



# City of Woodburn

And Woodburn  
Urban Renewal Agency



## Adopted Budget for FY 2020-21

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# City of Woodburn

## Adopted Fiscal Year 2020-21 Budget

### Table of Contents

Introduction.....	7
GFOA Distinguished Budget Presentation Award .....	8
Budget Committee Members.....	9
Overview.....	10
Budget Message .....	11
Estimated Ending Fund Balances.....	18
Summary of Revenues and Expenditures – All Funds .....	19
Full-time Equivalent (FTE) Summary by Supervising Group.....	21
Property Tax Analysis .....	22
Major Taxpayers.....	23
Reader’s Guide .....	25
Fund Structure.....	26
About Woodburn.....	27
City Statistics – Location Demographics.....	27
City Statistics – Services.....	28
Budgeting in Oregon.....	30
Budgeting in the City of Woodburn.....	31
City of Woodburn Budget Calendar .....	32
Budget Assumptions.....	33
Council Goals .....	34
Functional Organization Chart.....	35
General Services .....	37
Summary of Revenues and Expenditures – General Fund 001 .....	38
Summary of General Fund Expenditures by Department .....	39
General Fund Revenue Sources and Other Discussion .....	40
General Fund – Revenue Detail.....	41
General Fund – Expenditures by Department.....	45

Administration Department .....	45
Council & Mayor .....	46
City Administrator .....	48
City Attorney.....	50
Finance .....	52
City Recorder .....	54
Human Resources.....	56
Economic Development .....	58
Police .....	60
Community Services Department .....	65
Library.....	66
Recreation Administration .....	70
Parks and Facilities Maintenance .....	72
Community Services Administration .....	74
Planning.....	76
Engineering.....	79
Non-Departmental .....	82
Contingency/Ending Fund Balance.....	85
Transit Fund – 110 .....	86
Street Fund – 140 .....	92
GO Debt Service Fund – 250.....	98
Utility Funds.....	99
Water Fund – 470 .....	100
Sewer Fund – 472 .....	106
Capital Construction Funds .....	113
General Cap Const Fund – 358 .....	114
Street & Storm Cap Const Fund – 363.....	116
Sewer Cap Const Fund – 465 .....	118
Water Cap Const Fund – 466.....	120
Special Revenue Funds .....	123
Building Inspection Fund – 123 .....	124
Asset Forfeiture — 132.....	128
Housing Rehabilitation Fund — 137.....	130
Special Assessment — 360 .....	133



Parks SDC Fund – 364 .....	134
Street SDC Fund – 376 .....	136
Storm SDC Fund – 377 .....	138
Water SDC Fund – 474 .....	139
Sewer SDC Fund – 475 .....	140
Internal Services Funds.....	141
Information Technology Fund – 568 .....	142
Insurance Fund – 581 .....	146
Equipment Replacement Fund – 591 .....	148
PERS Reserve Fund – 693 .....	150
Trust Funds .....	153
Lavelle Black Trust Fund – 695 .....	154
Closed Funds.....	155
Library Endowment Fund – 690 .....	156
Museum Endowment Fund – 691 .....	157
Supporting Schedules .....	159
Debt Overview.....	160
Personnel Allocation.....	162
FTE Detail by Supervising Department .....	164
Budgeted Transfers .....	169
Capital Construction Projects .....	170
Project Data Sheets .....	170
Current Year Projects .....	171
Six Year Capital Improvement Plan – FY 2020-21 to FY 2025-26 .....	201
Appendices .....	203
Glossary .....	204
Five-Year Forecast .....	223
Wage Scales.....	242
Unrepresented Wage Scale.....	242
Part-Time Wage Scale.....	243
AFSCME Wage Scale .....	244
Woodburn Police Association (WPA) Wage Scale.....	245
Police Management Wage Scale .....	245
Chart of Accounts .....	246

LB-1 Notice of Budget Hearing .....	256
Budget Resolution .....	257
Urban Renewal Agency (URA) – 720 .....	260
Urban Renewal Agency – 720.....	262
URA – Project Data Sheets .....	266
UR-1 Notice of Budget Hearing .....	270
Budget Resolution .....	271

# Introduction

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- ❖ 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, 2019**

*Christopher P. Merrill*

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, 2019. This is the eighth 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 2020-21

### **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. 2022  
Dec. 2021  
Dec. 2021  
Dec. 2022  
Dec. 2021

City Administrator  
Scott Derickson

Finance Director  
Tony Turley

Senior Management Analyst  
Julie Moore  
Tracy Fleck

City of Woodburn  
270 Montgomery Street, Woodburn, OR 97071  
503-982-5222  
[www.ci.woodburn.or.us](http://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.

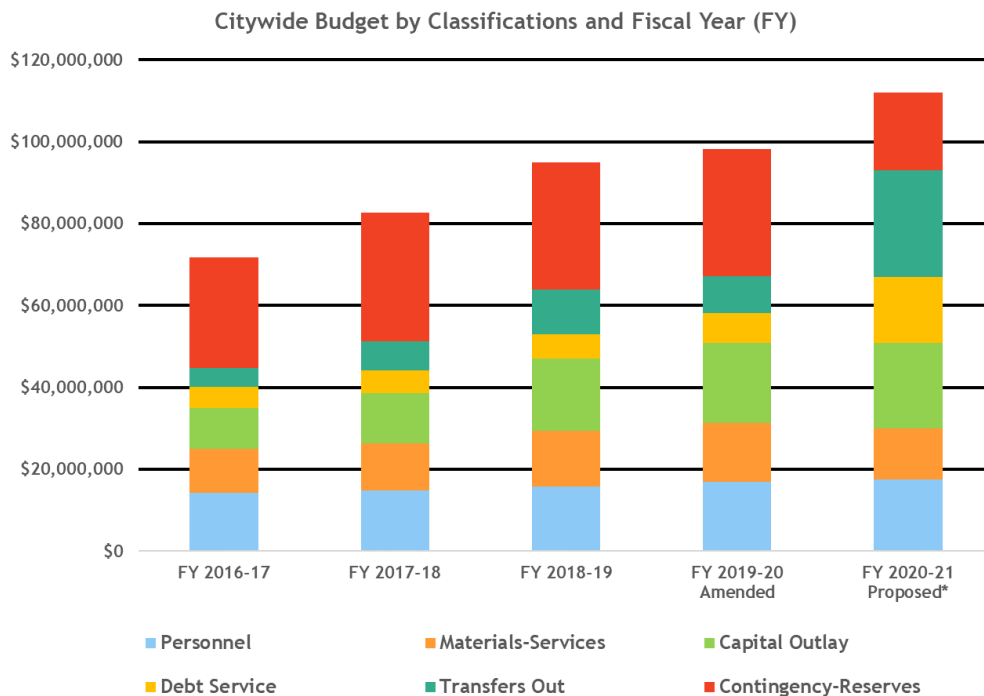
## Budget Message



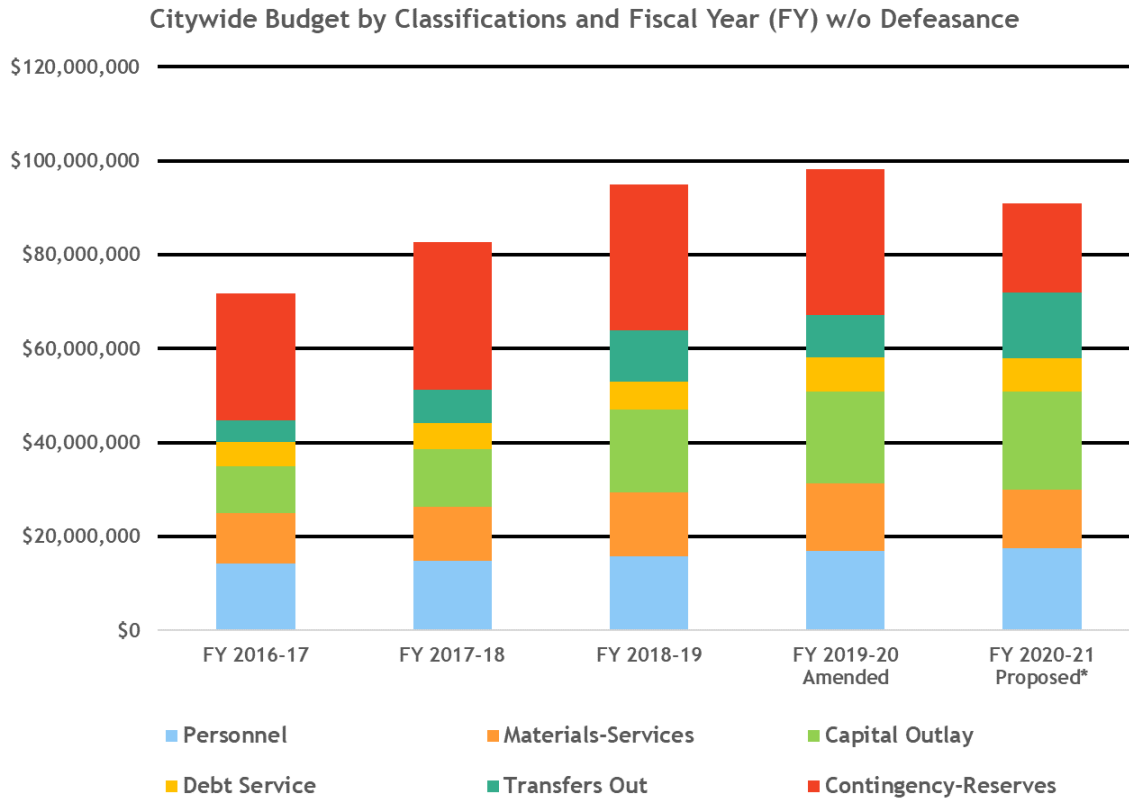
April 29, 2020

City Councilors, Budget Committee Members and Citizens of Woodburn:

I hope this message finds you are safe and healthy. For your consideration, I am pleased to present the proposed budget for Fiscal Year (FY) 2020-21. The proposed \$112.0 million budget (including contingencies, reserves and a sewer debt defeasance payment of \$13.5 million) maintains critical services and programs as well as continues to address City Council goals adopted on January 28, 2019 (see Council Goals on page 32). The General Fund portion of the proposed budget is \$21.1 (18.8 percent). As required by state law the proposed budget is balanced. The table below shows the 5-year citywide budget growth by expenditure classification.



\* includes Sewer debt defeasance payment of \$13.5 million



\*Excludes Sewer debt defeasance payment of \$13.5 million & transfer of \$11,947,440 and includes \$4.5 million debt payment

How the COVID-19 will ultimately impact the City’s revenues is unknown. Consequently, 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. We also know that historically consistent revenue sources found in both our General Fund and utility funds will likely decline as a result of the COVID-19 pandemic. In the face of an unknown financial future, it is imperative that the City make decisions to slow spending and preserve its cash position to the greatest extent possible. The more sound the City’s contingencies and cash reserves, the better position we will be to provide services and assist in the COVID-19 recovery.

The City Council and Budget Committee should be aware that further corrective actions may be taken throughout FY 2020-21 as the City identifies and reacts to COVID-19 economic impacts.

**The COVID-19 Emergency**

As I began drafting the Fiscal Year (FY) 2020-21 Budget Message, dramatic changes are sweeping the globe and the Woodburn community with the onslaught of the COVID-19 pandemic. In as little as three weeks, our local government operations, staff, services and programs have reacted, and reinvented our operations in order to protect the public and our employees while maintaining the greatest level of service possible. On March 15, as the administrative head of the City, I issued an Administrative Order declaring an emergency in the City. Then on



March 16, 2020, just five days after the World Health Organization declared a pandemic; the Woodburn City Council ratified my Administrative Order and declared COVID-19 an emergency within the City of Woodburn.

As a result, and for the foreseeable future, I have closed public access to the Library, Park & Recreation programming and the Aquatic Center. Many of the City's park amenities such as playgrounds, picnic structures, the Skate Park and common gathering areas have been closed as well. Transit bus hours have been reduced with Dial-A-Ride services being curtailed to serve those with critical needs. In addition, City Hall, Public Works, Engineering and Facilities have also restricted public access in order to slow the spread of the disease. The City Council has reduced their monthly meeting with Councilor's appearing electronically in order to complete the City's business, all non-essential staff are working from home or afar.

On March 23, 2020, Governor Kate Brown issued *Executive Order No 20-12 Stay Home, Save Lives*, which among other things, restricts public and private groups, closed certain businesses and work places and directed Oregonians to stay home and stay alive, avoiding the severe health risks posed by COVID-19. The overall COVID-19 economic impact has been swift and significant. Oregon reported sharp spikes in unemployment claims (Oregon reported 75,600 claims in the week of March 16, 2020 alone while nationally 3.28 million unemployment claims were filed during the same timeframe), while the Stock Market continues to show great volatility. As you may already be aware, the Great Recession of 2008-10 highlighted the City economic vulnerability to our regional and national economic conditions. Here's a summary of the City's actions taken in March, 2020:

- March 8 - Governor declares State of Emergency.
- March 12 - Governor prohibits gatherings of 250 or more & schools closed March 16-31
- March 13 - Suspended utility late fees & shut offs.
- March 14 - Aquatic Center & Library closed until April 1.
- March 16 - Aquatic Center & Library closed until May 14.
- March 16 - City declares state of emergency.
- March 17 - City Hall, other offices closed to the public.
- March 17 - Governor prohibits gatherings of 25 or more, banned onsite bars & restaurants.
- March 20 - Suspended transit fares.
- March 23 - Governor declares stay at home order.
- March 23 - City closed park facilities.
- March 23 - Transit suspended fixed route, expanded express route to service West Woodburn.

Particularly at risk is the City's General Fund, which provides critical services such as public safety, parks, aquatics, library services, finance, land use planning, etc. In addition, to better facilitate community health, the City has suspended all utility payment late fees and water shut-off for the duration of the emergency, although this is necessary, it creates revenue concerns for our utility funds dependent on customer payment for operational costs and to support indebtedness. Similarly, the Transit program has temporarily suspended fees to help facilitate access to critical services for the vulnerable members of our community. Other important GF revenues including Hotel Motel Tax, Business Licensing and other revenue streams dependent on local economic conditions.

This rapidly changing economic climate means the enclosed *Proposed FY 2020-21 Budget*, which was largely developed based on historical revenue data pre the COVID-19 Emergency, is likely to not accurately reflect the new reality of the year to come. The challenge ahead will be on monitoring the City's revenues and cash-flow to ensure that we can quickly respond to any changing condition that potentially threatens our ending fund balances or abilities to deliver services either now or during the recovery period. The only thing that is for certain, is that there will be uncertainty for some time to come.

Using lessons learned from the past, the City has taken steps to ensure the General Fund's cash position in order to protect resources needed for the duration of the COVID-19 crisis, and ultimately recover. These steps include:

- In light of ceasing Aquatics, Library services and Parks & Recreational programming, it was determined that it was necessary to lay-off the majority of the City's part time positions. Consequently, some eighty-seven part-time positions were laid off effective March 19, 2020, across citywide programs. Many of these positions are attached to revenue sensitive programs that do not generate the resources needed to sustain the positions without program income, thus creating risk to the General Fund programs like Police.
- In order to protect the Urban Renewal's cash position all Urban Renewal Business Grants/Loans, not already approved by the City Council, were frozen until the full economic impact to the Urban Renewal District is better understood. This is critical to insure that URA indebtedness can be managed should economic conditions worsen.
- A hiring freeze on six open positions (includes two police officer positions) until the full economic impact to the City can be realized.
- The City has halted the \$300,000 GF contribution to the current Community Center Design Project, which helps bolster the General Fund's Ending Fund Balance for FY 2020-21.
- The Transit Program is in a current financial crisis with a decline in ridership and the absence of drivers who are choosing not to work due to risk vulnerabilities. Consequently, the City is eliminating the one-hour fixed route service and adjusting the 30 minute express bus to include West Woodburn. Dial-A-Ride will only transport people to urgent medical appointments, like dialysis, no out of town volunteer medical trips.
- The traditional Fiesta Mexicana held in August has been re-scheduled to resume in 2021. In addition, Parks and Recreation programming including athletics, Music in the Park and other community programming has been cancelled through July, and maybe for the entire season based on the stage of "re-opening" that can be achieved.
- As we finalize the FY 2020-21 General Fund Budget, and as we get updated information, additional corrective actions are possible prior to the beginning of the July 1, 2020, fiscal year.
- Since the City has established a PERS side account this past year, I have directed that all FY 2020-21 contributions to the City PERS Reserve Fund be postponed, this will keep 1% of payroll costs within the General Fund, helping the overall cash position.

It is also worth noting that, prior to the COVID-19 Emergency, Woodburn's Finance Department has been experiencing significant turnover with a New Finance Director coming onboard in April 2020, a newly hired Assistant Finance Director having started in April 2020, along with the retirement of key long-time employees. These circumstances have presented unique challenges to the department, we hope to have resolved for the upcoming year.

Due to social distancing requirements, and for the first time, the normal collaborative internal process used to evolve our proposed Budget was streamlined, rather the Administrative Executive Team will mostly collect departmental information and then compose the proposed FY 2020-21 Budget. We intend to hold the Budget

Committee Meeting via telephone or video conferencing, which will make an awkward and relative short process this year. Budget Committee members can expect to hear from the City to help ensure everyone can participate.

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.

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 \$21.1 million is proposed for FY 2020-21 (see Total Expenses on page 34). This figure is 3.2 percent, or \$658,380 higher, than the City's FY 2019-20 Amended Budget, primarily due to the proposed expansion of Redflex tickets to include speed violations. Excluding transfers, the year-over-year change in the General Fund budget is 6.1 percent, or \$909,950 higher due primarily to higher personnel costs including additional bailiffs to review the speed cameras.
- On January 28, 2019, City Council approved the Fund Reserves & Contingency Policy (see Budget Policies and Fiscal Strategies, Section 5.B on page 203) setting the General Fund Contingency level to 25.0 percent as savings occur. Based on prior year savings the General Fund Contingency for FY 2020-21 is at 25.0 percent. In addition to Contingency Reserves, there is a \$1.0 million Shortfall Management Reserve (SMR) and the Reserve for Facilities of \$326,780 in anticipation of future facility repair needs.
- FY 2020-21 a General Fund surplus (revenue greater than expense) is budgeted to be \$466,720 due to the transfer from General Fund Construction Fund of \$285,350 as savings on the Community Center design. Transfers to Transit Fund increased to \$150,000 transfer from \$116,000. Excluding the transfers, revenue would exceed expenses by \$331,370.

### **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, 48.7 percent in the General Fund and 12.0 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 2020-21 is budgeted 2.7 percent higher (before discounts and delinquencies) than the current fiscal year. The increase beyond the 3.1 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 15.0 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 was approved, which included a 10.0 percent increase in each of the first two years, followed by 4.0 percent rate increase in each of the remaining eight years. The rate schedule was based on the cost of water use from the 2017 Water Master Plan. In FY 2020-21 the rate increase will be 4.0 percent.
  - Sewer rates were increased 5.0 percent on March 1, 2020 with additional increases scheduled for January 1, 2021 of 5.0 percent and for January 1, 2022 of 5.0 percent. This increase was necessary due to increasing wastewater system operational costs and required capital improvement projects.
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 19.0 percent, or \$17.5 million of the total budget. Personnel costs increased 3.9 percent over the prior year and includes 4.1 additional positions and increases for merit/cost-of-living-adjustments, medical, and retirement costs. These new positions are associated with the City red-light/speed radar program and are offset with anticipated revenue.

The proposed budget increases Materials & Services by 14.2 percent or \$2.0 million over FY 2020-21 due to the payment to PERS for the side account. 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 \$2.7 million, or 2.4 percent of the total budget. This excludes the bond payment amount in Sewer Fund 472 of \$13.5 million which is for the defeasance of the remaining debt service for Series 2011A and 2011B bonds. The City will deposit the \$13.5 million into an irrevocable trust to pay all future debt service on the outstanding bonds. 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 2020-21 budget capital spending totals \$20.9 million or 6.9 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 Projects and Engineering 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 2020-21 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:

- Street improvements to:
  - Alley Phase III (\$17,500)
  - First & Cleveland Parking (\$58,000)
  - First Street Improvement (\$74,500).
- Museum Improvements: \$200,000
- Historical Locomotive Shelter: \$50,000
- Public Arts and Mural Program: \$100,000

**Conclusion**

The FY 2020-21 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 2020-21 proposed budget as submitted. I am proud of the progress made over the past few years.

Sincerely,



Scott Derickson

## Estimated Ending Fund Balances

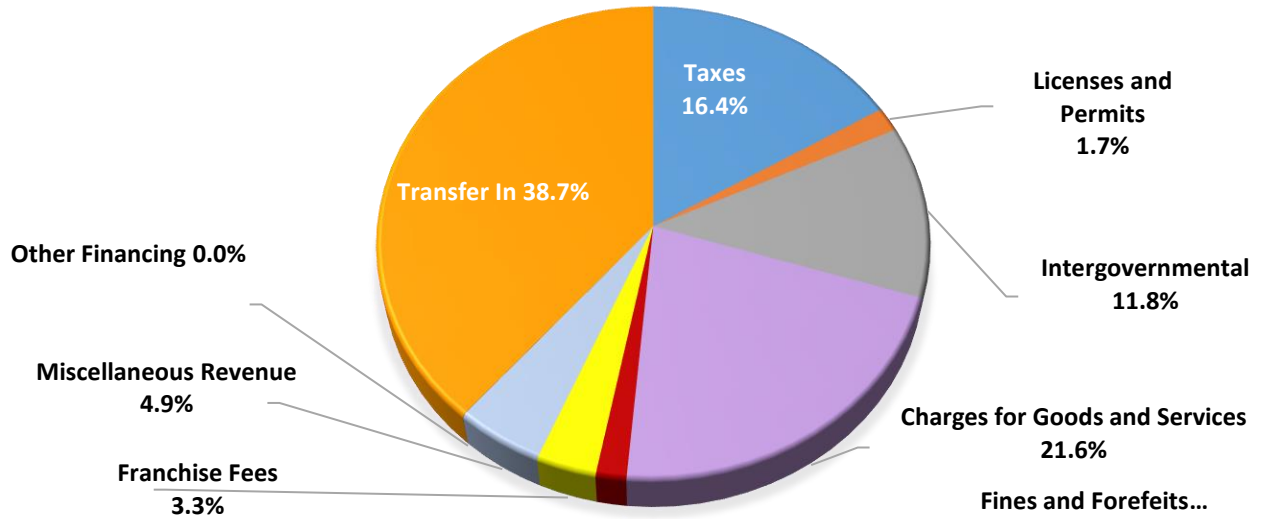
	Projected Balance			Projected Balance	
	July 1, 2020	Increases	Decreases	June 30, 2021	% Change
<b>General Services</b>					
General Fund - 001	4,656,890	16,472,420	(15,978,520)	5,150,790	10.6%
Transit Fund - 110	40,000	850,600	(881,590)	9,010	-77.5%
Street Fund - 140	3,918,530	2,371,000	(5,323,810)	965,720	-75.4%
GO Debt Service Fund - 250	21,000	569,000	(590,000)	-	-100.0%
<b>Total General Services</b>	<b>8,636,420</b>	<b>20,263,020</b>	<b>(22,773,920)</b>	<b>6,125,520</b>	
<b>Utility Funds</b>					
Water Fund - 470	2,250,000	4,105,000	(4,884,620)	1,470,380	-34.6%
Sewer Fund - 472	8,252,660	20,370,710	(24,925,030)	3,698,340	-55.2%
<b>Total Utility Funds</b>	<b>10,502,660</b>	<b>24,475,710</b>	<b>(29,809,650)</b>	<b>5,168,720</b>	
<b>Capital Construction Funds</b>					
General Cap Const Fund - 358	455,050	1,800,000	(2,255,050)	-	0.0%
Street & Storm Cap Const Fund - 363	324,540	5,525,460	(5,850,000)	-	0.0%
Sewer Cap Const Fund - 465	11,847,440	9,060,000	(8,960,000)	11,947,440	0.8%
Water Cap Const Fund - 466	1,700,450	1,349,550	(3,050,000)	-	-100.0%
<b>Total Capital Construction Funds</b>	<b>14,327,480</b>	<b>17,735,010</b>	<b>(20,115,050)</b>	<b>11,947,440</b>	
<b>Special Revenue Funds</b>					
Building Inspection Fund - 123	866,890	1,032,000	(1,119,790)	779,100	-10.1%
Asset Forfeiture - 132	14,680	320	(15,000)	-	-100.0%
Housing Rehab Fund - 137	411,570	23,000	(20,660)	413,910	0.6%
Special Assessment Fund - 360	29,400	3,650	-	33,050	12.4%
Parks SDC Fund - 364	593,050	412,000	-	1,005,050	69.5%
Street SDC Fund - 376	3,405,450	485,000	(1,050,000)	2,840,450	-16.6%
Storm SDC Fund - 377	704,130	40,000	(140,000)	604,130	-14.2%
Water SDC Fund - 474	1,841,430	240,000	(800,000)	1,281,430	-30.4%
Sewer SDC Fund - 475	1,849,430	240,000	(2,089,430)	-	-100.0%
<b>Total Special Revenue Funds</b>	<b>9,716,030</b>	<b>2,475,970</b>	<b>(5,234,880)</b>	<b>6,957,120</b>	
<b>Internal Services Funds</b>					
Information Technology Fund - 568	403,300	1,194,560	(1,332,000)	265,860	-34.1%
Insurance Fund - 581	627,230	736,490	(847,760)	515,960	-17.7%
Equipment Replacement Fund - 591	717,660	163,000	(880,660)	-	-100.0%
Reserve for PERS - 693	-	-	-	-	0.0%
<b>Total Internal Services Funds</b>	<b>1,748,190</b>	<b>2,094,050</b>	<b>(3,060,420)</b>	<b>781,820</b>	
<b>Trust Funds</b>					
Lavelle Black Trust Fund - 695	38,010	1,000	(20,000)	19,010	-50.0%
<b>Total Trust Funds</b>	<b>38,010</b>	<b>1,000</b>	<b>(20,000)</b>	<b>19,010</b>	
<b>Total All Funds</b>	<b>44,968,790</b>	<b>67,044,760</b>	<b>(81,013,920)</b>	<b>30,999,630</b>	<b>-31.1%</b>

## Summary of Revenues and Expenditures – All Funds

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Amended Budget	FY 2020-21 Budget	% Change	% Total Budget
<b>Beginning Balance</b>	43,047,057	45,971,038	50,527,640	44,968,790	-11.0%	40.1%
<b>Revenues</b>						
Taxes	10,111,449	10,597,566	10,705,430	10,990,700	2.7%	9.8%
Licenses and Permits	1,024,581	966,153	1,128,790	1,115,200	-1.2%	1.0%
Intergovernmental	3,323,717	3,622,891	5,756,040	7,888,500	37.0%	7.0%
Charges for Goods-Services	13,195,393	14,184,139	14,762,510	14,497,640	-1.8%	12.9%
Fines and Forfeits	394,837	343,790	456,500	1,125,500	146.5%	1.0%
Franchise Fees	2,098,786	2,320,586	2,264,700	2,220,910	-1.9%	2.0%
Miscellaneous Revenue	2,963,151	3,762,076	3,582,930	3,263,510	-8.9%	2.9%
Other Financing	3,802,416	10,378,942	15,000	15,000	0.0%	0.0%
Transfers In	1,472,564	4,272,955	9,021,810	25,927,800	187.4%	23.1%
<b>Total Revenues</b>	<b>38,386,893</b>	<b>50,449,097</b>	<b>47,693,710</b>	<b>67,044,760</b>	<b>40.6%</b>	<b>59.9%</b>
<b>Total Beg. Bal. and Revenues</b>	<b>81,433,950</b>	<b>96,420,136</b>	<b>98,221,350</b>	<b>112,013,550</b>	<b>14.0%</b>	<b>100.0%</b>
<b>Expenses</b>						
Personnel Services	13,156,681	14,121,111	16,839,250	17,494,830	3.9%	15.6%
Materials and Services	9,163,001	9,870,544	14,438,980	12,390,840	-14.2%	11.1%
Capital Outlay	2,352,783	3,566,538	19,569,920	20,920,360	6.9%	18.7%
Debt Service	9,317,885	14,617,641	7,239,150	16,227,930	124.2%	14.5%
Transfers Out	1,472,564	4,272,955	9,009,520	25,927,800	187.8%	23.1%
<b>Total Expenses Before Contingency</b>	<b>35,462,912</b>	<b>46,448,788</b>	<b>67,096,820</b>	<b>92,961,760</b>	<b>38.5%</b>	<b>83.0%</b>
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	7,749,840	7,809,310	0.8%	7.0%
Reserve - SMR	-	-	1,010,000	1,010,000	0.0%	0.9%
Reserve for Facilities	-	-	345,000	326,780	100.0%	0.3%
Reserve for Equipment	-	-	170,000	50,000	100.0%	0.0%
Reserve for Future Years	-	-	18,095,690	9,101,700	-49.7%	8.1%
Reserve for Debt Service	-	-	3,754,000	754,000	-79.9%	0.7%
<b>Total Contingency &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>31,124,530</b>	<b>19,051,790</b>	<b>-38.8%</b>	<b>17.0%</b>
<b>Total Expenses/Contingency/Res.</b>	<b>35,462,912</b>	<b>46,448,788</b>	<b>98,221,350</b>	<b>112,013,550</b>	<b>14.0%</b>	<b>100.0%</b>
<b>Net Fund Balance</b>	<b>45,971,038</b>	<b>49,971,347</b>	<b>-</b>	<b>-</b>		
<b>Total Budget</b>	<b>81,433,950</b>	<b>96,420,136</b>	<b>98,221,350</b>	<b>112,013,550</b>	<b>14.0%</b>	

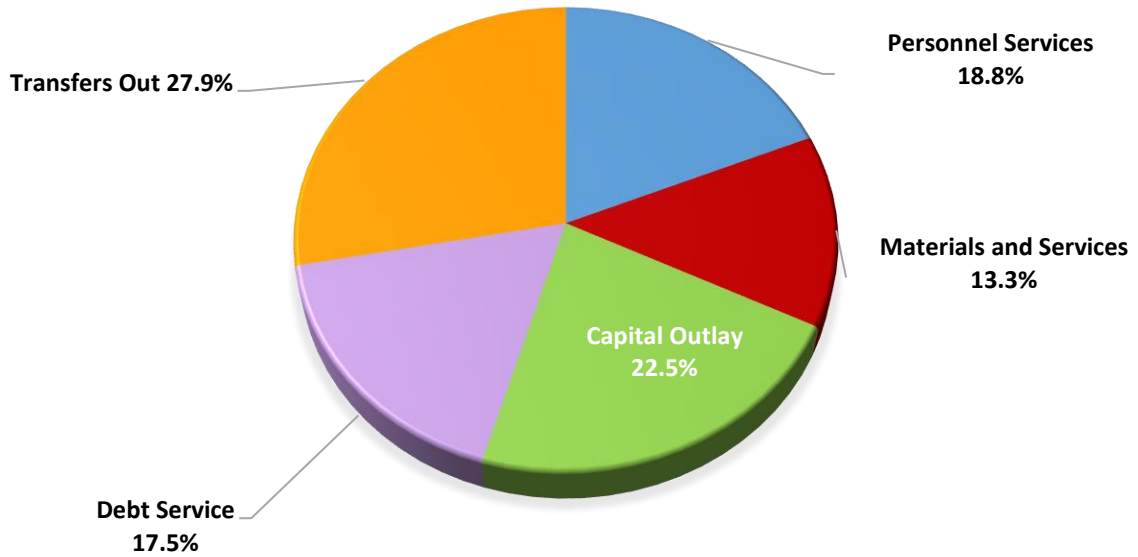
**ALL FUNDS REVENUES BY CLASS -  
FY 2020-21**

(EXCLUDES BEGINNING FUND BALANCE)



**ALL FUNDS EXPENSES BY CLASS -  
FY 2020-21**

(EXCLUDES CONTINGENCY & RESERVES)

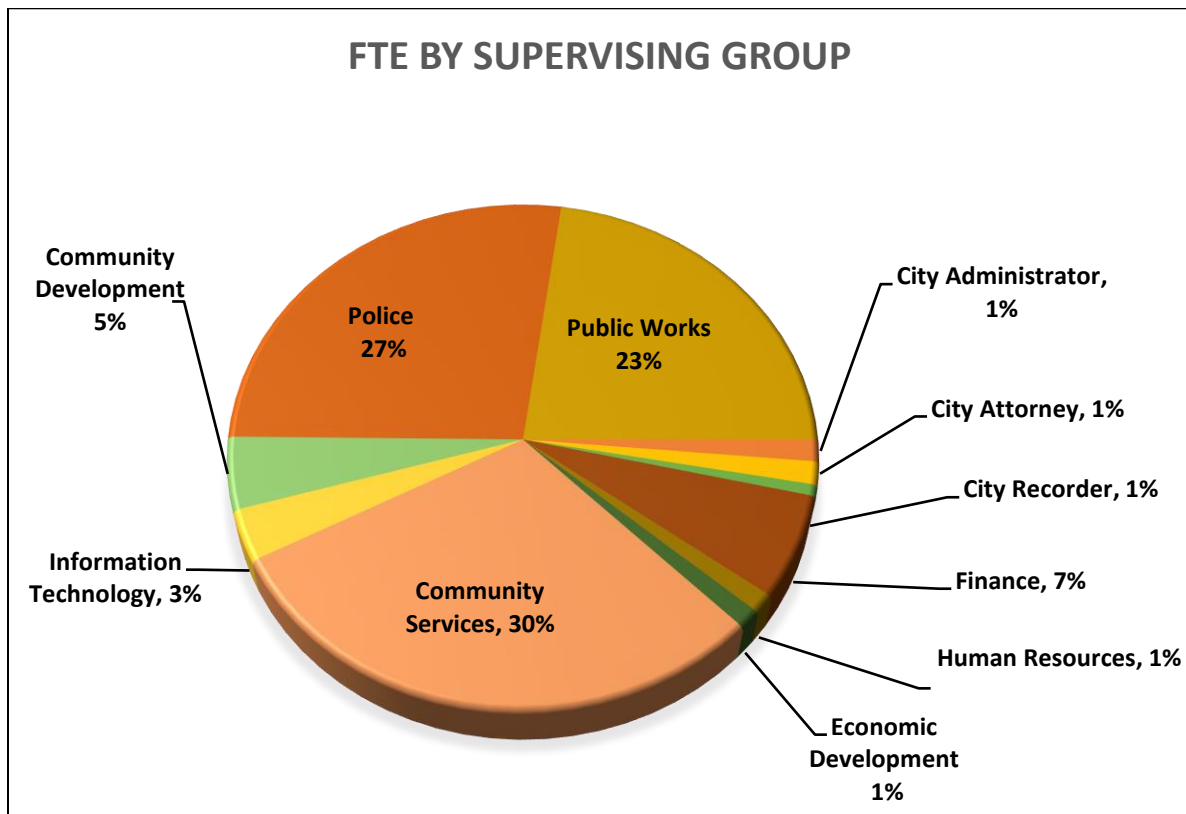




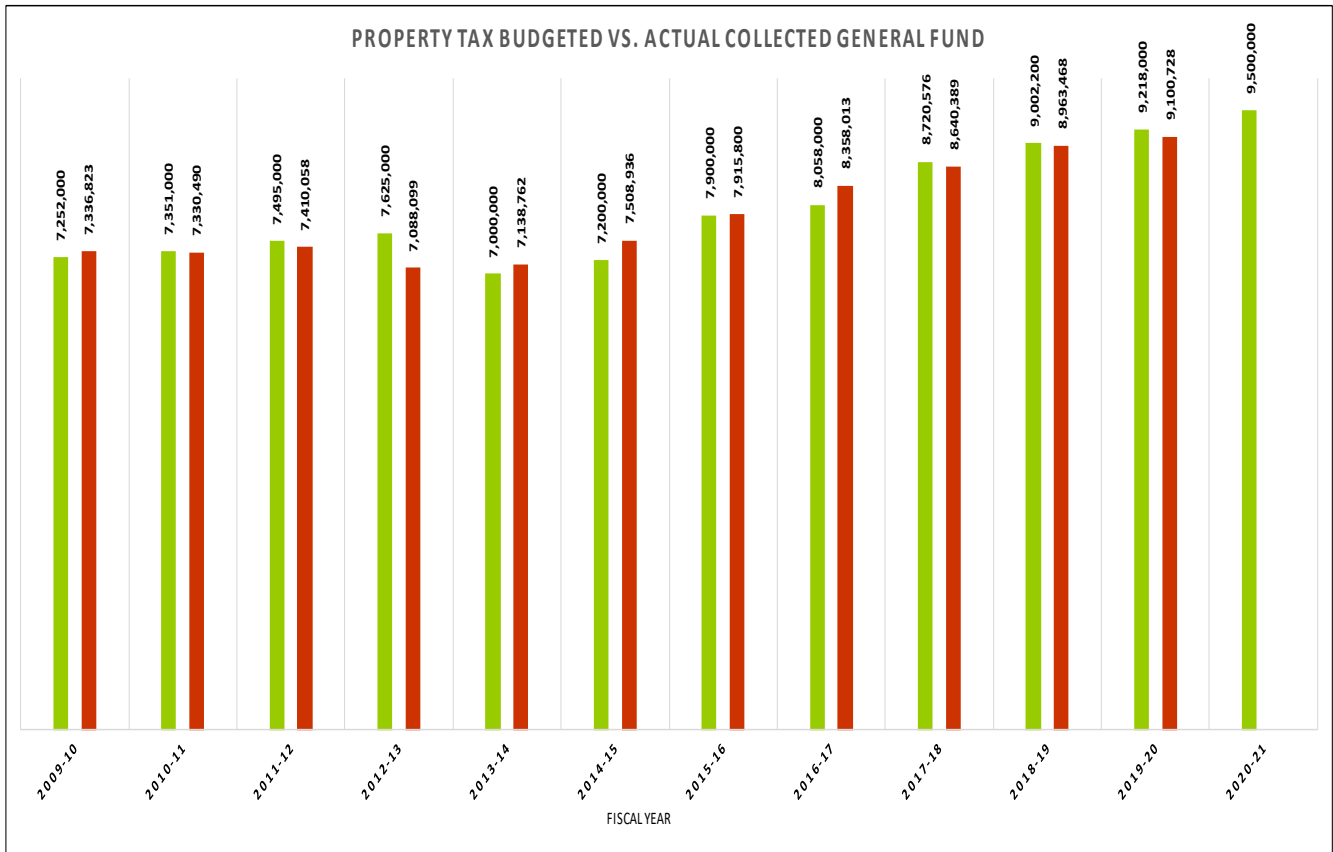
## Full-time Equivalent (FTE) Summary by Supervising Group

Department	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Budget FY 2020-21	FTE Change	% Change	% of 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	9.2	9.6	9.6	11.1	1.5		7%
Human Resources	2.0	2.0	2.0	2.0	0.0		1%
Economic Development	2.0	2.0	2.0	2.0	0.0		1%
Community Services	43.4	43.9	50.0	50.5	0.4		30%
Information Technology	4.5	5.5	5.5	5.5	0.0		3%
Community Development	7.8	7.8	7.8	7.8	0.0		5%
Police	43.6	43.6	43.6	45.8	2.2		27%
Public Works	37.8	38.0	38.5	38.5	0.0		23%
<b>Total FTE</b>	<b>156.3</b>	<b>158.4</b>	<b>165.0</b>	<b>169.1</b>	<b>4.1</b>	<b>2.5%</b>	<b>100%</b>

The FTE Detail by Supervising Group on page 164 will provide the breakdown for this table.



## Property Tax Analysis



Fiscal Year	General Fund		% Change in Actuals
	Budgeted	Actual	
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	8,963,468	3.7%
2019-20	9,218,000	9,100,728	1.5%
2020-21	9,500,000		

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 2019-20:

Taxpayer	2019-20 Assessed Value	2020-21 Assessed Taxes	% of City Assessed Value*
WINCO FOODS LLC	74,512,783	1,360,298	4.71%
WOODBURN PREMIUM OUTLETS LLC	68,224,445	1,358,345	4.31%
FOOD SERVICES OF AMERICA INC	30,080,240	549,204	1.90%
PORTLAND GENERAL ELECTRIC CO	21,912,561	400,163	1.38%
WAL-MART REAL ESTATE BUSINESS TR	17,594,010	331,015	1.11%
HARDWARE WHOLESALERS INC	16,571,530	330,014	1.05%
CASCADE MEADOW LLC	14,274,180	284,263	0.90%
CROWN 2 DEVELOPMENT LLC	12,761,730	254,143	0.81%
NORTHWEST NATURAL GAS CO	11,464,000	209,286	0.72%
PACIFIC REALTY ASSOCIATES LP	10,327,660	205,154	0.65%
KWDS LLC	9,644,560	192,067	0.61%
STONEHEDGE PROPERTIES INC 90% &	8,795,370	175,155	0.56%
ARGO WOODBURN LLC	9,006,330	165,968	0.57%
KERR CONTRACTORS OREGON INC	8,910,877	162,676	0.56%
FLEETWOOD HOMES INC	8,738,760	159,534	0.55%
WOODBURN PLAZA LLC	7,911,770	157,558	0.50%
CAPITAL DEVELOPMENT COMPANY	7,783,190	154,998	0.49%
WAVE DIVISION HOLDINGS LLC	8,168,300	149,120	0.52%
WOODBURN INVESTMENT ASSOC LTD	7,482,270	149,005	0.47%
3099 PACIFIC LLC	7,838,300	143,095	0.46%
EARL A DOMAN LLC	6,154,790	122,270	0.39%
ART MORTGAGE BORROWER PROPCO	6,004,500	119,276	0.38%
SPECIALTY POLYMERS INC	6,321,257	115,400	0.40%
CENTURYLINK	5,788,000	105,665	0.37%
VILLAGE BY THE GREEN LLC	4,869,060	96,965	0.31%

The assessed valuation of \$1,650,915,955 for FY 2019-20 was \$67,601,625 or 4.27%, higher than FY 2018-19 of \$1,583,314,330.

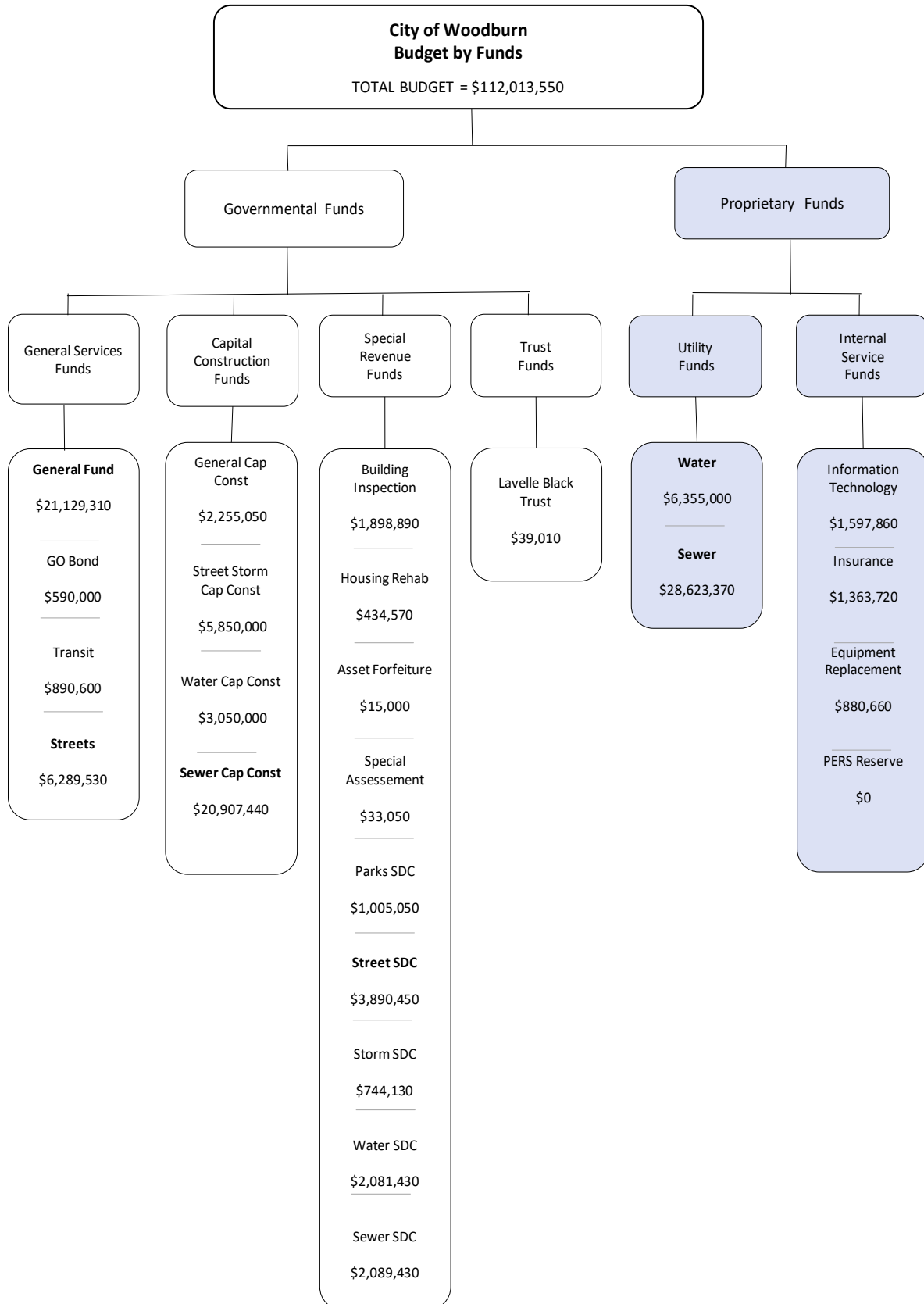


## Reader's Guide

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- ❖ 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 as 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 23<sup>rd</sup> most populated city in Oregon and 3<sup>rd</sup> populated city in Marion County. The City provides a full range of municipal services, including but not limited to: police, water, wastewater, municipal court, public works, economic development, community planning and building inspections, transit, parks, recreation, aquatics, and library.

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

• Median income: \$47,994	• Number of companies: 1,339
• High School Graduate or Higher: 71%	• Total Housing units: 9,152
• Bachelor’s degree or higher: 13.9%	• Median Age: 33.7
• Hispanic or Latino population: 59.5%	• Veterans: 1,274

## City Statistics – Services

Description	Actual FY 2016-17	Actual FY 2017-18	Actual FY 2018-19	% Change
<b>Community Services</b>				
<b>Parks</b>				
Parks/Open space acreage	128	128	128	0%
Playgrounds	8	8	9	13%
Picnic Shelters	6	6	6	0%
Park Restrooms	4	4	4	0%
Sports Fields	8	8	8	0%
<b>Library</b>				
Attendance	125,153	114,987	116,223	1%
Circulation	180,598	172,712	163,676	-5%
Volumes in Collection	122,958	137,726	133,522	-3%
Volumes Added	13,841	15,293	12,700	-17%
Computer Usage, # of Internet Sessions	26,217	24,563	19,224	-22%
Wi-Fi Connections	71,789	109,539	158,058	44%
Program Attendance	5,074	10,024	9,752	-3%
<b>Aquatics</b>				
Attendance	140,834	164,646	170,415	4%
Lesson Enrollment	1,450	1,310	1,112	-15%
Unique Primary Active Memberships (not family pass)	1,448	1,728	1,667	-4%
<b>Recreation</b>				
Youth Sports, participants	1,097	1,203	1,264	5%
Adult Sports, number of teams	39	38	35	-8%
Youth Programs, participants	109	128	207	62%
Adult Programs, participants	81	171	361	111%
Special Events, attendance	29,291	31,199	34,861	12%
<b>Public Transportation</b>				
Fixed Route Rides	25,533	24,786	22,374	-10%
Fixed Route Mileage	44,249	48,788	45,283	-7%
Dial-A-Ride Trips	6,224	6,952	6,696	-4%
Dial-A-Ride Mileage	19,388	22,706	21,001	-8%
Out of Town Medical Rides	1,473	1,445	2,368	64%



Description	Actual FY 2016-17	Actual FY 2017-18	Actual FY 2018-19	% Change
<b>City Utilities</b>				
<b>Water</b>				
Production capacity, million gallons/day	2	2	2	5%
Peak capacity demand, million gallons/day	5-6	5-6	5-6	0%
Storage capacity, million gallons	5	6	6	6%
Number of wells	9	7	7	0%
Miles of water mains	99	99	100	0%
Customers	6,942	7,116	7,315	3%
Fire Hydrants	964	973	980	1%
<b>Wastewater</b>				
Average daily treatment, million gallons/day	2-3	2-3	2.1	-100%
Peak capacity demand, million gallons/day	16	16	16	-3%
Miles of sewer pipeline	87	88	93	6%
Lift stations	8	8	9	13%
<b>Stormwater</b>				
Miles of storm sewer	59	60	63	5%
Manholes	1,400	1,431	1,466	2%
<b>Public Safety</b>				
Police Calls	14,934	15,679	14,848	-5%
Sworn Officers	33	35	35	0%
Arrests	1,060	989	956	-3%
Offenses	3,408	3,534	2,952	-16%
Crime Index (Violent Crime)	393	377	482	28%
Crime Index (Property Crime)	1,458	1,725	1,985	15%
Officers per 1,000 Citizens	1.34	1.36	1.34	-1%
<b>Building/Planning</b>				
Total Building Permits issued				
Residential, New	2	31	32	3%
Multi Family	12	21	5	-76%
Assisted Living Facilities	-	-	-	0%
Residential Additions & Alterations	43	62	35	-44%
Industrial	17	13	2	-85%
Commercial	90	83	85	2%
Signs and Fences	4	-	1	1%
Manufactured Homes	3	11	-	-100%
Total Building Permits Issued	171	221	160	-28%
Planning Activity				
Pre-application Conferences	-	36	30	-17%

# The Budget Process

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

### 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 157) 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Council & Mayor			
-	-	27,590	Personnel Services	10,730	-	-
15,174	33,605	27,410	Materials & Services	71,660	-	-
<b>15,174</b>	<b>33,605</b>	<b>55,000</b>	<b>Council &amp; Mayor Total</b>	<b>82,390</b>	-	-

## Budget Assumptions

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

### Primary Revenue Sources

- Property taxes are expected to increase 2.8 percent (after discounts and delinquencies)
- Franchise fees are expected to grow by 1.4 percent
- State revenue sharing is projected to not increase and may decrease due to COVID shut downs
- 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
- Minimum wage increases to \$12.00 per hour effective July 1, 2020
- 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)	2.75%	2.5%	N/A
Woodburn Police Association – Community Service Officers (WPA)	4.0%	2.5%	N/A
American Federation of State, County, and Municipal Employees (AFSCME)	2.0%	3%	3%

- Health insurance premiums (medical, dental and vision) increased by 5.5 percent
- PERS employer rates (rounded) effective July 1, 2019 through June 30, 2021, 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:**

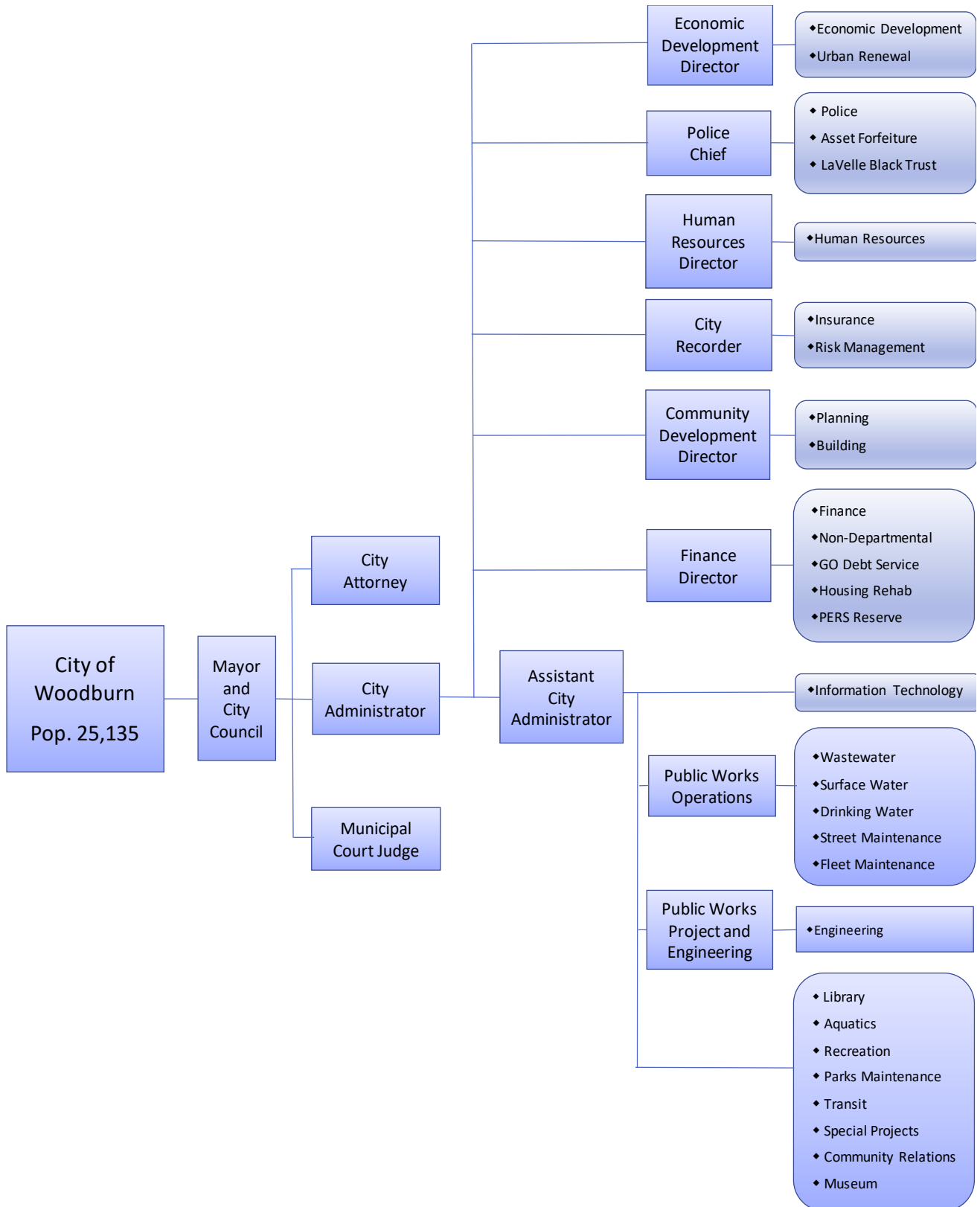
- Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.
- Develop innovative funding sources to help support the completion of capital improvement projects.
- Grow and support strategic partnerships for economic health
- Explore the development 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

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- ❖ General Fund Revenue Sources and Expenditures – General Fund
- ❖ 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
- ❖ Street Fund
- ❖ GO Debt Service Fund

## Summary of Revenues and Expenditures – General Fund 001

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	% Change	% Total Budget
<b>Beginning Balance</b>	6,240,229	7,425,650	5,306,900	4,656,890	-12.2%	22.0%
<b>Revenues</b>						
Taxes	9,424,049	9,890,392	10,013,000	10,295,000	2.8%	48.7%
Licenses and Permits	272,140	309,467	346,700	454,700	31.2%	2.2%
Intergovernmental	1,004,859	1,167,017	1,116,500	1,176,900	5.4%	5.6%
Charges for Goods and Services	652,158	852,221	883,110	891,240	0.9%	4.2%
Fines and Forfeits	394,837	343,790	456,500	1,125,500	146.5%	5.3%
Franchise Fees	1,738,907	1,963,662	1,896,700	1,865,910	-1.6%	8.8%
Miscellaneous Revenue	413,380	666,508	451,520	377,820	-16.3%	1.8%
Transfers In	-	-	-	285,350	0.0%	
<b>Total Revenues</b>	13,900,330	15,193,057	15,164,030	16,472,420	8.6%	76.6%
<b>Total Beg. Bal. and Revenues</b>	20,140,559	22,618,707	20,470,930	21,129,310	3.2%	98.6%
<b>Expenditures</b>						
Personnel Services	8,210,032	8,663,648	10,089,170	10,628,280	5.3%	50.3%
Materials and Services	3,794,877	3,899,990	4,256,580	4,626,140	8.7%	21.9%
Debt Service	-	-	575,000	574,500	100.0%	2.7%
Capital Outlay	3,690	108,104	25,000	-	-100.0%	0.0%
Transfers Out	702,248	3,733,513	408,290	150,000	-63.3%	0.7%
<b>Total Exp. Before Contingency</b>	12,710,847	16,405,255	15,354,040	15,978,920	4.1%	75.6%
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	3,761,890	3,813,610	1.4%	18.0%
Reserve - SMR	-	-	1,010,000	1,010,000	0.0%	4.8%
Reserve for Facilities	-	-	345,000	326,780	100.0%	1.5%
<b>Total Contingency &amp; Reserves</b>	-	-	5,116,890	5,150,390	0.7%	24.4%
<b>Total Expenditures</b>	12,710,847	16,405,255	20,470,930	21,129,310	3.2%	100.0%
<b>Fund Net</b>	7,429,712	6,213,452	-	-		
<b>Total Expenditures and Fund Net</b>	<b>20,140,559</b>	<b>22,618,707</b>	<b>20,470,930</b>	<b>21,129,310</b>	3.2%	

## Summary of General Fund Expenditures by Department

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Budget	% of Budget
General Fund					
101 - Administration <sup>A</sup>	1,212,185	1,128,027	1,389,700	1,661,680	8%
125 - Economic Development	100,557	116,284	170,290	174,640	1%
211 - Police	6,813,293	7,206,649	8,078,740	8,584,580	41%
411 - Community Services <sup>B</sup>	2,986,276	3,283,439	3,606,040	3,605,800	17%
511 - Planning	457,595	431,991	496,460	507,820	2%
651 - Engineering	277,313	271,657	290,420	310,440	1%
199 - Non-Departmental	863,629		1,322,390	1,133,960	5%
Contingency & Reserve	-	-	5,116,890	5,150,390	24%
<b>General Fund Expenditures Total</b>	<b>12,710,847</b>	<b>12,438,047</b>	<b>20,470,930</b>	<b>21,129,310</b>	<b>100%</b>
Expenditures (less Contingency & Reserves)	12,710,847	12,438,047	15,354,040	15,978,920	
Year-over-Year Change			2,915,993	624,880	
			23.4%	4.1%	

<sup>A</sup> Administration includes Council and Mayor, City Administrator, City Recorder, City Attorney, Finance and Human Resources

<sup>B</sup> 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 have a slight increase in FY 2020-21. Due to the uncertainty of the pandemic continuing into the FY 2020-21, this amount could change and may need to be modified as we progress into the budget year.

**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 2020-21 franchise fees are projected to increase 1.0 percent.

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

## General Fund – Revenue Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 001 - General Fund</b>						
<b>Department: 000 - Revenue</b>						
6,240,232	7,459,749	5,306,900	3081 Beginning Fund Balance	4,656,890	4,656,890	4,656,890
8,640,389	8,963,468	9,218,000	3111 Property Tax - Current	9,500,000	9,500,000	9,500,000
195,690	388,233	240,000	3112 Property Tax - Delinquent	240,000	240,000	240,000
13,996	-	30,000	3113 Pmt in Lieu of Taxes	30,000	30,000	30,000
448,469	462,617	455,000	3133 Hotel/Motel Tax	455,000	455,000	455,000
125,505	76,074	70,000	3367 State Marijuana Tax Distribution	70,000	70,000	70,000
50,082	50,245	52,000	3211 Business License	112,000	112,000	112,000
2,579	3,235	3,900	3219 Other License	3,900	3,900	3,900
3,695	2,765	3,800	3220 Taxicab Permits	3,800	3,800	3,800
1,180,561	1,180,599	1,259,200	3228 Franchise Fees	1,212,500	1,212,500	1,212,500
558,346	783,063	637,500	3243 Right of Way	653,410	653,410	653,410
394,247	412,179	400,000	3362 State Liquor Proration	400,000	400,000	400,000
30,546	28,441	35,000	3363 State Cigarette Tax	30,000	30,000	30,000
304,198	314,625	317,500	3364 State Revenue Sharing	317,500	317,500	317,500
25,139	253	100	3415 Sale of Documents	100	100	100
-	227,134	275,230	3611 Interest from Investments	200,000	200,000	200,000
1,800	2,400	-	3625 Facilities Rent	-	-	-
-	-	3,000	3641 Annual Access Fee (Wave - PEG)	3,000	3,000	3,000
24,415	308,894	25,000	3691 Sale of Surplus Property	25,000	25,000	25,000
13	12	-	3692.101 Copies--Other	-	-	-
(180)	144	-	3698 Cash Long and Short	-	-	-
70,491	26,984	20,770	3699 Other Miscellaneous Income	20,770	20,770	20,770
3,105	-	-	3881 Reimbursements	-	-	-
<b>18,313,318</b>	<b>20,691,114</b>	<b>18,352,900</b>	<b>Department Total: 000 - Revenue</b>	<b>17,933,870</b>	<b>17,933,870</b>	<b>17,933,870</b>
<b>Divison: Transfers In</b>						
-	-	-	3971.358 Transfer From General Cap Const	285,350	285,350	285,350
-	-	-	<b>Department Total: 000 - Revenue</b>	<b>285,350</b>	<b>285,350</b>	<b>285,350</b>
<b>Department: 101 - Administration</b>						
17,800	18,075	19,000	3416 Lien Search Revenue	19,000	19,000	19,000
22,065	25,185	22,000	3530 Court Fines from Other Jurisdictions	22,000	22,000	22,000
331,257	293,050	380,000	3531 Court Fines	1,080,000	1,080,000	1,080,000
<b>371,122</b>	<b>336,310</b>	<b>421,000</b>	<b>Department Total: 101 - Administration</b>	<b>1,121,000</b>	<b>1,121,000</b>	<b>1,121,000</b>
<b>Department: 125 - Economic Development</b>						
2,144	250	-	3699 Other Miscellaneous Income	-	-	-
<b>2,144</b>	<b>250</b>	<b>-</b>	<b>Department Total: 125 - Economic Development</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 199 - Non-Departmental</b>						
136,103	-	-	3611 Interest from Investments	see 3611 above	see 3611 above	see 3611 above
<b>136,103</b>	<b>-</b>	<b>-</b>	<b>Department Total: 199 - Non-Departmental</b>	<b>-</b>	<b>-</b>	<b>-</b>

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Department:</b>	<b>211 - Police</b>			
1,679	66,072	5,000	3332	Federal Grants	45,000	45,000	45,000
3,350	3,423	5,000	3341	State Grants	5,000	5,000	5,000
16,459	13,857	20,000	3421	Police Reimbursements	20,000	20,000	20,000
73,340	105,909	105,000	3421.001	Reimbursements School District	105,000	105,000	105,000
77,336	137,550	156,000	3421.013	Reimbursements Marion County	156,000	156,000	156,000
8,511	7,928	10,000	3531	Court Fines	8,000	8,000	8,000
20,600	6,450	27,000	3532	Towing Fee	10,000	10,000	10,000
585	738	500	3533	Alarm Fee	500	500	500
4,850	5,650	4,000	3673	Donations-Police	4,000	4,000	4,000
1	-	-	3691	Sale of Surplus Property	-	-	-
-	-	-	3694	Gain/Loss on Sale	-	-	-
62,481	1,997	4,500	3699	Other Miscellaneous Income	4,500	4,500	4,500
658	-	-	3881	Reimbursements	-	-	-
-	-	3,000	3881.001	Reimbursement--Training	3,000	3,000	3,000
<b>269,850</b>	<b>349,574</b>	<b>340,000</b>	<b>Department Total: 211 - Police</b>		<b>361,000</b>	<b>361,000</b>	<b>361,000</b>
			<b>Department:</b>	<b>411 - Community Services</b>			
-	15,000	-	3351	Grants	-	-	-
78,164	82,847	75,000	3365	Regional Library Services	80,000	80,000	80,000
4,064	4,014	4,000	3366	Ready to Read Grant	4,400	4,400	4,400
2,537	-	-	3671.111	T3 Intern Reimb Grant - Boys & Girls Club	-	-	-
(375)	124	-	3672.101	Gates Library Grant	-	-	-
11,823	11,465	15,000	3417	Resale of Merchandise	15,000	15,000	15,000
16,288	15,984	18,000	3418	Concession Sales	18,000	18,000	18,000
265,922	292,878	311,010	3471	Pool Program Revenues	312,140	312,140	312,140
328	240	3,000	3472	Rural Readers' Fees	1,000	1,000	1,000
84,020	83,872	91,000	3473	Recreation Program Revenues	91,000	91,000	91,000
1,430	5,781	-	3474	Event Admission	-	-	-
31,282	63,443	120,000	3474.099	Fiesta Events	129,000	129,000	129,000
13,500	5,455	-	3476	Event Sponsorships	-	-	-
-	66,075	-	3476.099	Fiesta Events Sponsorships	-	-	-
17,490	31,709	25,000	3491	Rental Income	25,000	25,000	25,000
11,820	10,439	17,000	3536	Library Fines	5,000	5,000	5,000
15,013	17,608	16,000	3625	Facilities Rent	16,000	16,000	16,000
65,088	66,670	70,620	3651	Internal Rent Revenue	72,150	72,150	72,150
232	150	-	3672	Donations-Library	-	-	-
9,979	190	9,000	3672.001	Donations-Library - Music in the Park	9,000	9,000	9,000
-	-	-	3675	Donations-Museum	-	-	-
2,000	-	2,000	3677	Donations-Pool	2,000	2,000	2,000
2,823	179	2,000	3695	Lost Book Revenue	2,000	2,000	2,000
-	-	-	3696	Friends of Library Sales	-	-	-
164	65	-	3698	Cash Long and Short	-	-	-
12,200	8,181	16,400	3699	Other Miscellaneous Income	16,400	16,400	16,400
<b>645,792</b>	<b>782,369</b>	<b>795,030</b>	<b>Department Total: 499 - Community Services</b>		<b>798,090</b>	<b>798,090</b>	<b>798,090</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Department: 511 - Planning</b>							
46,668	30,154	62,000	3451	T&E Planning Develop Fee	50,000	50,000	50,000
120,777	132,678	100,000	3456	Planning Fees	135,000	135,000	135,000
<b>167,445</b>	<b>162,832</b>	<b>162,000</b>	<b>Department Total: 511 - Planning</b>		<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
<b>Department: 651 - Engineering</b>							
26,686	75,307	100,000	3224	R/W Construction Permits	125,000	125,000	125,000
21,653	15,082	25,000	3451	T&E Planning Develop Fee	25,000	25,000	25,000
(810)	-	-	3341	State Grants	45,000	45,000	45,000
175,334	224,503	275,000	3656	Engineering Internal Project WO Rev	250,000	250,000	250,000
2,012	763	-	3656.140	Engineering Svcs - Street	-	-	-
1,347	2,510	-	3656.470	Engineering Svcs - Water	-	-	-
8,567	8,236	-	3656.472	Engineering Svcs - Sewer	-	-	-
<b>234,789</b>	<b>326,401</b>	<b>400,000</b>	<b>Department Total: 651 - Engineering</b>		<b>445,000</b>	<b>445,000</b>	<b>445,000</b>
<b>20,140,563</b>	<b>22,648,850</b>	<b>20,470,930</b>	<b>Revenues Total</b>		<b>21,129,310</b>	<b>21,129,310</b>	<b>21,129,310</b>





## 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Administration Department			
823,144	791,084	909,010	Personnel Services	966,690	966,690	966,690
389,041	369,605	480,690	Materials & Services	694,990	694,990	694,990
<u>1,212,185</u>	<u>1,160,689</u>	<u>1,389,700</u>	Administration Total	<u>1,661,680</u>	<u>1,661,680</u>	<u>1,661,680</u>
			Total by Division			
15,174	33,605	55,000	Council & Mayor	82,390	82,390	82,390
235,422	222,684	255,910	City Administrator	290,430	290,430	290,430
180,509	192,366	219,310	City Attorney	225,590	225,590	225,590
524,954	472,295	541,340	Finance	741,260	741,260	741,260
71,024	87,716	98,740	City Recorder	100,300	100,300	100,300
185,102	152,023	219,400	Human Resources	221,710	221,710	221,710
<u>1,212,185</u>	<u>1,160,689</u>	<u>1,389,700</u>	Total by Division	<u>1,661,680</u>	<u>1,661,680</u>	<u>1,661,680</u>

## Council & Mayor

<b>Fund/Fund Number:</b>	<b>General – 001</b>
<b>Department/Department Number:</b>	<b>Administration – 011</b>
<b>Division/Division Number:</b>	<b>Council &amp; Mayor – 1111</b>
<b>Department Director:</b>	<b>Scott Derickson</b>

**Description of purpose/functions of department**

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, and representing the City by their membership on regional forums and civic organizations. 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 time and place, which it designates. The regular meetings are generally held on the second and fourth Monday’s of each month, at 7 p.m. in City Hall.

This department budget accounts for costs incurred by the Mayor and City Council. The department costs include office space and equipment overhead, meeting expenses and community outreach.

**Performance Measures:**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goals
<b>Council Meeting</b>	20	20	17**	20
<b>Council meetings at off site locations</b>	2	12*	1	2

\*In FY 2018-19, due to the City Hall renovation project, the City Council meetings were moved to Woodburn Police Department Community Room.

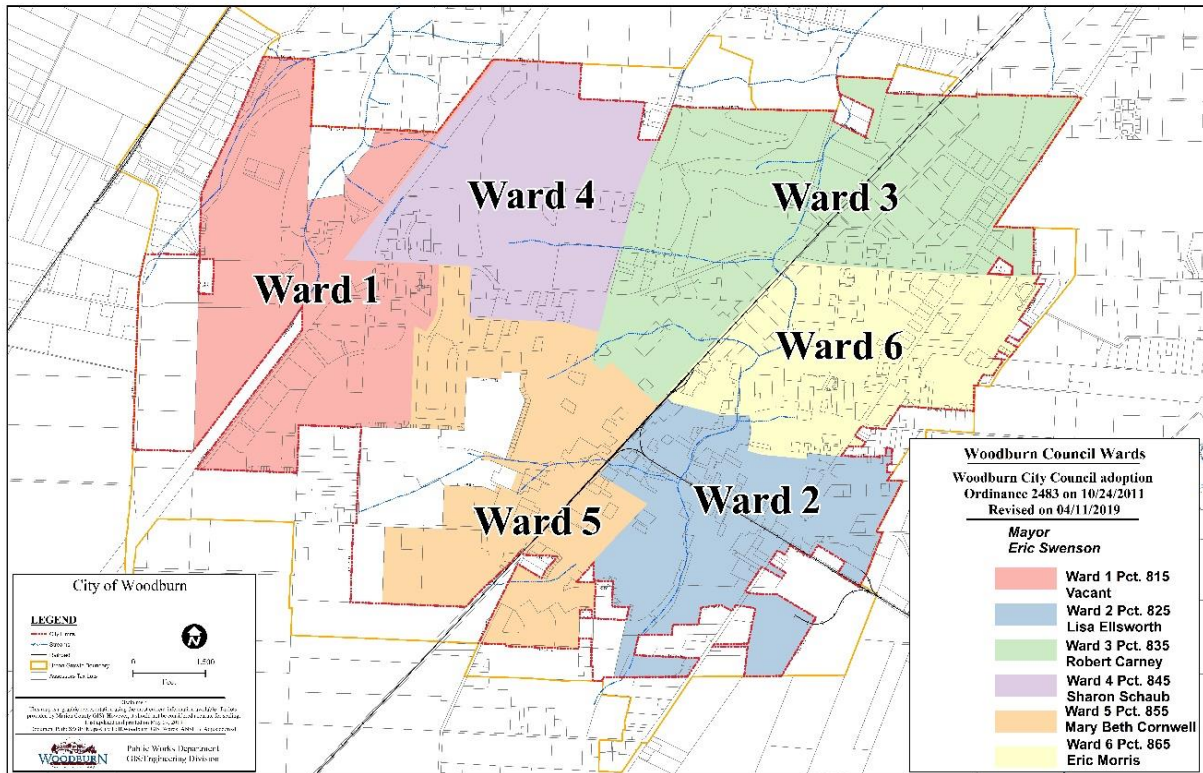
\*\*In FY 2019-20, due to the coronavirus restrictions Council meeting were held remotely and beginning in March, the City Council changed from having two meetings a month to having only one meeting a month.

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
-	-	27,590	Council & Mayor			
			Personnel Services	10,730	10,730	10,730
15,174	33,605	27,410	Materials & Services	71,660	71,660	71,660
<b>15,174</b>	<b>33,605</b>	<b>55,000</b>	<b>Council &amp; Mayor Total</b>	<b>82,390</b>	<b>82,390</b>	<b>82,390</b>

# Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1111 - Council & Mayor <b>Expenditures</b>							
-	-	22,200	5112	Part-Time Wages	8,700	8,700	8,700
-	-	1,700	5212	Social Security	650	650	650
-	-	3,690	5214	Retirement	1,380	1,380	1,380
-	-	27,590	<b>Total - Personnel Services</b>		10,730	10,730	10,730
-	3,268	-	5315	Computer Supplies	-	-	-
60	281	2,000	5319	Office Supplies	2,000	2,000	2,000
790	1,515	-	5329	Other Supplies	-	-	-
530	5,015	1,500	5419	Other Professional Serv	2,700	2,700	2,700
180	839	500	5421	Telephone/Data	500	500	500
11,409	17,400	17,220	5428	IT Support	60,270	60,270	60,270
998	1,614	2,000	5432	Meals	2,000	2,000	2,000
159	294	330	5433	Mileage	330	330	330
882	1,263	700	5439	Travel	700	700	700
-	-	60	5464	Workers' Comp	60	60	60
166	611	-	5491	Dues & Subscriptions	-	-	-
-	1,425	3,000	5492	Registrations/Training	3,000	3,000	3,000
-	80	100	5493	Printing/Binding	100	100	100
15,174	33,605	27,410	<b>Total - Materials &amp; Services</b>		71,660	71,660	71,660
15,174	33,605	55,000	<b>Division Total: 1111 - Council &amp; Mayor</b>		82,390	82,390	82,390



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/functions of department

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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
# of accounts registered to receive weekly E-blasts		1,325	1,400	1,480
# of accounts registered to receive weekly Spanish E-blasts		285	300	300

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			City Administrator			
193,344	190,024	210,060	Personnel Services	228,080	228,080	228,080
42,078	32,660	45,850	Materials & Services	62,350	62,350	62,350
235,422	222,684	255,910	City Administrator Total	290,430	290,430	290,430
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 160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1211 - City Administrator <u>Expenditures</u>							
126,561	133,797	134,890	5111	Regular Wages	148,460	148,460	148,460
47	106	-	5121	Overtime	-	-	-
31	28	30	5211	OR Workers' Benefit	30	30	30
8,391	9,097	9,680	5212	Social Security	10,200	10,200	10,200
20,032	15,810	17,980	5213	Med & Dent Ins	19,340	19,340	19,340
37,515	30,493	46,770	5214	Retirement	49,320	49,320	49,320
469	394	380	5215	Long Term Disability Ins	390	390	390
107	110	140	5216	Unemployment Insurance	140	140	140
191	189	190	5217	Life Insurance	200	200	200
<b>193,344</b>	<b>190,024</b>	<b>210,060</b>	<b>Total - Personnel Services</b>		<b>228,080</b>	<b>228,080</b>	<b>228,080</b>
-	9	-	5315	Computer Supplies	-	-	-
2,116	1,143	3,000	5319	Office Supplies	3,000	3,000	3,000
1,774	2,115	2,000	5419	Other Professional Serv	2,000	2,000	2,000
2,493	2,344	1,600	5421	Telephone/Data	1,600	1,600	1,600
242	109	500	5422	Postage	500	500	500
21,703	16,800	14,240	5428	IT Support	14,240	14,240	14,240
1,209	426	1,170	5432	Meals	1,170	1,170	1,170
161	487	1,000	5433	Mileage	1,000	1,000	1,000
4,097	2,442	5,000	5439	Travel	5,000	5,000	5,000
1,703	1,530	940	5464	Workers' Comp	840	840	840
		5,000	5485	Leadership Development	20,000	20,000	20,000
3,407	2,596	4,000	5491	Dues & Subscriptions	4,000	4,000	4,000
3,173	2,659	7,400	5492	Registrations/Training	9,000	9,000	9,000
<b>42,078</b>	<b>32,660</b>	<b>45,850</b>	<b>Total - Materials &amp; Services</b>		<b>62,350</b>	<b>62,350</b>	<b>62,350</b>
<b>235,422</b>	<b>222,684</b>	<b>255,910</b>	<b>Division Total: 1211 - City Administrator</b>		<b>290,430</b>	<b>290,430</b>	<b>290,430</b>

## 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 of department

The City Attorney provides a wide range of legal services, including legal 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 department, including number of personnel

The department consists of 2.45 FTE: the City Attorney, Assistant City Attorney and an Executive/Legal Assistant that is shared with the City Administrator.

### Description of FY 2019-20 accomplishments

- Negotiated new collective bargaining agreement with AFSCME union
- Completed a Comprehensive Revision to Noise Ordinance
- Continued the Ordinance Review and Revision Project
- Provided timely legal advice to City Council, City Administrator and departments

### Description of FY 2020-21 proposed focus/goals

- Negotiate new collective bargaining agreement with the Woodburn Police union
- Provide legal support for issues related to land use applications for development
- Continue the Ordinance Review and Revision Project
- Provide timely legal advice to City Council, City Administrator and departments

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Proposed	FY 2020-21 Goal
Review and revision of major city ordinances	3	4	4	4
Legal input into agenda items submitted to Council within internal deadlines	100%	100%	100%	100%

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
City Attorney						
150,281	160,689	174,620	Personnel Services	180,830	180,830	180,830
30,228	31,677	44,690	Materials & Services	44,760	44,760	44,760
180,509	192,366	219,310	City Attorney Total	225,590	225,590	225,590
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 162 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1411 - City Attorney <u>Expenditures</u>							
98,522	106,130	109,450	5111	Regular Wages	113,260	113,260	113,260
48	136	-	5121	Overtime	-	-	-
25	23	20	5211	OR Workers' Benefit	20	20	20
7,195	7,655	8,000	5212	Social Security	8,410	8,410	8,410
15,195	15,804	18,030	5213	Med & Dent Ins	19,600	19,600	19,600
28,659	30,377	38,530	5214	Retirement	38,950	38,950	38,950
397	327	320	5215	Long Term Disability Ins	320	320	320
79	80	110	5216	Unemployment Insurance	110	110	110
161	157	160	5217	Life Insurance	160	160	160
<b>150,281</b>	<b>160,689</b>	<b>174,620</b>	<b>Total - Personnel Services</b>		<b>180,830</b>	<b>180,830</b>	<b>180,830</b>
4,945	5,399	6,500	5314	Books	6,500	6,500	6,500
384	763	3,000	5319	Office Supplies	3,000	3,000	3,000
134	343	800	5419	Other Professional Serv	800	800	800
2,154	1,496	1,500	5421	Telephone/Data	1,500	1,500	1,500
-	54	100	5422	Postage	100	100	100
10,852	16,800	18,750	5428	IT Support	18,750	18,750	18,750
11	255	400	5432	Meals	400	400	400
552	283	530	5433	Mileage	530	530	530
3,821	355	-	5439	Travel	-	-	-
557	520	410	5464	Workers' Comp	480	480	480
4,163	2,160	2,600	5491	Dues & Subscriptions	2,600	2,600	2,600
2,655	3,244	10,100	5492	Registrations/Training	10,100	10,100	10,100
-	5	-	5495	Court Costs	-	-	-
<b>30,228</b>	<b>31,677</b>	<b>44,690</b>	<b>Total - Materials &amp; Services</b>		<b>44,760</b>	<b>44,760</b>	<b>44,760</b>
<b>180,509</b>	<b>192,366</b>	<b>219,310</b>	<b>Division Total: 1411 - City Attorney</b>		<b>225,590</b>	<b>225,590</b>	<b>225,590</b>

## Finance

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Administration – 101  
**Division/Division Number:** Finance – 1511  
**Department Director:** Tony Turley

### 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 Court<sup>1</sup>. This includes managing the budgeting, 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 11.1 FTE including the Finance Director, Assistant Finance Director, two Senior Management Analysts, Payroll Specialist, two Accounting Assistants, 1.5 Court Operations Clerks, two full-time Cashiers and one part-time Cashier, and Municipal Court Judge.

### Description of FY 2019-20 accomplishments

- Created a PERS side account with a 25% match from the State of Oregon which resulted in a reduction in rates of approximately 2.85%

### Description of FY 2020-21 focus/goals

- Written Financial Policies
- Defeasance of a portion of the Series 2011A & B Sewer Debt

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	2019-20 Projected	FY 2020-21 Goal
Receive the Government Finance Officers Association’s (GFOA) Distinguished Budget Award for the prior fiscal year	Yes	Receipt of Award	Receipt of Award	Receipt of Award
Receive the GFOA Comprehensive Annual Financial Report Award for the prior fiscal year	N/A	N/A	Application submitted	Receipt of Award
Increase the number of utility bills payments processed electronically	21,000	22,000	22,000	23,000

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Finance			
314,701	259,022	299,390	Personnel Services	347,020	347,020	347,020
210,253	213,273	241,950	Materials & Services	394,240	394,240	394,240
524,954	472,295	541,340	Finance Total	741,260	741,260	741,260
9.3	9.7	9.7	Full-Time Equivalent (FTE)	11.1	11.1	11.1

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 160 for clarification.

<sup>1</sup> 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 2017-18	FY 2018-19	FY 2019-20			FY 2020-21	FY 2020-21	FY 2020-21
Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1511 - Finance <u>Expenditures</u>							
184,899	150,655	162,880	5111	Regular Wages	184,700	184,700	184,700
22,631	17,685	23,690	5112	Part-Time Wages	39,790	39,790	39,790
1,116	1,597	1,520	5121	Overtime	2,930	2,930	2,930
87	59	60	5211	OR Workers' Benefit	80	80	80
15,522	12,743	14,480	5212	Social Security	17,690	17,690	17,690
42,344	35,986	44,030	5213	Med & Dent Ins	42,580	42,580	42,580
46,888	39,399	51,880	5214	Retirement	58,180	58,180	58,180
730	507	440	5215	Long Term Disability Ins	580	580	580
184	139	190	5216	Unemployment Insurance	210	210	210
300	252	220	5217	Life Insurance	280	280	280
<b>314,701</b>	<b>259,022</b>	<b>299,390</b>	<b>Total - Personnel Services</b>		<b>347,020</b>	<b>347,020</b>	<b>347,020</b>
740	941	-	5315	Computer Supplies	-	-	-
11,397	5,358	18,000	5319	Office Supplies	18,000	18,000	18,000
29	162	-	5329	Other Supplies	-	-	-
15,365	16,297	18,200	5414	Accounting/Auditing	18,200	18,200	18,200
210	146	500	5417	HR/Other Employee Expenses	500	500	500
9,658	12,411	15,000	5419	Other Professional Serv	15,000	15,000	15,000
303	295	500	5421	Telephone/Data	700	700	700
3,180	2,927	3,800	5422	Postage	3,800	3,800	3,800
50,781	58,700	56,570	5428	IT Support	56,570	56,570	56,570
3,773	3,696	7,000	5429	Other Communication Serv	7,000	7,000	7,000
62,990	58,690	67,000	5430	Red Light Camera Contract	217,000	217,000	217,000
426	791	400	5432	Meals	400	400	400
682	591	650	5433	Mileage	650	650	650
3,778	3,448	-	5439	Travel	800	800	800
4,367	4,727	5,000	5446	Software Licenses	5,000	5,000	5,000
-	-	-	5462	Employee Blanket Bond	-	-	-
4,537	2,970	830	5464	Workers' Comp	1,620	1,620	1,620
1,740	2,155	2,000	5491	Dues & Subscriptions	2,000	2,000	2,000
7,576	11,191	14,000	5492	Registrations/Training	14,000	14,000	14,000
2,187	3,046	2,500	5493	Printing/Binding	3,000	3,000	3,000
26,534	24,731	30,000	5500	Banking Fees & Charges	30,000	30,000	30,000
<b>210,253</b>	<b>213,273</b>	<b>241,950</b>	<b>Total - Materials &amp; Services</b>		<b>394,240</b>	<b>394,240</b>	<b>394,240</b>
<b>524,954</b>	<b>472,295</b>	<b>541,340</b>	<b>Division Total: 1511 - Finance</b>		<b>741,260</b>	<b>741,260</b>	<b>741,260</b>

## City Recorder

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

### 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

One full-time employee and .2 FTE Administrative Assistant staff the City Recorder department.

### Description of FY 2019-20 accomplishments

- Finalize the records management policy.
- Provided responses to over 120 requests for records

### Description of FY 2020-21 proposed focus/goals

- Approval for the revised records request form and records request 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.
- Administer the 2020 General Election.

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goals
<b>Public records request</b>	70	70	80	80
<b>City ordinances updates</b>	12	10	10	10
<b>City Council Meetings</b>	21	20	24	20
<b>Records Destruction Requests</b>	65	150	150	150

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
City Recorder						
59,975	71,826	78,450	Personnel Services	79,970	79,970	79,970
11,049	15,890	20,290	Materials & Services	20,330	20,330	20,330
71,024	87,716	98,740	City Recorder Total	100,300	100,300	100,300
1.2	1.2	1.2	Full-Time Equivalent (FTE)	1.2	1.2	1.2

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 160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1531 - City Recorder <u>Expenditures</u>							
44,952	53,297	54,450	5111	Regular Wages	55,640	55,640	55,640
2	61	-	5121	Overtime	-	-	-
15	16	10	5211	OR Workers' Benefit	10	10	10
3,398	4,032	4,370	5212	Social Security	4,450	4,450	4,450
1,640	2,712	3,750	5213	Med & Dent Ins	4,060	4,060	4,060
9,668	11,412	15,590	5214	Retirement	15,500	15,500	15,500
186	169	150	5215	Long Term Disability Ins	170	170	170
37	43	50	5216	Unemployment Insurance	50	50	50
77	84	80	5217	Life Insurance	90	90	90
<b>59,975</b>	<b>71,826</b>	<b>78,450</b>	<b>Total - Personnel Services</b>		<b>79,970</b>	<b>79,970</b>	<b>79,970</b>
759	1,127	2,000	5319	Office Supplies	2,000	2,000	2,000
1,108	3,283	3,000	5419	Other Professional Serv	3,000	3,000	3,000
109	106	200	5421	Telephone/Data	200	200	200
57	36	200	5422	Postage	200	200	200
7,234	8,400	8,910	5428	IT Support	8,910	8,910	8,910
-	32	300	5432	Meals	300	300	300
180	347	500	5433	Mileage	500	500	500
216	266	850	5439	Travel	850	850	850
327	410	110	5464	Workers' Comp	150	150	150
-	-	920	5471	Equipment Repair & Maint	920	920	920
339	399	300	5491	Dues & Subscriptions	300	300	300
720	1,484	3,000	5492	Registrations/Training	3,000	3,000	3,000
<b>11,049</b>	<b>15,890</b>	<b>20,290</b>	<b>Total - Materials &amp; Services</b>		<b>20,330</b>	<b>20,330</b>	<b>20,330</b>
<b>71,024</b>	<b>87,716</b>	<b>98,740</b>	<b>Division Total: 1531 - City Recorder</b>		<b>100,300</b>	<b>100,300</b>	<b>100,300</b>

## 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 2 FTE's: the Human Resources Director and an HR Analyst.

### Description of FY 2019-20 accomplishments

- Completed Pay Equity analysis and related review of compensation practices.
- Implemented an online performance management system to ensure timely and meaningful performance feedback including quarterly check-ins to improve communication between employees and supervisors.
- Bargained for a successful successor contract with the AFSCME union.
- Initiated a Leadership training program for all supervisors and managers including a series of EQ training

### Description of FY 2020-21 focus/goals:

- Implementing the new online learning system
- Projects to move Human Resource's processes toward more automated and paperless formats when it is more efficient and value adding.
- Bargaining for a successor contract with the WPA union.
- Updating and revising administrative policies as needed.

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Goal
<b>Number of recruitments and applications processed - Increase applicant pool to hire the most qualified applicants</b>	116/1,720	101/1,687	58/651	75/1,500
<b>Reduction in Workers' Compensation (WC) claims cost</b>	\$68,006	\$44,687	\$4,299	\$55,000

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Human Resources			
104,843	109,523	118,900	Personnel Services	120,060	120,060	120,060
80,259	42,500	100,500	Materials & Services	101,650	101,650	101,650
185,102	152,023	219,400	Human Resources Total	221,710	221,710	221,710
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 160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 101 - Administration			
			<b>Division:</b> 1611 - Human Resources			
			<u>Expenditures</u>			
70,508	74,118	78,410	5111 Regular Wages	78,660	78,660	78,660
-	19	20	5211 OR Workers' Benefit	20	20	20
5,448	5,694	6,110	5212 Social Security	6,310	6,310	6,310
11,579	11,435	11,510	5213 Med & Dent Ins	12,330	12,330	12,330
16,837	17,826	22,440	5214 Retirement	22,310	22,310	22,310
291	249	220	5215 Long Term Disability Ins	230	230	230
61	58	80	5216 Unemployment Insurance	80	80	80
119	124	110	5217 Life Insurance	120	120	120
104,843	109,523	118,900	<b>Total - Personnel Services</b>	120,060	120,060	120,060
-	853	600	5315 Computer Supplies	600	600	600
705	902	2,500	5319 Office Supplies	2,500	2,500	2,500
39,116	8,537	50,000	5412 Legal	50,000	50,000	50,000
2,048	2,733	6,000	5417 HR/Other Employee Expenses	6,000	6,000	6,000
15,615	9,855	10,000	5419 Other Professional Serv	10,000	10,000	10,000
652	740	800	5421 Telephone/Data	800	800	800
102	16	30	5422 Postage	30	30	30
1,853	314	800	5424 Advertising	800	800	800
10,992	12,600	13,220	5428 IT Support	14,450	14,450	14,450
1,003	261	1,000	5433 Mileage	1,000	1,000	1,000
256	1,760	2,000	5439 Travel	2,000	2,000	2,000
1,030	930	550	5464 Workers' Comp	470	470	470
4,196	1,919	3,000	5491 Dues & Subscriptions	3,000	3,000	3,000
2,691	1,080	10,000	5492 Registrations/Training	10,000	10,000	10,000
80,259	42,500	100,500	<b>Total - Materials &amp; Services</b>	101,650	101,650	101,650
185,102	152,023	219,400	<b>Division Total: 1611 - Human Resources</b>	221,710	221,710	221,710
1,212,185	1,160,689	1,389,700	<b>Department Total: 101 - Administration</b>	1,661,680	1,661,680	1,661,680

## Economic Development

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

### **Description of purpose/function of department**

This department provides increased focus on business development in our community, including business 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, including number of personnel**

Department staffing includes an Economic Development 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 2019-20 accomplishments**

- Responded to 13 business/project leads and 8 retention/expansion assistance requests and inquiries.
- Work with property owners, developers, and brokers to identify businesses development opportunities.
- Assisted 6 business or property owners applying for Urban Renewal Building Improvement Program grant funds, 8 façade make-over participants, and 7 design assistance grants.
- Staffed the Tourism Advisory Committee (TAC). Implementation of the tourism plan including the ongoing maintenance of the Travel Woodburn web and social media sites, distribute of 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. Work with the Committee to advance 3 public arts projects, funded by urban renewal funds and one private mural project.
- Host quarterly Industrial Business Roundtable meetings.
- Completed CDBG Application for Woodburn Family Resource Center
- Strengthened local, state and regional partnership with service on and participation with boards and committees.

### **Description of FY 2020-21 Economic Development Projects:**

- Continued Business Retention, Expansion, and Recruitment
- Continued Tourism Promotion and Activities
  - Travel Oregon Rural Tourism Studio
- Urban Renewal Project Management
- OR 219 & Butteville Road Intersection Analysis
- Woodland Road Extension Project
  - ODOT Immediate Opportunity Funds
  - Special Public Works Funds
- Host Quarterly Industrial Roundtables
- Additional projects and programs that support the Economic Development efforts of the City, Region and State.

**Performance Measures**

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Goal
<b>Business Lead Responses</b>	8	14	10	13	10
<b>Retention/Expansion Assistance</b>	9	8	14	8	6
<b>Host Quarterly Industrial Business Roundtable</b>	4	4	4	4	4
<b>Urban Renewal Building Improvement Grants</b>	3	5	13	14	5
<b>Urban Renewal Design Service Grant</b>	3	7	7	7	5
<b>Downtown Events and Promotions</b>	3	6	4	4	4
<b>Complete Public Arts – Murals Projects</b>	0	0	2	2	3

**Budget Detail**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 125 - Economic Development <b>Division:</b> 1250 - Econ Dev <u>Expenditures</u>							
55,394	62,900	83,810	5111	Regular Wages	88,100	88,100	88,100
41	780	-	5121	Overtime	-	-	-
18	19	20	5211	OR Workers' Benefit	20	20	20
4,107	4,856	6,600	5212	Social Security	6,920	6,920	6,920
9,052	9,569	16,350	5213	Med & Dent Ins	13,960	13,960	13,960
9,113	10,527	23,620	5214	Retirement	22,540	22,540	22,540
232	215	240	5215	Long Term Disability Ins	250	250	250
49	56	90	5216	Unemployment Insurance	90	90	90
99	108	140	5217	Life Insurance	130	130	130
<b>78,105</b>	<b>89,030</b>	<b>130,870</b>	<b>Total - Personnel Services</b>		<b>132,010</b>	<b>132,010</b>	<b>132,010</b>
380	550	320	5315	Computer Supplies	320	320	320
3,320	3,103	8,400	5319	Office Supplies	8,500	8,500	8,500
6,089	9,450	12,500	5419	Other Professional Serv	15,000	15,000	15,000
20	262	750	5421	Telephone/Data	750	750	750
86	134	300	5422	Postage	300	300	300
3,617	4,200	4,310	5428	IT Support	4,100	4,100	4,100
178	500	360	5432	Meals	360	360	360
249	-	500	5433	Mileage	500	500	500
2,663	1,984	3,500	5439	Travel	3,500	3,500	3,500
357	740	230	5464	Workers' Comp	300	300	300
3,376	5,147	4,750	5491	Dues & Subscriptions	5,500	5,500	5,500
2,116	1,434	3,500	5492	Registrations/Training	3,500	3,500	3,500
<b>22,451</b>	<b>27,504</b>	<b>39,420</b>	<b>Total - Materials &amp; Services</b>		<b>42,630</b>	<b>42,630</b>	<b>42,630</b>
<b>100,556</b>	<b>116,534</b>	<b>170,290</b>	<b>Department Total: 125 - Economic Development</b>		<b>174,640</b>	<b>174,640</b>	<b>174,640</b>

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 162 for clarification.

## Police

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Police – 211  
**Division/Division Number:** Police – 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 10.75 Civilian Support Staff

### **Description of FY 2019-20 accomplishments**

- Continued hiring within authorized staffing level
- Conducted multiple employee recruitment events throughout the area
- Participated in 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)
- Provided traffic safety at 4<sup>th</sup> of July and Fiesta Mexicana parades
- Engaged in “Good Neighbor” program focusing on city code compliance
- 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
- Completed upgrades to City Emergency Operations Center (EOC) with continued update and review of Emergency Operations Plan (EOP)
- Conducted two exercises of Emergency Operations Plan/Center
- Participated in Crime Gun Initiative with OSP Crime Lab, US Attorney’s Office and ATF
- Utilize DPSST’s “decision-making” based simulator for force de-escalation and disengagement training during In-service
- Conducted a Citizen’s Police Academy
- Continue upgrade of police radio system in partnership with City of Hubbard
- Completed purchase and installation of replacement Livescan machine
- Implement stop data (S.T.O.P.) - program pursuant to state law
- Continued community engagement programs and activities

### **Description of FY 2020-21 proposed focus/goals:**

- Continue focused efforts on impacting crime rate, code enforcement and neighborhood livability issues
- Continue hiring within authorized budget
- 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
- Continue partnership with youth based groups; 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
- Fully implement Speed on Green and expand our photo traffic enforcement program

**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
<b>Police Department participation in community events</b>	9	25	25	12
<b>Community engagement through social media - # of subscribers</b>	424	247	275	100
<b>Number of sworn officers</b>	35	35	35	35
<b>Total calls for service</b>	15,695	15,800	16,000	15,500

**Budget Summary**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Police			
5,054,996	5,446,324	6,258,660	Personnel Services	6,698,170	6,698,170	6,698,170
1,758,297	1,760,324	1,820,080	Materials & Services	1,886,410	1,886,410	1,886,410
-	-	-	Capital Outlay	-	-	-
6,813,293	7,206,648	8,078,740	Police Total	8,584,580	8,584,580	8,584,580
43.5	43.5	43.5	Full-Time Equivalent (FTE)	45.8	45.8	45.8

## Budget Detail

FY 2017-18	FY 2018-19	FY 2019-20	Account Description		FY 2020-21	FY 2020-21	FY 2020-21
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 001 - General Fund</b> <b>Department: 211 - Police</b> <b>Division: 2111 - Patrol</b> <u>Expenditures</u>							
3,107,657	3,329,266	3,759,720	5111	Regular Wages	3,994,460	3,994,460	3,994,460
1,737	8,867	15,240	5112	Part-Time Wages	18,470	18,470	18,470
190,497	196,782	165,640	5121	Overtime	185,220	185,220	185,220
997	988	1,220	5211	OR Workers' Benefit	970	970	970
248,996	266,658	303,740	5212	Social Security	324,210	324,210	324,210
664,750	708,706	834,770	5213	Med & Dent Ins	896,790	896,790	896,790
821,359	916,098	1,157,990	5214	Retirement	1,255,620	1,255,620	1,255,620
11,237	10,471	10,230	5215	Long Term Disability Ins	11,740	11,740	11,740
2,796	2,956	3,940	5216	Unemployment Insurance	4,130	4,130	4,130
4,970	5,532	6,170	5217	Life Insurance	6,560	6,560	6,560
5,054,996	5,446,324	6,258,660	<b>Total - Personnel Services</b>		6,698,170	6,698,170	6,698,170
415	275	5,000	5315	Computer Supplies	-	-	-
4,076	3,855	7,500	5319	Office Supplies	12,500	12,500	12,500
52,765	55,579	50,000	5323	Fuel	50,000	50,000	50,000
28,349	26,877	42,400	5324	Clothing	42,400	42,400	42,400
4,272	2,960	4,000	5326	Safety/Medical	4,000	4,000	4,000
31,682	26,315	28,000	5329	Other Supplies	28,000	28,000	28,000
-	68	-	5337	Tires/Parts	-	-	-
20,816	16,565	21,500	5351	Ammunition	21,500	21,500	21,500
-	136	-	5352	Protective Clothing	-	-	-
-	-	3,000	5400	Code Abatement	3,000	3,000	3,000
1,041	-	1,000	5409.140	Garage Services	1,000	1,000	1,000
42,716	32,189	35,000	5415	Computer	95,500	95,500	95,500
2,866	1,361	4,000	5417	HR/Other Employee Expenses	4,000	4,000	4,000
32,234	58,292	26,000	5419	Other Professional Serv	26,000	26,000	26,000
-	1,091	7,500	5420	Investigation Expenses	7,500	7,500	7,500
36,547	39,759	35,000	5421	Telephone/Data	35,000	35,000	35,000
5,476	4,267	8,000	5422	Postage	8,000	8,000	8,000
802	1,034	1,000	5424	Advertising	1,000	1,000	1,000
13,596	8,066	20,000	5426	Contract Networks	20,000	20,000	20,000
310,498	355,800	361,640	5428	IT Support	362,890	362,890	362,890
408,901	422,546	472,380	5429	Other Communication Serv	499,240	499,240	499,240
2,719	4,245	-	5432	Meals	-	-	-
183	514	-	5433	Mileage	-	-	-
10,987	9,097	22,000	5439	Travel	22,000	22,000	22,000
3,510	2,990	2,500	5443	Office Equipment	2,500	2,500	2,500
165,110	186,774	179,600	5444	Vehicle Leases	179,600	179,600	179,600
3,632	3,902	4,800	5451	Natural Gas	4,800	4,800	4,800
465	154	900	5452	Water/Sewer	900	900	900
50,180	54,136	48,000	5453	Electricity	48,000	48,000	48,000

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget		Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
26,439	28,710	25,140	5461	Auto Insurance	25,920	25,920	25,920
7,094	6,530	6,930	5463	Property/Earthquake Insurance	7,570	7,570	7,570
226,693	197,350	159,400	5464	Workers' Comp	125,870	125,870	125,870
79,833	81,550	76,490	5465	General Liability Insurance	81,320	81,320	81,320
42,807	47,095	63,800	5471	Equipment Repair & Maint	63,800	63,800	63,800
78,369	29,632	23,100	5472	Buildings Repairs & Maint	23,100	23,100	23,100
34,425	32,576	45,000	5475	Vehicle Repair & Maint	45,000	45,000	45,000
4,731	3,706	-	5491	Dues & Subscriptions	-	-	-
17,354	11,083	25,500	5492	Registrations/Training	30,500	30,500	30,500
6,714	3,245	4,000	5493	Printing/Binding	4,000	4,000	4,000
<b>1,758,297</b>	<b>1,760,324</b>	<b>1,820,080</b>		<b>Total - Materials &amp; Services</b>	<b>1,886,410</b>	<b>1,886,410</b>	<b>1,886,410</b>
-	-	-	5642	Passenger Vehicles	-	-	-
-	-	-	5649	Other Equipment	-	-	-
-	-	-		<b>Total - Capital Outlay</b>	-	-	-
<b>6,813,293</b>	<b>7,206,648</b>	<b>8,078,740</b>		<b>Department Total: 211 - Police</b>	<b>8,584,580</b>	<b>8,584,580</b>	<b>8,584,580</b>



Coffee with a Cop 2019



## 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Community Services Department			
1,666,864	1,792,103	2,217,870	Personnel Services	2,230,990	2,230,990	2,230,990
1,315,722	1,383,230	1,363,170	Materials & Services	1,374,810	1,374,810	1,374,810
-	108,105	25,000	Capital Outlay	-	-	-
<u>2,982,586</u>	<u>3,283,438</u>	<u>3,606,040</u>	Community Services Total	<u>3,605,800</u>	<u>3,605,800</u>	<u>3,605,800</u>
			Total by Division			
872,802	917,276	984,860	Library	1,016,380	1,016,380	1,016,380
551,178	636,226	691,300	Aquatics	694,270	694,270	694,270
425,193	518,379	532,440	Recreation	531,400	531,400	531,400
772,391	815,887	962,800	Park & Facilities Maintenance	938,640	938,640	938,640
361,022	395,670	434,640	Community Services Administration	425,110	425,110	425,110
<u>2,982,586</u>	<u>3,283,438</u>	<u>3,606,040</u>	Total by Division	<u>3,605,800</u>	<u>3,605,800</u>	<u>3,605,800</u>

## Library

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Library - 311  
**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 133,000 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 (11 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 2019-20 accomplishments

- Achieved council approval for the elimination of all overdue fines
- Substantially revised the Science Fiction/Fantasy and Mystery genre collections to ensure collection of popular series and continuity in narrative
- Responded to COVID-19 closure through delivery of remote services and content

### Description of FY 2020-21 focus/goals

- Build resiliency into programs and services in anticipation of future closure events
- Promote elimination of all overdue fines to encourage library usage
- Curate fiction collections to maximize interest and circulation

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
<b>Increase Library attendance</b>	114,987	116,223	81,500	115,000
<b>Increase Library circulation</b>	172,712	163,676	125,000	160,000
<b>Maintain meeting room reservations</b>	358	531	400	500
<b>Maintain library program levels</b>	378	476	350	450
<b>Increase library program attendance</b>	10,024	9,752	6,000	10,000

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Library			
562,110	604,897	677,870	Personnel Services	707,500	707,500	707,500
310,692	312,379	306,990	Materials & Services	308,880	308,880	308,880
872,802	917,276	984,860	Library Total	1,016,380	1,016,380	1,016,380
10.5	10.5	10.5	Full-Time Equivalent (FTE)	11.0	11.0	11.0

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 411 - Community Services							
<b>Division:</b> 3199 - Library Administration							
<u>Expenditures</u>							
272,711	297,294	317,270	5111	Regular Wages	330,840	330,840	330,840
133,519	144,763	160,080	5112	Part-Time Wages	165,680	165,680	165,680
157	39	-	5121	Overtime	-	-	-
269	252	210	5211	OR Workers' Benefit	220	220	220
30,720	33,412	35,900	5212	Social Security	38,310	38,310	38,310
49,079	53,440	54,640	5213	Med & Dent Ins	56,940	56,940	56,940
73,711	73,838	107,950	5214	Retirement	113,590	113,590	113,590
1,113	984	890	5215	Long Term Disability Ins	950	950	950
365	386	470	5216	Unemployment Insurance	480	480	480
466	489	460	5217	Life Insurance	490	490	490
562,110	604,897	677,870	<b>Total - Personnel Services</b>		707,500	707,500	707,500
3,048	2,887	4,000	5319	Office Supplies	4,000	4,000	4,000
3,249	2,579	4,000	5340	Print Materials - Teen	4,000	4,000	4,000
30,267	25,734	32,490	5341	Print Materials - Adult	32,490	32,490	32,490
12,019	11,020	11,500	5342	Print Materials - Child	11,500	11,500	11,500
11,397	4,905	14,000	5345	Audiovisual Materials - Adult	14,000	14,000	14,000
1,327	875	1,630	5345.001	Audiovisual Materials - Child	1,630	1,630	1,630
62	144	630	5345.002	Audiovisual Materials - Teen	630	630	630
9,039	8,725	9,000	5347.001	Program Supplies - Summer Concerts	9,000	9,000	9,000
530	2,146	1,830	5347.002	Program Supplies - Adult	1,830	1,830	1,830
3,464	3,572	4,510	5347.003	Program Supplies - Child	4,510	4,510	4,510
6,926	902	7,000	5347.004	Program Supplies - Technical Services	7,000	7,000	7,000
3,022	5,707	3,380	5349	Periodicals - Adult	3,380	3,380	3,380
72	-	850	5350	Periodicals - Child	850	850	850
1,885	2,639	1,500	5419	Other Professional Serv	1,500	1,500	1,500
2,578	2,227	3,000	5421	Telephone/Data	3,000	3,000	3,000
201	218	230	5422	Postage	230	230	230
1,389	815	630	5424	Advertising	630	630	630
112,133	129,900	111,930	5428	IT Support	111,930	111,930	111,930
20	235	300	5432	Meals	300	300	300
-	-	200	5433	Mileage	200	200	200
1,354	550	1,500	5439	Travel	1,500	1,500	1,500
1,401	7,581	4,500	5443	Office Equipment	4,500	4,500	4,500
3,632	1,772	3,800	5451	Natural Gas	3,800	3,800	3,800
27,242	32,931	29,000	5453	Electricity	29,000	29,000	29,000
-	-	-	5454	Solid Waste Disposal	-	-	-
8,313	7,570	8,240	5463	Property/Earthquake Insurance	9,550	9,550	9,550
2,111	2,200	610	5464	Workers' Comp	840	840	840
9,186	9,780	10,210	5465	General Liability Insur	10,560	10,560	10,560
405	485	3,850	5471	Equipment Repair & Maint	3,850	3,850	3,850
31,497	33,360	24,000	5472	Buildings Repairs & Maint	24,000	24,000	24,000
20,932	8,322	6,090	5472.001	Fixture Repair	6,090	6,090	6,090
868	738	400	5491	Dues & Subscriptions	400	400	400
510	1,090	1,120	5492	Registrations/Training	1,120	1,120	1,120
381	248	1,000	5499.001	Reg Lib Sv	1,000	1,000	1,000
232	522	60	5500	Banking Fees & Charges	60	60	60
310,692	312,379	306,990	<b>Total - Materials &amp; Services</b>		308,880	308,880	308,880
872,802	917,276	984,860	<b>Division Total: 3119 - Library Administration</b>		1,016,380	1,016,380	1,016,380



## 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 2019-20 accomplishments

- Transition to a new recreation management software which affects all facets of operation at the Aquatic Center including program registration, facility check-ins, membership management and Point of Sale
- Continued growth in group fitness classes and general facility attendance
- Partnership/funding (\$10,000) from the Marion County Health Department renewed, supporting RX memberships and community health engagement
- Completed Fiesta fun run to lead out the Fiesta parade in the summer of 2019 with plans to continue the event in 2020; expanded running programs to offer Taco Tuesday fun runs at the Aquatic Center

### Description of FY 2020-21 focus/goals

- Continue to grow the youth summer league swim team, now entering its 3<sup>rd</sup> year with the goal of promoting a fun engaging environment for young swimmers
- Host new events at the Aquatic Center with the Marion County Health Department to promote wellness, nutrition and bike safety
- Targeted outreach and advertising to senior communities to continue growing reimbursement insurance membership programs which now accounts for approximately \$20,000 in annual revenue

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Maintain 50% cost recovery to reduce the General Fund Budgetary impact	54.8%	50.6%	51%	50%
Improve attendance numbers by marketing and increasing events	47,510	49,915	51,500	53,000
Improve water safety through swim lesson enrollments	1,347	1,112	800	1,000

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Aquatics			
296,854	310,392	431,210	Personnel Services	435,070	435,070	435,070
254,324	293,958	260,090	Materials & Services	259,200	259,200	259,200
-	31,876	-	Capital Outlay	-	-	-
551,178	636,226	691,300	Aquatics Total	694,270	694,270	694,270
11.1	11.1	12.1	Full-Time Equivalent (FTE)	12.1	12.1	12.1



## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 411 - Community Services <b>Division:</b> 7419 - Aquatic Administration <u>Expenditures</u>							
50,810	59,628	90,350	5111	Regular Wages	102,880	102,880	102,880
6,678	-	-	5112	Part-Time Wages	-	-	-
17,761	15,206	22,900	5112.011	Instruction Wages	19,480	19,480	19,480
104,779	119,922	102,380	5112.012	Lifeguarding Wages	109,200	109,200	109,200
18,619	12,637	31,900	5112.014	Administration Wages	15,550	15,550	15,550
-	-	9,840	5112.015	Pool Operator (& Custodial) Wages	9,840	9,840	9,840
25,522	30,556	23,660	5112.016	Water Fitness Instructor Wages	23,660	23,660	23,660
24,748	22,210	33,590	5112.017	Head Lifeguard Wages	35,800	35,800	35,800
-	-	-	5121	Overtime	-	-	-
272	258	260	5211	OR Workers' Benefit	240	240	240
19,114	20,004	24,280	5212	Social Security	24,560	24,560	24,560
7,535	7,492	28,760	5213	Med & Dent Ins	30,520	30,520	30,520
20,505	21,967	62,450	5214	Retirement	62,400	62,400	62,400
189	181	340	5215	Long Term Disability Ins	340	340	340
241	242	300	5216	Unemployment Insurance	220	220	220
81	89	200	5217	Life Insurance	380	380	380
296,854	310,392	431,210	<b>Total - Personnel Services</b>		435,070	435,070	435,070
273	211	500	5319	Office Supplies	500	500	500
1,426	2,518	1,500	5326	Safety/Medical	1,500	1,500	1,500
15,790	20,212	17,000	5327	Chemicals	17,000	17,000	17,000
1	3,215	2,540	5329	Other Supplies	2,540	2,540	2,540
16,229	15,145	5,500	5390	Merchandise	8,500	8,500	8,500
11,853	9,941	14,500	5391	Inventory	13,500	13,500	13,500
15,973	13,972	18,000	5419	Other Professional Serv	16,000	16,000	16,000
521	535	700	5421	Telephone/Data	600	600	600
416	-	-	5422	Postage	100	100	100
5,654	5,874	6,000	5424	Advertising	6,000	6,000	6,000
7,234	8,400	8,610	5428	IT Support	8,610	8,610	8,610
250	586	500	5433	Mileage	500	500	500
-	-	500	5439	Travel	500	500	500
41,761	38,846	42,000	5451	Natural Gas	42,000	42,000	42,000
52,670	50,377	47,000	5453	Electricity	47,000	47,000	47,000
6,612	6,330	6,810	5463	Property/Earthquake Insurance	7,920	7,920	7,920
14,169	19,040	15,200	5464	Workers' Comp	12,980	12,980	12,980
5,254	6,480	6,230	5465	General Liability Insur	6,450	6,450	6,450
9,810	21,595	15,000	5471	Equipment Repair & Maint	15,000	15,000	15,000
45,033	62,889	45,000	5472	Building Repairs & Maint	45,000	45,000	45,000
431	415	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
2,964	6,403	6,000	5492	Registrations/Training	6,000	6,000	6,000
-	974	-	5498	Permits/Fees	-	-	-
254,324	293,958	260,090	<b>Total - Materials &amp; Services</b>		259,200	259,200	259,200
-	31,876	-	5629	Buildings	-	-	-
-	31,876	-	<b>Total - Capital Outlay</b>		-	-	-
551,178	636,226	691,300	<b>Division Total: 7419 - Aquatic Administration</b>		694,270	694,270	694,270

## Recreation Administration

**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 10 part-time and seasonal staff that directly supervise programs, activities, and sports.

### Description of FY 2019-20 accomplishments

- Completed Museum and Bungalow façade updates
- Completed City Council goal for Downtown Plaza upgrades
- 2019 Fiesta Mexicana 22,810 people in attendance
- Youth sports participation levels were up 5.1% with 1264 participants
- Active adult recreation trips increased 87% with 361 participants
- Total program participation increase 7.3% with 37086 participants
- Complete pocket park improvements including murals

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Number of community events	18	16	17	17
Summer program enrollment	207	210	215	220
Youth soccer enrollment	602	600	612	615
Youth basketball enrollment	223	222	230	250

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Recreation			
147,520	182,696	224,630	Personnel Services	213,980	213,980	213,980
277,673	308,294	307,810	Materials & Services	317,420	317,420	317,420
-	27,389	-	Capital Outlay	-	-	-
425,193	518,379	532,440	Recreation Total	531,400	531,400	531,400
3.9	3.9	3.9	Full-Time Equivalent (FTE)	3.9	3.9	3.9

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 411 - Community Services							
<b>Division:</b> 7429 - Rec Administration							
<u>Expenditures</u>							
84,712	99,914	87,540	5111	Regular Wages	93,730	93,730	93,730
11,248	10,575	65,920	5112	Part-Time Wages	54,370	54,370	54,370
3,650	6,376	-	5112.010	Youth Sports	-	-	-
-	-	-	5112.020	Adult Sports Wages	-	-	-
-	266	-	5112.040	Summer Day Camp Wages	-	-	-
-	-	-	5112.060	Arts & Culture Wages	-	-	-
178	-	-	5112.070	Active Adult Wages	-	-	-
388	2,236	-	5121	Overtime	-	-	-
65	67	90	5211	OR Workers' Benefit	90	90	90
7,633	9,129	12,060	5212	Social Security	11,680	11,680	11,680
25,484	28,387	22,570	5213	Med & Dent Ins	23,800	23,800	23,800
13,552	25,128	35,920	5214	Retirement	29,750	29,750	29,750
361	343	250	5215	Long Term Disability Ins	270	270	270
93	103	150	5216	Unemployment Insurance	150	150	150
156	172	130	5217	Life Insurance	140	140	140
<b>147,520</b>	<b>182,696</b>	<b>224,630</b>	<b>Total - Personnel Services</b>		<b>213,980</b>	<b>213,980</b>	<b>213,980</b>
122	97	200	5319	Office Supplies	200	200	200
16	86	-	5329	Other Supplies	-	-	-
19,831	27,395	24,650	5329.100	Events	25,650	25,650	25,650
40,249	36,947	42,280	5329.200	Youth Sports	42,280	42,280	42,280
17,115	12,206	13,000	5329.300	Adult Sports	13,000	13,000	13,000
78,883	103,916	110,000	5329.405	Fiesta Services	118,000	118,000	118,000
9,618	3,729	10,000	5329.600	Rec Admin	10,000	10,000	10,000
3,674	4,140	1,500	5329.700	Arts & Culture	1,000	1,000	1,000
278	5,416	1,500	5329.800	Active Adult	2,000	2,000	2,000
4,731	8,550	6,000	5329.900	Museum	6,000	6,000	6,000
3,130	1,321	3,000	5409.140	Garage Services	3,000	3,000	3,000
-	1,350	-	5419	Other Professional Services	-	-	-
45,270	45,270	45,000	5419.101	Contract Svcs Teen Center	45,000	45,000	45,000
15	1,841	-	5421	Telephone/Data	-	-	-
1,330	2,093	1,000	5424	Advertising	1,000	1,000	1,000
25,600	25,400	25,720	5428	IT Support	26,130	26,130	26,130
31	578	300	5432	Meals	300	300	300
81	-	-	5433	Mileage	-	-	-
93	1,343	300	5439	Travel	300	300	300
2,788	3,546	1,900	5451	Natural Gas	3,750	3,750	3,750
4,937	4,828	4,400	5453	Electricity	5,000	5,000	5,000
4,855	5,240	3,070	5461	Auto Insurance	2,750	2,750	2,750
10,248	7,300	5,880	5464	Workers' Comp	3,790	3,790	3,790
2,487	2,050	2,860	5465	General Liability Insur	3,020	3,020	3,020
46	-	-	5471	Equipment Repair	-	-	-
-	-	1,750	5472	Buildings Repairs & Maint	1,750	1,750	1,750
456	1,108	1,500	5475	Vehicle Repair & Maint	1,500	1,500	1,500
181	35	-	5491	Dues & Subscriptions	-	-	-
1,608	2,509	2,000	5492	Registrations/Training	2,000	2,000	2,000
<b>277,673</b>	<b>308,294</b>	<b>307,810</b>	<b>Total - Materials &amp; Services</b>		<b>317,420</b>	<b>317,420</b>	<b>317,420</b>
-	27,389	-	5642	Passenger Vehicles	-	-	-
-	27,389	-	<b>Total - Capital Outlay</b>		-	-	-
<b>425,193</b>	<b>518,379</b>	<b>532,440</b>	<b>Division Total: 7429 - Rec Administration</b>		<b>531,400</b>	<b>531,400</b>	<b>531,400</b>

## 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 Department is responsible for maintaining parks, grounds, buildings and providing custodial services for City facilities. The parks and facilities maintenance supervisor reports to the Parks and Recreation Manager. City staff custodial services 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 one Parks and Facilities Maintenance Supervisor and five Parks and Facilities Maintenance Workers. In addition, two seasonal workers provide support during the eight busiest months of the year.

### Description of FY 2019-20 accomplishments

- Facilitated LED lighting upgrades at eight City Facilities
- Increased sightline visibility at park locations to increase safety by limbing up low hanging tree’s
- Facilitated building maintenance service contracts
- Improved field maintenance by implementing increased fertilizing and over seeding
- Provide 24-hour response for vandalism and graffiti

### Description of FY 2020-21 proposed focus/goals

- Assume ownership of fourteen acre future park in Smith Development
- Provide support to Urban Forestry Program
- Refine established building and parks internal maintenance schedules
- Complete bathroom improvements at Settlemier, Legion and Centennial Park.

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Developed park acres	110	113	113	127
Park restrooms cleaned daily	5	5	5	6
Sports fields maintained (multi-use)	8	8	8	8
Playgrounds inspected weekly	8	8	9	9
Sports courts	3	3	3	3
Splash pads	1	1	1	1
Irrigation systems	23	23	23	23

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Parks & Facilities Maintenance			
371,108	404,221	545,650	Personnel Services	545,930	545,930	545,930
401,283	362,826	392,150	Materials & Services	392,710	392,710	392,710
-	48,840	25,000	Capital Outlay	-	-	-
772,391	815,887	962,800	Parks & Facilities Maintenance Total	938,640	938,640	938,640
8.3	8.3	8.3	Full-Time Equivalent (FTE)	8.3	8.3	8.3

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 411 - Community Services <b>Division:</b> 7711 - Parks & Facilities Maintenance <u>Expenditures</u>							
230,251	247,865	316,080	5111	Regular Wages	321,400	321,400	321,400
8,102	5,967	11,020	5112	Part-Time Wages	14,390	14,390	14,390
3,224	7,036	-	5121	Overtime	-	-	-
173	158	170	5211	OR Workers' Benefit	170	170	170
17,562	18,892	25,360	5212	Social Security	25,750	25,750	25,750
59,617	72,436	108,340	5213	Med & Dent Ins	106,490	106,490	106,490
50,609	50,457	83,110	5214	Retirement	75,750	75,750	75,750
959	806	830	5215	Long Term Disability Ins	1,090	1,090	1,090
205	200	310	5216	Unemployment Insurance	330	330	330
406	404	430	5217	Life Insurance	560	560	560
<b>371,108</b>	<b>404,221</b>	<b>545,650</b>	<b>Total - Personnel Services</b>		<b>545,930</b>	<b>545,930</b>	<b>545,930</b>
125	279	300	5319	Office Supplies	300	300	300
22,177	27,995	20,000	5321	Cleaning Supplies	25,000	25,000	25,000
11,120	11,349	11,000	5323	Fuel	11,000	11,000	11,000
4,479	8,597	5,000	5325	Ag Supplies	5,000	5,000	5,000
255	247	1,200	5326	Safety/Medical	1,200	1,200	1,200
13,147	9,324	10,000	5329	Other Supplies	10,000	10,000	10,000
319	334	3,000	5331	Construction Materials	3,000	3,000	3,000
794	446	2,000	5338	Tools	2,000	2,000	2,000
910	1,147	1,500	5352	Protective Clothing	1,500	1,500	1,500
1,755	2,564	10,800	5363	Signs	10,800	10,800	10,800
-	69	4,000	5385	Fertilizer	4,000	4,000	4,000
23,808	24,685	18,000	5409.140	Garage Services	18,000	18,000	18,000
163,529	88,799	97,780	5419	Other Professional Serv	97,780	97,780	97,780
4,117	24,504	5,000	5421	Telephone/Data	5,000	5,000	5,000
10,852	12,600	17,520	5428	IT Support	17,520	17,520	17,520
2,005	-	4,000	5445	Work Equipment	4,000	4,000	4,000
1,479	1,590	3,000	5446	Software Licenses	3,000	3,000	3,000
-	2,144	2,500	5449	Other Leases	2,500	2,500	2,500
7,249	9,604	8,500	5451	Natural Gas	8,500	8,500	8,500
45,151	45,659	45,000	5453	Electricity	45,000	45,000	45,000
3,660	3,190	5,000	5461	Auto Insurance	5,130	5,130	5,130
8,520	7,300	7,180	5463	Property/Earthquake Insurance	9,020	9,020	9,020
20,697	19,890	15,250	5464	Workers' Comp	13,600	13,600	13,600
5,352	5,490	5,620	5465	General Liability Insur	5,860	5,860	5,860
6,086	7,767	16,000	5471	Equipment Repair & Maint	16,000	16,000	16,000
35,874	29,324	35,000	5472	Buildings Repairs & Maint	35,000	35,000	35,000
5,497	2,643	10,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000
-	8,250	4,500	5478	Playground Repair & Maint	4,500	4,500	4,500
1,687	3,715	20,000	5484	Urban Forestry Program	20,000	20,000	20,000
639	3,124	2,000	5492	Registrations/Training	2,000	2,000	2,000
-	197	1,500	5498	Permits/Fees	1,500	1,500	1,500
<b>401,283</b>	<b>362,826</b>	<b>392,150</b>	<b>Total - Materials &amp; Services</b>		<b>392,710</b>	<b>392,710</b>	<b>392,710</b>
-	-	25,000	5637	Parks	-	-	-
-	48,840	-	5649	Other Equipment	-	-	-
-	48,840	25,000	<b>Total - Capital Outlay</b>		-	-	-
<b>772,391</b>	<b>815,887</b>	<b>962,800</b>	<b>Division Total: 7711 - Parks &amp; Facilities Maint</b>		<b>938,640</b>	<b>938,640</b>	<b>938,640</b>

## Community Services Administration

<b>Fund/Fund Number:</b>	<b>General – 001</b>
<b>Department/Department Number:</b>	<b>Community Services — 411</b>
<b>Division/Division Number:</b>	<b>Community Services Admin – 7911</b>
<b>Department Director:</b>	<b>Jim Row</b>

**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 programs, volunteer programs, Community Relations, and park planning and development.

**Description of FY 2019-20 accomplishments**

- Completed preliminary design work of the Community Center Project and began concept plans for preferred project options, including architectural and structural designs and updated cost estimates
- Administered new state funds to expand City’s public transportation service, including express and weekend bus routes
- Executed Fiesta Mexicana event logistics to successfully accommodate almost 23,000 attendees and 70 vendors during the three-day event in Legion Park

**Description of FY 2020-21 focus/goals**

- Continue to fundraise and expand community awareness about Community Center Project, as well as complete design and construction documents
- Develop a plan for funding the next phase of improvements at Legion Park

**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
<b>Increase park shelter/field rentals</b>	96 park / 22 field	102 park / 29 field	90 park / 27 Field	105 park / 27 field
<b>Increase park vendor permits</b>	6	6	5	6
<b>Grow the Urban Forestry Program by increasing the number of tree give away certificates issued to Woodburn residents</b>	42	31	50	55

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
289,272	289,897	338,510	Community Services Administration			
			Personnel Services	328,510	328,510	328,510
71,750	105,773	96,130	Materials & Services	96,600	96,600	96,600
361,022	395,670	434,640	Community Services Admin Total	425,110	425,110	425,110
3.0	3.0	3.5	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 160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 001 - General Fund</b>						
<b>Department: 411 - Community Services</b>						
<b>Division: 7991 - Community Services Admin</b>						
<u>Expenditures</u>						
184,278	183,710	190,560	5111 Regular Wages	200,220	200,220	200,220
-	2,771	12,480	5112 Part-Time Wages	12,480	12,480	12,480
39	-	-	5121 Overtime	-	-	-
63	58	60	5211 OR Workers' Benefit	60	60	60
13,775	13,911	15,760	5212 Social Security	16,620	16,620	16,620
51,338	45,332	54,530	5213 Med & Dent Ins	38,000	38,000	38,000
38,571	43,068	64,060	5214 Retirement	60,030	60,030	60,030
745	600	570	5215 Long Term Disability Ins	590	590	590
153	151	190	5216 Unemployment Insurance	210	210	210
310	296	300	5217 Life Insurance	300	300	300
289,272	289,897	338,510	<b>Total - Personnel Services</b>	328,510	328,510	328,510
449	449	700	5319 Office Supplies	500	500	500
498	2,642	620	5329 Other Supplies	600	600	600
-	9,643	-	5411 Engineering & Architect	1,000	1,000	1,000
-	-	-	5417 HR/Other Employee Expenses	2,600	2,600	2,600
11,499	21,373	16,000	5419 Other Professional Serv	11,050	11,050	11,050
2,182	2,042	2,500	5421 Telephone/Data	2,500	2,500	2,500
5,114	8,041	8,500	5422 Postage	8,500	8,500	8,500
14,469	21,000	23,360	5428 IT Support	23,360	23,360	23,360
10	117	200	5432 Meals	200	200	200
413	702	700	5433 Mileage	700	700	700
472	1,073	600	5439 Travel	600	600	600
4,629	2,925	6,230	5443 Office Equipment	3,000	3,000	3,000
-	-	-	5446 Software Licenses	2,300	2,300	2,300
-	404	-	5449 Leases - Other	2,500	2,500	2,500
-	-	1,660	5463 Property/Earthquake Insurance	1,950	1,950	1,950
1,307	1,220	2,790	5464 Workers' Comp	2,700	2,700	2,700
4,499	5,230	5,970	5465 General Liability Insur	6,240	6,240	6,240
1,787	1,870	1,000	5491 Dues & Subscriptions	800	800	800
794	3,081	1,300	5492 Registrations/Training	1,500	1,500	1,500
23,628	23,961	24,000	5493 Printing/Binding	24,000	24,000	24,000
71,750	105,773	96,130	<b>Total - Materials &amp; Services</b>	96,600	96,600	96,600
361,022	395,670	434,640	<b>Division Total: 7991 - Community Services Admin</b>	425,110	425,110	425,110
2,982,586	3,283,438	3,606,040	<b>Department Total: 411 Community Services</b>	3,605,800	3,605,800	3,605,800

## Planning

**Fund/Fund Number:**

**General – 001**

**Department/Department Number:**

**Planning – 511**

**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 associated 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, subdivisions, signs, and specific site development requirements. The Department coordinates closely with the Building Division which provides building plan review, permitting and inspections. The Department is also tasked with staffing the City's Planning Commission as well the City's Arts & Mural Committee. The Department liaison's with other Departments for parks, greenways and public infrastructure improvements.

### **Description of department, including number of personnel**

The department currently consists of 3.5 FTE, which include the Community Services Director, a Senior Planner, an Associate Planner (0.8) and Administrative Specialist (0.7.). However, in order better meet the expected development demands in the City, the Administrative Specialist position is being replaced with a Permit Technician. No increase in department staff is anticipated in FY 2020-21.

### **Description of FY 2019-2020 accomplishments**

- Made modifications to the WDO related to accessory dwelling units as well as the allowance of multi-family housing in the city. These code amendments allow the City to provide reasonable regulations on development that are consistent with both changing State requirements as well as the City's vision for the community.
- Completed outreach, surveys and convened public meetings to review the causes and impacts of housing policies on rent-burdened members of the community.
- Held numerous quasi-judicial land use hearings on annexations, design reviews and subdivision approvals before the Planning Commission and City Council. These developments included a 204 multi-family unit project "Pacific Valley", the new Salem Health clinic in Woodland Station, the relocated Oregon State Credit Union, and the redevelopment of four local schools.
- Oversaw the final platting, permitting and initial construction of the infrastructure for the Boones Crossing 4 and Smith Creek residential developments; which will include over 300 dwelling units.
- Held numerous public meetings and hearings leading to the adoption of an updated Transportation System Plan as well as a new Housing Needs Analysis. These long-range plans have been incorporated in the Comprehensive Plan and are critical to the long-range planning for the City. They identify the transportation and housing needs for the community over the next 20 years; including forecasting future needs, expected demand, and provide strategies for meeting any deficiencies in these areas.





**Description of FY 2020-21 proposed focus/goals**

- Successfully manage the anticipated increase in development and, in particular, building activity in the City while maintaining the highest standards possible.
- Work with the State to secure grant monies required to implement code provisions that are consistent with the requirements House Bill 2001 and 2003 as they relate to middle-housing.
- 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 2019-20 Actual	FY 2019-20 Projected	FY 2020-21 Goal
<b>Meet mandated timeframes for land use reviews</b>	Render decision within 120 days (unless extension is requested)	100%	100%	100%
<b>Educate staff/decision makers on land use planning best practices</b>	Number training activities provided/offered	4	4	4
<b>Make legally sound land use decisions</b>	Number of final decisions overturned appealed	0	0	0
<b>Improve the effectiveness of the WDO</b>	Number of code amendments	3	3	3

**Budget Summary**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Planning			
410,484	377,542	428,800	Personnel Services	437,070	437,070	437,070
47,111	54,449	67,660	Materials & Services	70,750	70,750	70,750
-	-	-	Capital Outlay	-	-	-
457,595	431,991	496,460	Planning Total	507,820	507,820	507,820
4.0	4.0	4.0	Full-Time Equivalent (FTE)	4.0	4.0	4.0

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 511 - Planning <b>Division:</b> 5811 - Planning <u>Expenditures</u>							
273,397	260,981	282,110	5111	Regular Wages	288,810	288,810	288,810
7,176	-	-	5112	Part-Time Wages	-	-	-
1,610	698	-	5121	Overtime	-	-	-
95	79	80	5211	OR Workers' Benefit	80	80	80
21,602	20,167	22,200	5212	Social Security	22,660	22,660	22,660
43,373	38,486	44,530	5213	Med & Dent Ins	46,490	46,490	46,490
61,325	55,613	78,380	5214	Retirement	77,470	77,470	77,470
1,179	865	800	5215	Long Term Disability Ins	840	840	840
247	225	280	5216	Unemployment Insurance	290	290	290
480	428	420	5217	Life Insurance	430	430	430
<b>410,484</b>	<b>377,542</b>	<b>428,800</b>	<b>Total - Personnel Services</b>		<b>437,070</b>	<b>437,070</b>	<b>437,070</b>
-	1,227	1,200	5315	Computer Supplies	1,200	1,200	1,200
6,154	3,740	9,130	5319	Office Supplies	4,500	4,500	4,500
-	-	300	5323	Fuel	300	300	300
122	54	1,000	5409.140	Garage Services	1,000	1,000	1,000
70	-	-	5417	HR/Other Employee Expenses	-	-	-
3,179	4,548	8,500	5419	Other Professional Serv	8,500	8,500	8,500
1,396	2,049	1,200	5421	Telephone/Data	1,200	1,200	1,200
1,172	1,082	1,500	5422	Postage	2,500	2,500	2,500
130	382	1,000	5424	Advertising	1,000	1,000	1,000
1,224	753	1,500	5425	Publication of Legal Note	1,500	1,500	1,500
21,843	25,300	25,630	5428	IT Support	30,230	30,230	30,230
-	-	300	5429	Other Communication Serv	300	300	300
-	69	200	5432	Meals	400	400	400
102	375	500	5433	Mileage	500	500	500
-	1,691	2,000	5439	Travel	2,000	2,000	2,000
417	460	470	5461	Auto Insurance	690	690	690
1,516	1,540	400	5464	Workers' Comp	550	550	550
5,506	7,120	7,030	5465	General Liability Insur	7,080	7,080	7,080
128	49	800	5475	Vehicle Repair & Maint	800	800	800
4,152	4,010	5,000	5492	Registrations/Training	6,500	6,500	6,500
-	-	-	5493	Printing/Binding	-	-	-
<b>47,111</b>	<b>54,449</b>	<b>67,660</b>	<b>Total - Materials &amp; Services</b>		<b>70,750</b>	<b>70,750</b>	<b>70,750</b>
-	-	-	5641	Office Furniture & Equip	-	-	-
-	-	-	<b>Total - Capital Outlay</b>		-	-	-
<b>457,595</b>	<b>431,991</b>	<b>496,460</b>	<b>Division Total: 5811 - Planning</b>		<b>507,820</b>	<b>507,820</b>	<b>507,820</b>

## Engineering

**Fund/Fund Number:**

**General – 001**

**Department/Department Number:**

**Engineering – 651**

**Department Director:**

**Eric Liljequist**

### **Description of purpose/function of department**

The Engineering Department provides comprehensive engineering and contract administration services for capital improvement projects, 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 Engineering Department is responsible for administering public contracts related to capital improvement projects, the Urban Renewal Agency and operational maintenance activities. 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 Division currently has 4.5 FTE, which includes a Public Works Projects & Engineering Director, City Engineer, Engineering Technician II, Engineering Associate and 0.5 Project Engineers.

### **Description of FY 2019-20 accomplishments**

- Completion of First Street Improvements Project
- Completion of the Hardcastle Avenue Realignment at Railroad Crossing Project
- Completion of the Woodburn Transportation System Plan Update
- Design of the New Production Well for Parr Road Project
- Design of the I-5 Pump Station and Force Main Upgrades Project
- Design of the Water Tower Repainting Project
- Completion of WWTP Digester Cleaning and Upgrades
- Development Review and Support

### **Description of FY 2020-21 Goals**

- Complete the Design and Begin Construction of the I-5 Pump Station & Force Main Upgrades Project
- Complete the Design and Begin Construction of the New Well for the Parr Road Water Treatment Plant
- Continued Progress on Implementation of Paving Projects at Various locations in Woodburn
- Completion of WWTP Digester Cleaning and Upgrades
- Completion of the Design and Commencement of Construction of the W. Hayes Street Improvements Project
- Development Review and Support

**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 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%	80%	90%
Right-of-way & Franchise Utility permits issued	100	95	100	150
Private development applications reviewed	27	25	30	30

**Budget Summary**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Engineering			
176,436	167,564	143,960	Personnel Services	163,350	163,350	163,350
100,876	104,093	146,460	Materials & Services	147,090	147,090	147,090
277,312	271,657	290,420	Engineering Total	310,440	310,440	310,440
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 160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 001 - General Fund</b> <b>Department: 651 - Engineering</b> <b>Division: 6211 - Engineering</b> <u>Expenditures</u>							
91,732	92,065	78,040	5111	Regular Wages	86,930	86,930	86,930
38,295	39,491	20,100	5112	Part-Time Wages	20,100	20,100	20,100
98	397	-	5121	Overtime	-	-	-
44	44	20	5211	OR Workers' Benefit	30	30	30
9,972	9,992	7,740	5212	Social Security	8,270	8,270	8,270
10,143	12,745	11,590	5213	Med & Dent Ins	18,860	18,860	18,860
25,539	12,239	26,030	5214	Retirement	28,660	28,660	28,660
356	319	230	5215	Long Term Disability Ins	250	250	250
114	117	100	5216	Unemployment Insurance	110	110	110
143	155	110	5217	Life Insurance	140	140	140
<b>176,436</b>	<b>167,564</b>	<b>143,960</b>	<b>Total - Personnel Services</b>		<b>163,350</b>	<b>163,350</b>	<b>163,350</b>
-	596	500	5315	Computer Supplies	500	500	500
900	978	3,000	5319	Office Supplies	3,000	3,000	3,000
1,010	1,189	2,000	5323	Fuel	2,000	2,000	2,000
-	85	1,000	5324	Clothing	1,000	1,000	1,000
199	544	970	5326	Safety/Medical	970	970	970
601	176	2,550	5329	Other Supplies	2,550	2,550	2,550
838	2,655	2,000	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
2,477	7,588	17,500	5419	Other Professional Serv	17,500	17,500	17,500
5,747	5,322	5,800	5421	Telephone/Data	5,800	5,800	5,800
117	127	500	5422	Postage	500	500	500
608	-	500	5424	Advertising	500	500	500
41,418	37,900	42,640	5428	IT Support	43,150	43,150	43,150
80	170	500	5439	Travel	500	500	500
6,480	12,257	9,000	5446	Software Licenses	9,000	9,000	9,000
1,628	1,949	2,500	5451	Natural Gas	2,500	2,500	2,500
5,195	4,425	7,000	5453	Electricity	7,000	7,000	7,000
2,152	1,910	1,380	5461	Auto Insurance	1,250	1,250	1,250
1,674	1,600	1,680	5463	Property/Earthquake Insurance	1,930	1,930	1,930
12,038	11,840	8,750	5464	Workers' Comp	8,390	8,390	8,390
12,502	7,070	8,390	5465	General Liability Insurance	8,750	8,750	8,750
105	139	500	5471	Equipment Repair & Maint	500	500	500
2,849	1,188	2,500	5472	Buildings Repairs & Maint	2,500	2,500	2,500
171	1,075	3,100	5475	Vehicle Repair & Maint	3,100	3,100	3,100
1,709	2,503	10,000	5492	Registrations/Training	10,000	10,000	10,000
148	-	500	5493	Printing/Binding	500	500	500
-	707	700	5496	Filing/Recording	700	700	700
-	100	500	5498	Permits/Fees	500	500	500
<b>100,876</b>	<b>104,093</b>	<b>146,460</b>	<b>Total - Materials &amp; Services</b>		<b>147,090</b>	<b>147,090</b>	<b>147,090</b>
<b>277,312</b>	<b>271,657</b>	<b>290,420</b>	<b>Department Total: 651 - Engineering</b>		<b>310,440</b>	<b>310,440</b>	<b>310,440</b>

## Non-Departmental

<b>Fund/Fund Number:</b>	<b>General – 001</b>
<b>Department/Department Number:</b>	<b>Non-Departmental – 199</b>
<b>Division/Division Number:</b>	<b>Other Administration – 1219</b>
<b>Department Director:</b>	<b>Tony Turley</b>

**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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Non-Departmental			
161,381	200,783	339,100	Materials & Services	409,460	409,460	409,460
-	-	575,000	Debt Service	574,500	574,500	574,500
675,906	3,733,513	868,290	Transfers Out	150,000	150,000	150,000
837,287	3,934,296	1,782,390	Non-Departmental Total	1,133,960	1,133,960	1,133,960

The FY 2019-20 Transfers Out of \$150,000 include:

- \$150,000 to the Transit Fund, which is an annual subsidy

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 169.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 199 - Non-departmental</b>							
<b>Division: 1219 - Other Administration</b>							
<u>Expenditures</u>							
6,680	2,401	6,900	5319	Office Supplies	6,900	6,900	6,900
-	-	-	5323	Fuel	-	-	-
1,508	1,537	10,000	5329	Other Supplies	10,000	10,000	10,000
330	-	-	5409.140	Garage Services	-	-	-
4,191	-	-	5412	Legal	-	-	-
195	11,203	-	5417	HR/Other Employee Expenses	2,000	2,000	2,000
17,598	31,671	155,000	5419	Other Professional Serv	155,000	155,000	155,000
50,000	50,000	51,670	5419.201	ToT Grants	51,670	51,670	51,670
-	-	-	5419.301	Business Resource Center	60,000	60,000	60,000
1,262	1,583	1,500	5422	Postage	1,500	1,500	1,500
-	784	2,000	5425	Publication of Legal Note	2,000	2,000	2,000
8,394	11,213	12,500	5429	Other Communication Serv	12,500	12,500	12,500
-	3,200	-	5449	Leases - Other	3,500	3,500	3,500
-	580	-	5461	Auto Insurance	-	-	-
6,557	6,160	6,880	5463	Property/Earthquake Insurance	9,650	9,650	9,650
31,147	34,840	35,650	5465	General Liability Insurance	37,740	37,740	37,740
-	10,000	15,000	5481	Utility Assistance	15,000	15,000	15,000
33,519	35,611	40,000	5491	Dues & Subscriptions	40,000	40,000	40,000
-	-	2,000	5492	Registrations/Training	2,000	2,000	2,000
161,381	200,783	339,100	<b>Total - Materials &amp; Services</b>		409,460	409,460	409,460
-	-	500,000	5711	Bond Principal	547,000	547,000	547,000
-	-	75,000	5721	Bond Interest	27,500	27,500	27,500
-	-	575,000	<b>Total - Debt Service</b>		574,500	574,500	574,500
<b>Division: 9711 - Operating Transfer Out</b>							
116,000	116,000	116,000	5811.110	Transfer to Transit	150,000	150,000	150,000
-	-	-	5811.132	Transfer to Asset Forfeiture	-	-	-
449,795	2,019,423	-	5811.358	Transfer to General Cap Const	-	-	-
-	-	-	5811.360	Transfer to Special Assessment	-	-	-
83,769	-	-	5811.568	Transfer to Info Services	-	-	-
-	1,598,090	752,290	5811.693	Transfer to Reserve for PERS	-	-	-
-	-	-	5841.376	Interfund Loan Transfer	-	-	-
26,342	-	-	5841.466	Interfund Loan Transfer	-	-	-
675,906	3,733,513	868,290	<b>Total - Transfers Out</b>		150,000	150,000	150,000
837,287	3,934,296	1,782,390	<b>Department Total: 199 - Non-departmental</b>		1,133,960	1,133,960	1,133,960





## Contingency/Ending Fund Balance

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Contingency/Ending Fund Balance  
**Department Director:** Tony Turley

### 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	3,301,890	5921 Contingency	3,813,610	3,813,610	3,813,610
-	-	1,010,000	5981.012 Reserve -SMR	1,010,000	1,010,000	1,010,000
-	-	345,000	5981.013 Reserve for Facilities	326,780	326,780	326,780
-	-	<b>4,656,890</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>5,150,390</b>	<b>5,150,390</b>	<b>5,150,390</b>

## Transit Fund – 110

**Fund/Fund Number:** Transit Fund – 110  
**Department/Department Number:** Transit – 671  
**Department Director:** Jim Row

### Description of purpose/function of department

Woodburn Transit Service 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. With the passing of HB2017, Woodburn Transit is now providing services seven days a week.

### Description of department, including number of personnel

The Transit Fund has 11.6 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 2019-2020 accomplishments

- Added Saturday and Sunday service
- Added a 30 minute Fixed Route
- Purchasing a new low floor bus
- Added additional staff
- Added more solar panels to the existing shelters
- Added security cameras to all vehicles
- 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 2020-2021 proposed focus/goals

- Purchase a large low floor bus to replace the 2006 Champion
- Adding a stop in Woodburn via I-5 from Wilsonville to Keizer
- Look into new software and technology
- Add solar lights to all shelters
- Move existing shelter from Meridian and Mt. Hood Ave to new location on Front St.

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Number of passengers fixed route	24,786	22,374	22,000	25,000
Number of passengers Dial-a-Ride (local)	6,952	6,696	6100	10,000
Number of medical Out-of-Town	1,445	2,368	2,600	3,000
Number of passengers on Express			3,300	5,000
Number of passengers Weekend Fixed			2,000	5,000
Number of passengers Weekend (DAR)			300	2,500

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Transit Fund</b>						
Revenues						
160,058	14,106	244,760	Fund Balance	40,000	40,000	40,000
471,813	446,529	808,600	Intergovernmental	660,600	660,600	660,600
39,154	34,713	53,000	Charges for Goods and Services	30,000	30,000	30,000
12,204	10,713	12,640	Miscellaneous Revenue	10,000	10,000	10,000
116,000	116,000	116,000	Transfers In	150,000	150,000	150,000
799,229	622,061	1,235,000	<b>Revenues Total</b>	890,600	890,600	890,600
Expenditures						
397,222	428,037	650,690	Personnel Services	635,410	635,410	635,410
202,610	230,252	285,860	Materials & Services	246,180	246,180	246,180
22,232	-	125,000	Capital Outlay	-	-	-
3,001	4,140	6,510	Transfers Out	-	-	-
-	-	166,940	Contingencies and Reserve	9,010	9,010	9,010
625,065	662,429	1,235,000	<b>Expenditures Total</b>	890,600	890,600	890,600
174,164	(40,368)	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
6.6	7.1	11.7	Full-Time Equivalent (FTE)	11.6	11.6	11.6

## Revenue Sources and Other Discussion

**Transfers In** is a transfer of \$150,000 from the General Fund, which is an annual subsidy. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

**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 2020-21.

The **Charges for Goods and Services** is transit fares.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			Fund: 110 - Transit Fund				
			Department: 000 - Revenue				
			<u>Revenues</u>				
-	-	244,760	3081	Beginning Fund Balance	40,000	40,000	40,000
-	-	<b>244,760</b>	<b>Total - Fund Balance</b>		<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
47,058	44,401	45,100	3333.601	5310 Discretionary Ops	45,100	45,100	45,100
23,507	-	-	3333.602	5310 Discretionary Cap	-	-	-
147,364	147,363	140,000	3333.603	5311 Formula Operation	140,000	140,000	140,000
48,884	49,116	54,000	3333.605	Veh Prev Maint	54,000	54,000	54,000
-	-	-	3341	State Grants	-	-	-
205,000	205,649	214,500	3341.601	STF Formula	214,500	214,500	214,500
-	-	355,000	3345	Statewide Transit	207,000	207,000	207,000
<b>471,813</b>	<b>446,529</b>	<b>808,600</b>	<b>Total - Intergovernmental</b>		<b>660,600</b>	<b>660,600</b>	<b>660,600</b>
13,131	12,383	18,000	3445	Dial a Ride Daily	12,000	12,000	12,000
26,023	22,330	35,000	3447	Transit System Fares	18,000	18,000	18,000
<b>39,154</b>	<b>34,713</b>	<b>53,000</b>	<b>Total - Charges for Goods and Services</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
1,417	1,945	2,640	3611	Interest from Investments	-	-	-
9,287	8,768	10,000	3676	Donations-Transit	10,000	10,000	10,000
1,500	-	-	3698	Cash Long and Short	-	-	-
-	-	-	3699	Other Miscellaneous Income	-	-	-
<b>12,204</b>	<b>10,713</b>	<b>12,640</b>	<b>Total - Miscellaneous Revenue</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
116,000	116,000	116,000	3971.001	Transfer From General Fund	150,000	150,000	150,000
<b>116,000</b>	<b>116,000</b>	<b>116,000</b>	<b>Total - Transfers In</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>639,171</b>	<b>607,955</b>	<b>1,235,000</b>	<b>Department Total: 000 - Revenue</b>		<b>890,600</b>	<b>890,600</b>	<b>890,600</b>
<b>639,171</b>	<b>607,955</b>	<b>1,235,000</b>	<b>Revenues Total</b>		<b>890,600</b>	<b>890,600</b>	<b>890,600</b>

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 110 - Transit Fund							
<b>Department:</b> 671 - Transit							
<b>Division:</b> 4711 - Fixed Route Transit							
<u>Expenditures</u>							
141,743	150,147	188,510	5111	Regular Wages	206,160	206,160	206,160
148,179	166,976	269,090	5112	Part-Time Wages	246,350	246,350	246,350
54	122	-	5121	Overtime	-	-	-
199	201	250	5211	OR Workers' Benefit	220	220	220
21,749	23,730	35,230	5212	Social Security	34,860	34,860	34,860
35,538	36,410	58,240	5213	Med & Dent Ins	47,750	47,750	47,750
48,712	49,427	97,940	5214	Retirement	98,660	98,660	98,660
555	498	630	5215	Long Term Disability Ins	630	630	630
261	279	480	5216	Unemployment Insurance	490	490	490
232	247	320	5217	Life Insurance	290	290	290
<b>397,222</b>	<b>428,037</b>	<b>650,690</b>	<b>Total - Personnel Services</b>		<b>635,410</b>	<b>635,410</b>	<b>635,410</b>
1,412	1,773	1,300	5319	Office Supplies	1,500	1,500	1,500
30,018	32,191	66,000	5323	Fuel	44,000	44,000	44,000
384	682	1,000	5324	Clothing	1,000	1,000	1,000
490	464	1,000	5326	Safety/Medical	500	500	500
276	1,996	500	5329	Other Supplies	2,000	2,000	2,000
1,602	1,157	-	5332	Spare Parts	-	-	-
5,977	4,875	10,000	5337	Tires/Parts	4,000	4,000	4,000
3,915	14,846	6,000	5409.140	Garage Services	8,000	8,000	8,000
1,155	1,221	500	5414	Accounting/Auditing	700	700	700
-	-	-	5417	HR/Other Employee Expenses	500	500	500
7,619	4,012	10,000	5419	Other Professional Serv	2,000	2,000	2,000
5,130	6,168	5,000	5421	Telephone/Data	5,500	5,500	5,500
38	55	100	5422	Postage	100	100	100
357	125	500	5424	Advertising	1,000	1,000	1,000
21,148	24,500	24,600	5428	IT Support	24,600	24,600	24,600
35	170	100	5432	Meals	500	500	500
23,776	22,850	30,000	5433	Mileage	25,000	25,000	25,000
(153)	-	500	5439	Travel	1,000	1,000	1,000
6,125	6,125	6,000	5446	Software Licenses	6,200	6,200	6,200
6,667	6,810	6,900	5448	Internal Rent	7,070	7,070	7,070
1,019	919	1,000	5451	Natural Gas	1,000	1,000	1,000
2,998	2,736	4,000	5453	Electricity	3,500	3,500	3,500
17,832	16,800	20,800	5461	Auto Insurance	20,980	20,980	20,980
108	100	120	5463	Property/Earthquake Insurance	810	810	810
22,706	25,410	21,910	5464	Workers' Comp	20,380	20,380	20,380
5,772	6,070	6,580	5465	General Liability Insur	7,490	7,490	7,490
3,763	5,769	2,000	5471	Equipment Repair & Maint	2,000	2,000	2,000
736	1,409	1,000	5472	Buildings Repairs & Maint	1,000	1,000	1,000
29,233	40,457	55,000	5475	Vehicle Repair & Maint	49,000	49,000	49,000
1,725	-	500	5480	Accident Repair	500	500	500
182	142	100	5491	Dues & Subscriptions	1,000	1,000	1,000
400	420	1,000	5492	Registrations/Training	1,000	1,000	1,000
165	-	500	5493	Printing/Binding	1,000	1,000	1,000
-	-	1,350	5500	Banking Fees	1,350	1,350	1,350
<b>202,610</b>	<b>230,252</b>	<b>285,860</b>	<b>Total - Materials &amp; Services</b>		<b>246,180</b>	<b>246,180</b>	<b>246,180</b>
-	-	125,000	5642	Passenger Vehicles	-	-	-
22,232	-	-	5649	Other Equipment	-	-	-
<b>22,232</b>	<b>-</b>	<b>125,000</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>622,064</b>	<b>658,289</b>	<b>1,061,550</b>	<b>Division Total: 4711 - Fixed Route Transit</b>		<b>881,590</b>	<b>881,590</b>	<b>881,590</b>

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Fund:</b> 110 - Transit Fund			
			<b>Division:</b> 9711 - Operating Transfer Out			
			<u>Expenditures</u>			
3,001	-	-	5811.568 Transfer to Info Services	-	-	-
-	4,140	6,510	5811.693 Transfer to Reserve for PERS	-	-	-
<b>3,001</b>	<b>4,140</b>	<b>6,510</b>	<b>Total - Transfers Out</b>	-	-	-
<b>3,001</b>	<b>4,140</b>	<b>6,510</b>	<b>Division Total: 9711 - Operating Transfer Out</b>	-	-	-
<b>625,065</b>	<b>662,429</b>	<b>1,068,060</b>	<b>Department Total: 671 - Transit</b>	<b>881,590</b>	<b>881,590</b>	<b>881,590</b>
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	166,940	5921 Contingency	9,010	9,010	9,010
-	-	166,940	<b>Total - Contingencies and Unappropriated Balances</b>	9,010	9,010	9,010
-	-	166,940	<b>Division Total: 9971 - Equity</b>	9,010	9,010	9,010
-	-	166,940	<b>Department Total: 901 - Ending Fund Balance</b>	9,010	9,010	9,010
625,065	662,429	1,235,000	<b>Expenditures Total</b>	890,600	890,600	890,600
14,106	(54,474)	-	<b>Fund Net Total: 110 - Transit Fund</b>	-	-	-



## Street Fund – 140

**Fund/Fund Number:**

**Street Fund – 140**

**Department/Department Number:**

**Maintenance – 631**

**Department Director:**

**Curtis Stultz**

### **Description of purpose/function of department**

This section within the Public Works Operations Department provides administration and operations of street maintenance and garage activities. Street maintenance activities include routine street repairs such as overlay preparation, patching, 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, monthly sweeping, weed control, mowing and other right-of-way related maintenance duties. Garage activities include full service and maintenance to the Woodburn fleet, including Transit on an as needed bases. (e.g. vehicles, heavy/small equipment), with the exception of most police vehicles.

### **Description of department, including number of personnel**

The section is supervised by the Public Works Operations Director and is organized to provide both operations and maintenance with clerical administrative support. The street maintenance and garage sections consist 8.0 full-time employees and 1.5 seasonal employees.

### **Description of FY 2019-20 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, restarted in-house street sweeping
- Continued emergency call-out support for traffic safety, police and fire

### **Description of FY 2020-21 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 and ROW services
- Continue Sweeping, Leaf Collection, Holiday Tree Removal, Bridge Lighting, and Refuge Pick up.
- Maintain and enhance regulatory traffic, pavement markings and signage
- Expand sweeping to area communities when IGA entered into

### **Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
<b>Miles of street sweeping</b>	2,250	2,250	2,250	2,750
<b>Number of signs updated</b>	106	100	150	100
<b>Number of street miles restriped</b>	35	35	35	35
<b>Feet of cracks sealed</b>	25,000	25,000	35,000	25,000
<b>Number of thermos-plastic street legends installed or replaced</b>	50	75	75	25



## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Street Fund</b>						
Revenues						
3,905,803	4,270,684	4,057,800	Fund Balance	3,918,530	3,918,530	3,918,530
138,154	133,033	130,000	Taxes	130,000	130,000	130,000
168	67	500	Licenses and Permits	500	500	500
1,615,056	1,813,262	1,500,000	Intergovernmental	1,600,000	1,600,000	1,600,000
359,879	356,924	368,000	Franchise Fees	355,000	355,000	355,000
168,910	203,510	196,180	Miscellaneous Revenue	195,500	195,500	195,500
90,000	90,000	90,000	Transfers In	90,000	90,000	90,000
<b>6,277,970</b>	<b>6,867,480</b>	<b>6,342,480</b>	<b>Revenues Total</b>	<b>6,289,530</b>	<b>6,289,530</b>	<b>6,289,530</b>
Expenditures						
656,600	907,404	1,074,490	Personnel Services	1,057,080	1,057,080	1,057,080
1,151,844	1,001,367	1,713,290	Materials & Services	2,321,270	2,321,270	2,321,270
62,977	-	-	Capital Outlay	-	-	-
135,865	284,432	2,141,750	Transfers Out	1,945,460	1,945,460	1,945,460
-	-	1,412,950	Contingencies and Reserve	965,720	965,720	965,720
<b>2,007,286</b>	<b>2,193,203</b>	<b>6,342,480</b>	<b>Expenditures Total</b>	<b>6,289,530</b>	<b>6,289,530</b>	<b>6,289,530</b>
<b>4,270,684</b>	<b>4,674,277</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>8.3</b>	<b>8.5</b>	<b>9.5</b>	<b>Full-Time Equivalent (FTE)</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>

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 162 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 \$1,945,460 includes two separate transfers:

- \$1,895,460 to Street & Storm Cap Const Fund for the following capital projects
  - Sidewalk & ADA improvements (CIST1165) \$75,000
  - West Hayes Street improvement (CIST1486) \$1,673,360
  - Hardcastle/Railroad realignment (CIST1443) \$25,000
  - Fourth Street Storm rehabilitation (CDST1471) \$122,100
- \$50,000 to Equipment Replacement fund

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 16967.

See the section titled Capital Construction Projects beginning on page 17068 for information on all budgeted capital projects.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 140 - Street Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
3,905,803	4,270,684	4,057,800	3081	Beginning Fund Balance	3,918,530	3,918,530	3,918,530
3,905,803	4,270,684	4,057,800	<b>Total - Fund Balance</b>		3,918,530	3,918,530	3,918,530
138,154	133,033	130,000	3171	City Gas Tax	130,000	130,000	130,000
138,154	133,033	130,000	<b>Total - Taxes</b>		130,000	130,000	130,000
168	67	500	3223	Curb Cuts and Bores	500	500	500
168	67	500	<b>Total - Licenses and Permits</b>		500	500	500
20,270	-	-	3341	State Grant	-	-	-
1,594,786	1,813,262	1,500,000	3361	State Gas Tax	1,600,000	1,600,000	1,600,000
1,615,056	1,813,262	1,500,000	<b>Total - Intergovernmental</b>		1,600,000	1,600,000	1,600,000
273,046	272,876	278,000	3141	Privilege Tax, PGE	270,000	270,000	270,000
86,833	84,048	90,000	3142	Privilege Tax, NW Natural	85,000	85,000	85,000
359,879	356,924	368,000	<b>Total - Franchise Fees</b>		355,000	355,000	355,000
71,843	117,297	110,680	3611	Interest from Investments	110,000	110,000	110,000
80,202	85,335	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	-	-	-
7,365	878	5,500	3699	Other Miscellaneous Income	5,500	5,500	5,500
168,910	203,510	196,180	<b>Total - Miscellaneous Revenue</b>		195,500	195,500	195,500
90,000	90,000	90,000	3971.472	Transfer From Sewer	90,000	90,000	90,000
90,000	90,000	90,000	<b>Total - Transfers In</b>		90,000	90,000	90,000
6,277,970	6,867,480	6,342,480	<b>Department Total: 000 - Revenue</b>		6,289,530	6,289,530	6,289,530
6,277,970	6,867,480	6,342,480	<b>Revenues Total</b>		6,289,530	6,289,530	6,289,530

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

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 140 - Street Fund							
<b>Department:</b> 631 - Maintenance							
<b>Division:</b> 4211 - Street Maintenance							
<u>Expenditures</u>							
344,264	509,129	616,900	5111	Regular Wages	607,280	607,280	607,280
20,741	26,271	58,030	5112	Part-Time Wages	59,280	59,280	59,280
5,743	7,768	8,670	5121	Overtime	9,200	9,200	9,200
168	210	220	5211	OR Workers' Benefit	210	210	210
27,132	40,307	52,810	5212	Social Security	52,230	52,230	52,230
90,017	114,359	155,900	5213	Med & Dent Ins	155,150	155,150	155,150
74,859	122,891	178,580	5214	Retirement	170,090	170,090	170,090
1,282	1,688	1,750	5215	Long Term Disability Ins	1,920	1,920	1,920
305	443	690	5216	Unemployment Insurance	690	690	690
536	834	940	5217	Life Insurance	1,030	1,030	1,030
<b>565,047</b>	<b>823,900</b>	<b>1,074,490</b>	<b>Total - Personnel Services</b>		<b>1,057,080</b>	<b>1,057,080</b>	<b>1,057,080</b>
-	-	200	5315	Computer Supplies	200	200	200
163	385	550	5319	Office Supplies	550	550	550
6	-	300	5321	Cleaning Supplies	300	300	300
-	-	10,000	5322	Lubricants	10,000	10,000	10,000
9,307	8,849	19,000	5323	Fuel	19,000	19,000	19,000
2,047	881	3,000	5324	Clothing	3,000	3,000	3,000
1,699	1,953	2,400	5326	Safety/Medical	2,400	2,400	2,400
5,786	10,994	6,000	5329	Other Supplies	6,000	6,000	6,000
-	-	9,000	5337	Tires/Parts	9,000	9,000	9,000
599	813	7,000	5338	Tools	7,000	7,000	7,000
2,657	-	1,500	5339	Other Maintenance Supplies	1,500	1,500	1,500
2,138	1,934	3,000	5352	Protective Clothing	3,000	3,000	3,000
25,241	22,415	40,000	5361	Road Materials	40,000	40,000	40,000
1,270	-	1,000	5362	Concrete	1,000	1,000	1,000
26,753	29,406	14,000	5363	Signs	14,000	14,000	14,000
288	544	1,000	5369	Other Street Supplies	1,000	1,000	1,000
33,378	14,670	141,900	5419	Other Professional Serv	141,900	141,900	141,900
5,054	6,099	5,900	5421	Telephone/Data	5,900	5,900	5,900
-	-	-	5422	Postage	-	-	-
295	-	500	5424	Advertising	500	500	500
81	55	100	5432	Meals	100	100	100
-	-	100	5433	Mileage	100	100	100
241	624	1,000	5439	Travel	1,000	1,000	1,000
3,738	1,542	1,500	5445	Work Equipment	1,500	1,500	1,500
925	993	9,000	5446	Software Licenses	9,000	9,000	9,000
1,651	1,702	-	5449	Leases	-	-	-
2,134	2,211	3,500	5451	Natural Gas	3,500	3,500	3,500
6,886	7,133	10,000	5453	Electricity	10,000	10,000	10,000
2,730	3,249	3,000	5454	Solid Waste Disposal	3,000	3,000	3,000
7,472	8,445	10,000	5471	Equipment Repair & Maint	10,000	10,000	10,000
-	-	2,000	5474	Structures Repair & Maint	2,000	2,000	2,000
594	20,092	19,000	5475	Vehicle Repair & Maint	19,000	19,000	19,000
3,399	1,747	5,000	5476	Laundry	5,000	5,000	5,000
539,115	498,202	1,000,000	5479	Other Repair & Maint	1,600,000	1,600,000	1,600,000
500	-	15,000	5482	Tree Maintenance	15,000	15,000	15,000
2,947	2,884	10,000	5492	Registrations/Training	10,000	10,000	10,000
-	-	250	5498	Permits/Fees	250	250	250
<b>689,094</b>	<b>647,822</b>	<b>1,355,700</b>	<b>Total - Materials &amp; Services</b>		<b>1,955,700</b>	<b>1,955,700</b>	<b>1,955,700</b>
<b>Department:</b> 631 - Maintenance							
<b>Division:</b> 4211 - Street Maintenance							
62,977	-	-	5649	Other Equipment	-	-	-
<b>62,977</b>	<b>-</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>1,317,118</b>	<b>1,471,722</b>	<b>2,430,190</b>	<b>Division Total: 4211 - Street Maintenance</b>		<b>3,012,780</b>	<b>3,012,780</b>	<b>3,012,780</b>

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

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 140 - Street Fund						
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 4261 - Street Cleaning						
<u>Expenditures</u>						
493	-	-	5323 Fuel	-	-	-
665	-	-	5329 Other Supplies	-	-	-
80,711	-	-	5419 Other Professional Serv	-	-	-
-	-	-	5471 Equipment Repair & Maint	-	-	-
12,449	-	-	5475 Vehicle Repair & Maint	-	-	-
94,318	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
94,318	-	-	<b>Division Total: 4261 - Street Cleaning</b>	-	-	-
<b>Division:</b> 4299 - Street Admin						
2,012	763	-	5411.001 Engineering Support to General Fund	-	-	-
4,620	4,884	7,000	5414 Accounting/Auditing	7,000	7,000	7,000
18,965	-	-	5419 Other Professional Services	-	-	-
14,469	14,800	21,620	5428 IT Support	21,620	21,620	21,620
4,161	4,250	4,460	5448 Internal Rent	4,560	4,560	4,560
-	-	630	5451 Natural Gas	630	630	630
1,930	2,077	2,490	5453 Electricity	2,490	2,490	2,490
210,746	214,251	240,000	5456 Street Lighting	240,000	240,000	240,000
6,156	5,940	8,540	5461 Auto Insurance	8,430	8,430	8,430
7,236	5,440	7,610	5463 Property/Earthquake Insurance	8,270	8,270	8,270
38,599	45,620	33,190	5464 Workers' Comp	40,630	40,630	40,630
6,252	7,010	10,170	5465 General Liability Insur	10,060	10,060	10,060
6,225	500	2,880	5472 Buildings Repairs & Maint	2,880	2,880	2,880
2,952	968	4,000	5482 Tree Maintenance	4,000	4,000	4,000
675	1,838	15,000	5483 Sidewalks	15,000	15,000	15,000
324,998	308,341	357,590	<b>Total - Materials &amp; Services</b>	365,570	365,570	365,570
324,998	308,341	357,590	<b>Division Total: 4299 - Street Admin</b>	365,570	365,570	365,570
<b>Division:</b> 9711 - Operating Transfer Out						
101,364	224,532	2,035,000	5811.363 Transfer to Street/Storm Cap Const Fd	1,895,460	1,895,460	1,895,460
4,501	-	-	5811.568 Transfer to Info Services	-	-	-
30,000	50,000	50,000	5811.591 Transfer to Equipment Replace	50,000	50,000	50,000
-	9,900	56,750	5811.693 Transfer to Reserve for PERS	-	-	-
135,865	284,432	2,141,750	<b>Total - Transfers Out</b>	1,945,460	1,945,460	1,945,460
135,865	284,432	2,141,750	<b>Division Total: 9711 - Operating Transfer Out</b>	1,945,460	1,945,460	1,945,460
1,872,299	2,064,495	4,929,530	<b>Department Total: 631 - Maintenance</b>	5,323,810	5,323,810	5,323,810

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 140 - Street Fund</b>							
<b>Department: 661 - Garage</b>							
<b>Division: 1941 Garage</b>							
<u>Expenditures</u>							
55,566	51,160	-	5111	Regular Wages	-	-	-
2,662	1,920	-	5121	Overtime	-	-	-
23	18	-	5211	OR Workers' Benefit	-	-	-
4,103	3,746	-	5212	Social Security	-	-	-
18,396	16,746	-	5213	Med & Dent Ins	-	-	-
10,470	9,634	-	5214	Retirement	-	-	-
201	161	-	5215	Long Term Disability Ins	-	-	-
48	39	-	5216	Unemployment Insurance	-	-	-
84	80	-	5217	Life Insurance	-	-	-
91,553	83,504	-	<b>Total - Personnel Services</b>		-	-	-
-	-	-	5315	Computer Supplies	-	-	-
22	-	-	5319	Office Supplies	-	-	-
7,036	5,856	-	5322	Lubricants	-	-	-
999	840	-	5323	Fuel	-	-	-
400	70	-	5324	Clothing	-	-	-
468	522	-	5326	Safety/Medical	-	-	-
1,357	1,244	-	5329	Other Supplies	-	-	-
6,151	5,302	-	5337	Tires/Parts	-	-	-
6,845	3,052	-	5338	Tools	-	-	-
-	-	-	5352	Protective Clothing	-	-	-
45	174	-	5419	Other Professional Serv	-	-	-
677	767	-	5421	Telephone/Data	-	-	-
7,374	10,400	-	5428	IT Support	-	-	-
84	-	-	5432	Meals	-	-	-
-	-	-	5433	Mileage	-	-	-
-	-	-	5439	Travel	-	-	-
3,833	3,960	-	5446	Software Licenses	-	-	-
-	-	-	5454	Solid Waste Disposal	-	-	-
840	920	-	5461	Auto Insurance	-	-	-
228	1,110	-	5463	Property/Earthquake Insurance	-	-	-
3,492	3,520	-	5464	Workers' Comp	-	-	-
1,260	1,500	-	5465	General Liability Insur	-	-	-
789	3,554	-	5471	Equipment Repair & Maint	-	-	-
449	1,445	-	5472	Buildings Repairs & Maint	-	-	-
322	324	-	5475	Vehicle Repair & Maint	-	-	-
707	339	-	5476	Laundry	-	-	-
56	305	-	5492	Registrations/Training	-	-	-
43,434	45,204	-	<b>Total - Materials &amp; Services</b>		-	-	-
134,987	128,708	-	<b>Department Total: 661 - Garage</b>		-	-	-
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
-	-	954,000	5921	Contingency	965,720	965,720	965,720
-	-	458,950	5981.005	Reserve for Future Years	-	-	-
-	-	1,412,950	<b>Total - Contingencies and Unappropriated Balances</b>		965,720	965,720	965,720
-	-	1,412,950	<b>Division Total: 9971 - Equity</b>		965,720	965,720	965,720
-	-	1,412,950	<b>Department Total: 901 - Ending Fund Balance</b>		965,720	965,720	965,720
2,007,286	2,193,203	6,342,480	<b>Expenditures Total</b>		6,289,530	6,289,530	6,289,530
4,270,684	4,674,277	-	<b>Fund Net</b>	<b>Total: 140 - Street Fund</b>	-	-	-

## GO Debt Service Fund – 250

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

**GO Debt Service Fund – 250**  
**Tony Turley**

### 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 160.

### Fund Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 250 - GO Debt Service Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
1,758	(68,981)	1,800	3081	Beginning Fund Balance	21,000	21,000	21,000
1,758	(68,981)	1,800	<b>Total - Fund Balance</b>		21,000	21,000	21,000
537,156	548,597	552,430	3111	Property Tax - Current	560,000	560,000	560,000
12,090	25,544	10,000	3112	Property Tax - Delinquent	5,700	5,700	5,700
549,246	574,141	562,430	<b>Total - Taxes</b>		565,700	565,700	565,700
4,041	8,664	5,970	3611	Interest from Investments	3,300	3,300	3,300
4,041	8,664	5,970	<b>Total - Miscellaneous Revenue</b>		3,300	3,300	3,300
3,749,000	-	-	3911	<b>GO Bond Proceeds</b>	-	-	-
3,749,000	-	-	<b>Total - Other Financing Sources</b>		-	-	-
4,304,045	513,824	570,200	<b>Revenues Total</b>		590,000	590,000	590,000
<b>Department: 151 - Finance</b>							
<b>Division: 9111 - Debt Service</b>							
<u>Expenditures</u>							
45,879	-	-	5499.999	Bond Issuance Costs	-	-	-
45,879	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
4,111,000	516,000	511,000	5711	Bond Principal, Police Refi 2017, Due 6/1/20	540,000	540,000	540,000
76,068	-	-	5721	Bond Interest, Police Refi 2017, Due 12/1/19	-	-	-
48,321	70,208	59,200	5721	Bond Interest, Police Refi 2017, Due 6/1/20	50,000	50,000	50,000
4,327,147	586,208	570,200	<b>Total - Debt Service</b>		590,000	590,000	590,000
4,373,026	586,208	570,200	<b>Expenditures Total</b>		590,000	590,000	590,000
(68,981)	(72,384)	-	<b>Fund Net Total: 250 - GO Debt Service Fund</b>		-	-	-

### 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

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- ❖ Water Fund

- ❖ Sewer Fund

## Water Fund – 470

**Fund/Fund Number:** Water Fund – 470  
**Department/Department Number:** Water — 611  
**Department Director:** Curtis Stultz

### **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 seven 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, 980 fire hydrants and 7,116 water meters with automatic read meters.

### **Description of section, including number of personnel**

There are 10.5 FTE within this department, including a Public Works Operator Director who is responsible for the overall operation of the Water system. The department providing operation, maintenance and clerical administrative support.

### **Description of FY 2019-20 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
- 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 2020-21 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 to City water customers, meeting all regulatory requirements
- Water Conservation Plan and customer conservation kits.
- Well #7 Upgrades for emergency water supply role.
- UCMR #4 testing for EPA
- Prepare and provide to all water customers and the Oregon Health Authority the 2020 Water Quality Report



**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Proposed	FY 2020-21 Goal
<b>Meet federal drinking water requirements (shown in the annual drinking water report for the prior year)</b>	Yes	Yes	Yes	Yes
<b>Number of meters read</b>	85,392	85,420	85,450	87,780
<b>Number of water tests</b>	1,244	1,350	1,400	1,440

**Budget Summary**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Water Fund</b>						
Revenues						
2,127,569	2,150,960	2,400,000	Fund Balance	2,250,000	2,250,000	2,250,000
20,270	-	-	Intergovernmental	-	-	-
3,399,943	3,804,029	3,982,000	Charges for Goods and Services	3,982,000	3,982,000	3,982,000
98,410	182,656	123,000	Miscellaneous Revenue	123,000	123,000	123,000
<b>5,646,192</b>	<b>6,137,645</b>	<b>6,505,000</b>	<b>Revenues Total</b>	<b>6,355,000</b>	<b>6,355,000</b>	<b>6,355,000</b>
Expenditures						
1,382,961	1,349,044	1,584,930	Personnel Services	1,624,930	1,624,930	1,624,930
923,878	1,124,299	1,067,560	Materials & Services	1,136,710	1,136,710	1,136,710
1,155,438	9,786,820	1,624,950	Debt Service	1,563,430	1,563,430	1,563,430
32,955	34,500	133,850	Transfers Out	559,550	559,550	559,550
-	-	2,093,710	Contingencies and Reserve	1,470,380	1,470,380	1,470,380
<b>3,495,232</b>	<b>12,294,663</b>	<b>6,505,000</b>	<b>Expenditures Total</b>	<b>6,355,000</b>	<b>6,355,000</b>	<b>6,355,000</b>
<b>2,150,960</b>	<b>(6,157,018)</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>10.0</b>	<b>10.0</b>	<b>10.5</b>	<b>Full-Time Equivalent (FTE)</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>

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 page160 for clarification.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 470 - Water Fund</b>							
<b>Department: 000 - Revenue</b>							
<b>Revenues</b>							
2,127,569	2,150,960	2,400,000	3081	Beginning Fund Balance	2,250,000	2,250,000	2,250,000
2,127,569	2,150,960	2,400,000	<b>Total - Fund Balance</b>		2,250,000	2,250,000	2,250,000
20,270	-	-	3341	State Grant	-	-	-
20,270	-	-	<b>Total - Intergovernmental</b>		-	-	-
3434 Water Revenue							
3,275,944	3,655,869	3,855,000	3434.101	Water Sales Revenue	3,855,000	3,855,000	3,855,000
26,737	46,185	30,000	3434.102	New Services	30,000	30,000	30,000
19,650	16,675	20,000	3434.103	Re-connection Fees	20,000	20,000	20,000
4,270	3,920	4,000	3434.104	Vacations	4,000	4,000	4,000
1,045	1,210	1,000	3434.106	NSF Check Fee	1,000	1,000	1,000
2,405	13,982	2,000	3434.108	Bulk Water Sales	2,000	2,000	2,000
92	768	-	3434.111	Collections	-	-	-
69,800	65,420	70,000	3434.112	Late Fees	70,000	70,000	70,000
3,399,943	3,804,029	3,982,000	<b>Total - Charges for Goods and Services</b>		3,982,000	3,982,000	3,982,000
39,618	62,421	65,480	3611	Interest from Investments	65,480	65,480	65,480
51,549	52,118	50,000	3625	Facilities Rent	50,000	50,000	50,000
2,413	1	2,000	3691	Sale of Surplus Property	2,000	2,000	2,000
-	62,921	-	3694	Gain/Loss on Sale	-	-	-
4,830	5,195	5,520	3699	Other Miscellaneous Income	5,520	5,520	5,520
98,410	182,656	123,000	<b>Total - Miscellaneous Revenue</b>		123,000	123,000	123,000
5,646,192	6,137,645	6,505,000	<b>Department Total: 000 - Revenue</b>		6,355,000	6,355,000	6,355,000
5,646,192	6,137,645	6,505,000	<b>Revenues Total</b>		6,355,000	6,355,000	6,355,000

## 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 158.

The **Transfers Out** amount of \$559,550 includes the two transfers shown below

- \$50,000 to the Equipment Replacement Fund
- \$509,550 to Water Cap Const Fund for projects

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 167.

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 470 - Water Fund							
<b>Department:</b> 611 - Water							
<b>Division:</b> 6411 - Water Supply							
<u>Expenditures</u>							
875,062	864,335	958,840	5111	Regular Wages	984,460	984,460	984,460
11,212	7,189	25,470	5112	Part-Time Wages	29,470	29,470	29,470
12,073	11,844	17,340	5121	Overtime	17,680	17,680	17,680
357	308	290	5211	OR Workers' Benefit	300	300	300
64,993	64,188	77,260	5212	Social Security	79,040	79,040	79,040
207,650	206,625	226,640	5213	Med & Dent Ins	236,970	236,970	236,970
206,077	189,751	274,070	5214	Retirement	271,630	271,630	271,630
3,375	2,749	2,660	5215	Long Term Disability Ins	2,880	2,880	2,880
752	698	1,020	5216	Unemployment Insurance	1,020	1,020	1,020
1,410	1,357	1,340	5217	Life Insurance	1,480	1,480	1,480
1,382,961	1,349,044	1,584,930	<b>Total - Personnel Services</b>		1,624,930	1,624,930	1,624,930
-	59	500	5315	Computer Supplies	500	500	500
1,373	2,546	1,500	5319	Office Supplies	1,500	1,500	1,500
9,933	9,582	20,000	5323	Fuel	20,000	20,000	20,000
5,341	1,467	4,500	5324	Clothing	4,500	4,500	4,500
1,604	2,944	3,000	5326	Safety/Medical	3,000	3,000	3,000
72,505	70,647	70,000	5327	Chemicals	70,000	70,000	70,000
1,508	2,375	2,500	5328	Lab Supplies	2,500	2,500	2,500
1,406	1,477	2,900	5329	Other Supplies	2,900	2,900	2,900
3,805	6,805	3,000	5338	Tools	3,000	3,000	3,000
755	851	1,900	5339	Other Maintenance Supplies	1,900	1,900	1,900
15,783	25,589	14,000	5379	Water/Sewer Supplies	14,000	14,000	14,000
15,123	26,364	12,000	5379.001	Line Repair Supplies	12,000	12,000	12,000
4,941	22,771	17,000	5379.002	Customer Service	17,000	17,000	17,000
730	8,439	4,500	5379.003	Pump Supplies	4,500	4,500	4,500
20,491	9,057	10,000	5379.004	Meter Parts	10,000	10,000	10,000
1,944	2,093	2,500	5379.005	Protective Equipment	2,500	2,500	2,500
4,045	-	-	5417	HR/Other Employee Expenses	-	-	-
6,516	19,510	16,000	5419	Other Professional Serv	16,000	16,000	16,000
21,871	2,679	15,000	5419.501	Testing/Lab	15,000	15,000	15,000
2,057	2,737	3,500	5419.707	Educ Outreach	3,500	3,500	3,500
10,319	12,544	10,000	5421	Telephone/Data	10,000	10,000	10,000
-	797	500	5422	Postage	500	500	500
-	168	-	5432	Meals	-	-	-
3,300	2,653	1,500	5445	Work Equipment	1,500	1,500	1,500
9,006	9,180	10,000	5446	Software Licenses	10,000	10,000	10,000
1,656	1,703	-	5449	Other Leases	-	-	-
2,128	2,282	2,800	5451	Natural Gas	2,800	2,800	2,800
225,094	237,473	213,200	5453	Electricity	213,200	213,200	213,200
262	47	1,300	5454	Solid Waste Disposal	1,300	1,300	1,300
11,067	20,972	11,300	5471	Equipment Repair & Maint	11,300	11,300	11,300
9,845	20,720	2,000	5472	Buildings Repairs & Maint	2,000	2,000	2,000
15,242	2,176	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000
-	22	-	5476	Laundry	-	-	-
23,471	90,594	152,000	5479	Other Repair & Maint	220,000	220,000	220,000
2,025	2,920	1,900	5491	Dues & Subscriptions	1,900	1,900	1,900
4,636	7,869	2,500	5492	Registrations/Training	2,500	2,500	2,500
-	498	-	5493	Printing/Binding	-	-	-
200	1,445	1,500	5498	Permits/Fees	1,500	1,500	1,500
509,982	632,055	619,800	<b>Total - Materials &amp; Services</b>		687,800	687,800	687,800
1,892,943	1,981,099	2,204,730	<b>Division Total: 6411 - Water Supply</b>		2,312,730	2,312,730	2,312,730

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

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted	
			<b>Division:</b>	<b>6421 - Water Meter Reading</b>				
3,209	2,522	-	5323	Fuel	-	-	-	
2,213	1,500	-	5419	Other Professional Serv	-	-	-	
15,364	14,241	-	5422	Postage	-	-	-	
-	-	-	5471	Equipment Repair & Maint	-	-	-	
9,811	9,264	-	5493	Printing/Binding	-	-	-	
30,597	27,527	-	<b>Total - Materials &amp; Services</b>		-	-	-	
30,597	27,527	-	<b>Division Total: 6421 - Water Meter Reading</b>		-	-	-	
			<b>Division:</b>	<b>6499 - Water Administration</b>				
-	-	-	5329	Other Supplies	-	-	-	
20,494	19,389	20,010	5409.140	Garage Services	20,010	20,010	20,010	
1,347	(8,216)	-	5411.001	Engineering Support to General Fund	-	-	-	
6,930	7,326	5,000	5414	Accounting/Auditing	5,000	5,000	5,000	
25,513	13,006	15,000	5419	Other Professional Serv	15,000	15,000	15,000	
-	25	20,000	5422	Postage	20,000	20,000	20,000	
43,686	50,500	51,250	5428	IT Support	55,560	55,560	55,560	
10,934	11,160	11,370	5448	Internal Rent	11,640	11,640	11,640	
163,797	262,239	205,300	5450	General Right of Way Charge	213,210	213,210	213,210	
-	-	7,000	5460	Property Tax Expense	7,000	7,000	7,000	
6,418	6,280	6,680	5461	Auto Insurance	6,310	6,310	6,310	
20,840	20,010	19,180	5463	Property/Earthquake Insurance	20,270	20,270	20,270	
39,982	40,520	32,090	5464	Workers' Comp	21,410	21,410	21,410	
12,489	14,650	14,900	5465	General Liability Insur	13,520	13,520	13,520	
6,203	3,097	5,530	5472	Buildings Repairs & Maint	5,530	5,530	5,530	
(1,234)	-	2,000	5481	Utility Assistance Program	2,000	2,000	2,000	
-	-	11,000	5493	Printing/Binding	11,000	11,000	11,000	
25,900	24,731	21,450	5500	Banking Fees & Charges	21,450	21,450	21,450	
383,299	464,717	447,760	<b>Total - Materials &amp; Services</b>		448,910	448,910	448,910	
				5711	Principal, Series 2018 Bond due 12/1/20	1,402,000	1,402,000	1,402,000
				5721	Interest, Series 2018 Bond due 12/1/20	91,017	91,017	91,017
	8,627,720	465,850		5721	Interest, Series 2018 Bond due 6/1/21	70,413	70,413	70,413
325,789	343,130	343,130		5711	Principal, Series 2003 Water Due Dec 2016	-	-	-
215,573	224,650	224,650		5711	Principal, 2005 Oregon EDD, Due Dec 2016	-	-	-
215,573	224,650	224,650		5711	Principal, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
229,997	216,310	216,310		5721	Interest, Series 2003 Water Due Dec 2016	-	-	-
84,253	75,180	75,180		5721	Interest, 2005 Oregon EDD, Due Dec 2016	-	-	-
84,253	75,180	75,180		5721	Interest, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
1,155,438	9,786,820	1,624,950	<b>Total - Debt Service</b>		1,563,430	1,563,430	1,563,430	
1,538,737	10,251,537	2,072,710	<b>Division Total: 6499 - Water Administration</b>		2,012,340	2,012,340	2,012,340	
			<b>Division:</b>	<b>9711 - Operating Transfer Out</b>				
9,753	-	-	5811.466	Transfer to Water Cap Const	509,550	509,550	509,550	
9,753	-	-	5811.568	Transfer to Info Services	-	-	-	
10,000	20,000	50,000	5811.591	Transfer to Equipment Replace	50,000	50,000	50,000	
-	14,500	83,850	5811.693	Transfer to Reserve for PERS	-	-	-	
6,601	-	-	5841.376	Interfund Loan Transfer	-	-	-	
6,601	-	-	5841.466	Interfund Loan Transfer	-	-	-	
32,955	34,500	133,850	<b>Total - Transfers Out</b>		559,550	559,550	559,550	
32,955	34,500	133,850	<b>Division Total: 9711 - Operating Transfer Out</b>		559,550	559,550	559,550	
3,495,232	12,294,663	4,411,290	<b>Department Total: 611 - Water</b>		4,884,620	4,884,620	4,884,620	

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Division: 9971 - Equity</b>				
-	-	128,780	5921	Contingency	162,080	162,080	162,080
-	-	1,210,930	5981.005	Reserve for Future Years	554,300	554,300	554,300
-	-	754,000	5981.007	Reserve for Debt Service	754,000	754,000	754,000
-	-	2,093,710	<b>Total - Contingencies and Unappropriated Balances</b>		1,470,380	1,470,380	1,470,380
-	-	2,093,710	<b>Division Total: 9971 - Equity</b>		1,470,380	1,470,380	1,470,380
-	-	2,093,710	<b>Department Total: 901 - Ending Fund Balance</b>		1,470,380	1,470,380	1,470,380
3,495,232	12,294,663	6,505,000	<b>Expenditures Total</b>		6,355,000	6,355,000	6,355,000
2,150,960	(6,157,018)	-	<b>Fund Net</b>	<b>Total: 470 - Water Fund</b>	-	-	-



## Sewer Fund – 472

**Fund/Fund Number:** Sewer Fund – 472  
**Department/Department Number:** Sewer – 621  
**Department Director:** Curtis Stultz

### 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 93 miles of sanitary sewer pipes and 62.5 miles of storm sewer pipes and 1,466 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 14 FTE within this department, including a Public Works Operator Director who is responsible for the overall operation of the WWTP, operation and maintenance personnel and clerical administrative support.

### Description of FY 2019-20 accomplishments

- Continued on-going Maintenance activities
- Updated Site Security to eliminate unauthorized personnel
- Updating Pretreatment documents; Enforcement Response Guide and, Local Limits
- Completed Digester cleaning and upgrades.

### Description of FY 2020-21 proposed focus/goals

- Begin planning for poplar and biosolids expansion to the undeveloped WWTP property
- Evaluate ongoing maintenance related issues; SCADA replacement and oxygen delivery axillary equipment
- Ongoing regulatory and compliance reports and NPDES testing

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Video inspect city sewer collection system, miles	15	15	11	15
High pressure clean city collection system, miles	16	18	11	15
Clean storm water system, lineal feet	43,500	50,000	60,000	30,000
Million gallons of wastewater treated daily (*Average)	3.0	3.3	3.3	*2.01
Lab tests performed weekly (or annually)	25 Weekly	35 Weekly	40 Weekly	40 Weekly

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Sewer Fund</b>						
Revenues						
8,048,526	8,456,170	8,989,000	Fund Balance	8,252,660	8,252,660	8,252,660
20,270	-	-	Intergovernmental	-	-	-
8,141,127	8,059,526	8,370,000	Charges for Goods and Services	8,220,000	8,220,000	8,220,000
148,837	223,938	275,000	Miscellaneous Revenue	203,270	203,270	203,270
-	-	-	Transfers In	11,947,440	11,947,440	11,947,440
<b>16,358,760</b>	<b>16,739,634</b>	<b>17,634,000</b>	<b>Revenues Total</b>	<b>28,623,370</b>	<b>28,623,370</b>	<b>28,623,370</b>
Expenditures						
1,668,325	1,822,167	2,233,370	Personnel Services	2,262,690	2,262,690	2,262,690
1,720,283	1,821,638	2,050,690	Materials & Services	2,151,770	2,151,770	2,151,770
60,255	-	-	Capital Outlay	-	-	-
3,889,562	4,244,612	4,469,000	Debt Service	13,500,000	13,500,000	13,500,000
564,165	178,346	1,145,200	Transfers Out	7,010,570	7,010,570	7,010,570
-	-	7,735,740	Contingencies and Reserve	3,698,340	3,698,340	3,698,340
<b>7,902,590</b>	<b>8,066,763</b>	<b>17,634,000</b>	<b>Expenditures Total</b>	<b>28,623,370</b>	<b>28,623,370</b>	<b>28,623,370</b>
8,456,170	8,672,871	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
15.0	15.0	14.0	Full-Time Equivalent (FTE)	14.0	14.0	14.0

## 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 16058.

The **Transfers Out** amount of \$7,010,570 includes:

- \$50,000 to the Equipment Replacement Fund
- \$90,000 to the Street Fund for street sweeping costs
- \$6,870,570 to Sewer Cap Const Fund for the following projects.
  - Pump Station Upgrades (CDSW1414) \$225,000
  - Mill Creek Pump Station Phase 1 (CDSW1413) \$750,000
  - WWTP Phase 2A Upgrades (CISW1052) \$1,000,000
  - Sanitary Sewer Collection System Piping replacement (CDSW1488) \$250,000
  - I-5 Pump Station upsizing (CDSW1547) \$3,910,570
  - Lincoln Street Sanitary – Settlemier to First (CDSW1593) \$150,000
  - Santiam Lift Station Abandonment (CDSW1512) \$235,000
  - Digester – Brick Veneer Repair (CISW1544) \$50,000
  - Fifth Street Sewer – Harrison to Garfield (CISW1594) \$200,000
  - Popular Tree Expansion (CDSW1592) \$100,000

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 167.



## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
8,048,526	8,456,170	8,989,000	3081	Beginning Fund Balance	8,252,660	8,252,660	8,252,660
8,048,526	8,456,170	8,989,000	<b>Total - Fund Balance</b>		8,252,660	8,252,660	8,252,660
20,270	-	-	3341	State Grant	-	-	-
20,270	-	-	<b>Total - Intergovernmental</b>		-	-	-
69,800	65,410	70,000	3434.112	Late Fees	70,000	70,000	70,000
7,956,548	7,900,503	8,200,000	3435.101	Sewer System Revenue	8,100,000	8,100,000	8,100,000
114,686	92,845	100,000	3435.103	Septage Dumping	50,000	50,000	50,000
93	768	-	3435.111	Collections	-	-	-
8,141,127	8,059,526	8,370,000	<b>Total - Charges for Goods and Services</b>		8,220,000	8,220,000	8,220,000
140,630	221,079	271,730	3611	Interest from Investments	200,000	200,000	200,000
1,200	-	-	3691	Sale of Surplus Property	-	-	-
7,000	-	-	3694	Gain/Loss on Sale	-	-	-
7	2,859	3,270	3699	Other Miscellaneous Income	3,270	3,270	3,270
148,837	223,938	275,000	<b>Total - Miscellaneous Revenue</b>		203,270	203,270	203,270
-	-	-	3971.465	Transfer From Sewer Construction	11,947,440	11,947,440	11,947,440
<b>Total - Transfers In</b>					11,947,440	11,947,440	11,947,440
16,358,760	16,739,634	17,634,000	<b>Department Total: 000 - Revenue</b>		28,623,370	28,623,370	28,623,370
16,358,760	16,739,634	17,634,000	<b>Revenues Total</b>		28,623,370	28,623,370	28,623,370



## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 621 - Sewer</b>							
<b>Division: 6511 - WWTP Operation</b>							
<u>Expenditures</u>							
897,662	1,024,274	1,168,220	5111	Regular Wages	1,176,790	1,176,790	1,176,790
10,984	1,033	20,720	5112	Part-Time Wages	24,720	24,720	24,720
11,006	11,636	28,490	5121	Overtime	29,060	29,060	29,060
347	336	370	5211	OR Workers' Benefit	370	370	370
66,835	75,619	93,470	5212	Social Security	94,670	94,670	94,670
198,228	230,055	279,880	5213	Med & Dent Ins	289,070	289,070	289,070
226,196	257,164	364,270	5214	Retirement	340,590	340,590	340,590
3,551	3,303	3,280	5215	Long Term Disability Ins	3,470	3,470	3,470
759	802	1,230	5216	Unemployment Insurance	1,200	1,200	1,200
1,476	1,635	1,710	5217	Life Insurance	1,810	1,810	1,810
1,417,044	1,605,857	1,961,640	<b>Total - Personnel Services</b>		1,961,750	1,961,750	1,961,750
66	780	1,000	5315	Computer Supplies	1,000	1,000	1,000
3,217	2,837	2,000	5319	Office Supplies	2,000	2,000	2,000
2,184	291	1,200	5322	Lubricants	1,200	1,200	1,200
9,921	10,801	14,000	5323	Fuel	14,000	14,000	14,000
75	-	4,000	5324	Clothing	4,000	4,000	4,000
4,342	5,923	7,000	5326	Safety/Medical	7,000	7,000	7,000
4,463	11,864	10,000	5327	Chemicals	10,000	10,000	10,000
14,681	22,694	18,000	5328	Lab Supplies	18,000	18,000	18,000
2,738	2,857	2,000	5329	Other Supplies	2,000	2,000	2,000
16,797	5,304	14,500	5335	Electrical Supplies	14,500	14,500	14,500
7,608	16,497	11,000	5336	HVAC	11,000	11,000	11,000
60	3,056	2,000	5338	Tools	2,000	2,000	2,000
1,310	1,663	2,000	5352	Protective Clothing	2,000	2,000	2,000
5,477	23,809	12,000	5384	Trees	12,000	12,000	12,000
-	-	5,000	5411	Engineering & Architect	5,000	5,000	5,000
29,927	39,013	33,500	5419	Other Professional Serv	33,500	33,500	33,500
13,971	14,899	16,000	5421	Telephone/Data	16,000	16,000	16,000
216	1,168	800	5422	Postage	800	800	800
2,570	5,409	5,000	5429	Other Communication Serv	5,000	5,000	5,000
-	261	100	5432	Meals	100	100	100
141	37	200	5433	Mileage	200	200	200
241	810	500	5439	Travel	500	500	500
2,531	2,238	2,000	5443	Office Equipment	2,000	2,000	2,000
2,331	10,237	6,000	5446	Software Licenses	6,000	6,000	6,000
41,618	34,420	30,000	5451	Natural Gas	30,000	30,000	30,000
356,134	340,161	336,000	5453	Electricity	336,000	336,000	336,000
-	-	9,500	5454	Solid Waste Disposal	9,500	9,500	9,500
166,817	98,255	89,500	5471	Equipment Repair & Maint	89,500	89,500	89,500
16,560	9,464	10,000	5472	Buildings Repairs & Maint	10,000	10,000	10,000
7,526	9,644	10,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
18,753	19,142	19,000	5476	Laundry	19,000	19,000	19,000
-	7,577	5,000	5477	Instrumentation & Calibra	5,000	5,000	5,000
151,728	135,933	451,000	5479	Other Repair & Maint	550,000	550,000	550,000
3,827	4,482	5,000	5492	Registrations/Training	5,000	5,000	5,000
-	270	-	5493	Printing/Binding	-	-	-
21,809	24,417	26,000	5498	Permits/Fees	26,000	26,000	26,000
909,639	866,213	1,160,800	<b>Total - Materials &amp; Services</b>		1,259,800	1,259,800	1,259,800
8,026	-	-	5649	Other Equipment	-	-	-
8,026	-	-	<b>Total - Capital Outlay</b>		-	-	-
2,334,709	2,472,070	3,122,440	<b>Division Total: 6511 - WWTP Operations</b>		3,221,550	3,221,550	3,221,550

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 621 - Sewer</b>							
<b>Division: 6599 - Sewer Administration</b>							
<u>Expenditures</u>							
15,165	15,663	20,610	5409.140	Garage Services	20,610	20,610	20,610
8,567	8,236	-	5411.001	Engineering Support to General Fund	-	-	-
6,930	7,326	16,500	5414	Accounting/Auditing	16,500	16,500	16,500
21,184	2,400	3,500	5419	Other Professional Serv	3,500	3,500	3,500
12,413	12,525	9,400	5419.003	US Gauging Station Fees	9,400	9,400	9,400
14,630	13,368	20,000	5422	Postage	20,000	20,000	20,000
54,678	59,600	68,470	5428	IT Support	72,980	72,980	72,980
20,268	20,690	21,200	5448	Internal Rent	21,700	21,700	21,700
-	20,775	9,000	5449	Other Leases	9,000	9,000	9,000
394,549	520,824	432,200	5450	General Right of Way Charge	440,200	440,200	440,200
8,590	8,940	7,210	5461	Auto Insurance	6,110	6,110	6,110
33,124	32,850	33,710	5463	Property/Earthquake Insurance	38,060	38,060	38,060
65,902	62,900	44,480	5464	Workers' Comp	33,280	33,280	33,280
19,254	18,640	17,500	5465	General Liability Insur	18,610	18,610	18,610
-	-	400	5472	Buildings Repairs & Maint	400	400	400
(1,851)	-	3,000	5481	Utility Assistance Program	3,000	3,000	3,000
9,007	9,566	10,000	5493	Printing/Binding	10,000	10,000	10,000
27,584	26,470	23,550	5500	Banking Fees & Charges	23,550	23,550	23,550
709,995	840,773	740,730	<b>Total - Materials &amp; Services</b>		746,900	746,900	746,900
3,165,000	3,615,000	3,469,600	5711	Bond Principal, Rev Series 2011A, Due Mar 2021	13,500,000	13,500,000	13,500,000
-	-	-	5711	Bond Principal, Rev Series 2011B, Due Mar 2021	-	-	-
362,281	314,806	499,700	5721	Bond Interest, Rev Series 2011A, Due Sept 2020	-	-	-
362,281	314,806	499,700	5721	Bond Interest, Rev Series 2011A, Due Mar 2021	-	-	-
-	-	-	5721	Bond Interest, Rev Series 2011B, Due Mar 2021	-	-	-
3,889,562	4,244,612	4,469,000	<b>Total - Debt Service</b>		13,500,000	13,500,000	13,500,000
4,599,557	5,085,385	5,209,730	<b>Division Total: 6599 - Sewer Administration</b>		14,246,900	14,246,900	14,246,900
<b>Division: 9711 - Operating Transfer Out</b>							
90,000	90,000	90,000	5811.140	Transfer to Street	90,000	90,000	90,000
417,459	16,376	883,190	5811.465	Transfer to Sewer Cap Const	6,870,570	6,870,570	6,870,570
13,504	-	-	5811.568	Transfer to Info Services	-	-	-
30,000	50,000	50,000	5811.591	Transfer to Equipment Replace	50,000	50,000	50,000
-	21,970	122,010	5811.693	Transfer to Reserve for PERS	-	-	-
6,601	-	-	5841.376	Interfund Loan Transfer	-	-	-
6,601	-	-	5841.466	Interfund Loan Transfer	-	-	-
564,165	178,346	1,145,200	<b>Total - Transfers Out</b>		7,010,570	7,010,570	7,010,570
7,498,431	7,735,801	9,477,370	<b>Department Total: 621 - Sewer</b>		24,479,020	24,479,020	24,479,020

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 631 - Maintenance</b>							
<b>Division: 6521 - Sewer Line Maint</b>							
<u>Expenditures</u>							
92,825	86,663	103,530	5111	Regular Wages	112,800	112,800	112,800
2,433	1,983	-	5121	Overtime	-	-	-
44	35	40	5211	OR Workers' Benefit	40	40	40
6,940	6,451	7,920	5212	Social Security	8,630	8,630	8,630
18,711	17,917	24,040	5213	Med & Dent Ins	25,340	25,340	25,340
17,128	16,065	23,290	5214	Retirement	26,750	26,750	26,750
353	285	310	5215	Long Term Disability Ins	320	320	320
82	70	110	5216	Unemployment Insurance	110	110	110
149	140	170	5217	Life Insurance	160	160	160
<b>138,665</b>	<b>129,609</b>	<b>159,410</b>	<b>Total - Personnel Services</b>		<b>174,150</b>	<b>174,150</b>	<b>174,150</b>
483	-	400	5319	Office Supplies	400	400	400
-	-	300	5321	Cleaning Supplies	300	300	300
929	736	10,000	5323	Fuel	10,000	10,000	10,000
-	72	1,000	5324	Clothing	1,000	1,000	1,000
629	1,997	2,000	5326	Safety/Medical	2,000	2,000	2,000
4,717	6,209	5,000	5329	Other Supplies	5,000	5,000	5,000
210	525	2,050	5338	Tools	2,050	2,050	2,050
-	1,318	1,400	5352	Protective Clothing	1,400	1,400	1,400
9,895	5,569	8,000	5409.140	Garage Services	8,000	8,000	8,000
431	452	900	5419	Other Professional Serv	900	900	900
570	784	1,800	5421	Telephone/Data	1,800	1,800	1,800
-	292	500	5445	Work Equipment	500	500	500
4,481	4,655	9,200	5446	Software Licenses	9,200	9,200	9,200
7,541	8,516	8,700	5471	Equipment Repair & Maint	8,700	8,700	8,700
1,595	4,117	3,000	5475	Vehicle Repair & Maint	3,000	3,000	3,000
1,642	1,745	2,000	5476	Laundry	2,000	2,000	2,000
40,948	40,546	50,000	5479	Other Repair & Maint	50,000	50,000	50,000
1,978	689	1,500	5492	Registrations/Training	1,500	1,500	1,500
<b>76,049</b>	<b>78,222</b>	<b>107,750</b>	<b>Total - Materials &amp; Services</b>		<b>107,750</b>	<b>107,750</b>	<b>107,750</b>
33,886	-	-	5649	Other Equipment	-	-	-
<b>33,886</b>	<b>-</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>248,600</b>	<b>207,831</b>	<b>267,160</b>	<b>Division Total: 6521 - Sewer Line Maint</b>		<b>281,900</b>	<b>281,900</b>	<b>281,900</b>
<b>248,600</b>	<b>207,831</b>	<b>267,160</b>	<b>Department Total: 631 - Maintenance</b>		<b>281,900</b>	<b>281,900</b>	<b>281,900</b>

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 162 for clarification.

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 641 - Surface Water/Collections</b>							
<b>Division: 6611 - Surface Water Collection</b>							
<u>Expenditures</u>							
71,902	56,040	70,160	5111	Regular Wages	79,310	79,310	79,310
1,003	949	-	5121	Overtime	-	-	-
34	24	30	5211	OR Workers' Benefit	30	30	30
5,134	4,095	5,380	5212	Social Security	6,070	6,070	6,070
19,459	14,744	20,320	5213	Med & Dent Ins	21,440	21,440	21,440
14,624	10,519	16,000	5214	Retirement	19,520	19,520	19,520
280	191	230	5215	Long Term Disability Ins	220	220	220
62	45	70	5216	Unemployment Insurance	80	80	80
118	94	130	5217	Life Insurance	120	120	120
112,616	86,701	112,320	<b>Total - Personnel Services</b>		126,790	126,790	126,790
-	-	4,000	5323	Fuel	4,000	4,000	4,000
-	925	1,200	5326	Safety/Medical	1,200	1,200	1,200
2,210	3,716	2,500	5329	Other Supplies	2,500	2,500	2,500
-	-	1,000	5338	Tools	1,000	1,000	1,000
216	-	1,000	5352	Protective Clothing	1,000	1,000	1,000
431	452	1,200	5419	Other Professional Serv	1,200	1,200	1,200
570	839	1,500	5421	Telephone/Data	1,500	1,500	1,500
18,366	28,900	21,110	5428	IT Support	17,020	17,020	17,020
-	-	600	5454	Solid Waste Disposal	600	600	600
2,281	1,542	3,000	5471	Equipment Repair & Maint	3,000	3,000	3,000
-	-	2,300	5475	Vehicle Repair & Maint	2,300	2,300	2,300
-	-	500	5476	Laundry	500	500	500
526	56	1,500	5492	Registrations/Training	1,500	1,500	1,500
24,600	36,430	41,410	<b>Total - Materials &amp; Services</b>		37,320	37,320	37,320
18,343	-	-	5649	Other Equipment	-	-	-
18,343	-	-	<b>Total - Capital Outlay</b>		-	-	-
155,559	123,131	153,730	<b>Division Total: 6611 - Surface Water Collection</b>		164,110	164,110	164,110
155,559	123,131	153,730	<b>Department Total: 641 - Surface Water/Collections</b>		164,110	164,110	164,110
<b>Department: 901 - Ending Fund Balance</b>							
<b>Division: 9971 - Equity</b>							
-	-	798,660	5921	Contingency	882,000	882,000	882,000
-	-	3,937,080	5981.005	Reserve for Future Years	2,816,340	2,816,340	2,816,340
-	-	3,000,000	5981.007	Reserve for Debt Service	-	-	-
-	-	7,735,740	<b>Total - Contingencies and Unappropriated Balances</b>		3,698,340	3,698,340	3,698,340
-	-	7,735,740	<b>Division Total: 9971 - Equity</b>		3,698,340	3,698,340	3,698,340
-	-	7,735,740	<b>Department Total: 901 - Ending Fund Balance</b>		3,698,340	3,698,340	3,698,340
7,902,590	8,066,763	17,634,000	<b>Expenditures Total</b>		28,623,370	28,623,370	28,623,370
8,456,170	8,672,871	-	<b>Fund Net</b>	<b>Total: 472 Sewer Fund</b>	-	-	-

## Capital Construction Funds

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

## General Cap Const Fund – 358

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

### 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.

### Description of FY 2019-20 projects

- New Playground equipment at Library Park – finish in FY 2019-20
- City Hall remodel project was substantially complete by August 2020 and staff was moved back into the building from the temporary building.

### Description of FY 2020-21 projects

Project Name	Project Number	Amount	First Year Budgeted
Police Radio Channel System Upgrade	CEGF1554	\$143,710	FY 2018-19
Community Center Design	CBGF1571	\$300,000	FY 2019-20
Woodburn Family Resource Center (grant)	CBGF1600	\$1,500,000	FY 2020-21
Undesignated projects		\$25,990	
<b>TOTAL</b>		<b>\$1,969,700</b>	

See Capital Construction Projects beginning on page 1708 for information on all budgeted capital projects.

Transfers out of \$285,350 is return to the General Fund for some of the original project revenue after amending the contract with the architects on the Community Center Design project.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 358 - General Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
-	-	2,466,020	3081	Beginning Fund Balance	455,050	455,050	455,050
-	-	2,466,020	<b>Total - Fund Balance</b>		455,050	455,050	455,050
18,235	-	-	3341	State Grants	1,800,000	1,800,000	1,800,000
-	-	-	3351	Grants	-	-	-
18,235	-	-	<b>Total - Intergovernmental</b>		1,800,000	1,800,000	1,800,000
-	1,700,000	-	3918	Loan Proceeds	-	-	-
-	1,700,000	-	<b>Total - Other Financing Sources</b>		-	-	-
449,795	2,019,423	-	3971.001	Transfer From General Fund	-	-	-
1,271	-	-	3971.364	Transfer From Parks SDC	-	-	-
-	27,823	-	3971.690	Transfer from Library Endowment	-	-	-
451,066	2,047,246	-	<b>Total - Transfers In</b>		-	-	-
469,301	3,747,246	2,466,020	<b>Revenues Total</b>		2,255,050	2,255,050	2,255,050
<b>Department:</b> 121 - Administration <b>Division:</b> 9511 - Design Engineering <u>Expenditures</u>							
-	34,800	-	5499.999	Debt Issuance Costs	-	-	-
-	34,800	-	<b>Total - Design Engineering</b>		-	-	-
<b>Department:</b> 121 - Administration <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
467,460	2,841,566	2,285,310	5629	Buildings	1,825,990	1,825,990	1,825,990
1,841	53,351	22,000	5637	Parks	-	-	-
-	-	158,710	5639	Other Improvements	143,710	143,710	143,710
469,301	2,929,717	2,466,020	<b>Total - Capital Outlay</b>		1,969,700	1,969,700	1,969,700
<b>Department:</b> 121 - Administration <b>Division:</b> 9711 - Operating Transfer Out <u>Expenditures</u>							
-	-	-	5811.001	Transfer to General Fund	285,350	285,350	285,350
-	-	-	<b>Total - Transfers Out</b>		285,350	285,350	285,350
469,301	2,929,717	2,466,020	<b>Expenditures Total</b>		2,255,050	2,255,050	2,255,050
-	817,529	-	<b>Fund Net Total: 358 - General Cap Const Fund</b>		-	-	-

## 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

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

**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 2019-20 projects**

- Hardcastle/Union Pacific Railroad Crossing was substantially completed.

**Description of FY 2020-21 projects**

Project Name	Project Number	Amount	First Year Budgeted
West Hayes Street Improvement – Settlemier to Cascade	CIST1486	\$3,800,000	FY 2016-17
Safety Sidewalk & ADA Construction	CIST1165	\$75,000	FY 2020-21
Hardcastle Avenue/Railroad Crossing Improvement	CIST1443	\$25,000	FY 2015-16
Butteville Road Realignment	CIST1591	\$150,000	FY 2020-21
S. Woodland Avenue Extension	CIST1588	\$1,540,000	FY 2020-21
Fourth Street Storm rehabilitation	CDST1471	\$260,000	FY 2017-18

See Capital Construction Projects beginning on page 170 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 \$800,000 is for West Hayes Street improvement. State Grant revenue is for S. Woodland Avenue Extension which will be developer driven.

**Transfers In** of \$3,035,460 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$1,000,000 is for West Hayes Improvement (CIST1486)
- Transfer of \$140,000 for Fourth Street Storm project (CDST1471) and West Hayes Street improvement (CIST1486)
- Transfer from Street Fund 140 of \$1,895,460 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 1697.



## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 363 - Street & Storm Cap Const Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
1	-	-	3081 Beginning Fund Balance	324,540	324,540	324,540
1	-	-	<b>Total - Fund Balance</b>	324,540	324,540	324,540
-	-	1,600,000	3333.001 DoT Fund Exchange	800,000	800,000	800,000
-	-	-	3341 State Grants	1,500,000	1,500,000	1,500,000
-	-	1,600,000	<b>Total - Intergovernmental</b>	2,300,000	2,300,000	2,300,000
(68)	(5)	-	3611 Interest from Investments	-	-	-
-	-	-	3678 Develop Contributions	190,000	190,000	190,000
(68)	(5)	-	<b>Total - Miscellaneous Revenue</b>	190,000	190,000	190,000
101,363	224,532	2,035,000	3971.14 Transfer From Street	1,895,460	1,895,460	1,895,460
-	-	1,500,000	3971.376 Transfer From Street SDC	1,000,000	1,000,000	1,000,000
-	-	140,000	3971.377 Transfer From Storm SDC	140,000	140,000	140,000
101,363	224,532	3,675,000	<b>Total - Transfers In</b>	3,035,460	3,035,460	3,035,460
101,296	224,527	5,275,000	<b>Revenues Total</b>	5,850,000	5,850,000	5,850,000
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 9531 - Construction						
<u>Expenditures</u>						
99,357	219,532	5,075,000	5631 Streets/Alleys/Sidewalks	5,590,000	5,590,000	5,590,000
1,939	4,995	200,000	5636 Storm Drains	260,000	260,000	260,000
101,296	224,527	5,275,000	<b>Total - Capital Outlay</b>	5,850,000	5,850,000	5,850,000
101,296	224,527	5,275,000	<b>Expenditures Total</b>	5,850,000	5,850,000	5,850,000
-	-	-	<b>Fund Net Total: 363 - Street &amp; Storm Cap Const Fund</b>	-	-	-

## Sewer Cap Const Fund – 465

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

### 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 2019-20 projects

- City cost share of South Brown Street Pump Station was paid in FY 2019-20

### Description of FY 2020-21 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	\$750,000	FY 2013-14
WWTP Phase 2A Upgrades	CISW1052	\$1,600,000	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
I-5 Pump Station & I-5 Force Main Project	CDSW1547	\$5,400,000	FY 2018-19
Santiam Lift Station Abandonment	CDSW1512	\$235,000	FY 2019-20
Poplar Tree Expansion	CDSW1592	\$100,000	FY 2020-21
Lincoln Street Sewer – Settlemier to First	CISW1593	\$150,000	FY 2020-21
Fifth Street Sewer – Harrison to Garfield	CISW1594	\$200,000	FY 2020-21
<b>TOTAL</b>		<b>\$8,960,000</b>	

See Capital Construction Projects beginning on page 1704 for information on all budgeted capital projects.

Since 2007, staff has been working with the Oregon Department of Environmental Quality (DEQ) to update the current Mutual Order Agreement (MAO) which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with wintertime ammonia limits and temperature total maximum daily load (TMDL). Progress has been delayed due to court decisions on the temperature limits for the Pudding River. 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.

The City issued approximately \$43.0 million in bonds for the projects which was used to pay off the existing DEQ loan and to fund many projects which have been stalled until a decision was made on the Pudding River water quality standards. This brought 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. Because of the delay the City is considering depositing \$3.5 million into an irrevocable trust in FY 2020-21 to pay all future debt service on the outstanding Series 2011A and 2011B bonds. The money would come from the ending fund balance of the Sewer Capital Construction Fund 465 and the remaining from the Debt service reserve in the Sewer Fund 472.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 465 - Sewer Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
12,277,296	11,724,986	11,800,520	3081	Beginning Fund Balance	11,847,440	11,847,440	11,847,440
12,277,296	11,724,986	11,800,520	<b>Total - Fund Balance</b>		11,847,440	11,847,440	11,847,440
198,473	301,951	354,250	3611	Interest from Investments	100,000	100,000	100,000
198,473	301,951	354,250	<b>Total - Miscellaneous Revenue</b>		100,000	100,000	100,000
417,459	16,376	883,190	3971.472	Transfer From Sewer	6,870,570	6,870,570	6,870,570
-	-	2,107,410	3971.475	Transfer From Sewer SDC	2,089,430	2,089,430	2,089,430
417,459	16,376	2,990,600	<b>Total - Transfers In</b>		8,960,000	8,960,000	8,960,000
12,893,228	12,043,313	15,145,370	<b>Revenues Total</b>		20,907,440	20,907,440	20,907,440
<b>Fund:</b> 465 - Sewer Cap Const Fund <b>Department:</b> 621 - Sewer <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
1,168,242	148,876	7,830,500	5635	Sewer	8,960,000	8,960,000	8,960,000
1,168,242	148,876	7,830,500	<b>Total - Capital Outlay</b>		8,960,000	8,960,000	8,960,000
-	-	-	<b>Division:</b> 9711 - Operating Transfers Out				
-	-	-	5811.472	Transfer to Sewer Fund	11,947,440	11,947,440	11,947,440
-	-	-	<b>Total - Transfers Out</b>		11,947,440	11,947,440	11,947,440
-	-	7,314,870	5981.005	Reserve for Future Years	-	-	-
-	-	7,314,870	<b>Total - Contingencies and Unappropriated Balances</b>		-	-	-
1,168,242	148,876	15,145,370	<b>Expenditures Total</b>		20,907,440	20,907,440	20,907,440
11,724,986	11,894,437	-	<b>Fund Net Total: 465 - Sewer Cap Const Fund</b>		-	-	-

## Revenue Sources and Other Discussion

The Transfers In of \$8,960,000 is for the following projects:

- Transfer of \$2,089,430 from the Sewer SDC Fund for WWTP Phase 2A Upgrades and I-5 Pump Station/ I-5 Force Main Project
- Transfer of \$6,870,570 from the Sewer Fund for sewer improvements

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 1697.

## Water Cap Const Fund – 466

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

**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 2019-20 projects**

- No projects were completed

**Description of FY 2020-21 projects**

Project Name	Project Number	Amount	First Year Budgeted
Water Rights Implementation	AAWA1442	\$25,000	FY 2018-19
Fire flow improvements	CDWA1551	\$200,000	FY 2018-19
Repaint Elevated Storage	CIWA1545	\$600,000	FY 2018-19
Parr Road Treatment Plant – New Well & raw waterline	CDWA1546	\$2,000,000	FY 2018-19
Rehab Capacity Improvements – existing distribution system	CDWA1552	\$200,000	FY 2018-19
Auxillary Power to Wells	CIWA1595	\$25,000	FY 2020-21
<b>TOTAL</b>		<b>\$3,050,000</b>	

See Capital Construction Projects beginning on page 168 for information on all budgeted capital projects.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 466 Water Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
1,860,281	1,889,193	1,828,730	3081	Beginning Fund Balance	1,700,450	1,700,450	1,700,450
1,860,281	1,889,193	1,828,730	<b>Total - Fund Balance</b>		1,700,450	1,700,450	1,700,450
31,390	46,838	55,130	3611	Interest from Investments	40,000	40,000	40,000
31,390	46,838	55,130	<b>Total - Miscellaneous Revenue</b>		40,000	40,000	40,000
-	-	-	3971.47	Transfer from Water	509,550	509,550	509,550
-	-	902,500	3971.474	Transfer from Water SDC	800,000	800,000	800,000
39,544	-	-	3972	Interfund Loan Transfer	-	-	-
39,544	-	902,500	<b>Total - Transfers In</b>		1,309,550	1,309,550	1,309,550
1,931,215	1,936,031	2,786,360	<b>Revenue Totals</b>		3,050,000	3,050,000	3,050,000
<b>Department:</b> 611 - Water <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
35,884	-	-	5419	Other Professional Services	-	-	-
35,884	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
6,138	77,590	2,786,360	5634	Water - Capital	3,050,000	3,050,000	3,050,000
6,138	77,590	2,786,360	<b>Total - Capital Outlay</b>		3,050,000	3,050,000	3,050,000
42,022	77,590	2,786,360	<b>Expenditures Total</b>		3,050,000	3,050,000	3,050,000
1,889,193	1,858,441	-	<b>Fund Net</b>	<b>Total: 466 - Water Cap Const Fund</b>	-	-	-

## 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 \$800,000 from Water SDC Fund is for capacity improvements for Parr Road Treatment plant and rehab capacity improvements in the existing distribution system. And \$509,550 from Water Fund to fully fund the proposed projects for the fiscal year.

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 1697.



## Special Revenue Funds

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- ❖ 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

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

**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 2019-20 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 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Projected
<b>Residential plan review projects</b>	91	67	85	120
<b>Commercial plan review projects</b>	109	85	100	100
<b>Total number of permits</b>	565	580	450	550
<b>New single-family homes</b>	31	32	45	75



## Budget

## Summary

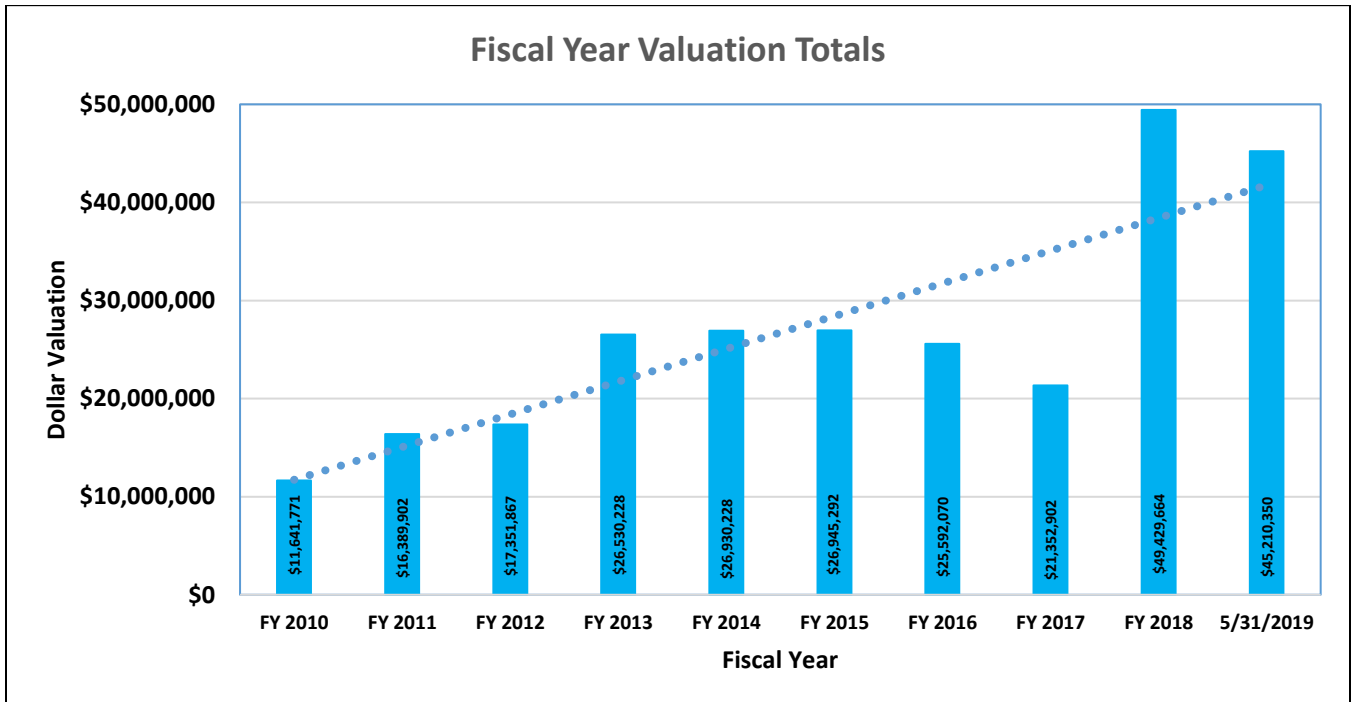
FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Building Inspection Fund</b>						
Revenues						
-	481,189	1,282,070	Fund Balance	866,890	866,890	866,890
752,273	656,619	781,590	Licenses and Permits	660,000	660,000	660,000
173,214	165,240	730,940	Intergovernmental	351,000	351,000	351,000
24,425	32,198	37,400	Miscellaneous Revenue	21,000	21,000	21,000
949,912	1,335,246	2,832,000	<b>Revenues Total</b>	1,898,890	1,898,890	1,898,890
Expenditures						
373,661	516,211	651,450	Personnel Services	676,320	676,320	676,320
92,061	324,006	827,030	Materials & Services	443,470	443,470	443,470
-	20,634	25,000	Capital Outlay	-	-	-
3,001	6,010	34,480	Transfers Out	-	-	-
-	-	1,294,040	Contingencies and Reserve	779,100	779,100	779,100
468,723	866,861	2,832,000	<b>Expenditures Total</b>	1,898,890	1,898,890	1,898,890
481,189	468,385	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
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 162 for clarification.

## Revenue Sources and Other Discussion

The **Permits** category of revenue, with 100.0 percent of the revenue, obtained from the various building permits issued within the City of Woodburn, including building and mechanical permits, plan review fees, fire-life-safety plan review and other miscellaneous fees.

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



## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 123 - Building Inspection Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
	481,189	1,282,070	3081	Beginning Fund Balance	866,890	866,890	866,890
-	<b>481,189</b>	<b>1,282,070</b>	<b>Total - Fund Balance</b>		<b>866,890</b>	<b>866,890</b>	<b>866,890</b>
279,395	239,827	295,880	3221.101	Building Permits	250,000	250,000	250,000
48,255	54,752	28,800	3221.102	Mechanical Permits	40,000	40,000	40,000
262,339	224,438	282,700	3221.105	Plan Check Fees	235,000	235,000	235,000
136,819	103,365	141,940	3221.106	Fire Check Fees	100,000	100,000	100,000
19,895	29,079	14,400	3221.109	Plan Check--Mechanical	25,000	25,000	25,000
5,570	5,158	17,870	3221.110	CET Administrative Fee	10,000	10,000	10,000
<b>752,273</b>	<b>656,619</b>	<b>781,590</b>	<b>Total - Licenses and Permits</b>		<b>660,000</b>	<b>660,000</b>	<b>660,000</b>
133,625	127,603	669,940	3891	Construction Excise Tax	300,000	300,000	300,000
-	3,815	-	3891.059	Marion County Permits	-	-	-
39,319	33,811	60,000	3891.159	State Surcharge	50,000	50,000	50,000
270	11	1,000	3891.259	State Manufactured Home Fee	1,000	1,000	1,000
<b>173,214</b>	<b>165,240</b>	<b>730,940</b>	<b>Total - Intergovernmental</b>		<b>351,000</b>	<b>351,000</b>	<b>351,000</b>
14,052	31,512	34,400	3611	Interest from Investments	20,000	20,000	20,000
10,373	686	3,000	3699	Other Miscellaneous Income	1,000	1,000	1,000
<b>24,425</b>	<b>32,198</b>	<b>37,400</b>	<b>Total - Miscellaneous Revenue</b>		<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>949,912</b>	<b>1,335,246</b>	<b>2,832,000</b>	<b>Revenues Total</b>		<b>1,898,890</b>	<b>1,898,890</b>	<b>1,898,890</b>



FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 123 - Building Inspection Fund <b>Department:</b> 521 - Building <b>Division:</b> 2241 - Building Inspection <u>Expenditures</u>							
235,743	340,481	385,190	5111	Regular Wages	401,090	401,090	401,090
16,549	-	40,080	5112	Part-Time Wages	40,160	40,160	40,160
6,353	1,160	-	5121	Overtime	-	-	-
67	97	110	5211	OR Workers' Benefit	110	110	110
18,866	25,394	33,050	5212	Social Security	34,310	34,310	34,310
36,944	70,492	77,860	5213	Med & Dent Ins	84,400	84,400	84,400
57,712	76,557	113,090	5214	Retirement	114,090	114,090	114,090
858	1,167	1,100	5215	Long Term Disability Ins	1,180	1,180	1,180
213	288	400	5216	Unemployment Insurance	400	400	400
356	575	570	5217	Life Insurance	580	580	580
<b>373,661</b>	<b>516,211</b>	<b>651,450</b>	<b>Total - Personnel Services</b>		<b>676,320</b>	<b>676,320</b>	<b>676,320</b>
-	-	-	5315	Computer Supplies	5,000	5,000	5,000
4,272	8,836	10,000	5319	Office Supplies	10,000	10,000	10,000
231	244	1,000	5323	Fuel	750	750	750
1,464	811	1,000	5409.140	Garage Services	1,000	1,000	1,000
-	-	1,500	5414	Accounting/Auditing	1,500	1,500	1,500
223	4,627	5,000	5419	Other Professional Serv	5,000	5,000	5,000
591	3,434	700	5421	Telephone/Data	3,500	3,500	3,500
-	-	60	5422	Postage	50	50	50
14,469	16,800	28,590	5428	IS Support	22,500	22,500	22,500
-	23	-	5432	Meals	-	-	-
430	835	1,700	5439	Travel	1,700	1,700	1,700
7,363	7,440	8,690	5448	Internal Rent	8,850	8,850	8,850
1,032	550	1,150	5461	Auto Insurance	1,250	1,250	1,250
9,025	9,650	6,820	5464	Workers' Comp	6,710	6,710	6,710
4,716	5,380	5,120	5465	General Liability Insur	6,360	6,360	6,360
230	786	1,050	5475	Vehicle Repair & Maint	1,050	1,050	1,050
-	-	9,610	5490	Refunds	5,000	5,000	5,000
810	625	1,100	5491	Dues & Subscriptions	1,100	1,100	1,100
1,315	3,716	6,000	5492	Registrations/Training	6,000	6,000	6,000
300	-	500	5498.259	St Mfg Fee	500	500	500
41,102	35,753	60,000	5498.359	State Surc	50,000	50,000	50,000
4,480	224,189	669,940	5498.459	Construction Excise Tax	300,000	300,000	300,000
-	-	6,850	5500	Banking Fees	5,000	5,000	5,000
8	307	650	5729	Interest for CET	650	650	650
<b>92,061</b>	<b>324,006</b>	<b>827,030</b>	<b>Total - Materials &amp; Services</b>		<b>443,470</b>	<b>443,470</b>	<b>443,470</b>
-	-	-	5641	Office Furniture & Equip	-	-	-
-	20,634	25,000	5642	Passenger Vehicle	-	-	-
-	<b>20,634</b>	<b>25,000</b>	<b>Total - Capital Outlay</b>		-	-	-
<b>Division:</b> 9711 - Operating Transfer Out 5811.568 Transfer to Info Services 5881.693 Transfer to Reserve for PERS							
3,001	-	-	5811.568	Transfer to Info Services	-	-	-
-	6,010	34,480	5881.693	Transfer to Reserve for PERS	-	-	-
<b>3,001</b>	<b>6,010</b>	<b>34,480</b>	<b>Total - Transfers Out</b>		-	-	-
<b>Department:</b> 901 - Ending Fund Balance <b>Division:</b> 9971 - Equity 5921 Contingency							
-	-	1,294,040	5921	Contingency	779,100	779,100	779,100
-	-	<b>1,294,040</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>779,100</b>	<b>779,100</b>	<b>779,100</b>
<b>468,723</b>	<b>866,861</b>	<b>2,832,000</b>	<b>Expenditures Total</b>		<b>1,898,890</b>	<b>1,898,890</b>	<b>1,898,890</b>
<b>481,189</b>	<b>468,385</b>	-	<b>Fund Net</b>	<b>Total: 123 - Building Inspection Fund</b>	-	-	-

## Asset Forfeiture — 132

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

### 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 132 - Asset Forfeiture</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>						
9,680	10,080	14,680	3081 Beginning Fund Balance	14,680	14,680	14,680
9,680	10,080	14,680	<b>Total - Fund Balance</b>	14,680	14,680	14,680
240	373	320	3611 Interest from Investments	320	320	320
4,508	-	-	3692 Confiscated Cash	-	-	-
4,748	373	320	<b>Total - Miscellaneous Revenue</b>	320	320	320
-	-	-	3971.001 Transfer From General Fund	-	-	-
-	-	-	<b>Total - Transfer In</b>	-	-	-
14,428	10,453	15,000	<b>Revenues Total</b>	15,000	15,000	15,000
<b>Department: 211 - Police</b> <b>Division: 2131 - Detectives</b> <u>Expenditures</u>						
-	-	15,000	5329 Other Supplies	15,000	15,000	15,000
-	-	15,000	<b>Total - Materials &amp; Services</b>	15,000	15,000	15,000
-	-	15,000	<b>Expenditures Total</b>	15,000	15,000	15,000
14,428	10,453	-	<b>Fund Net Total: 132 - Asset Forfeiture</b>	-	-	-

## 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

<b>Fund/Fund Number:</b>	<b>Housing Rehabilitation Fund — 137</b>
<b>Department/Department Number:</b>	<b>Housing Rehabilitation — 531</b>
<b>Division/Division Number:</b>	<b>Housing – 5911</b>
<b>Department Director:</b>	<b>Tony Turley</b>

### 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 162 for allocation details.

### Description of FY 2019-20 accomplishments

- Administer the program by closing out old loans

### Description of FY 2020-21 proposed focus/goals

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

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Housing Rehab Fund</b>						
Revenues						
184,044	234,565	353,800	Fund Balance	411,570	411,570	411,570
4,765	8,598	9,030	Miscellaneous Revenue	8,000	8,000	8,000
53,416	48,942	15,000	Other Financing Sources	15,000	15,000	15,000
242,225	292,105	377,830	<b>Revenues Total</b>	434,570	434,570	434,570
Expenditures						
7,468	2,468	2,410	Personnel Services	2,720	2,720	2,720
192	215	17,940	Materials & Services	17,940	17,940	17,940
-	-	357,480	Contingencies and Reserve	413,910	413,910	413,910
7,660	2,683	377,830	<b>Expenditures Total</b>	434,570	434,570	434,570
234,565	289,422	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-

## Revenue Sources and Other Discussion

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

## Budget Detail

FY 2017-18	FY 2018-19	FY 2019-20	Account Description		FY 2020-21	FY 2020-21	FY 2020-21
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 137 - Housing Rehab Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
184,044	234,565	353,800	3081	Beginning Fund Balance	411,570	411,570	411,570
184,044	234,565	353,800	<b>Total - Fund Balance</b>		411,570	411,570	411,570
4,765	8,598	9,030	3611	Interest from Investments	8,000	8,000	8,000
4,765	8,598	9,030	<b>Total - Miscellaneous Revenue</b>		8,000	8,000	8,000
-	-	-	3824	Loan Payback 2000	-	-	-
12,688	-	15,000	3824.009	Loan Payback 2009	15,000	15,000	15,000
12,510	25,361	-	3824.010	Loan Payback 2010	-	-	-
6,770	-	-	3824.087	Loan Payback 1987	-	-	-
21,448	10,614	-	3824.089	Loan Payback 1989	-	-	-
-	12,967	-	3824.099	Loan Payback 1999	-	-	-
53,416	48,942	15,000	<b>Total - Other Financing Sources</b>		15,000	15,000	15,000
242,225	292,105	377,830	<b>Revenues Total</b>		434,570	434,570	434,570
<b>Department: 531 - Housing Rehabilitation</b>							
<b>Division: 5911 - Housing</b>							
<u>Expenditures</u>							
5,116	1,629	1,560	5111	Regular Wages	1,770	1,770	1,770
-	-	-	5112	Part-Time Wages	-	-	-
1	0	-	5211	OR Workers' Benefit	-	-	-
379	105	100	5212	Social Security	110	110	110
545	157	160	5213	Med & Dent Ins	170	170	170
1,395	568	590	5214	Retirement	670	670	670
20	5	-	5215	Long Term Disability Ins	-	-	-
4	2	-	5216	Unemployment Insurance	-	-	-
8	2	-	5217	Life Insurance	-	-	-
7,468	2,468	2,410	<b>Total - Personnel Services</b>		2,720	2,720	2,720
192	215	15,940	5419	Other Professional Services	15,940	15,940	15,940
-	-	2,000	5498	Permits/Fees	2,000	2,000	2,000
192	215	17,940	<b>Total - Materials &amp; Services</b>		17,940	17,940	17,940
<b>Department: 901 - Ending Fund Balance</b>							
<b>Division: 9971 - Equity</b>							
-	-	357,480	5921	Contingency	413,910	413,910	413,910
-	-	357,480	<b>Total - Contingencies and Unappropriated Balances</b>		413,910	413,910	413,910
7,660	2,683	377,830	<b>Expenditures Total</b>		434,570	434,570	434,570
234,565	289,422	-	<b>Fund Net</b>	<b>Total: 137 - Housing Rehab Fund</b>	-	-	-





## 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.

### Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 360 - Special Assessment Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
12,384	17,983	17,980	3081 Beginning Fund Balance	29,400	29,400	29,400
12,384	17,983	17,980	<b>Total - Fund Balance</b>	29,400	29,400	29,400
270	469	390	3611 Interest from Investments	300	300	300
1,389	46	750	3614 Special Assessment-Interest	750	750	750
2,556	323	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
5,599	838	3,740	<b>Total - Miscellaneous Revenue</b>	3,650	3,650	3,650
-	-	-	3971.001 Transfer From General Fund	-	-	-
-	-	-	<b>Total - Transfer In</b>	-	-	-
17,983	18,821	21,720	<b>Revenues Total</b>	33,050	33,050	33,050
<b>Department:</b> 691 - Public Works Admin						
<b>Division:</b> 9711 - Operating Transfers Out						
<u>Expenditures</u>						
-	-	-	5811.376 Transfer to Street SDC Fund	-	-	-
-	-	-	<b>Total - Transfers Out</b>	-	-	-
<b>Department:</b> 901 - Ending Fund Balance						
<b>Division:</b> 9971 - Equity						
-	-	21,720	5921 Contingency	33,050	33,050	33,050
-	-	21,720	<b>Total - Contingencies and Unappropriated Balances</b>	33,050	33,050	33,050
-	-	21,720	<b>Expenditures Total</b>	33,050	33,050	33,050
17,983	18,821	-	<b>Fund Net Total: 360 - Special Assessment Fund</b>	-	-	-

## 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 2019-20 projects

- No projects were planned

### Description of FY 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 364 - Parks SDC Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
248,836	307,350	617,030	3081	Beginning Fund Balance	593,050	593,050	593,050
248,836	307,350	617,030	<b>Total - Fund Balance</b>		593,050	593,050	593,050
143,531	239,391	300,000	3458.501	Park's SDC's	400,000	400,000	400,000
143,531	239,391	300,000	<b>Total - Charges for Goods and Services</b>		400,000	400,000	400,000
3,943	12,159	12,320	3611	Interest from Investments	12,000	12,000	12,000
293	-	-	3699	Other Miscellaneous Income	-	-	-
4,236	12,159	12,320	<b>Total - Miscellaneous Revenue</b>		12,000	12,000	12,000
396,603	558,900	929,350	<b>Revenues Total</b>		1,005,050	1,005,050	1,005,050
<b>Department: 491 - Parks Administration</b> <b>Division: 9511 - Design Engineering</b> <u>Expenditures</u>							
-	-	-	5419	Other Professional Services	-	-	-
57,986	-	-	5490	Refunds	-	-	-
57,986	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
<b>Department: 491 - Parks Administration</b> <b>Division: 9711 - Operating Transfers Out</b>							
1,271	-	-	5811.358	Transfer to General Cap Const Fund	-	-	-
29,996	-	-	5811.474	Transfer to Water SDC Fund	-	-	-
31,267	-	-	<b>Total - Transfers Out</b>		-	-	-
<b>Department: 901 - Ending Fund Balance</b> <b>Division: 9971 - Equity</b>							
-	-	929,350	5981.005	Reserve for Future Years	1,005,050	1,005,050	1,005,050
-	-	929,350	<b>Total - Contingencies and Unappropriated Balances</b>		1,005,050	1,005,050	1,005,050
89,253	-	929,350	<b>Expenditures Total</b>		1,005,050	1,005,050	1,005,050
307,350	558,900	-	<b>Fund Net Total: 364 - Parks SDC Fund</b>		-	-	-

## 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 2019-20 projects**

- Hardcastle/Railroad Intersection Realignment (CIST1443) \$500,000

### **Description of FY 2020-21 proposed projects**

- Contribute to the cost of street capacity improvements for:
  - West Hayes Street Improvement (CIST1486) \$1,000,000

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 376 - Street SDC Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
1,372,242	1,684,246	3,745,400	3081 Beginning Fund Balance	3,405,450	3,405,450	3,405,450
1,372,242	1,684,246	3,745,400	<b>Total - Fund Balance</b>	3,405,450	3,405,450	3,405,450
258,739	658,078	500,000	3458.101 Transportation Impact Fees	400,000	400,000	400,000
258,739	658,078	500,000	<b>Total - Charges for Goods and Services</b>	400,000	400,000	400,000
47,485	86,949	97,830	3611 Interest from Investments	85,000	85,000	85,000
47,485	86,949	97,830	<b>Total - Miscellaneous Revenue</b>	85,000	85,000	85,000
-	-	-	3971.360 Transfer From Special Assessment Fund	-	-	-
39,544	-	-	3972 Interfund Loan Transfer	-	-	-
39,544	-	-	<b>Total - Transfers In</b>	-	-	-
1,718,010	2,429,273	4,343,230	<b>Revenues Total</b>	3,890,450	3,890,450	3,890,450
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 9511 - Debt Service						
35,675	-	-	5711 Bond Principal, 1999 Oregon EDD, Due 12/1	-	-	-
1,820	-	-	5721 Bond Interest, 1999 Oregon EDD, Due 12/1	-	-	-
37,495	-	-	<b>Total - Debt Service</b>	-	-	-
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 9531 - Construction						
<u>Expenditures</u>						
(3,731)	-	-	5631 Streets/Alleys/Sidewalks	-	-	-
(3,731)	-	-	<b>Total - Capital Outlay</b>	-	-	-
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 9511 - Design Engineering						
-	-	-	5419 Other Professional Serv	50,000	50,000	50,000
-	-	-	<b>Total - Design Engineering</b>	50,000	50,000	50,000
<b>Department:</b> 631 - Maintenance						
<b>Division:</b> 9711 - Operating Transfers Out						
-	-	1,500,000	5811.363 Transfer to Street/Storm Cap Const Fund	1,000,000	1,000,000	1,000,000
-	-	1,500,000	<b>Total - Transfers Out</b>	1,000,000	1,000,000	1,000,000
<b>Department:</b> 901 - Ending Fund Balance						
<b>Division:</b> 9971 - Equity						
-	-	2,843,230	5981.005 Reserve for Future Years	2,840,450	2,840,450	2,840,450
-	-	2,843,230	<b>Total - Contingencies and Unappropriated Balances</b>	2,840,450	2,840,450	2,840,450
33,764	-	4,343,230	Expenditures Total	3,890,450	3,890,450	3,890,450
1,684,246	2,429,273	-	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 169.

## 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 2019-20 projects

- No projects completed

### Description of FY 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 377 - Storm SDC Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>						
586,934	629,743	642,430	3081 Beginning Fund Balance	704,130	704,130	704,130
586,934	629,743	642,430	<b>Total - Fund Balance</b>	704,130	704,130	704,130
32,623	17,993	25,000	3458.201 Storm SDC's	25,000	25,000	25,000
32,623	17,993	25,000	<b>Total - Charges for Goods and Services</b>	25,000	25,000	25,000
10,186	16,527	19,150	3611 Interest from Investments	15,000	15,000	15,000
10,186	16,527	19,150	<b>Total - Miscellaneous Revenue</b>	15,000	15,000	15,000
629,743	664,263	686,580	<b>Revenues Total</b>	744,130	744,130	744,130
<b>Department:</b> 631 - Maintenance <b>Division:</b> 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	<b>Total - Transfers Out</b>	140,000	140,000	140,000
<b>Department:</b> 901 - Ending Fund Balance <b>Division:</b> 9971 - Equity						
-	-	546,580	5981.005 Reserve for Future Years	604,130	604,130	604,130
-	-	546,580	<b>Total - Contingencies and Unappropriated Balances</b>	604,130	604,130	604,130
-	-	686,580	<b>Expenditures Total</b>	744,130	744,130	744,130
629,743	664,263	-	<b>Fund Net Total: 377 - Storm SDC Fund</b>	-	-	-

### 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 169.

## 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 2019-20 projects

- Water rate study was completed

### Description of FY 2020-21 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 474 Water SDC Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
1,223,649	1,412,217	1,512,850	3081	Beginning Fund Balance	1,841,430	1,841,430	1,841,430
1,223,649	1,412,217	1,512,850	<b>Total - Fund Balance</b>		1,841,430	1,841,430	1,841,430
176,394	176,719	200,000	3458.301	Water SDC's	200,000	200,000	200,000
176,394	176,719	200,000	<b>Total - Charges for Goods and Services</b>		200,000	200,000	200,000
21,596	39,445	44,350	3611	Interest from Investments	40,000	40,000	40,000
21,596	39,445	44,350	<b>Total - Miscellaneous Revenue</b>		40,000	40,000	40,000
29,996	-	-	3971.364	Transfer from Parks SDC	-	-	-
29,996	-	-	<b>Total - Transfers In</b>		-	-	-
1,451,635	1,628,381	1,757,200	<b>Revenue Totals</b>		2,081,430	2,081,430	2,081,430
<b>Department:</b> 611 - Water <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
39,418	-	-	5419	Other Professional Serv	-	-	-
39,418	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
-	-	902,500	5811.466	Transfer to Water Cap Const	800,000	800,000	800,000
-	-	902,500	<b>Total - Transfers Out</b>		800,000	800,000	800,000
-	-	854,700	5981.005	Reserve for Future Years	1,281,430	1,281,430	1,281,430
-	-	854,700	<b>Total - Contingencies and Unappropriated Balances</b>		1,281,430	1,281,430	1,281,430
39,418	-	1,757,200	<b>Expenditure Totals</b>		2,081,430	2,081,430	2,081,430
1,412,217	1,628,381	-	<b>Fund Net</b>	<b>Total: 474 - Water SDC Fund</b>	-	-	-

## 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 2019-20 projects

- No projects were completed

### Description of FY 2020-21 proposed projects

- Contribute to the cost of sanitary sewer capacity improvements for:
  - I-5 Pump Station Upsizing (CDSW1547) \$1,489,430
  - 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 475 Sewer SDC Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
1,215,982	1,459,554	1,761,270	3081 Beginning Fund Balance	1,849,430	1,849,430	1,849,430
1,215,982	1,459,554	1,761,270	<b>Total - Fund Balance</b>	1,849,430	1,849,430	1,849,430
221,257	199,446	300,000	3458.401 Sewer SDC's	200,000	200,000	200,000
221,257	199,446	300,000	<b>Total - Charges for Goods and Services</b>	200,000	200,000	200,000
22,315	41,427	46,140	3611 Interest from Investments	40,000	40,000	40,000
22,315	41,427	46,140	<b>Total - Miscellaneous Revenue</b>	40,000	40,000	40,000
1,459,554	1,700,427	2,107,410	<b>Revenue Totals</b>	2,089,430	2,089,430	2,089,430
<b>Department:</b> 621 - Sewer						
<b>Division:</b> 9531 - Construction						
<u>Expenditures</u>						
-	-	-	5635 Sewer	-	-	-
-	-	-	<b>Total - Capital Outlay</b>	-	-	-
-	-	2,107,410	5811.465 Transfer to Sewer Cap Const	2,089,430	2,089,430	2,089,430
-	-	2,107,410	<b>Total - Transfers Out</b>	2,089,430	2,089,430	2,089,430
-	-	-	5981.005 Reserve for Future Years	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>	-	-	-
-	-	2,107,410	<b>Expenditure Totals</b>	2,089,430	2,089,430	2,089,430
1,459,554	1,700,427	-	<b>Fund Net Total: 475 - Sewer SDC Fund</b>	-	-	-



## Internal Services Funds

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❖ Information Technology Fund

❖ Insurance Fund

❖ Equipment Replacement Fund

❖ PERS Reserve Fund

## Information Technology Fund – 568

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

### **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, City of Silverton, City of Mt. Angel, City of Gervais, Woodburn Fire District, Aurora Fire District, and Mt. Angel Fire District.

### **Description of department, including number of personnel**

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

### **Description of FY 2019-20 accomplishments**

- Help provide computers and secure remote access for all City staff who are working from home due to COVID-19.
- Setup video conferencing for Council, Planning, Budget, and other meetings for staff and the public who wish to stay involved and stay at home to stay safe from the Coronavirus.
- Working on completing a backup point-to-point microwave wireless network connection between City Hall and the Police Department to ensure essential communication will continue to function in the event our only and primary network connection was to fail.
- Finish setting up a new backup system that will provide more resiliency by leveraging the cloud to store our backups and provide virtual server capacity in case of an emergency.
- Help Recreation and Aquatics migration off of on-premise Sportsman system and on to a new and improved web-based platform from RecDesk.

### **Description of FY 2020-21 proposed focus/goals**

- Design and implement better security measures to combat an ever-increasing cybersecurity threat.
- Work with the Water and Wastewater departments on upgrading their aging SCADA system.
- Help Economic Development purchase and install a Welcome to Woodburn kiosk at the outlet mall, which also includes free wireless internet access to the public.
- Work with all departments to help provide creating solutions to problems or challenges they are facing.
- As our Microsoft enterprise agreement comes to an end, see about migrating to Office 365.
- Focus more trainings and help toward staff.

**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Total completed IT help desk tickets	719	700	680	730
Replace and/or upgrade computers	46	52	35	42
Major Software Applications supported	31	32	34	36
Computer systems supported	602	615	633	625
Hours worked supporting other agencies	383	340	350	350

**Budget Summary**

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Information Technology Fund</b>						
Revenues						
209,139	364,423	334,000	Fund Balance	403,300	403,300	403,300
130,469	141,511	149,400	Charges for Goods and Services	149,400	149,400	149,400
847,083	967,931	989,600	Miscellaneous Revenue	1,045,160	1,045,160	1,045,160
117,529	-	-	Transfers In	-	-	-
<b>1,304,220</b>	<b>1,473,865</b>	<b>1,473,000</b>	<b>Revenues Total</b>	<b>1,597,860</b>	<b>1,597,860</b>	<b>1,597,860</b>
Expenditures						
369,591	382,787	484,050	Personnel Services	535,790	535,790	535,790
467,764	584,753	560,670	Materials & Services	586,210	586,210	586,210
102,442	50,909	60,000	Capital Outlay	210,000	210,000	210,000
-	4,190	25,840	Transfers Out	-	-	-
-	-	342,440	Contingencies and Reserve	265,860	265,860	265,860
<b>939,797</b>	<b>1,022,639</b>	<b>1,473,000</b>	<b>Expenditures Total</b>	<b>1,597,860</b>	<b>1,597,860</b>	<b>1,597,860</b>
<b>364,423</b>	<b>451,226</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>Full-Time Equivalent (FTE)</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>

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 160 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 \$1,045,160. 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 \$210,000, which will capture the cost for any replacement components to maintain and expand the City’s network, which typically are servers.

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 568 - Information Technology Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
209,139	364,423	334,000	3081	Beginning Fund Balance	403,300	403,300	403,300
<b>209,139</b>	<b>364,423</b>	<b>334,000</b>	<b>Total - Fund Balance</b>		<b>403,300</b>	<b>403,300</b>	<b>403,300</b>
4,800	829	3,500	3421.003	Reimbursements Mt Angel	3,500	3,500	3,500
5,394	1,890	6,000	3421.004	Reimbursements Silverton	6,000	6,000	6,000
-	-	1,000	3421.005	Reimburse Aurora FD	1,000	1,000	1,000
769	218	1,000	3421.007	Reimburse Mt Angel FD	1,000	1,000	1,000
40,881	49,733	50,400	3421.008	Reimbursement METCOM (Norcom)	50,400	50,400	50,400
2,741	1,343	1,500	3421.009	Reimbursement Gervais	1,500	1,500	1,500
3,270	1,271	3,000	3421.01	Reimbursement Woodburn Fire Dist	3,000	3,000	3,000
-	2,400	2,500	3421.014	Reimbursement OEM	2,500	2,500	2,500
-	-	5,000	3421.016	Reimbursement RMS Licensing	5,000	5,000	5,000
12,157	14,506	12,600	3422.002	Rec Mgmt (RMS) Hubbard	12,600	12,600	12,600
12,590	14,736	13,100	3422.003	Rec Mgmt (RMS) Mt. Angel	13,100	13,100	13,100
35,333	35,900	36,600	3422.003	Rec Mgmt (RMS) Silverton	36,600	36,600	36,600
-	1,047	-	3422.007	Rec Mgmt (RMS) Mt. Angel FD	-	-	-
2,169	2,200	2,300	3422.010	Rec Mgmt (RMS) Woodburn Fire District	2,300	2,300	2,300
8,196	10,167	8,600	3422.011	Rec Mgmt (RMS) Stayton PD	8,600	8,600	8,600
2,169	2,200	2,300	3422.012	Rec Mgmt (RMS) Turner PD	2,300	2,300	2,300
-	3,071	-	3422.012	Rec Mgmt (RMS) Aumsville PD	-	-	-
<b>130,469</b>	<b>141,511</b>	<b>149,400</b>	<b>Total - Charges for Goods and Services</b>		<b>149,400</b>	<b>149,400</b>	<b>149,400</b>
3,442	7,031	8,200	3611	Interest from Investments	8,200	8,200	8,200
655,669	751,200	750,270	3652.001	IS Revenue - General Fund	801,110	801,110	801,110
21,148	24,500	24,600	3652.11	IS Revenue - Transit	24,600	24,600	24,600
14,469	16,800	28,590	3652.123	IS Revenue - Building Inspection	28,590	28,590	28,590
21,843	25,200	21,620	3652.14	IS Revenue - Street	21,620	21,620	21,620
43,686	50,500	51,250	3652.47	IS Revenue - Water	55,560	55,560	55,560
73,044	88,500	89,590	3652.472	IS Revenue - Sewer	90,000	90,000	90,000
3,617	4,200	8,910	3652.720	IS Revenue - Urban Renewal	8,910	8,910	8,910
10,165	-	6,570	3699	Other Miscellaneous Income	6,570	6,570	6,570
<b>847,083</b>	<b>967,931</b>	<b>989,600</b>	<b>Total - Miscellaneous Revenue</b>		<b>1,045,160</b>	<b>1,045,160</b>	<b>1,045,160</b>
83,769	-	-	3971.001	Transfer From General Fund	-	-	-
3,001	-	-	3971.11	Transfer From Transit	-	-	-
3,001	-	-	3971.123	Transfer From Building	-	-	-
4,501	-	-	3971.14	Transfer From Street	-	-	-
9,753	-	-	3971.47	Transfer From Water	-	-	-
13,504	-	-	3971.472	Transfer From Sewer	-	-	-
<b>117,529</b>	<b>-</b>	<b>-</b>	<b>Total - Transfers in</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>1,304,220</b>	<b>1,473,865</b>	<b>1,473,000</b>	<b>Revenue Totals</b>		<b>1,597,860</b>	<b>1,597,860</b>	<b>1,597,860</b>

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 568 - Information Technology Fund <b>Department:</b> 152 - IT <b>Division:</b> 1921 - Information Technology <u>Expenditures</u>							
254,095	246,915	292,800	5111	Regular Wages	333,110	333,110	333,110
-	16,204	20,390	5112	Part-Time Wages	20,800	20,800	20,800
71	525	-	5121	Overtime	-	-	-
95	90	80	5211	OR Workers' Benefit	90	90	90
19,469	19,889	24,360	5212	Social Security	27,500	27,500	27,500
38,239	41,177	61,940	5213	Med & Dent Ins	65,990	65,990	65,990
55,982	56,499	82,880	5214	Retirement	86,490	86,490	86,490
1,039	852	860	5215	Long Term Disability Ins	990	990	990
212	213	300	5216	Unemployment Insurance	340	340	340
389	423	440	5217	Life Insurance	480	480	480
<b>369,591</b>	<b>382,787</b>	<b>484,050</b>	<b>Total - Personnel Services</b>		<b>535,790</b>	<b>535,790</b>	<b>535,790</b>
39,313	42,525	40,000	5315	Computer Supplies	42,000	42,000	42,000
880	943	1,480	5319	Office Supplies	1,000	1,000	1,000
15	568	600	5323	Fuel	700	700	700
-	1,412	1,000	5409.140	Garage Services	1,000	1,000	1,000
-	-	500	5414	Accounting/Auditing	500	500	500
61,740	60,964	65,000	5415	Computer	68,700	68,700	68,700
15,866	33,482	27,000	5419	Other Professional Serv	27,000	27,000	27,000
4,499	6,439	8,000	5421	Telephone/Data	8,000	8,000	8,000
86	332	300	5422	Postage	300	300	300
8,386	11,096	12,000	5423	Internet	12,500	12,500	12,500
-	101	-	5432	Meals	-	-	-
792	681	650	5433	Mileage	650	650	650
384	1,308	-	5439	Travel	-	-	-
279,245	344,210	330,630	5446	Software Licenses	344,660	344,660	344,660
16,277	15,870	16,990	5448	Internal Rent	17,300	17,300	17,300
27,699	25,807	27,500	5449	Other Leases	28,000	28,000	28,000
-	480	480	5461	Auto Insurance	510	510	510
4,508	4,900	5,100	5464	Workers' Comp	4,950	4,950	4,950
5,232	7,140	7,140	5465	General Liability Insur	7,940	7,940	7,940
-	18,195	5,000	5471	Equipment Repair & Maint	7,500	7,500	7,500
-	100	-	5491	Dues & Subscriptions	-	-	-
2,842	8,200	11,300	5492	Registrations/Training	13,000	13,000	13,000
<b>467,764</b>	<b>584,753</b>	<b>560,670</b>	<b>Total - Materials &amp; Services</b>		<b>586,210</b>	<b>586,210</b>	<b>586,210</b>
44,913	50,909	60,000	5645.101	Network	210,000	210,000	210,000
57,529	-	-	5645.102	Telephone	-	-	-
<b>102,442</b>	<b>50,909</b>	<b>60,000</b>	<b>Total - Capital Outlay</b>		<b>210,000</b>	<b>210,000</b>	<b>210,000</b>
-	4,190	25,840	5811.693	Transfer to Reserve for PERS	-	-	-
-	<b>4,190</b>	<b>25,840</b>	<b>Total - Transfers</b>		-	-	-
-	-	172,440	5921	Contingency	215,860	215,860	215,860
-	-	170,000	5981.004	Reserve for Equipment	50,000	50,000	50,000
-	-	<b>342,440</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>265,860</b>	<b>265,860</b>	<b>265,860</b>
<b>939,797</b>	<b>1,022,639</b>	<b>1,473,000</b>	<b>Expenditure Totals</b>		<b>1,597,860</b>	<b>1,597,860</b>	<b>1,597,860</b>
<b>364,423</b>	<b>451,226</b>	-	<b>Fund Net</b>	<b>Total: 568 - Information Technology Fund</b>	-	-	-

## 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.

### Description of department, including number of personnel

Risk management is one of the functions of the city recorder. One-third 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 2019-20 accomplishments

- Fire Extinguisher Training
- Changed Workers’ comp insurance provider saving money and getting improved services

### Description of FY 2020-21 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
- Work with Departments on conducting Job hazard analysis.

### Performance Measures

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Projected	FY 2020-21 Goal
Increase number of safety meetings	8	8	9	9

### Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Insurance Fund</b>						
Revenues						
246,156	468,095	650,000	Fund Balance	627,230	627,230	627,230
880,591	870,965	767,000	Miscellaneous Revenue	736,490	736,490	736,490
<b>1,126,747</b>	<b>1,339,060</b>	<b>1,417,000</b>	<b>Revenues Total</b>	<b>1,363,720</b>	<b>1,363,720</b>	<b>1,363,720</b>
Expenditures						
49,136	49,340	68,690	Personnel Services	71,610	71,610	71,610
609,516	644,488	799,650	Materials & Services	776,150	776,150	776,150
-	-	-	Transfers Out	-	-	-
-	-	544,970	Contingencies and Reserve	515,960	515,960	515,960
<b>658,652</b>	<b>693,828</b>	<b>1,413,310</b>	<b>Expenditures Total</b>	<b>1,363,720</b>	<b>1,363,720</b>	<b>1,363,720</b>
<b>468,095</b>	<b>645,232</b>	<b>3,690</b>	<b>Revenue Over (Under) Expenditures</b>	-	-	-

FY 2017-18	FY 2018-19	FY 2019-20	Full-Time Equivalent (FTE)	FY 2020-21	FY 2020-21	FY 2020-21
0.5	0.5	0.5		0.3	0.3	0.3

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 162 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 581 - Insurance Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
246,156	468,095	650,000	3081	Beginning Fund Balance	627,230	627,230	627,230
<b>246,156</b>	<b>468,095</b>	<b>650,000</b>	<b>Total - Fund Balance</b>		<b>627,230</b>	<b>627,230</b>	<b>627,230</b>
2,917	9,437	7,510	3611	Interest from Investments	6,000	6,000	6,000
390,976	395,000	400,000	3658.101	General Liability	426,000	426,000	426,000
480,000	460,000	355,000	3658.104	Workers Comp	300,000	300,000	300,000
6,698	6,528	4,490	3699	Other Miscellaneous Income	4,490	4,490	4,490
<b>880,591</b>	<b>870,965</b>	<b>767,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>736,490</b>	<b>736,490</b>	<b>736,490</b>
<b>1,126,747</b>	<b>1,339,060</b>	<b>1,417,000</b>	<b>Revenue Totals</b>		<b>1,363,720</b>	<b>1,363,720</b>	<b>1,363,720</b>
<b>Fund: 581 - Insurance Fund</b> <b>Department: 131 - City Recorder</b> <b>Division: 1581 - Risk Management</b> <b>Expenditures</b>							
35,574	35,844	47,500	5111	Regular Wages	49,390	49,390	49,390
-	22	-	5121	Overtime	-	-	-
10	10	10	5211	OR Workers' Benefit	10	10	10
2,714	2,727	3,780	5212	Social Security	3,960	3,960	3,960
1,367	1,526	3,230	5213	Med & Dent Ins	3,850	3,850	3,850
9,235	9,003	13,950	5214	Retirement	14,130	14,130	14,130
146	120	130	5215	Long Term Disability Ins	160	160	160
30	28	40	5216	Unemployment Insurance	40	40	40
60	60	50	5217	Life Insurance	70	70	70
<b>49,136</b>	<b>49,340</b>	<b>68,690</b>	<b>Total - Personnel Services</b>		<b>71,610</b>	<b>71,610</b>	<b>71,610</b>
-	-	-	5315	Computer Supplies	-	-	-
-	-	500	5414	Accounting/Auditing	500	500	500
-	-	-	5419	Other Professional Serv	100	100	100
-	-	-	5432	Meals	100	100	100
89	43	250	5433	Mileage	250	250	250
236	-	-	5439	Travel	300	300	300
71,861	61,855	80,000	5461	Auto Insurance	80,000	80,000	80,000
-	-	-	5462	Employee Blanket Bond	-	-	-
88,274	95,853	100,000	5463	Property/Earthquake Insurance	115,000	115,000	115,000
210,833	267,172	350,000	5464	Workers' Comp	300,000	300,000	300,000
202,245	190,501	220,000	5465	General Liability Insur	231,000	231,000	231,000
-	970	10,000	5468	Deductible	10,000	10,000	10,000
35,728	26,985	36,900	5469	Other Insurance Costs	36,900	36,900	36,900
100	100	100	5491	Dues & Subscriptions	100	100	100
150	1,009	1,900	5492	Registrations/Training	1,900	1,900	1,900
<b>609,516</b>	<b>644,488</b>	<b>799,650</b>	<b>Total - Materials &amp; Services</b>		<b>776,150</b>	<b>776,150</b>	<b>776,150</b>
-	-	3,690	5811.693	Transfer to PERS Reserve	-	-	-
-	-	<b>3,690</b>	<b>Total - Transfers Out</b>		-	-	-
-	-	544,970	5921	Contingency	515,960	515,960	515,960
-	-	<b>544,970</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>515,960</b>	<b>515,960</b>	<b>515,960</b>
<b>658,652</b>	<b>693,828</b>	<b>1,417,000</b>	<b>Expenditures Total</b>		<b>1,363,720</b>	<b>1,363,720</b>	<b>1,363,720</b>
<b>468,095</b>	<b>645,232</b>	-	<b>Fund Net</b>	<b>Total: 581 - Insurance Fund</b>	-	-	-

## Equipment Replacement Fund – 591

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

### 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 2019-20 accomplishments

- A new street sweeper was purchased for \$255,694 with the cost shared between the Street Department and the Sewer Department. This replaces an older sweeper.

### Description of FY 2020-21 proposed focus/goals

- No purchases planned

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Equipment Replacement Fund</b>						
Revenues						
919,698	675,062	805,860	Fund Balance	717,660	717,660	717,660
-	-	-	Intergovernmental	-	-	-
13,353	18,922	21,180	Miscellaneous Revenue	13,000	13,000	13,000
70,000	120,000	150,000	Transfers In	150,000	150,000	150,000
<b>1,003,051</b>	<b>813,984</b>	<b>977,040</b>	<b>Revenues Total</b>	<b>880,660</b>	<b>880,660</b>	<b>880,660</b>
Expenditures						
327,989	40,978	977,040	Capital Outlay	880,660	880,660	880,660
<b>327,989</b>	<b>40,978</b>	<b>977,040</b>	<b>Expenditures Total</b>	<b>880,660</b>	<b>880,660</b>	<b>880,660</b>
<b>675,062</b>	<b>773,006</b>	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-

## 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 591 - Equipment Replacement Fd</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
919,698	675,062	805,860	3081	Beginning Fund Balance	717,660	717,660	717,660
<b>919,698</b>	<b>675,062</b>	<b>805,860</b>	<b>Total - Fund Balance</b>		<b>717,660</b>	<b>717,660</b>	<b>717,660</b>
-	-	-	3332	Federal Grant	-	-	-
-	-	-	<b>Total - Intergovernmental</b>		-	-	-
13,353	18,922	21,180	3611	Interest from Investments	13,000	13,000	13,000
-	-	-	3631	Insurance Recoveries	-	-	-
-	-	-	3699	Other Miscellaneous Income	-	-	-
<b>13,353</b>	<b>18,922</b>	<b>21,180</b>	<b>Total - Miscellaneous Revenue</b>		<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
30,000	50,000	50,000	3971.14	Transfer from Street	50,000	50,000	50,000
10,000	20,000	50,000	3971.47	Transfer From Water	50,000	50,000	50,000
30,000	50,000	50,000	3971.472	Transfer From Sewer	50,000	50,000	50,000
<b>70,000</b>	<b>120,000</b>	<b>150,000</b>	<b>Total - Transfers In</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>1,003,051</b>	<b>813,984</b>	<b>977,040</b>	<b>Department Total: 000 - Revenue</b>		<b>880,660</b>	<b>880,660</b>	<b>880,660</b>
<b>Department: 611 - Water</b>							
<b>Division: 9211 - Equipment Purchases</b>							
<u>Expenditures</u>							
42,990	-	330,360	5649	Other Equipment	385,180	385,180	385,180
<b>42,990</b>	-	<b>330,360</b>	<b>Total - Capital Outlay</b>		<b>385,180</b>	<b>385,180</b>	<b>385,180</b>
<b>42,990</b>	-	<b>330,360</b>	<b>Department Total: 611 Water</b>		<b>385,180</b>	<b>385,180</b>	<b>385,180</b>
<b>Department: 621 - Sewer</b>							
<b>Division: 9211 - Equipment Purchases</b>							
274,060	-	370,250	5649	Other Equipment	295,290	295,290	295,290
<b>274,060</b>	-	<b>370,250</b>	<b>Total - Capital Outlay</b>		<b>295,290</b>	<b>295,290</b>	<b>295,290</b>
<b>274,060</b>	-	<b>370,250</b>	<b>Department Total: 621 - Sewer</b>		<b>295,290</b>	<b>295,290</b>	<b>295,290</b>
<b>Department: 631 - Maintenance</b>							
<b>Division: 9211 - Equipment Purchases</b>							
3,690	-	239,560	5649	Other Equipment	162,800	162,800	162,800
<b>3,690</b>	-	<b>239,560</b>	<b>Total - Capital Outlay</b>		<b>162,800</b>	<b>162,800</b>	<b>162,800</b>
<b>3,690</b>	-	<b>239,560</b>	<b>Department Total: 631 - Maintenance</b>		<b>162,800</b>	<b>162,800</b>	<b>162,800</b>
<b>Department: 671 - Transit</b>							
<b>Division: 9211 - Equipment Purchases</b>							
7,249	40,978	3,740	5649	Other Equipment	3,790	3,790	3,790
<b>7,249</b>	<b>40,978</b>	<b>3,740</b>	<b>Total - Capital Outlay</b>		<b>3,790</b>	<b>3,790</b>	<b>3,790</b>
<b>7,249</b>	<b>40,978</b>	<b>3,740</b>	<b>Department Total: 671 - Transit</b>		<b>3,790</b>	<b>3,790</b>	<b>3,790</b>
<b>Department: 691 - Engineering</b>							
<b>Division: 9211 - Equipment Purchases</b>							
-	-	33,130	5649	Other Equipment	33,600	33,600	33,600
-	-	<b>33,130</b>	<b>Total - Capital Outlay</b>		<b>33,600</b>	<b>33,600</b>	<b>33,600</b>
-	-	<b>33,130</b>	<b>Department Total: 691 - Engineering</b>		<b>33,600</b>	<b>33,600</b>	<b>33,600</b>
<b>327,989</b>	<b>40,978</b>	<b>977,040</b>	<b>Expendures Total</b>		<b>880,660</b>	<b>880,660</b>	<b>880,660</b>
<b>675,062</b>	<b>773,006</b>	-	<b>Fund Net</b>	<b>Total: 591 - Equipment Replacement Fd</b>	-	-	-

## PERS Reserve Fund – 693

<b>Fund/Fund Number:</b>	<b>PERS Reserve Fund – 693</b>
<b>Department/Department Number:</b>	<b>Non-departmental – 199</b>
<b>Division/Division Number:</b>	<b>Other Administration – 1219</b>
<b>Department Director:</b>	<b>Tony Turley</b>

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.

<sup>1</sup>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: <https://www.oregon.gov/pers/Pages/financials/Actuarial-Financial-Information.aspx>

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 693 - Reserve for PERS Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
-	-	1,667,000	3081	Beginning Fund Balance	-	-	-
-	-	<b>1,667,000</b>	<b>Total - Fund Balance</b>		-	-	-
-	1,598,090	292,290	3971.001	Transfer from General Fund	-	-	-
-	4,140	6,510	3971.110	Transfer from Transit	-	-	-
-	6,010	6,480	3971.123	Transfer from Building	-	-	-
-	9,900	10,750	3971.140	Transfer from Street	-	-	-
-	14,500	15,850	3971.470	Transfer from Water	-	-	-
-	21,970	23,010	3971.472	Transfer from Sewer	-	-	-
-	4,190	4,840	3971.568	Transfer from Information Technology	-	-	-
-	-	690	3971.581	Transfer from Insurance	-	-	-
-	-	2,290	3971.720	Transfer from Urban Renewal	-	-	-
-	1,658,800	362,710	<b>Total - Transfers In</b>		-	-	-
-	37,260	60,000	3611	Interest from Investments	-	-	-
-	<b>37,260</b>	<b>60,000</b>	<b>Total - Miscellaneous Revenue</b>		-	-	-
-	<b>1,696,060</b>	<b>2,089,710</b>	<b>Revenue Totals</b>		-	-	-
<b>Department:</b> 199 - Non-Departmental <b>Division:</b> 1219 - Other Administration <u>Expenditures</u>							
-	-	2,089,710	5417	HR/Other Employee Expenses	-	-	-
-	-	<b>2,089,710</b>	<b>Total - Materials &amp; Services</b>		-	-	-
-	-	<b>2,089,710</b>	<b>Expenditures Totals</b>		-	-	-
-	<b>1,696,060</b>	-	<b>Fund Net</b>	<b>Total: 693 - Reserve for PERS Fund</b>	-	-	-

## Revenue Sources and Other Discussion

There are no funds allocated for this Fiscal Year.



## Trust Funds

- ❖ Lavelle Black Trust Fund

## Lavelle Black Trust Fund – 695

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

### 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 695 - Lavelle Black Trust Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>						
47,202	39,402	27,740	3081 Beginning Fund Balance	38,010	38,010	38,010
<b>47,202</b>	<b>39,402</b>	<b>27,740</b>	<b>Total - Fund Balance</b>	<b>38,010</b>	<b>38,010</b>	<b>38,010</b>
704	978	1,180	3611 Interest from Investments	1,000	1,000	1,000
-	-	-	3673 Donations-Police	-	-	-
<b>704</b>	<b>978</b>	<b>1,180</b>	<b>Total - Miscellaneous Revenue</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>47,906</b>	<b>40,380</b>	<b>28,920</b>	<b>Revenue Totals</b>	<b>39,010</b>	<b>39,010</b>	<b>39,010</b>
<b>Department:</b> 211 - Police <b>Division:</b> 2111 - Patrol <u>Expenditures</u>						
8,469	-	10,000	5329 Other Supplies	10,000	10,000	10,000
-	3,046	5,000	5419 Other Professional Serv	5,000	5,000	5,000
35	445	5,000	5492 Registrations/Training	5,000	5,000	5,000
<b>8,504</b>	<b>3,491</b>	<b>20,000</b>	<b>Total - Materials &amp; Services</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Department:</b> 901 - Ending Fund Balance <b>Division:</b> 9971 - Equity						
-	-	8,920	5921 Contingencies	19,010	19,010	19,010
-	-	<b>8,920</b>	<b>Total Contingencies and Unappropriated Balances</b>	<b>19,010</b>	<b>19,010</b>	<b>19,010</b>
<b>8,504</b>	<b>3,491</b>	<b>28,920</b>	<b>Expenditures Total</b>	<b>39,010</b>	<b>39,010</b>	<b>39,010</b>
<b>39,402</b>	<b>36,889</b>	-	<b>Fund Net Total: 695 - Lavelle Black Trust Fund</b>	-	-	-

# Closed Funds

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- ❖ Library Endowment

- ❖ Museum Endowment

## Library Endowment Fund – 690

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

### 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 690 - Library Endowment Fund</b>						
<u>Revenues</u>						
26,850	27,300	-	3081    Beginning Fund Balance	-	-	-
<b>26,850</b>	<b>27,300</b>	-	<b>Total - Fund Balance</b>	-	-	-
460	1,100	-	3611    Interest from Investments	-	-	-
<b>460</b>	<b>1,100</b>	-	<b>Total - Miscellaneous Revenue</b>	-	-	-
<b>27,310</b>	<b>28,400</b>	-	<b>Revenue Totals</b>	-	-	-
<b>Department: 311 - Library</b>						
<b>Division: 9911 - Operating Transfers Out</b>						
<u>Expenditures</u>						
-	28,400	-	5811.358    Transfer to General Cap Const Fund	-	-	-
-	<b>28,400</b>	-	<b>Total - Operating Transfers Out</b>	-	-	-
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
<u>Expenditures</u>						
-	-	-	5921    Contingency	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>	-	-	-
-	<b>28,400</b>	-	<b>Expenditure Totals</b>	-	-	-
<b>27,310</b>	-	-	<b>Fund Net Total: 690 - Library Endowment Fund</b>	-	-	-



## Museum Endowment Fund – 691

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

### 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 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund: 691 - Muesum Endowment Fund</b>						
<u>Revenues</u>						
830	850	-	3081	Beginning Fund Balance	-	-
<b>830</b>	<b>850</b>	<b>-</b>	<b>Total - Fund Balance</b>		<b>-</b>	<b>-</b>
14	10	-	3611	Interest from Investments	-	-
10	-	-	3699	Other Miscellaneous Income	-	-
<b>24</b>	<b>10</b>	<b>-</b>	<b>Total - Miscellaneous Revenue</b>		<b>-</b>	<b>-</b>
<b>854</b>	<b>860</b>	<b>-</b>	<b>Revenue Totals</b>		<b>-</b>	<b>-</b>
<b>Department: 121 - City Administrator</b>						
<b>Division: 7511 - Museum</b>						
-	-	-	5329	Other Supplies	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total - Materials &amp; Supplies</b>		<b>-</b>	<b>-</b>
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
-	-	-	5921	Contingency	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total - Contingencies and Unappropriated</b>		<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>-</b>	<b>Expenditures Totals</b>		<b>-</b>	<b>-</b>
<b>854</b>	<b>860</b>	<b>-</b>	<b>Fund Net Total: 691 - Museum Endowment Fund</b>		<b>-</b>	<b>-</b>



## Supporting Schedules

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- ❖ Debt Overview
- ❖ Personnel Allocation
- ❖ FTE Detail by Supervision Department
- ❖ Budgeted Transfers
- ❖ Capital Construction
  - Current Year Projects
  - Project Data Sheets
  - Capital Improvement Plan – FY 2020-21 to FY 2025-26

## Debt Overview

### Summary of Outstanding Debt

The City of Woodburn will have approximately \$20.8 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, 2020*						
	Interest Rates	Outstanding Principal	Principal Due FY 2020-21	Interest Due FY 2020-21	Total Debt Svc FY 2020-21	Servicing Fund
<b>Full Faith and Credit (FFC) Loan</b>						
City Hall Renovation, Series 2019	2.35%	\$ 1,168,000	547,000	27,500	574,500	General Fund
<b>Voter Approved General Obligation Bonds</b>						
Police, Series 2017 (Refinanced)	2.08%	2,333,000	539,000	48,530	587,530	GO Debt Service
Subtotal, governmental activities		3,501,000	1,086,000	76,030	1,162,030	
<b>Business Type Activity</b>						
Water Revenue Refunding Bond Series 2018	2.94%	6,192,000	1,402,000	161,450	1,563,450	Water Fund
2011 Revenue Bonds Series A	3.0-5.0%	7,495,000	2,020,000	358,860	2,378,860	Sewer
2011 Revenue Bonds Series B (Def Int)	1.79-4.07%	3,634,542	1,676,001	683,999	2,360,000	Sewer
Subtotal, business type activities		17,321,542	5,098,001	1,204,309	6,302,310	
Total Long Term Debt		20,822,542	6,184,001	1,280,339	7,464,340	

\*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	Principal	Interest	Total
<b>2017 General Obligation Refunding Bond</b>	<b>ending June 30,</b>			
Beginning Principal = \$3,749,000	2021	539,000	48,530	587,530
	2022	568,000	37,320	605,320
	2023	597,000	25,500	622,500
Last payment June 2024	2024	629,000	13,090	642,090
		<u>2,333,000</u>	<u>124,440</u>	<u>2,457,440</u>
<b>2019 City Hall Renovation Loan</b>	<b>ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Beginning Principal = \$1,700,000	2021	547,000	27,500	574,500
	2022	307,000	14,600	321,600
Last payment June 2023	2023	314,000	7,400	321,400
		<u>1,168,000</u>	<u>49,500</u>	<u>1,217,500</u>
<b>Total Government Activities</b>		<b>3,501,000</b>	<b>173,940</b>	<b>3,674,940</b>

### Business Activities

	Fiscal Year	Principal	Interest	Total
<b>2018 - Water Revenue Refunding Bond</b>	<b>ending June 30,</b>			
Beginning Principal = \$8,630,000	2021	1,402,000	161,450	1,563,450
	2022	1,104,000	124,600	1,228,600
	2023	1,442,000	87,200	1,529,200
	2024	1,332,000	46,400	1,378,400
last payment December 2024	2025	912,000	13,410	925,410
		<u>6,192,000</u>	<u>433,060</u>	<u>6,625,060</u>
<b>2011 Sewer Revenue Bonds, Series A</b>	<b>ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Beginning Principal = \$34,416,557	2021	2,020,000	358,860	2,378,860
	2022	4,870,000	266,120	5,136,120
	2023	55,000	22,613	77,620
Last Payment March 2031	2024-2031	550,000	116,550	666,550
		<u>7,495,000</u>	<u>764,143</u>	<u>8,259,150</u>
<b>2011 Sewer Revenue Bonds, Series B</b>	<b>ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Deferred Interest Bond	2021	1,676,001	683,999	2,360,000
Beginning Principal = \$8,985,000	2023	1,958,541	1,121,459	3,080,000
Last Payment March 2023		<u>3,634,542</u>	<u>1,805,458</u>	<u>5,440,000</u>
<b>Total Business Activities</b>		<b>17,321,542</b>	<b>3,002,660</b>	<b>20,324,210</b>
<b>Grand Total</b>		<b>20,822,542</b>	<b>3,176,600</b>	<b>23,999,150</b>

## 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	295,610	-	59,200	134,070	307,600	120,060	-
125 Economic Development	-	119,410	-	-	-	-	-
211 Police	29,880	-	-	19,580	17,560	64,200	-
411 Community Services	-	-	-	-	-	-	116,920
511 Planning	-	-	-	51,560	-	-	-
651 Engineering	-	-	-	-	-	-	-
<b>General Fund Wages &amp; Ben</b>	<b>325,490</b>	<b>119,410</b>	<b>59,200</b>	<b>205,210</b>	<b>325,160</b>	<b>184,260</b>	<b>116,920</b>
110 Transit Fund	5,440	-	1,210	-	16,080	7,840	33,710
123 Building Inspection Fund	2,720	-	-	18,050	26,140	8,870	-
137 Housing Rehab Fund	2,720	-	-	-	-	-	-
140 Street Fund - Maint	20,110	-	4,920	17,130	126,300	26,610	11,240
470 Water Fund	58,760	-	4,920	73,970	187,080	26,610	11,240
472 Sewer Fund							
621 Sewer	72,400	-	4,920	78,850	367,960	26,610	22,480
631 Maintenance	-	-	-	-	-	-	-
641 Surface Water/Collect	-	-	4,920	-	-	-	-
568 Information Technology	-	-	-	-	16,180	-	22,520
581 Insurance Fund	-	-	40,720	-	16,080	14,810	-
720 Urban Renewal Fund	8,210	140,450	2,470	7,830	42,350	-	6,740
<b>Other Funds Wages &amp; Ben</b>	<b>170,360</b>	<b>140,450</b>	<b>64,080</b>	<b>195,830</b>	<b>798,170</b>	<b>111,350</b>	<b>107,930</b>
<b>All Funds Wages &amp; Ben*</b>	<b>495,850</b>	<b>259,860</b>	<b>123,280</b>	<b>401,040</b>	<b>1,123,330</b>	<b>295,610</b>	<b>224,850</b>

\*City Personnel allocation total is \$17,764,550 and URA Personnel allocation total is \$208,050

	COMMUNITY DEVELOPMENT	ENGINEERING	STREET	SEWER	IT	NON- ALLOCATED	TOTAL
001 General Fund							
101 Administration	-	-	-	-	-	50,150	966,690
125 Economic Development	-	-	-	-	12,600	-	132,010
211 Police	-	-	-	-	12,600	6,554,350	6,698,170
411 Community Services	-	-	28,530	-	12,600	2,072,940	2,230,990
511 Planning	259,170	-	-	-	8,410	117,930	437,070
651 Engineering	-	134,800	28,550	-	-	-	163,350
General Fund Wages & Ben	259,170	134,800	57,080	-	46,210	8,795,370	10,628,280
110 Transit Fund	-	-	-	-	-	571,130	635,410
123 Building Inspection Fund	116,390	-	-	-	4,200	499,950	676,320
137 Housing Rehab Fund	-	-	-	-	-	-	2,720
140 Street Fund - Maint	-	143,500	92,900	-	12,600	601,770	1,057,080
470 Water Fund	-	168,300	61,660	-	8,410	1,023,980	1,624,930
472 Sewer Fund							
621 Sewer	-	178,730	61,670	-	12,600	1,197,200	2,023,420
631 Maintenance	-	-	-	174,150	-	-	174,150
641 Surface Water/Collect	-	-	-	121,870	-	-	126,790
568 Information Technology	-	-	-	-	-	497,090	535,790
581 Insurance Fund	-	-	-	-	-	-	71,610
720 Urban Renewal Fund	-	-	-	-	-	-	208,050
Other Funds Wages & Ben	116,390	490,530	216,230	296,020	37,810	4,391,120	7,136,270
All Funds Wages & Ben*	375,560	625,330	273,310	296,020	84,020	13,186,490	17,764,550

## FTE Detail by Supervising Department

This table shows detail of FTE Summary of Supervising Departments on page 20. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions, see Personnel Allocation on page 162. *Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.*

Department and Position	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Budget FY 2020-21	% Change
<b>Administration</b>					
<b>City Administrator</b>					
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%
<b>Total City Administrator</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>0%</b>
<b>City Attorney</b>					
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%
<b>Total City Attorney</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0%</b>
<b>Finance</b>					
Finance Director	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	-	1.0	1.0	1.0	100%
Accounting Manager	1.0	-	-	-	0%
Senior Management Analyst	1.0	1.0	1.0	2.0	100%
Payroll Specialist	1.0	1.0	1.0	1.0	0%
Accountant I	-	-	-	-	0%
Accounting Assistant	2.0	2.0	2.0	2.0	0%
Court Operations Clerk	1.0	1.0	1.0	1.0	0%
Court Operations Clerk - PT (new)	-	-	-	0.5	0%
Cashier	1.0	2.0	2.0	2.0	0%
Clerk III	-	-	-	-	0%
Cashier - Part-time	1.1	0.5	0.5	0.5	0%
Part-Time Employees - Finance	-	-	-	-	0%
Municipal Court Judge	0.1	0.1	0.1	0.1	0%
<b>Total Finance</b>	<b>9.2</b>	<b>9.6</b>	<b>9.6</b>	<b>11.1</b>	<b>16%</b>
<b>City Recorder</b>					
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%
<b>Total City Recorder</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0%</b>
<b>Human Resources</b>					
Human Resources Director	1.0	1.0	1.0	1.0	0%
Human Resources Analyst	1.0	1.0	1.0	1.0	0%
Assistant Human Resources Director	-	-	-	-	0%
<b>Total Human Resources</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0%</b>



Department and Position	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Budget FY 2020-21	% Change
<b>Economic Development</b>					
Economic Development Director	0.5	0.4	0.4	0.4	0%
Economic Development Specialist	-	0.6	0.5	0.5	0%
Economic Development Assistant	0.5	-	-	-	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.0</b>	<b>0.9</b>	<b>0.9</b>	<b>0%</b>
<b>Community Development</b>					
<b>Planning</b>					
Community Development Director	1.0	1.0	1.0	1.0	0%
Administrative Specialist	-	-	1.0	1.0	100%
Administrative Assistant	1.0	1.0	-	-	100%
Associate Planner	1.0	1.0	1.0	1.0	0%
Senior Planner	1.0	1.0	1.0	1.0	0%
<b>Total Planning</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0%</b>
<b>Building</b>					
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%
<b>Total Building</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>0%</b>
<b>Total Community Development</b>	<b>7.8</b>	<b>7.8</b>	<b>7.8</b>	<b>7.8</b>	<b>0%</b>
<b>Police</b>					
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	26.0	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%
Part-Time Employees - Bailiffs	0.1	0.1	0.1	2.3	2150%
<b>Total Police</b>	<b>43.6</b>	<b>43.6</b>	<b>43.6</b>	<b>45.8</b>	<b>5%</b>

Department and Position	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Budget FY 2020-21	% Change
<b>Community Services</b>					
<b>Community Services Admin</b>					
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	0.5	50%
<b>Total Community Services Admin</b>	<b>3.0</b>	<b>3.0</b>	<b>3.5</b>	<b>3.5</b>	<b>0%</b>
<b>Library</b>					
Library Manager	1.0	1.0	1.0	1.0	0%
Librarian	2.0	2.0	3.0	3.0	0%
Library Associate	1.0	1.0	-	-	0%
Library Assistant	1.0	1.0	1.0	1.0	0%
Part-Time Employees - Library	5.5	5.5	5.5	6.0	9%
<b>Total Library</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>11.0</b>	<b>5%</b>
<b>Recreation</b>					
Parks & Recreation Manager	-	1.0	1.0	1.0	0
Recreation Manager	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%
<b>Total Recreation</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>0%</b>
<b>Aquatics</b>					
Aquatics Program Supervisor	1.0	1.0	1.0	1.0	0%
Aquatics Coordinator	-	1.0	1.0	1.0	100%
Part-Time Employees - Aquatics	10.1	9.1	10.1	10.1	0%
<b>Total Aquatics</b>	<b>11.1</b>	<b>11.1</b>	<b>12.1</b>	<b>12.1</b>	<b>0%</b>
<b>Transit</b>					
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	1.0	100%
Bus Driver - Part-Time	3.7	4.2	5.6	4.8	-14%
Medical Transport Driver - Part-Time	0.7	0.7	1.0	1.0	0%
Dial-A-Ride Driver	-	-	1.7	2.4	170%
Vehicle Custodian - Part-Time	0.2	0.2	0.5	0.5	0%
<b>Total Transit</b>	<b>6.6</b>	<b>7.1</b>	<b>11.7</b>	<b>11.6</b>	<b>-1%</b>
<b>Parks &amp; Facilities Maintenance</b>					
Parks & Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	0%
Parks & Maintenance Lead Worker	-	1.0	1.0	1.0	0%
Parks & Maintenance Worker	6.0	5.0	5.0	5.0	0%
Part-Time Employees - Seasonal	1.3	1.3	1.3	1.3	0%
<b>Total Parks &amp; Facilities Maintenance</b>	<b>8.3</b>	<b>8.3</b>	<b>8.3</b>	<b>8.3</b>	<b>0%</b>
<b>Total Community Services</b>	<b>43.4</b>	<b>43.9</b>	<b>50.0</b>	<b>50.5</b>	<b>1%</b>
<b>Information Technology</b>					
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	1.0	1.0	1.0	0%
IT Software Support Specialist	-	1.0	1.0	1.0	0%
GIS Technician	-	1.0	1.0	1.0	0%
IT Technician - Part-Time	0.5	0.5	0.5	0.5	0%
<b>Total Info Technology</b>	<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>0%</b>

<b>Department and Position</b>	<b>Actual FY 2017-18</b>	<b>Actual FY 2018-19</b>	<b>Budget FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>% Change</b>
<b>Public Works</b>					
<b>Water</b>					
PW Operations Division Supervisor	-	1.0	1.0	1.0	0%
Drinking Water Section Supervisor	1.0	-	-	-	0%
Water Treatment Supervisor/Water Operator III	1.0	1.0	1.0	1.0	0%
Administrative Analyst	-	1.0	1.0	1.0	0%
Clerk III	1.0	-	-	-	0%
Utility Worker I	2.0	2.0	2.0	2.0	0%
Water Meter Reader	-	1.0	1.0	1.0	0%
Utility Worker II	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	1.0	0%
Water Maintenance Tech	1.0	-	-	-	0%
Utility Worker 1 (Seasonal) - PT	-	-	0.5	0.5	100%
<b>Total Water</b>	<b>10.0</b>	<b>10.0</b>	<b>10.5</b>	<b>10.5</b>	<b>0%</b>
<b>Surface Water/Sewer Collections</b>					
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	-	-	0%
<b>Total Surface Water/Sewer Collections</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0%</b>
<b>Sewer</b>					
WWTP Supervisor/Operator IV	-	1.0	1.0	1.0	0%
Wastewater Treatment Section Supervisor	1.0	-	-	-	0%
Administrative Specialist	-	1.0	1.0	1.0	0%
Clerk III	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	2.0	100%
Wastewater Maintenance Tech	2.0	2.0	-	-	-100%
Wastewater Operator I	1.0	2.0	2.0	2.0	0%
Wastewater Operator II	1.0	1.0	1.0	1.0	0%
Wastewater Operator III	1.0	-	-	-	0%
<b>Total Sewer</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>0%</b>
<b>Street</b>					
PW Program & Compliance Manager	-	1.0	1.0	-	-100%
PW Operations Director (new)	-	-	-	1.0	0%
Street Maintenance Supervisor	1.0	-	-	-	0%
Administrative Specialist	-	1.0	1.0	1.0	0%
Fleet Maintenance Technician	1.0	1.0	1.0	1.0	0%
Utility Worker I	3.0	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	1.5	1.5	1.5	0%
<b>Total Street</b>	<b>7.3</b>	<b>8.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0%</b>

<b>Department and Position</b>	<b>Actual FY 2017-18</b>	<b>Actual FY 2018-19</b>	<b>Budget FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>% Change</b>
<b>Public Works (cont.)</b>					
<b>Engineering</b>					
Public Works Director	1.0	1.0	1.0	-	-100%
Public Works Proj & Eng Director (new)	-	-	-	1.0	0%
City Engineer	1.0	1.0	1.0	1.0	0%
Clerk III	1.0	-	-	-	0%
CAD/GIS Technician	1.0	1.0	1.0	1.0	0%
Project Engineer	1.5	1.5	0.5	0.5	0%
Associate Engineer	-	-	1.0	1.0	100%
<b>Total Engineering</b>	<b>5.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0%</b>
<b>Total Public Works</b>	<b>37.8</b>	<b>38.0</b>	<b>38.5</b>	<b>38.5</b>	<b>0%</b>
<b>TOTAL FTE</b>	<b>155.3</b>	<b>157.4</b>	<b>163.9</b>	<b>168.0</b>	<b>2%</b>

**Urban Renewal Agency**

<b>Department and Position</b>	<b>Actual FY 2017-18</b>	<b>Actual FY 2018-19</b>	<b>Budget FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>% Change</b>
<b>URA</b>					
Economic Development Director	0.5	0.6	0.6	0.6	0%
Economic Development Specialist	-	0.4	0.5	0.5	0%
Economic Development Assistant	0.5	-	-	-	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>	<b>0%</b>
<b>Total FTE - Urban Renewal Agency</b>	<b>1.0</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>	<b>0%</b>

## 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								
Fund		General Fund 001	Transit Fund 110	Street Fund 140	Str/Storm Cap Const Fund 363	Sewer Cap Const Fund 465	Water Cap Const Fund 466	Equip Replacemnt Fund 591	PERS Reserve Fund 693	Total
Transfer Out	General Fund 001		150,000							150,000
	General Cap Const Fund 358	285,350								285,350
	Transit Fund 110									-
	Building Fund 123									-
	Street Fund 140				1,895,460			50,000		1,945,460
	Street SDC Fund 376				1,000,000					1,000,000
	Storm SDC Fund 377				140,000					140,000
	Water Fund 470						509,550	50,000		559,550
	Sewer Fund 472			90,000		6,870,570		50,000		7,010,570
	Water SDC Fund 474						800,000			800,000
	Sewer SDC Fund 475					2,089,430				2,089,430
	Info Tech Fund 586									-
	Insurance Fund 581									-
	Urban Renewal Fund 720									-
	<b>Total</b>	<b>285,350</b>	<b>150,000</b>	<b>90,000</b>	<b>3,035,460</b>	<b>8,960,000</b>	<b>1,309,550</b>	<b>150,000</b>	<b>-</b>	<b>13,980,360</b>

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	
Community Center Design	CBGF1571	300,000				300,000
Woodburn Family Resource Center (Grant)	CBGF1600	1,500,000				1,500,000
West Hayes street improvement <sup>(A)</sup>	CIST1486	-	3,800,000	-	-	3,800,000
Safety Sidewalk & ADA Construction	CIST1165	-	75,000	-	-	75,000
Hardcastle Avenue/Railroad Crossing Realignment	CIST1443	-	25,000	-	-	25,000
S. Woodland Realignment <sup>(B)</sup>	CIST1591	-	150,000	-	-	150,000
S. Woodland Avenue Extension <sup>(B)</sup>	CIST1588	-	1,540,000	-	-	1,540,000
Fourth Street Storm rehabilitation <sup>(C)</sup>	CDST1471	-	260,000	-	-	260,000
WWTP Phase 2A Upgrades <sup>(D)</sup>	CISW1052	-	-	1,600,000	-	1,600,000
Brick Veneer Repair - Digester	CISW1544	-	-	50,000	-	50,000
Mill Creek Pump Station - Phase 1	CDSW1413	-	-	750,000	-	750,000
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 & Force Main Project <sup>(E)</sup>	CDSW1547	-	-	5,400,000	-	5,400,000
Poplar Tree Expansion	CDSW1592	-	-	100,000	-	100,000
Lincoln Street Sanitary Sewer - Settlemier to First	CDSW1593	-	-	150,000	-	150,000
Fifth Street Sanitary Sewer - Harrison to Garfield	CDSW1594	-	-	200,000	-	200,000
Water Rights Implementation	AAWA1442	-	-	-	25,000	25,000
Fire Flow Improvements	CDWA1551	-	-	-	200,000	200,000
Repaint Elevated Storage Tank	CIWA1545	-	-	-	600,000	600,000
Parr Road Treatment Plant - New Well & Raw Water Piping <sup>(F)</sup>	CDWA1546	-	-	-	2,000,000	2,000,000
Rehab/Capacity Imprvments to Existing Distribution System <sup>(G)</sup>	CDWA1552	-	-	-	200,000	200,000
Auxillary Power to Wells	CIWA1595	-	-	-	25,000	25,000
<b>Total</b>		<b>1,800,000</b>	<b>5,850,000</b>	<b>8,960,000</b>	<b>3,050,000</b>	<b>19,660,000</b>

<sup>(A)</sup> CIST1486 - \$1,000,000 funded from Street SDC Fund and \$80,000 being funded from Storm SDC Fund

<sup>(B)</sup> CIST1591 & CIST1588 - Developer Contributions & Grants

<sup>(C)</sup> CDSW1471 - \$60,000 funded from Storm SDC Fund

<sup>(D)</sup> CISW1052 - \$600,000 funded from Sewer SDC Fund

<sup>(E)</sup> CDSW1547 - \$1,489,430 funded from Sewer SDC Fund

<sup>(F)</sup> CDWA1546 - \$750,000 funded from Water SDC Fund

<sup>(G)</sup> CDWA1552 - \$50,000 funded from Water SDC Fund

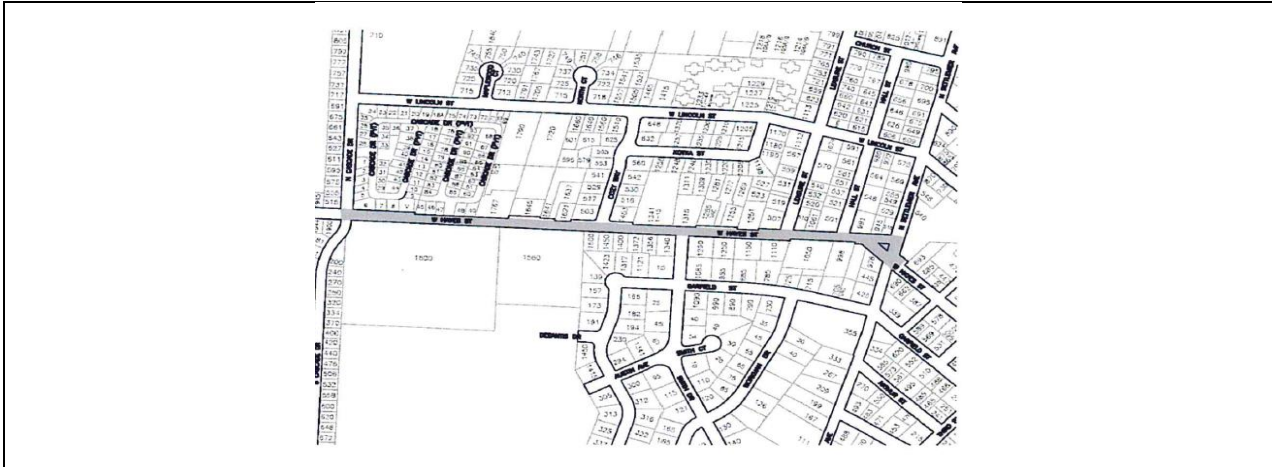
Water project SDC cost split based on July 9, 2018 approved methodology report includes:

Project	Percent Eligibility
New Wells	100%
Hydrogeological Study	100%
Well 7 Improvements	25%
Parr Road 3 <sup>rd</sup> booster pump & SCADA	99%
National Way 3 <sup>rd</sup> 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 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 2020 and construction 2021
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$3,800,000 (increased project cost for FY 2020-21)
Capital Expense Account:	363-631-9531 5631 Street/Sidewalk/Alley

**Budget History:**

Fiscal Year	2016-19	2019-20	2020-21
Budget	\$3,125,000	\$2,988,281	\$3,263,291
Year to Date expenses	\$136,719	\$400,000	
Balance	\$2,988,281	\$2,588,291	

**Funding Data:**

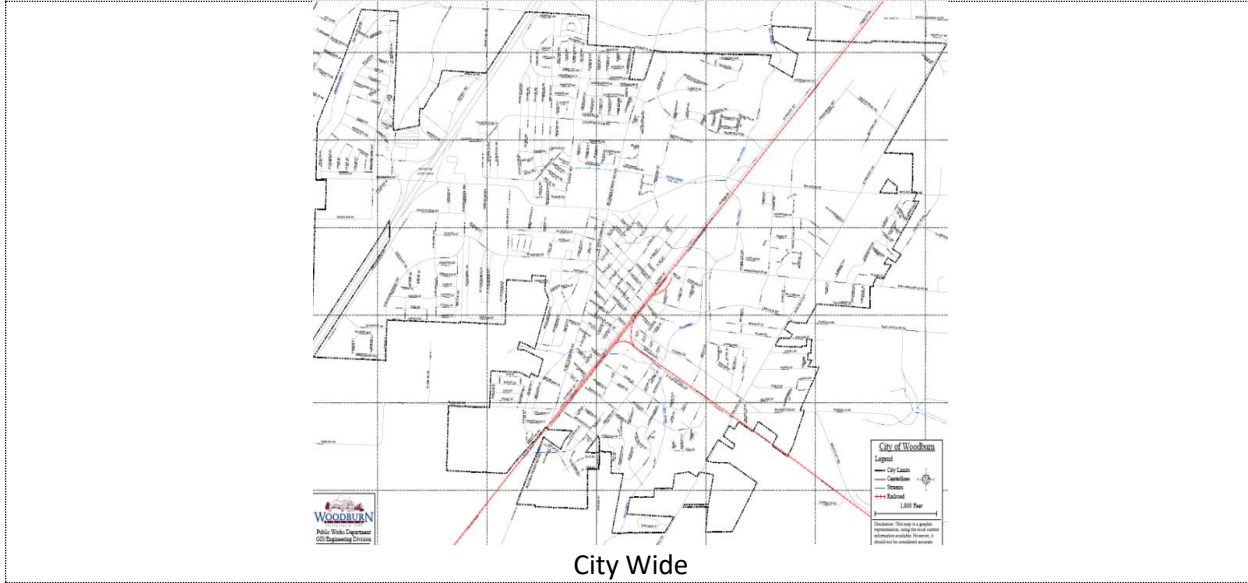
Project No.	Fund No.	Fund Name	Amount	FY
CIST1486	140	Street Fund	\$536,719	FY 2016-20
CIST1486	376	Street SDC Fund	\$1,000,000	2020-21
CIST1486	377	Storm SDC Fund	\$80,000	2020-21
CIST1486	140	Street Fund	\$2,183,291	2020-21



**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:



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	2020-21				
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	2020-21

## 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 allow 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 2019-2021
Estimated Completion Date:	June 2021
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	2020-21
Budget	\$2,200,000	\$2,120,353	\$1,946,399	\$25,000
Year to Date expenses	\$79,647	\$173,954	\$1,921,399	
Balance	\$2,120,353	\$1,946,399	\$25,000	

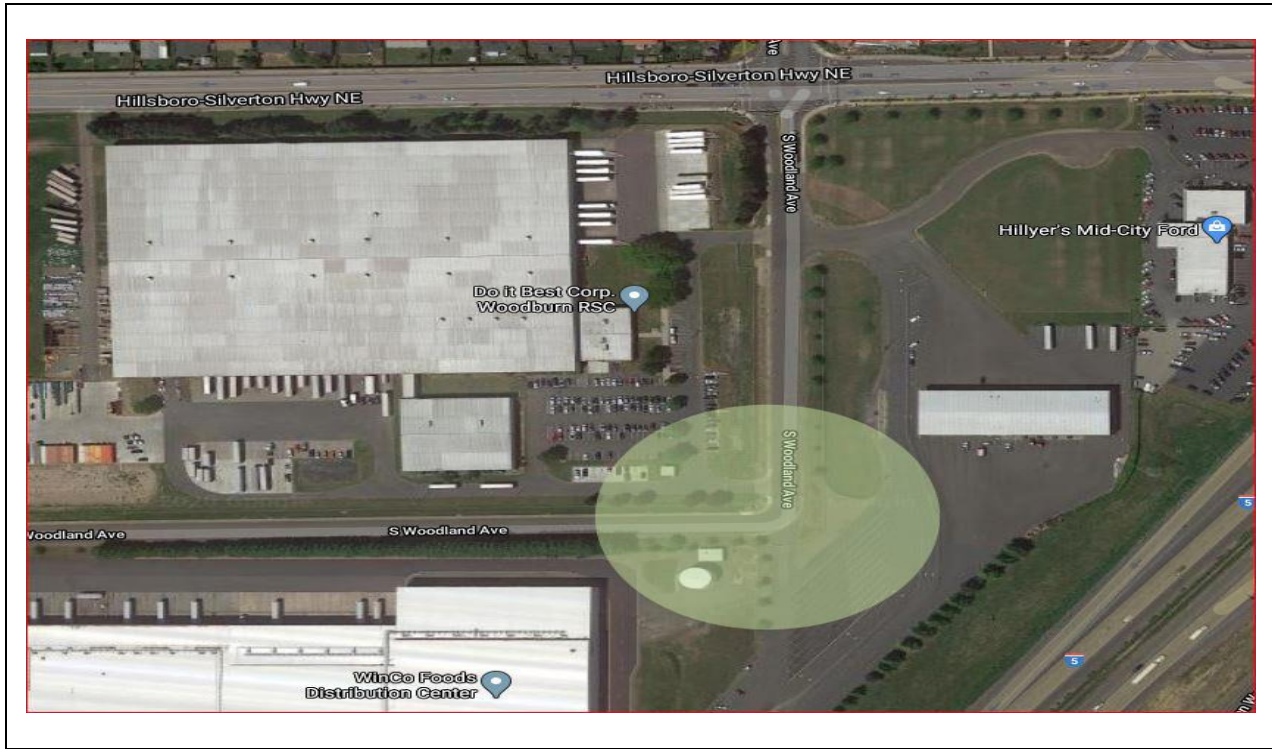
### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIST1443	140	Street Fund (including ODOT Fund Exchange)	\$1,675,000	n2017-20
CIST1443	376	Street SDC Fund	\$500,000	2017-20
CIST1443	140	Street Fund	\$25,000	2020-21

## Project Data for S. Woodland Realignment

Project Number:	CIST1591	New Project <input checked="" type="checkbox"/>
Project Name:	S. Woodland Road Realignment	
Project Description:		

Map:



Project Justification:	
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$150,000
Capital Expense Account:	

**Budget History:**

Fiscal Year	2020-21			
Budget	\$150,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CIST1591	140	Street Fund	\$150,000	2020-21

### Project Data for S. Woodland Extension

Project Number:	CIST1588	New Project <input checked="" type="checkbox"/>
Project Name:	S. Woodland Road Extension Project	
Project Description:	Infrastructure improvements including street, curb, sidewalks and utilities to serve industrial development in the SWIR Area. This project will developer driven.	

Map:



Project Justification:	Infrastructure improvements to support/promote investment and job creation. This project will be developer driven and funded by grants.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$1,540,000
Capital Expense Account:	

**Budget History:**

Fiscal Year	2020-21			
Budget	\$1,540,000			
Year to Date expenses	0			
Balance				

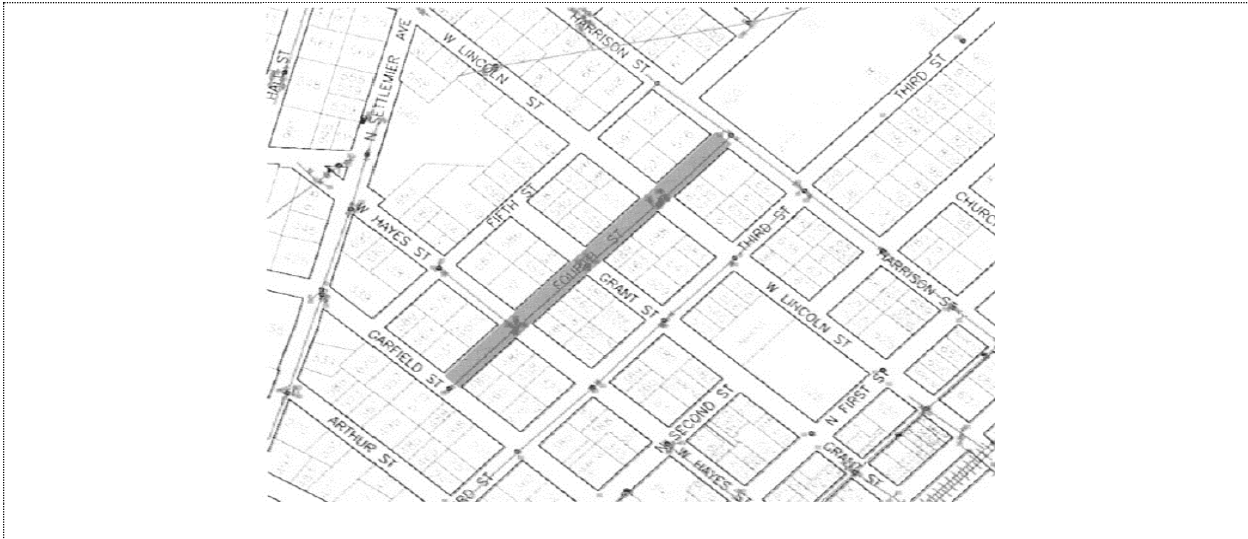
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIST1588	363	Street Storm Construction Fund/Grants	\$1,540,000	2020-21

### 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" 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 2021
Estimated Project Cost:	\$260,000
Capital Expense Account:	363-631-9531 5636 Storm Drains

**Budget History:**

Fiscal Year	2015-18	2018-19	2019-20	2020-21
Budget	\$260,000	187,087	182,092	182,092
Year to Date expenses	72,913	4,995	0	
Balance	187,087	182,092	182,092	

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDST1471	140	Street Fund	\$44,908	2015-20
CDST1471	377	Storm SDC	\$60,000	2020-21
CDST1471	140	Street Fund	\$122,092	2020-21

## 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	2014-19	2019-20	2020-21	2021-22
Budget	\$1,000,000	\$999,150	\$1,600,000	10,800,000
Year to Date expenses	\$850	\$3,000		
Balance	\$999,150	\$996,150		

### Funding Data:

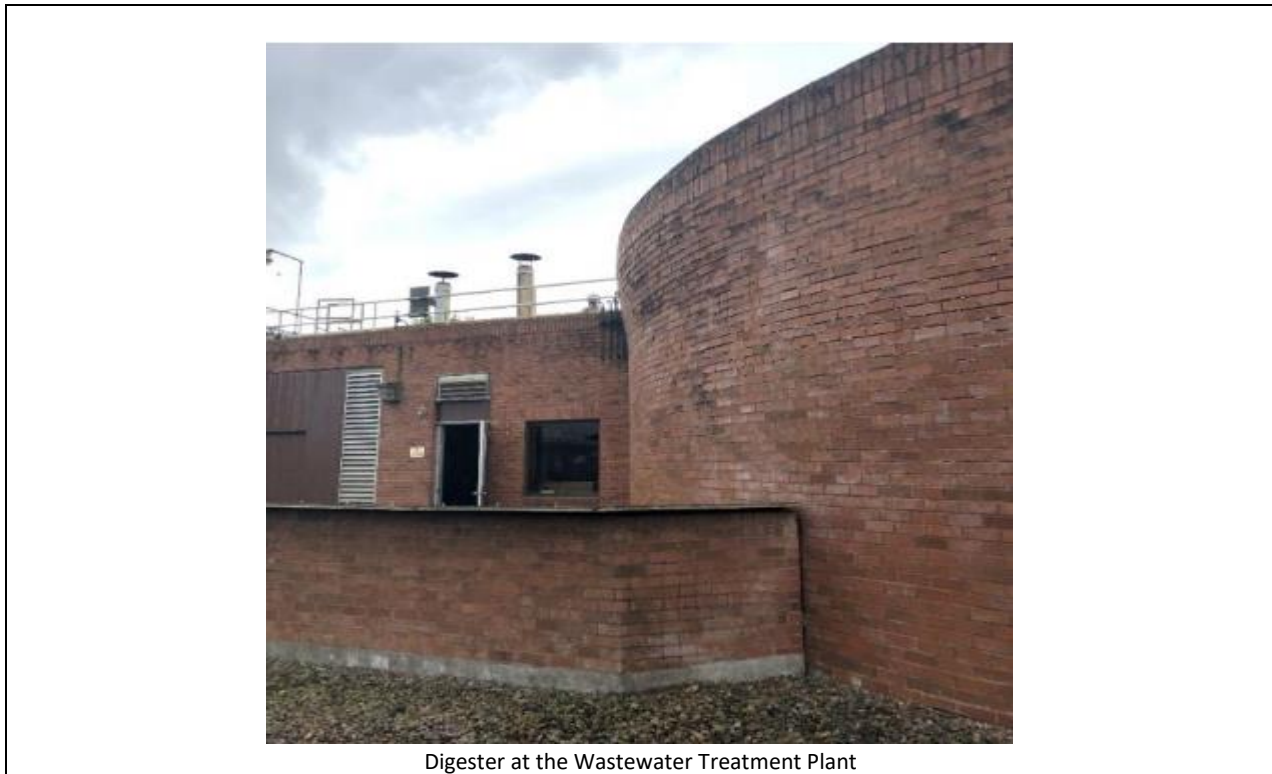
Project No.	Fund No.	Fund Name	Amount	FY
CISW1052	472	Sewer Fund	\$12,400,000	FY 2014-2020
CISW1052	472	Sewer Fund	1,600,000	FY 2020-21



**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:



Digester at the Wastewater Treatment Plant

Project Justification:	Repairing deteriorated brick veneer on the Digester Building
Operating Fund Impact:	No impact on operating fund
Project Status:	Construction
Estimated Completion Date:	June 30, 2021
Estimated Project Cost:	\$50,000

**Budget History:**

Fiscal Year	2018-20	2020-21		
Budget	\$50,000	\$50,000		
Year to Date expenses	0			
Balance	\$50,000			

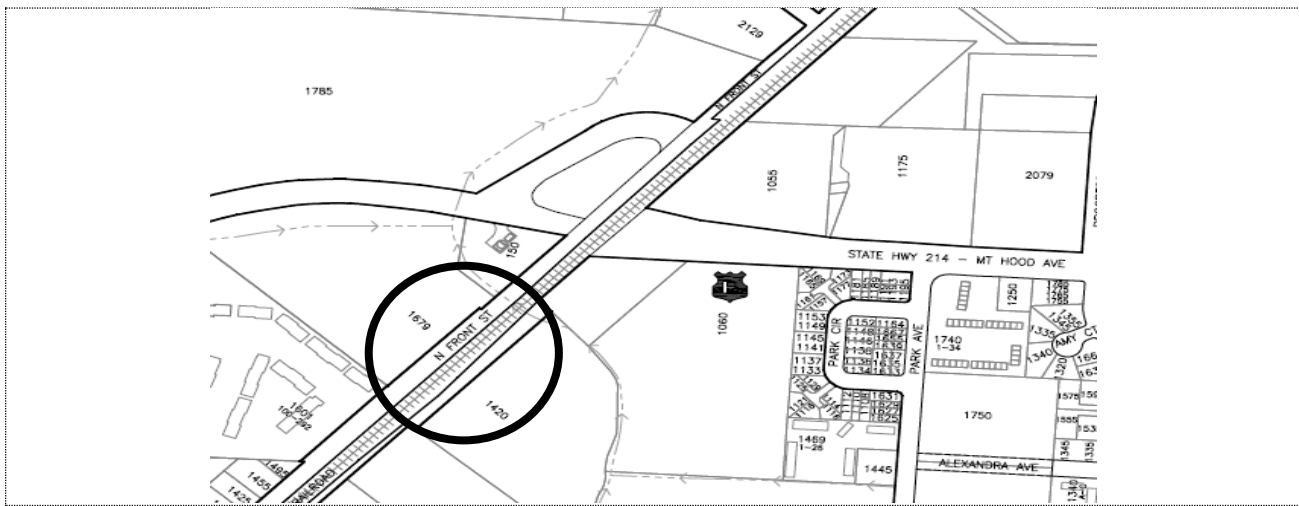
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1544	472	Sewer Fund	\$50,000	2018-21

## 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 2021
Estimated Project Cost:	\$750,000 (increased for FY 2020-21)
Capital Expense Account:	465-621-9531 5635 Sewer

### Budget History:

Fiscal Year	2018-19	2019-20	2020-21
Budget	\$200,000	\$122,330	657,330
Year to Date expenses	77,670	15,000	
Balance	122,330	107,333	

### Funding Data:

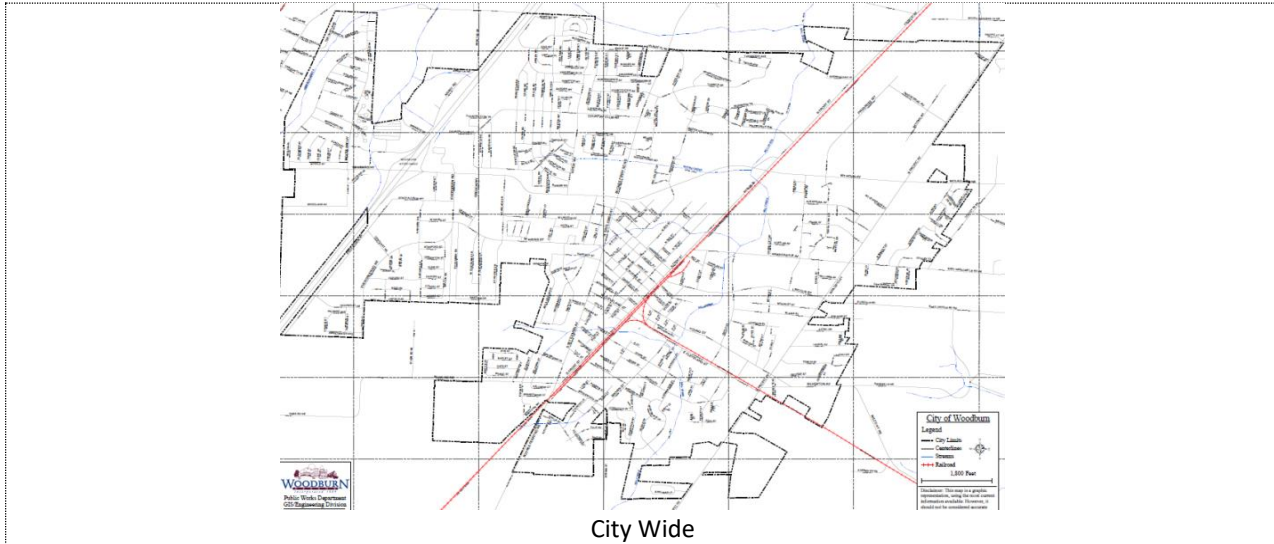
Project No.	Fund No.	Fund Name	Amount	FY
CDSW1413	472	Sewer Fund	\$92,670	2018-20
CDSW1413	472	Sewer Fund	\$657,330	2020-21



## 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 2021
Estimated Project Cost:	\$225,000

### **Budget History**

Fiscal Year	2017-19	2019-20	2020-21
Budget	\$225,000	\$224,500	\$224,500
Year to Date expenses	500	0	
Balance	\$224,500	\$224,500	

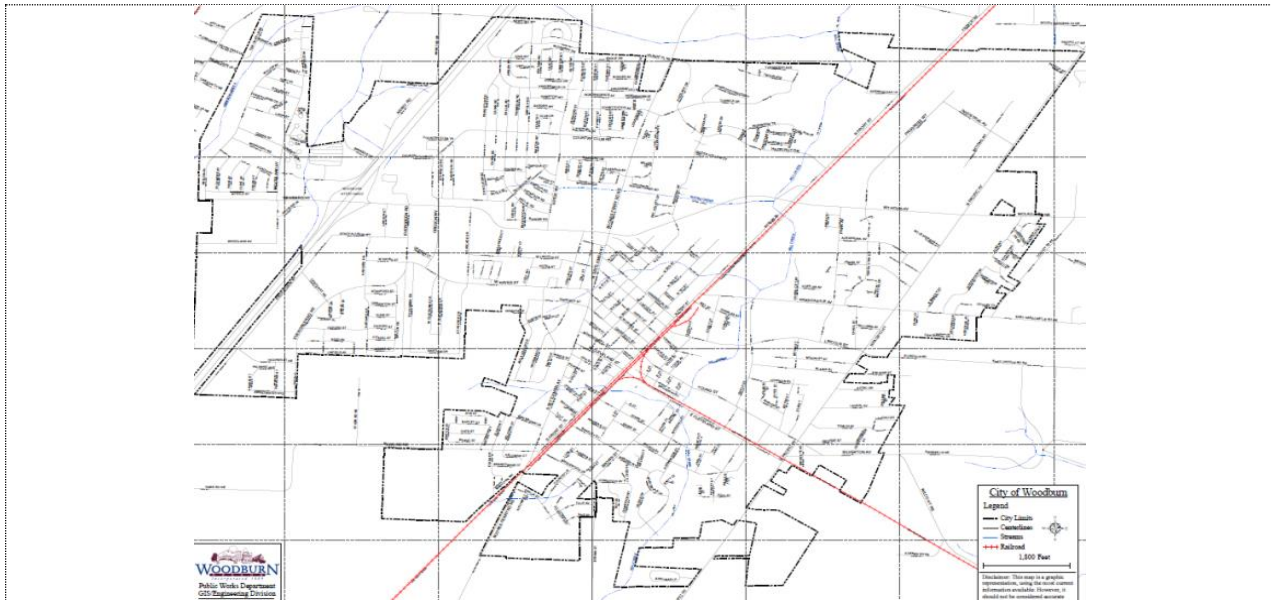
### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1414	465	Sewer Fund	\$500	2017-20
CDSW1414	465	Sewer Fund	\$224,500	2020-21

## 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 2021
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

### **Budget History:**

Fiscal Year	2017-20	2018-19	2019-20	2020-21
Budget	\$250,000	\$250,000	\$250,000	\$250,000
Year to Date expenses	0	0	0	
Balance	\$250,000	\$250,000	\$250,000	

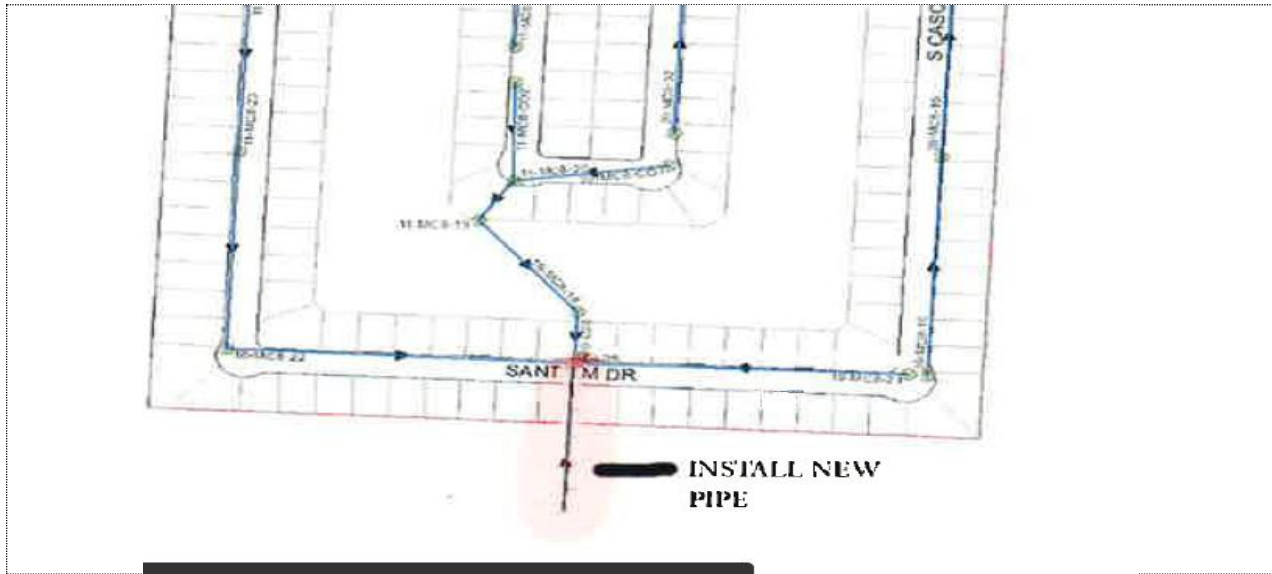
### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1515	472	Sewer Fund	\$250,000	2017-21

## 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 2021
Estimated Project Cost:	\$235,000
Capital Expense Account:	465-621-9531 5635 Sewer

### Budget History:

Fiscal Year	2017-18	2018-19	2019-20	2020-21
Budget	\$235,000	\$235,000	\$235,000	\$234,500
Year to Date expenses	0	0	500	
Balance	\$235,000	\$235,000	\$234,500	

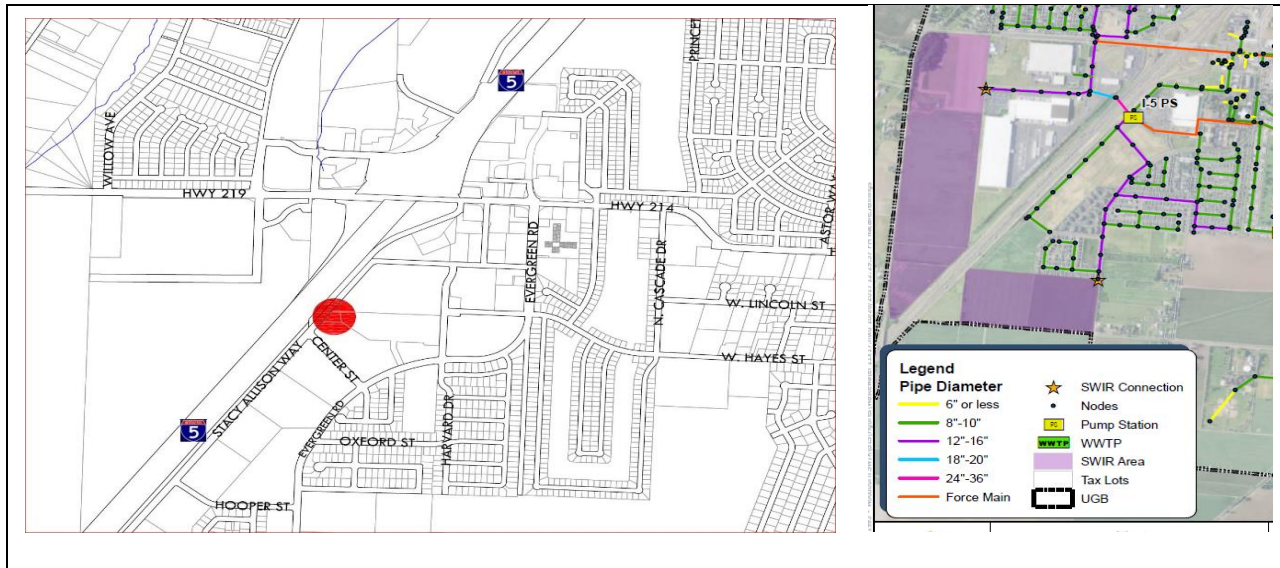
### Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1512	472	Sewer Fund	\$500	FY 2017-20
CDSW1512	472	Sewer Fund	\$234,500	FY 2020-21

## Project Data for I-5 Pump Station Upgrade

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

Map:



Project Justification:	The project combines an upgrade to the pump station and the force main which 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:	\$5,400,000 (increased for FY 2020-21)
Capital Expense Account:	465-631-9531 5631 Street/Alleys/Sidewalks

### Budget History:

Fiscal Year	2018-19	2019-20	2020-21
Budget	\$1,307,000	\$1,263,999	\$5,056,999
Year to Date expenses	43,001	\$300,000	
Balance	\$1,263,999	\$963,999	

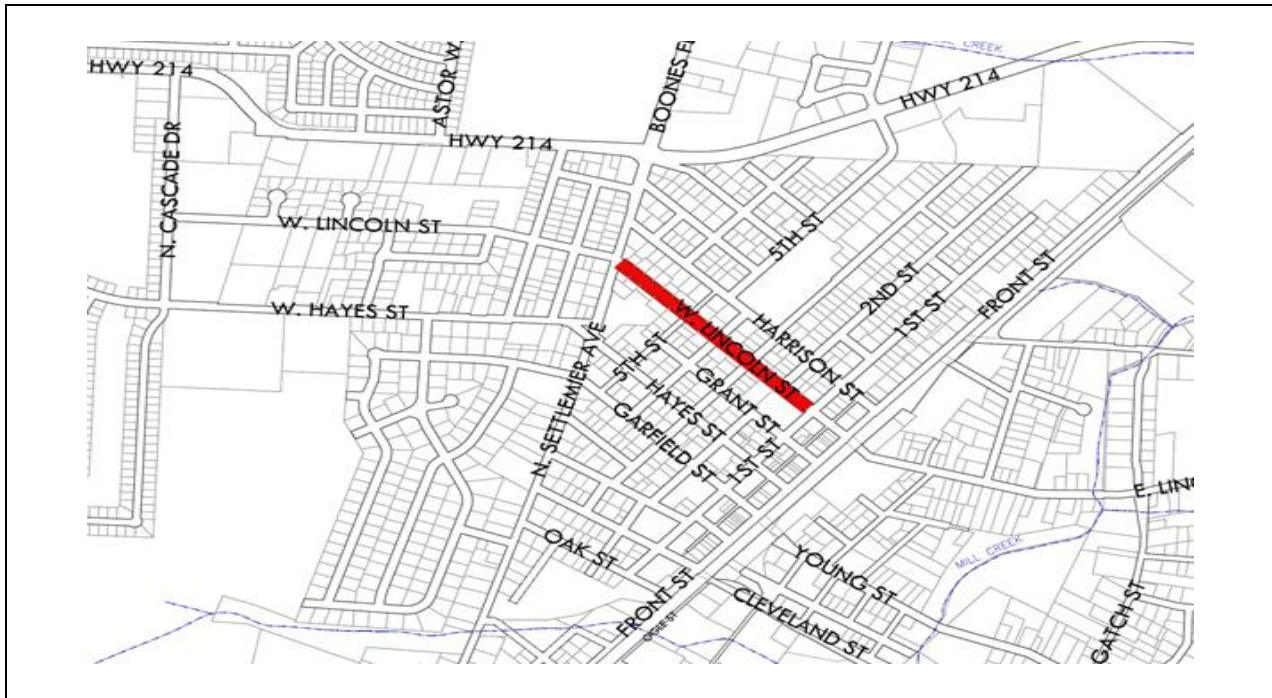
### Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1547	472	Sewer Fund	\$343,001	FY 2018-20
CDSW1547	472	Sewer Fund	\$3,567,569	FY 2020-21
CDSW1547	475	Sewer SDC Fund	\$1,489,430	FY 2020-21

### Project Data for Lincoln Street Sanitary

Project Number:	CISW1593	New Project <input checked="" type="checkbox"/>
Project Name:	Lincoln Street Sanitary – Settlemier to First	
Project Description:	Repair/replace sanitary sewer pipe	

Map:



Project Justification:	This project will provide needed sanitary sewer repairs ahead of the upcoming paving project on Lincoln Street
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$150,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-21			
Budget	\$150,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1593	472	Sewer Fund	\$150,000	2020-21



### Project Data for Fifth Street Sewer

Project Number:	CISW1594	New Project <input checked="" type="checkbox"/>
Project Name:	Fifth Street Sewer – Harrison to Garfield	
Project Description:	Repair/Replace sanitary sewer line	

Map:



Project Justification:	The project will provide needed sanitary sewer repairs ahead of the upcoming paving project on Fifth Street
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$300,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-21			
Budget	\$300,000			
Year to Date expenses				
Balance				

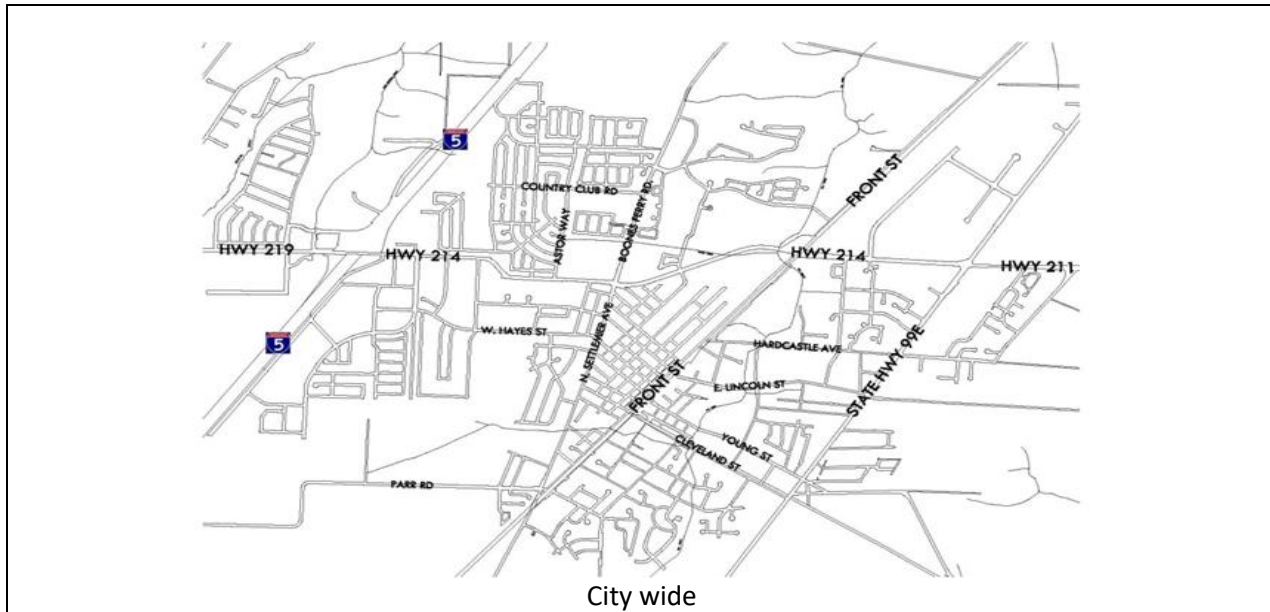
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1594	472	Sewer Fund	\$300,000	2020-21

### 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 2021
Estimated Project Cost:	\$200,000
Capital Expense Account:	466-611-9531-5634 Water

**Budget History:**

Fiscal Year	2020-21			
Budget	\$200,000			
Year to Date expenses	0			
Balance	\$200,000			

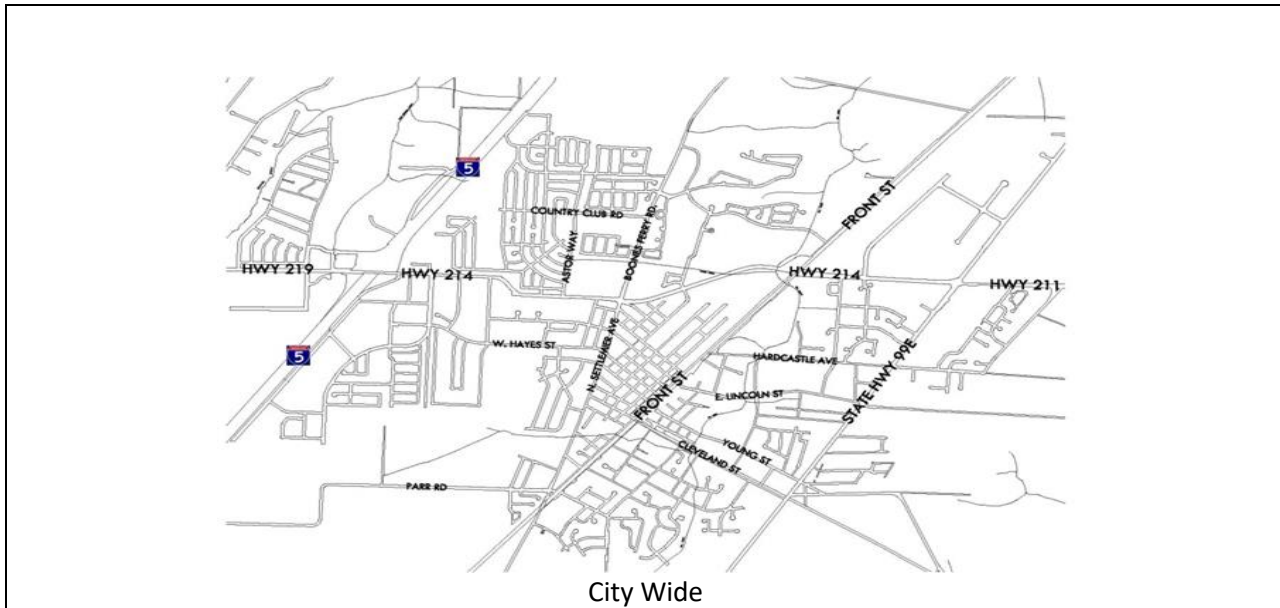
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1551	470	Water Fund	\$200,000	2020-21

## Project Data for Water Rights Implementation

	AAWA1442	New Project <input 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 2021
Estimated Project Cost:	\$25,000
Capital Expense Account:	466-611-9531 5634 Water

### **Budget History:**

Fiscal Year	2020-21			
Budget	\$25,000			
Year to Date expenses	0			
Balance	\$25,000			

### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
AAWA1442	470	Water Fund	\$25,000	FY 2020-21



**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 2021
Estimated Project Cost:	\$600,000 (increased for FY
Capital Expense Account:	466-611-9531 5634 Water - Capital

**Budget History:**

Fiscal Year	2018-19	2019-20	2020-21
Budget	\$400,000	\$399,700	\$449,700
Year to Date expenses	300	\$150,000	
Balance	\$399,700	\$249,700	

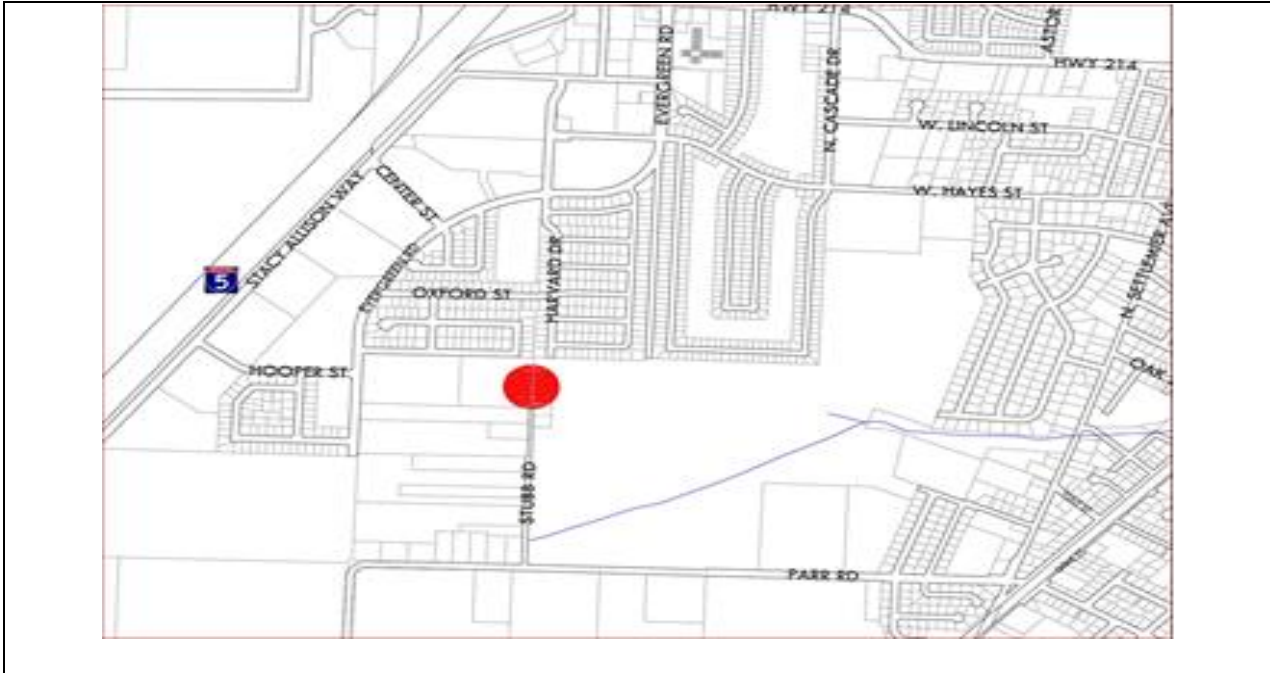
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIWA1545	470	Water Fund	\$150,300	FY 2018-20
CIWA1545	470	Water Fund	\$449,700	FY 2020-21

**Project Data for Parr Road Treatment Plant – New Well**

Project Number:	CDWA1546	New Project <input checked="" 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 2021
Estimated Project Cost:	\$2,000,000 (increased for FY 2020-21)

**Budget History:**

Fiscal Year	2018-19	2019-20	FY 2020-21
Budget	\$1,590,250	\$1,564,841	\$1,474,591
Year to Date expenses	25,409	\$500,000	
Balance	\$1,564,841	\$1,064,841	

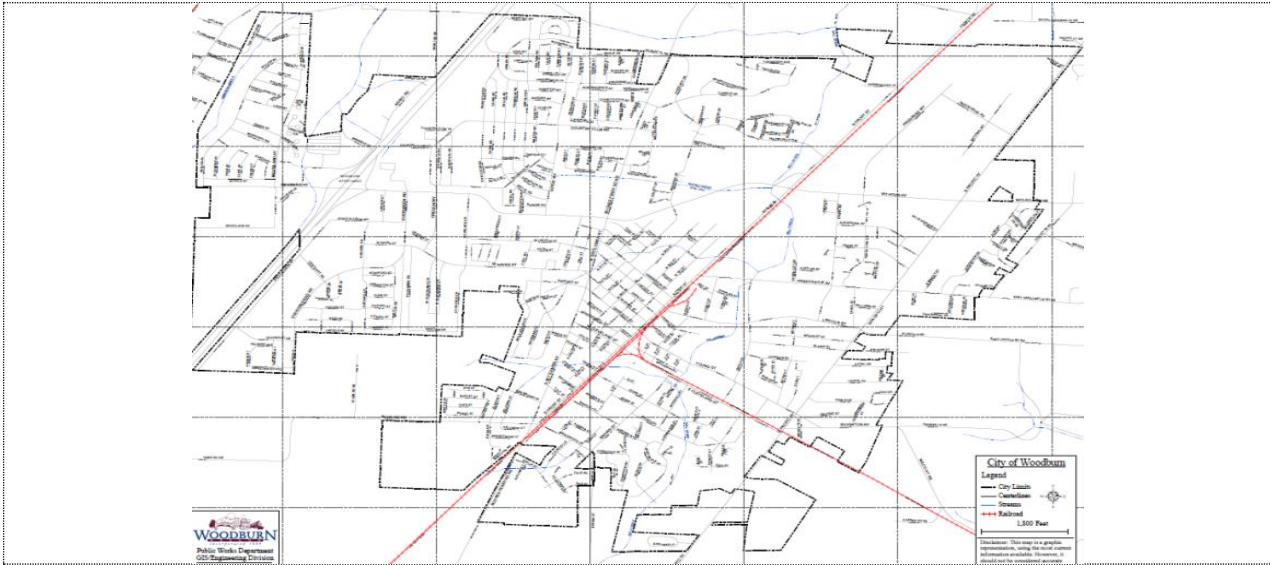
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1546	470	Water Fund	\$840,250	2018-20
CDWA1546	474	Water SDC Fund	\$750,000	2020-21
CDWA1546	470	Water Fund	\$724,591	2020-21

## Project Data for Fifth Street Sewer

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 2021
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

### Budget History:

Fiscal Year	2017-20	2018-19	2019-20	2020-21
Budget	\$250,000	\$250,000	\$250,000	\$250,000
Year to Date expenses	0	0	0	
Balance	\$250,000	\$250,000	\$250,000	

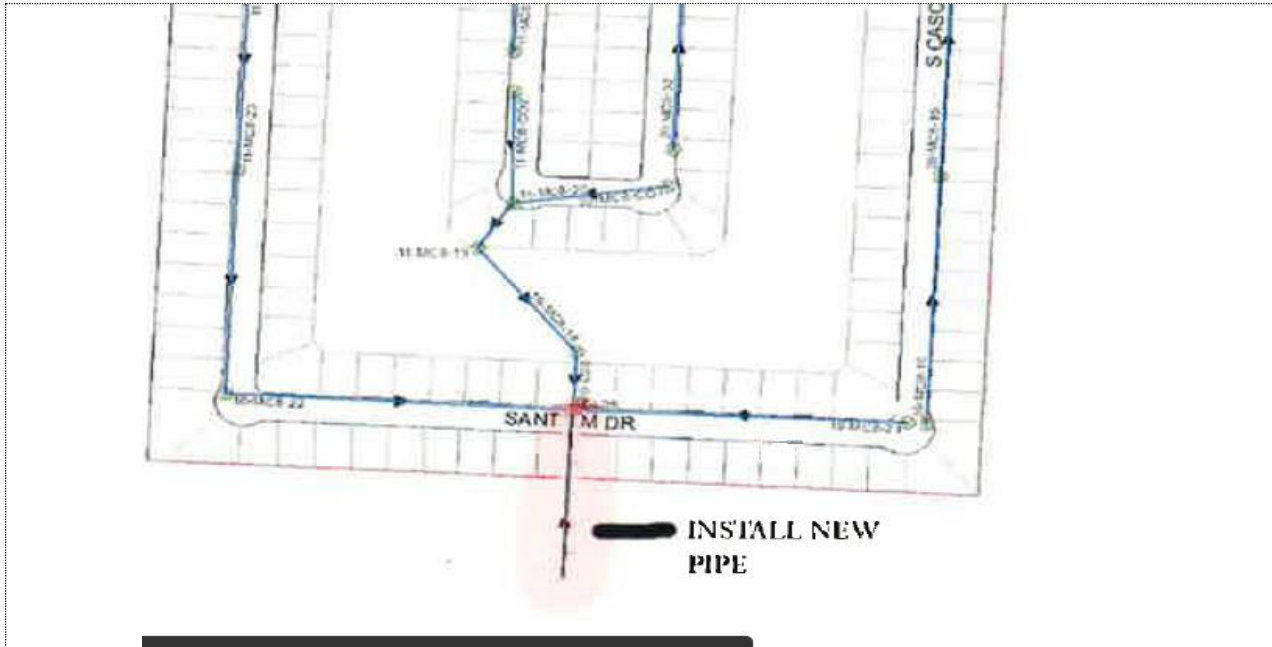
### Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1515	472	Sewer Fund	\$250,000	2017-21

### 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 2021
Estimated Project Cost:	\$235,000
Capital Expense Account:	465-621-9531 5635 Sewer

#### **Budget History:**

Fiscal Year	2017-18	2018-19	2019-20	2020-21
Budget	\$235,000	\$235,000	\$235,000	\$234,500
Year to Date expenses	0	0	500	
Balance	\$235,000	\$235,000	\$234,500	

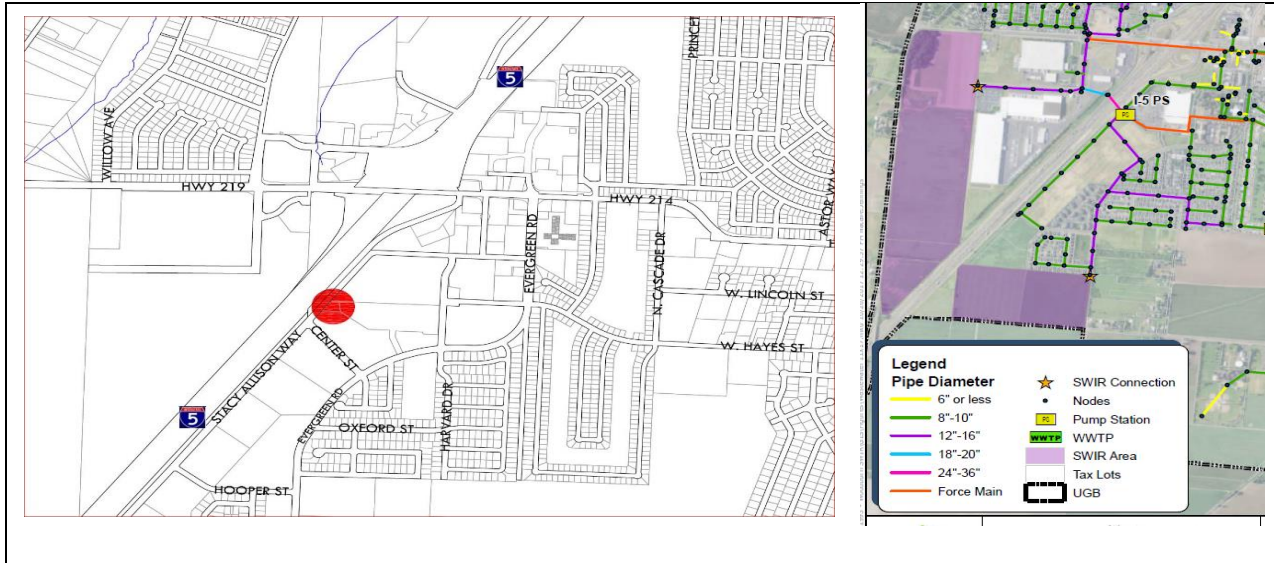
#### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1512	472	Sewer Fund	\$500	FY 2017-20
CDSW1512	472	Sewer Fund	\$234,500	FY 2020-21

## Project Data for I-5 Pump Station Upgrade

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

Map:



Project Justification:	The project combines an upgrade to the pump station and the force main which 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:	\$5,400,000 (increased for FY 2020-21)
Capital Expense Account:	465-631-9531 5631 Street/Alleys/Sidewalks

### **Budget History:**

Fiscal Year	2018-19	2019-20	2020-21
Budget	\$1,307,000	\$1,263,999	\$5,056,999
Year to Date expenses	43,001	\$300,000	
Balance	\$1,263,999	\$963,999	

### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1547	472	Sewer Fund	\$343,001	FY 2018-20
CDSW1547	472	Sewer Fund	\$3,567,569	FY 2020-21
CDSW1547	475	Sewer SDC Fund	\$1,489,430	FY 2020-21



### Project Data for Poplar Tree Expansion

Project Number:	CDSW1595	New Project <input checked="" type="checkbox"/>
Project Name:	Poplar Tree Expansion	
Project Description:	Expand the poplar tree irrigation on City owned property.	

Map:



Project Justification:	The Wastewater Facilities plan included a capital project for poplar tree irrigation expansion on City owned property. The expansion consists of approximately 27 acres. The expansion of the poplar tree irrigation system will allow us to treat an additional 0.4 mgd of flow during the summer months which is the most stringent compliance period.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2023
Estimated Project Cost:	\$100,000 for preliminary engineering costs
Capital Expense Account:	465-621-9531 5635

**Budget History:**

Fiscal Year	2020-21			
Budget	\$100,000			
Year to Date expenses				
Balance				

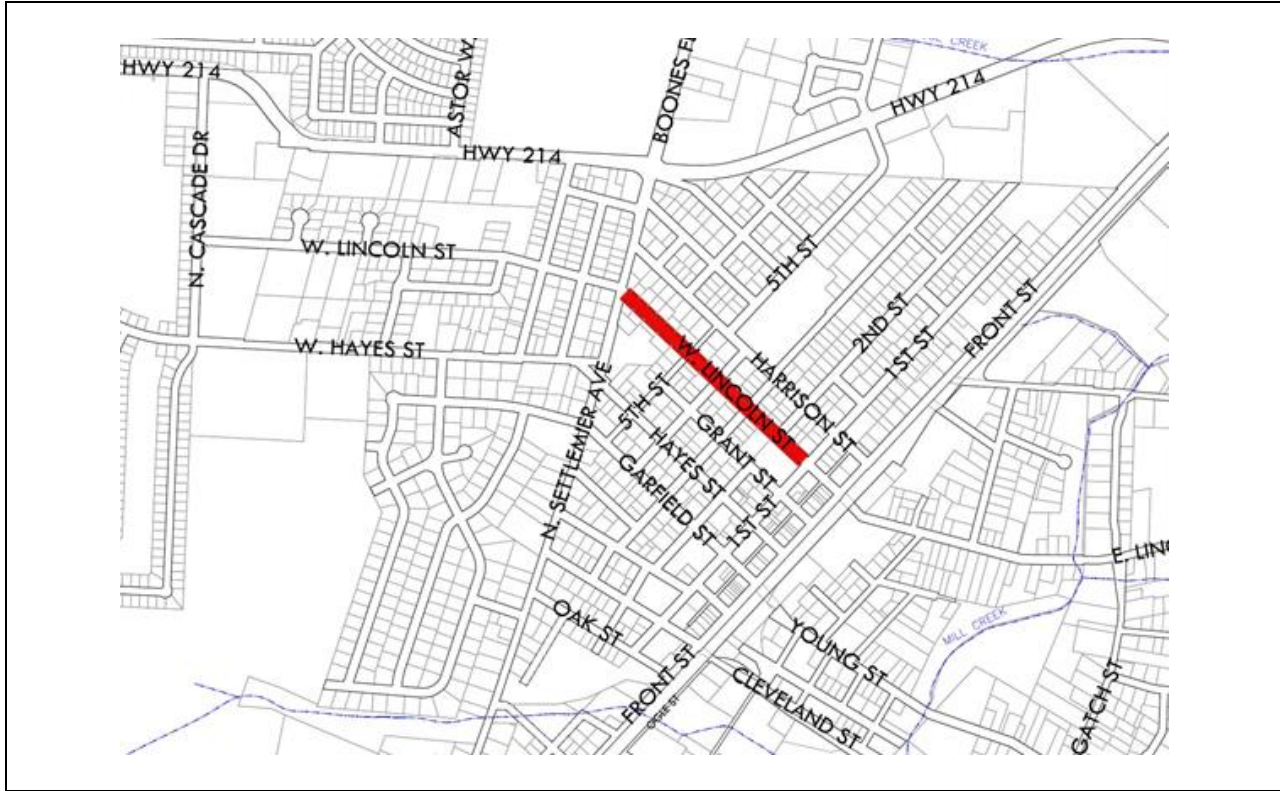
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CDSW1595	472	Sewer Fund	\$100,000	2020-21

**Project Data for Lincoln Street Sanitary Sewer**

Project Number:	CISW1593	New Project <input checked="" type="checkbox"/>
Project Name:	Lincoln Street Sanitary – Settlemier to First	
Project Description:	Repair/replace sanitary sewer pipe	

Map:



Project Justification:	This project will provide needed sanitary sewer repairs ahead of the upcoming paving project on Lincoln Street
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$150,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-21			
Budget	\$150,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CISW1593	472	Sewer Fund	\$150,000	2020-21

**Project Data for Fifth Street Sanitary Sewer**

Project Number:	CISW1594	New Project <input checked="" type="checkbox"/>
Project Name:	Fifth Street Sewer – Harrison to Garfield	
Project Description:	Repair/Replace sanitary sewer line	

Map:



Project Justification:	The project will provide needed sanitary sewer repairs ahead of the upcoming paving project on Fifth Street
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$300,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-21			
Budget	\$300,000			
Year to Date expenses				
Balance				

**Funding Data:**

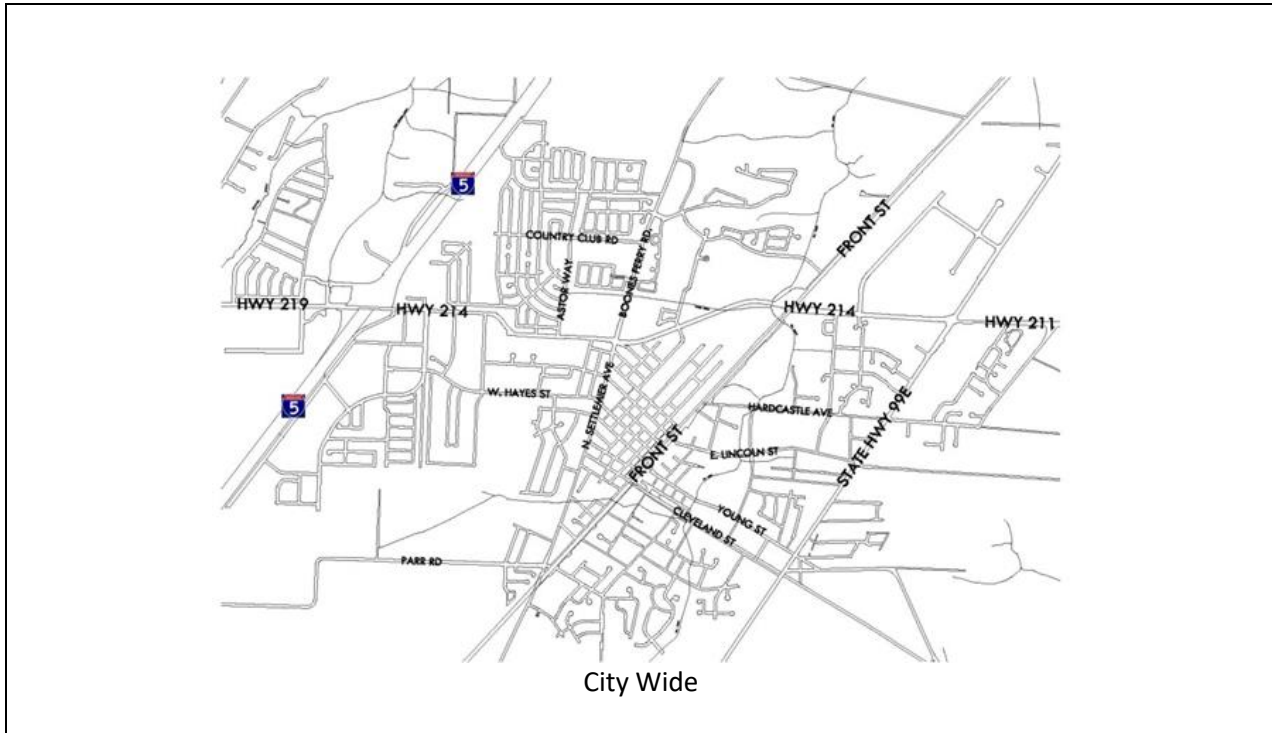
<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1594	472	Sewer Fund	\$300,000	2020-21



### Project Data for Water Rights Implementation

	AAWA1442	New Project <input 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 2021
Estimated Project Cost:	\$25,000
Capital Expense Account:	466-611-9531 5634 Water

**Budget History:**

Fiscal Year	2020-21			
Budget	\$25,000			
Year to Date expenses	0			
Balance	\$25,000			

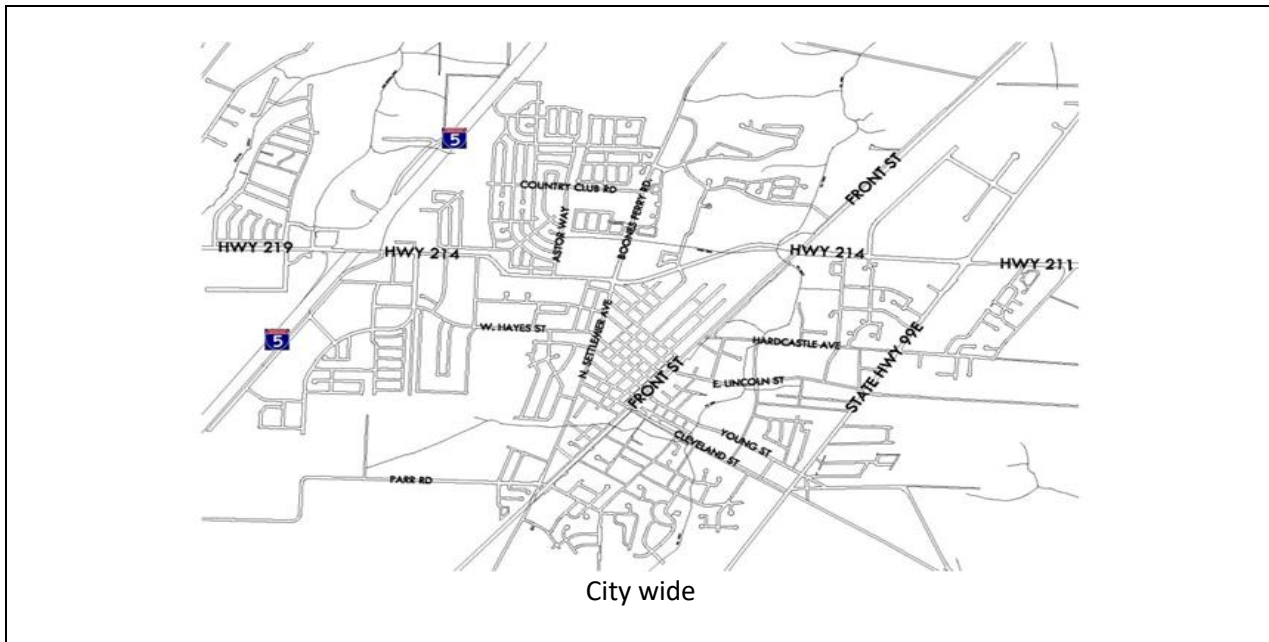
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
AAWA1442	470	Water Fund	\$25,000	FY 2020-21

### 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 2021
Estimated Project Cost:	\$200,000
Capital Expense Account:	466-611-9531-5634 Water

**Budget History:**

Fiscal Year	2020-21			
Budget	\$200,000			
Year to Date expenses	0			
Balance	\$200,000			

**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CDWA1551	470	Water Fund	\$200,000	2020-21

**Project Data for Repaint 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 2021
Estimated Project Cost:	\$600,000 (increased for FY
Capital Expense Account:	466-611-9531 5634 Water - Capital

**Budget History:**

Fiscal Year	2018-19	2019-20	2020-21
Budget	\$400,000	\$399,700	\$449,700
Year to Date expenses	300	\$150,000	
Balance	\$399,700	\$249,700	

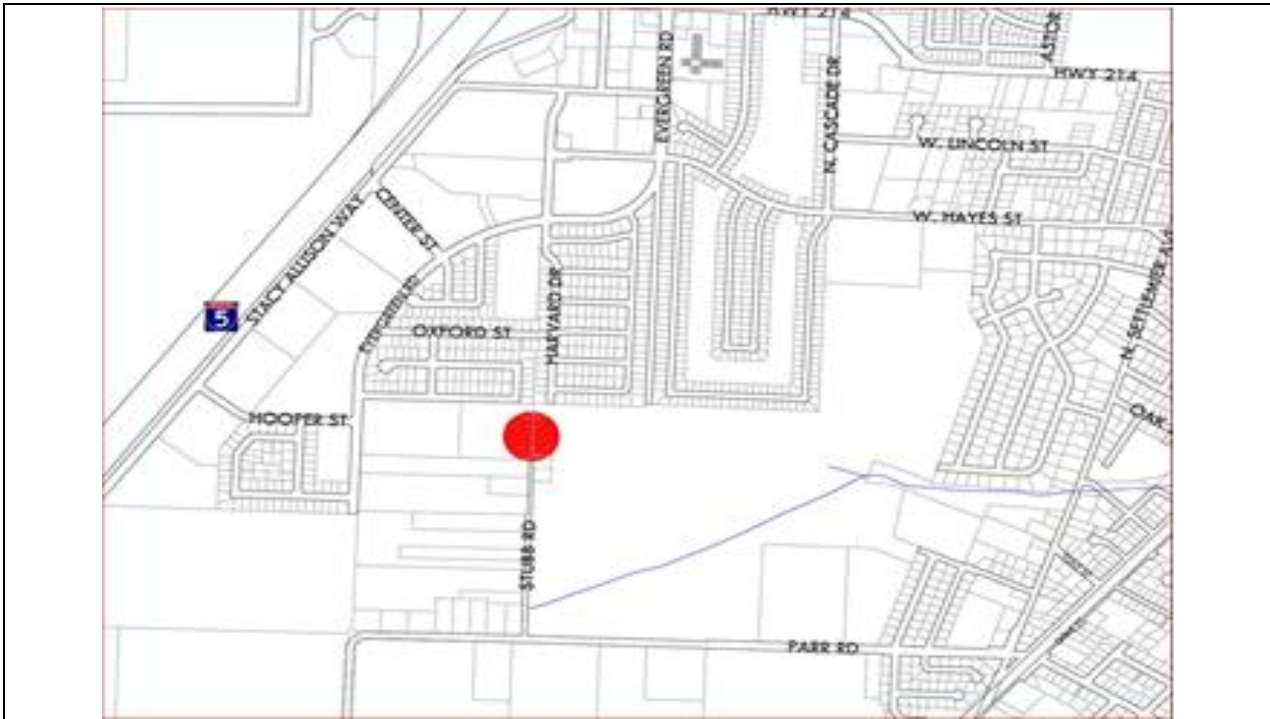
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIWA1545	470	Water Fund	\$150,300	FY 2018-20
CIWA1545	470	Water Fund	\$449,700	FY 2020-21

**Project Data for Parr Road Treatment Plant – New Well**

Project Number:	CDWA1546	New Project <input checked="" 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 2021
Estimated Project Cost:	\$2,000,000 (increased for FY 2020-21)

**Budget History:**

Fiscal Year	2018-19	2019-20	FY 2020-21
Budget	\$1,590,250	\$1,564,841	\$1,474,591
Year to Date expenses	25,409	\$500,000	
Balance	\$1,564,841	\$1,064,841	

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1546	470	Water Fund	\$840,250	2018-20
CDWA1546	474	Water SDC Fund	\$750,000	2020-21
CDWA1546	470	Water Fund	\$724,591	2020-21

## Six Year Capital Improvement Plan – FY 2020-21 to FY 2025-26

Project	Revenue Source	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Total
<b>General Fund Construction</b>								
City Facilities	General Fund	1,500,000	-	-	-	-	-	1,500,000
Community Center	General Fund	325,990	-	-	-	-	-	325,990
<b>Total General Fund Construction</b>		<b>1,825,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,825,990</b>
<b>State Construction</b>								
Butteville/Hwy Improvements	General Fund	3,000,000	-	-	-	-	-	3,000,000
<b>Total State Fund Construction</b>		<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>
<b>Street &amp; Storm Construction</b>								
W. Hayes Street Improvements - Settlemier to Cascade	Street SDC/Storm CIP/SD	3,800,000	-	-	-	-	-	3,800,000
Hardcastle/Railroad Realignment	Street CIP/SDC	25,000	-	-	-	-	-	25,000
Evergreen Road: Connect to Parr Road	Developer/Street SDC	-	600,000	800,000	-	-	-	1,400,000
S Woodland Avenue Extension	Developer/Grant	1,540,000	-	-	-	-	-	1,540,000
S Woodland Realignment	Developer/Grant	150,000	-	-	-	-	-	150,000
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
		<b>5,590,000</b>	<b>685,000</b>	<b>1,820,000</b>	<b>25,000</b>	<b>1,525,000</b>	<b>2,325,000</b>	<b>11,970,000</b>
<b>Storm Drain Construction</b>								
Fourth Street Storm Replacement - Garfield to Harrison	Street/Storm CIP	260,000	-	-	-	-	-	260,000
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
<b>Total Storm Drain Construction</b>		<b>260,000</b>	<b>1,184,000</b>	<b>1,530,000</b>	<b>548,000</b>	<b>282,000</b>	<b>230,000</b>	<b>4,034,000</b>
<b>Street Resurfacing: Gravel Streets</b>								
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
<b>Total Gravel Streets</b>		<b>-</b>	<b>160,000</b>	<b>300,000</b>	<b>185,000</b>	<b>260,000</b>	<b>150,000</b>	<b>1,055,000</b>
<b>Total Street &amp; Storm Capital Construction</b>		<b>5,850,000</b>	<b>2,029,000</b>	<b>3,650,000</b>	<b>758,000</b>	<b>2,067,000</b>	<b>2,705,000</b>	<b>17,059,000</b>
<b>Water Systems Construction</b>								
Hydrological Study	Water Fund	-	100,000	-	-	-	-	100,000
Water Rights Implementation	Water Fund	25,000	-	-	-	-	-	25,000
Repaint Elevated Storage Tank	Water Fund	600,000	-	-	-	-	-	600,000
Parr Road Third Booster pump & SCADA upgrades	Water Fund	-	-	-	175,000	-	-	175,000
Country Club Rd to Elevated Tank transmission replacemt	Water Fund	-	-	-	-	3,484,000	-	3,484,000
Parr Road Treatment Plant - New well & raw water piping	Water Fund/Water SDC	2,000,000	-	-	-	-	-	2,000,000
I-5 waterline crossing to serve SWIR Area	Water Fund/Water SDC/	-	1,200,000	-	-	-	-	1,200,000
Hwy 214: Astor Way to 1210 Newberg Hwy. waterline loop	Water Fund	-	-	190,000	-	-	-	190,000
Routine Water Main Replacement Program	Water Fund/Water SDC	200,000	400,000	400,000	400,000	400,000	400,000	2,200,000
Fire Flow Improvements	Water Fund	200,000	336,800	336,800	336,800	336,800	336,800	1,884,000
Auxilliary Power for Wells #9, #11 & #14	Water Fund	25,000	200,000	-	-	-	-	225,000
<b>Total Water Systems Construction</b>		<b>3,050,000</b>	<b>2,236,800</b>	<b>926,800</b>	<b>911,800</b>	<b>4,220,800</b>	<b>736,800</b>	<b>12,083,000</b>

Project	Revenue Source	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Total
<b>Sewer Construction: Wastewater Treatment Plant</b>								
POTW Phase 2A/Natural Treatment System	Sewer Fund	1,600,000	2,400,000	2,400,000	2,400,000	2,400,000	-	11,200,000
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	100,000	750,000	500,000	-	-	-	1,350,000
Septage RV dump station improvements	Sewer Fund	-	-	-	-	-	300,000	300,000
Poplar Tree 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
<b>Sewer Construction: Sanitary Collection System Construction</b>								
Mill Creek Pump Station Project - Phase 1	Sewer Fund	750,000	-	-	-	-	-	750,000
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	250,000	250,000	2,130,000
Young Street Pipeline Project	Sewer Fund/Sewer SDC	-	-	2,000,000	-	-	-	2,000,000
Rainier Lift Station - Force & Gravity sections	Sewer Fund	-	-	-	-	-	300,000	300,000
Santiam Pump Station Abandonment	Sewer Fund	235,000	-	-	-	-	-	235,000
Front Street pipeline project	Sewer Fund	-	1,400,000	-	-	-	-	1,400,000
Lincoln Street Sewer rehab - Bryan to Mill Creek	Sewer Fund	-	-	-	500,000	-	-	500,000
Laurel Sanitary Sewer Project	Local Imprvmnt District	-	-	-	-	-	1,000,000	1,000,000
I-5 Pump Station & Force Main Upgrades Project, Phase 1	Sewer Fund/Sewer SDC	5,400,000	-	-	-	-	-	5,400,000
North Santiam Sewer Trunk Line from MCPS to Hazelnut Dr	Sewer Fund	-	-	-	700,000	-	-	700,000
Vanderbeck Pump Station Upgrades	Sewer SDC/Developer	-	-	-	-	-	400,000	400,000
Lincoln Street Sewer rehab - Settlemier to First St	Sewer Fund	150,000	-	-	-	-	-	150,000
Third Street - Harrison to Lincoln - sewer repairs	Sewer Fund	-	150,000	-	-	-	-	150,000
Fifth Street - Harrison to Garfield - sewer repairs	Sewer Fund	200,000	-	-	-	-	-	200,000
Woodland/Hwy 219 Sewer repair at NE quadrant	Sewer Fund	-	-	200,000	-	-	-	200,000
Progress Way Pipeline proejct	Sewer Fund	-	-	-	-	255,000	1,200,000	1,455,000
<b>Total Sewer Construction</b>		<b>8,960,000</b>	<b>5,160,000</b>	<b>5,825,000</b>	<b>4,820,000</b>	<b>6,765,000</b>	<b>8,255,000</b>	<b>39,785,000</b>
<b>Parks</b>								
Legion Park Improvements, Phase 2	Parks SDC	-	-	2,500,000	-	-	-	2,500,000
<b>Total Parks Construction</b>		<b>-</b>	<b>-</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>
<b>Total Construction</b>		<b>19,685,990</b>	<b>9,425,800</b>	<b>12,901,800</b>	<b>6,489,800</b>	<b>13,052,800</b>	<b>11,696,800</b>	<b>73,252,990</b>

# Appendices

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- ❖ 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 Defeasance:** A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

**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 purposed 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 2020/21 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 Side Account Savings**. In 2019, the City Council goal of establishing a PERS side account was achieved with a City contribution of \$2,823,043, which received a PERS match. The City will continue to add resources to the City’s PERS Fund as resources allow, but will direct any PERS savings to help maintain current service levels. It is the overall goal of the City to continue to increase the balance in the City’s PERS Reserve Fund in order to make future Side Account contributions.
- B. **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.
- C. **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.
- D. **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.

- E. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.
- F. **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 in 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 service expenses. 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 indirect costs will be per the federally allowed de minimus overhead rate of 10 percent.

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.

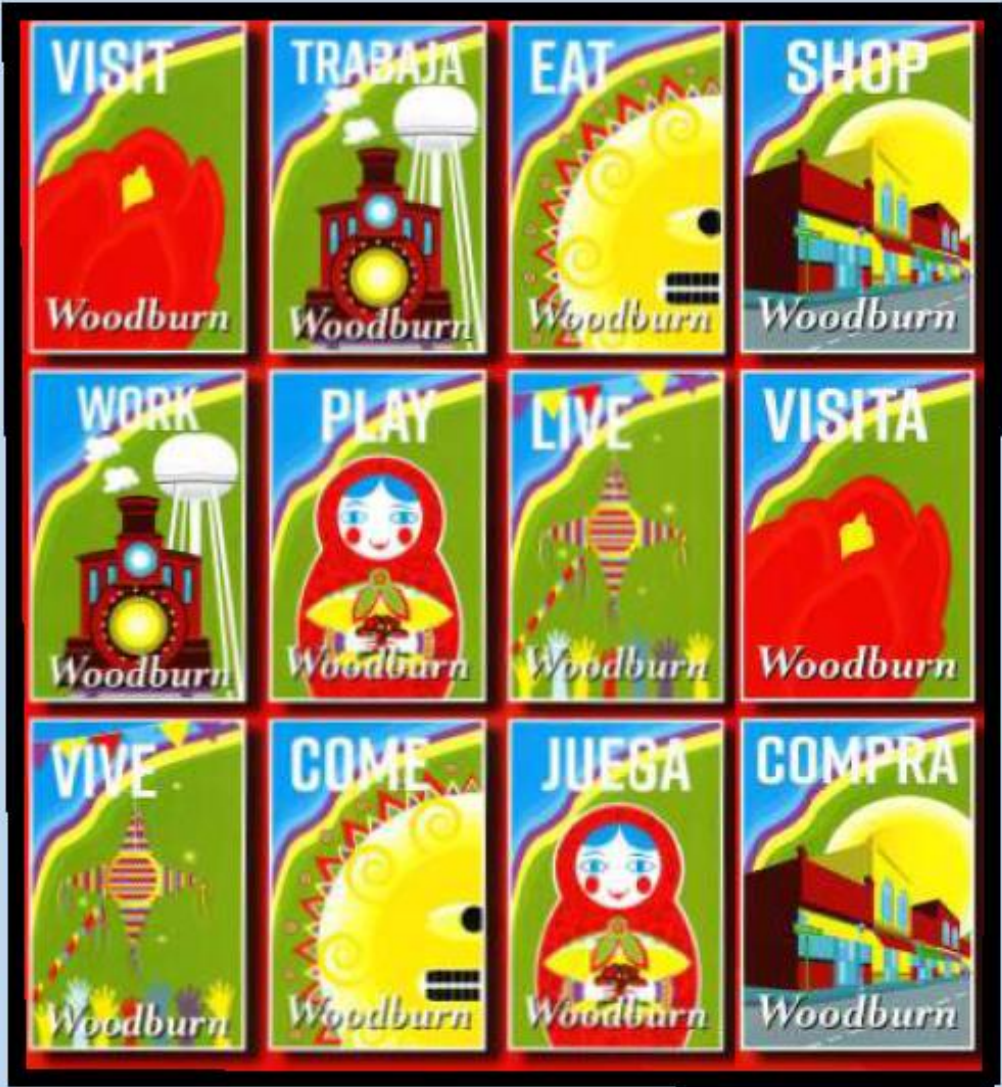
Five-Year Forecast

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

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# City of Woodburn

## Five-Year Forecast

### FY 2019/20 - FY 2023/24

## Table of Contents

Introduction.....	1
City of Woodburn Background .....	1
Purpose of the Forecast.....	2
Forecast Methodology.....	2
Executive Summary .....	3
Economic and Demographic Assumptions .....	3
Issues in the Coming Year.....	3
Citywide Issues Beyond One Year.....	3
Fund Summaries:.....	4
General Fund .....	6
Building Inspection Fund .....	8
Transit Fund.....	9
Street Fund .....	10
Water Fund.....	11
Sewer Fund.....	12
Remaining Funds .....	14
Major Assumptions – Revenues .....	15
Major Assumptions – Expenditures.....	16
Glossary .....	17

# Introduction

## City of Woodburn Background

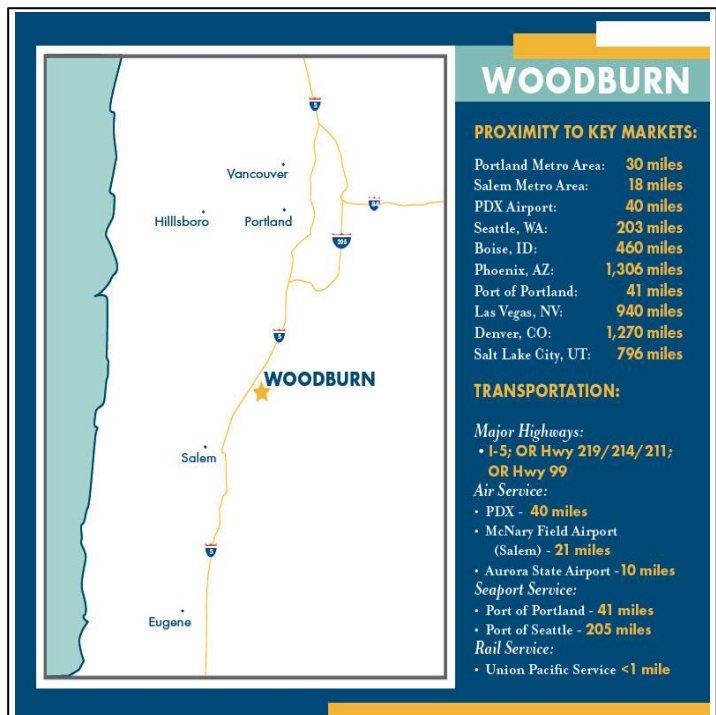
The City of Woodburn is a municipal corporation, which operates under a Council-Manager form of government. Policy making and legislative authority are vested in the City Council which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Administrator 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 24,760<sup>2</sup>, 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 \$56,119<sup>3</sup>.

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.



<sup>2</sup> Portland State University, Population Estimates and Reports, Certified Population Estimates, July 1, 2018

<sup>3</sup> 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

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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 \$13,401,200<sup>4</sup> 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

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<sup>4</sup> 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

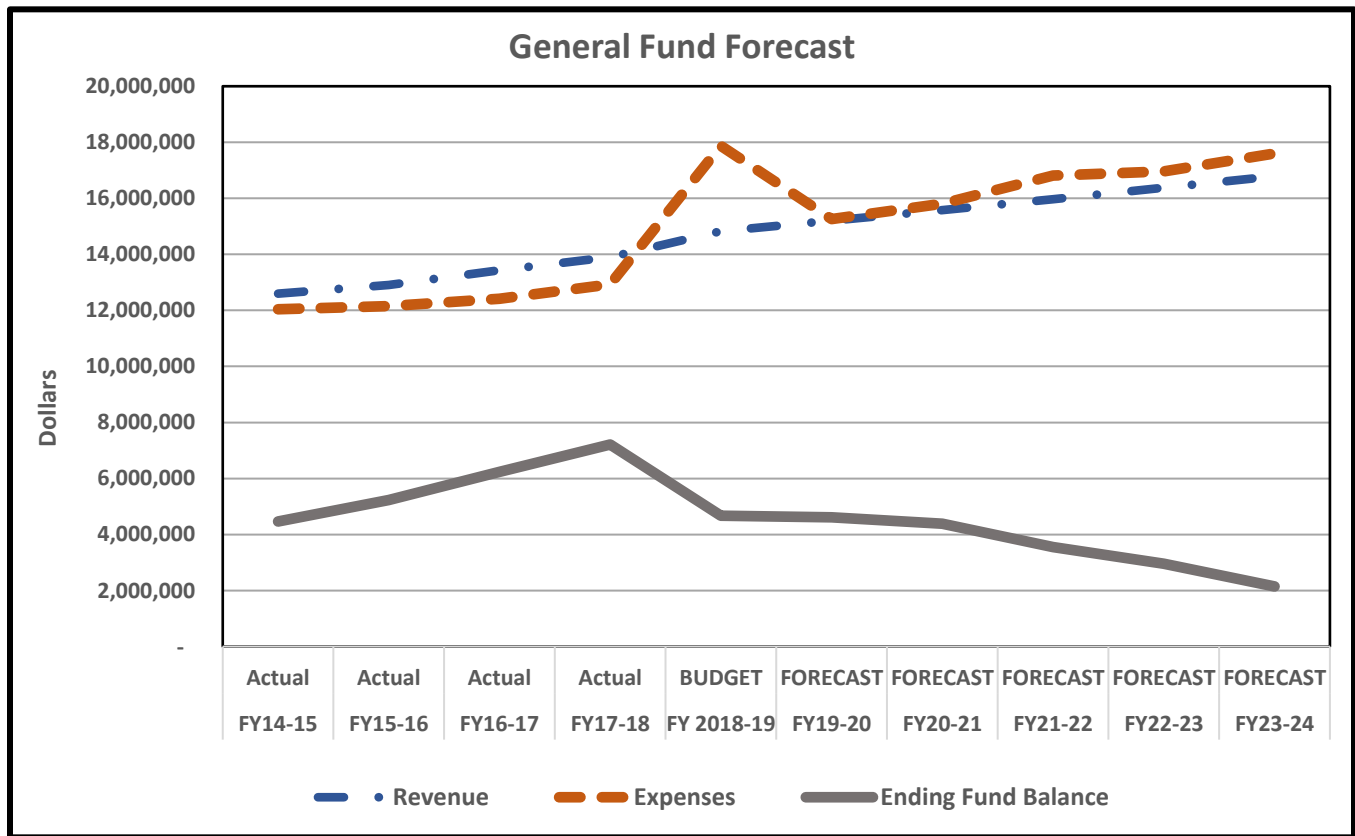
## Variances from Status Quo Assumptions

- 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.

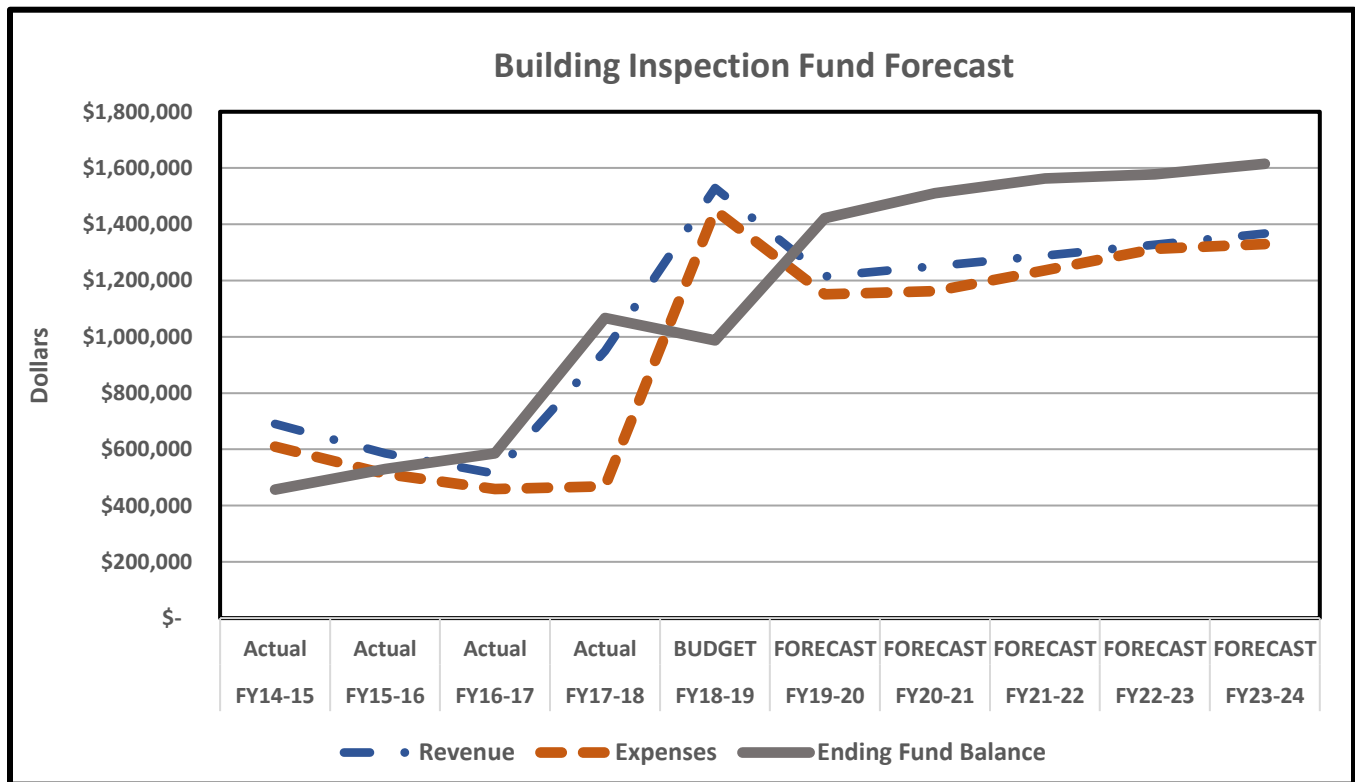
*Parks & Recreation:* As demand grows for use of City parks, additional burden is placed on the City's General Fund to provide enhanced services. Additional staff hours are required for cleanup and maintenance of these parks. These potential cost increases are not included in the forecasts.

# 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.

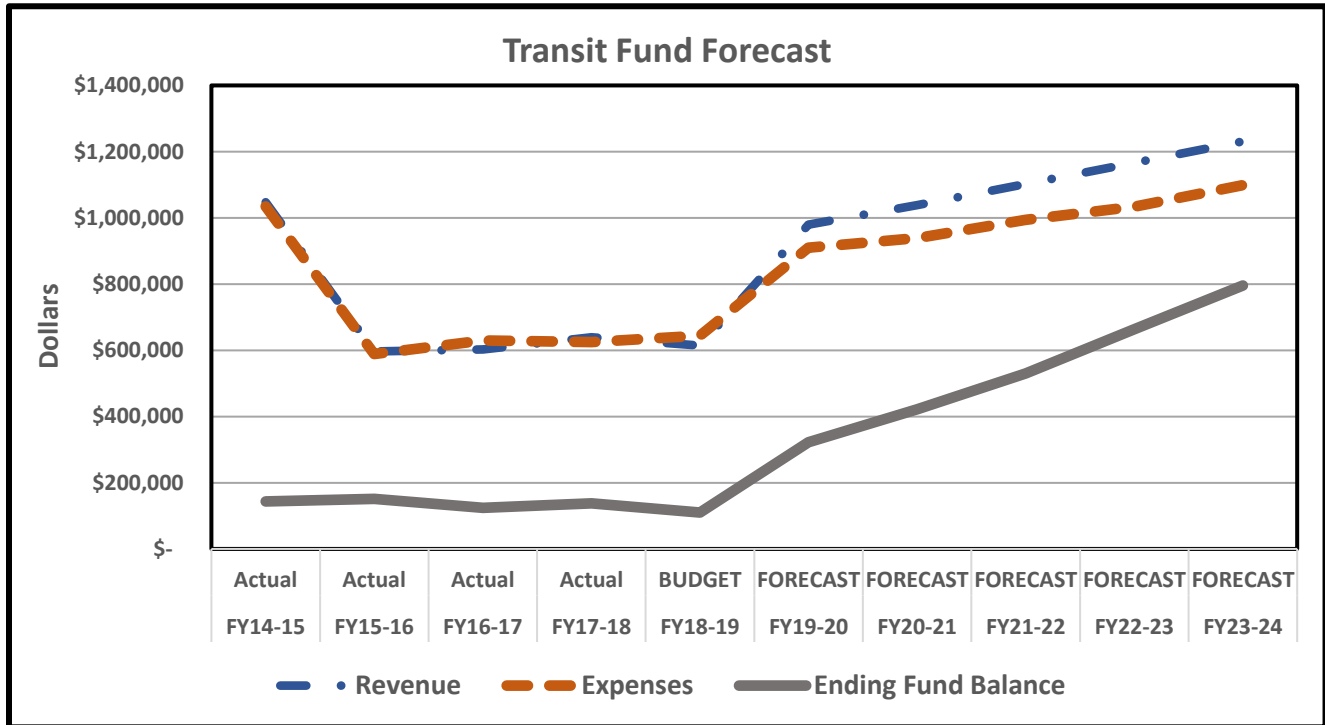
Approximately 50 percent of the Woodburn School District 2015 voter approved bond measure allows for significant construction work to all the school buildings for repairs, additions and two new schools. The school bond will impact the department workload and revenue over the next five years.

# 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

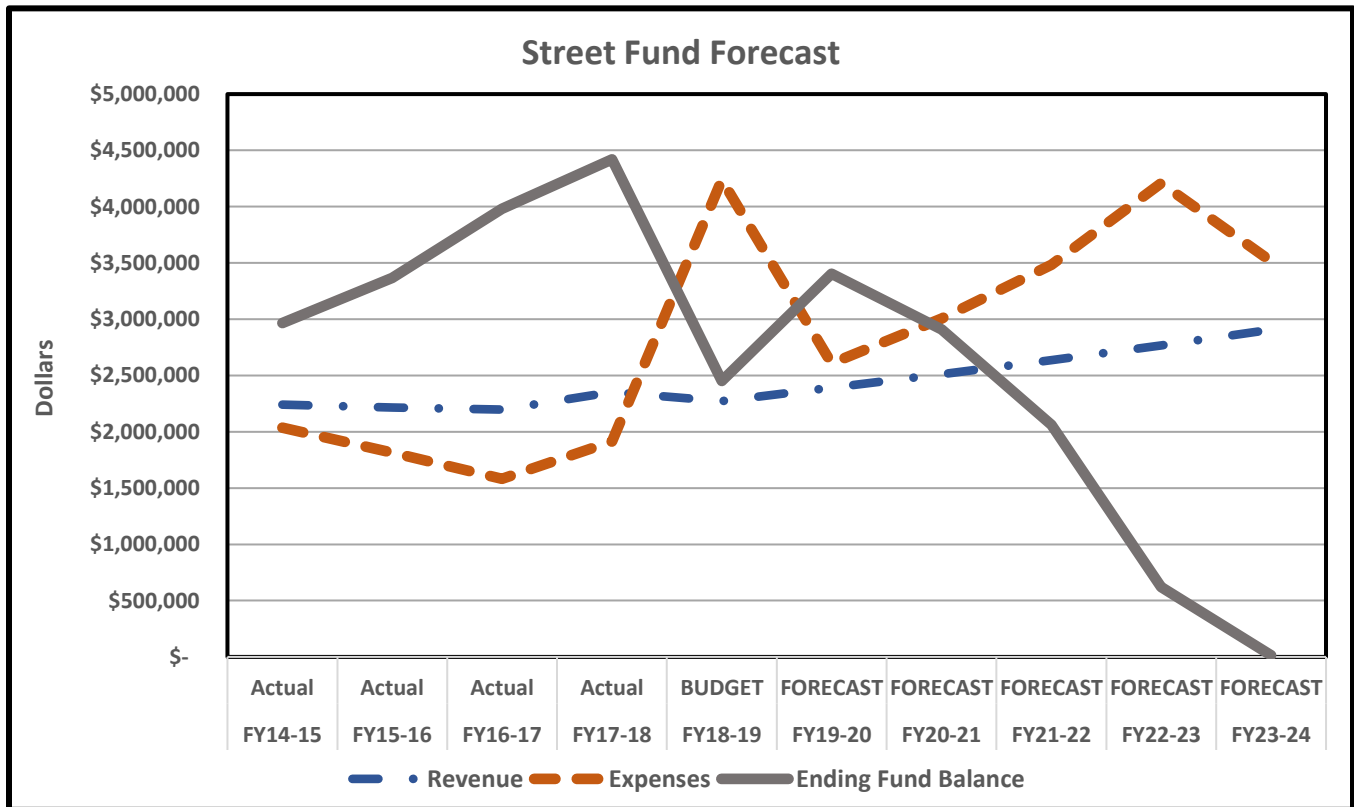
Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund.

# 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.

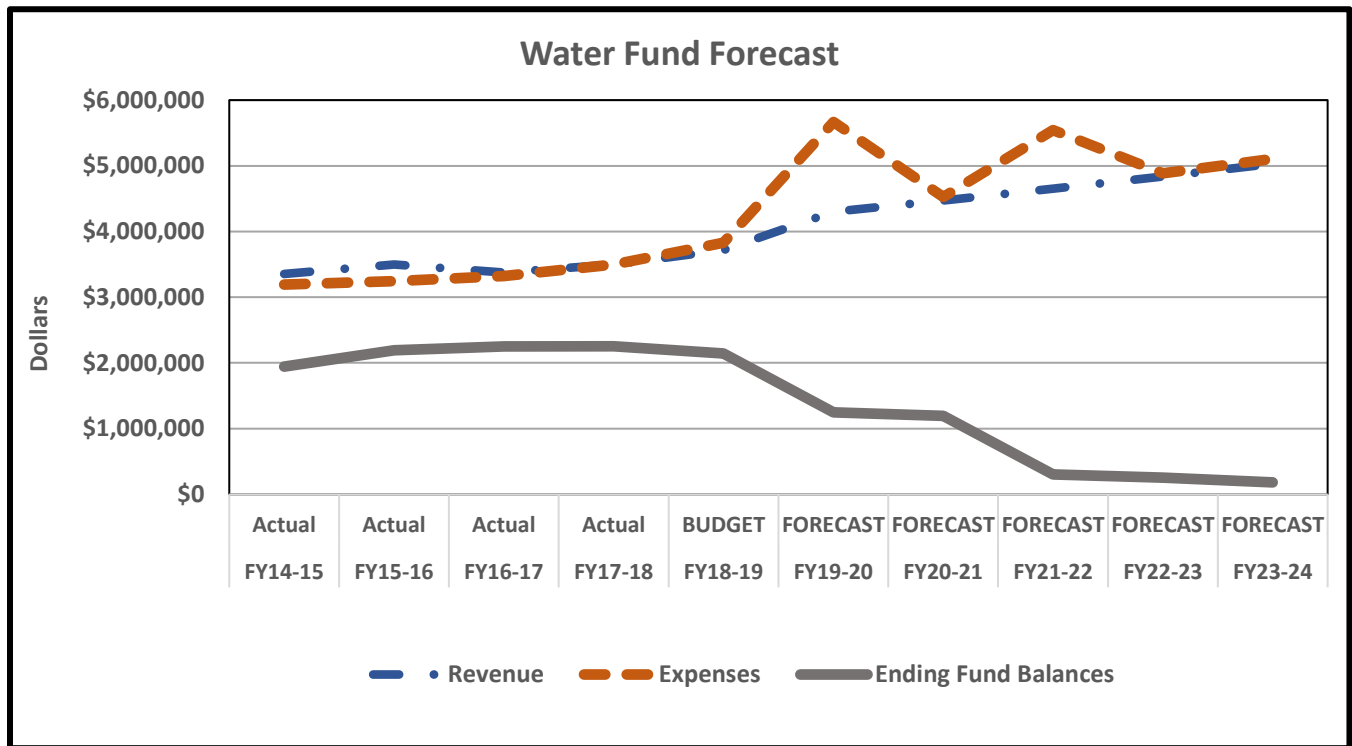
# Water Fund

## Variances 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

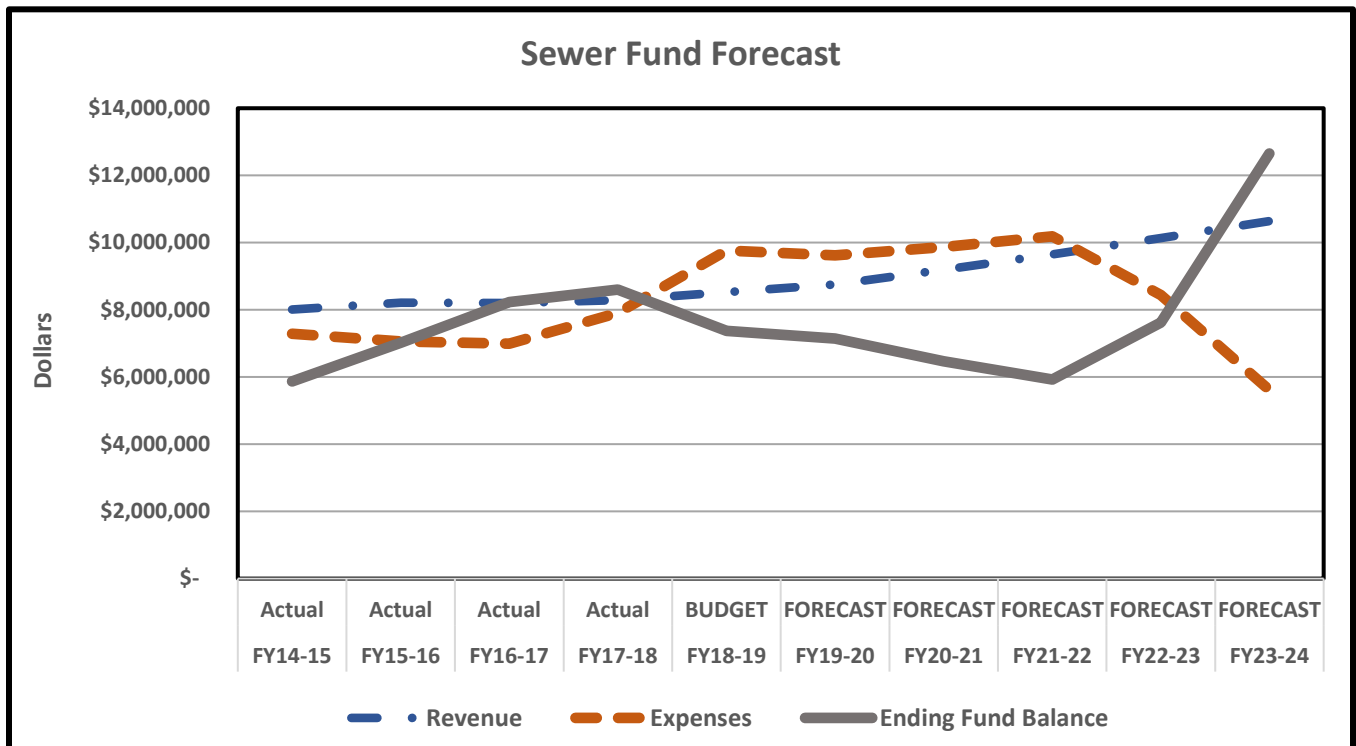
As personnel, material and services costs continue to increase, levels of service will become difficult to maintain. Additionally, unknown capacity improvements predicated by the UGB expansion will impact future capital needs.

# 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

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## 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

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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.

<b>Bargaining Group</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
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

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## **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

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>A</b>		\$ 13.68	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.46	\$ 18.32	\$ 19.06
<b>B</b>	Economic Development Assistant	\$ 13.86	\$ 14.56	\$ 15.30	\$ 16.06	\$ 16.86	\$ 17.71	\$ 18.58	\$ 19.32
<b>C</b>		\$ 14.07	\$ 14.78	\$ 15.51	\$ 16.28	\$ 17.10	\$ 17.96	\$ 18.86	\$ 19.61
<b>D</b>		\$ 14.32	\$ 15.04	\$ 15.79	\$ 16.57	\$ 17.41	\$ 18.27	\$ 19.18	\$ 19.95
<b>E</b>		\$ 14.58	\$ 15.31	\$ 16.07	\$ 16.87	\$ 17.72	\$ 18.60	\$ 19.54	\$ 20.31
<b>F</b>	Custodial Worker I	\$ 14.86	\$ 15.61	\$ 16.39	\$ 17.21	\$ 18.07	\$ 18.97	\$ 19.92	\$ 20.71
	Parks & Maintenance Worker								
<b>G</b>	Custodial Worker II	\$ 15.18	\$ 15.94	\$ 16.74	\$ 17.57	\$ 18.46	\$ 19.37	\$ 20.35	\$ 21.17
<b>H</b>		\$ 15.53	\$ 16.30	\$ 17.13	\$ 17.97	\$ 18.87	\$ 19.82	\$ 20.81	\$ 21.64
<b>I</b>		\$ 15.94	\$ 16.74	\$ 17.58	\$ 18.47	\$ 19.39	\$ 20.35	\$ 21.37	\$ 22.23
<b>J</b>	Bus Driver	\$ 16.39	\$ 17.20	\$ 18.07	\$ 18.97	\$ 19.92	\$ 20.91	\$ 21.96	\$ 22.84
<b>K</b>	Administrative Specialist	\$ 16.89	\$ 17.74	\$ 18.62	\$ 19.55	\$ 20.53	\$ 21.55	\$ 22.63	\$ 23.54
	Cashier								
	Library Assistant								
<b>L</b>	Court Operations Clerk	\$ 17.43	\$ 18.29	\$ 19.21	\$ 20.17	\$ 21.18	\$ 22.24	\$ 23.35	\$ 24.29
	Lead Bus Driver								
	Permit Technician								
	Police Records Clerk								
	Permit Technician								
	Utility Worker I								
<b>M</b>	Engineering Technician I	\$ 18.13	\$ 19.05	\$ 19.98	\$ 20.99	\$ 22.04	\$ 23.13	\$ 24.30	\$ 25.27
	IT Network Technician								
	Library Associate								
	Water Meter Reader								
<b>N</b>	Water Operator I	\$ 18.70	\$ 19.63	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.87	\$ 25.05	\$ 26.06
	Wastewater Operator II								
<b>O</b>	Accountin Assistant	\$ 19.06	\$ 20.00	\$ 21.00	\$ 22.05	\$ 23.15	\$ 24.32	\$ 25.53	\$ 26.55
	Administrative Analyst								
	Police Evidence Technician								
<b>P</b>	Utility Worker II	\$ 19.44	\$ 20.42	\$ 21.43	\$ 22.51	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.09
<b>Q</b>	CAD Technician	\$ 20.64	\$ 21.67	\$ 22.75	\$ 23.90	\$ 25.09	\$ 26.34	\$ 27.66	\$ 28.76
	Wastewater Collections Operator I								
	Wastewater Operator II								
<b>R</b>	Fleet Maintenance Technician	\$ 21.19	\$ 22.25	\$ 23.36	\$ 24.52	\$ 25.75	\$ 27.04	\$ 28.39	\$ 29.52
	Water Operator II								
<b>S</b>	Engineering Technician III	\$ 22.49	\$ 23.61	\$ 24.78	\$ 26.03	\$ 27.33	\$ 28.70	\$ 30.14	\$ 31.33
	PW Crew Lead								
	Wastewater Collections Operator II								
<b>T</b>	Associate Planner	\$ 23.62	\$ 24.79	\$ 26.04	\$ 27.34	\$ 28.71	\$ 30.15	\$ 31.65	\$ 32.92
	GIS Technician								
	Economic Development Specialist								
	IT Network Administrator								
	IT Software Support Specialist								
	Librarian								
<b>U</b>	Building Inspector/Plans Examiner I	\$ 24.88	\$ 26.11	\$ 27.42	\$ 28.80	\$ 30.23	\$ 31.75	\$ 33.33	\$ 34.50
	Sewer Line Maintenance Technician								
	Wastewater Operator III								
<b>V</b>	Engineering Technician III	\$ 26.32	\$ 27.64	\$ 29.02	\$ 30.47	\$ 31.99	\$ 33.60	\$ 35.27	\$ 36.68
	Industrial Pre-treatment Coordinator								
	PW Maintenance Technician								
<b>W</b>	Building Inspector/Plans Examiner II	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40	\$ 33.13	\$ 34.95	\$ 36.69	\$ 38.16
	IT Systems Administrator								
	WastewaterLaboratory Technician								
<b>Y</b>	Building Inspector/Plans Examiner III	\$ 33.76	\$ 34.95	\$ 36.17	\$ 37.44	\$ 39.12	\$ 40.88	\$ 42.72	\$ 44.43



## 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
<b>REVENUE</b>	
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
<b>Expense</b>		
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 & Maint	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 8, 2020 at 7:00 pm via video conferencing. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Woodburn Budget Committee. A summary of the budget is presented below. A copy of the budget may be obtained online at [www.ci.woodburn.or.us](http://www.ci.woodburn.or.us) or by contacting Heather Pierson at [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) or by phone at (503) 980-6318. 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 2020-21.

Any person wishing to comment on the budget or City's election and qualification to receive State Revenue Sharing have the following options available for participation:  
 Written comments may be submitted to the City Recorder (270 Montgomery Street, Woodburn, OR 97071) and must be received by Friday, June 5, 2020 at 5:00 pm.  
 Digital comments (email) may be submitted to [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) by Friday, June 5, 2020 at 5:00 pm.  
 Individuals may participate online through the Go to Meetings web conferencing platform. Contact Heather Pierson at [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) or by phone at (503) 980-6318 to register. The City Council will read, review and consider all public comment.

Contact: Tony Turley

Telephone: 503-982-5211

Email: [Tony.Turley@ci.woodburn.or.us](mailto:Tony.Turley@ci.woodburn.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-19	Amended Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	45,971,038	50,527,640	44,968,790
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	28,193,610	18,627,500	18,959,250
Federal, State and all Other Grants, Gifts, Allocations and Donations	3,622,891	5,756,040	7,888,500
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	4,272,955	9,021,810	25,927,800
All Other Resources Except Current Year Property Taxes	3,762,076	3,582,930	3,278,510
Current Year Property Taxes Estimated to be Received	10,597,566	10,705,430	10,990,700
<b>Total Resources</b>	<b>96,420,136</b>	<b>98,221,350</b>	<b>112,013,550</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	14,121,111	16,839,250	17,494,830
Materials and Services	9,870,544	14,438,980	12,390,840
Capital Outlay	3,566,538	19,569,920	20,920,360
Debt Service	14,617,641	7,239,150	16,227,930
Interfund Transfers	4,272,955	9,009,520	25,927,800
Contingencies	0	7,749,840	7,809,310
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	49,971,347	23,374,690	11,242,480
<b>Total Requirements</b>	<b>96,420,136</b>	<b>98,221,350</b>	<b>112,013,550</b>

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	1,160,689	1,389,700	1,661,680
FTE	17.8	17.8	19.2
Economic Development	116,534	170,290	174,640
FTE	1.0	1.0	1.0
Police	7,806,801	8,692,860	9,228,590
FTE	43.5	43.5	45.8
Community Services	3,311,839	3,606,040	3,605,800
FTE	36.8	38.3	38.9
Planning	431,991	496,460	507,820
FTE	4.0	4.0	4.0
Engineering	271,657	290,420	310,440
FTE	4.5	4.5	5.5
Building Inspection	866,861	2,832,000	1,898,890
FTE	3.8	3.8	3.8
Housing Rehab	2,683	377,830	434,570
FTE	0	0	0
Water	12,335,641	7,482,040	7,235,660
FTE	10.0	10.5	10.5
Capital Improvement	3,380,710	35,518,240	41,906,030
FTE	0	0	0
Sewer/Surface Water/Collections	8,066,763	17,634,000	28,623,370
FTE	15.0	14.0	14.0
Street	2,193,203	6,342,480	6,289,530
FTE	8.5	9.5	9.5
Transit	662,429	1,235,000	890,600
FTE	7.1	11.7	11.6
Not Allocated to Organizational Unit or Program	55,812,335	12,153,990	9,245,930
FTE	5.5	5.5	5.3
<b>Total Requirements</b>	<b>96,420,136</b>	<b>98,221,350</b>	<b>112,013,550</b>
FTE	<b>157.5</b>	<b>164.1</b>	<b>169.1</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

In FY 2020-21, 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 in FY 2020-21.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2018-2019	Rate or Amount Imposed This Year 2019-2020	Rate or Amount Approved Next Year 2020-2021
Permanent Rate Levy (rate limit 6.0534 per \$1,000)	6.0534	6.0534	6.0534
Local Option Levy			
Levy For General Obligation Bonds	586,208	570,200	590,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$2,457,440	
Other Bonds	\$20,379,680	
Other Borrowings	\$1,162,030	
<b>Total</b>	<b>\$23,999,150</b>	

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

## Budget Resolution

### COUNCIL BILL NO. 3126

### RESOLUTION NO. 2152

#### A RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2020-21 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 2020-21 budget to the Budget Committee at its May 14, 2020 meeting; and

**WHEREAS**, the May 14, 2020 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 29, 2020; and

**WHEREAS**, a public hearing was held at the May 14, 2020 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 27, 2020 as required by ORS 294.438; and

**WHEREAS**, a second public hearing was held before the City Council at its meeting on June 8, 2020; and **NOW, THEREFORE**

#### THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

**Section 1.** The City Council adopts the budget for FY 2020-21 in the sum of \$112,013,550. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

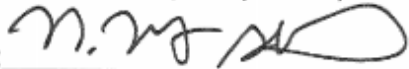
**Section 2.** The City Council imposes the taxes provided for in the adopted budget at a permanent rate of \$6.0534 per \$1,000 of assessed value for operations, and in the aggregate amount of \$590,000 for public safety general obligation (GO) bonds. These taxes are hereby imposed and categorized for tax year 2020-21 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	-	\$590,000

**Section 3.** FY 2020-21 budgets are appropriated at the fund levels shown:

Organization	Operating*	Transfers	Debt	Contingency	Total	Reserves	Total
Administration	1,661,680				1,661,680		
Economic Development	174,640				174,640		
Police	8,584,580				8,584,580		
Community Services	3,605,800				3,605,800		
Planning	507,820				507,820		
Engineering	310,440				310,440		
Non-Departmental	409,460	150,000	574,500		1,133,960		
General Fund				3,813,610	3,813,610	1,336,780	
<b>Total General Fund</b>	<b>15,254,420</b>	<b>150,000</b>	<b>574,500</b>	<b>3,813,610</b>	<b>19,792,530</b>	<b>1,336,780</b>	<b>21,129,310</b>
Transit	881,590	-		9,010	890,600		890,600
Building	1,119,790			779,100	1,898,890		1,898,890
Asset Forfeiture	15,000				15,000		15,000
Housing Rehab	20,660			413,910	434,570		434,570
Street	3,378,350	1,945,460		965,720	6,289,530		6,289,530
GO Debt Service			590,000		590,000		590,000
General Cap Const	1,969,700	285,350			2,255,050		2,255,050
Special Assessment				33,050	33,050		33,050
Street/Storm Cap Const	5,850,000				5,850,000		5,850,000
Parks SDC						1,005,050	1,005,050
Street SDC		1,000,000			1,000,000	2,890,450	3,890,450
Storm SDC		140,000			140,000	604,130	744,130
Sewer Cap Const	8,960,000	11,947,440			20,907,440		20,907,440
Water Cap Const	3,050,000				3,050,000		3,050,000
Water	2,689,640	559,550	1,563,430	162,080	4,974,700	1,380,300	6,355,000
Sewer	4,414,460	7,010,570	13,500,000	882,000	25,807,030	2,816,340	28,623,370
Water SDC		800,000			800,000	1,281,430	2,081,430
Sewer SDC		2,089,430			2,089,430		2,089,430
Information Technology	1,182,000	-		248,860	1,430,860	167,000	1,597,860
Insurance	847,760	-		515,960	1,363,720		1,363,720
Equipment Replacement	880,660				880,660		880,660
PERS Reserve	-				-		-
Lavelle Black Trust	20,000			19,010	39,010		39,010
<b>TOTAL</b>	<b>50,534,030</b>	<b>25,927,800</b>	<b>16,227,930</b>	<b>7,842,310</b>	<b>100,532,070</b>	<b>11,481,480</b>	<b>112,013,550</b>

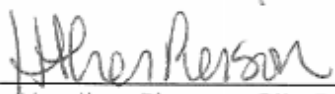
\*Operating Budget: Personnel, Materials and Services, and Capital Outlay

Approved as to Form:  6/8/2020  
 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 8, 2020  
June 9, 2020  
June 9, 2020  
June 15, 2020

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

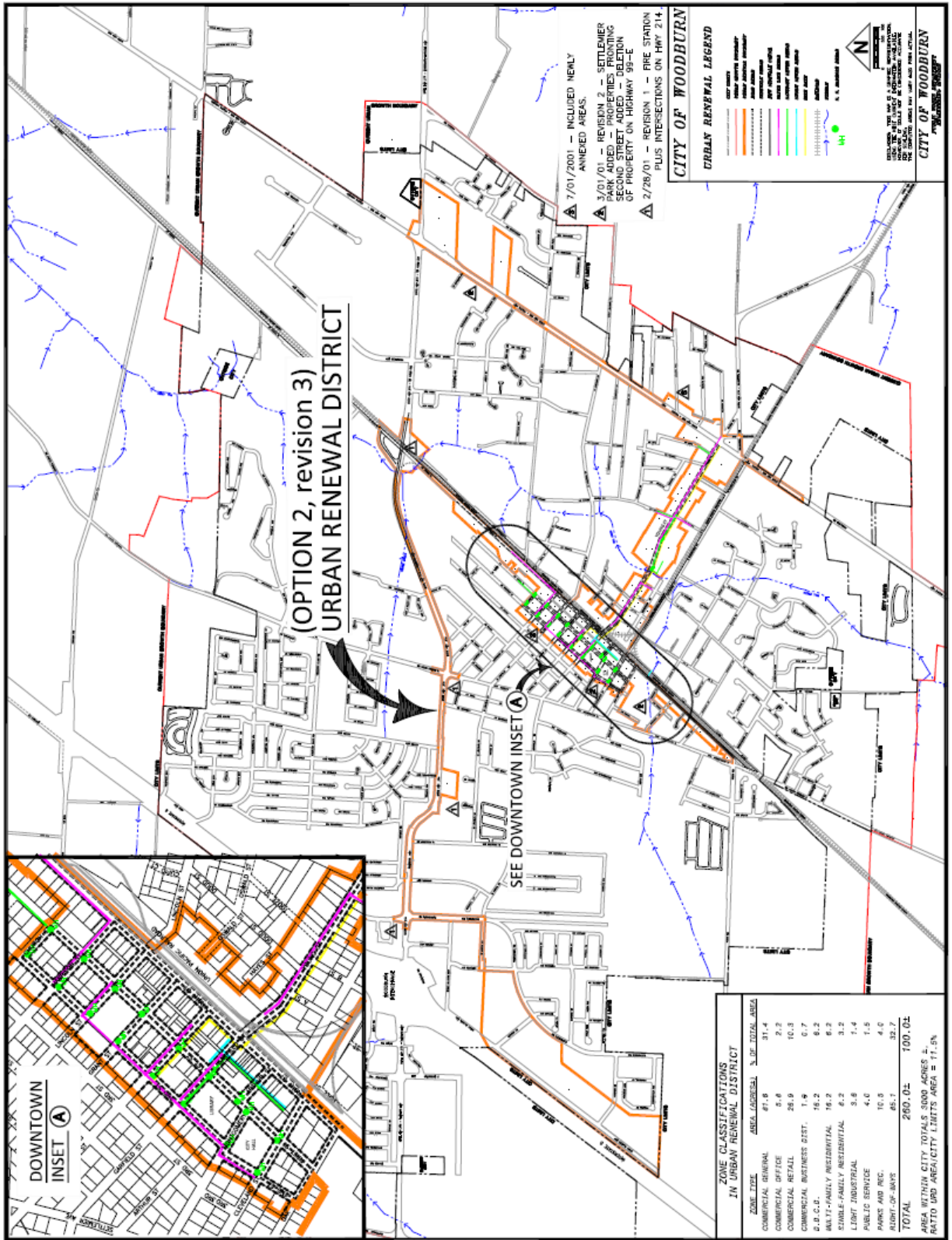




# Proposed Budget

## FY 2020-21





Woodburn Urban Renewal District  
 Visit [www.ci.woodburn.or.us](http://www.ci.woodburn.or.us) for more information

## Urban Renewal Agency – 720

**Fund/Fund Number:** Urban Renewal Agency - 720  
**Department Number:** Economic Development – 125  
**Division Number:** URA - 7200  
**Department Director:** Jamie Johnk

### **Description of purpose/functions of department**

Established in 2001, the Urban Renewal Plan was developed for improving blighted areas of Woodburn that are poorly developed or underdeveloped. These areas may have deteriorated buildings, unimproved streets, sidewalks and utilities. 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 servicing purposes.

Urban Renewal provides increase focus and funding on projects impactful to the community with the urban renewal boundaries including façade grants, streetscape improvements, design assistance, public arts and more. The Urban Renewal Agency 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 2019-20 accomplishments**

- Assisted 14 business or property owners applying for Urban Renewal Building Improvement Program grant funds and 7 design assistance grants.
- Public Arts and Mural Committee installed bronze sculptures in the Downtown Plaza, approved a mural project at Colonial Unidad, and approved murals on the former PIX Theater wall and at 333 N First Street (Dahlia Park).
- First Street Improvements from Oak to Harrison Streets was completed in FY 2019-20. The project included the installation of new streets, curbs, sidewalks, trees, benches, utilities, etc. as well as the removal of 12 underground fuel tanks including three at 173 Grant Street.
- Pix Theater Acquisition and Demolition. The City acquired and demolished the dilapidated former PIX Theater and installed a public parking area to serve businesses.
- Woodburn Museum & Bungalow Theater. The exterior restoration and improvements have been completed on the Bungalow Theatre and Woodburn Museum.
- In addition to the larger projects listed herein, there were numerous smaller projects funded through urban renewal including seasonable banners, lights in trees on Front Street, and more.

### **Urban Renewal and Economic Development Projects 2020-21**

- Woodburn Museum & Bungalow Theater – Interior Renovations
- Oregon Main Street Revitalization Grant - 550 N First Street
- Public Parking Lot at First and Cleveland Streets
- Downtown Plaza Water Feature
- Historic Locomotive Shelter

## Performance Measurements

Measures	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2019-20 Goal
Urban Renewal Building Improvement Projects	3	5	13	14	5
Urban Renewal Design Service Grant	3	7	7	7	5
Complete Public Arts – Murals Projects	0	0	2	2	3

## Budget Summary

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description	FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Urban Renewal Fund</b>						
Revenues						
2,020,267	2,232,019	3,159,000	Fund Balance	1,123,260	1,123,260	1,123,260
669,531	761,166	785,800	Taxes	805,000	805,000	805,000
5,000	117,078	1,000,000	Intergovernmental	-	-	-
41,131	64,074	39,200	Miscellaneous Revenue	25,000	25,000	25,000
-	2,900,000	-	Other Financing Sources	-	-	-
<b>2,735,929</b>	<b>3,174,337</b>	<b>4,984,000</b>	<b>Revenues Total</b>	<b>1,953,260</b>	<b>1,953,260</b>	<b>1,953,260</b>
Expenditures						
96,514	132,706	228,580	Personnel Services	208,050	208,050	208,050
81,753	172,277	271,120	Materials & Services	297,940	297,940	297,940
325,643	3,254,268	3,713,500	Capital Outlay	720,000	720,000	720,000
-	-	268,500	Debt Service	335,130	335,130	335,130
-	-	12,290	Transfers Out	-	-	-
-	-	490,010	Contingencies and Reserve	392,140	392,140	392,140
<b>503,910</b>	<b>3,559,251</b>	<b>4,984,000</b>	<b>Expenditures Total</b>	<b>1,953,260</b>	<b>1,953,260</b>	<b>1,953,260</b>
<b>2,232,019</b>	<b>(384,914)</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
1.0	1.0	1.1	Full-Time Equivalent (FTE)	1.1	1.1	1.1

The **Capital Outlay** budget of \$720,000 is for the following projects:

Project Name	Project Number	Urban Renewal Fund 720	Total
Bungalow Theater and Museum Façade Restoration	CBUR1542	200,000	200,000
Alleyway Beautification, Phase III - Hayes & Alley	CIUR1541	17,500	17,500
Historic City Hall Building Grant Rehab - 550 N First	CBUR1596	200,000	200,000
Downtown Plaza Water Fountain Rehab	CIUR1597	20,000	20,000
First & Cleveland Public Parking Lot	CIUR1598	58,000	58,000
First Street Improvement	CIUR1423	74,500	74,500
Historic Locomotive Shelter	CIUR1599	50,000	50,000
Public Arts and Mural Program	CIUR1543	100,000	100,000
<b>Total Urban Renewal Projects</b>		<b>720,000</b>	<b>720,000</b>

## Budget Detail

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
<b>Fund:</b> 720 - Urban Renewal Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
2,020,267	2,232,019	3,159,000	3081	Beginning Fund Balance	1,123,260	1,123,260	1,123,260
<b>2,020,267</b>	<b>2,232,019</b>	<b>3,159,000</b>	<b>Total - Fund Balance</b>		<b>1,123,260</b>	<b>1,123,260</b>	<b>1,123,260</b>
655,265	731,335	760,800	3111	Property Tax - Current	780,000	780,000	780,000
14,266	29,831	25,000	3112	Property Tax - Delinquent	25,000	25,000	25,000
<b>669,531</b>	<b>761,166</b>	<b>785,800</b>	<b>Total - Taxes</b>		<b>805,000</b>	<b>805,000</b>	<b>805,000</b>
-	-	1,000,000	3333.001	DoT Fund Exchange	-	-	-
-	117,078	-	3341	State Grants	-	-	-
5,000	-	-	3351	Grants	-	-	-
<b>5,000</b>	<b>117,078</b>	<b>1,000,000</b>	<b>Total - Intergovernmental</b>		<b>-</b>	<b>-</b>	<b>-</b>
39,031	64,074	30,890	3611	Interest from Investments	25,000	25,000	25,000
2,100	-	8,310	3699	Other Miscellaneous Income	-	-	-
<b>41,131</b>	<b>64,074</b>	<b>39,200</b>	<b>Total - Miscellaneous Revenue</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
-	2,900,000	-	3916	Note Proceeds	-	-	-
-	2,900,000	-	<b>Total - Other Financing Sources</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>2,735,929</b>	<b>3,174,337</b>	<b>4,984,000</b>	<b>Revenue Totals</b>		<b>1,953,260</b>	<b>1,953,260</b>	<b>1,953,260</b>

FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	Account Description		FY 2020-21 Proposed	FY 2020-21 Approved	FY 2020-21 Adopted
			<b>Department: 125 - Economic Development</b>				
			<b>Division: 7200 - Urban Renewal</b>				
			<u>Expenditures</u>				
67,425	91,719	146,870	5111	Regular Wages	136,490	136,490	136,490
-	-	-	5112	Part-Time Wages	-	-	-
41	542	-	5121	Overtime	-	-	-
20	24	30	5211	OR Workers' Benefit	20	20	20
4,965	7,016	11,470	5212	Social Security	10,720	10,720	10,720
10,642	13,323	25,870	5213	Med & Dent Ins	21,400	21,400	21,400
12,964	19,544	43,580	5214	Retirement	38,690	38,690	38,690
279	306	410	5215	Long Term Disability Ins	410	410	410
60	80	120	5216	Unemployment Insurance	100	100	100
118	152	230	5217	Life Insurance	220	220	220
<b>96,514</b>	<b>132,706</b>	<b>228,580</b>	<b>Total - Personnel Services</b>		<b>208,050</b>	<b>208,050</b>	<b>208,050</b>
-	-	3,000	5414	Accounting/Auditing	3,000	3,000	3,000
11,714	89,403	83,200	5419	Other Professional Serv	85,000	85,000	85,000
3,617	4,650	8,910	5428	IT Support	8,910	8,910	8,910
-	-	1,010	5448	Internal Rent	1,030	1,030	1,030
42,161	57,569	150,000	5520	Grant Program	175,000	175,000	175,000
24,261	20,655	25,000	5530	Design Services	25,000	25,000	25,000
<b>81,753</b>	<b>172,277</b>	<b>271,120</b>	<b>Total - Materials &amp; Services</b>		<b>297,940</b>	<b>297,940</b>	<b>297,940</b>
-	114,396	50,000	5611	Land	-	-	-
-	-	100,000	5630	Public Art	100,000	100,000	100,000
69,837	2,672,485	3,000,000	5631	Streets/Alleys/Sidewalks	150,000	150,000	150,000
255,806	467,387	563,500	5639	Other Improvements	470,000	470,000	470,000
<b>325,643</b>	<b>3,254,268</b>	<b>3,713,500</b>	<b>Total - Capital Outlay</b>		<b>720,000</b>	<b>720,000</b>	<b>720,000</b>
-	-	150,000	5711	Bond Principal	262,000	262,000	262,000
-	-	118,500	5721	Bond Interest	73,130	73,130	73,130
-	-	<b>268,500</b>	<b>Total - Debt Service</b>		<b>335,130</b>	<b>335,130</b>	<b>335,130</b>
			<b>Division: 9711 - Operating Transfer Out</b>				
-	-	12,290	5811.693	Transfer to Reserve for PERS	-	-	-
-	-	<b>12,290</b>	<b>Total - Operation Transfers Out</b>		-	-	-
-	-	190,010	5921	Contingency	92,140	92,140	92,140
-	-	300,000	5981.008	Reserve for URA Debt	300,000	300,000	300,000
-	-	<b>490,010</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>392,140</b>	<b>392,140</b>	<b>392,140</b>
<b>503,910</b>	<b>3,559,251</b>	<b>4,984,000</b>	<b>Expenditures Total</b>		<b>1,953,260</b>	<b>1,953,260</b>	<b>1,953,260</b>
<b>2,232,019</b>	<b>(384,914)</b>	-	<b>Fund Net</b>	<b>Total: 720 Urban Renewal Fund</b>	-	-	-

## URA – Project Data Sheets

### Project Data for Downtown Plaza Water Fountain

Project Number:	CIUR1597	New Project <input checked="" type="checkbox"/>
Project Name:	Downtown Plaza Water Fountain	
Project Description:	Major repairs to water fountain to reseal the interior to prevent ongoing leaking and damage to the concrete; restore the damaged concrete structure; and replace the missing fountain piece.	

Map:



Project Justification:	Repair leaks and reseal interior to prevent ongoing leaking
Operating Fund Impact:	Save water from leaks
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$20,000
Capital Expense Account:	720-125-7200 5639

**Budget History:**

Fiscal Year	2020-21			
Budget	\$20,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

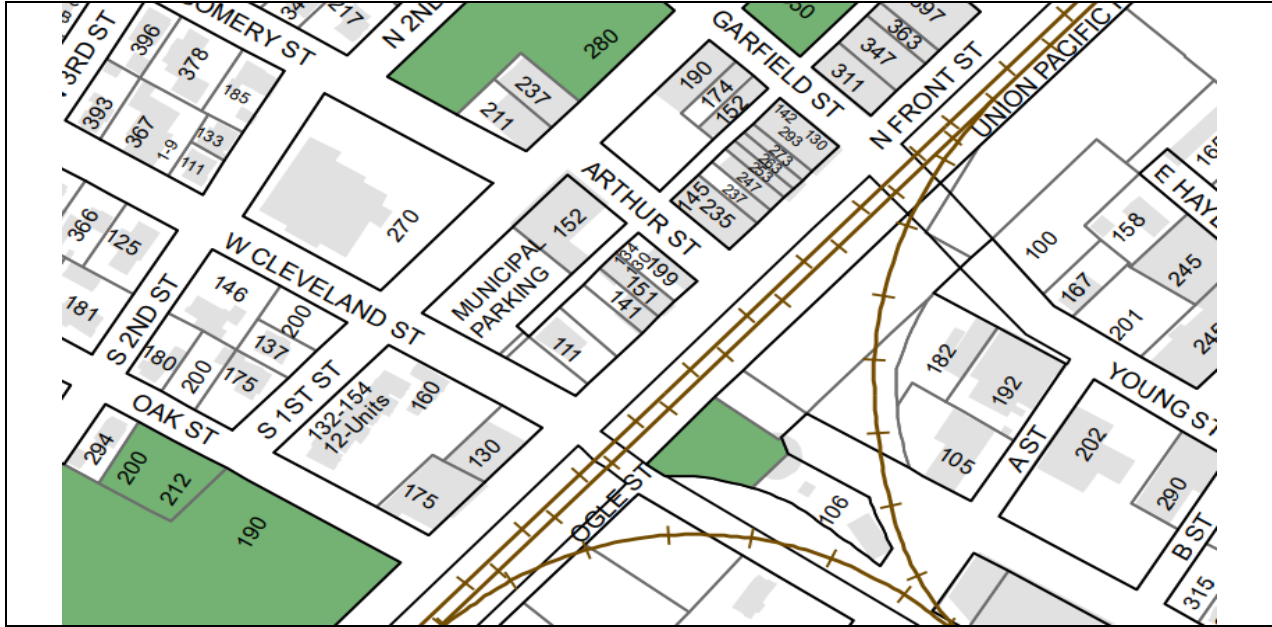
<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CIUR1597	720	Urban Renewal	\$20,000	2020-21



**Project Data for First & Cleveland Public Parking Lot**

Project Number:	CIUR1598	New Project <input checked="" type="checkbox"/>
Project Name:	First & Cleveland Public Parking Lot	
Project Description:	Repave and stripe public parking lot. Also add security camera and lighting.	

Map:



Project Justification:	Parking lot needs to be repaved and striped. Also adding additional lighting and security cameras.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$58,000
Capital Expense Account:	720-125-7200 5631

**Budget History:**

Fiscal Year	2020-21			
Budget	\$58,000			
Year to Date expenses	0			
Balance				

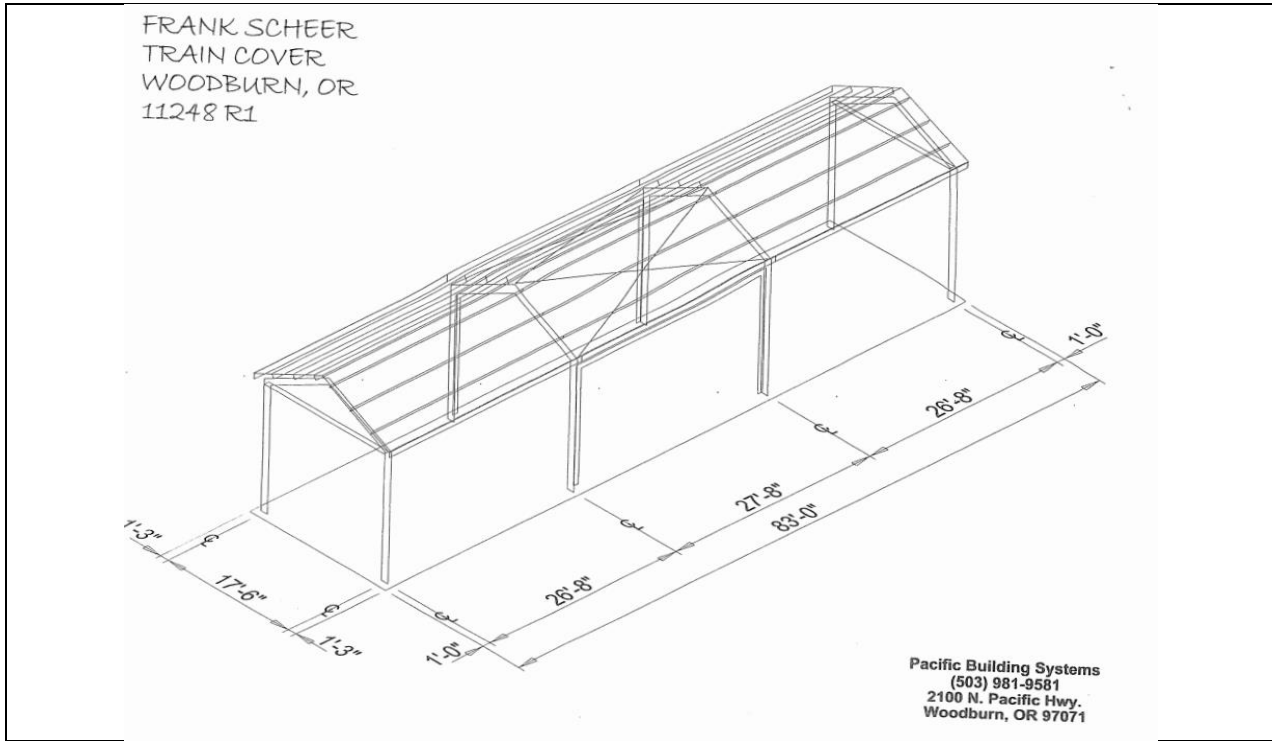
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1598	720	Urban Renewal	\$58,000	2020-21

**Project Data for Historic Locomotive Shelter**

Project Number:	CIUR1599	New Project <input checked="" type="checkbox"/>
Project Name:	Historic Locomotive Shelter	
Project Description:	Installation of a shelter to provide protection to the historic Locomotive engine and artifacts. Also install lighting for enhanced security.	

Map:



Project Justification:	To protect historic locomotive engine and historic artifacts
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2020
Estimated Project Cost:	\$50,000
Capital Expense Account:	720-125-7200 5639

**Budget History:**

Fiscal Year	2020-21			
Budget	\$50,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

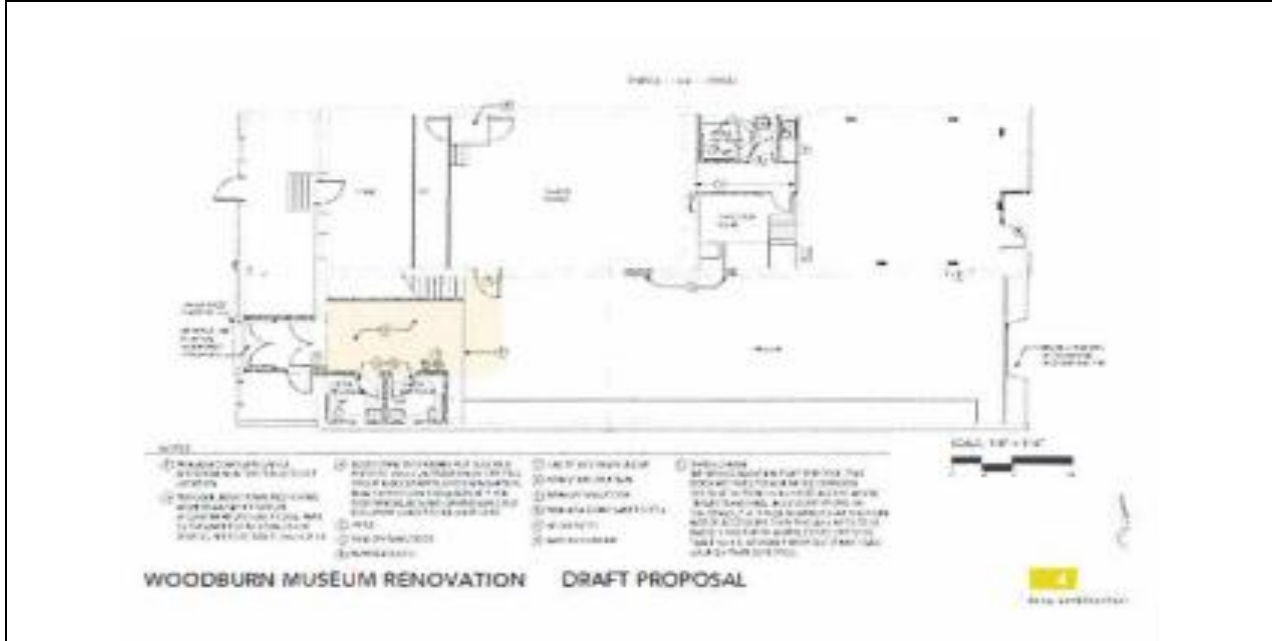
Project No.	Fund No.	Fund Name	Amount	FY
CIUR1599	720	Urban Renewal	\$50,000	2020-21



**Project Data for Bungalow Theater & Museum Restoration**

Project Number:	CBUR1542	New Project <input type="checkbox"/>
Project Name:	Bungalow Theater & Museum Restoration	
Project Description:	Interior improvements, ADA restrooms, asbestos removal	

Map:



Project Justification:	This project will support the revitalization and economic development efforts of the City and will preserve a historical property in downtown.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2021
Estimated Project Cost:	\$200,000
Capital Expense Account:	720-125-7200 5639

**Budget History:**

Fiscal Year	2020-21			
Budget	\$200,000			
Year to Date expenses	0			
Balance				

**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CBUR1542	720	Urban Renewal	\$200,000	2020-21

## UR-1 Notice of Budget Hearing

FORM UR-1

**NOTICE OF BUDGET HEARING**

A public meeting of the City of Woodburn City Council will be held on June 8, 2020 at 7:00 pm via video conferencing. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Woodburn Budget Committee. A summary of the budget is presented below. A copy of the budget may be obtained online at [www.ci.woodburn.or.us](http://www.ci.woodburn.or.us) or by contacting Heather Pierson at [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) or by phone at (503) 980-6318. 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 2020-21.

Any person wishing to comment on the budget or City's election and qualification to receive State Revenue Sharing have the following options available for participation: Written comments may be submitted to the City Recorder (270 Montgomery Street, Woodburn, OR 97071) and must be received by Friday, June 5, 2020 at 5:00 pm.

Digital comments (email) may be submitted to [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) by Friday, June 5, 2020 at 5:00 pm.

Individuals may participate online through the Go to Meetings web conferencing platform. Contact Heather Pierson at [heather.pierson@ci.woodburn.or.us](mailto:heather.pierson@ci.woodburn.or.us) or by phone at (503) 980-6318 to register. The City Council will read, review and consider all public comment.

Contact: Tony Turley

Telephone: 503-982-5211

Email: [Tony.Turley@ci.woodburn.or.us](mailto:Tony.Turley@ci.woodburn.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-19	Amended Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	2,283,940	3,159,000	1,123,260
Revenue from Bonds and Other Debt	2,450,000	0	
Interfund Transfers/Internal Service Reimbursements	50,000	1,000,000	
All Other Resources Except Division of Tax & Special Levy	56,630	39,200	25,000
All other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	749,970	785,800	805,000
<b>Total Resources</b>	<b>5,590,540</b>	<b>4,984,000</b>	<b>1,953,260</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	140,180	228,580	208,050
Materials and Services	233,670	271,120	297,940
Capital Outlay	5,016,800	3,713,500	720,000
Debt Service		268,500	335,130
Interfund Transfers		12,290	
Contingencies	199,890	190,010	92,140
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance & Reserved for Future Expenditures		300,000	300,000
<b>Total Requirements</b>	<b>5,590,540</b>	<b>4,984,000</b>	<b>1,953,260</b>

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	5,590,540	4,984,000	1,953,260
FTE	1.0	1.1	1.1
<b>Total Requirements</b>	<b>5,590,540</b>	<b>4,984,000</b>	<b>1,953,260</b>
<b>Total FTE</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

\* 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. 2020-01

#### A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2020-21; 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 May 14, 2020; and

**WHEREAS**, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on March 27, 2020 as required by ORS 294.438; and

**WHEREAS**, a public hearing was held on June 8, 2020; **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 2020-21 in the sum of \$1,953,260. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

**Section 2.** The amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2020-21
Administration	1,225,990
Debt Service	335,130
Transfers	-
Contingency	92,140
	<hr/>
	1,653,260
Unappropriated & Reserves	300,000
<b>Total Budget</b>	<b>1,953,260</b>

**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

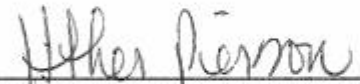
under Article IX, Section 1c of the Oregon Constitution with none of this amount to be raised by a special levy.

Approved as to Form:  6/8/2020  
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 8, 2020  
June 9, 2020  
June 9, 2020  
June 15, 2020

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