewer. New development is currently being planned which will be occurring south of this area.	

Map:



Project Justification:	Eliminate significant costs in maintaining the existing lift Station
Operating Fund Impact:	Will reduce maintenance costs
Project Status:	Demolition
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$235,000
Capital Expense Account:	465-621-9531 5635 Sewer

Budget History:

Fiscal Year	2017-18	2018-19	2019-20
Budget	\$235,000	\$235,000	\$235,000
Year to Date expenses	0	0	
Balance	\$235,000	\$235,000	

Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1512	472	Sewer Fund	\$235,000	2017-20

Project Data for I-5 Pump Station Upgrade

Project Number:	CDSW1547	New Project <input type="checkbox"/>
Project Name:	I-5 Pump Station Project	
Project Description:	Upgrade I-5 Pump Station to handle future development flows as per the Wastewater Facilities Plan	

Map:



Project Justification:	The project will provide adequate sanitary sewer capacity for new developments in the Southwest Industrial Reserve (SWIR) area. The SWIR area consists of property on the southwest side of I-5 along Butteville Road and property on the southeast side of I-5 south of Walmart.
Operating Fund Impact:	
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$1,307,000
Capital Expense Account:	465-631-9531 5631 Street/Alleys/Sidewalks

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$1,307,000			
Year to Date expenses				
Balance	\$1,307,000			

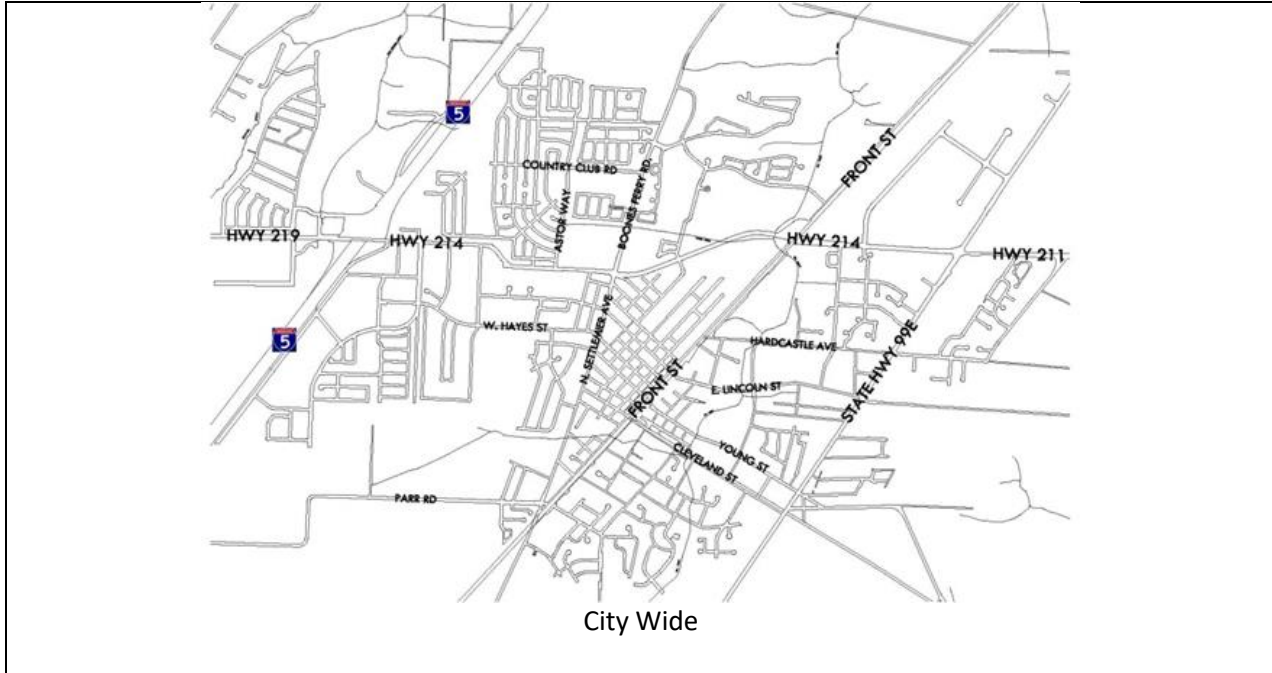
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1547	472	Sewer Fund	\$1,307,000	FY 2018-20

Project Data for Well Rehabilitation

Project Number:	CDWA1550	New Project <input type="checkbox"/>
Project Name:	Well Rehabilitation	
Project Description:	Ongoing project with well rehabilitation efforts to enhance the capacity of existing wells within the City of Woodburn	

Map:



Project Justification:	Process will increase well production capabilities
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$78,800
Capital Expense Account:	466-611-9531 5434 Water

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$30,000	\$30,000		
Year to Date expenses	0			
Balance	\$30,000			

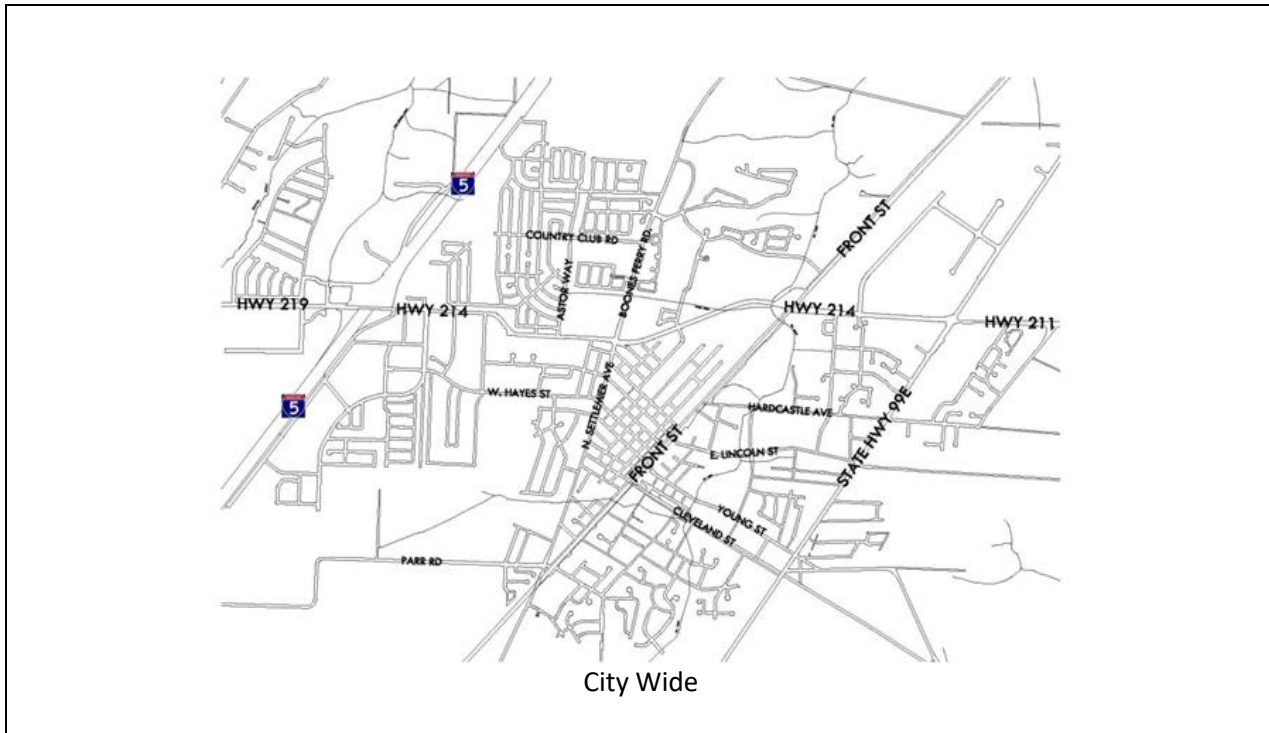
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1550	470	Water Fund	\$30,000	2018-20

Project Data for Water Rights Implementation

	AAWA1442	New Project <input checked="" type="checkbox"/>
Project Name:	Water Rights Implementation	
Project Description:	Water rights analysis and implementation to secure water rights for the City of Woodburn for the near future.	

Map:



Project Justification:	This process will help secure water rights for the City of Woodburn
Operating Fund Impact:	No Impact
Project Status:	Design
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$40,000
Capital Expense Account:	466-611-9531 5634 Water

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$40,000	\$25,000		
Year to Date expenses	\$15,000			
Balance	\$25,000			

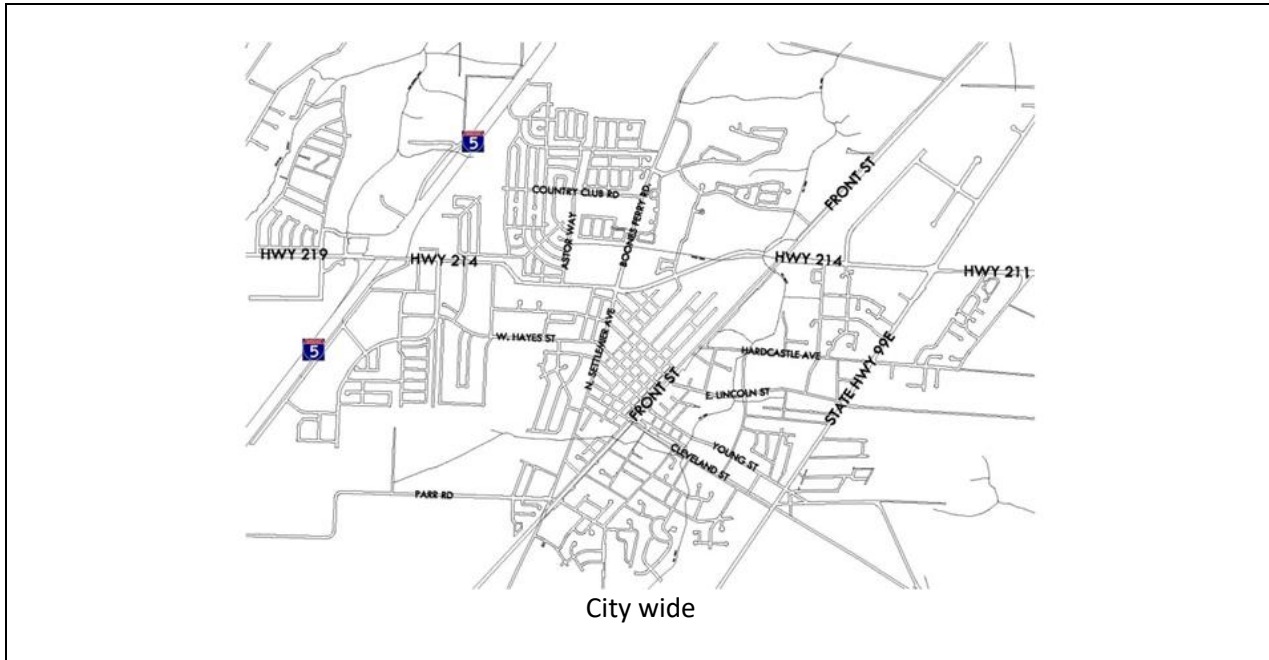
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
AAWA1442	470	Water Fund	\$40,000	FY 2018-20

Project Data for Fire Flow Improvements

Project Number:	CDWA1551	New Project <input type="checkbox"/>
Project Name:	Fire Flow Improvements	
Project Description:	Annual program for the implementation of water distribution projects required in order to meet minimum state fire flow requirements.	

Map:



Project Justification:	Project required to provide fire flow protection to the residents and businesses in Woodburn
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$336,800
Capital Expense Account:	466-611-9531-5634 Water

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$336,800	\$336,800		
Year to Date expenses	0			
Balance	\$336,800			

Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1551	470	Water Fund	\$336,800	2018-20

Project Data for Repainting Elevated Water Storage Tank

Project Number:	CIWA1545	New Project <input type="checkbox"/>
Project Name:	Repaint elevated water storage tank	
Project Description:	Repaint the existing elevated water storage tank at the northeast quadrant of Cleveland Street and Front Street	

Map:



Project Justification:	Repainting the water storage tower will preserve a critical reservoir within the City of Woodburn.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$500,000
Capital Expense Account:	466-611-9531 5634 Water

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$400,000	\$500,000		
Year to Date expenses	0			
Balance	\$400,000			

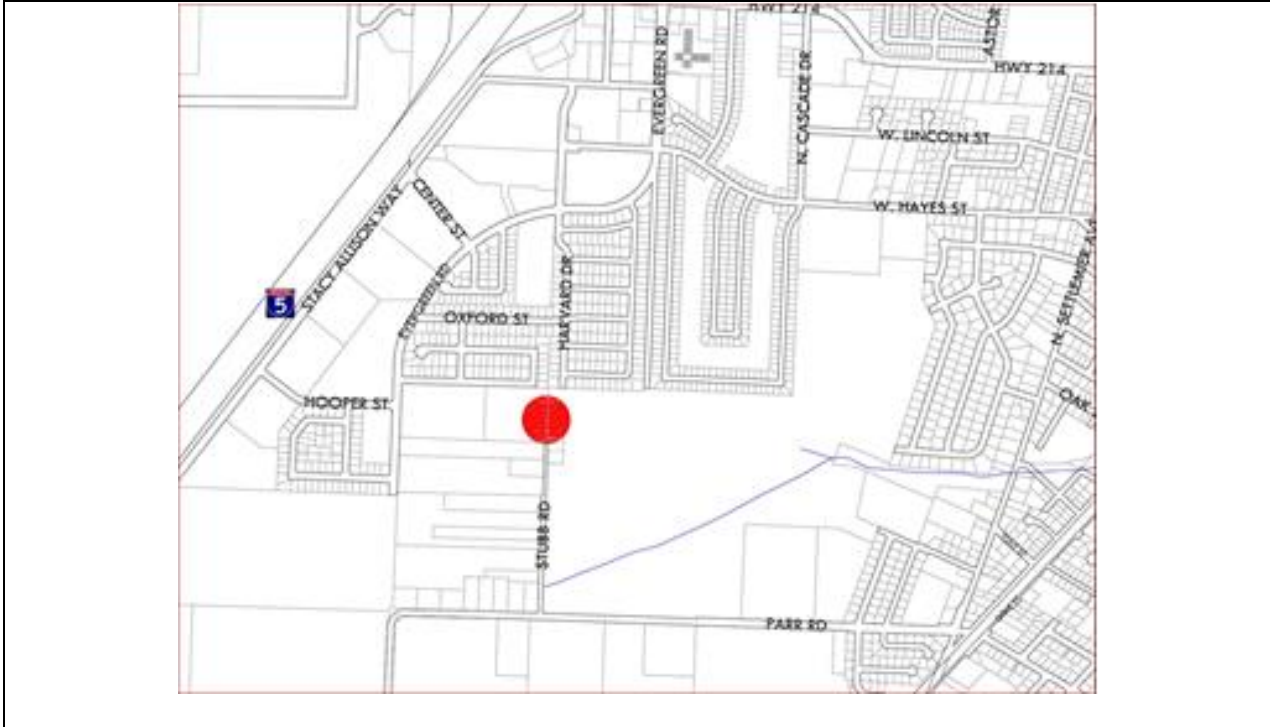
Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CIWA1545	470	Water Fund	\$500,000	FY 2019-20

Project Data for Parr Road Treatment Plant – New Well

Project Number:	CDWA1546	New Project <input type="checkbox"/>
Project Name:	Parr Road Treatment Plant – New Well and Raw Waterline Distribution Piping	
Project Description:	Installation of a new well and raw waterline distribution piping to the Parr Road Water Treatment Plant	

Map:



Project Justification:	Project will provide critical water capacity to the Parr Road Water Treatment Plant, which will help provide peak water flows to the growing community.
Operating Fund Impact:	
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$1,590,250
Capital Expense Account:	466-611-9531 5634 Water Capital

Budget History:

Fiscal Year	2018-19	2019-20		
Budget	\$1,590,250	\$1,550,000		
Year to Date expenses	\$40,250			
Balance	\$1,550,000			

Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1546	470	Water Fund	\$800,000	2018-20
CDWA1546	474	Water SDC Fund	\$750,000	2018-20

Six Year Capital Improvement Plan – FY 2019-20 to FY 2024-25

Project	Revenue Source	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Total
General Fund Construction								
City Facilities	General Fund	1,000,000	-	-	-	-	-	1,000,000
Community Center	General Fund	1,285,310	-	-	-	-	-	1,285,310
Total General Fund Construction		2,285,310	-	-	-	-	-	2,285,310
Street & Storm Construction								
W. Hayes Street Improvements - Settlemier to Cascade	Street SDC/Storm CIP/SDI	2,900,000	-	-	-	-	-	2,900,000
Hardcastle/Railroad Realignment	Street CIP/SDC	2,100,000	-	-	-	-	-	2,100,000
Evergreen Road: Connect to Parr Road	Developer/Street SDC	-	600,000	800,000	-	-	-	1,400,000
Willow Avenue extension	Street Fund	-	-	-	40,000	1,000,000	-	1,040,000
Harrison Street: Street Improvement	Street Fund/Street SDC	-	-	60,000	935,000	-	-	995,000
Front Street Improvements - Front St Ramp to NCL	Street Fund/Street SDC	-	-	-	-	1,500,000	2,300,000	3,800,000
Safety Sidewalk Construction	Street Fund	75,000	25,000	25,000	25,000	25,000	25,000	200,000
Settlemier/W. Lincoln Intersection	Street Fund	-	60,000	-	-	-	-	60,000
Total Street & Storm Construction		5,075,000	685,000	885,000	1,000,000	2,525,000	2,325,000	12,495,000
Storm Drain Construction								
Fourth Street Storm Replacement - Garfield to Harrison	Street/Storm CIP	200,000	-	-	-	-	-	200,000
N. Front Street - Culvert to Commerce	Street Fund/Storm SDC	-	-	-	-	18,000	282,000	300,000
Settlemier Detention and Outlet Works	Storm SDC/Developer	-	300,000	352,000	-	-	-	652,000
Cleveland Street at Mill Creek Culvert Rehab	Street Fund	-	-	209,000	-	-	-	209,000
Aquatic Center Area Storm Improvement	Street/Storm CIP	-	-	-	78,000	-	-	78,000
5th Street - Lincoln to Harrison St	Street Fund/Storm SDC	-	275,000	-	-	-	-	275,000
N 2nd and 3rd - South of Yew Street	Street Fund/Storm SDC	-	-	-	-	230,000	-	230,000
Landau/Laurel/George Storm to Pudding River	Street Fund/Storm SDC	-	250,000	600,000	-	-	-	850,000
422 Tooze Street	Street Fund/Storm SDC	-	-	150,000	-	-	-	150,000
Rehab Existing Collection System	Street Fund	-	-	-	500,000	500,000	-	1,000,000
Drainage work & street modification @ High Street	Street Fund/Storm SDC	-	-	-	-	30,000	-	30,000
Total Storm Drain Construction		200,000	825,000	1,311,000	578,000	778,000	282,000	3,974,000
Street Resurfacing: Gravel Streets								
Yew Street, 2nd to 3rd	Street Fund	-	160,000	-	-	-	-	160,000
Elm Street	Street Fund	-	-	300,000	-	-	-	300,000
Christiansen Street	Street Fund	-	-	-	185,000	-	-	185,000
Wilson Street	Street Fund	-	-	-	-	260,000	-	260,000
Church Street, 1st to 2nd	Street Fund	-	-	-	-	-	150,000	150,000
Total Gravel Streets		-	160,000	300,000	185,000	260,000	150,000	1,055,000
Total Street & Storm Capital Construction		5,275,000	1,670,000	2,496,000	1,763,000	3,563,000	2,757,000	17,524,000
Water Systems Construction								
Hwy 214: Astor Way to 1210 Newberg Hwy. waterline loop	Water Fund	134,560	55,440	-	-	-	-	190,000
Well Rehabilitation	Water Fund	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Hydrological Study	Water Fund	-	100,000	-	-	-	-	100,000
Water Rights Implementation	Water Fund	25,000	-	-	-	-	-	25,000
Repaint Elevated Storage Tank	Water Fund	500,000	-	-	-	-	-	500,000
Parr Road Third Booster pump & SCADA upgrades	Water Fund	-	-	-	-	175,000	-	175,000
Country Club Rd to Elevated Tank transmission replacem	Water Fund	-	-	-	-	-	3,484,000	3,484,000
Parr Road Treatment Plant - New well & raw water piping	Water Fund/Water SDC	1,550,000	-	-	-	-	-	1,550,000
I-5 waterline crossing to serve SWIR Area	Water Fund/Water SDC/I	-	-	1,200,000	-	-	-	1,200,000
Rehab/Capacity Improvements Existing Distribution	Water Fund/Water SDC	210,000	400,000	400,000	400,000	400,000	400,000	2,210,000
Fire Flow Improvements	Water Fund	336,800	336,800	336,800	336,800	336,800	336,800	2,020,800
Auxilliary Power for Wells #9, #11 & #14	Water Fund	-	225,000	-	-	-	-	225,000
Total Water Systems Construction		2,786,360	1,147,240	1,966,800	766,800	941,800	4,250,800	11,859,800

Project	Revenue Source	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Sewer Construction: Wastewater Treatment Plant								
POTW Phase 2A/Natural Treatment System	Sewer Fund	2,400,000	4,800,000	4,800,000	400,000	-	-	12,400,000
Storm Water Treatment Final Engineering	Sewer Fund	-	265,000	-	-	-	-	265,000
Headworks - Screening	Sewer Fund	-	-	-	-	380,000	1,520,000	1,900,000
Primary Sedimentation - PEPS	Sewer Fund	-	-	-	-	600,000	2,400,000	3,000,000
Poplar Tree Expansion on Additional Property	Sewer Fund	-	350,000	350,000	364,000	364,000	-	1,428,000
Septage RV dump station improvements	Sewer Fund	-	300,000	-	-	-	-	300,000
Poplar Treet Land Purchase	Sewer Fund	-	885,000	-	-	-	-	885,000
Primary Sedimentation - Convert WW Clarifiers	Sewer Fund	-	-	340,000	1,360,000	-	-	1,700,000
Filtration	Sewer Fund	-	-	380,000	1,520,000	-	-	1,900,000
Roof Replacement Section A - Sheet Metal Roof	Sewer Fund	-	-	40,000	-	-	-	40,000
Brick Veneer Repair - Digester	Sewer Fund	50,000	-	-	-	-	-	50,000
Sewer Construction: Sanitary Collection System Construction								
Mill Creek Pump Station Project - Phase 1	Sewer Fund	200,000	-	-	-	-	-	200,000
Pump Station Upgrades (Existing Upgrades - Reliability)	Sewer Fund	225,000	-	-	-	-	-	225,000
Collection System Piping replacements	Sewer Fund	250,000	460,000	460,000	460,000	460,000	-	2,090,000
Young Street Pipeline Project	Sewer Fund/Sewer SDC	-	1,600,000	-	-	-	-	1,600,000
Rainier Lift Station - Force & Gravity sections	Sewer Fund	-	300,000	-	-	-	-	300,000
South Brown Street Pump Station	Sewer SDC/Boones PUD	127,500	-	-	-	-	-	127,500
Santiam Pump Station Abandonment	Sewer Fund	235,000	-	-	-	-	-	235,000
Front Street pipeline project	Sewer Fund	-	1,040,000	-	-	-	-	1,040,000
Lincoln Street Sewer rehab - Bryan to Mill Creek	Sewer Fund	-	-	-	-	500,000	-	500,000
Laurel Sanitary Sewer Project	Local Improvement Distr	-	-	-	-	-	500,000	500,000
I-5 Force Main project	Sewer Fund	3,093,000	-	-	-	-	-	3,093,000
I-5 Pump Station	Sewer Fund	1,250,000	-	-	-	-	-	1,250,000
North Santiam Sewer Trunk Line from MCPS to Hazelnut Dr	Sewer Fund	-	-	-	-	700,000	-	700,000
Progress Way Pipeline proejct	Sewer Fund	-	-	-	-	255,000	1,092,000	1,347,000
Total Sewer Construction		7,830,500	10,000,000	6,370,000	4,104,000	3,259,000	5,512,000	37,075,500
Parks								
Legion Park Improvements, Phase 2	Parks SDC	-	1,500,000	-	-	-	-	1,500,000
Total Parks Construction		-	1,500,000	-	-	-	-	1,500,000
Total Construction		18,177,170	14,317,240	10,832,800	6,633,800	7,763,800	12,519,800	70,244,610

Appendices

- ❖ Glossary
- ❖ Budget Policies & Fiscal Strategy
- ❖ Five-Year Forecast
- ❖ Wage Scales
 - Part-Time Wage Scale
 - AFSCME Wage Scale
 - Woodburn Police Association
 - Sergeant Wage Scale
 - Unrepresented Wage Scale
- ❖ Chart of Accounts
- ❖ LB-1 Notice of Public Hearing
- ❖ Budget Resolution

Glossary

Accrual Basis: The recording of the financial transactions of a government, and other events and circumstances that have cash consequences for the government, in the periods in which those transactions, events and circumstances occur, rather than only in the period in which cash is received or paid by the government.

Adopted Budget: Financial plan, approved by the governing body, which forms the basis for appropriations

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budget, if any. It is presented in a resolution or ordinance adopted by the governing body.

Assess Value (AV): The value set on real and personal property as a basis for imposing taxes. Maximum Assessed Value (MAV) is the base on which a property's property tax is calculated, and by state law MAV cannot increase by more than 3.0 percent each year.

Audit: A review of the City's operations by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

Basis of Accounting: A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Bond: A written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget: A written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual revenues and expenditures during each of the last two years, or budget periods and estimated revenues and expenditures for the current and upcoming year or budget period [ORS 294.311(4)].

Budget Committee: Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government.

Budget Message: Written explanation of the budget and the local government's financial priorities prepared and presented by the executive officer or chairperson of the governing body.

Budget Officer: Person appointed by the governing body to assemble budget material and information and to physically prepare the propose budget.

Budget Transfers: Amounts moved from one fund to finance activities in another fund shown as expenditures in the originating fund and revenues in the receiving fund.

Capital Improvement (Capital Expenditure): A permanent major addition to the City's real property assets, including the design, construction, or purchase of land, buildings or facilities or major renovations of the same. Includes installation of new streets, storm drains, water and sewer lines, parks and other public facilities. Capital improvements have a cost of \$5,000 or more and are budgeted in the Capital Outlay budget category.

Capital Improvement Budget: A financial plan of proposed capital improvement projects and the means of financing them for a given period. The City annually updates the next year's Capital Improvement Budget and the six-year Capital Improvement Plan.

Capital Outlay: A budget category which includes equipment having a unit cost of more than \$5,000 and an estimated useful life of more than one year.

Capital Projects Fund: A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction.

Cash Basis: A basis of accounting recognizing transactions only when cash is received or disbursed.

Community Development Block Grant (CDBG): Grants administered through the state providing funds for projects that benefit the public at large.

Compression: The Oregon Constitution limits the amount of property taxes that can be collected from each property in two categories: education and general. If taxes in either category exceed the limit for that property, the taxes are reduced or "compressed" until the limit is reached. This calculation is based on real market value of the property, not the taxable assessed value. Compression creates uncertainty in property tax revenues.

Contingency: Funds set aside but not appropriated or approved for use. The Council can authorize the transfer of Contingency to appropriations during the year. Such transfers are made to fund unanticipated expenditures or new programs, or to absorb unexpected revenue losses.

Debt Service: Payment of principal and interest on an obligation resulting from the issuance of bonds or notes.

Debt Service Fund: A fund established to account for payment of general long-term debt principal and interest.

Department: The largest organizational unit of the City.

Depreciation: An accounting convention used to charge the expiration in the service life of a fixed asset to the period it benefits.

Designated Reserve: Funds specifically set aside for anticipated expenditure requirements in future years, which are uncertain, such as employee salary adjustments that have not yet been determined.

Division: An organizational subdivision of a department.

Encumbrance: An obligation chargeable to an appropriation and for which part of the appropriation is reserved.

Enterprise Fund: The consumption of goods or services, commonly evidenced by the payment of cash.

Fiscal year: A 12-month period of time to which the annual budget applies. Woodburn's fiscal year is July 1 through June 30.

Fixed Assets: Long-lived tangible assets obtained or controlled because of past transactions, events, or circumstances. Fixed assets, also referred to as capital assets, include land, right-of-way, buildings, improvements, infrastructure and equipment costing over \$5,000 with an estimated life of one year or more.

FTE: Full-time Equivalent, FTE, is a staffing measure that identifies how many full-time staff are represented by a mix of part- and full-time employees.

Fund Balance: Net current assets (cash plus receivables less payables) at a specific point in time. The fund balance can also be defined as a measure of funds available typically at the beginning or end of a budget cycle.

General Fund: The City's principal operating fund, which is supported by taxes and fees and can be used for any legal government purpose.

General Obligation Bonds: Bonds that are issued to finance a variety of public projects such as streets and improvements and are generally repaid from tax revenue.

GFOA: Government Finance Officers Association

Government Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

Grants: A donation or contribution in cash by one governmental unit to another unit, which may be made to support a specified purpose or function, or general purpose.

Inter-fund Loans: Loans made by one fund to another and authorized by resolution or ordinance.

Internal Service Fund: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies.

Levy: Amount of ad valorem tax certified by a local government for the support of governmental activities.

Local Government: Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality.

Local Option Tax: Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Major Fund: A fund whose revenues, expenditures/expenses, assets or liabilities are at least 10.0 percent of the total for their fund category (governmental or enterprise) and 5.0 percent of the aggregate of all governmental and enterprise fund in total.

Materials & Services: A budget category. Examples include office supplies, minor equipment, motor vehicle expense and professional and contractual services.

Maximum Assessed Value (MAV): The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3.0 percent each year. The 3.0 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Modified Accrual: Basis of accounting in which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues and recorded when received. All governmental funds are accounted for using the modified accrual basis of accounting.

Net Working Capital: The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances.

Non-Departmental: Program costs that do not relate to any one department, but represent costs of a general citywide nature.

Objective: The expected result or achievement of a budget activity.

Operating Budget: Annual appropriation of funds for ongoing program costs, including employee services, supplies, equipment and debt service.

Operating Revenue: Revenue of a fund, excluding Beginning Fund Balance (Fund Balance). Trends in current year resources are evaluated by focusing on Operating Revenue.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law which the City boundaries unless it is in conflict with any higher form of law, such as state statute or constitutional provision.

Performance Measure: Data collected to determine how the effectiveness or efficiency of a department, program or activity is doing in achieving its objectives.

Permanent Rate Limit: The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit.

Personnel Services: A budget category which accounts for salaries, wages, and overtime of employees, as well as all employer-paid fringe benefits such as health and dental insurance, retirement and workers' compensation insurance.

Prior Years' Tax Levies: Taxes levied for fiscal years preceding the current one.

Program: An activity or group of activities performed for the purpose of providing a service or a support function.

Property Taxes: Ad valorem tax certified to the county assessor by a local government.

Proposed budget: Financial and operating plan prepared by the Budget Officer and submitted to the public and the budget committee to review.

Propriety Fund Type: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e. enterprise and internal service funds).

Publication: Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivery to each street address within the boundaries of the local government.

Real Market Value (RMV): The amount of cash, which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve Fund: Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.

Resolution: A formal order of a governing body; lower legal status than an ordinance.

Resources: Total amount available for appropriation during the fiscal year, including beginning fund balances, revenue and fund transfers.

Revenue: An increase in net assets, commonly arising from the receipt of taxes or charges for services.

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

SDC: A system development charge (SDC) imposed on new development to mitigate the impact of growth on City infrastructure. These fees are used to fund improvements that increase capacity of the City's utility, park or street systems.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

State Revenue Sharing: Fourteen percent of state liquor receipts allocated to cities on a formula basis as outlined by state statute and distributed on a quarterly basis.

Supplemental Budget: A financial plan prepared to meet unexpected needs or to spend revenues not anticipated with the regular budget was adopted. It cannot be used to authorize a tax.

Tax on Property: Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property.

Tax Rate: The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax Roll: The official listing showing the amount of taxes imposed against each taxable property.

Tax Year: The fiscal year from July 1 through June 30.

Transient Occupancy Tax (Hotel/Motel Tax): Tax charged to any transient, who exercises occupancy for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days, in the amount of nine percent (9%) of the rent charged by the operator (hotel/motel proprietor). This tax goes into the General Fund. Some of the proceeds are used for ToT Grants for tourism.

Trust Fund: A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated Fund Balance: Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

WWTP: Wastewater Treatment Plant. City owned facility to treat wastewater.

City of Woodburn
FY 2019/20 Financial Plan
Budget Policies, Fiscal Strategy & Five Year Forecast

• **SECTION 1. ANNUAL REVIEW & POLICY**

- A. **Fiscal Responsibility**. The policy of the City of Woodburn is to return the highest level (or sustain the current levels) of service with the least amount of taxpayer investment, and to plan accordingly.
- B. **Balanced Budget**. The City's budget shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues plus available fund balances used in accordance with reserve policies. The budget resolution will be adopted by fund at a summary level.
- C. **Budget Process**. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Levels of service will increase or decrease based on the availability of resources. Requests for new programs made outside the annual budget process will be discouraged. New initiatives will be funded by reallocating existing City resources to services with the highest priorities.
- D. **Fiscal Recommendations**. Consistent with the administrative responsibilities outlined in the Charter, the City Administrator will make fiscal recommendations to the City Council on all measures necessary to sustain current levels of service and avoid reductions in City programs, including the consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.
- E. **Budget Policy Updates**. The City Council will review and adopt the Fiscal Year Budget Policies on an as needed basis as determined by the City Administrator or as circumstances require.
- F. **Annual Five-Year Forecast**. The City Council will review and approve the Five-Year Forecast on an annual basis. The forecast is an estimate of future revenues and expenses intended to serve as an estimate and a guideline for making sound financial decisions in the current fiscal year and budget preparation. The Five-Year Forecast and the Budget Policies together will constitute the City's annual Financial Plan.

G. **Policy Direction**. Consistent with the role outlined in the Woodburn City Charter, the City Council is responsible for providing policy direction to determine the City’s overall financial health. In response to the fiscal recommendations made by the City Administrator, the City Council shall consider all measures necessary to sustain current levels of service. In addition, the City may avoid reductions in City programs by considering new revenue sources if this is determined to be in the best interest of the community.

H. **Budget**. Under the Woodburn City Charter, the City Administrator serves as Woodburn’s Budget Officer. The Finance Director assists the City Administrator with preparation and presentation of the annual budget, budget administration and the day-to-day finance operations. The Budget Officer is responsible for the administration of the annual budget and may approve or disapprove the expenditures contained in the adopted budget if deemed in the best financial interest of the City.

I. **Budget Administration**. As authorized by the City Charter, the City Administrator is responsible for taking actions necessary to keep expenditures within anticipated revenues, including initiating layoffs, reorganizations, downsizing, program reductions and adjustments to service levels. The City Administrator will keep the City Council informed as to any steps taken to reduce expenditures and, whenever possible, the Council will review the decisions and consider options during a mid-year budget review.

• **SECTION 2. DISCRETIONARY & DEDICATED RESOURCES**

A. **Recognizing Financial Limits**. Woodburn will make a distinction between two different types of services; 1) those funded primarily from City discretionary resources, and 2) those funded primarily from dedicated resources.

B. **Discretionary Resources**. The General Fund collects resources to provide discretionary programs and services as recommended by the Budget Officer and approved as part of the City’s cycle. The City will continue to fund these programs primarily from General Fund discretionary resources. These include police, park and recreation, economic development, land use, financial services and other programs.

C. **Dedicated Resources**. Dedicated resources are normally subject to restrictions via state and federal law, grant agreements and contracts, City policy and ordinances. City services funded primarily through dedicated funds include such items as speed and safety belt enforcement, grant funded transportation, utility services, etc.

• **SECTION 3. GENERAL FUND BUDGET (DISCRETIONARY)**

A. **Annual Budget Goal**. The goal shall be to prepare a budget that maintains existing high priority programs supported by the General Fund while at the same time seek savings and alternative revenue sources wherever possible. Funding for lower priority programs will be reduced or eliminated to ensure that expenditures remain in balance with resources.

- B. **General Fund Emphasis**. The highest priority shall be to conserve General Fund discretionary resources to fund high priority programs as defined by the City Council and City Administrator.
- C. **Maximize City Council’s Discretion**. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Council flexibility in allocating resources to local priorities.
- D. **New Revenues**. In order to sustain current levels of service, avoid reductions in public safety programs or increase services needed to meet community demands, the City Council may consider new discretionary revenues if it is determined to be in the best interest of the community.
- E. **Use of Dedicated Funding Sources**. Whenever legally possible, funding responsibility for existing programs or activities should be transferred to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund City Council priorities.
- F. **Cost Efficiency**. Staff will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- G. **Materials & Services**. Departments are to prepare “base budgets” with a goal of holding General Fund or other discretionary resources for materials and services expenditures to no more than prior year budget levels.
- H. **No General Fund Street Maintenance Support**. No discretionary General Fund revenues will be used to support street maintenance activities. General Fund street lighting transfers are exempted from this policy.
- I. **Revenue Estimates**. Departments should budget for revenues based on the best information available during the annual process. If additional information becomes available during the budget process, it should be provided to the Finance Director’s Office. Accuracy in revenue/expenditure estimates is critical. Subsequent annual estimates should also take into consideration the actual receipts from the previous year.
- J. **Pursuit of New Departmental Revenues**. Departments shall pursue revenue sources to the fullest extent possible for all services as well as total cost identification (including indirect costs) for fee setting purposes, grants or other funding opportunities. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered. Fee schedules will be updated as part of the annual budget process.
- K. **Expenditure Reductions**. Reductions in revenues may require expenditure reductions from the “base budget” level. If reductions are required, the City Administrator will be guided by the City Council’s adopted Resource Reduction Strategy (See Section 19).
- L. **New Discretionary Programs**. New discretionary programs, deemed a high priority activity, may be included in the Proposed Budget with the prior approval by the City Administrator. If

programs are added/expanded, an evaluation will be made on the impact to supporting services (e.g. information, finance, facilities, human resource, budget, etc.). Any increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs.

Should outside funding for a program expire, the program may be terminated by the City Administrator or the City Council.

- M. **Full Cost Recovery**. City staff shall make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the City provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs.
- N. **Annual Budget Savings**. To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc.) that money shall be designated first to meeting the established contingency and reserve levels. Should the contingency and reserve levels be met, any remaining savings may be allocated towards the PERS Reserve and/or one time projects as determined by the City Administrator.

- **SECTION 4. NON-GENERAL FUND / UTILITY BUDGETS (DEDICATED)**

- A. **Bottom-Line Emphasis**. For activities or programs funded primarily from non-General Fund sources, departments are to prepare “base budgets” with a goal of holding any General Fund contribution to no more than the amount provided in the current fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be achieved.
- B. **No Backfilling**. General Fund discretionary dollars will not be used to backfill any loss in water and/or sewer City utility revenue, state-shared or federal revenues, grants or dedicated funding programs (for further information, see the Resource Reduction Strategy).
- C. **Revenue Estimates**. Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it shall be provided to the Finance Department. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. **Overhead Cost Allocation Charges**. All non-General Fund departments should budget the amount allocated to that department.
- E. **Cost Efficiency**. As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

- F. **Utility Revenue Allocations.** It is the policy of the City of Woodburn that revenue generated by City owned utilities will first be used to meet operational expenses, and subsequently fund capital projects in a manner consistent with Woodburn’s Capital improvement plans and operating requirements.

- G. **Utility Rates.** The City will maintain utility rates at a level that ensures that all debt service, operating and capital costs, are adequately recovered and debt covenant requirements are met. Capital costs identified in the approved capital improvement plan will be used as the basis for forming the capital costs recovery portion of utility rates.

- H. **System Development Charges.** As permissible under state law, the City will pursue the recovery of infrastructure-related development cost relating to water, sewer, street, storm and parks. These costs will be delineated via a defensible methodology, which will be revised from time to time to ensure accuracy.

- **SECTION 5. FUND RESERVES & CONTINGENCIES**

- A. **PERS Reserve Established.** Due to PERS rates increases projected through 2035, in FY2018/19 the City Council established a citywide PERS Reserve Fund as a dedicated fund, restricted to the use of PERS rate offsets. It is the goal of the City to increase the balance in the fund as annual savings are achieved in the operating funds.

- B. **PERS Side Account Consideration.** On an annual basis the City will analyze the cost/benefit of retaining funds in the PERS Reserve Fund versus paying the balance to PERS to reduce the unfunded liability, making a recommendation to the City Council.

- C. **General Fund Contingency.** Consistent with Government Finance Officers Association (GFOA) best practices, at least 20 percent of the General Fund’s operating appropriation shall be placed into the operating contingency to meet cash flow needs, with a long-term goal of increasing the reserve to 25 percent as year-end savings occur. In addition, it is the goal of the City to preserve the contingency balance to the greatest extent possible. No new General Fund program or service will be created that diminishes the General Fund Contingency below established minimum levels.

- D. **Contingency Replenishment.** If contingency funds are expended, an effort will be made to reduce expenses to retain a minimum of 20 percent General Fund contingency.

- E. **Shortfall Management Reserve (SMR).** The SMR is intended to subsidize future shortfalls estimated in the Five-Year Forecast. If SMR funds are expended, an effort will be made to replenish funds as savings are identified in the annual budget process.

- F. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.

G. **Equipment Replacement.** This fund is for the replacement of vehicles and equipment. The goal is for City departments to transfer one-tenth the value of its fixed asset inventory every year as budget allows to ensure future replacement funding is available. Replacement fund transfers may be limited or delayed in order to preserve operational budgets.

- **SECTION 6. GRANT APPLICATIONS (ALL FUNDS)**

A. **Approval to Pursue.** The City Administrator’s approval is necessary before any employee pursues lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Department Heads should advise the City Administrator before official positions are taken on matters that might have budget implications.

B. **General Fund Matching Funds.** Upon approval by the City Administrator, matching fund requirements will be presented to the City Council for final approval.

- **SECTION 7. NEW POSITIONS, PROGRAMS AND OVERTIME (ALL FUNDS)**

A. **Base Budget & New Positions.** Departments are to prepare “base budgets” with no new regular positions unless specifically authorized by the City Administrator in advance of budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost neutral or a cost savings from the current costs. No position compensation or increase will be provided beyond amounts budgeted for the position without prior approval from the City Administrator.

B. **Considerations of New Positions/Programs.** Unless otherwise authorized by the City Administrator, consideration of new programs and positions will occur only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position or if the cost of the position is offset by new external revenues, reductions within existing funds and/or the position is required to generate those revenues. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services, etc.

Additional personnel or programs shall be requested only after service needs have been thoroughly documented or after it is substantiated that the new employees will result in increased revenue or enhanced operating efficiencies.

C. **Annual Overtime Budgets.** Departments will anticipate their annual overtime costs to be included the proposed budget. Once the budget is adopted, overtime costs are to be managed within adopted levels. No overtime costs can exceed budgeted levels without first obtaining the authorization of the City Administrator.

- **SECTION 8. MID-YEAR BUDGET REDUCTIONS**

A. **Revised Revenue or Expense Estimates.** If additional information concerning revenue reductions or significant expense increases becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council's adopted Resource Reduction Strategy.

- **SECTION 9. MID-YEAR REQUESTS, CONTINGENCY (ALL FUNDS)**

A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be presented to the City Council through a budget resolution or supplemental budget.

B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.

- **SECTION 10. COMPENSATION & BENEFITS (ALL FUNDS)**

A. **Wage Policy.** Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefit program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community's ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.

B. **Health Care & PERS Costs.** Continue the City's policy on wage increases which evaluate the cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost benefit programs.

C. **Cost of Living Adjustments (COLA).** The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. COLAs included in the Proposed Budget are considered and approved by the Budget Committee and City Council as part of the budget process. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.

D. **Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5% without the expressed permission of the City Administrator.

- **SECTION 11. BUDGET CONTROLS**

- A. **Legal Compliance.** The City Administrator and Finance Director will continue to review and control departmental budgets at the appropriation level.
- B. **Personnel Services & Benefits.** With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal services costs. These amounts will not be altered by Department Heads.
- C. **Wages & Benefit Control.** Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.
- D. **One-Time Revenues.** One-time revenues will be used only for one-time expenses.

- **SECTION 12. UNAPPROPRIATED ENDING FUND BALANCES (ALL FUNDS)**

- A. **Limit Unappropriated Ending Fund Balances.** To provide the most budget flexibility during the year, the City will limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies or a City Council approved reserve.

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

- A. **Capital Improvement Program.** A 6-year Capital improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the 6-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement program projects are initiated or completed.
- B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.

- C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City’s long-term needs.

- **SECTION 14. DEBT ISSUANCE (ALL FUNDS)**

- A. **Debt Issuance.** The City will issue debt in accordance with adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.

No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law.
- C. **Debt Compliance.** On an annual basis the Finance Director and shall ensure that annual reporting requirements have been met and will review the condition of the corresponding debt funds to ensure compliance with existing financing agreements.

- **SECTION 15. DEBT REFINANCING/REFUNDING**

- A. **Debt Refinancing/Refunding.** From time to time, the City Council and/or the City Administrator may direct the Finance Director to determine the feasibility of refinancing/refunding existing debt. Refinancing may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds, or remove unduly restrictive bond covenants.
- B. **Responsibility.** The Finance Director, with the assistance of consultants as needed, shall have the sole responsibility for conducting the analysis of outstanding bond debt for refinancing/refunding opportunities that may be presented by underwriting and/or financial advisory firms and making a recommendation to the City Administrator.
- C. **Term of Refinancing/Refunding Issues.** The City may refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.

D. **Analysis and Report.** The City will evaluate each refinancing/refunding candidate on a case-by-case basis. When analyzing possible refinancing/refunding opportunities: the City establishes a guideline net present value savings threshold goal of three percent (3%) of the refinanced/refunded bond principal amount. The net present value savings will be net of all related issuance costs. In addition, the Finance Director will make a full report on the potential saving generated and any financial risk associated with refinancing/refunding the debt.

• **SECTION 16. INVESTMENTS**

A. **Administration.** The Finance Department will be responsible for the administration of the City's investments.

B. **Compliance.** Investment of City funds will be in compliance with applicable sections of ORS 294, will be limited to cash balances not immediately necessary to fund operations, and will be limited to eighteen month maturity or less.

C. **Objectives.** Investment objectives, in priority order, are:

1. Safety: Preserving the principal balance by investing in legally authorized securities that limit the risk of loss, and reduce custodial risk through the use of a third-party custodian who will hold securities in the City's name evidenced by contract and monthly statements;
2. Liquidity: Investments will remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated; and
3. Yield: The investments shall be made with the objective of attaining a market rate of return, which takes into account investment risks and liquidity needs.

D. **Authorized Investments.** As allowed by ORS 294.035 and 294.810, include:

1. Deposits in insured institutions or credit unions in compliance with ORS;
2. Oregon Short-Term Funds (OSTF)/Local Government Investment Pool (LGIP); and
3. U.S. Treasury and Government Agency Obligations, which are lawfully issued general obligations of the United States and whose payment is guaranteed by the United States Government.

E. **Investment Management and Reporting.**

1. Methods: Except where legally required to hold separate funds, the City will consolidate cash balances from all funds to maximize investment earnings. Net investment income will be allocated to the various funds based on generally accepted accounting principles.
2. Reporting: On a monthly the City Council will receive a report outlining the investment balances, securities held, maturity dates, and a status of compliance with the investment policy.

- **SECTION 17. ANNUAL FINANCIAL AUDITS**

- A. **Annual Audit Required.** The Oregon Municipal Audit Law (ORS 297.405 – 297.555) requires a financial audit and examination be made of the accounts and financial affairs of the City at least once a year. Consistent with State law, the City of Woodburn will conduct an annual independent audit of the preceding fiscal year.
- B. **Audit Standards.** Woodburn’s annual financial audits will be conducted in accordance with auditing standards generally accepted in the United States. Those standards require that an independent auditor plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. The audit will examine, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit will also assess accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. The audit will contain an assessment of the City’s internal financial controls and procedures make any necessary recommendation for improvement.
- C. **Finance Director and City Administrator Oversight.** It will be the responsibility of the Finance Director and the City Administrator to oversee the annual audit process.
- D. **Preparation of Financial Statements.** When feasible, City staff will prepare and provide annual financial statements to the auditor’s satisfaction. If staffing levels or other barriers exist to internal preparations of financial statements, the City Administrator may authorize the auditor’s preparation of financial statements for the purposes of completing the annual audit on time.
- E. **Audit Deadlines & Extensions.** Per Section 17 (F), the annual audit will be provided to the City Council no later than December 31. Consistent with State law, the annual audit will also be filed with the Oregon Secretary of State’s Audit Division no later than December 31. Any and all requests for audit filing or presentation extensions must be approved by both the City Administrator and the auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reason for the extension request and estimated time line for completing, presenting and filing the audit.
- F. **Audit Presentation to Council.** The annual audit findings will be presented to the Woodburn City Council during a regularly scheduled City Council meeting by a representative of the audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review.** A copy of the annual financial report will be provided to the Woodburn Budget Committee for their review.

- **SECTION 18. PROGRAMS**

A. **Discretionary Programs.** To the extent discretionary resources are available, high priority services areas will be slated for growth. Lower priority service areas will receive constant or decreasing discretionary support. Based on the direction of the City Council, discretionary programs are identified, and prioritized, as follows:

- ✓ Police Patrol & Public Safety
- ✓ Police Support Services
- ✓ Financial Services
- ✓ Legal Services
- ✓ Land Use Planning
- ✓ Economic Development
- ✓ Code Enforcement
- ✓ General Administration
- ✓ Library
- ✓ Aquatic Center
- ✓ Recreation Programming
- ✓ Parks and Park/Tree Maintenance
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Computer/Network transfers (new and replacements of equipment and servers)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues

- **SECTION 19. RESOURCE REDUCTION STRATEGY (ALL FUNDS)**

A. **Goal & Reduction Approach.** When faced with a potential reduction in resources, the City’s goal is to continue to provide services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided.

B. **Case-by-Case Consideration.** Reductions will be made on a case-by-case basis, focusing on each individual program or service. If possible, reduction will be made proportional to the programs and services identified by the City Council.

C. **Moderation When Possible.** If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary they will be made in a moderate case-by-case basis to discretionary supported programs and services.

D. **Discretionary Contributions.** If further reductions are required, any discretionary funding that supplements or supports services mostly supported with dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis by the City Council.

E. **Furlough Days**. If personnel budget/salary saving are required, the City may consider a reduced workweek or furlough days prior to laying off staff.

F. **Consideration List**. Programs funded by discretionary resources will be reduced or eliminated as needed. Legal restrictions or the City's ability to maintain minimal service levels will be considered. The City Administrator can determine the appropriate level of consideration at his/her sole discretion when making mid-year reductions or comprising the annual budget proposal. Based on the direction of the City Council, the order of City service areas to be considered for reductions are:

- ✓ Intergovernmental Agreements that provide no direct offsetting revenues
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Computer/Network transfers (addition or replacement of computers and servers)
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Parks and Park/Tree Maintenance
- ✓ Recreation Programming
- ✓ Aquatic Center
- ✓ Library
- ✓ General Administration
- ✓ Code Enforcement
- ✓ Economic Development
- ✓ Land Use Planning
- ✓ Legal Services
- ✓ Financial Services
- ✓ Police Support Services
- ✓ Police Patrol & Public Safety

G. **Indirect Costs**. The City's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.

The Transit Fund is allocated the federally allowed de minimus overhead rate of 10 percent of the fund's budget.

H. **Dedicated Funding for Programs**. Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

Five-Year Forecast

Woodburn City Council adopted the Five-Year Forecast on January 28, 2019. It is included here to add a long-term perspective to budget information.



Five-Year Forecast

Fiscal Years 2019-20 to 2022-23



Finance Department
January 2019

City of Woodburn
Five-Year Forecast
FY 2019/20 - FY 2023/24

Table of Contents

Introduction.....1

 City of Woodburn Background1

 Purpose of the Forecast.....2

 Forecast Methodology.....2

Executive Summary3

 Economic and Demographic Assumptions3

 Issues in the Coming Year.....3

 Citywide Issues Beyond One Year.....3

 Fund Summaries:.....4

General Fund6

Building Inspection Fund8

Transit Fund.....9

Street Fund10

Water Fund.....11

Sewer Fund.....12

Remaining Funds14

Major Assumptions – Revenues15

Major Assumptions – Expenditures.....16

Glossary17

Introduction

City of Woodburn Background

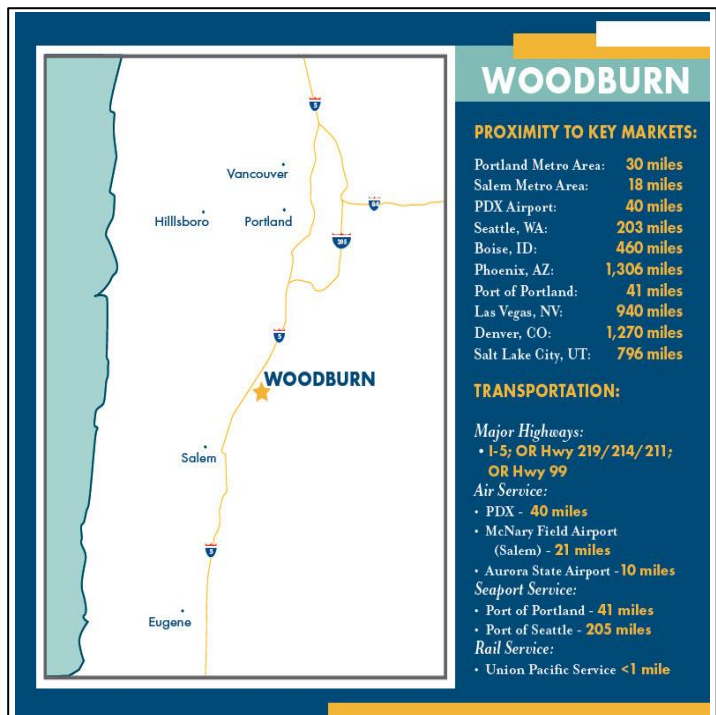
The City of Woodburn is a municipal corporation, which operates under a Council-Manager form of government. Policy making and legislative authority are vested in the City Council which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Administrator is responsible for carrying out Council ordinances and policies, managing the daily operations, and appointing department heads. The City provides a full range of services, including but not limited to: police, water, wastewater, public works, library, parks, recreation, aquatics, municipal court, community planning and building inspections, and economic development.

Woodburn, incorporated in 1989, is located in the Willamette Valley halfway between the larger urban areas of Portland and Salem.

The City of Woodburn, with a population of 24,760³, is Oregon’s 21st populated city, and 3rd populated city in Marion County. The population of the region within a 30-mile drive of Woodburn is 2.1 million, according to the American Community Survey. The US Census data shows Woodburn per capita income was \$18,839 (compared to \$30,410 for the state), and the median income for a household was \$47,042, or 16 percent less than the state median household income of \$56,119⁴.

Historically the Woodburn economy centered around agricultural and forest products, with the City serving as the manufacturing and services hub for these two sectors. As nearby urban populations have grown, Woodburn has attracted a variety of new businesses ranging from advanced manufacturing, distribution and warehousing, agricultural and food processing, wood products manufacturing, regional retail and a wide range of service-providing businesses.

Woodburn is an attractive community with new single and multi-family housing subdivisions already in the development queue. Metro area transportation issues and affordable housing shortages are creating population shifts into Woodburn. Marion County’s adopted population projections indicate Woodburn will grow to 37,216 by 2030.



³ Portland State University, Population Estimates and Reports, Certified Population Estimates, July 1, 2018

⁴ US Census Bureau Quick Facts, Woodburn, OR (figures shown in 2017 dollars)

Purpose of the Forecast

The intent of this forecast is to project the financial position of primary operating funds, based on current service levels and conservative assumptions. The forecast sets the stage for the annual budget process, aiding both the City Administrator and City Council in establishing policies and priorities to allocate resources appropriately. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

Forecast Methodology

Economic forecasting is not an exact science; rather it is dependent upon the best professional judgment of the forecaster. The City of Woodburn's approach to forecasting is to apply a conservative philosophy that neither overstates revenues nor understates expenditures. To enhance the accuracy of projections, the City identifies factors that contribute to the changes in revenues and expenditures, such as development, inflation, interest rates and known future events that will affect operations. Forecasting of operating costs embraces the concept of status quo. This concept assumes that the current level of service will continue for the next five years with cost changes based on inflationary increases. This provides a baseline economic estimate from which reductions or increases in service levels can be determined. To the extent certain reductions or additions are anticipated, they are noted within the fund section of this report. Exceptions to the status quo assumptions are noted at the beginning of each fund.

Capital improvement projects are prioritized according to master plans for Water, Sewer, Transportation, Storm Water, and Parks, but are scheduled based on available resources. To the extent possible, operations are funded first and remaining resources are allocated to fund capital improvement projects. This frequently means that improvements are delayed until the needed funding has been set aside. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt, although in practice, this is a rare occurrence. For these reasons, capital construction funds and the related special revenue funds, are not included in this forecast.

Utilizing general ledger reports, audited financial statements, water and sewer master plans/rate studies and published City budgets, each of the funds listed below were examined to identify patterns in revenues, expenditures and cash balances that may indicate financial instability or threats to the sustainability of current operations.

We look forward to feedback from the City Council and other interested parties on identified issues. Because the fund section provides detailed information, the executive summary will focus on the most significant issues facing the City.

Executive Summary

The forecast is based on the combined effort of City staff and predicts that most operating funds will have sufficient resources to meet expenses over the five-year period. A few of the fund graphs depict a declining undesignated balance of resources. While this may seem alarming, it is just an indicator. In reality, the City would not submit a proposed budget where costs exceed all available resources. The forecast allows the City to identify where problems might occur and provides the adequate time to take corrective action before the situation becomes a crisis. The goal in assembling this report is to reveal trends, highlight financial issues and provide suggestions and options.

Economic and Demographic Assumptions

Oregon and the City of Woodburn's economic condition will be heavily influenced by population growth. Woodburn's economy determines the ability to retain the local workforce as well as attract new job seekers. These factors will weigh heavily upon the City's ability to continue to provide a high-level service to the public.

Issues in the Coming Year

- Continued focus on stabilizing finances across all funds in light of rising wages, increased retirement costs and medical insurance costs, and the need to grow the work force to sustain a growing community
- The Urban Growth Boundary (UGB) expansion creates opportunities future development (an estimated 1,000 housing units are already in the permit phase), but also increases future demands on safety/security, water, sewers, streets, building activities, and recreational opportunities
- Expansion of the Economic Development program

Citywide Issues Beyond One Year

Public Employees Retirement System (PERS): The City participates in the Oregon PERS State and Local Government Rate Pool employee pension program. The City's liability in PERS was \$13,401,200⁵ as of June 30, 2017. This liability will be paid through a combination of interest earnings and rate increases. Annual interest earnings that meet or exceed 7.2 percent will reduce the liability and subsequent biennial PERS rates, while earnings below 7.2 percent will increase the liability and also increase subsequent biennial PERS rates. Currently the unfunded liability of \$13.4 million has been amortized for

⁵ The \$13,401,200 is the City of Woodburn's net proportionate share of the Unfunded Actuarial Liability as of June 30, 2017. Oregon PERS' independently audited financial statement can be found at <http://www.oregon.gov/pers>

repayment through 2033-35. Therefore each biennium includes an increase due to normal cost increases for the current employees, plus an amortization payment for the unfunded liability. Rate relief is projected to begin in the 2035-37 biennium.

In May 2017, Gov. Kate Brown appointed a PERS task force to identify potential funding sources to address the statewide \$5 billion PERS liability. The findings resulted in the approval of Senate Bill (SB) 1566 establishing an Employer Incentive Fund (EIF), which provides up to 25.0 percent matching funds for qualifying employers who make an additional one-time lump sum payment to pay down their PERS unfunded actuarial liabilities (UAL). The PERS board is developing the program, inclusive of procedures to request matching funds, and develop a strategy to reduce the unfunded liability.

Due to the desire to control escalating costs and be strategic about the SB1566 matching opportunity, in FY 2018-19 City Council approved the creation of a PERS Reserve Fund. There were three primary funding sources for the PERS Reserve Fund; a one-time transfer of \$1.5 million held in the General Fund reserve specifically for PERS; a transfer of 1.0 percent of personnel costs charged to each fund; and interest earnings in the newly created fund. A citywide transfer totaling \$1,658,800 was budgeted in FY 2018-19 with the intent of analyzing the opportunity of a payment to PERS to reduce the liability and minimize the escalating rates in the future. The transfer of 1.0 percent of personnel costs charged to each fund has been assumed to continue in each forecast year.

Health Insurance

Though the City has implemented a high-deductible medical plan and attempted to control health insurance costs, the growth rates on some policies have continued to increase. Due to the uncertainty in health care premiums, prescription rates, and the future stability of the Affordable Care Act, the first forecast year includes a 5 percent growth assumption in each forecast year.

Fund Summaries:

General Fund

Service demands in Police and Community Services (i.e. Library, Aquatic Center, Recreation, and Parks) will increase as Woodburn's populations grows. Meeting the service demands will require new/additional revenue or cuts to existing programs. Property tax revenue will assist in meeting the community needs, and the 3.0 percent annual growth allowed by law has been included in each of the forecast years. Anticipated property development will be included in the tax forecast as they are added on the county assessor tax rolls.

Water

The operational fund is strengthening following a declining fund balance due to rising costs without corresponding rate increases since 2006. The fund ended each fiscal year in the positive due to the deferral of capital improvement projects. A rate study was presented in spring 2018 which resulted in City Council, approving ten years of rate increases beginning July 2018; 10 percent increases in 2018 and 2019, followed by annual increases of 4 percent each July in years 3-10. Fund balance reductions are anticipated over the next few years as capital projects are completed ahead of growth needs. Fund balance should improve as rate increases are implemented and new development is completed.

Transit

Each year the Transit Fund struggles to meet its operational needs, and most years is able to maintain a fund balance due to an annual subsidy of \$116,000 from the General Fund. Transit is aggressively seeking grants to fund operations and maintain and/or increase current levels of service. The statewide transit tax of 0.1% charged to all employees through payroll was implemented in July 2018 and is reflected in the forecast.

Sewer

The Sewer Fund reflects the utility rate revenue and operational costs. Major expansion at the Wastewater Treatment Plant (WWTP) originally planned in 2011-12 is on hold awaiting a decision from DEQ regarding the water quality limits for temperature. The decision may modify the original improvements projects, and will certainly cost more than planned due to the delay in completion time. While the final DEQ decision is pending, other necessary sewer system improvements will be completed. These improvements will reduce fund balance in the short-term.

Streets

The City has been allowing the fund balance to grow in preparation for priority capital projects. Currently the West Hayes Street improvement is the top capital improvement project. As the budgeted capital projects are completed, the fund balance is anticipated to decrease until revenue from the gas tax increase is received.

HB 2017 *Keep Oregon Moving* was implemented in 2018 and includes a 4-cent gas tax increase. The State has not provided implementation information, nor revenue estimates and distribution dates. The information is anticipated to be available and included in the FY 2019-20 budget.

General Fund

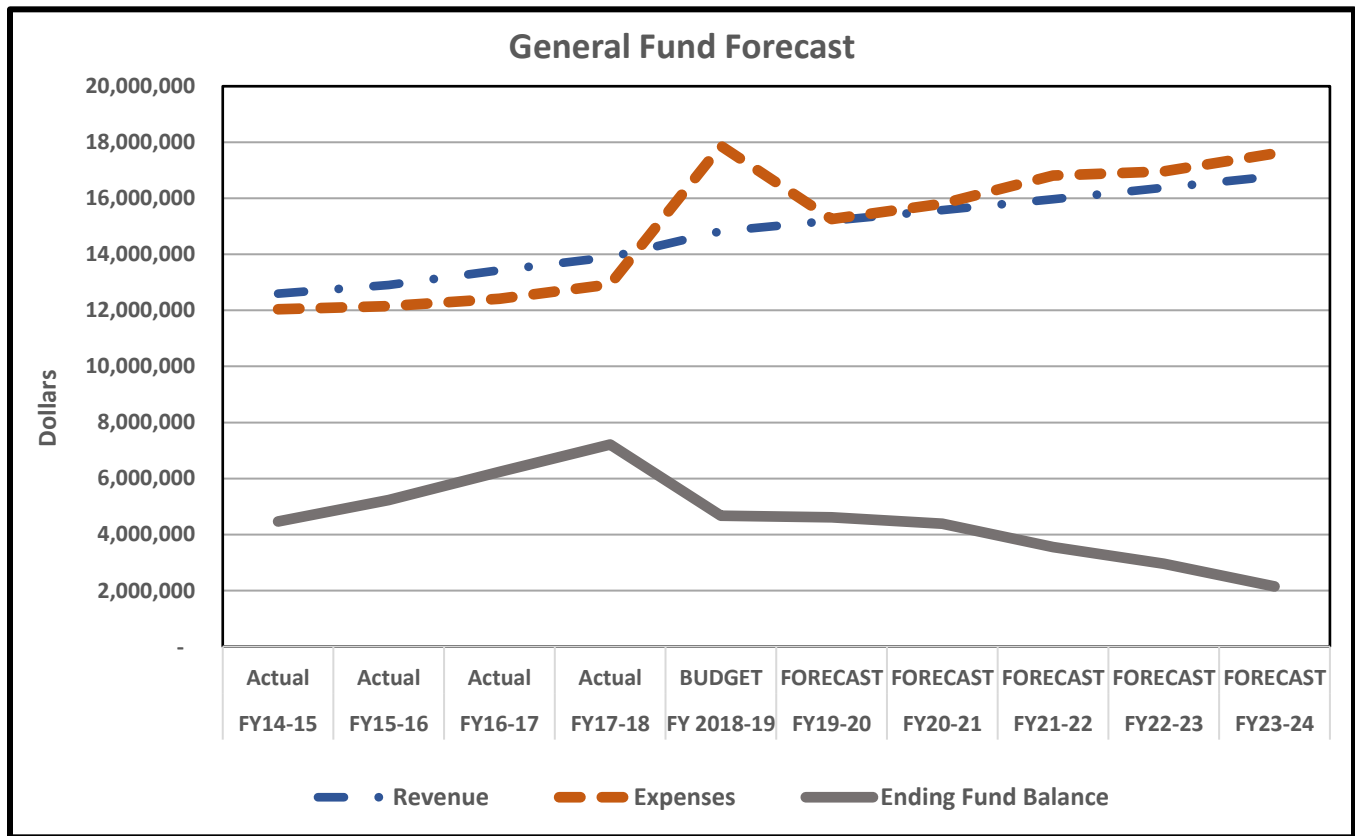
Variances from Status Quo Assumptions

- None

Key Assumptions

- Property tax revenue increase of 3 percent in years 1-5
- PERS rate increase (20 percent impact) as of July 1, 2019; 26 percent increases in years 3-5
- General Fund Right-of-Way charge on Water and Sewer of 5 percent continues

Operating Position



Property taxes account for nearly two-thirds (62 percent) of the annual revenues in the General Fund. Property taxes will increase as new developments occur within City limits, but it takes several years to see the income increase. The forecast assumes a conservative 3 percent growth in property tax revenue, which is the amount of growth allowed by law on existing properties.

Franchise fees, the second largest revenue in this fund, are based on the gross revenues collected in Woodburn for utilities that use the City’s right-of-way. Charges for Goods and Services is the third largest type of revenue at 6.7 percent. This revenue includes pool admissions and fees, Fiesta event, reimbursements for shared services with the school district and county, and park rentals. Revenues are projected to increase at a modest 1.0 percent rate beyond year one of the forecast period.

Capital Projects — From Operating Revenues

After decades of deferred maintenance, it has been necessary to complete capital repairs to City facilities. In December 2018, departments housed in City Hall were relocated to a temporary facility in order to make critical roof repairs, replace the HVAC units, replace carpets damaged from roof leaks and wear-and-tear, and upgrade the facility to current ADA standards. The renovation to the building, inclusive of the City Council Chambers and Finance and Community Development remodeling, should be completed in the summer 2019.

Potential Impacts and Issues

There are potential future demands that could increase costs in this fund and will require close monitoring. These include:

Police Staffing: As the community grows, there will be an increased demand for police services.

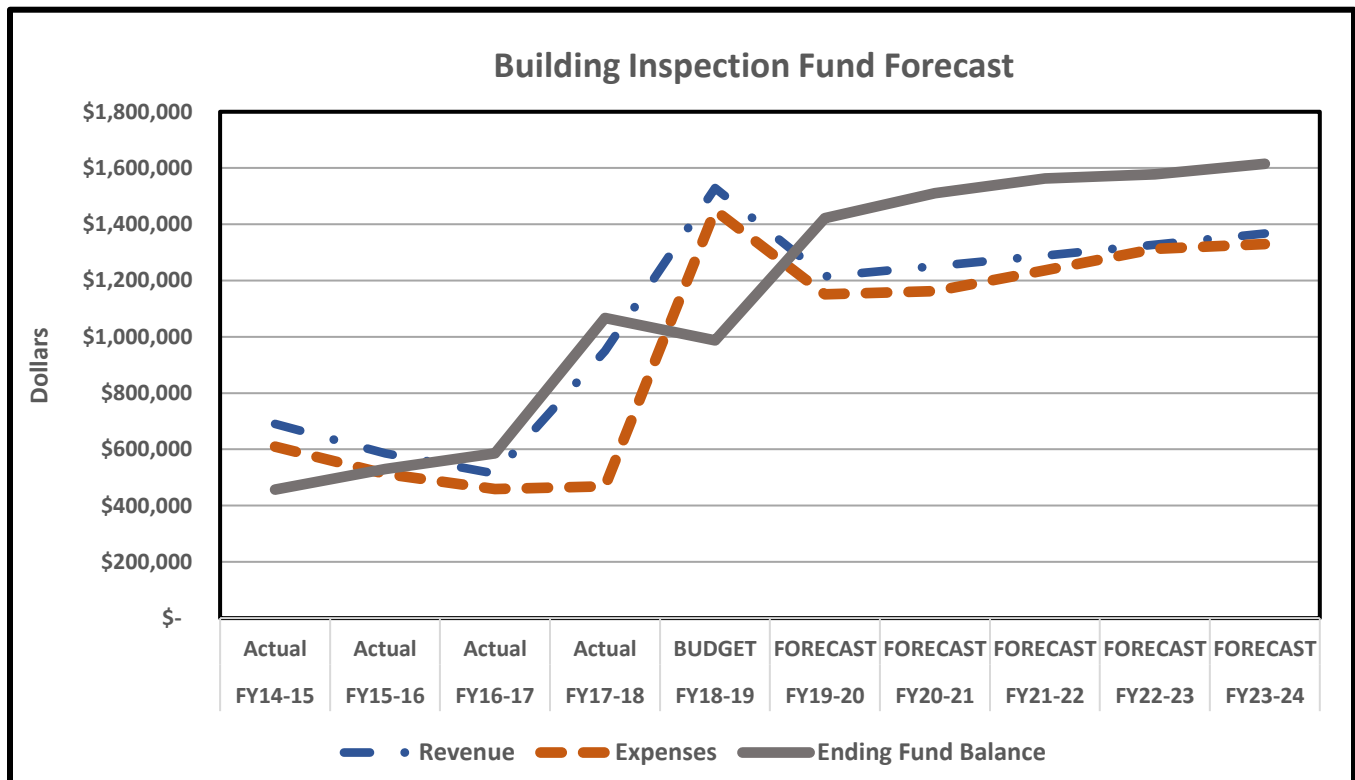
Parks & Recreation: As demand grows for use of City parks, additional burden is placed on the City’s General Fund to provide enhanced services. Additional staff hours are required for cleanup and maintenance of these parks. These potential cost increases are not included in the forecasts.

Building Inspection Fund

Variations from Status Quo Assumptions

- Permit revenues increased dramatically in FY 2017-18
- Increased building activity required the filling of a vacant plans examiner-building inspector position and creation of an additional plans examiner-building inspector position to meet demands. The costs of these two positions are shown in the forecast.

Operating Position



The Building Inspection team provides services to ensure safe building design and construction through the enforcement of building codes and standards. Revenues are based on permits issued for new development and redevelopment that historically ebbs and flows. Future revenues are based on estimates of when specific projects might begin.

Potential Impacts and Issues

The Building Fund, of course, will be significantly impacted by the Urban Growth Boundary expansion. Delays in developers submitting plans or starting construction will impact the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary.

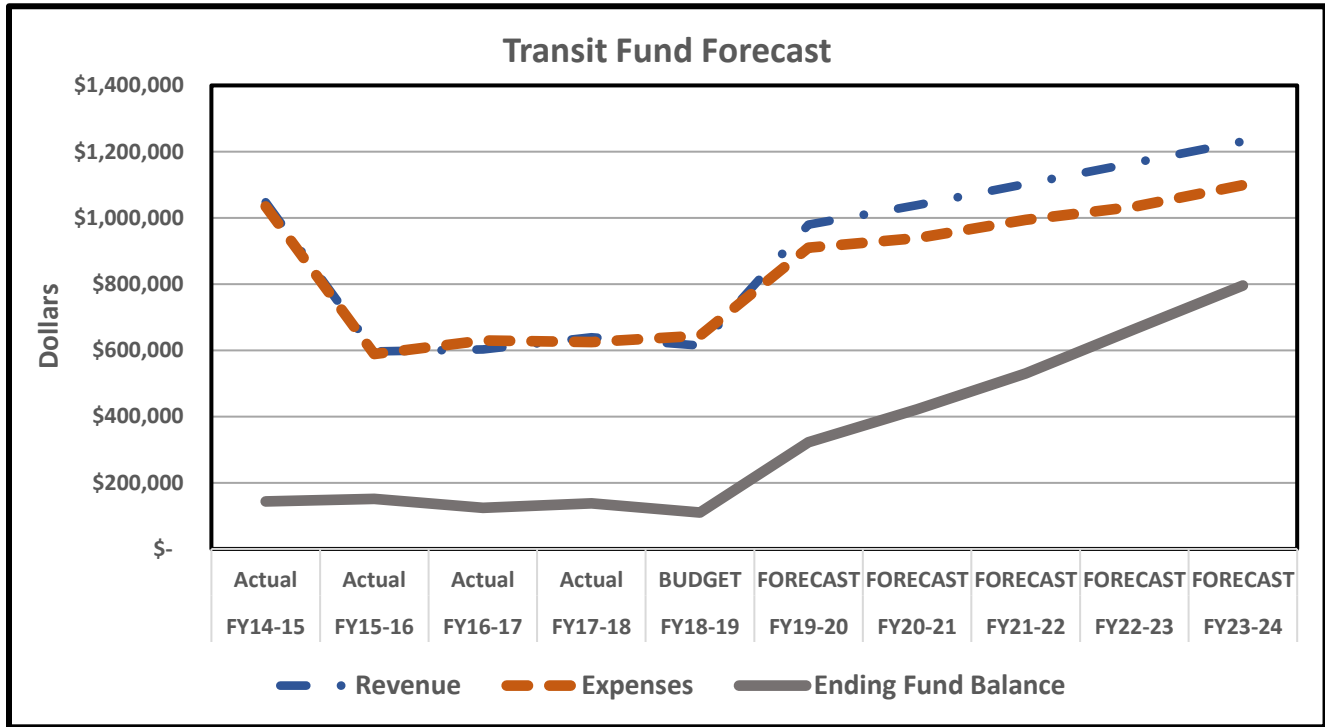
Approximately 50 percent of the Woodburn School District 2015 voter approved bond measure allows for significant construction work to all the school buildings for repairs, additions and two new schools. The school bond will impact the department workload and revenue over the next five years.

Transit Fund

Variations from Status Quo Assumptions

- Reduction of one FTE in May 2017
- July 2019 Statewide Transit Tax implementation and required service expansion expenses

Operating Position



Transit provides Dial-a-Ride services for disabled citizens and fixed route bus operations and is funded by a contribution of \$116,000 from the General Fund with the balance from fare and grant revenue. In FY 2018-19 HB 2017 *Keep Oregon Moving* was implemented. This statewide transit tax of 0.1% is charged on all employee payroll and transferred to Oregon’s Department of Revenue to fund public transportation. The first revenue distribution is anticipated in spring 2019. Both the additional revenue and required service growth have been included in the forecast. Overall the new tax is anticipated to greatly improve the transit service delivery in terms of convenience, speed, and routes.

Capital Projects — From Operating Revenues

Replacement of buses and vans is done as needed and historically has occurred when grant funding is available. The spike in Capital Outlay in FY 2014-15 was for grant-funded purchases.

Potential Impacts and Issues

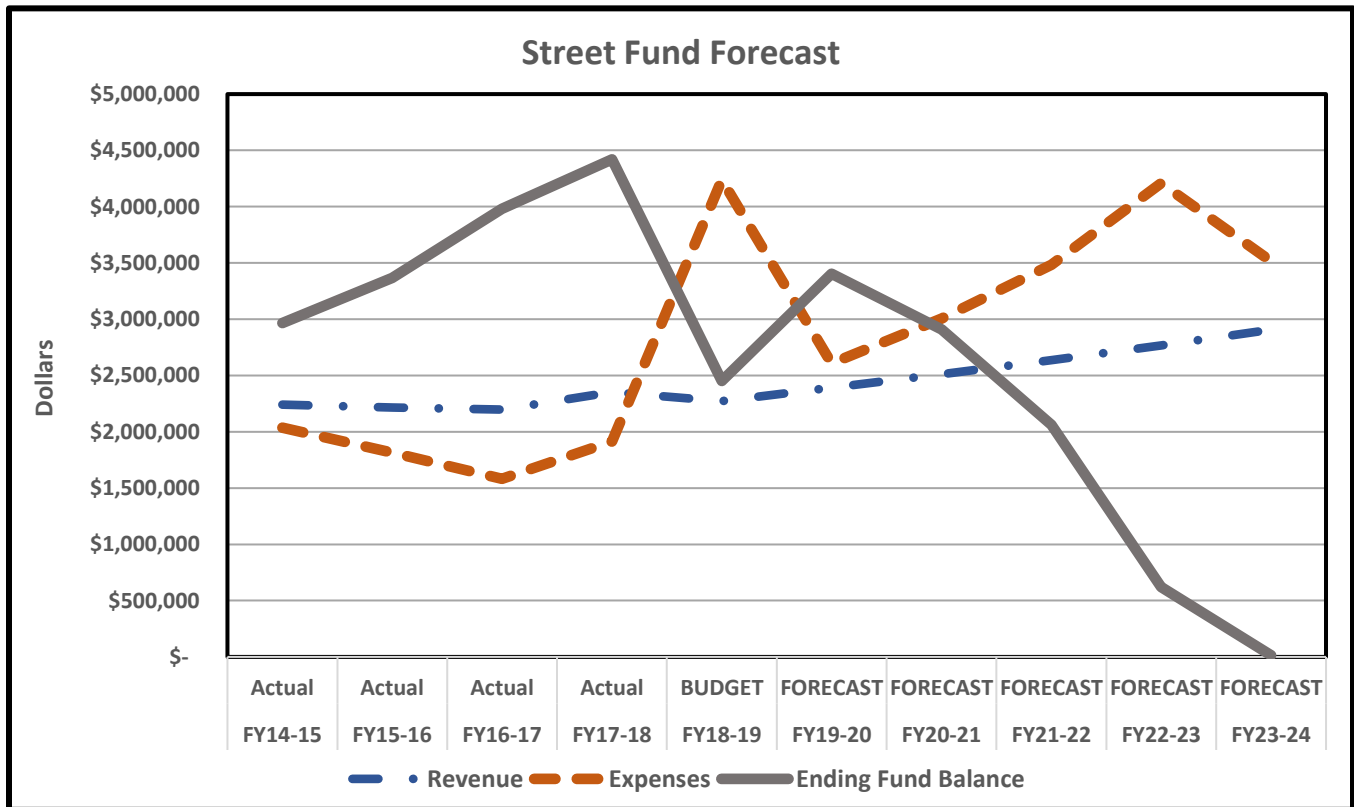
Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund.

Street Fund

Variances from Status Quo Assumptions

- None

Operating Position



State gas taxes are the largest source of revenue followed by privilege taxes paid by PGE and NW Natural. Revenue is allowed to accumulate over time in order to fund major street improvements. As the improvements are underway the expense budget spikes and the fund balance decreases. While the forecast shows fund balance decreasing to zero, in reality the capital projects will be staggered or delayed in a manner that preserves the fund balance.

Capital Projects — From Operating Revenues

The current major capital projects shown in the forecast period are West Hayes Street from Settlemier to Cascade, and Hardcastle Avenue/Railroad Crossing Realignment.

Potential Impacts and Issues

Due to the increase in the gas tax/registration/other fees, and the shifting of shared revenues (to cover street lighting expenses) to this fund, the financial outlook remains relatively stable. Privilege taxes are dependent on population growth and can also be impacted by weather patterns.

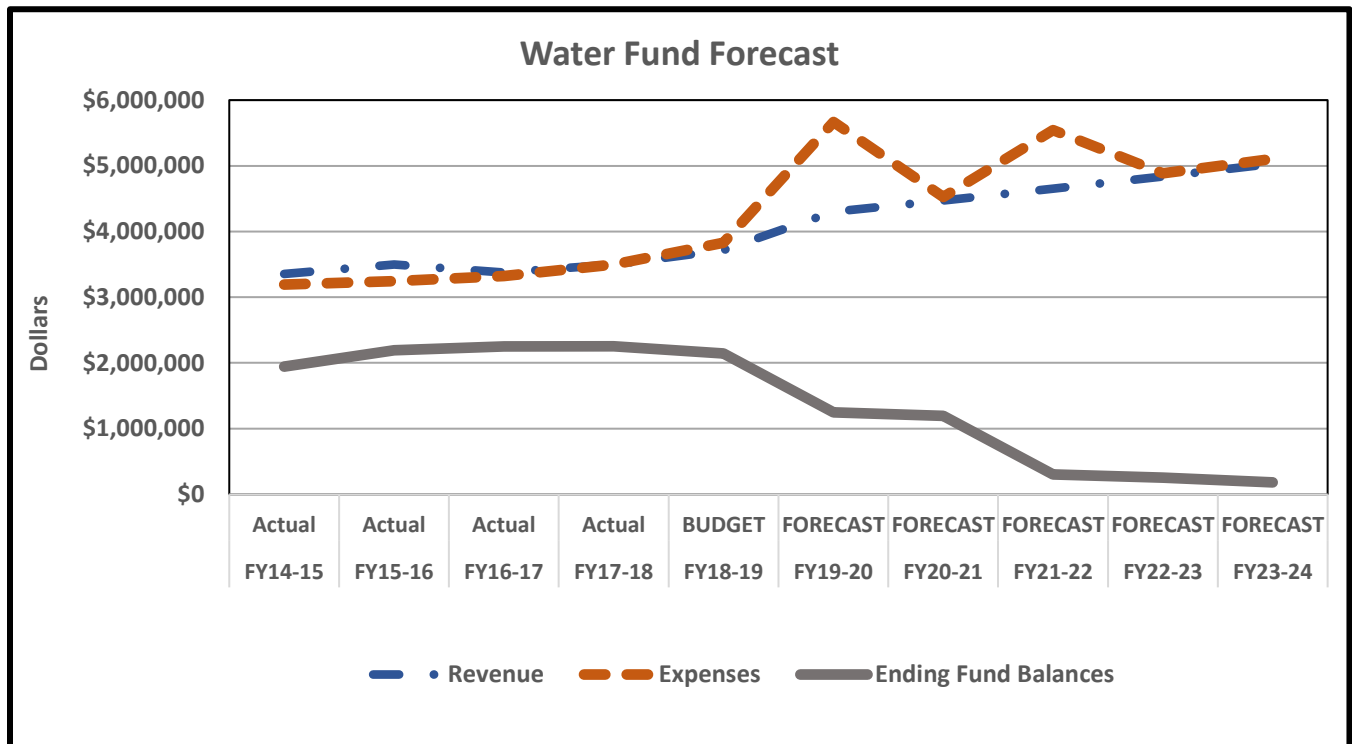
Water Fund

Variations from Status Quo Assumptions

- Spring 2018 water rate study resulted in City Council approved increases over the next 10 years; 10 percent in 2018 and 2019, followed by annual increases of 4 percent each July in years 3-10.

Operating Position

Water revenues is primarily driven by consumption. The funds costs are a mix of fixed expenses for the systems and infrastructure required to provide water, plus variable operating expenses.



Potential Impacts and Issues

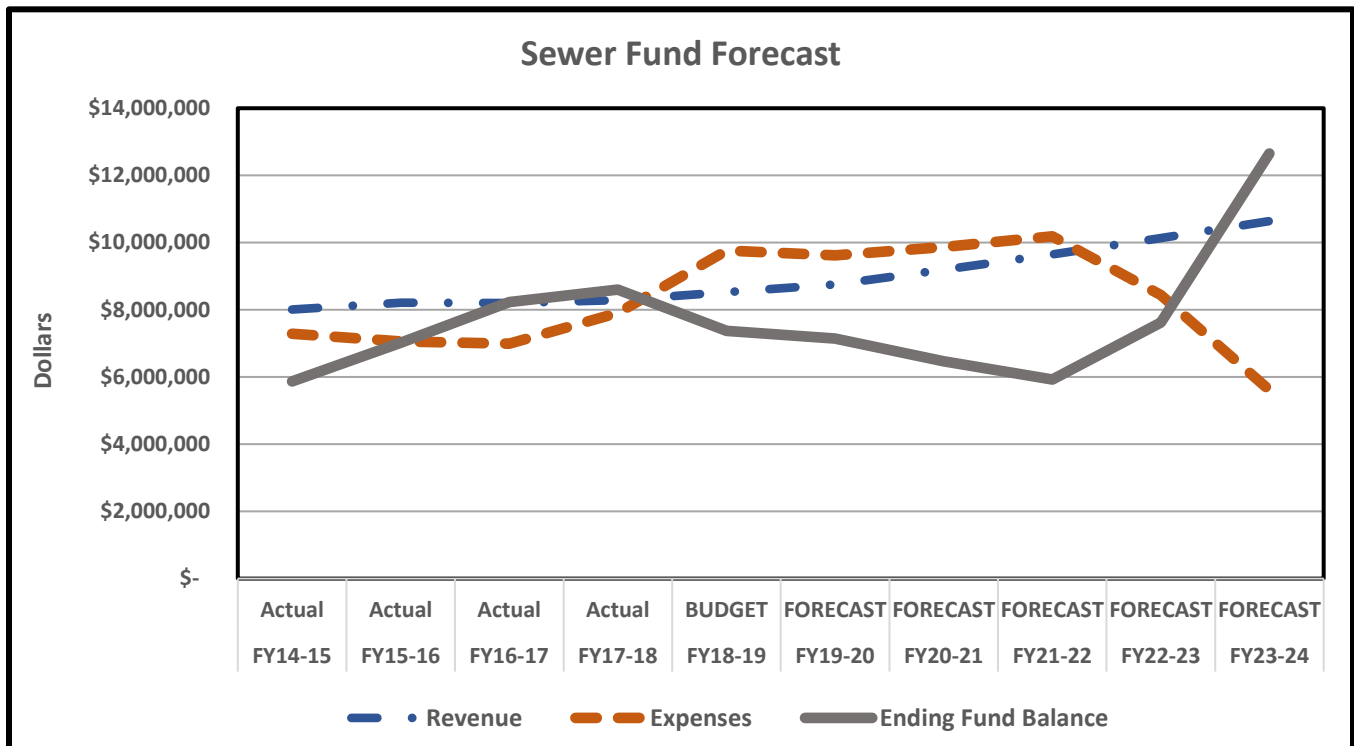
As personnel, material and services costs continue to increase, levels of service will become difficult to maintain. Additionally, unknown capacity improvements predicated by the UGB expansion will impact future capital needs.

Sewer Fund

Variances from Status Quo Assumptions

- None

Operating Position



Potential Impacts and Issues

In 2007 the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with winter-time ammonia limits and temperature total maximum daily load (TMDL). The temperature TMDL per the MAO was to be based on the findings of a separate water quality analysis that was currently being conducted by DEQ for the Molalla-Pudding River Sub-basin. The Molalla-Pudding River Sub-basin TMDL was issued by DEQ December 2008 and was subsequently approved the U.S. Environmental Protection Agency (EPA). An evaluation report was submitted to DEQ in April 2009, which provided the framework, implementation schedule and identified the required improvements needed to meet compliance with the established limits. In 2011 the City sold Wastewater Revenue and Refunding Bonds to fund the needed future wastewater treatment plan compliance upgrades.

In January 2012 the final design plans were submitted to DEQ based on their previously approved evaluation report. In August 2013 EPA provided notice to DEQ disapproving of Oregon Water Quality Standards. Natural Conditions Criteria for Temperature, and Statewide Narrative Natural Conditions Criteria, in general. The Pudding River TMDL for temperature, established in 2008 using natural criteria, could no longer be used for permitting.

Staff has been working with DEQ to update the current MAO to reflect the changes, limits and timeline that have been influenced by the court's decision. Until a water quality standard is established for the Pudding River, the City's National Pollutant Discharge Elimination System permit will not be renewed, nor can the City move forward with upgrades at the Water Treatment Plant as related to temperature compliance. Currently an outcome and timeline for DEQ in resolving temperature limits for water bodies that cannot meet numeric criteria is not known. Though the City has issued approximately \$43 million in bonds for the project, many portions of the project are stalled until a decision is made. This brings uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay. In addition to the uncertainty surrounding the permit and capital projects, unknown capacity improvements predicated by the UGB expansion may also impact future capital needs.

While the City awaits the establishment of standards and a decision by DEQ, Woodburn has moved forward with other necessary sewer system improvements. As bond funds are expended on system infrastructure projects, a review of sewer rates will be necessary to ensure long-term funding is available.

Remaining Funds

Capital Construction Funds

Capital Construction Funds are not included in this forecast because their activity is limited by funds available. A more robust capital construction plan and reporting mechanisms were implemented for development during the FY 2018-19 budget cycle.

Remaining Funds

The remaining 19 funds have dedicated revenue sources, are for a specific purpose, or have nominal activity. These funds have not been included as part of the Five-Year Forecast.

Major Assumptions – Revenues

The assumptions for this forecast are based on historical trends and expected growth. Most revenues will be improved as the City's boundary grows, but there will be pressure on staffing levels or other expenses that may generate offsetting expenses in the short run.

Revenue Assumptions

Property Taxes — General Fund

The Marion County Assessor determines the taxable assessed value of each property. In Oregon, there is no correlation between real market value and assessed value. Generally, assessed values grow by 3 percent per year as allowed by the state constitution, but has been impacted by compression. Reduced property tax revenue due to compression reached a peak during the recession and has steadily improved in the last three years. The City's tax rate is permanently set at \$6.0534 per \$1,000 of assessed value, and is subject to limitation under Ballot Measures 5 and 50.

Franchise Fees — General Fund

These fees are assessments on the utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility ranging from 3 percent to 8 percent. Franchise fees are assessed on telecommunication, cable television, natural gas, electric utilities, ambulance and garbage. These revenues are expected to grow at a rate of 1 percent for the forecast period.

Charges for Goods & Services — Utility User Charges

Water: The forecast assumes a 10 percent annual increase in year one of the forecast and 4 percent increase in years 2-5.

Sewer: The forecast assumes a 5 percent annual increase for growth. The last rate increase adopted by City Council was effective July 1, 2014 at 9.5 percent.

Gas Taxes

The State Gas Tax is estimated with a growth rate of 5 percent per year.

Building, Planning and Engineering Permits

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin.

Major Assumptions – Expenditures

Personnel Services

- Wages: Assumed to increase by 3.5 percent per year across all funds and all labor groups. This is a conservative estimate, which takes into account bargaining agreements and merit increases.

Bargaining Group	FY 2018-19	FY 2019-20
Woodburn Police Association – Officers (WPA)	2.75%	2.5%
Woodburn Police Association – Community Service Officers (WPA)	4%	2.5%
American Federation of State, County, and Municipal Employees (AFSCME)	2%	N/A

- Insurance: A growth rate of 5 percent is used for insurance costs in each of the forecast years.
- PERS: Rate assumptions vary somewhat by fund, with an average rate of 20 percent used for years 1-2, and 26 percent average growth rate applied to years 3-5.

Material and Services

Impacts of inflation are assumed to steadily increase over the five years at 3 percent. Management has been aggressive in managing costs in this category to help offset growth in personnel services costs and has been successful in holding spending well under budgeted amounts. However, inflation, workers’ compensation and other liability insurance rates may cause this category to exceed the management targets as years pass.

Capital Equipment

The Public Works Fund maintains a replacement reserve for capital equipment replacement, which is funded via transfers from the Water, Streets and Sewer funds. The General Fund replaces equipment on an as-needed basis or emergency basis, with emphasis on whether funding is available.

Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

Glossary

Capital Projects

New construction and major repairs to the City's fixed assets

Operating Position

Recurring revenues and recurring expenditures

Potential Impacts

Refers to issues and challenges that are in addition to the status quo. The intent is to inform the reader of economic matters that might occur during the forecast period.

Recurring Expenditures

The expense portion of status quo, predictable and on-going costs

Recurring Revenues

The resource portion of status quo, predictable and ongoing revenues

Revenues

Includes both recurring revenues and transfers in

Status Quo

The current level of services

Transfers In

Internal charges by General Fund for services provided to other funds

Urban Growth Boundary (UGB)

A regional boundary around the City's perimeter used by local governments as a guide to zoning and land use decisions to control urban expansion onto farm and forestlands

Wage Scales

The City's wage scales include the American Federation of State, County and Municipal Employees (AFSCME), the Woodburn Police Association (WPA), Sergeants, Part-time and Unrepresented Full-Time.

Unrepresented Wage Scale

Effective 07/01/2018

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A	Aquatics Coordinator	\$ 15.74	\$ 16.26	\$ 16.78	\$ 17.29	\$ 17.98	\$ 18.70	\$ 19.45	\$ 20.23
	Recreation Supervisor								
B		\$ 17.52	\$ 18.20	\$ 18.86	\$ 19.53	\$ 20.19	\$ 20.86	\$ 21.52	\$ 22.19
C	Accountant	\$ 20.30	\$ 21.07	\$ 21.84	\$ 22.61	\$ 23.38	\$ 24.15	\$ 24.92	\$ 25.67
D		\$ 21.31	\$ 22.13	\$ 22.93	\$ 23.75	\$ 24.54	\$ 25.37	\$ 26.16	\$ 26.98
E	Payroll Specialist	\$ 22.37	\$ 23.24	\$ 24.06	\$ 24.93	\$ 25.79	\$ 26.62	\$ 27.48	\$ 28.31
F		\$ 23.49	\$ 24.39	\$ 25.29	\$ 26.16	\$ 27.06	\$ 27.97	\$ 28.84	\$ 29.70
G		\$ 24.67	\$ 25.59	\$ 26.54	\$ 27.48	\$ 28.42	\$ 29.34	\$ 30.28	\$ 31.22
H	Executive/Legal Assistant	\$ 25.91	\$ 26.90	\$ 27.89	\$ 28.85	\$ 29.84	\$ 30.82	\$ 31.81	\$ 32.79
	Management Analyst II								
I	Facilities and Grounds Maintenance Supervisor	\$ 27.19	\$ 28.23	\$ 29.26	\$ 30.30	\$ 31.33	\$ 32.37	\$ 33.41	\$ 34.44
	Police Support Services Manager								
	Water Treatment Supervisor/Operator III								
J	Planner	\$ 28.56	\$ 29.64	\$ 30.73	\$ 31.81	\$ 32.90	\$ 33.98	\$ 35.06	\$ 36.14
	Senior Engineering Technician								
	Wastewater Treatment Plant Supervisor/Operator III								
K	Senior Management Analyst	\$ 30.00	\$ 31.14	\$ 32.27	\$ 33.42	\$ 34.55	\$ 35.69	\$ 36.82	\$ 37.96
L	Senior Planner	\$ 31.49	\$ 32.69	\$ 33.88	\$ 35.08	\$ 36.27	\$ 37.47	\$ 38.66	\$ 39.86
	Wastewater Treatment Plant Supervisor/Operator IV								
M	Project Engineering	\$ 33.07	\$ 34.32	\$ 35.58	\$ 36.83	\$ 38.09	\$ 39.35	\$ 40.61	\$ 41.84
	PW Operations Division Supervisor								
N		\$ 34.72	\$ 36.05	\$ 37.35	\$ 38.67	\$ 39.99	\$ 41.31	\$ 42.64	\$ 43.94
O		\$ 36.45	\$ 37.84	\$ 39.22	\$ 40.62	\$ 42.00	\$ 43.38	\$ 44.77	\$ 46.14

Part-Time Wage Scale

Effective 07/01/2019

Grade	Position	RANGE		
		Entry	Mid	Max
1	Intern	\$ 11.25	\$ 12.37	\$ 13.48
	Library Page	\$	\$	\$
	Lifeguard	\$	\$	\$
	Office Assistant	\$	\$	\$
	Recreation Leader	\$	\$	\$
	Vehicle Custodian	\$	\$	\$
2	Swim Instructor I	\$ 11.54	\$ 12.69	\$ 13.83
3	Head Lifeguard	\$ 11.83	\$ 13.01	\$ 14.18
4	Recreation Specialist	\$ 12.12	\$ 13.33	\$ 14.53
5	Swim Instructor II	\$ 12.42	\$ 13.66	\$ 14.89
	Medical Transportation Driver			
	Parks & Maintenance Worker			
6	Aquatics Shift Supervisor	\$ 12.65	\$ 13.97	\$ 15.30
7	Community Relations Assistant	\$ 13.28	\$ 14.61	\$ 16.07
8	Library Assistant	\$ 13.94	\$ 15.34	\$ 16.87
9	Dial-a-Ride Transportation Driver	\$ 14.64	\$ 16.10	\$ 17.71
10	Cashier	\$ 15.18	\$ 16.70	\$ 18.36
11	Library Associate	\$ 15.37	\$ 16.91	\$ 18.60
	Transportation Bus Driver	\$	\$	\$
	Utility Worker I	\$	\$	\$
12		\$ 16.14	\$ 17.75	\$ 19.53
13		\$ 16.95	\$ 18.64	\$ 20.51
14	Police Property & Evidence Technician	\$ 17.79	\$ 19.57	\$ 21.53
15		\$ 18.32	\$ 20.16	\$ 22.15
16	IT Network Technician	\$ 19.61	\$ 21.58	\$ 23.73
	Pool Operator			
17		\$ 20.59	\$ 22.65	\$ 24.92
18	Plans Examiner/Bldg Inspector I	\$ 21.62	\$ 23.79	\$ 26.16
19		\$ 22.70	\$ 24.98	\$ 27.47
20		\$ 23.84	\$ 26.22	\$ 28.85
21		\$ 25.03	\$ 27.54	\$ 30.29
22	Plans Examiner/Bldg Inspector II	\$ 26.28	\$ 28.91	\$ 31.80
23	Court Bailiff	\$ 27.60	\$ 30.36	\$ 33.39
24		\$ 28.41	\$ 31.25	\$ 34.38
25		\$ 28.98	\$ 31.88	\$ 35.06
26		\$ 30.43	\$ 33.47	\$ 36.82
27	Project Engineer	\$ 31.95	\$ 35.14	\$ 38.66
	Plans Examiner/Building Inspector III	\$	\$	\$
28	Court Judge	Set rate per day/DOE		
	Police Background Investigator	Set rate per day/DOE		
29	Fitness Instructor I	\$ 12.00	\$ 13.50	\$ 15.00
30	Fitness Instructor II	\$ 15.00	\$ 20.00	\$ 25.00
31	Umpire/Referee/Coach	\$ 15.00	\$ 17.50	\$ 20.00

AFSCME Wage Scale

Effective 7/1/2018

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A	Parks & Maintenance Worker	\$ 13.02	\$ 13.67	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.62	\$ 17.44	\$ 18.14
B	Economic Development Assistant	\$ 13.20	\$ 13.86	\$ 14.56	\$ 15.28	\$ 16.04	\$ 16.85	\$ 17.69	\$ 18.39
	Lead Parks & Maintenance Worker								
C		\$ 13.39	\$ 14.07	\$ 14.77	\$ 15.50	\$ 16.28	\$ 17.10	\$ 17.95	\$ 18.67
D		\$ 13.63	\$ 14.31	\$ 15.02	\$ 15.78	\$ 16.56	\$ 17.39	\$ 18.26	\$ 18.99
E		\$ 13.87	\$ 14.57	\$ 15.29	\$ 16.05	\$ 16.86	\$ 17.71	\$ 18.59	\$ 19.33
F		\$ 14.15	\$ 14.85	\$ 15.60	\$ 16.38	\$ 17.20	\$ 18.05	\$ 18.96	\$ 19.72
G	Meter Reader	\$ 14.45	\$ 15.18	\$ 15.93	\$ 16.73	\$ 17.56	\$ 18.44	\$ 19.37	\$ 20.15
H	Bus Driver	\$ 14.78	\$ 15.51	\$ 16.30	\$ 17.11	\$ 17.96	\$ 18.86	\$ 19.81	\$ 20.59
I	Cashier	\$ 15.18	\$ 15.93	\$ 16.74	\$ 17.57	\$ 18.45	\$ 19.37	\$ 20.34	\$ 21.15
J	Lead Bus Driver	\$ 15.60	\$ 16.37	\$ 17.20	\$ 18.05	\$ 18.96	\$ 19.90	\$ 20.90	\$ 21.74
	Police Records Clerk								
K	Administrative Specialist	\$ 16.08	\$ 16.88	\$ 17.73	\$ 18.60	\$ 19.54	\$ 20.51	\$ 21.54	\$ 22.40
	Library Assistant								
L	Court Operations Clerk	\$ 16.59	\$ 17.41	\$ 18.29	\$ 19.20	\$ 20.16	\$ 21.17	\$ 22.23	\$ 23.11
	Permit Technician								
	Utility Worker I								
	Water Technician I								
M	Engineering Technician I	\$ 17.26	\$ 18.13	\$ 19.02	\$ 19.98	\$ 20.98	\$ 22.02	\$ 23.12	\$ 24.05
	IT Network Technician								
	Library Associate								
	Utility Worker II								
N	Waste Water Operator I	\$ 17.80	\$ 18.69	\$ 19.62	\$ 20.60	\$ 21.63	\$ 22.72	\$ 23.85	\$ 24.81
	Water Operator I								
O	Accounting Assistant	\$ 18.14	\$ 19.04	\$ 19.99	\$ 20.99	\$ 22.04	\$ 23.14	\$ 24.31	\$ 25.28
	Administrative Analyst								
	Police Evidence Technician								
	Utility Worker III								
P	Engineering Technician II	\$ 18.50	\$ 19.43	\$ 20.40	\$ 21.42	\$ 22.49	\$ 23.61	\$ 24.80	\$ 25.79
Q	Building Inspector/Plans Examiner I	\$ 19.65	\$ 20.62	\$ 21.65	\$ 22.75	\$ 23.88	\$ 25.07	\$ 26.33	\$ 27.38
	CAD/GIS Technician								
	Utility Worker IV								
	Waste Water Operator III								
	Water Technician II								
R	Facility Maintenance Technician	\$ 20.17	\$ 21.18	\$ 22.24	\$ 23.35	\$ 24.51	\$ 25.73	\$ 27.02	\$ 28.10
	Fleet Maintenance Technician								
	Water Operator II								
S	IT Network Administrator	\$ 21.40	\$ 22.47	\$ 23.59	\$ 24.78	\$ 26.01	\$ 27.32	\$ 28.68	\$ 29.82
	Librarian								
T	Associate Planner	\$ 22.48	\$ 23.60	\$ 24.79	\$ 26.02	\$ 27.33	\$ 28.69	\$ 30.13	\$ 31.33
	IT Software Support Specialist								
	Lead Fleet Maintenance Technician								
	Water Maintenance Technician								
U	Building Inspector/Plans Examiner II	\$ 23.67	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.77	\$ 30.21	\$ 31.72	\$ 32.83
	Sewer Line Maintenance Technician								
	Waste Water Laboratory Technician								
	Waste Water Operator III								
V	Industrial Waste Coordinator	\$ 25.05	\$ 26.31	\$ 27.62	\$ 29.00	\$ 30.45	\$ 31.98	\$ 33.57	\$ 34.91
W	Engineering Technician III	\$ 25.82	\$ 27.11	\$ 28.46	\$ 29.89	\$ 31.53	\$ 33.26	\$ 34.92	\$ 36.32
	IT Systems Administrator								
	Waste Water Maintenance Technician								
Y	Building Inspector/Plans Examiner III	\$ 32.14	\$ 33.26	\$ 34.43	\$ 35.64	\$ 37.24	\$ 38.91	\$ 40.67	\$ 42.29

Woodburn Police Association (WPA) Wage Scale

Effective 7/1/2019

Compensation Schedule Sworn Officer (shown in dollars per hour)

GRADE	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9 @ +10 YEARS	Step 10 @ + 15 YEARS	Step 11 @ +20 years
1.1	Officer	\$ 27.44	\$ 28.55	\$ 29.63	\$ 31.10	\$ 32.56	\$ 34.03	\$ 35.86	\$ 36.58	\$ 37.68	\$ 38.43	39.20
1.2	Officer-Basic Language	\$ 28.14	\$ 29.25	\$ 30.37	\$ 31.87	\$ 33.37	\$ 34.87	\$ 36.76	\$ 37.51	\$ 38.64	\$ 39.41	40.20
1.3	Officer-Advanced Lang	\$ 29.37	\$ 30.54	\$ 31.71	\$ 33.28	\$ 34.84	\$ 36.41	\$ 38.36	\$ 39.15	\$ 40.33	\$ 41.14	41.96
2.1	Officer-Intermediate	\$ 28.82	\$ 29.97	\$ 31.12	\$ 32.65	\$ 34.19	\$ 35.73	\$ 37.65	\$ 38.42	\$ 39.57	\$ 40.36	41.17
2.2	Officer-Inter Basic Lang	\$ 29.54	\$ 30.72	\$ 31.90	\$ 33.48	\$ 35.06	\$ 36.63	\$ 38.60	\$ 39.39	\$ 40.57	\$ 41.38	42.21
2.3	Officer-Inter Adv Lang	\$ 30.84	\$ 32.08	\$ 33.30	\$ 34.94	\$ 36.58	\$ 38.25	\$ 40.28	\$ 41.11	\$ 42.34	\$ 43.19	44.05
3.1	Officer-Advanced	\$ 30.20	\$ 31.40	\$ 32.60	\$ 34.22	\$ 35.82	\$ 37.44	\$ 39.44	\$ 40.24	\$ 41.45	\$ 42.28	43.13
3.2	Officer-Adv Basic Lang	\$ 30.96	\$ 32.19	\$ 33.42	\$ 35.08	\$ 36.73	\$ 38.37	\$ 40.44	\$ 41.26	\$ 42.50	\$ 43.35	44.22
3.3	Officer-Adv Adv Lang	\$ 32.30	\$ 33.61	\$ 34.89	\$ 36.62	\$ 38.33	\$ 40.07	\$ 42.21	\$ 43.06	\$ 44.35	\$ 45.24	46.15

Compensation Schedule NON Sworn Officer (shown in dollars per hour)

CE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Code Enforcement	\$ 20.58	\$ 21.40	\$ 22.23	\$ 23.34	\$ 24.43	\$ 25.53	\$ 26.90	\$ 27.44

Police Management Wage Scale

SERGEANT PAY SCALE

Effective 3/1/2019

	Step 1	Step 2	Step 3	Step 4	Step 5
Intermediate Certification	\$38.25	\$39.40	\$40.58	\$41.80	\$43.05
Supervisory Certification	\$41.69	\$42.94	\$44.23	\$45.56	\$46.93

Cert Pays

3% for basic language

7% for advanced language

4.5% for advanced DPSST, if no supervisory certification

EFFECTIVE 7/1/2019

5 years in classification at Woodburn 1.5%

10 years in classification at Woodburn 3.0%

15 years in classification at Woodburn 4.5%

20 years in classification at Woodburn 6.0%

	Open Range	Starting	Mid	High
LT	Police Lieutenant	\$ 52.52	\$ 53.76	\$ 55.02

Chart of Accounts

As part of the Finance Department’s efforts to improve efficiency, the chart of accounts is under review for consolidation and improved account names. There are numerous accounts that say closed or refer the user to other accounts for usage.

Description	Classification	
REVENUE		
3081	Beginning Fund Balance	Fund Balance
3111	Property Tax - Current	Taxes
3112	Property Tax - Delinquent	Taxes
3113	Pmt in Lieu of Taxes	Taxes
3133	Hotel/Motel Tax	Taxes
3141	Privilege Tax, PGE	Franchise Fees
3142	Privilege Tax, NW Natural	Franchise Fees
3171	City Gas Tax	Taxes
3181	911 Tax	Taxes
3211	Business License	Licenses and Permits
3212	Liquor License	Licenses and Permits
3219	Other License	Licenses and Permits
3220	Taxicab Permits	Licenses and Permits
3221.101	Building Permits	Licenses and Permits
3221.102	Mechanical Permits	Licenses and Permits
3221.103	MC Electrical/Plumbing Per	Licenses and Permits
3221.104	Bldg Permit State Surchar	Licenses and Permits
3221.105	Plan Check Fees	Licenses and Permits
3221.106	Fire Check Fees	Licenses and Permits
3221.107	State Mfg Home Fee	Licenses and Permits
3221.108	M.C. Admin Fee	Licenses and Permits
3221.109	Plan Check--Mechanical	Licenses and Permits
3221.110	CET Administrative Fee	Licenses and Permits
3222	Unused Account	Licenses and Permits
3223	Curb Cuts and Bores	Licenses and Permits
3224	R/W Construction Permits	Licenses and Permits
3225	Filming Permits	Licenses and Permits
3228	Franchise Fees	Franchise Fees
3228.001	X5 OpCo LLC	Franchise Fees
3228.002	LS Networks	Franchise Fees
3228.003	PGE Franchise Fee	Franchise Fees
3228.004	NW Natural Franchise Fee	Franchise Fees
3228.005	CenturyLink Franchise Fee	Franchise Fees
3228.006	Republic Services Franchise Fee	Franchise Fees
3228.007	Wave Broadband Franchise Fee	Franchise Fees
3228.008	Woodburn Ambulance Franchise Fee	Franchise Fees
3228.009	Gervais Telephone Franchise Fee	Franchise Fees
3228.010	Preferred LD Franchise Fee	Franchise Fees
3228.011	Matrix Franchise Fee	Franchise Fees
3228.012	Sprint Franchise Fee	Franchise Fees
3228.013	X5 OpCo LLC Franchise Fees	Franchise Fees
3228.050	Other Small Franchises Franchise Fee	Franchise Fees
3243	Right of Way	Franchise Fees
3243.470	General Right of Way - Water (Paid to Gen Fund by Water & Sewer)	Franchise Fees
3243.472	General Right of Way - Sewer (Paid to Gen Fund by Water & Sewer)	Franchise Fees
3331	Federal Grants Direct	Intergovernmental
3332	Federal Grants	Intergovernmental
3333	Federal Grants Indirect	Intergovernmental
3333.001	DoT Fund Exchange	Intergovernmental
3333.601	5310 Discretionary Ops	Intergovernmental
3333.602	5310 Discretionary Cap	Intergovernmental
3333.603	5311 Formula Operation	Intergovernmental
3333.604	ARRA Stimulus	Intergovernmental
3333.605	Veh Prev Maint	Intergovernmental
3341	State Grants	Intergovernmental
3341.601	STF Formula	Intergovernmental
3341.602	STF Discretionary	Intergovernmental

Account Number	Description	Classification
3343	JARC Job Access Revers	Intergovernmental
3344	New Freedom	Intergovernmental
3351	Grants	Intergovernmental
3361	State Gas Tax	Intergovernmental
3362	State Liquor Proration	Intergovernmental
3363	State Cigarette Tax	Intergovernmental
3364	State Revenue Sharing	Intergovernmental
3365	Regional Library Services	Intergovernmental
3366	Ready to Read Grant	Intergovernmental
3367	State Marijuana Tax Distribution - HB 3400 Local Option Tax	Intergovernmental
3414	Accounting Services	Charges for Goods and Services
3415	Sale of Documents	Charges for Goods and Services
3415.001	Sale of Bid Documents	Charges for Goods and Services
3416	Lien Search Revenue	Charges for Goods and Services
3417	Resale of Merchandise	Charges for Goods and Services
3418	Concession Sales	Charges for Goods and Services
3421	Police Reimbursements	Charges for Goods and Services
3421.001	Reimbursements School District (IT Service for other cities/districts)	Charges for Goods and Services
3421.002	Reimbursements Hubbard (IT Service for other cities/districts)	Charges for Goods and Services
3421.003	Reimbursements Mt Angel (IT Service for other cities/districts)	Charges for Goods and Services
3421.004	Reimbursements Silverton (IT Service for other cities/districts)	Charges for Goods and Services
3421.005	Reimbursements Aurora FD (IT Service for other cities/districts)	Charges for Goods and Services
3421.006	Reimbursements St Paul FD (IT Service for other cities/districts)	Charges for Goods and Services
3421.007	Reimbursements Mt Angel FD (IT Service for other cities/districts)	Charges for Goods and Services
3421.008	Reimbursement METCOM (Norcom) (IT Service for other cities/districts)	Charges for Goods and Services
3421.009	Reimbursement Gervais (IT Service for other cities/districts)	Charges for Goods and Services
3421.010	Reimbursement Woodburn Fire Dist (IT Service for other cities/districts)	Charges for Goods and Services
3421.011	Reimbursement Stayton PD (IT Service for other cities/districts)	Charges for Goods and Services
3421.012	Reimbursements Turner PD (IT Service for other cities/districts)	Charges for Goods and Services
3421.013	Reimbursements Marion County (IT Service for other cities/districts)	Charges for Goods and Services
3421.014	Reimbursements OEM (IT Service for other cities/districts)	Charges for Goods and Services
3421.016	Reimbursements RMS Licensing	Charges for Goods and Services
3421.017	Reimbursements Aumsville PD	Charges for Goods and Services
3422	Records Mgmt System (RMS) (Cost Sharing portion of Aegis Software)	Charges for Goods and Services
3422.002	Rec Mgmt (RMS) Hubbard	Charges for Goods and Services
3422.003	Rec Mgmt (RMS) Mt Angel	Charges for Goods and Services
3422.004	Rec Mgmt (RMS) Silverton	Charges for Goods and Services
3422.010	Rec Mgmt (RMS) Woodburn Fire Dist	Charges for Goods and Services
3422.011	Rec Mgmt (RMS) Stayton PD	Charges for Goods and Services
3422.012	Rec Mgmt (RMS) Turner PD	Charges for Goods and Services
3422.017	Rec Mgmt (RMS) Aumsville PD	Charges for Goods and Services
3431	Weed/brush Abatement	Charges for Goods and Services
3434	Water Revenue	Charges for Goods and Services
3434.101	Water Sales Revenue	Charges for Goods and Services
3434.102	New Services	Charges for Goods and Services
3434.103	Re-connection Fees	Charges for Goods and Services
3434.104	Vacations	Charges for Goods and Services
3434.105	After Hours Fee	Charges for Goods and Services
3434.106	NSF Check Fee	Charges for Goods and Services
3434.107	System Improvements	Charges for Goods and Services
3434.108	Bulk Water Sales	Charges for Goods and Services
3434.109	System Repairs	Charges for Goods and Services
3434.111	Collections	Charges for Goods and Services
3434.112	Late Fees	Charges for Goods and Services
3435	Sewer Revenue	Charges for Goods and Services
3435.101	Sewer System Revenue	Charges for Goods and Services
3435.102	Service Chg-95-6 Increase	Charges for Goods and Services
3435.103	Septage Dumping	Charges for Goods and Services
3435.111	Collections	Charges for Goods and Services
3445	Dial a Ride Daily	Charges for Goods and Services
3446	Transit RHF Receipts	Charges for Goods and Services
3447	Transit System Fares	Charges for Goods and Services
3451	T&E Planning Develop Fee	Charges for Goods and Services
3456	Planning Fees	Charges for Goods and Services
3458.101	Transportation Impact Fees	Charges for Goods and Services
3458.201	Storm SDC's	Charges for Goods and Services
3458.301	Water SDC's	Charges for Goods and Services
3458.401	Sewer SDC's	Charges for Goods and Services
3458.501	Park's SDC's	Charges for Goods and Services

Account Number	Description	Classification
3471	Pool Program Revenues	Charges for Goods and Services
3471.101	Pool Admissions	Charges for Goods and Services
3471.102	Pool Memberships	Charges for Goods and Services
3471.103	Pool Rentals	Charges for Goods and Services
3471.104	Swimming Lessons	Charges for Goods and Services
3471.105	Sponsorships	Charges for Goods and Services
3471.106	Fitness Classes	Charges for Goods and Services
3471.107	Towels/Misc	Charges for Goods and Services
3472	Rural Readers' Fees	Charges for Goods and Services
3473	Recreation Program Revenue	Charges for Goods and Services
3473.101	Youth Sports	Charges for Goods and Services
3473.102	Adult Sports	Charges for Goods and Services
3473.103	Youth Program	Charges for Goods and Services
3473.104	Administration	Charges for Goods and Services
3473.105	Adult Program	Charges for Goods and Services
3473.106	Sponsorship Revenue	Charges for Goods and Services
3473.107	Teen Program Revenue	Charges for Goods and Services
3473.108	After School Club	Charges for Goods and Services
3473.109	Recreation Trust	Charges for Goods and Services
3473.110	Arts & Culture	Charges for Goods and Services
3473.111	Active Adult	Charges for Goods and Services
3474	Event Admission	Charges for Goods and Services
3474.099	Fiesta Event Admissions	Charges for Goods and Services
3475	Museum Admission	Charges for Goods and Services
3476	Event Sponsorships	Charges for Goods and Services
3476.099	Fiesta Event Sponsorships	Charges for Goods and Services
3491	Rental Income	Charges for Goods and Services
3530	Court Fines from Other Jurisdictions	Fines and Forfeits
3531	Court Fines	Fines and Forfeits
3531.101	Police Training Surcharge	Fines and Forfeits
3532	Towing Fee	Fines and Forfeits
3533	Alarm Fee	Fines and Forfeits
3534	Rural Reader's Fines	Fines and Forfeits
3535	Sewer Discharge Fines	Fines and Forfeits
3536	Library Fines	Fines and Forfeits
3611	Interest from Investments	Miscellaneous Revenue
3612	Interest Fr Interfund Lns	Miscellaneous Revenue
3614	Special Assessment-Intere	Miscellaneous Revenue
3615	Interest fr Deferred Pmts	Miscellaneous Revenue
3625	Facilities Rent	Miscellaneous Revenue
3625.001	Rent-METCOM (Norcom)	Miscellaneous Revenue
3631	Insurance Recoveries	Miscellaneous Revenue
3632	Judgements & Settlements	Miscellaneous Revenue
3641	Annual Access Fee	Miscellaneous Revenue
3642	Loan Repmt--1st Loan Dvdn	Miscellaneous Revenue
3642.110	Small Business Loan	Miscellaneous Revenue
3643	Loan Repmt--2nd Loan	Miscellaneous Revenue
3644	Liquidated Damages	Miscellaneous Revenue
3651	Internal Rent Revenue	Miscellaneous Revenue
3652	Interfund Stores Issues	Miscellaneous Revenue
3652.001	IT Revenue - General Fund	Miscellaneous Revenue
3652.110	IT Revenue - Transit	Miscellaneous Revenue
3652.123	IT Revenue - Building Inspection	Miscellaneous Revenue
3652.140	IT Revenue - Street	Miscellaneous Revenue
3652.470	IT Revenue - Water	Miscellaneous Revenue
3652.472	IT Revenue - Sewer	Miscellaneous Revenue
3652.478	IT Revenue - Surface Water	Miscellaneous Revenue
3652.582	IT Revenue - Public Works Services	Miscellaneous Revenue
3652.720	IT Revenue - Urban Renewal	Miscellaneous Revenue
3652.901	IT Revenue - Norcom	Miscellaneous Revenue
3653	Interfund Copier Usage	Miscellaneous Revenue
3654	Garage WO Revenue	Miscellaneous Revenue
3655	IS Support	Miscellaneous Revenue
3656	Engineering Internal Project WO Revenue	Miscellaneous Revenue
3656.140	Engineering Svcs - Street	Miscellaneous Revenue
3656.470	Engineering Svcs - Water	Miscellaneous Revenue
3656.472	Engineering Svcs - Sewer	Miscellaneous Revenue
3657.140	PW Overhead from Street	Miscellaneous Revenue
3657.470	PW Overhead from Water	Miscellaneous Revenue

Account Number	Description	Classification
3657.472	PW Overhead from Sewer	Miscellaneous Revenue
3658.101	General Liability	Miscellaneous Revenue
3658.102	Auto/Vehicle	Miscellaneous Revenue
3658.103	Property	Miscellaneous Revenue
3658.104	Workers Comp	Miscellaneous Revenue
3658.105	Employee Blanket Bond	Miscellaneous Revenue
3658.106	Boiler & Machinery	Miscellaneous Revenue
3658.107	Admin/Legal	Miscellaneous Revenue
3661	Interfund Loan Interest	Miscellaneous Revenue
3662	Interfund Rent	Miscellaneous Revenue
3671	Donations-Parks	Miscellaneous Revenue
3671.101	Woodburn Together Grant	Intergovernmental
3671.102	Police Athletic Assoc	Intergovernmental
3671.103	Nike Go Grant	Intergovernmental
3671.104	OSU Credit Union Grant	Intergovernmental
3671.105	Land o Frost Grant	Intergovernmental
3671.106	NFL Grant	Intergovernmental
3671.107	K-Boom Grant	Intergovernmental
3671.108	Burlingham Trust Donation	Miscellaneous Revenue
3671.109	Adopt a Park Donations	Miscellaneous Revenue
3671.110	PAL - Teen Prog Grant	Intergovernmental
3671.111	T3 Intern Reimb Grant - Boys & Girls Club	Intergovernmental
3671.999	Intergovernmental Grant	Intergovernmental
3672	Donations-Library	Miscellaneous Revenue
3672.001	Donations-Library - Music in the Park	Miscellaneous Revenue
3672.101	Gates Library Grant	Intergovernmental
3673	Donations-Police	Miscellaneous Revenue
3674	SRO SD Portion	Miscellaneous Revenue
3675	Donations-Museum	Miscellaneous Revenue
3676	Donations-Transit	Miscellaneous Revenue
3677	Donations-Pool	Miscellaneous Revenue
3678	Developer Contributions	Miscellaneous Revenue
3679	Donations-Other	Miscellaneous Revenue
3681	Special Assessment Princi	Miscellaneous Revenue
3681.001	LID Alley	Miscellaneous Revenue
3681.004	LID Boones Ferry	Miscellaneous Revenue
3681.008	LID Hardcastle	Miscellaneous Revenue
3681.011	LID Ironwood	Miscellaneous Revenue
3682	Sp Assess-Advance Pmts	Miscellaneous Revenue
3691	Sale of Surplus Property	Miscellaneous Revenue
3692	Confiscated Cash	Miscellaneous Revenue
3692.101	Copies--Other	Miscellaneous Revenue
3692.311	Copies--Library	Miscellaneous Revenue
3693	Sale of Confiscated Prop	Miscellaneous Revenue
3694	Gain/Loss on Sale	Miscellaneous Revenue
3695	Lost Book Revenue	Miscellaneous Revenue
3696	Friends of Library Sales	Miscellaneous Revenue
3698	Cash Long and Short	Miscellaneous Revenue
3698.001	Deposit Difference	Miscellaneous Revenue
3698.102	Library	Miscellaneous Revenue
3698.103	Aquatics	Miscellaneous Revenue
3698.104	Recreation	Miscellaneous Revenue
3698.105	Parks & Fac Maint	Miscellaneous Revenue
3698.106	Comm Svs Admin	Miscellaneous Revenue
3699	Other Miscellaneous Income	Miscellaneous Revenue
3699.101	Fraud Loss	Miscellaneous Revenue
3699.102	Library	Miscellaneous Revenue
3699.103	Aquatics	Miscellaneous Revenue
3699.104	Recreation	Miscellaneous Revenue
3699.105	Parks & Fac Maint	Miscellaneous Revenue
3699.106	Comm Svs Admin	Miscellaneous Revenue
3699.720	Urban Renewal	Miscellaneous Revenue
3811	Interfund Loan Proceeds	Other Financing Sources
3811.123	Interfund Loan From Building	Other Financing Sources
3811.376	Interfund Loan from 376	Other Financing Sources
3811.465	Interfund Loan	Other Financing Sources
3811.466	Interfund Loan From 466	Other Financing Sources
3812	Interfund Loan Repayment	Other Financing Sources
3812.001	Interfund Loan Repayment	Other Financing Sources

Account Number	Description	Classification
3824	Revolving Loan Payback	Other Financing Sources
3824	Loan Payback 2000	Other Financing Sources
3824.009	Loan Payback 2009	Other Financing Sources
3824.01	Loan Payback 2010	Other Financing Sources
3824.087	Loan Payback 1987	Other Financing Sources
3824.089	Loan Payback 1989	Other Financing Sources
3825	URA Loan Fees	Other Financing Sources
3831	Contributed Cap--Fed	Fund Balance
3832	Contributed Cap--State	Fund Balance
3833	Contributed Cap--Local	Fund Balance
3834	Contributed Cap--InterFd	Fund Balance
3841	Interfund Loan	Other Financing Sources
3841.376	Interfund Loan Receipt	Other Financing Sources
3871	Residual Equity Trnsfr In	Fund Balance
3881	Reimbursements	Miscellaneous Revenue
3881.001	Reimbursement--Training	Miscellaneous Revenue
3891	Construction Excise Tax	Intergovernmental
3891.059	Marion County Permits	Intergovernmental
3891.06	Marion County Admin Fee	Intergovernmental
3891.099	Marion County State Surcharge	Intergovernmental
3891.159	State Surcharge	Intergovernmental
3891.259	State Manufactured Home Fee	Intergovernmental
3891.359	CET Suspend	Licenses and Permits
3911	GO Bond Proceeds	Other Financing Sources
3913	Special Assess Bond Procd	Other Financing Sources
3916	Note Proceeds	Other Financing Sources
3918	Loan Proceeds	Other Financing Sources
3918.101	State Loan-PW Program	Other Financing Sources
3918.102	State Loan-Revolving Fd	Other Financing Sources
3918.103	SDWA Loan	Other Financing Sources
3918.104	Water/Sewer Loan	Other Financing Sources
3918.105	OHCS Loan	Other Financing Sources
3971	Transfer In NWS Upgrade	Transfers In
3971.001	Transfer From General Fund	Transfers In
3971.110	Transfer From Transit	Transfers In
3971.123	Transfer From Building	Transfers In
3971.137	Transfer from Housing Rehab	Transfers In
3971.140	Transfer From Street	Transfers In
3971.169	Transfer From City Gas Tax	Transfers In
3971.358	Transfer From General Cap Const	Transfers In
3971.360	Transfer From Special Assessment Fund	Transfers In
3971.363	Transfer From Street & Storm Cap Const	Transfers In
3971.364	Transfer From Parks SDC	Transfers In
3971.376	Transfer From Street SDC	Transfers In
3971.377	Transfer From Storm SDC	Transfers In
3971.465	Transfer From Sewer Construction	Transfers In
3971.466	Transfer From Water Cap Const	Transfers In
3971.470	Transfer From Water	Transfers In
3971.472	Transfer From Sewer	Transfers In
3971.474	Transfer From Water SDC	Transfers In
3971.475	Transfer From Sewer SDC	Transfers In
3971.568	Transfer from Information Technology	Transfers In
3971.581	Transfer From Insurance	Transfers In
3971.591	Transfer From Equipment Replacement	Transfers In
3971.690	Transfer From Library Endowmnt	Transfers In
3971.691	Transfer From Museum Endowment	Transfers In
3971.692	Transfer From Water Deposit	Transfers In
3971.720	Transfer From Urban Renewal	Transfers In
3972	Interfund Loan Transfer	Transfers In

Account Number	Description	Classification
Expense		
5111	Regular Wages	Personnel Services
5112	Part-Time Wages	Personnel Services
5112.010	Youth Sports	Personnel Services
5112.011	Instruction Wages	Personnel Services
5112.012	Lifeguarding Wages	Personnel Services
5112.013	Cashiering Wages	Personnel Services
5112.014	Administration Wages	Personnel Services
5112.015	Pool Operator (& Custodial) Wages	Personnel Services
5112.016	Water Fitness Instructor Wages	Personnel Services
5112.017	Head Lifeguard Wages	Personnel Services
5112.020	Adult Sports Wages	Personnel Services
5112.040	Summer Day Camp Wages	Personnel Services
5112.050	After School Club Wages	Personnel Services
5112.060	Arts & Culture Wages	Personnel Services
5112.070	Active Adult Wages	Personnel Services
5112.101	PAL Coordinator	Personnel Services
5113	Temporary	Personnel Services
5121	Overtime	Personnel Services
5199	Intra-governmental Service	Personnel Services
5210	OR Transit Tax	Personnel Services
5211	OR Workers' Benefit	Personnel Services
5212	Social Security	Personnel Services
5213	Med & Dent Ins	Personnel Services
5214	Retirement	Personnel Services
5214.001	Retirement	Personnel Services
5214.100	PERS - City	Personnel Services
5214.600	PERS 6%	Personnel Services
5214.800	DEFERED COMP - CITY	Personnel Services
5215	Long Term Disability Ins	Personnel Services
5216	Unemployment Insurance	Personnel Services
5217	Life Insurance	Personnel Services
5314	Books	Materials & Services
5315	Computer Supplies	Materials & Services
5319	Office Supplies	Materials & Services
5321	Cleaning Supplies	Materials & Services
5322	Lubricants	Materials & Services
5323	Fuel	Materials & Services
5324	Clothing	Materials & Services
5325	Ag Supplies	Materials & Services
5326	Safety/Medical	Materials & Services
5327	Chemicals	Materials & Services
5328	Lab Supplies	Materials & Services
5329	Other Supplies	Materials & Services
5329.100	Events	Materials & Services
5329.200	Youth Sports	Materials & Services
5329.300	Adult Sports	Materials & Services
5329.400	Summer Day Camp	Materials & Services
5329.401	Program Supplies-Youth	Materials & Services
5329.402	Program Supplies-Adult	Materials & Services
5329.403	Program Supplies--Teen	Materials & Services
5329.405	Fiesta Services	Materials & Services
5329.410	Wbn Reads Grant	Materials & Services
5329.500	After School Club	Materials & Services
5329.600	Rec Admin	Materials & Services
5329.700	Arts & Culture	Materials & Services
5329.800	Active Adult	Materials & Services
5329.900	Museum	Materials & Services
5331	Construction Materials	Materials & Services
5332	Spare Parts	Materials & Services
5334	Plumbing Supplies	Materials & Services
5335	Electrical Supplies	Materials & Services
5336	HVAC	Materials & Services
5337	Tires/Parts	Materials & Services
5338	Tools	Materials & Services
5339	Other Maintenance Supplies	Materials & Services
5340	Print Materials - Teen	Materials & Services
5341	Print Materials - Adult	Materials & Services
5341.001	Fiction	Materials & Services

Account Number	Description	Classification
5341.002	Non Fiction	Materials & Services
5342	Print Materials - Child	Materials & Services
5342.001	Juvenile Fiction	Materials & Services
5342.002	Juvenile Easy	Materials & Services
5342.003	Juvenile Non Fiction	Materials & Services
5342.004	Parents	Materials & Services
5342.005	Library Materials - Young Adult	Materials & Services
5342.006	Reference	Materials & Services
5343	Foreign Language Material	Materials & Services
5343.001	Russian	Materials & Services
5343.002	Spanish	Materials & Services
5344	Large Print Materials	Materials & Services
5344.001	Fiction	Materials & Services
5344.002	Non Fiction	Materials & Services
5344.003	Audiobooks	Materials & Services
5345	Audiovisual Materials - Adult	Materials & Services
5345.001	Audiovisual Materials - Child	Materials & Services
5345.002	Audiovisual Materials - Teen	Materials & Services
5346	Electronic Materials	Materials & Services
5347	Program Supplies	Materials & Services
5347.001	Program Supplies - Summer Concerts	Materials & Services
5347.002	Program Supplies - Adult	Materials & Services
5347.003	Program Supplies - Child	Materials & Services
5347.004	Program Supplies - Technical Services	Materials & Services
5348	Periodicals	Materials & Services
5349	Periodicals - Adult	Materials & Services
5350	Periodicals - Child	Materials & Services
5351	Ammunition	Materials & Services
5352	Protective Clothing	Materials & Services
5353	Photographic Supplies	Materials & Services
5359	Other Police Supplies	Materials & Services
5361	Road Materials	Materials & Services
5362	Concrete	Materials & Services
5363	Signs	Materials & Services
5364	Culvert	Materials & Services
5365	Guardrail	Materials & Services
5369	Other Street Supplies	Materials & Services
5379	Water/Sewer Supplies	Materials & Services
5379.001	Line Repair Supplies	Materials & Services
5379.002	Customer Service	Materials & Services
5379.003	Pump Supplies	Materials & Services
5379.004	Meter Parts	Materials & Services
5379.005	Protective Equipment	Materials & Services
5379.006	Treatment/Storage Maint	Materials & Services
5381	Turf	Materials & Services
5383	Shrubs (Use 5389 Parks Supplies)	Materials & Services
5384	Trees	Materials & Services
5385	Fertilizer	Materials & Services
5389	Other Parks Supplies	Materials & Services
5390	Merchandise	Materials & Services
5391	Inventory	Materials & Services
5398	P.O. Clearing	Materials & Services
5399	Other Supplies (Use 5329 Other Supplies)	Materials & Services
5400	Code Abatement	Materials & Services
5409.140	Garage Services	Materials & Services
5411	Engineering & Architect	Materials & Services
5411.001	Engineering Support to General Fund	Materials & Services
5412	Legal	Materials & Services
5414	Accounting/Auditing	Materials & Services
5415	Computer	Materials & Services
5416	Medical (Use 5326 Safety/Medical)	Materials & Services
5417	HR/Other Employee Expenses	Materials & Services
5418	Risk Management	Materials & Services
5419	Other Professional Serv	Materials & Services
5419.001	SDC Methodology	Materials & Services
5419.002	Parks Master Plan	Materials & Services
5419.003	US Gauging Station Fees	Materials & Services
5419.101	Contract Svcs Teen Center	Materials & Services
5419.201	ToT Grants	Materials & Services

Account Number	Description	Classification
5419.401	Sponsored Programs	Materials & Services
5419.402	Contract Services-Youth	Materials & Services
5419.403	Contract Services--Other	Materials & Services
5419.404	PAL Grant	Materials & Services
5419.405	Fiesta Services	Materials & Services
5419.501	Testing/Lab	Materials & Services
5419.707	Educ Outreach	Materials & Services
5419.721	Downtown Grants	Materials & Services
5419.722	Small Bus Loans	Materials & Services
5420	Investigation Expenses	Materials & Services
5421	Telephone/Data	Materials & Services
5422	Postage	Materials & Services
5423	Internet	Materials & Services
5424	Advertising	Materials & Services
5425	Publication of Legal Note	Materials & Services
5426	Contract Networks	Materials & Services
5427	Training (Use 5492)	Materials & Services
5428	IT Support	Materials & Services
5429	Other Communication Serv	Materials & Services
5430	Red Light Camera Contract	Materials & Services
5431	Lodging (Use Travel 5439)	Materials & Services
5432	Meals	Materials & Services
5433	Mileage	Materials & Services
5434	Airfare (Use Travel 5439)	Materials & Services
5435	Car Rental (Use Travel 5439)	Materials & Services
5439	Travel	Materials & Services
5441	Land	Materials & Services
5442	Buildings	Materials & Services
5443	Office Equipment	Materials & Services
5444	Vehicle Leases	Materials & Services
5445	Work Equipment	Materials & Services
5446	Software Licenses	Materials & Services
5446.915	NWS Upgrade	Materials & Services
5448	Internal Rent	Materials & Services
5449	Other Leases	Materials & Services
5450	General Right of Way Charge	Materials & Services
5451	Natural Gas	Materials & Services
5452	Water/Sewer	Materials & Services
5453	Electricity	Materials & Services
5454	Solid Waste Disposal	Materials & Services
5455	Cable TV	Materials & Services
5456	Street Lighting	Materials & Services
5459	Other Utilities	Materials & Services
5460	Property Tax Expense	Materials & Services
5461	Auto Insurance	Materials & Services
5462	Employee Blanket Bond	Materials & Services
5463	Property/Earthquake Insurance	Materials & Services
5464	Workers' Comp	Materials & Services
5465	General Liability Insurance	Materials & Services
5466	Boiler/Machinery	Materials & Services
5467	Inland Marine	Materials & Services
5468	Deductible	Materials & Services
5469	Other Insurance Costs	Materials & Services
5471	Equipment Repair & Maint	Materials & Services
5472	Buildings Repairs & Maint	Materials & Services
5472.001	Fixture Repair	Materials & Services
5473	Improvements Repair & Mai	Materials & Services
5474	Structures Repair & Maint	Materials & Services
5475	Vehicle Repair & Maint	Materials & Services
5476	Laundry	Materials & Services
5477	Instrumentation & Calibra	Materials & Services
5478	Playground Repair & Maint	Materials & Services
5479	Other Repair & Maint	Materials & Services
5480	Accident Repair	Materials & Services
5481	Utility Assistance Program	Materials & Services
5482	Tree Maintenance	Materials & Services
5483	Sidewalks	Materials & Services
5484	Urban Forestry Program	Materials & Services
5485	Leadership Development	Materials & Services

Account Number	Description	Classification
5490	Refunds	Materials & Services
5491	Dues & Subscriptions	Materials & Services
5492	Registrations/Training	Materials & Services
5493	Printing/Binding	Materials & Services
5494	Janitorial	Materials & Services
5495	Court Costs	Materials & Services
5496	Filing/Recording	Materials & Services
5497	Entertainment/Admissions	Materials & Services
5498	Permits/Fees	Materials & Services
5498.059	MC Permits	Materials & Services
5498.159	MC State Surc	Materials & Services
5498.259	St Mfg Fee	Materials & Services
5498.359	State Surc	Materials & Services
5498.459	Construction Excise Tax	Materials & Services
5499	Other Services (Acct Closed)	Materials & Services
5499.001	Reg Lib Sv	Materials & Services
5499.005	Grounds Maintenance Services	Materials & Services
5499.100	Literacy Grant	Materials & Services
5499.101	Housing Rehab Loans	Materials & Services
5499.102	Business Assistance Loans	Materials & Services
5499.376	Interfund Loan (Use 5841.376)	Materials & Services
5499.466	Interfund Loan (Use 5841.466)	Materials & Services
5499.911	911 Services	Materials & Services
5499.999	Bond Issuance Costs	Materials & Services
5500	Banking Fees & Charges	Materials & Services
5509	Misc. Expense	Materials & Services
5510	Bad Debt Expense	Materials & Services
5520	Grant Program	Materials & Services
5530	Design Services	Materials & Services
5540	Loan Program	Materials & Services
5611	Land	Capital Outlay
5612	Easements	Capital Outlay
5621	Administrative	Capital Outlay
5622	Library - Capital	Capital Outlay
5623	Park	Capital Outlay
5623.001	Pool Resurfacing	Capital Outlay
5623.002	Pool Electrical Panel	Capital Outlay
5623.003	Pool Lights	Capital Outlay
5623.011	Community Center	Capital Outlay
5623.018	Engineering HVAC Pool	Capital Outlay
5623.019	Duct Work at Pool	Capital Outlay
5623.020	Freon Leak Repair	Capital Outlay
5623.021	Evaporating Coil	Capital Outlay
5624	Garage/Shop	Capital Outlay
5629	Buildings	Capital Outlay
5629.004	Museum Exterior	Capital Outlay
5629.005	Museum Ceiling	Capital Outlay
5630	Public Art	Capital Outlay
5631	Streets/Alleys/Sidewalks	Capital Outlay
5633	Parking	Capital Outlay
5634	Water - Capital	Capital Outlay
5635	Sewer	Capital Outlay
5636	Storm Drains	Capital Outlay
5637	Parks	Capital Outlay
5639	Other Improvements	Capital Outlay
5639.013	Plaza	Capital Outlay
5639.017	Front Street Playground	Capital Outlay
5639.033	Burlingham Playground	Capital Outlay
5641	Office Furniture & Equip	Capital Outlay
5642	Passenger Vehicles	Capital Outlay
5643	Heavy Equipment	Capital Outlay
5644	Communications	Capital Outlay
5645	Computing	Capital Outlay
5645.101	Network	Capital Outlay
5645.102	Telephone	Capital Outlay
5646	Shop Tooling	Capital Outlay
5648	Systems/Control Equip	Capital Outlay
5649	Other Equipment	Capital Outlay
5699	Depreciation Expense	Depreciation

Account Number	Description	Classification
5711	Bond Principal	Debt Service
5712	Note Principal	Debt Service
5714	Interfund Loan	Debt Service
5719	Other Principal	Debt Service
5721	Bond Interest	Debt Service
5722	Note Interest	Debt Service
5724	Interfund Interest	Debt Service
5724.101	Interfund Loan	Debt Service
5729	Interest for CET	Materials & Services
5811	Transfer to Other Funds	Transfers Out
5811.001	Transfer to General Fund	Transfers Out
5811.11	Transfer to Transit	Transfers Out
5811.123	Transfer to Building	Transfers Out
5811.132	Transfer to Asset Forfeiture	Transfers Out
5811.137	Transfer to Housing Rehab	Transfers Out
5811.14	Transfer to Street	Transfers Out
5811.358	Transfer to General Cap Const Fund	Transfers Out
5811.36	Transfer to Special Assessment	Transfers Out
5811.363	Transfer to Street & Storm Cap Const Fund	Transfers Out
5811.364	Transfer to Parks SDC	Transfers Out
5811.376	Transfer to Street SDC	Transfers Out
5811.465	Transfer to Sewer Cap Const	Transfers Out
5811.466	Transfer to Water Cap Const	Transfers Out
5811.470	Transfer to Water	Transfers Out
5811.472	Transfer to Sewer	Transfers Out
5811.474	Transfer To Water SDC	Transfers Out
5811.568	Transfer to Info Services	Transfers Out
5811.591	Transfer to Equipment Replace	Transfers Out
5811.690	Transfer to Library Endowment	Transfers Out
5811.691	Transfer to Museum Endowment	Transfers Out
5811.692	Transfer to Water Deposit	Transfers Out
5811.693	Transfer to Reserve for PERS	Transfers Out
5811.695	Transfer To Lavelle Black Trust Fund	Transfers Out
5811.901	Transfer to Payroll Clearing	Transfers Out
5811.915	Transfer Out	Transfers Out
5841.357	Interfund Loan Payment	Transfers Out
5841.358	Interfund Loan Payment	Transfers Out
5841.376	Interfund Loan Transfer	Transfers Out
5841.466	Interfund Loan Transfer	Transfers Out
5921	Contingency	Contingencies and Unappropriated Balances
5981.001	Reserve--Police	Contingencies and Unappropriated Balances
5981.002	Reserve--Buildings	Contingencies and Unappropriated Balances
5981.003	Reserve--Land	Contingencies and Unappropriated Balances
5981.004	Reserve--Equipment	Contingencies and Unappropriated Balances
5981.005	Reserve for Future Years	Contingencies and Unappropriated Balances
5981.007	Reserve for Debt Service	Contingencies and Unappropriated Balances
5981.008	Reserve for URA Debt	Contingencies and Unappropriated Balances
5981.009	Reserve for Donations	Contingencies and Unappropriated Balances
5981.010	Reserve for Loan	Contingencies and Unappropriated Balances
5981.011	Reserve for Plotters	Contingencies and Unappropriated Balances
5981.012	Reserve - SMR	Contingencies and Unappropriated Balances
5981.013	Reserve for Facilities	Contingencies and Unappropriated Balances
5981.050	Reserves	Contingencies and Unappropriated Balances
5981.101	Reserve for PERS	Contingencies and Unappropriated Balances
5991	Unappropriated Balance	Contingencies and Unappropriated Balances
999.9999	PY Balancing	Contingencies and Unappropriated Balances
9999	PY Balancing	Contingencies and Unappropriated Balances

LB-1 Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Woodburn City Council will be held on June 10, 2019 at 7:00 pm at Woodburn High School Auditorium, 1785 N Front Street, Woodburn, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Woodburn Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Temporary Woodburn City Hall, 970 N Cascade St., between the hours of 9:00 a.m. and 4:00 p.m. or online at www.ci.woodburn.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. Also during this public meeting will be a public hearing to declare the City's election and qualification to receive State Revenue Sharing during fiscal year 2019-20.

Contact: Sandra Montoya

Telephone: 503-982-5211

Email: Sandra.Montoya@ci.woodburn.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Amended Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	43,047,057	45,058,240	50,527,640
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	20,516,013	19,561,060	18,627,500
Federal, State and all Other Grants, Gifts, Allocations and Donations	3,323,717	5,519,730	5,756,040
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,472,564	10,854,660	8,286,810
All Other Resources Except Current Year Property Taxes	2,963,151	3,513,550	3,582,930
Current Year Property Taxes Estimated to be Received	10,111,449	10,455,950	10,705,430
Total Resources	81,433,951	94,963,190	97,486,350

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	13,156,681	15,739,750	16,839,250
Materials and Services	9,163,001	13,633,410	13,870,980
Capital Outlay	2,352,783	17,583,340	19,569,920
Debt Service	9,317,885	5,996,950	7,239,150
Interfund Transfers	1,472,564	10,854,660	8,284,520
Contingencies	0	7,127,200	8,307,840
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	45,971,037	24,027,880	23,374,690
Total Requirements	81,433,951	94,963,190	97,486,350

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	1,212,185	1,374,000	1,389,700
FTE	17.2	17.6	17.6
Economic Development	100,556	149,560	170,290
FTE	1.0	1.0	0.9
Police	11,103,065	8,336,600	8,692,860
FTE	43.6	43.6	43.6
Community Services	2,986,276	3,519,310	3,606,040
FTE	36.8	36.8	38.3
Planning	457,595	487,380	496,460
FTE	4.0	4.0	4.0
Engineering	277,312	361,000	290,420
FTE	5.5	5.5	5.5
Building Inspection	468,723	2,437,000	2,832,000
FTE	3.8	3.8	3.8
Housing Rehab	7,660	295,900	377,830
FTE	0	0	0
Water	3,823,222	6,995,720	7,482,040
FTE	10.0	10.0	10.5
Capital Improvement	1,943,296	33,777,900	35,518,240
FTE			
Sewer/Surface Water/Collections	7,902,590	16,618,130	17,634,000
FTE	15.0	15.0	14.0
Street	2,007,286	6,478,410	6,342,480
FTE	7.3	7.5	8.5
Transit	625,065	903,800	1,235,000
FTE	6.6	7.1	11.7
Not Allocated to Organizational Unit or Program	48,519,120	13,228,480	11,418,990
FTE	4.5	5.5	5.5
Total Requirements	81,433,951	94,963,190	97,486,350
FTE	155.3	157.4	163.9

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

In FY 2019-20 funds have been appropriated in the PERS Reserve Fund for the creation of a PERS side account to pay down a portion of the unfunded pension liability. Capital expenditures for facility improvements will require a General Fund transfer. Additionally, the full faith and credit bank loan issued in FY 2018-19 will have debt service payments beginning in FY 2019-20.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed This Year 2018-2019	Rate or Amount Approved Next Year 2019-2020
Permanent Rate Levy (rate limit 6.0534 per \$1,000)	6.0534	6.0534	6.0534
Local Option Levy			
Levy For General Obligation Bonds	563,723	576,230	594,030

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$2,812,000	
Other Bonds	\$22,158,090	
Other Borrowings	\$1,700,000	
Total	\$26,670,090	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 02-14)

Budget Resolution

COUNCIL BILL NO. 3098

RESOLUTION NO. 2133

A RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2019-20 BUDGET; MAKING BUDGET APPROPRIATIONS; AND CATEGORIZING TAXES

WHEREAS, the City Administrator, as Budget Officer for the City of Woodburn, Oregon, prepared and submitted the FY 2019-20 budget to the Budget Committee at its April 27, 2019 meeting; and

WHEREAS, the April 27, 2019 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 17, 2019; and

WHEREAS, a public hearing was held at the April 27, 2019 Budget Committee meeting after which time the budget was approved; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* newspaper on May 29, 2019 as required by ORS 294.438; and

WHEREAS, a second public hearing was held before the City Council at its meeting on June 10, 2019; and **NOW, THEREFORE**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City Council adopts the budget for FY 2019-20 in the sum of \$97,486,350. A copy of the budget document is now on file at temporary City Hall, 970 N Cascade Drive, Woodburn, Oregon.

Section 2. The City Council imposes the taxes provided for in the adopted budget at a permanent rate of \$6.0534 per \$1,000 of assessed value for operations, and in the aggregate amount of \$594,030 for public safety general obligation (GO) bonds. These taxes are hereby imposed and categorized for tax year 2019-20 based upon assessed value of all taxable property within the City.

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Rate Limit	\$6.0534/\$1,000	-
GO Bond Levy	-	\$594,030

Section 3. FY 2019-20 budgets are appropriated at the fund levels shown:

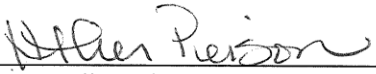
Organization	Operating*	Transfers	Debt	Contingency	Total	Reserves	Total
Administration	1,389,700				1,389,700		
Economic Development	170,290				170,290		
Police	8,078,740				8,078,740		
Community Services	3,606,040				3,606,040		
Planning	496,460				496,460		
Engineering	290,420				290,420		
Non-Departmental	339,100	408,290	575,000		1,322,390		
General Fund				3,761,890	3,761,890	1,355,000	
Total General Fund	14,370,750	408,290	575,000	3,761,890	19,115,930	1,355,000	20,470,930
Transit	1,061,550	6,510		166,940	1,235,000		1,235,000
Building	1,503,480	6,480		1,322,040	2,832,000		2,832,000
Asset Forfeiture	15,000				15,000		15,000
Housing Rehab	20,350			357,480	377,830		377,830
Street	2,787,780	2,095,750		1,000,000	5,883,530	458,950	6,342,480
GO Debt Service			570,200		570,200		570,200
General Cap Const	2,466,020				2,466,020		2,466,020
Special Assessment				21,720	21,720		21,720
Street/Storm Cap Const	5,275,000				5,275,000		5,275,000
Parks SDC						929,350	929,350
Street SDC		1,500,000			1,500,000	2,843,230	4,343,230
Storm SDC		140,000			140,000	546,580	686,580
Sewer Cap Const	7,830,500				7,830,500	7,314,870	15,145,370
Water Cap Const	2,786,360				2,786,360		2,786,360
Water	2,720,490	65,850	1,624,950	128,780	4,540,070	1,964,930	6,505,000
Sewer	4,383,060	1,046,200	4,469,000	798,660	10,696,920	6,937,080	17,634,000
Water SDC		902,500			902,500	854,700	1,757,200
Sewer SDC		2,107,410			2,107,410		2,107,410
Information Technology	1,104,720	4,840		193,440	1,303,000	170,000	1,473,000
Insurance	868,340	690		547,970	1,417,000		1,417,000
Equipment Replacement	977,040				977,040		977,040
PERS Reserve	2,089,710				2,089,710		2,089,710
Lavelle Black Trust	20,000			8,920	28,920		28,920
TOTAL	50,280,150	8,284,520	7,239,150	8,307,840	74,111,660	23,374,690	97,486,350

*Operating Budget: Personnel, Materials and Services, and Capital Outlay

Approved as to Form:  6/10/2019
 City Attorney Date

APPROVED: 
 Eric Swenson, Mayor

Passed by the Council June 10, 2019
 Submitted to the Mayor June 11, 2019
 Approved by the Mayor June 19, 2019
 Filed in the Office of the Recorder June 19, 2019

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





Adopted Budget FY 2019-20

Urban Renewal Fund – 720

Fund/Fund Number:	Urban Renewal Fund – 720
Department/Department Number:	Economic Development – 125
Division/Division Number:	URA – 7200
Department Director:	Jamie Johnk

Description of purpose/function:

Established in 2001, the Urban Renewal Plan was developed for improving blighted areas of Woodburn that are poorly or underdeveloped. The District is comprised of nearly 260 acres, which includes Downtown Woodburn, portions of Highway 99E, Highway 214 and properties adjacent to I-5. The Woodburn City Council serves as the Urban Renewal Agency (URA) Board. At inception, the URA was forecasted to terminate in FY 2024-25; however, the URA may remain in service longer for debt service and project purposes. The URA manager also fills the role of the Economic Development Director.

Description of Department and number of Personnel:

Department staffing includes a director and an economic development specialist, whose wages are allocated between the General Fund and Urban Renewal Fund based on the percentage of time dedicated to each department.

Description of FY 2018-19 accomplishments

- Assisted 13 businesses or property owners applying for Urban Renewal Building Improvement Program grant funds and seven design assistance grants.
- Staffing needs were evaluated and an economic development specialist position was created and filled in January 2019.
- Staffed the Public Arts and Mural Committee and advanced two public arts projects funded by urban renewal funds and one private mural project.

Description of FY 2019-20 goals

- First Street Improvements
- Pix Theater Acquisition and Demolition
- Underground Storage Tank Removal (3) at 173 Grant Street
- Light-up Front Street
- Oregon Main Street Revitalization Grant - 550 N First Street
- Woodburn Museum & Bungalow Theater - Phase I and Phase II

Performance Measures

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Goal
Urban Renewal Building Improvement Grants	3	5	13	5
Urban Renewal Design Service Grant	3	7	7	7
Complete Public Arts – Murals Projects	0	0	2	2

Budget Summary

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Urban Renewal Fund						
Revenues						
1,716,311	2,020,267	2,283,940	Fund Balance	2,794,000	3,159,000	3,159,000
619,602	669,531	749,970	Taxes	785,800	785,800	785,800
-	5,000	50,000	Intergovernmental	1,000,000	1,000,000	1,000,000
35,129	41,131	56,630	Miscellaneous Revenue	39,200	39,200	39,200
-	-	2,450,000	Other Financing Sources	-	-	-
2,371,042	2,735,929	5,590,540	Revenues Total	4,619,000	4,984,000	4,984,000
Expenditures						
85,773	96,514	140,180	Personnel Services	228,580	228,580	228,580
76,992	81,753	233,670	Materials & Services	271,120	271,120	271,120
131,090	325,643	5,016,800	Capital Outlay	3,348,500	3,713,500	3,713,500
56,920	-	-	Debt Service	268,500	268,500	268,500
-	-	-	Transfers Out	2,290	2,290	2,290
-	-	199,890	Contingencies and Reserve	500,010	500,010	500,010
350,775	503,910	5,590,540	Expenditures Total	4,619,000	4,984,000	4,984,000
2,020,267	2,232,019	-	Revenue Over (Under) Expenditures	-	-	-

The **Capital Outlay** budget of \$3,713,500 is for the following projects:

- Bungalow Theater and Museum Restoration Project (CBUR1517) \$200,000
- Bungalow Theater and Museum Façade Restoration (CBUR1542) \$200,000
- Alleyway Beautification, Phase II – Grant to Lincoln (CIUR1516) \$50,000
- Alleyway Beautification, Phase III – Hayes & Alley (CIUR1541) \$25,000
- First Street Reconstruction, Alley – Cleveland to Garfield and Second St Parking (CIUR1423) \$3,088,500
- Public Arts and Mural Program (CIUR1543) \$100,000
- Purchase of property at 333 N. First Street \$50,000

Budget Detail

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
Fund: 720 - Urban Renewal Fund						
Department: 000 - Revenue						
Revenues						
1,716,311	2,020,267	2,283,940	3081 Beginning Fund Balance	2,794,000	3,159,000	3,159,000
1,716,311	2,020,267	2,283,940	Total - Fund Balance	2,794,000	3,159,000	3,159,000
602,970	655,265	729,600	3111 Property Tax - Current	760,800	760,800	760,800
16,632	14,266	20,370	3112 Property Tax - Delinquent	25,000	25,000	25,000
619,602	669,531	749,970	Total - Taxes	785,800	785,800	785,800
-	-	-	3333.001 DoT Fund Exchange	1,000,000	1,000,000	1,000,000
-	-	50,000	3341 State Grants	-	-	-
-	5,000	-	3351 Grants	-	-	-
-	5,000	50,000	Total - Intergovernmental	1,000,000	1,000,000	1,000,000
22,137	39,031	47,630	3611 Interest from Investments	30,890	30,890	30,890
12,992	2,100	9,000	3699 Other Miscellaneous Income	8,310	8,310	8,310
35,129	41,131	56,630	Total - Miscellaneous Revenue	39,200	39,200	39,200
-	-	2,450,000	3916 Note Proceeds	-	-	-
-	-	2,450,000	Total - Other Financing Sources	-	-	-
2,371,042	2,735,929	5,590,540	Revenue Totals	4,619,000	4,984,000	4,984,000

FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2019-20 Proposed	FY 2019-20 Approved	FY 2019-20 Adopted
			Department: 125 - Economic Development				
			Division: 7200 - Urban Renewal				
			<u>Expenditures</u>				
60,702	67,425	94,660	5111	Regular Wages	146,870	146,870	146,870
813	-	-	5112	Part-Time Wages	-	-	-
-	41	-	5121	Overtime	-	-	-
16	20	30	5211	OR Workers' Benefit	30	30	30
4,537	4,965	7,420	5212	Social Security	11,470	11,470	11,470
8,782	10,642	14,310	5213	Med & Dent Ins	25,870	25,870	25,870
10,530	12,964	22,730	5214	Retirement	43,580	43,580	43,580
249	279	380	5215	Long Term Disability Ins	410	410	410
52	60	490	5216	Unemployment Insurance	120	120	120
92	118	160	5217	Life Insurance	230	230	230
85,773	96,514	140,180	Total - Personnel Services		228,580	228,580	228,580
-	-	-	5414	Accounting/Auditing	3,000	3,000	3,000
9,174	11,714	75,280	5419	Other Professional Serv	83,200	83,200	83,200
-	3,617	4,200	5428	IT Support	8,910	8,910	8,910
-	-	450	5448	Internal Rent	1,010	1,010	1,010
54,680	42,161	125,000	5520	Grant Program	150,000	150,000	150,000
13,138	24,261	28,740	5530	Design Services	25,000	25,000	25,000
76,992	81,753	233,670	Total - Materials & Services		271,120	271,120	271,120
-	-	71,800	5611	Land	50,000	50,000	50,000
-	-	-	5630	Public Art	100,000	100,000	100,000
31,416	69,837	4,445,000	5631	Streets/Alleys/Sidewalks	2,635,000	3,000,000	3,000,000
99,674	255,806	500,000	5639	Other Improvements	563,500	563,500	563,500
131,090	325,643	5,016,800	Total - Capital Outlay		3,348,500	3,713,500	3,713,500
56,326	-	-	5711	Bond Principal	150,000	150,000	150,000
594	-	-	5721	Bond Interest	118,500	118,500	118,500
56,920	-	-	Total - Debt Service		268,500	268,500	268,500
			Division: 9711 - Operating Transfer Out				
-	-	-	5811.693	Transfer to Reserve for PERS	2,290	2,290	2,290
-	-	-	Total - Operation Transfers Out		2,290	2,290	2,290
-	-	199,890	5921	Contingency	200,010	200,010	200,010
-	-	-	5981.008	Reserve for URA Debt	300,000	300,000	300,000
-	-	199,890	Total - Contingencies and Unappropriated Balances		500,010	500,010	500,010
350,775	503,910	5,590,540	Expenditures Total		4,619,000	4,984,000	4,984,000
2,020,267	2,232,019	-	Fund Net	Total: 720 Urban Renewal Fund	-	-	-

UR-1 Notice of Budget Hearing

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Woodburn Urban Renewal Agency Board will be held on June 10, 2019 at 6:45 p.m. at Woodburn High School Auditorium, 1785 N. Front Street, Woodburn, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Woodburn Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Temporary Woodburn City Hall, 970 N. Cascade Street, between the hours of 9:00 a.m. and 4:00 p.m. or online at www.ci.woodburn.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. If different, the major changes and their effect on the budget are:

Contact: Sandra Montoya Telephone: 503-982-5211 Email: Sandra.Montoya@ci.woodburn.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Amended Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	2,020,267	2,283,940	3,159,000
Revenue from Bonds and Other Debt	0	2,450,000	0
Interfund Transfers/Internal Service Reimbursements	5,000	50,000	1,000,000
All Other Resources Except Division of Tax & Special Levy	41,131	56,630	39,200
All other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	669,531	749,970	785,800
Total Resources	2,735,929	5,590,540	4,984,000

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	96,514	140,180	228,580
Materials and Services	81,753	233,670	271,120
Capital Outlay	325,643	5,016,800	3,713,500
Debt Service			268,500
Interfund Transfers			2,290
Contingencies		199,890	200,010
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance & Reserved for Future Expenditures	2,232,019		300,000
Total Requirements	2,735,929	5,590,540	4,984,000

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal	2,735,929	5,590,540	4,984,000
FTE	1.0	1.0	1.1
Total Requirements	2,735,929	5,590,540	4,984,000
Total FTE	1.0	1.0	1.1

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Capital projects in the amount of \$3.7 million are budgeted in FY 2019-20, of which \$1.0 million is intergovernmental revenue from Oregon Department of Transportation Fund Exchange.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$2,900,000	\$0
Total	\$2,900,000	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

Budget Resolution

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2019-02

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2019-20; MAKING BUDGET APPROPRIATIONS; AND AUTHORIZING A CERTIFICATION TO THE MARION COUNTY TAX ASSESSOR

WHEREAS, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on April 27, 2019; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on May 29, 2019 as required by ORS 294.438; and

WHEREAS, a public hearing was held on June 10, 2019; **NOW, THEREFORE**,

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

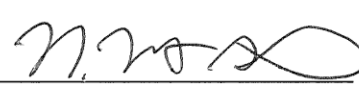
Section 1. The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2019-20 in the sum of \$4,984,000. A copy of the budget document is now on file at Temporary City Hall, 970 N. Cascade Drive, Woodburn, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2019-20
Personnel Services	\$ 228,580
Materials & Services	271,120
Capital Outlay	3,713,500
Debt Service	268,500
Transfers	2,290
Contingency	200,010
Total Appropriations	\$ 4,684,000
Unappropriated & Reserves	\$ 300,000
Total Budget	\$ 4,984,000

Section 3. Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option

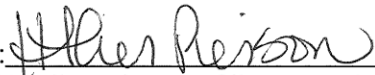
1" urban renewal agency, authorizes certification to the Marion County Assessor for the Woodburn Urban Renewal Agency Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Article IX, Section 1c of the Oregon Constitution with \$0 of this amount to be raised by a special levy.

Approved as to Form:  6/10/2019
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

June 10, 2019
June 11, 2019
June 19, 2019
June 19, 2019

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