



# City of Woodburn, Oregon

And Woodburn Urban Renewal Agency

Adopted Budget for FY 2021-22

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# City of Woodburn

## Adopted Fiscal Year 2021-22 Budget

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# Introduction

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- ❖ 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, 2020**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Woodburn for its annual budget for the fiscal year beginning July 1, 2020. This is the ninth 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 2021-22

### **Councilors**

Debbie Cabrales – Ward I  
Ali Swanson – Ward II  
Robert Carney – Ward III  
Sharon Schaub – Ward IV  
Mary Beth Cornwell – Ward V  
Benito Puente, JR – Ward VI

### **Term Expires**

Dec. 2024  
Dec. 2024  
Dec. 2022  
Dec. 2022  
Dec. 2022  
Dec. 2024

### **Electors**

Mihei Egoroff – 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. 2023  
Dec. 2022  
Dec. 2021  
Dec. 2021  
Dec. 2022  
Dec. 2021

City Administrator  
Scott Derickson

Finance Director  
Tony Turley

Senior Management Analyst  
Tracy Fleck

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

[www.woodburn-or.gov](http://www.woodburn-or.gov)

## 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.

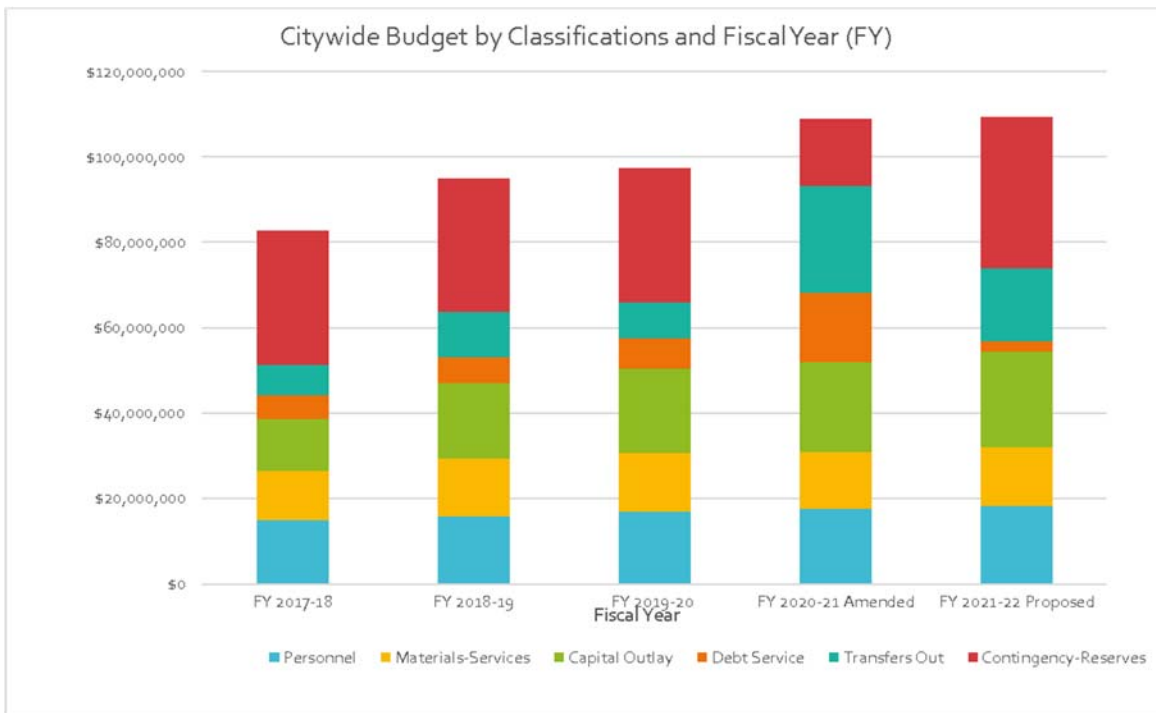
## Budget Message



April 8, 2021

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) 2021-22. The proposed \$104.7 million budget (including contingencies and reserves) maintains critical services and programs as well as continues to address City Council goals adopted on January 28, 2019 (see Council Goals on page 30). The General Fund portion of the proposed budget is \$24.3 (23.1 percent). As required by state law the proposed budget is balanced. The table below shows the 5-year citywide budget growth by expenditure classification.



How the COVID-19 recovery 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 (absent ongoing Federal assistance) in the General Fund’s ending fund balance. 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 are, the better position we will be in to provide services and assist in the COVID-19 recovery.

**COVID-19 Uncertainty**

In the Fiscal Year (FY) 2021, the COVID-19 Global Pandemic has significantly impacted local governments and communities across the nation, prompting federal stimulus payments and state aid for both businesses, families, and individuals. The City of Woodburn has also been impacted both operationally and financially.

In response to State-imposed restrictions intended to slow the rate of COVID-19 spread in congregate settings, the City closed all Parks & Recreation Department programming, including the cancellation of the 2020-21 Fiesta Mexicana, the closing of City Hall, the Aquatic Center and Library, and reductions in Transit Services. Based on the financial uncertainties during the outset COVID-19, in FY 2020 the City imposed a hiring freeze on six full-time positions, including two police officer positions, placed a hold on Woodburn’s Urban Renewal Program, Small Business Grant & Loan Program, and froze a \$300,000 General Fund contribution to the proposed Community Center Design Project. Much of the City’s operational focus then shifted to community education and outreach, as well as working to steer as much financial support for Woodburn’s families and businesses as possible.

FY 2020-21 spending reductions resulted in over \$1 million in General Fund savings. Simultaneously, through the efforts of staff, we achieved some \$3.6 million in COVID-19 community assistance funding, including a \$1.5 Million CDBG for Woodburn’s first Family Resource Center, over \$400 thousand in mortgage relief through the reallocation of housing rehabilitation funding, and other programs via state, federal and City grant programs. In total, the City generated some \$2,995,000 in COVID-19 related community financial assistance, including wide distribution of face coverings, culturally significant education and outreach, and vaccine coordination.

**City Funding**

<i>Funding Source</i>	<i>Amount</i>
Marion County Mini-Grant Community Education	\$ 9,000.00
Marion County Facial Covering Grant Reallocation	\$ 15,000.00
Business Oregon Business Assistance Grant	\$ 60,000.00
Mortgage Assistant Program( Loan Repayment Funds)	\$ 413,000.00
Community Contributions Facial Coverings	\$ 18,100.00
CARES Funding	\$ 736,000.00
ORPA Grant Aquatic Center	\$ 2,000.00
SAIF Cares Act Funding	\$ 8,700.00
Rotary Business program	\$ 10,000.00
Round 1 Transit Cares Funding	\$ 139,996.00
Round 2 Transit Cares Funding	\$ 193,429.00
Transit Medical Transport	\$ 45,000.00
CDBG Rental Assistance Grant (Hubbard/ Gervais/ Woodburn)	\$ 450,000.00
<b>Total</b>	<b>\$ 2,100,225.00</b>

**Agency Funding**

<i>Funding Source</i>	<i>Amount</i>
OHA Education and Outreach (WDA)	\$ 165,265.00
Marion County Grant (Love INC.)	\$ 150,000.00
NWSDS Grant (AWARE)	\$ 20,000.00
OHA Equity Grant (Love INC.)	\$ 75,000.00
Salem Hospital Foundation - Taxi Program (Centro)	\$ 10,000.00
Legacy Health Foundation - Taxi Program (Centro)	\$ 10,000.00
Mid-Willamette Valley Homeless Alliance (NSUSN)	\$ 421,958.00
<b>Total</b>	\$ 852,223.00
<b>Complete Total</b>	\$ 2,952,448.00

It is important to note that, although City Hall has been closed to the public, the majority of City staff have remained working in the field and offices, as COVID-19 rules allowed. Police, Code Enforcement, Public Works, Finance, Planning, Building, Transit and Woodburn’s Municipal Court have continued to operate through the duration of the pandemic, maintaining critical services to the community.

**COVID-19 Financial Impacts/Federal Aid**

Per the City’s annual Financial Plan update, in January 2021, I presented the City Council a 5-Year Forecast that assumed a pre-COVID-19 General Fund Budget as a base, including the restoration of all Parks & Recreational programs, most of which require offsetting revenue generation to remain viable. The baseline was established to demonstrate the full impact of COVID-19 and the events of 2021. In terms of revenue, caution is needed as COVID-19 related impacts on the General Fund revenues remain uncertain, such as overall impacts to Transient Occupancy Tax revenues, the future of state shared revenues, and the rate of property tax collection as a result of the economic downturn and state mortgage deferral programs.

At that time, the forecast was projecting a FY 2022 revenue/expense General Fund shortfall of \$676,481 followed by an additional General Fund revenue shortfall of \$731,563 in FY 2023 and \$570,277 in 2024. Assuming the pre-COVID-19 General Fund spending levels, the 5-Year Forecast projects approximately \$3,792,397 in total revenue/expense shortfalls over the upcoming five years. Because of the City’s careful prior-year efforts to build the General Fund’s ending fund balance, the Contingency was projected to significantly drop in FY 2021-22, although the City still projected meeting its 25% Contingency goals through 2025, this drop was cause for concern.

**The American Rescue Plan**

As part of Congress’s passage of the March 10, 2021, American Rescue Plan the City of Woodburn will receive some \$5.36 million, over the course of two fiscal years, beginning in FY 2021, as part of the law’s direct financial allocations to Cities. In light of the project shortfalls presented to the City Council in January, these dollars greatly improve the City’s ability to maintain current levels of services while recovering financial losses due to COVID-19. Literally overnight, the City’s financial outlook became more stable. In addition, these funds will allow the City to

more quickly restore Parks & Recreation programming when COVID-19 restrictions ease. Without Federal assistance, the FY 2020-21 Proposed Budget would have recommended continued reductions in existing service levels while modeling a more prolonged ability to restore programming when COVID-19 rules begin to ease. At the writing of this Budget Message, the City is in the process of establishing a special revenue fund to receive and manage federal assistance.

### **FY 2021-22 Budget Highlights**

The following items are newly proposed for the FY 2021-22 Budget:

- Restructured Library Services will allow services to resume at lower operational costs.
- Consistent with City goals, a onetime grant to Love Inc. for Family Resource Center Administrative is being proposed: \$120,000
- The City Hall remodel loan is budgeted to be paid off one year early: \$ 320,000
- A Street Fund Tree Replacement Program is proposed: \$75,000
- An Urban Renewal and General Fund Street Tree Program is included: \$150,000
- A Sidewalk Replacement Program: \$ 75,000
- Additional Police Officer Position: \$120,000
- PERS Reserve Transfers: \$108,000
- Roof Repairs (Police Station and Public Works): \$47,000
- Pool HVAC repairs: \$35,000
- New Right-of-Way licensing program : \$100,000 in new revenues
- Update to Parks and Recreation Master Plan (Parks SDCs): \$100,000

### **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 (i.e. liquor and cigarette taxes).

- A General Fund budget (including contingency and reserves) of \$24.4 million is proposed for FY 2021-22 (see Total Expenses on page 34). This figure is 11.4 percent, or \$2.5 million higher, than the City’s FY 2020-21 Amended Budget.
- On January 28, 2019, City Council approved the Fund Reserves & Contingency Policy (see Budget Policies and Fiscal Strategies, Section 5.B on page 210) setting the General Fund Contingency level to 25.0 percent as savings occur. Based on prior year savings, the General Fund Contingency and Shortfall Management Reserve (SMR) funds for FY 2021-22 above 25.0 percent.

### **Citywide Revenues**

Woodburn relies on two major sources to fund operations:

1. Taxes (property, transient occupancy, and gas): Taxes serve as the largest source of revenue, 43 percent in the General Fund and 10.7 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 2021-22 is budgeted 2.9 percent higher (before discounts and delinquencies) than the current fiscal year.

2. Charges for goods and services (e.g. utility charges and fees): This makes up 16.7 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 2021-22 the rate increase will be 4.0 percent.
  - Sewer rates were increased on January 1, 2021 of 5.0 percent and are scheduled to increase on 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 17.3 percent, or \$18.1 million of the total budget. Personnel costs increased 3.5 percent over the prior year and includes 3.8 reduction primarily in Community Service positions, but includes increases for merit/cost-of-living-adjustments, medical, and retirement costs.

The proposed budget increases Materials & Services by 1.2 percent or less than \$200 thousand over FY 2021-22. 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 \$2.5 million, or 2.4 percent of the total budget. For a detailed listing of the outstanding balance and annual debt service of the City, see the Debt Overview section on page 160.

### **Citywide Capital Construction Plan**

The proposed FY 2021-22 budget capital spending totals \$22.4 million or 6.6 percent of total expenditures. The majority of the capital budget is for capital construction projects, which can be found in detail beginning on page 170. 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 2021-22 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:
  - Street Tree Replacement: \$35,000
  - Sidewalk Program: \$75,000
- Bungalow Theater and Museum Improvements: \$100,000
- Historical Locomotive Shelter: \$50,000
- Public Arts and Mural Program: \$50,000
- Historic City Hall: \$50,000
- First Street Improvement: \$98,000
- Other Improvements: \$100,000

**Conclusion**

The FY 2021-22 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 2021-22 proposed budget as submitted. I am proud of the progress made over the past few years.

Sincerely,



Scott Derickson



## Estimated Ending Fund Balances

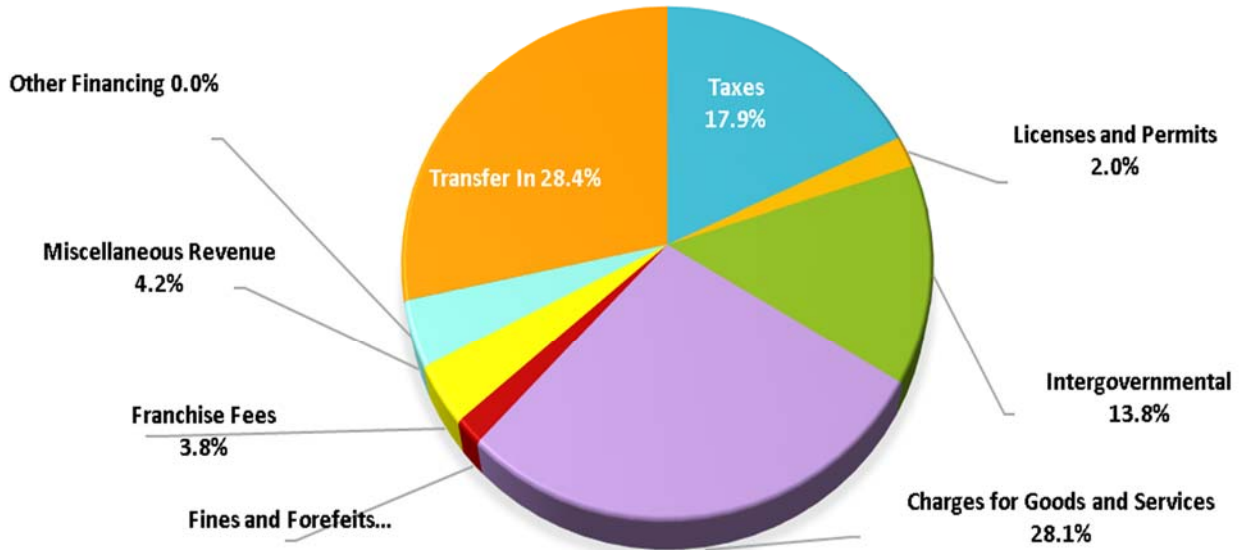
	Projected Balance		Decreases	Projected Balance		% Change	
	July 1, 2021	Increases		June 30, 2022			
<b>General Services</b>							
General Fund - 001	7,889,060	16,480,860	17,323,120	7,046,800	-10.7%		24,369,920
Transit Fund - 110	400,000	1,503,500	1,506,420	397,080	-0.7%		1,903,500
Street Fund - 140	3,723,760	2,483,450	5,024,150	1,183,060	-68.2%		6,207,210
GO Debt Service Fund - 250	24,500	583,000	607,500	-	-100.0%		607,500
<b>Total General Services</b>	<b>12,037,320</b>	<b>21,050,810</b>	<b>24,461,190</b>	<b>8,626,940</b>			
<b>Utility Funds</b>							
Water Fund - 470	2,054,000	4,473,400	4,427,920	2,099,480	2.2%		6,527,400
Sewer Fund - 472	8,003,380	8,628,300	12,557,970	4,073,710	-49.1%		16,631,680
<b>Total Utility Funds</b>	<b>10,057,380</b>	<b>13,101,700</b>	<b>16,985,890</b>	<b>6,173,190</b>			
<b>Capital Construction Funds</b>							
General Cap Const Fund - 358	255,110	129,680	384,790	-	0.0%		384,790
Street & Storm Cap Const Fund - 363	685,440	3,509,560	4,195,000	-	0.0%		4,195,000
Sewer Cap Const Fund - 465	88,000	11,430,000	11,518,000	-	-100.0%		11,518,000
Water Cap Const Fund - 466	1,675,490	2,906,310	4,581,800	-	-100.0%		4,581,800
<b>Total Capital Construction Funds</b>	<b>2,704,040</b>	<b>17,975,550</b>	<b>20,679,590</b>	<b>-</b>			
<b>Special Revenue Funds</b>							
Building Inspection Fund - 123	1,310,800	1,319,300	1,401,780	1,228,320	-6.3%		2,630,100
Asset Forfeiture - 132	15,130	200	15,330	-	-100.0%		15,330
American Rescue Plan Fun - 136	2,700,000	2,701,000	-	5,401,000	100.0%		5,401,000
Housing Rehab Fund - 137	25,250	16,000	41,250	-	-100.0%		41,250
Special Assessment Fund - 360	37,100	9,400	-	46,500	25.3%		46,500
Parks SDC Fund - 364	1,005,050	1,110,000	100,000	2,015,050	100.5%		2,115,050
Transportation SDC Fund - 376	4,605,320	1,040,000	1,050,000	4,595,320	-0.2%		5,645,320
Storm SDC Fund - 377	814,730	38,000	150,000	702,730	-13.7%		852,730
Water SDC Fund - 474	2,526,560	620,000	1,875,000	1,271,560	-49.7%		3,146,560
Sewer SDC Fund - 475	2,695,510	1,020,000	3,715,510	-	-100.0%		3,715,510
<b>Total Special Revenue Funds</b>	<b>15,735,450</b>	<b>7,873,900</b>	<b>8,348,870</b>	<b>15,260,480</b>			
<b>Internal Services Funds</b>							
Information Technology Fund - 568	385,500	1,234,750	1,249,380	370,870	-3.8%		1,620,250
Insurance Fund - 581	587,960	736,490	846,920	477,530	-18.8%		1,324,450
Equipment Replacement Fund - 591	872,510	158,000	1,030,510	-	-100.0%		1,030,510
Reserve for PERS - 693	-	183,120	-	183,120	0.0%		183,120
<b>Total Internal Services Funds</b>	<b>1,845,970</b>	<b>2,312,360</b>	<b>3,126,810</b>	<b>848,400</b>			
<b>Trust Funds</b>							
Lavelle Black Trust Fund - 695	35,520	500	7,500	28,520	-19.7%		36,020
<b>Total Trust Funds</b>	<b>35,520</b>	<b>500</b>	<b>7,500</b>	<b>28,520</b>			
<b>Total All Funds</b>	<b>42,415,680</b>	<b>62,314,820</b>	<b>73,609,850</b>	<b>30,937,530</b>	<b>-27.1%</b>		

## Summary of Revenues and Expenditures – All Funds

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	%	% Total
	Actual	Actual	Amended Budget	Budget	Change	Budget
<b>Beginning Balance</b>	45,971,038	49,971,347	44,898,790	42,415,680	-5.5%	40.5%
<b>Revenues</b>						
Taxes	10,597,566	10,608,778	10,990,700	11,175,270	1.7%	10.7%
Licenses and Permits	966,153	1,276,269	1,115,200	1,241,200	11.3%	1.2%
Intergovernmental	3,622,891	5,640,570	8,708,500	8,624,060	-1.0%	8.2%
Charges for Goods-Services	14,184,139	14,103,782	14,497,640	17,301,080	19.3%	16.5%
Fines and Forfeits	343,790	352,399	1,125,500	1,028,000	-8.7%	1.0%
Franchise Fees	2,320,586	2,144,155	2,220,910	2,373,150	6.9%	2.3%
Miscellaneous Revenue	3,762,076	3,138,382	3,263,510	2,605,910	-20.2%	2.5%
Other Financing	10,378,942	50,099	15,000	15,000	0.0%	0.0%
Transfers In	4,272,955	3,087,864	25,927,800	17,951,150	-30.8%	17.1%
<b>Total Revenues</b>	50,449,098	40,402,298	67,864,760	62,314,820	-8.2%	59.5%
<b>Total Beg. Bal. and Revenues</b>	96,420,136	90,373,645	112,763,550	104,730,500	-7.1%	100.0%
<b>Expenses</b>						
Personnel Services	14,121,111	15,124,467	17,494,830	18,101,330	3.5%	17.3%
Materials and Services	9,870,544	11,741,667	13,395,750	13,408,290	0.1%	12.8%
Capital Outlay	3,566,538	4,390,661	21,079,360	22,478,100	6.6%	21.5%
Debt Service	14,617,641	7,303,546	16,227,930	2,479,100	-84.7%	2.4%
Transfers Out	4,272,955	3,087,864	25,927,800	17,951,150	-30.8%	17.1%
<b>Total Expenses Before Contingency</b>	46,448,789	41,648,205	94,125,670	74,417,970	-20.9%	71.1%
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	7,395,400	14,992,210	102.7%	14.3%
Reserve - SMR	-	-	1,010,000	3,102,360	207.2%	3.0%
Reserve for Facilities	-	-	326,780	6,000	100.0%	0.0%
Reserve for Equipment	-	-	50,000	110,000	100.0%	0.1%
Reserve for Future Years	-	-	9,101,700	11,347,960	24.7%	10.8%
Reserve for Debt Service	-	-	754,000	754,000	0.0%	0.7%
<b>Total Contingency &amp; Reserves</b>	-	-	18,637,880	30,312,530	62.6%	28.9%
<b>Total Expenses/Contingency/Res.</b>	46,448,789	41,648,205	112,763,550	104,730,500	-7.1%	100.0%
<b>Net Fund Balance</b>	49,971,347	48,725,440	-	-		
<b>Total Budget</b>	96,420,136	90,373,645	112,763,550	104,730,500	-7.1%	

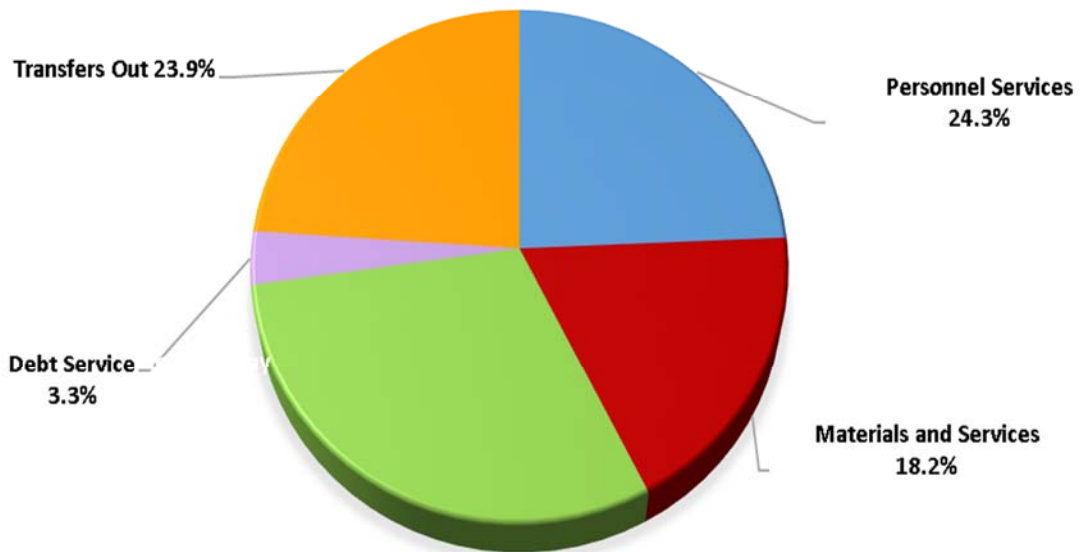
**ALL FUNDS REVENUES BY CLASS -  
FY 2021-22**

(EXCLUDES BEGINNING FUND BALANCE)



**ALL FUNDS EXPENSES BY CLASS -  
FY 2021-22**

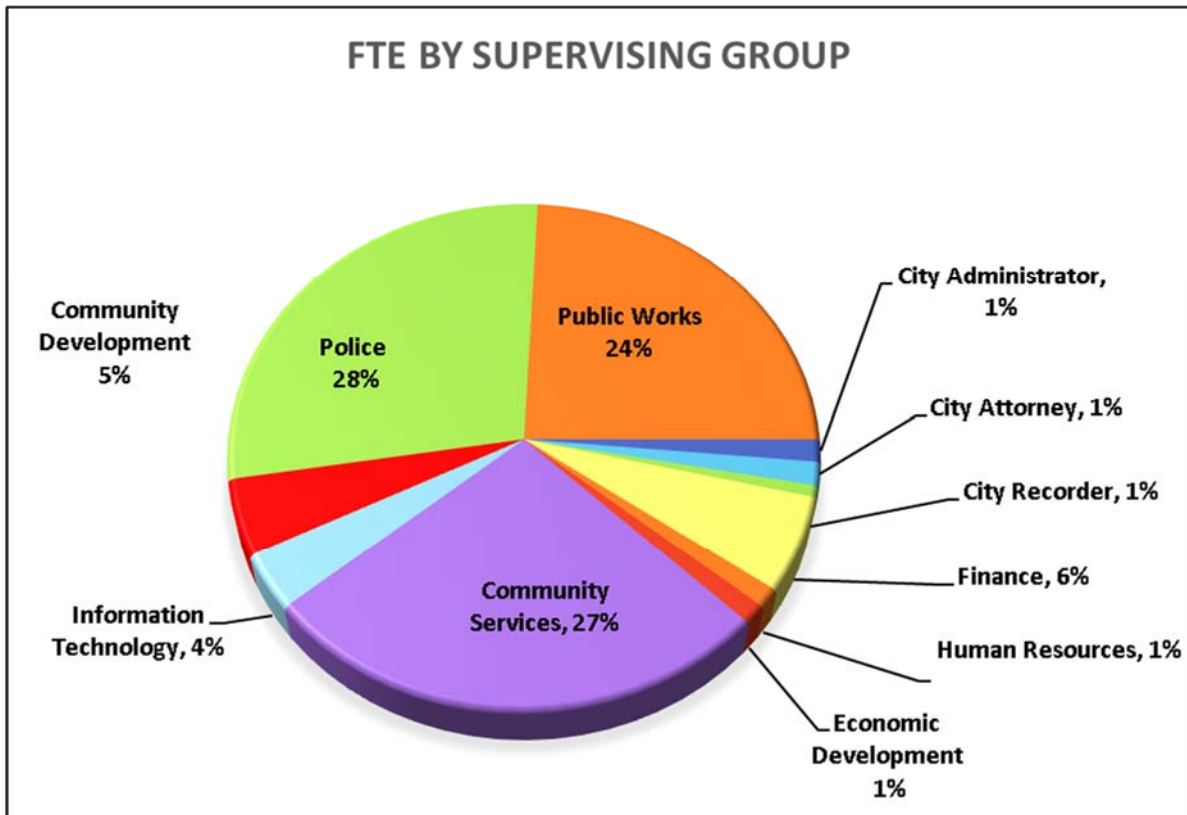
(EXCLUDES CONTINGENCY & RESERVES)



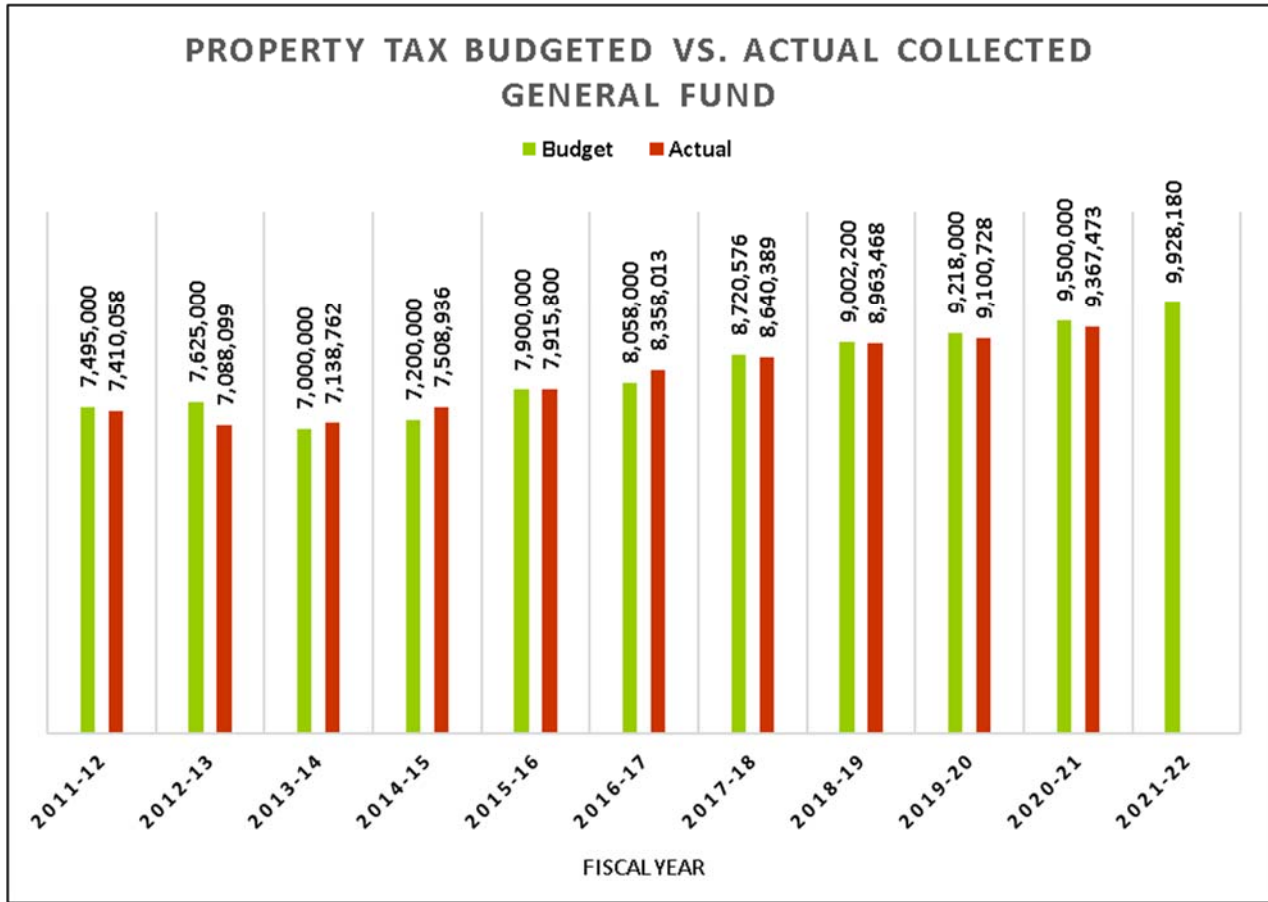
## Full-time Equivalent (FTE) Summary by Supervising Group

Department	Actual FY 2018-19	Actual FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	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	9.6	9.6	11.1	10.1	-1.0		6%
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	43.9	50.0	50.5	44.4	-6.0		27%
Information Technology	5.5	5.5	5.5	6.0	0.5		4%
Community Development	7.8	7.8	7.8	8.0	0.2		5%
Police	43.6	43.6	45.8	46.8	1.0		28%
Public Works	38.0	38.5	38.5	40.0	1.5		24%
<b>Total FTE</b>	<b>158.4</b>	<b>165.0</b>	<b>169.1</b>	<b>165.3</b>	<b>-3.8</b>	<b>-2.3%</b>	<b>100%</b>

The FTE Detail by Supervising Group on page 166 will provide the breakdown for this table.



## Property Tax Analysis



Fiscal Year	General Fund		% Change in Actuals
	Budgeted	Actual	
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	9,367,473	2.9%
2021-22	9,928,180		

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 2020-21:

Taxpayer	2020-21 Assessed Value	2021-22 Assessed Taxes	% of City Assessed Value*
WINCO FOODS LLC	74,842,198	1,396,858	4.29%
WOODBURN PREMIUM OUTLETS LLC	70,264,829	1,364,051	4.03%
FOOD SERVICES OF AMERICA INC	29,901,360	545,012	1.71%
HARDWARE WHOLESALERS INC	17,068,670	339,399	0.98%
WAL-MART REAL ESTATE BUSINESS TR	17,791,840	333,956	1.02%
CASCADE MEADOW LLC	14,702,400	292,347	0.84%
PORTLAND GENERAL ELECTRIC CO	15,572,783	283,958	0.89%
CROWN 2 DEVELOPMENT LLC	13,144,580	261,371	0.75%
NORTHWEST NATURAL GAS CO	13,028,000	237,444	0.75%
PACIFIC REALTY ASSOCIATES LP	10,637,480	210,987	0.61%
KWDS LLC	9,933,890	197,528	0.57%
STONEHEDGE PROPERTIES INC 90% &	9,059,230	180,136	0.52%
ARGO WOODBURN LLC	9,036,100	166,285	0.52%
KERR CONTRACTORS OREGON INC	9,045,069	164,853	0.52%
FLEETWOOD HOMES INC	8,721,300	163,952	0.50%
WOODBURN PLAZA LLC	8,894,000	162,099	0.51%
CAPITAL DEVELOPMENT COMPANY	8,149,110	162,039	0.47%
CAPITAL DEVELOPMENT COMPANY	8,016,660	159,367	0.46%
WOODBURN INVESTMENT ASSOC LTD	7,706,730	153,243	0.44%
EARL A DOMAN LLC	6,687,090	132,626	0.46%
ART MORTGAGE BORROWER PROPCO	6,184,630	122,668	0.35%
SPECIALTY POLYMERS INC	6,610,124	120,474	0.38%
3099 PACIFIC LLC	6,351,660	115,763	0.36%
CENTURYLINK	6,103,000	111,231	0.35%
VILLAGE BY THE GREEN LLC	5,015,130	99,722	0.29%

\*Source: Marion County Assessors Office

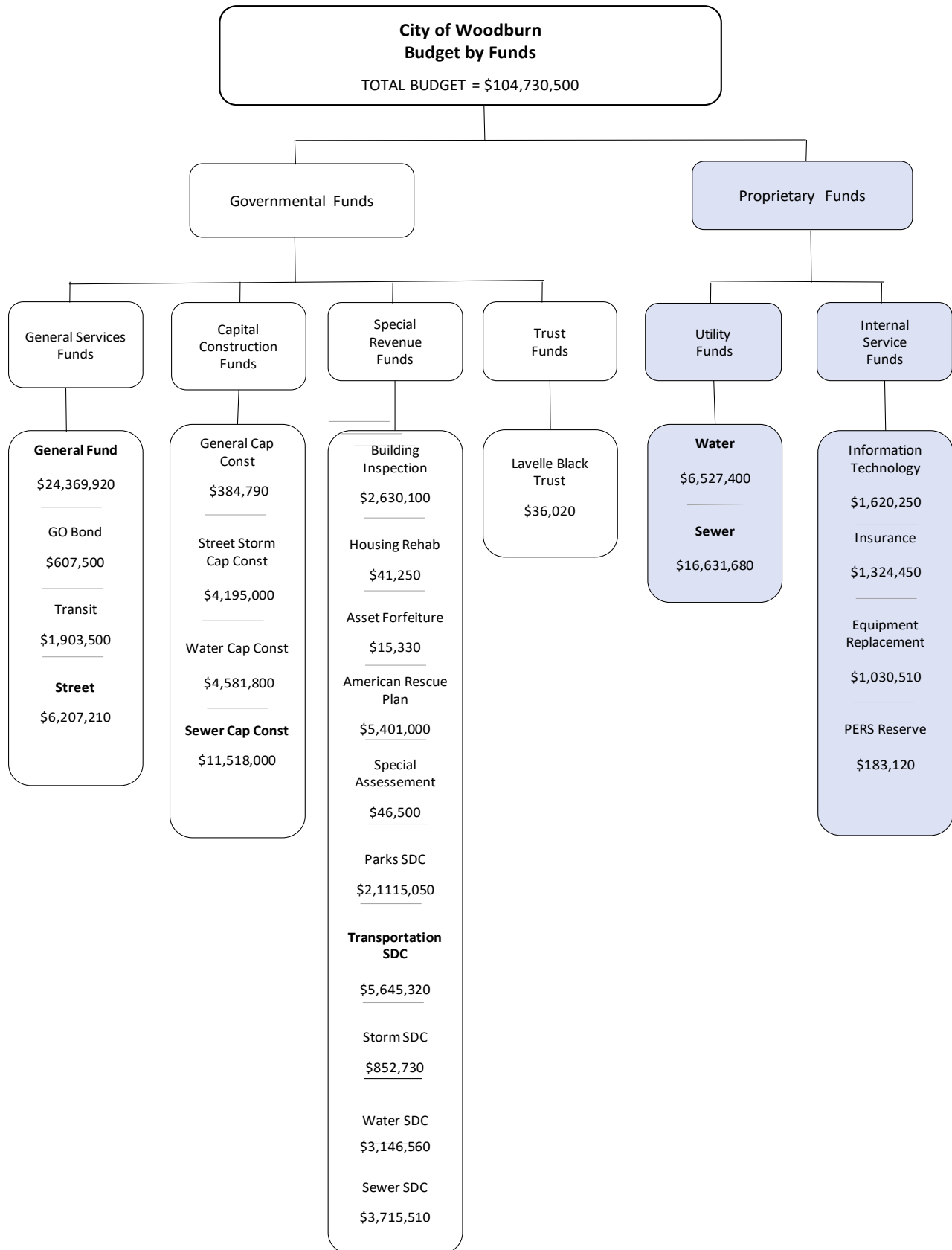
The assessed valuation of \$1,745,135,529 for FY 2020-21 was \$94,219,574 or 5.7%, higher than FY 2019-20 of \$1,650,915,955.

## 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 at non-major for auditing purposes.*



## About Woodburn

### City Statistics – Location Demographics

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



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

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

Center started in Woodburn in 1948, Wooden Shoe Tulip Farm hosts a month-long Tulip Festival in March/April, Bauman’s Farm and Garden, in Gervais, hosts a month-long harvest festival in October, and Mt. Angel Oktoberfest celebrates the end of the harvest season in September. Another attraction is the Woodburn Dragstrip just west of I-5. Built in 1961, Woodburn Dragstrip has a ¼-mile track and hosts many racing events from March through October.

Woodburn is a very diverse community. With a population of 25,185 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: \$57,720	• Number of companies: 1,339
• High School Graduate or Higher: 73%	• Total Housing units: 9,492
• Bachelor’s degree or higher: 13.8%	• Median Age: 33.5
• Hispanic or Latino population: 56.2%	• Veterans: 1,309

## City Statistics – Services

Description	Actual FY 2017-18	Actual FY 2018-19	Actual FY 2019-20	% Change
<b>Community Services</b>				
<b>Parks</b>				
Parks/Open space acreage	128	128	128	0%
Playgrounds	8	8	8	0%
Picnic Shelters	6	6	6	0%
Park Restrooms	4	4	4	0%
Sports Fields	8	8	8	0%
<b>Library</b>				
Attendance	114,987	116,223	82,066	-29%
Circulation	172,712	163,676	155,627	-5%
Volumes in Collection	137,726	133,522	153,571	15%
Volumes Added	15,293	12,700	24,669	94%
Computer Usage, # of Internet Sessions	24,563	9,224	13,617	48%
Wi-Fi Connections	109,539	158,058	109,945	-30%
Program Attendance	10,024	9,752	3,605	-63%
<b>Aquatics</b>				
Attendance	164,646	170,415	111,145	-35%
Lesson Enrollment	1,310	1,112	577	-48%
Unique Primary Active Memberships (not family pass)	1,728	1,667	1,440	-14%
<b>Recreation</b>				
Youth Sports, participants	1,203	1,264	719	-43%
Adult Sports, number of teams	38	35	8	-77%
Youth Programs, participants	128	207	109	-47%
Adult Programs, participants	171	361	233	-35%
Special Events, attendance	31,199	34,861	28,710	-18%
<b>Public Transportation</b>				
Fixed Route Rides	24,786	22,374	14,405	-36%
Fixed Route Mileage	48,788	45,283	42,840	-5%
Dial-A-Ride Trips	6,952	6,696	5,271	-21%
Dial-A-Ride Mileage	22,706	21,001	19,869	-5%
Out of Town Medical Rides	1,445	2,368	1,850	-22%

Description	Actual FY 2017-18	Actual FY 2018-19	Actual FY 2019-20	% Change
<b>City Utilities</b>				
<b>Water</b>				
Production capacity, million gallons/day	2	2	2	0%
Peak capacity demand, million gallons/day	5-6	5-6	5-6	0%
Storage capacity, million gallons	6	6	6	6%
Number of wells	7	7	7	0%
Miles of water mains	99	100	99	-1%
Customers	7,116	7,315	7,212	-1%
Fire Hydrants	973	980	974	-1%
<b>Wastewater</b>				
Average daily treatment, million gallons/day	2-3	2-3	2-3	0%
Peak capacity demand, million gallons/day	16	16	16	-3%
Miles of sewer pipeline	88	93	93	0%
Lift stations	8	8	8	0%
<b>Stormwater</b>				
Miles of storm sewer	60	63	63	0%
Manholes	1,431	1,466	1,466	0%
<b>Public Safety</b>				
Police Calls	15,679	14,848	13,423	-10%
Sworn Officers	35	35	35	0%
Arrests	989	956	881	-8%
Offenses	3,534	2,952	3,257	10%
Crime Index (Violent Crime)	377	482	362	-25%
Crime Index (Property Crime)	1,725	1,985	1,767	-11%
Officers per 1,000 Citizens	1.36	1.34	1.36	1%
<b>Building/Planning</b>				
Total Building Permits issued				
Residential, New	31	32	55	72%
Multi Family	21	5	-	-100%
Assisted Living Facilities	-	-	-	0%
Residential Additions & Alterations	62	35	40	14%
Industrial	13	2	1	-50%
Commercial	83	85	65	-24%
Signs and Fences	-	1	-	1%
Manufactured Homes	11	-	-	0%
Total Building Permits Issued	221	160	161	1%
Planning Activity				
Pre-application Conferences	36	30	25	-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>
April-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 159) 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Council & Mayor			
-	-	10,730	Personnel Services	10,730	-	-
32,090	31,288	71,660	Materials & Services	71,180	-	-
<b>32,090</b>	<b>31,288</b>	<b>82,390</b>	<b>Council &amp; Mayor Total</b>	<b>81,910</b>	-	-

## Budget Assumptions

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

### Primary Revenue Sources

- Property taxes are expected to increase 2.9 percent (after discounts and delinquencies)
- Franchise fees are expected to grow by 6.9 percent
- State revenue sharing is projected to not increase and may decrease due to ongoing pandemic
- All other revenue sources are estimated using trend analysis
- Goods and Services increase by 20.9%

### 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 \$12.75 per hour effective July 1, 2021
- A Cost of Living Adjustment (COLA) was calculated for unrepresented/management employees

Bargaining Group	FY 2018-19	FY 2019-20	FY 2020-21
Woodburn Police Association – Officers (WPA)	2.5%	N/A	Unknown
Woodburn Police Association – Community Service Officers (WPA)	2.5%	N/A	Unknown
American Federation of State, County, and Municipal Employees (AFSCME)	3%	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

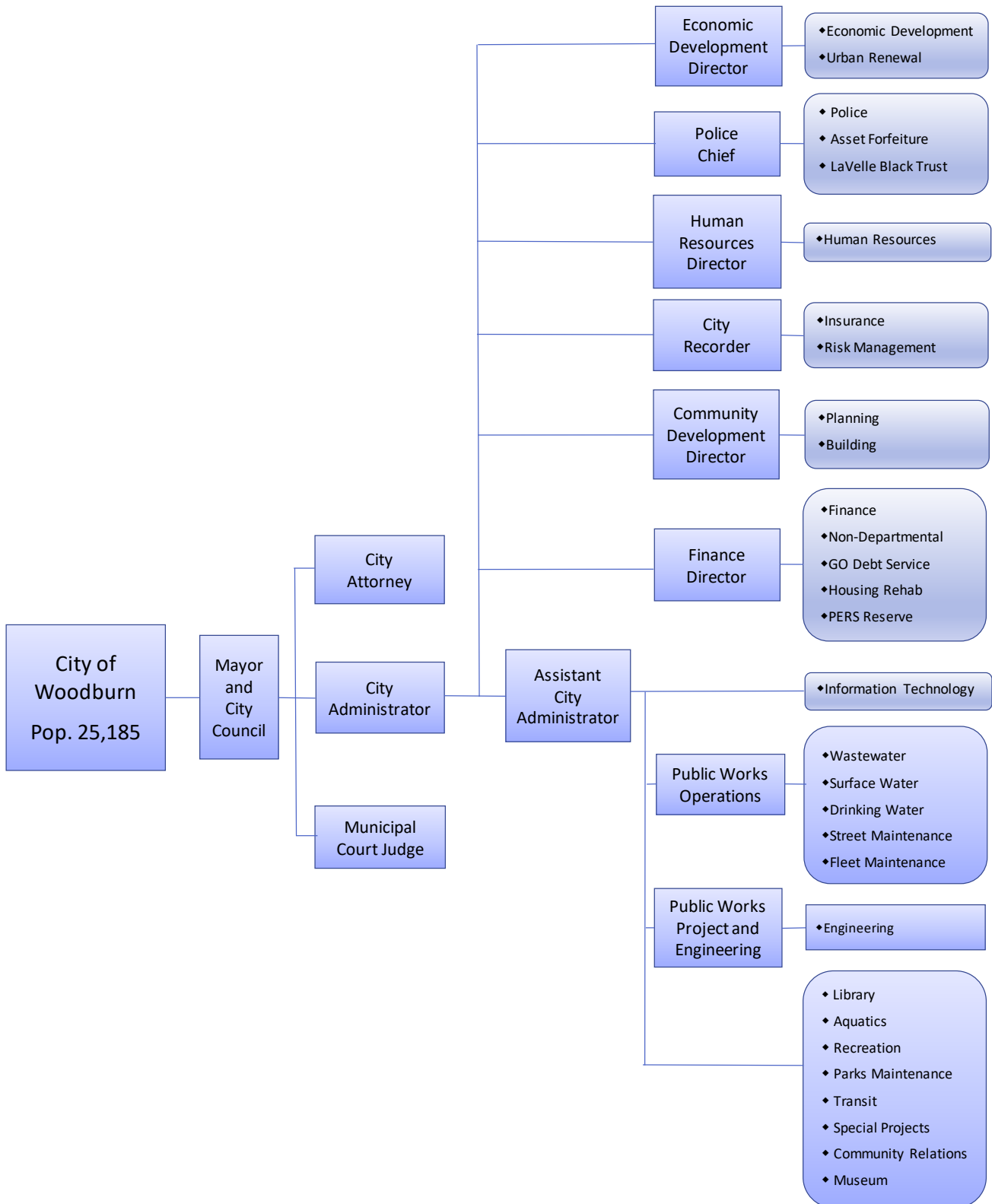
### **Council Project:**

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

The Council felt they could accomplish these goals within 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget	% Change	% Total Budget
<b>Beginning Balance</b>	7,425,650	5,306,900	4,656,890	7,889,060	69.4%	32.4%
<b>Revenues</b>						
Taxes	9,890,392	9,932,526	10,295,000	10,489,270	1.9%	43.0%
Licenses and Permits	309,467	452,660	454,700	435,400	-4.2%	1.8%
Intergovernmental	1,167,017	1,281,340	1,176,900	1,485,560	26.2%	6.1%
Charges for Goods and Services	852,221	660,902	891,240	696,600	-21.8%	2.9%
Fines and Forfeits	343,790	352,400	1,125,500	1,028,000	-8.7%	4.2%
Franchise Fees	1,963,662	1,790,637	1,865,910	2,000,400	7.2%	8.2%
Miscellaneous Revenue	666,508	356,863	1,127,820	345,630	-69.4%	1.4%
Transfers In	-	-	285,350	-	0.0%	0.0%
<b>Total Revenues</b>	15,193,057	14,827,328	17,222,420	16,480,860	-4.3%	67.6%
<b>Total Beg. Bal. and Revenues</b>	22,618,707	20,134,228	21,879,310	24,369,920	11.4%	100.0%
<b>Expenditures</b>						
Personnel Services	8,663,648	9,096,107	10,628,280	10,797,150	1.6%	44.4%
Materials and Services	3,898,472	3,979,794	4,626,140	5,380,310	16.3%	22.1%
Debt Service	-	574,391	574,500	643,000	100.0%	2.6%
Capital Outlay	108,104	27,976	-	70,000	-100.0%	0.3%
Transfers Out	3,733,513	868,290	150,000	362,660	141.8%	1.5%
<b>Total Exp. Before Contingency</b>	16,403,737	14,546,558	15,978,920	17,253,120	8.0%	71.0%
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	3,813,610	3,938,440	3.3%	16.2%
Reserve - SMR	-	-	1,010,000	3,102,360	207.2%	12.8%
Reserve for Facilities	-	-	326,780	6,000	100.0%	0.0%
<b>Total Contingency &amp; Reserves</b>	-	-	5,150,390	7,046,800	36.8%	29.0%
<b>Total Expenditures</b>	16,403,737	14,546,558	21,129,310	24,299,920	15.0%	100.0%
<b>Fund Net</b>	6,214,970	5,587,670	750,000	70,000		
<b>Total Expenditures and Fund Net</b>	<b>22,618,707</b>	<b>20,134,228</b>	<b>21,879,310</b>	<b>24,369,920</b>	11.4%	

## Summary of General Fund Expenditures by Department

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	FY 2021-22 Budget	% of Budget
General Fund					
101 - Administration <sup>A</sup>	1,159,167	1,289,089	1,661,680	1,963,490	8%
125 - Economic Development	116,534	138,365	174,640	209,930	1%
211 - Police	7,206,649	7,574,867	8,584,580	8,699,850	36%
411 - Community Services <sup>B</sup>	3,283,439	3,103,379	3,605,800	3,333,970	14%
511 - Planning	431,991	470,851	507,820	648,160	3%
651 - Engineering	271,657	242,796	310,440	317,600	1%
199 - Non-Departmental	3,934,294	1,727,211	1,883,960	2,191,540	9%
Contingency & Reserve	-	-	5,150,390	7,005,380	29%
<b>General Fund Expenditures Total</b>	<b>16,403,731</b>	<b>14,546,558</b>	<b>21,879,310</b>	<b>24,369,920</b>	<b>100%</b>
Expenditures (less Contingency & Reserves)	16,403,731	14,546,558	16,728,920	17,364,540	
Year-over-Year Change			2,182,362	635,620	
			15.0%	3.8%	

<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 an increase in FY 2021-22. Due to the uncertainty of the pandemic continuing into the FY 2021-22, 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 decrease is primarily attributable to decreased aquatics memberships/admission and Fiesta event revenue due to the uncertainty of the pandemic restrictions. Planning fees are expected to rise due to increased 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 2021-22 franchise fees are projected to decrease due to the addition of RoW fees that were implemented in FY 2020-21.

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

## General Fund – Revenue Detail

General Fund Revenue  
PRE AUDIT

Add this column  
after budget comm mtg

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 000 - Revenue</b>							
7,425,394	6,214,958	4,656,890	3081	Beginning Fund Balance	7,889,060	7,889,060	7,889,060
8,963,468	9,313,051	9,500,000	3111	Property Tax - Current	9,928,180	9,928,180	9,928,180
388,233	189,075	240,000	3112	Property Tax - Delinquent	200,590	200,590	200,590
-	40,580	30,000	3113	Pmt in Lieu of Taxes	-	-	-
462,617	389,819	455,000	3133	Hotel/Motel Tax	360,500	360,500	360,500
50,245	50,185	112,000	3211	Business License	55,000	55,000	55,000
-	-	-	3213	RoW Utility License	20,000	20,000	20,000
3,235	3,207	3,900	3219	Other License	3,900	3,900	3,900
2,765	1,800	3,800	3220	Taxicab Permits	3,000	3,000	3,000
-	-	-	3226	RoW Franchise Revenue	100,000	100,000	100,000
1,180,599	1,174,834	1,212,500	3228	Franchise Fees	1,270,400	1,270,400	1,270,400
-	73,674	750,000	3333	Federal Grants Indirect	-	-	-
783,063	615,805	653,410	3243	Right of Way	630,000	630,000	630,000
3,960	-	-	3341	State Grants	-	-	-
320	-	-	3351	Grants	250,000	250,000	250,000
412,179	444,454	400,000	3362	State Liquor Proration	360,000	360,000	360,000
28,441	27,185	30,000	3363	State Cigarette Tax	35,000	35,000	35,000
314,625	336,879	317,500	3364	State Revenue Sharing	275,000	275,000	275,000
76,074	94,964	70,000	3367	State Marijuana Tax Distribution	25,000	25,000	25,000
253	59	100	3415	Sale of Documents	100	100	100
227,134	169,586	200,000	3611	Interest from Investments	125,000	125,000	125,000
2,400	2,400	-	3625	Facilities Rent	1,800	1,800	1,800
-	-	3,000	3641	Annual Access Fee (Wave - PEG)	2,000	2,000	2,000
-	18,150	-	3679	Donations - Other	3,000	3,000	3,000
308,894	22,115	25,000	3691	Sale of Surplus Property	25,000	25,000	25,000
12	10	-	3692.101	Copies--Other	-	-	-
144	231	-	3698	Cash Long and Short	-	-	-
26,985	47,188	20,770	3699	Other Miscellaneous Income	45,500	45,500	45,500
-	3,493	-	3881	Reimbursements	-	-	-
<b>20,661,040</b>	<b>19,233,702</b>	<b>18,683,870</b>	<b>Department Total: 000 - Revenue</b>		<b>21,608,030</b>	<b>21,608,030</b>	<b>21,608,030</b>
<b>Divison: Transfers In</b>							
-	-	285,350	3971.358	Transfer From General Cap Const	-	-	-
-	-	<b>285,350</b>	<b>Department Total: 000 - Revenue</b>		-	-	-
<b>Department: 101 - Administration</b>							
18,075	15,025	19,000	3416	Lien Search Revenue	15,000	15,000	15,000
25,185	23,950	22,000	3530	Court Fines from Other Jurisdictions	24,500	24,500	24,500
293,050	309,271	1,080,000	3531	Court Fines	980,000	980,000	980,000
<b>336,310</b>	<b>348,246</b>	<b>1,121,000</b>	<b>Department Total: 101 - Administration</b>		<b>1,019,500</b>	<b>1,019,500</b>	<b>1,019,500</b>
<b>Department: 125 - Economic Development</b>							
-	15,000	-	3351	Grants	15,000	15,000	15,000
250	-	-	3699	Other Miscellaneous Income	15,000	15,000	15,000
<b>250</b>	<b>15,000</b>	-	<b>Department Total: 125 - Economic Development</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Department: 211 - Police</b>				
66,072	3,190	45,000	3332	Federal Grants	45,000	45,000	45,000
3,423	-	5,000	3341	State Grants	5,000	5,000	5,000
13,857	14,489	20,000	3421	Police Reimbursements	20,000	20,000	20,000
105,909	85,840	105,000	3421.001	Reimbursements School District	105,000	105,000	105,000
137,550	115,985	156,000	3421.013	Reimbursements Marion County	156,000	156,000	156,000
7,928	8,227	8,000	3531	Court Fines	8,000	8,000	8,000
6,450	8,250	10,000	3532	Towing Fee	10,000	10,000	10,000
738	330	500	3533	Alarm Fee	500	500	500
5,650	150	4,000	3673	Donations-Police	4,000	4,000	4,000
1,997	(1,997)	4,500	3699	Other Miscellaneous Income	4,500	4,500	4,500
-	10,248	-	3881	Reimbursements	-	-	-
-	-	3,000	3881.001	Reimbursement--Training	3,000	3,000	3,000
<b>349,574</b>	<b>244,712</b>	<b>361,000</b>	<b>Department Total: 211 - Police</b>		<b>361,000</b>	<b>361,000</b>	<b>361,000</b>
			<b>Department: 411 - Community Services</b>				
15,000	128	-	3351	Grants	61,160	61,160	61,160
82,847	97,874	80,000	3365	Regional Library Services	80,000	80,000	80,000
4,014	4,392	4,400	3366	Ready to Read Grant	4,400	4,400	4,400
124	100	-	3672.101	Gates Library Grant	-	-	-
11,465	7,452	15,000	3417	Resale of Merchandise	5,500	5,500	5,500
15,984	9,894	18,000	3418	Concession Sales	6,000	6,000	6,000
292,879	198,177	312,140	3471	Pool Program Revenues	188,500	188,500	188,500
240	302	1,000	3472	Rural Readers' Fees	1,000	1,000	1,000
84,112	48,036	91,000	3473	Recreation Program Revenues	45,500	45,500	45,500
5,458	2,285	-	3474	Event Admission	-	-	-
63,443	62,108	129,000	3474.099	Fiesta Events	129,000	129,000	129,000
5,455	8,515	-	3476	Event Sponsorships	-	-	-
66,075	61,230	-	3476.099	Fiesta Events Sponsorships	-	-	-
31,709	31,506	25,000	3491	Rental Income	25,000	25,000	25,000
10,439	2,371	5,000	3536	Library Fines	5,000	5,000	5,000
17,608	3,902	16,000	3625	Facilities Rent	16,000	16,000	16,000
66,670	66,670	72,150	3651	Internal Rent Revenue	71,430	71,430	71,430
-	9	-	3671	Donations-Parks	-	-	-
150	12	-	3672	Donations-Library	-	-	-
190	7,240	9,000	3672.001	Donations-Library - Music in the Park	9,000	9,000	9,000
-	-	-	3675	Donations-Museum	-	-	-
-	-	2,000	3677	Donations-Pool	2,000	2,000	2,000
179	2,835	2,000	3695	Lost Book Revenue	2,000	2,000	2,000
-	10	-	3696	Friends of Library Sales	-	-	-
66	16	-	3698	Cash Long and Short	-	-	-
8,181	4,596	16,400	3699	Other Miscellaneous Income	16,400	16,400	16,400
<b>782,288</b>	<b>619,659</b>	<b>798,090</b>	<b>Department Total: 499 - Community Services</b>		<b>667,890</b>	<b>667,890</b>	<b>667,890</b>



<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>			<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Account Description</b>		<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
			<b>Department: 511 - Planning</b>				
30,154	48,548	50,000	3451	T&E Planning Develop Fee	55,000	55,000	55,000
132,678	170,499	135,000	3456	Planning Fees	148,500	148,500	148,500
<b>162,832</b>	<b>219,047</b>	<b>185,000</b>	<b>Department Total: 511 - Planning</b>		<b>203,500</b>	<b>203,500</b>	<b>203,500</b>
			<b>Department: 651 - Engineering</b>				
75,307	154,142	125,000	3224	R/W Construction Permits	125,000	125,000	125,000
15,082	24,278	25,000	3451	T&E Planning Develop Fee	25,000	25,000	25,000
-	-	45,000	3341	State Grants	80,000	80,000	80,000
224,503	183,500	250,000	3656	Engineering Internal Project WO Rev	250,000	250,000	250,000
763	-	-	3656.140	Engineering Svcs - Street	-	-	-
2,510	-	-	3656.470	Engineering Svcs - Water	-	-	-
8,236	-	-	3656.472	Engineering Svcs - Sewer	-	-	-
<b>326,401</b>	<b>361,920</b>	<b>445,000</b>	<b>Department Total: 651 - Engineering</b>		<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<b>22,618,695</b>	<b>21,042,286</b>	<b>21,879,310</b>	<b>Revenues Total</b>		<b>24,369,920</b>	<b>24,369,920</b>	<b>24,369,920</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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Administration Department			
791,084	873,964	966,690	Personnel Services	1,260,830	1,260,830	1,260,830
368,090	415,123	694,990	Materials & Services	702,660	702,660	702,660
1,159,174	1,289,087	1,661,680	Administration Total	1,963,490	1,963,490	1,963,490
			Total by Division			
32,090	31,288	82,390	Council & Mayor	81,910	81,910	81,910
222,684	245,939	290,430	City Administrator	298,400	298,400	298,400
192,366	210,278	225,590	City Attorney	228,180	228,180	228,180
472,295	535,040	741,260	Finance	1,014,830	1,014,830	1,014,830
87,716	88,761	100,300	City Recorder	100,410	100,410	100,410
152,023	177,781	221,710	Human Resources	239,760	239,760	239,760
1,159,174	1,289,087	1,661,680	Total by Division	1,963,490	1,963,490	1,963,490

## 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. Due to Covid-19, these may continue virtually though this fiscal year.

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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goals
<b>Council Meeting</b>	20	17	21**	20
<b>Council meetings at off site locations</b>	12*	1*	0	0

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

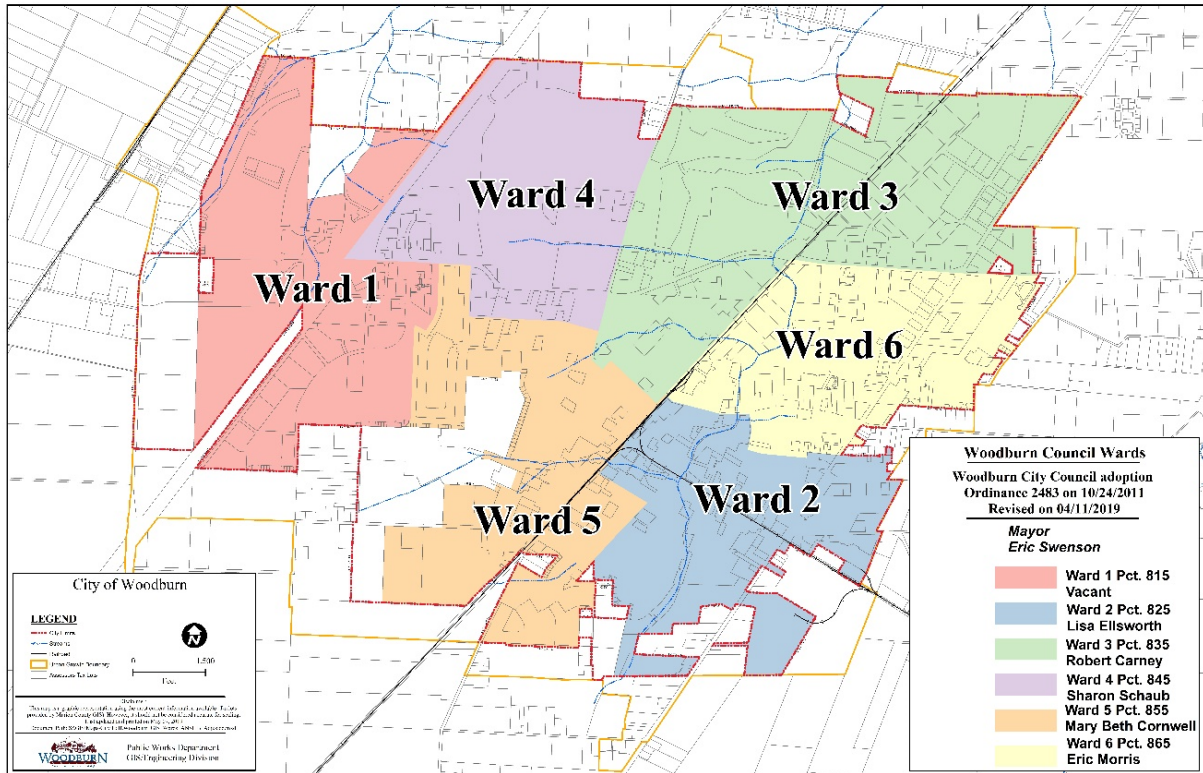
\*\*In FY 2019-20, due to the coronavirus restrictions Council meeting were held remotely and beginning in March, the City Council changed from having two meetings a month to having only one meeting a month.

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
-	-	10,730	Council & Mayor			
32,090	31,288	71,660	Personnel Services	10,730	10,730	10,730
			Materials & Services	71,180	71,180	71,180
<b>32,090</b>	<b>31,288</b>	<b>82,390</b>	<b>Council &amp; Mayor Total</b>	<b>81,910</b>	<b>81,910</b>	<b>81,910</b>

# Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1111 - Council & Mayor <b>Expenditures</b>							
-	-	8,700	5112	Part-Time Wages	8,700	8,700	8,700
-	-	650	5212	Social Security	650	650	650
-	-	1,380	5214	Retirement	1,380	1,380	1,380
<b>Total - Personnel Services</b>					<b>10,730</b>	<b>10,730</b>	<b>10,730</b>
3,268	-	-	5315	Computer Supplies	-	-	-
281	1,000	2,000	5319	Office Supplies	1,000	1,000	1,000
5,015	6,041	2,700	5419	Other Professional Serv	1,500	1,500	1,500
839	1,137	500	5421	Telephone/Data	750	750	750
17,400	17,220	60,270	5428	IT Support	61,740	61,740	61,740
1,614	1,650	2,000	5432	Meals	2,000	2,000	2,000
294	-	330	5433	Mileage	330	330	330
1,263	356	700	5439	Travel	700	700	700
-	60	60	5464	Workers' Comp	60	60	60
611	-	-	5491	Dues & Subscriptions	-	-	-
1,425	3,824	3,000	5492	Registrations/Training	3,000	3,000	3,000
80	-	100	5493	Printing/Binding	100	100	100
<b>Total - Materials &amp; Services</b>					<b>71,180</b>	<b>71,180</b>	<b>71,180</b>
<b>32,090</b>	<b>31,288</b>	<b>82,390</b>	<b>Division Total: 1111 - Council &amp; Mayor</b>		<b>81,910</b>	<b>81,910</b>	<b>81,910</b>



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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
# of accounts registered to receive weekly E-blasts	1,325	1,450	1,600	1,675
# of accounts registered to receive weekly Spanish E-blasts	285	285	295	305

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			City Administrator			
190,024	216,094	228,080	Personnel Services	235,690	235,690	235,690
32,660	29,846	62,350	Materials & Services	62,710	62,710	62,710
222,684	245,939	290,430	City Administrator Total	298,400	298,400	298,400
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 162 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 101 - Administration							
<b>Division:</b> 1211 - City Administrator							
<u>Expenditures</u>							
133,797	140,092	148,460	5111	Regular Wages	153,400	153,400	153,400
106	51	-	5121	Overtime	-	-	-
28	27	30	5211	OR Workers' Benefit	30	30	30
9,097	9,596	10,200	5212	Social Security	10,800	10,800	10,800
15,810	18,629	19,340	5213	Med & Dent Ins	20,030	20,030	20,030
30,493	46,994	49,320	5214	Retirement	50,680	50,680	50,680
394	390	390	5215	Long Term Disability Ins	400	400	400
110	119	140	5216	Unemployment Insurance	150	150	150
189	196	200	5217	Life Insurance	200	200	200
<b>190,024</b>	<b>216,094</b>	<b>228,080</b>	<b>Total - Personnel Services</b>		<b>235,690</b>	<b>235,690</b>	<b>235,690</b>
9	-	-	5315	Computer Supplies	-	-	-
1,143	1,610	3,000	5319	Office Supplies	2,000	2,000	2,000
2,115	2,355	2,000	5419	Other Professional Serv	2,000	2,000	2,000
2,344	2,173	1,600	5421	Telephone/Data	1,800	1,800	1,800
109	248	500	5422	Postage	500	500	500
16,800	14,240	14,240	5428	IT Support	14,800	14,800	14,800
426	177	1,170	5432	Meals	1,170	1,170	1,170
487	-	1,000	5433	Mileage	1,000	1,000	1,000
2,442	2,292	5,000	5439	Travel	5,000	5,000	5,000
-	454	-	5449	Leases - Other	600	600	600
1,530	940	840	5464	Workers' Comp	840	840	840
-	-	20,000	5485	Leadership Development	20,000	20,000	20,000
2,596	3,716	4,000	5491	Dues & Subscriptions	10,000	10,000	10,000
2,659	1,640	9,000	5492	Registrations/Training	3,000	3,000	3,000
<b>32,660</b>	<b>29,846</b>	<b>62,350</b>	<b>Total - Materials &amp; Services</b>		<b>62,710</b>	<b>62,710</b>	<b>62,710</b>
<b>222,684</b>	<b>245,939</b>	<b>290,430</b>	<b>Division Total: 1211 - City Administrator</b>		<b>298,400</b>	<b>298,400</b>	<b>298,400</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 2.5 FTE: the City Attorney, Assistant City Attorney and an Executive/Legal Assistant that is shared with the City Administrator.

### Description of FY 2020-2021 accomplishments

- Negotiated new one-year collective bargaining agreement with the Woodburn Police Union
- Provided legal support for issues related to land use applications for development
- Continued the Ordinance Review and Revision Project
- Provided timely legal advice to City Council, City Administrator and departments

### Description of FY 2021-22 proposed focus/goals

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

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Proposed	FY 2021-22 Goal
Review and revision of major city ordinances	4	4	4	4
Legal input into agenda items submitted to Council within internal deadlines	100%	100%	100%	100%

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
City Attorney						
160,689	173,596	180,830	Personnel Services	185,520	185,520	185,520
31,677	36,682	44,760	Materials & Services	42,660	42,660	42,660
<u>192,366</u>	<u>210,278</u>	<u>225,590</u>	City Attorney Total	<u>228,180</u>	<u>228,180</u>	<u>228,180</u>
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 164 for clarification.



## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 101 - Administration							
<b>Division:</b> 1411 - City Attorney							
<u>Expenditures</u>							
106,130	108,846	113,260	5111	Regular Wages	116,810	116,810	116,810
136	66	-	5121	Overtime	-	-	-
23	22	20	5211	OR Workers' Benefit	20	20	20
7,655	7,854	8,410	5212	Social Security	8,770	8,770	8,770
15,804	18,871	19,600	5213	Med & Dent Ins	20,070	20,070	20,070
30,377	37,361	38,950	5214	Retirement	39,240	39,240	39,240
327	325	320	5215	Long Term Disability Ins	330	330	330
80	87	110	5216	Unemployment Insurance	120	120	120
157	164	160	5217	Life Insurance	160	160	160
<b>160,689</b>	<b>173,596</b>	<b>180,830</b>	<b>Total - Personnel Services</b>		<b>185,520</b>	<b>185,520</b>	<b>185,520</b>
5,399	6,694	6,500	5314	Books	6,500	6,500	6,500
763	686	3,000	5319	Office Supplies	2,000	2,000	2,000
343	245	800	5419	Other Professional Serv	500	500	500
1,496	1,444	1,500	5421	Telephone/Data	1,500	1,500	1,500
54	-	100	5422	Postage	100	100	100
16,800	18,750	18,750	5428	IT Support	19,000	19,000	19,000
255	185	400	5432	Meals	400	400	400
283	172	530	5433	Mileage	530	530	530
355	133	-	5439	Travel	-	-	-
-	454	-	5449	Leases - Other	550	550	550
520	410	480	5464	Workers' Comp	480	480	480
2,160	3,552	2,600	5491	Dues & Subscriptions	2,600	2,600	2,600
3,244	3,958	10,100	5492	Registrations/Training	8,500	8,500	8,500
5	-	-	5495	Court Costs	-	-	-
<b>31,677</b>	<b>36,682</b>	<b>44,760</b>	<b>Total - Materials &amp; Services</b>		<b>42,660</b>	<b>42,660</b>	<b>42,660</b>
<b>192,366</b>	<b>210,278</b>	<b>225,590</b>	<b>Division Total: 1411 - City Attorney</b>		<b>228,180</b>	<b>228,180</b>	<b>228,180</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 10.1 FTE including the Finance Director, Assistant Finance Director, 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 2020-21 accomplishments:

- Defeasance of a portion of the series 2011A & B sewer debt

### Description of FY 2021-22 focus/goals:

- Written Financial Policies
- Increase the number of utility customers opting into paperless billing and other electronic communications

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	2020-21 Projected	FY 2021-22 Goal
Receive the Government Finance Officers Association’s (GFOA) Distinguished Budget Award for the prior fiscal year	Receipt of Award	Receipt of Award	Receipt of Award	Receipt of Award
Receive the GFOA Comprehensive Annual Financial Report Award for the prior fiscal year	Receipt of Award	Receipt of Award	Receipt of Award	Receipt of Award
Increase the number of utility bills payments processed electronically	22,000	25,500	36,800	38,000

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
Finance						
259,022	289,789	347,020	Personnel Services	619,510	619,510	619,510
213,273	245,250	394,240	Materials & Services	395,320	395,320	395,320
472,295	535,040	741,260	Finance Total	1,014,830	1,014,830	1,014,830
9.3	9.7	9.7	Full-Time Equivalent (FTE)	10.1	10.1	10.1

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 162 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 101 - Administration							
<b>Division:</b> 1511 - Finance							
<u>Expenditures</u>							
150,655	173,894	184,700	5111	Regular Wages	163,350	163,350	163,350
17,685	19,719	39,790	5112	Part-Time Wages	226,930	226,930	226,930
1,597	2,466	2,930	5121	Overtime	2,930	2,930	2,930
59	52	80	5211	OR Workers' Benefit	130	130	130
12,743	14,737	17,690	5212	Social Security	30,480	30,480	30,480
35,986	32,262	42,580	5213	Med & Dent Ins	105,360	105,360	105,360
39,399	45,801	58,180	5214	Retirement	89,350	89,350	89,350
507	470	580	5215	Long Term Disability Ins	390	390	390
139	146	210	5216	Unemployment Insurance	390	390	390
252	242	280	5217	Life Insurance	200	200	200
259,022	289,789	347,020	<b>Total - Personnel Services</b>		619,510	619,510	619,510
941	-	-	5315	Computer Supplies	500	500	500
5,358	11,226	18,000	5319	Office Supplies	14,000	14,000	14,000
162	0	-	5329	Other Supplies	100	100	100
16,297	14,084	18,200	5414	Accounting/Auditing	16,200	16,200	16,200
146	445	500	5417	HR/Other Employee Expenses	500	500	500
12,411	32,985	15,000	5419	Other Professional Serv	25,000	25,000	25,000
295	1,142	700	5421	Telephone/Data	1,000	1,000	1,000
2,927	3,557	3,800	5422	Postage	3,800	3,800	3,800
58,700	56,570	56,570	5428	IT Support	57,950	57,950	57,950
3,696	2,512	7,000	5429	Other Communication Serv	3,000	3,000	3,000
58,690	71,860	217,000	5430	Red Light Camera Contract	217,000	217,000	217,000
791	177	400	5432	Meals	400	400	400
591	248	650	5433	Mileage	650	650	650
3,448	3,541	800	5439	Travel	800	800	800
4,727	4,727	5,000	5446	Software Licenses	6,200	6,200	6,200
2,970	830	1,620	5464	Workers' Comp	1,620	1,620	1,620
2,155	1,691	2,000	5491	Dues & Subscriptions	2,600	2,600	2,600
11,191	6,204	14,000	5492	Registrations/Training	11,000	11,000	11,000
3,046	4,368	3,000	5493	Printing/Binding	3,000	3,000	3,000
24,731	29,084	30,000	5500	Banking Fees & Charges	30,000	30,000	30,000
213,273	245,250	394,240	<b>Total - Materials &amp; Services</b>		395,320	395,320	395,320
472,295	535,040	741,260	<b>Division Total: 1511 - Finance</b>		1,014,830	1,014,830	1,014,830

## City Recorder

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

### Description of purpose/function of department

The City Recorder is responsible for a variety of administrative activities including records management, Council meeting administration and legislative administration. In addition, the City Recorder is the City’s risk management coordinator who 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 2020-21 accomplishments

- Administered the 2020 General Election
- Provided responses to over 100 requests for records

### Description of FY 2021-22 proposed focus/goals

- 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
- Translate Services for City Council Meetings
- Approve for the revised records request form and records request policy

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goals
Public records request	70	70	80	80
City ordinances updates	10	10	10	10
City Council Meetings	20	24	24	24
Records Destruction Requests	150	150	150	150

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			City Recorder			
71,826	76,524	79,970	Personnel Services	81,820	81,820	81,820
15,890	12,237	20,330	Materials & Services	18,590	18,590	18,590
87,716	88,761	100,300	City Recorder Total	100,410	100,410	100,410
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 162 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 101 - Administration							
<b>Division:</b> 1531 - City Recorder							
<u>Expenditures</u>							
53,297	53,459	55,640	5111	Regular Wages	57,220	57,220	57,220
61	29	-	5121	Overtime	-	-	-
16	14	10	5211	OR Workers' Benefit	10	10	10
4,032	4,091	4,450	5212	Social Security	4,580	4,580	4,580
2,712	3,905	4,060	5213	Med & Dent Ins	4,120	4,120	4,120
11,412	14,736	15,500	5214	Retirement	15,580	15,580	15,580
169	164	170	5215	Long Term Disability Ins	170	170	170
43	43	50	5216	Unemployment Insurance	50	50	50
84	84	90	5217	Life Insurance	90	90	90
<b>71,826</b>	<b>76,524</b>	<b>79,970</b>	<b>Total - Personnel Services</b>		<b>81,820</b>	<b>81,820</b>	<b>81,820</b>
1,127	609	2,000	5319	Office Supplies	1,000	1,000	1,000
3,283	444	3,000	5419	Other Professional Serv	2,000	2,000	2,000
106	269	200	5421	Telephone/Data	450	450	450
36	25	200	5422	Postage	200	200	200
8,400	8,910	8,910	5428	IT Support	8,920	8,920	8,920
32	93	300	5432	Meals	300	300	300
347	169	500	5433	Mileage	500	500	500
266	578	850	5439	Travel	850	850	850
410	110	150	5464	Workers' Comp	150	150	150
-	-	920	5471	Equipment Repair & Maint	920	920	920
399	210	300	5491	Dues & Subscriptions	300	300	300
1,484	820	3,000	5492	Registrations/Training	3,000	3,000	3,000
<b>15,890</b>	<b>12,237</b>	<b>20,330</b>	<b>Total - Materials &amp; Services</b>		<b>18,590</b>	<b>18,590</b>	<b>18,590</b>
<b>87,716</b>	<b>88,761</b>	<b>100,300</b>	<b>Division Total: 1531 - City Recorder</b>		<b>100,410</b>	<b>100,410</b>	<b>100,410</b>

## Human Resources

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

**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 2020-2021 accomplishments:**

- Implemented the new online learning system
- Developed and implemented new policies and procedures to safely comply with the state and federal rules and guidance for Covid-19 pandemic

**Description of FY 2021-22 focus/goals:**

- 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Goal	FY 2020-21 Actual	FY 2021-22 Goal
<b>Number of recruitments and applications processed - Increase applicant pool to hire the most qualified applicants</b>	101/1687	58/651	75/1500	25/379	25/500
<b>Reduction in Workers’ Compensation (WC) claims cost</b>	\$44,687	\$4,299	\$55,000	\$4,509	\$20,000

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Human Resources			
109,523	117,961	120,060	Personnel Services	127,560	127,560	127,560
42,500	59,820	101,650	Materials & Services	112,200	112,200	112,200
152,023	177,781	221,710	Human Resources Total	239,760	239,760	239,760
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 162 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 101 - Administration			
			<b>Division:</b> 1611 - Human Resources			
			<u>Expenditures</u>			
74,118	77,978	78,660	5111 Regular Wages	85,120	85,120	85,120
19	18	20	5211 OR Workers' Benefit	20	20	20
5,694	6,006	6,310	5212 Social Security	6,750	6,750	6,750
11,435	11,454	12,330	5213 Med & Dent Ins	11,600	11,600	11,600
17,826	22,079	22,310	5214 Retirement	23,610	23,610	23,610
249	238	230	5215 Long Term Disability Ins	250	250	250
58	66	80	5216 Unemployment Insurance	80	80	80
124	122	120	5217 Life Insurance	130	130	130
109,523	117,961	120,060	<b>Total - Personnel Services</b>	127,560	127,560	127,560
853	1,591	600	5315 Computer Supplies	600	600	600
902	589	2,500	5319 Office Supplies	1,500	1,500	1,500
8,537	18,851	50,000	5412 Legal	50,000	50,000	50,000
2,733	1,422	6,000	5417 HR/Other Employee Expenses	3,000	3,000	3,000
9,855	17,798	10,000	5419 Other Professional Serv	20,000	20,000	20,000
740	597	800	5421 Telephone/Data	800	800	800
16	6	30	5422 Postage	30	30	30
314	220	800	5424 Advertising	800	800	800
12,600	13,220	14,450	5428 IT Support	19,000	19,000	19,000
261	582	1,000	5433 Mileage	500	500	500
1,760	903	2,000	5439 Travel	500	500	500
930	550	470	5464 Workers' Comp	470	470	470
1,919	1,069	3,000	5491 Dues & Subscriptions	5,000	5,000	5,000
1,080	2,421	10,000	5492 Registrations/Training	10,000	10,000	10,000
42,500	59,820	101,650	<b>Total - Materials &amp; Services</b>	112,200	112,200	112,200
152,023	177,781	221,710	<b>Division Total: 1611 - Human Resources</b>	239,760	239,760	239,760
1,159,174	1,289,087	1,661,680	<b>Department Total: 101 - Administration</b>	1,963,490	1,963,490	1,963,490

## 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 fills the role of the Urban Renewal Agency Manager overseeing projects, programs, and public arts.

This fiscal year was significantly impacted by COVID-19 requiring the Economic Development Department to adapt and support Woodburn business community. Staff developed and implemented a CARES emergency business assistance grant programs providing approximately \$200,000 to Woodburn businesses. In addition, staff also provided grant writing assistance to fund a number of COVID-19 related programs for Woodburn non-profit organizations.

### **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 2020-21 accomplishments**

- Responded to 16 business/project leads and 4 retention/expansion assistance requests and inquiries.
- Worked with property owners, developers, and brokers to identify businesses development opportunities.
- Assisted 3 business or property owners applying for Urban Renewal Building Improvement Program grant funds.
- Staffed the Public Arts and Mural Committee. Worked with the Committee to complete 2 mural projects funded by Urban Renewal. Committee will also move forward preparing a strategic plan to identify and plan for future projects.
- Managed CDBG grant for the purchase of the Woodburn Family Resource Center
- Convened the North Marion County Tourism Committee comprised of more than twenty tourism partners throughout the region. Staff contracted with Marketek Inc to develop a Tourism Recovery Plan including strategies on the development and implementation of the tourism goals, projects and program. Staff will continue to staff and provide oversight of this regional tourism committee and its efforts.
- Strengthened local, state and regional partnership with service on and participation with boards and committees.
- Provided COVID-19 support to the Woodburn business community including:
  - Administered four rounds of emergency business assistance grants.
  - Assisted area business with technical assistance on regional business assistance programs
  - Distributed education information and PPE materials
  - Conducted a downtown business marketing campaign
  - Provided technical and grant writing assistance to area non-profits to fund assistance programs to area residents
  - Established a mortgage assistance program managed by DevNW



- Managed CDBG grant for Emergency Rental Assistance Program
- Collaborated with community organizations to distribute PPE, food supplies and education materials to residents.

**Description of FY 2021-22 Economic Development Projects**

Project and program proposed for FY 2021-22 include, but are not limited to:

- Continue to respond to business and project leads
- Continue to work with existing businesses on retention and expansion projects
- Work with businesses on Woodburn-Gervais Enterprise Zone program
- Work with property owners, developers, and brokers to identify businesses development opportunities
- Assist business or property owners with Urban Renewal Building Improvement Program funding requests
- Continue to staff the Public Arts and Mural Committee and work with the Committee on projects and the completion of their strategic plan
- Continue to manage the CDBG grant for the purchase of the Woodburn Family Resource Center
- Partner with the North Marion County Tourism Committee on projects and complete the Tourism Recovery Plan
- Maintain ongoing relationships with local, state and regional partnership with service on and participation with boards and committees
- Complete Façade Make-Over on 2-3 properties
- Work with business owners on the installation of additional security cameras and lighting in downtown
- Continue completion of following Building Improvement Grants:
  - Trapala Restaurant
  - El Mercadito
  - Woodburn Market
  - Historic City Hall-550 N First Street
- Work with AWARE Food Bank on building improvements and CDBG grant
- Continue to support Public Art and Mural Committee
- Complete additional Urban Renewal projects including (but not limited to):
  - First & Cleveland Parking Lot
  - Street Tree Replacement - Front Street
  - 50/50 Sidewalk Program
  - Woodburn Museum/Bungalow
  - Historic Locomotive Shelter
  - Downtown Water Fountain Improvements

**Performance Measures**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Goal
<b>Business Lead Responses</b>	8	14	13	16	12
<b>Retention/Expansion Assistance</b>	9	8	8	4	3
<b>Host quarterly Industrial Business Roundtable</b>	4	4	4	2	4
<b>Urban Renewal Building Improvement Grants</b>	3	5	14	0	4
<b>Urban Renewal Design Service Grant</b>	3	7	7	0	2
<b>Downtown Events and Promotions</b>	3	6	4	0	0
<b>Complete Public Arts – Murals Projects</b>	0	0	2	2	1



## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund							
<b>Department:</b> 125 - Economic Development							
<b>Division:</b> 1250 - Econ Dev							
<u>Expenditures</u>							
62,900	75,225	88,100	5111	Regular Wages	95,270	95,270	95,270
780	663	-	5121	Overtime	-	-	-
19	21	20	5211	OR Workers' Benefit	20	20	20
4,856	5,808	6,920	5212	Social Security	7,480	7,480	7,480
9,569	12,235	13,960	5213	Med & Dent Ins	19,700	19,700	19,700
10,527	16,381	22,540	5214	Retirement	23,730	23,730	23,730
215	248	250	5215	Long Term Disability Ins	270	270	270
56	66	90	5216	Unemployment Insurance	100	100	100
108	128	130	5217	Life Insurance	130	130	130
89,030	110,775	132,010	<b>Total - Personnel Services</b>		146,700	146,700	146,700
550	-	320	5315	Computer Supplies	320	320	320
3,103	9,106	8,500	5319	Office Supplies	8,500	8,500	8,500
9,450	6,055	15,000	5419	Other Professional Serv	35,000	35,000	35,000
262	539	750	5421	Telephone/Data	750	750	750
134	159	300	5422	Postage	300	300	300
4,200	4,310	4,100	5428	IT Support	4,200	4,200	4,200
500	201	360	5432	Meals	360	360	360
-	-	500	5433	Mileage	500	500	500
1,984	168	3,500	5439	Travel	2,000	2,000	2,000
740	230	300	5464	Workers' Comp	300	300	300
5,147	4,982	5,500	5491	Dues & Subscriptions	7,500	7,500	7,500
1,434	1,841	3,500	5492	Registrations/Training	3,500	3,500	3,500
27,504	27,589	42,630	<b>Total - Materials &amp; Services</b>		63,230	63,230	63,230
116,534	138,365	174,640	<b>Department Total: 125 - Economic Development</b>		209,930	209,930	209,930

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 164 for clarification.

## Police

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Police – 211  
**Division/Division Number:** Police – 2111  
**Department Director:** Martin Pilcher

### **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 11.75 Civilian Support Staff

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

During FY 20-21 community outreach and events were significantly curtailed due to the response to COVID 19.

- Continued hiring within authorized staffing level
- Participated in Metro Area Intellectual Property Enforcement Program
- Increased community engagement via social media through smartphone apps (Twitter and Facebook)
- Engaged in Virtual “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 one exercises of Emergency Operations Plan/Center (additional exercises cancelled due to COVID)
- Participated in Crime Gun Initiative with OSP Crime Lab, US Attorney’s Office and ATF
- Utilized DPSST’s “decision-making” based simulator for force de-escalation and disengagement training during In-service
- Conducted a Citizen’s Police Academy (cancelled due to COVID)
- Continued upgrade of police radio system in partnership with City of Hubbard
- Fully integrated body worn camera video into the RMS/CAD systems
- Worked with City and County to address COVID 19 pandemic
- Instituted policies to reduce impact of COVID 19 pandemic on police services
- Responded to September 2020 wildfires
- Responded to February 2021 ice storm

### **Description of FY 2021-22 proposed focus/goals:**

- Continue focused efforts on impacting crime rate, code enforcement and neighborhood livability issues with emphasis on vehicle theft reduction
- Continue hiring within authorized budget
- Continue update, review and exercise of Emergency Operations Plan (EOP) (COVID dependent)

- Obtain “decision-making” based simulator for force de-escalation and disengagement training
- Provide enhanced traffic education and enforcement in community to increase safety and awareness (COVID dependent)
- Provide training to supervisors on internal affairs investigations (COVID dependent)
- Continue community engagement programs and activities
- Conduct a Citizen’s Police Academy (COVID dependent)
- Continue partnership with youth based groups including after school programs, Boys and Girls Club (COVID dependent)
- Participate in “Community Connection Day” with community partners (COVID dependent)
- Continue upgrade of police radio system in partnership with City of Hubbard
- Continue disposal of property/evidence inventory

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Projected	FY 2019-20 Actual	FY 2021-22 Goal
<b>Police Department participation in community events</b>	25	25	12 (COVID Impacted)	15 (COVID Dependent)
<b>Community engagement through social media - # of subscribers</b>	247	100	275	150
<b>Number of sworn officers</b>	35	35	35	35
<b>Total calls for service</b>	15,800	15,00	13,423 (COVID Impacted)	15,000

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Police			
5,446,324	5,797,280	6,698,170	Personnel Services	6,778,340	6,778,340	6,778,340
1,760,324	1,777,587	1,886,410	Materials & Services	1,921,510	1,921,510	1,921,510
-	-	-	Capital Outlay	-	-	-
7,206,648	7,574,867	8,584,580	Police Total	8,699,850	8,699,850	8,699,850
43.5	43.5	43.5	Full-Time Equivalent (FTE)	46.8	46.8	46.8

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 164 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 211 - Police</b>							
<b>Division: 2111 - Patrol</b>							
<u>Expenditures</u>							
3,329,266	3,496,710	3,994,460	5111	Regular Wages	4,060,560	4,060,560	4,060,560
8,867	18,562	18,470	5112	Part-Time Wages	19,760	19,760	19,760
196,782	159,103	185,220	5121	Overtime	185,220	185,220	185,220
988	881	970	5211	OR Workers' Benefit	940	940	940
266,658	277,441	324,210	5212	Social Security	329,830	329,830	329,830
708,706	747,269	896,790	5213	Med & Dent Ins	931,170	931,170	931,170
916,098	1,078,231	1,255,620	5214	Retirement	1,229,750	1,229,750	1,229,750
10,471	10,344	11,740	5215	Long Term Disability Ins	10,890	10,890	10,890
2,956	3,132	4,130	5216	Unemployment Insurance	4,270	4,270	4,270
5,532	5,607	6,560	5217	Life Insurance	5,950	5,950	5,950
5,446,324	5,797,280	6,698,170	<b>Total - Personnel Services</b>		6,778,340	6,778,340	6,778,340
275	579	-	5315	Computer Supplies	-	-	-
3,855	4,093	12,500	5319	Office Supplies	12,500	12,500	12,500
55,579	49,200	50,000	5323	Fuel	50,000	50,000	50,000
26,877	27,189	42,400	5324	Clothing	42,400	42,400	42,400
2,960	2,909	4,000	5326	Safety/Medical	4,000	4,000	4,000
26,315	29,100	28,000	5329	Other Supplies	28,000	28,000	28,000
68	-	-	5337	Tires/Parts	-	-	-
16,565	18,788	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
-	-	1,000	5409.140	Garage Services	1,000	1,000	1,000
32,189	39,678	95,500	5415	Computer	95,500	95,500	95,500
1,361	805	4,000	5417	HR/Other Employee Expenses	4,000	4,000	4,000
58,292	62,457	26,000	5419	Other Professional Serv	26,000	26,000	26,000
1,091	940	7,500	5420	Investigation Expenses	7,500	7,500	7,500
39,759	33,027	35,000	5421	Telephone/Data	35,000	35,000	35,000
4,267	4,231	8,000	5422	Postage	8,000	8,000	8,000
1,034	522	1,000	5424	Advertising	1,000	1,000	1,000
8,066	19,981	20,000	5426	Contract Networks	20,000	20,000	20,000
355,800	361,640	362,890	5428	IT Support	387,760	387,760	387,760
422,546	471,810	499,240	5429	Other Communication Serv	509,470	509,470	509,470
4,245	864	-	5432	Meals	-	-	-
514	-	-	5433	Mileage	-	-	-
9,097	13,397	22,000	5439	Travel	22,000	22,000	22,000
2,990	274	2,500	5443	Office Equipment	2,500	2,500	2,500
186,368	154,605	179,600	5444	Vehicle Leases	179,600	179,600	179,600
407	2,560	-	5449	Leases Other	-	-	-
3,902	3,350	4,800	5451	Natural Gas	4,800	4,800	4,800
154	273	900	5452	Water/Sewer	900	900	900
54,136	48,747	48,000	5453	Electricity	48,000	48,000	48,000

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget		Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
28,710	25,140	25,920	5461	Auto Insurance	25,920	25,920	25,920
6,530	6,930	7,570	5463	Property/Earthquake Insurance	7,570	7,570	7,570
197,349	159,400	125,870	5464	Workers' Comp	125,870	125,870	125,870
81,550	76,490	81,320	5465	General Liability Insurance	81,320	81,320	81,320
47,095	50,431	63,800	5471	Equipment Repair & Maint	63,800	63,800	63,800
29,632	40,232	23,100	5472	Buildings Repairs & Maint	23,100	23,100	23,100
32,576	45,700	45,000	5475	Vehicle Repair & Maint	45,000	45,000	45,000
3,706	1,028	-	5491	Dues & Subscriptions	-	-	-
11,083	18,681	30,500	5492	Registrations/Training	30,500	30,500	30,500
3,245	2,535	4,000	5493	Printing/Binding	4,000	4,000	4,000
1,760,324	1,777,587	1,886,410		<b>Total - Materials &amp; Services</b>	1,921,510	1,921,510	1,921,510
-	-	-	5642	Passenger Vehicles	-	-	-
-	-	-	5649	Other Equipment	-	-	-
-	-	-		<b>Total - Capital Outlay</b>	-	-	-
7,206,648	7,574,867	8,584,580		<b>Department Total: 211 - Police</b>	8,699,850	8,699,850	8,699,850







## 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Community Services Department			
1,792,103	1,766,803	2,230,990	Personnel Services	1,953,600	1,953,600	1,953,600
1,383,231	1,311,501	1,374,810	Materials & Services	1,380,370	1,380,370	1,380,370
108,105	25,075	-	Capital Outlay	70,000	70,000	30,000
<u>3,283,439</u>	<u>3,103,379</u>	<u>3,605,800</u>	Community Services Total	<u>3,403,970</u>	<u>3,403,970</u>	<u>3,363,970</u>
			Total by Division			
917,277	906,911	1,016,380	Library	908,710	908,710	908,710
636,226	507,117	694,270	Aquatics	668,970	668,970	668,970
518,379	445,372	531,400	Recreation	415,510	415,510	415,510
815,887	866,065	938,640	Park & Facilities Maintenance	990,230	990,230	990,230
395,670	377,914	425,110	Community Services Administration	420,550	420,550	420,550
<u>3,283,439</u>	<u>3,103,379</u>	<u>3,605,800</u>	Total by Division	<u>3,403,970</u>	<u>3,403,970</u>	<u>3,403,970</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 (6.5 FTE), including the Library Manager and four full-time program leads (Adult & Teen Librarian, Children’s Librarian, Technical Services Librarian, Circulation Library Assistant), and three part-time Library Assistants.

### Description of FY 2020-21 accomplishments:

- Responded to COVID-19 closure through delivery of remote services and content
- Provided limited access to collections via “Grab-and-Go” and “Curbside-Only” models
- Reconceived library operations and staffing for post-COVID-19 service delivery

### Description of FY 2021-22 focus/goals:

- Build resiliency into programs and services in anticipation of future closure events
- Increase access to digital collections through purchase of local-use materials
- Begin “door-to-door librarianship” delivery model through purchase of van

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Increase Library attendance	116,223	82,066	81,500	115,000
Increase Library circulation	163,676	159,204	92,500	160,000
Maintain meeting room reservations	531	314	0	250
Maintain library program levels	476	265	0	200
Increase library program participation	9,752	3,605	0	5,000

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Library			
604,897	600,556	707,500	Personnel Services	579,150	579,150	579,150
312,380	306,355	308,880	Materials & Services	289,560	289,560	289,560
-	-	-	Capital Outlay	40,000	40,000	40,000
917,277	906,911	1,016,380	Library Total	908,710	908,710	908,710
10.5	10.5	10.5	Full-Time Equivalent (FTE)	6.5	6.5	6.5

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 411 - Community Services</b>							
<b>Division: 3199 - Library Administration</b>							
<b>Expenditures</b>							
297,294	311,443	330,840	5111	Regular Wages	346,830	346,830	346,830
144,763	108,476	165,680	5112	Part-Time Wages	48,200	48,200	48,200
39	22	-	5121	Overtime	-	-	-
252	195	220	5211	OR Workers' Benefit	130	130	130
33,412	31,729	38,310	5212	Social Security	30,580	30,580	30,580
53,440	55,019	56,940	5213	Med & Dent Ins	59,080	59,080	59,080
73,838	91,855	113,590	5214	Retirement	92,420	92,420	92,420
984	954	950	5215	Long Term Disability Ins	1,000	1,000	1,000
386	371	480	5216	Unemployment Insurance	400	400	400
489	492	490	5217	Life Insurance	510	510	510
604,897	600,556	707,500	<b>Total - Personnel Services</b>		579,150	579,150	579,150
2,887	2,544	4,000	5319	Office Supplies	4,000	4,000	4,000
2,579	1,858	4,000	5340	Print Materials - Teen	4,000	4,000	4,000
25,734	21,887	32,490	5341	Print Materials - Adult	32,490	32,490	32,490
11,020	10,243	11,500	5342	Print Materials - Child	11,500	11,500	11,500
4,905	4,443	14,000	5345	Audiovisual Materials - Adult	14,000	14,000	14,000
875	743	1,630	5345.001	Audiovisual Materials - Child	1,630	1,630	1,630
144	265	630	5345.002	Audiovisual Materials - Teen	630	630	630
8,725	8,935	9,000	5347.001	Program Supplies - Summer Concerts	9,000	9,000	9,000
2,146	750	1,830	5347.002	Program Supplies - Adult	1,830	1,830	1,830
3,572	4,235	4,510	5347.003	Program Supplies - Child	4,510	4,510	4,510
902	9,777	7,000	5347.004	Program Supplies - Technical Services	7,000	7,000	7,000
5,707	5,184	3,380	5349	Periodicals - Adult	3,380	3,380	3,380
-	-	850	5350	Periodicals - Child	850	850	850
2,639	968	1,500	5419	Other Professional Serv	1,500	1,500	1,500
2,227	2,544	3,000	5421	Telephone/Data	3,000	3,000	3,000
218	148	230	5422	Postage	230	230	230
815	-	630	5424	Advertising	630	630	630
129,900	111,930	111,930	5428	IT Support	92,610	92,610	92,610
235	-	300	5432	Meals	300	300	300
-	-	200	5433	Mileage	200	200	200
550	709	1,500	5439	Travel	1,500	1,500	1,500
7,581	3,579	4,500	5443	Office Equipment	4,500	4,500	4,500
1,772	2,330	3,800	5451	Natural Gas	3,800	3,800	3,800
32,931	28,965	29,000	5453	Electricity	29,000	29,000	29,000
7,570	8,240	9,550	5463	Property/Earthquake Insurance	9,550	9,550	9,550
2,200	610	840	5464	Workers' Comp	840	840	840
9,780	10,210	10,560	5465	General Liability Insur	10,560	10,560	10,560
485	963	3,850	5471	Equipment Repair & Maint	3,850	3,850	3,850
33,360	36,439	24,000	5472	Buildings Repairs & Maint	24,000	24,000	24,000
8,322	26,234	6,090	5472.001	Fixture Repair	6,090	6,090	6,090
738	667	400	5491	Dues & Subscriptions	400	400	400
1,090	635	1,120	5492	Registrations/Training	1,120	1,120	1,120
249	-	1,000	5499.001	Reg Lib Sv	1,000	1,000	1,000
522	320	60	5500	Banking Fees & Charges	60	60	60
312,380	306,355	308,880	<b>Total - Materials &amp; Services</b>		289,560	289,560	289,560
27,389	-	-	5642	Passenger Vehicles	40,000	40,000	40,000
27,389	-	-	<b>Total - Capital Outlay</b>		40,000	40,000	40,000
917,277	906,911	1,016,380	<b>Division Total: 3119 - Library Administration</b>		908,710	908,710	908,710

## 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 2020-21 accomplishments

- Acted as a Staging point for COVID-19 materials and PPE for delivery within our community including masks, acrylic screens, floor distancing markers, informational material and hand sanitizer
- Transitioned to a new recreation management software which included updates to the recreation program registration website

### Description of FY 2021-22 focus/goals

- Safely re-opening the Aquatic Center including training and hiring an entirely new workforce
- Re-engage community members to participate in Aquatic Center memberships, especially targeting seniors with the recent expansion of our Medicare membership re-imbursment programs
- Re-build a robust offering of aquatic programming, including swim lessons, group exercise, swim team, and special events

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Maintain 50% cost recovery to reduce the General Fund Budgetary impact	50.6%	42.5%	0%	37%
Improve attendance numbers by marketing and increasing events	49,915	34,566	0	20,000
Improve water safety through swim lesson enrollments	1,112	523	0	300

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Aquatics			
310,392	262,370	435,070	Personnel Services	319,690	319,690	319,690
293,958	244,747	259,200	Materials & Services	349,280	349,280	349,280
31,876	-	-	Capital Outlay	-	-	-
636,226	507,117	694,270	Aquatics Total	668,970	668,970	668,970
11.1	11.1	12.1	Full-Time Equivalent (FTE)	10.6	10.6	10.6

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 411 - Community Services</b>							
<b>Division: 7419 - Aquatic Administration</b>							
<u>Expenditures</u>							
59,628	62,053	102,880	5111	Regular Wages	60,210	60,210	60,210
-	181	-	5112	Part-Time Wages	-	-	-
15,206	8,133	19,480	5112.011	Instruction Wages	13,890	13,890	13,890
119,922	91,658	109,200	5112.012	Lifeguarding Wages	102,770	102,770	102,770
12,637	8,550	15,550	5112.014	Administration Wages	13,830	13,830	13,830
-	1,779	9,840	5112.015	Pool Operator (& Custodial) Wages	9,800	9,800	9,800
30,556	22,747	23,660	5112.016	Water Fitness Instructor Wages	13,000	13,000	13,000
22,210	14,319	35,800	5112.017	Head Lifeguard Wages	32,300	32,300	32,300
-	112	-	5121	Overtime	-	-	-
258	168	240	5211	OR Workers' Benefit	180	180	180
20,004	16,136	24,560	5212	Social Security	19,040	19,040	19,040
7,492	7,687	30,520	5213	Med & Dent Ins	8,280	8,280	8,280
21,967	28,398	62,400	5214	Retirement	45,890	45,890	45,890
181	165	340	5215	Long Term Disability Ins	180	180	180
242	199	220	5216	Unemployment Insurance	230	230	230
89	85	380	5217	Life Insurance	90	90	90
310,392	262,370	435,070	<b>Total - Personnel Services</b>		319,690	319,690	319,690
211	221	500	5319	Office Supplies	500	500	500
2,518	2,106	1,500	5326	Safety/Medical	1,500	1,500	1,500
20,212	12,706	17,000	5327	Chemicals	16,000	16,000	16,000
3,215	48	2,540	5329	Other Supplies	2,500	2,500	2,500
15,145	9,767	8,500	5390	Merchandise	8,500	8,500	8,500
9,941	7,609	13,500	5391	Inventory	13,500	13,500	13,500
13,972	17,238	16,000	5419	Other Professional Serv	104,000	104,000	104,000
535	955	600	5421	Telephone/Data	600	600	600
-	26	100	5422	Postage	100	100	100
5,874	7,047	6,000	5424	Advertising	6,000	6,000	6,000
8,400	8,610	8,610	5428	IT Support	13,230	13,230	13,230
586	286	500	5433	Mileage	500	500	500
-	-	500	5439	Travel	500	500	500
38,846	36,896	42,000	5451	Natural Gas	41,000	41,000	41,000
6,330	6,810	7,920	5463	Property/Earthquake Insurance	7,920	7,920	7,920
19,040	15,200	12,980	5464	Workers' Comp	12,980	12,980	12,980
6,480	6,230	6,450	5465	General Liability Insur	6,450	6,450	6,450
21,595	4,642	15,000	5471	Equipment Repair & Maint	15,000	15,000	15,000
62,889	62,560	45,000	5472	Building Repairs & Maint	45,000	45,000	45,000
415	200	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
6,403	4,069	6,000	5492	Registrations/Training	6,000	6,000	6,000
974	978	-	5498	Permits/Fees	-	-	-
293,958	244,747	259,200	<b>Total - Materials &amp; Services</b>		349,280	349,280	349,280
31,876	-	-	5629	Buildings	-	-	-
31,876	-	-	<b>Total - Capital Outlay</b>		-	-	-
636,226	507,117	694,270	<b>Division Total: 7419 - Aquatic Administration</b>		668,970	668,970	668,970

## 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. This changed drastically due to COVID-19 and the restrictions that limited program offerings. In addition, Recreation staff were asked to manage the Cities Covid-19 response.

### Description of department, including number of personnel

The division consist of a full-time Parks and Recreation Manager, a full-time Recreation Supervisor and over 10 part-time and seasonal staff that directly supervise programs, activities, and sports in non-Covid-19 Years. This year we are looking at a modified reduced staffing structure as we rebuild recreation programming.

### Description of FY 2020-21 accomplishments:

- Completed Pocket Park “Dahlia Plaza” improvements
- Provided virtual opportunities for events when able including Scarecrow and Tree Lighting Contests
- Staff were designated to COVID-19 response that aided and lead the Cities COVID-19 response. This response included PPE, education materials, rental assistance, and business assistance in partnership with Economic Development and utility assistance. (Data below is from April to December 2020.)
  - PPE Distribution
    - 63,380 Cloth Facial Coverings
    - 5,436 personal hand sanitizers
    - 3,000 Covid-19 Coloring Books Spanish and English
    - 45 Plastic Sneeze Guards
    - 76 Social distancing floor markers
  - Education and Outreach (information touch points)
    - Social Media – 254,368
    - Mailer – 156,915
    - E-Blast – 78,061
    - Radio (est.) – 316,610
    - Printed Materials – 133,717
    - Website – 47,455
    - Total – 924,516

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Number of community events	16	5	5	14
Summer program enrollment	210	109	25	200
Youth sports enrollment	600	719	300	1100
Adult program enrollment	222	233	45	200

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Recreation			
182,696	156,478	213,980	Personnel Services	113,790	113,790	113,790
308,294	288,894	317,420	Materials & Services	271,720	271,720	271,720
27,389	-	-	Capital Outlay	30,000	30,000	30,000
518,379	445,372	531,400	Recreation Total	415,510	415,510	415,510
3.9	3.9	3.9	Full-Time Equivalent (FTE)	3.9	3.9	3.9

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 411 - Community Services			
			<b>Division:</b> 7429 - Rec Administration			
			<u>Expenditures</u>			
99,914	84,213	93,730	5111 Regular Wages	48,810	48,810	48,810
10,575	13,712	54,370	5112 Part-Time Wages	24,850	24,850	24,850
6,376	1,418	-	5112.010 Youth Sports	-	-	-
266	-	-	5112.040 Summer Day Camp Wages	-	-	-
2,236	1,328	-	5121 Overtime	-	-	-
67	50	90	5211 OR Workers' Benefit	40	40	40
9,129	7,703	11,680	5212 Social Security	5,830	5,830	5,830
28,387	22,215	23,800	5213 Med & Dent Ins	16,500	16,500	16,500
25,128	25,367	29,750	5214 Retirement	17,450	17,450	17,450
343	253	270	5215 Long Term Disability Ins	150	150	150
103	88	150	5216 Unemployment Insurance	80	80	80
172	131	140	5217 Life Insurance	80	80	80
182,696	156,478	213,980	<b>Total - Personnel Services</b>	113,790	113,790	113,790
97	184	200	5319 Office Supplies	200	200	200
86	97	-	5329 Other Supplies	-	-	-
27,395	22,399	25,650	5329.100 Events	21,000	21,000	21,000
36,947	21,045	42,280	5329.200 Youth Sports	15,000	15,000	15,000
12,206	10,015	13,000	5329.300 Adult Sports	10,000	10,000	10,000
-	194	-	5329.400 Summer Day Camp	-	-	-
103,916	124,976	118,000	5329.405 Fiesta Services	118,000	118,000	118,000
3,729	4,471	10,000	5329.600 Rec Admin	6,000	6,000	6,000
4,140	1,635	1,000	5329.700 Arts & Culture	1,000	1,000	1,000
5,416	3,799	2,000	5329.800 Active Adult	2,000	2,000	2,000
8,550	1,705	6,000	5329.900 Museum	3,000	3,000	3,000
1,321	155	3,000	5409.140 Garage Services	3,000	3,000	3,000
1,350	-	-	5419 Other Professional Services	-	-	-
45,270	45,000	45,000	5419.101 Contract Svcs Teen Center	45,000	45,000	45,000
1,841	1,500	-	5421 Telephone/Data	-	-	-
2,093	1,519	1,000	5424 Advertising	1,000	1,000	1,000
25,400	25,720	26,130	5428 IT Support	22,360	22,360	22,360
578	126	300	5432 Meals	300	300	300
1,343	524	300	5439 Travel	300	300	300
3,546	2,871	3,750	5451 Natural Gas	3,750	3,750	3,750
4,828	5,046	5,000	5453 Electricity	5,000	5,000	5,000
5,240	3,070	2,750	5461 Auto Insurance	2,750	2,750	2,750
7,300	5,880	3,790	5464 Workers' Comp	3,790	3,790	3,790
2,050	2,860	3,020	5465 General Liability Insur	3,020	3,020	3,020
-	-	1,750	5472 Buildings Repairs & Maint	1,750	1,750	1,750
1,108	8	1,500	5475 Vehicle Repair & Maint	1,500	1,500	1,500
35	1,531	-	5491 Dues & Subscriptions	-	-	-
2,509	2,564	2,000	5492 Registrations/Training	2,000	2,000	2,000
308,294	288,894	317,420	<b>Total - Materials &amp; Services</b>	271,720	271,720	271,720
27,389	-	-	5642 Passenger Vehicles	30,000	30,000	30,000
27,389	-	-	<b>Total - Capital Outlay</b>	30,000	30,000	30,000
518,379	445,372	531,400	<b>Division Total: 7429 - Rec Administration</b>	415,510	415,510	415,510

## 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 2020-21 Accomplishments:

- Facilitated the implementation of our Covid-19 safety protocols and procedures for our city staff and facilities
- Began working with the Pudding River Watershed Council and ODFW to improve the health of the pond, creek, and wildlife and Hermanson Pond.
- Facilitated LED light upgrades at the remaining eligible city owned properties including the Police Department and Family Resource Center at no cost to the City.
- Began Removal, Replacement, and Restoration of our Parks after the February 2021 Freezing Rain Event
- Assumed ownership of 14 acres of park in the Smith Creek Development
- Completed bathroom interior improvements at Legion Park and Settlemier Park

### Description of FY2021-22 proposed focus/goals:

- Complete Removal, Replacement, and Restoration of our Park damages caused by February 2021 Freezing Rain Event
- Reduce the rodent population damaging the turf within our Parks and Sports Fields through mechanical and environmental controls.
- Continue partnership with the Pudding River Watershed Council on improvements started at Hermanson Resume Pond.
- Resume partnership with organizations that facilitated court ordered community service workers.

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Developed park acres	113	127	127	131
Park restrooms cleaned daily	5	2 (COVID-19)	6	6
Sports fields maintained (multi-use)	8	8	8	8
Playgrounds inspected weekly	8	8	8	8
Sports courts	3	3	3	3
Splash pads	1	1	1	1
Irrigation systems	23	23	24	24



## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Parks & Facilities Maintenance			
404,221	445,213	545,930	Personnel Services	597,090	597,090	597,090
362,826	395,778	392,710	Materials & Services	393,140	393,140	393,140
48,840	25,075	-	Capital Outlay	-	-	-
815,887	866,065	938,640	Parks & Facilities Maintenance Total	990,230	990,230	990,230
8.3	8.3	8.3	Full-Time Equivalent (FTE)	8.3	8.3	8.3

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 411 - Community Services			
			<b>Division:</b> 7711 - Parks & Facilities Maintenance			
			<u>Expenditures</u>			
247,865	266,399	321,400	5111 Regular Wages	329,500	329,500	329,500
5,967	15,342	14,390	5112 Part-Time Wages	27,900	27,900	27,900
7,036	3,185	-	5121 Overtime	-	-	-
158	154	170	5211 OR Workers' Benefit	180	180	180
18,892	20,745	25,750	5212 Social Security	27,640	27,640	27,640
72,436	82,433	106,490	5213 Med & Dent Ins	113,690	113,690	113,690
50,457	55,429	75,750	5214 Retirement	96,530	96,530	96,530
806	843	1,090	5215 Long Term Disability Ins	870	870	870
200	244	330	5216 Unemployment Insurance	330	330	330
404	438	560	5217 Life Insurance	450	450	450
404,221	445,213	545,930	<b>Total - Personnel Services</b>	597,090	597,090	597,090
279	426	300	5319 Office Supplies	300	300	300
27,995	27,754	25,000	5321 Cleaning Supplies	25,000	25,000	25,000
11,349	9,966	11,000	5323 Fuel	11,000	11,000	11,000
8,597	2,861	5,000	5325 Ag Supplies	5,000	5,000	5,000
247	763	1,200	5326 Safety/Medical	1,200	1,200	1,200
9,324	9,150	10,000	5329 Other Supplies	10,000	10,000	10,000
334	60	3,000	5331 Construction Materials	3,000	3,000	3,000
446	334	2,000	5338 Tools	2,000	2,000	2,000
1,147	1,897	1,500	5352 Protective Clothing	1,500	1,500	1,500
2,564	4,255	10,800	5363 Signs	10,800	10,800	10,800
69	162	4,000	5385 Fertilizer	4,000	4,000	4,000
24,685	4,273	18,000	5409.140 Garage Services	18,000	18,000	18,000
88,799	172,554	97,780	5419 Other Professional Serv	97,780	97,780	97,780
24,504	5,764	5,000	5421 Telephone/Data	5,000	5,000	5,000
12,600	17,520	17,520	5428 IT Support	17,950	17,950	17,950
-	2,152	4,000	5445 Work Equipment	4,000	4,000	4,000
1,590	886	3,000	5446 Software Licenses	3,000	3,000	3,000
2,144	2,184	2,500	5449 Other Leases	2,500	2,500	2,500
9,604	3,059	8,500	5451 Natural Gas	8,500	8,500	8,500
45,659	45,287	45,000	5453 Electricity	45,000	45,000	45,000
3,190	5,000	5,130	5461 Auto Insurance	5,130	5,130	5,130
7,300	7,180	9,020	5463 Property/Earthquake Insurance	9,020	9,020	9,020
19,890	15,250	13,600	5464 Workers' Comp	13,600	13,600	13,600
5,490	5,620	5,860	5465 General Liability Insur	5,860	5,860	5,860
7,767	6,211	16,000	5471 Equipment Repair & Maint	16,000	16,000	16,000
29,324	29,346	35,000	5472 Buildings Repairs & Maint	35,000	35,000	35,000
2,643	6,369	5,000	5475 Vehicle Repair & Maint	5,000	5,000	5,000
8,250	4,321	4,500	5478 Playground Repair & Maint	4,500	4,500	4,500
3,715	4,250	20,000	5484 Urban Forestry Program	20,000	20,000	20,000
3,124	849	2,000	5492 Registrations/Training	2,000	2,000	2,000
197	75	1,500	5498 Permits/Fees	1,500	1,500	1,500
362,826	395,778	392,710	<b>Total - Materials &amp; Services</b>	393,140	393,140	393,140
-	25,075	-	5637 Parks	-	-	-
48,840	-	-	5649 Other Equipment	-	-	-
48,840	25,075	-	<b>Total - Capital Outlay</b>	-	-	-
815,887	866,065	938,640	<b>Division Total:</b> 7711 - Parks & Facilities Maint	990,230	990,230	990,230

## 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 2020-21 accomplishments**

- Completed preliminary design work of the Community Center Project including concept plans for preferred project options, architectural and structural designs and updated cost estimates
- Provided translation services to assist every City department in communicating effectively with the community
- Adapted the Community Relations program to meet the unique communication needs that the COVID pandemic presented
- Hosted a twice monthly Spanish language radio program on Radio Poder to provide important information to the public

**Description of FY 2021-22 focus/goals**

- Develop plans to conduct a modified, post COVID version of the Fiesta Mexicana
- Develop a plan for funding the next phase of improvements at Legion Park, including an artificial turf soccer field
- Work with private residential developments to ensure they provide adequate outdoor open spaces & park amenities
- Work on a plan to develop “next steps” for the community center project

**Performance Measures**

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected (COVID)	FY 2021-22 Goal
<b>Increase park shelter/field rentals</b>	102 park / 29 field	90 park / 29 field	0 park / 0 Field	50 park / 20 field
<b>Increase park vendor permits</b>	6	0	0	3
<b>Grow the urban forestry program by increasing the number of tree give away certificates issued to Woodburn residents</b>	31	42	40	50

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Community Services Administration			
289,897	302,187	328,510	Personnel Services	343,880	343,880	343,880
105,773	75,727	96,600	Materials & Services	76,670	76,670	76,670
395,670	377,914	425,110	Community Services Admin Total	420,550	420,550	420,550
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 162 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 001 - General Fund						
<b>Department:</b> 411 - Community Services						
<b>Division:</b> 7991 - Community Services Admin						
<u>Expenditures</u>						
183,710	193,958	200,220	5111 Regular Wages	209,960	209,960	209,960
2,771	4,631	12,480	5112 Part-Time Wages	13,390	13,390	13,390
-	-	-	5121 Overtime	-	-	-
58	60	60	5211 OR Workers' Benefit	60	60	60
13,911	15,056	16,620	5212 Social Security	17,250	17,250	17,250
45,332	36,480	38,000	5213 Med & Dent Ins	39,590	39,590	39,590
43,068	50,923	60,030	5214 Retirement	62,500	62,500	62,500
600	602	590	5215 Long Term Disability Ins	610	610	610
151	168	210	5216 Unemployment Insurance	220	220	220
296	308	300	5217 Life Insurance	300	300	300
289,897	302,187	328,510	<b>Total - Personnel Services</b>	343,880	343,880	343,880
449	371	500	5319 Office Supplies	500	500	500
2,642	8,895	600	5329 Other Supplies	600	600	600
9,643	-	1,000	5411 Engineering & Architect	1,000	1,000	1,000
-	2,795	2,600	5417 HR/Other Employee Expenses	2,600	2,600	2,600
21,373	1,957	11,050	5419 Other Professional Serv	11,050	11,050	11,050
2,042	2,000	2,500	5421 Telephone/Data	2,500	2,500	2,500
8,041	5,333	8,500	5422 Postage	4,000	4,000	4,000
21,000	23,360	23,360	5428 IT Support	23,930	23,930	23,930
117	132	200	5432 Meals	200	200	200
702	117	700	5433 Mileage	700	700	700
1,073	-	600	5439 Travel	600	600	600
2,925	208	3,000	5443 Office Equipment	3,000	3,000	3,000
-	-	2,300	5446 Software Licenses	2,300	2,300	2,300
404	2,178	2,500	5449 Leases - Other	2,500	2,500	2,500
-	1,660	1,950	5463 Property/Earthquake Insurance	1,950	1,950	1,950
1,220	2,790	2,700	5464 Workers' Comp	2,700	2,700	2,700
5,230	5,970	6,240	5465 General Liability Insur	6,240	6,240	6,240
1,870	707	800	5491 Dues & Subscriptions	800	800	800
3,081	328	1,500	5492 Registrations/Training	1,500	1,500	1,500
23,961	16,927	24,000	5493 Printing/Binding	8,000	8,000	8,000
105,773	75,727	96,600	<b>Total - Materials &amp; Services</b>	76,670	76,670	76,670
395,670	377,914	425,110	<b>Division Total: 7991 - Community Services Admin</b>	420,550	420,550	420,550
<b>3,283,439</b>	<b>3,103,379</b>	<b>3,605,800</b>	<b>Department Total: 411 Community Services</b>	<b>3,403,970</b>	<b>3,403,970</b>	<b>3,403,970</b>

## 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 full time Permit Technician.

### **Description of FY 2020-2021 accomplishments**

- Applied for and received two grants from the Department Land Conservation and Development to assist the City to complete a technical analysis and to prepare code amendments to address meeting the State mandated "middle housing" provisions. These provisions will require a greater variety of housing types in single-family neighborhoods
- Completed outreach, surveys and 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 development approvals totaled over 800 multi-family dwelling units, 300 single-family dwelling units and numerous commercial developments such as the relocated La Morenita Tortilla Bakery, an expansion to Grating Pacific's operations and a new Urgent Care facility
- Oversaw the final platting and inspections for the construction of the first two phases of the Smith Creek subdivision as well as the final homes in Boones Crossing Phase 3

### **Description of FY 2021-22 proposed focus/goals**

- The Department is expecting to receive building permits for a record number of residential housing units during the upcoming fiscal year. Successfully managing this development while maintaining the highest standards possible will be the primary focus of the Department
- With the assistance of outside consultants and using a vigorous public engagement strategy, draft code amendments to meet the State's "middle housing" mandates that represent the character and values of the community
- Adopt necessary modifications 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 2020-21 Projected	FY 2021-22 Goal
Meet mandated timeframes for land use reviews	Render decision within 120 days (unless extension is requested)	100%	100%	100%
Educate staff/decision makers on land use planning best practices	Number training activities provided/offered	4	6	4
Make legally sound land use decisions	Number of final decisions overturned appealed	0	0	0
Improve the effectiveness of the WDO	Number of code amendments	2	3	2

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
377,542	413,042	437,070	Planning			
54,449	54,908	70,750	Personnel Services	486,670	486,670	486,670
-	2,901	-	Materials & Services	161,490	161,490	161,490
			Capital Outlay	-	-	-
431,991	470,851	507,820	Planning Total	648,160	648,160	648,160
4.0	4.0	4.0	Full-Time Equivalent (FTE)	4.0	4.0	4.0

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 162 for clarification.



## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b> <b>Department: 511 - Planning</b> <b>Division: 5811 - Planning</b> <u>Expenditures</u>							
260,981	273,372	288,810	5111	Regular Wages	315,220	315,220	315,220
-	-	-	5112	Part-Time Wages	-	-	-
698	450	-	5121	Overtime	-	-	-
79	69	80	5211	OR Workers' Benefit	90	90	90
20,167	21,183	22,660	5212	Social Security	24,890	24,890	24,890
38,486	41,956	46,490	5213	Med & Dent Ins	53,870	53,870	53,870
55,613	74,522	77,470	5214	Retirement	90,960	90,960	90,960
865	833	840	5215	Long Term Disability Ins	870	870	870
225	228	290	5216	Unemployment Insurance	310	310	310
428	428	430	5217	Life Insurance	460	460	460
<b>377,542</b>	<b>413,042</b>	<b>437,070</b>	<b>Total - Personnel Services</b>		<b>486,670</b>	<b>486,670</b>	<b>486,670</b>
1,227	-	1,200	5315	Computer Supplies	1,200	1,200	1,200
3,740	2,236	4,500	5319	Office Supplies	4,500	4,500	4,500
-	-	300	5323	Fuel	300	300	300
54	129	1,000	5409.140	Garage Services	1,000	1,000	1,000
-	-	-	5417	HR/Other Employee Expenses	-	-	-
4,548	6,681	8,500	5419	Other Professional Serv	98,500	98,500	98,500
2,049	1,546	1,200	5421	Telephone/Data	1,600	1,600	1,600
1,082	1,243	2,500	5422	Postage	2,100	2,100	2,100
382	-	1,000	5424	Advertising	1,000	1,000	1,000
753	439	1,500	5425	Publication of Legal Note	1,500	1,500	1,500
25,300	25,630	30,230	5428	IT Support	30,970	30,970	30,970
-	-	300	5429	Other Communication Serv	300	300	300
69	229	400	5432	Meals	400	400	400
375	271	500	5433	Mileage	500	500	500
1,691	587	2,000	5439	Travel	2,000	2,000	2,000
-	3,101	-	5449	Leases - Other	-	-	-
460	470	690	5461	Auto Insurance	690	690	690
1,540	400	550	5464	Workers' Comp	550	550	550
7,120	7,030	7,080	5465	General Liability Insur	7,080	7,080	7,080
49	130	800	5475	Vehicle Repair & Maint	800	800	800
4,010	4,785	6,500	5492	Registrations/Training	6,500	6,500	6,500
-	-	-	5493	Printing/Binding	-	-	-
<b>54,449</b>	<b>54,908</b>	<b>70,750</b>	<b>Total - Materials &amp; Services</b>		<b>161,490</b>	<b>161,490</b>	<b>161,490</b>
-	2,901	-	5641	Office Furniture & Equip	-	-	-
-	2,901	-	<b>Total - Capital Outlay</b>		-	-	-
<b>431,991</b>	<b>470,851</b>	<b>507,820</b>	<b>Division Total: 5811 - Planning</b>		<b>648,160</b>	<b>648,160</b>	<b>648,160</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 includes 5.5 FTE, which includes a Public Works Projects & Engineering Director, City Engineer, Engineering Technician II, Engineering Technician III, Engineering Associate and 0.5 Project Engineers.

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

- Commenced of the Woodburn Transportation System Development Charges (SDC) Methodology Update
- Designed & began construction of the New Production Well for Parr Road Project
- Designed of the West Hayes Street Improvements
- Completed of ADA Sidewalk Improvements
- Completed of Sixth Street Sanitary Sewer Replacement Project
- Completed of the Santiam Lift Station Removal Project
- Continued design of the I-5 Pump Station and Force Main Upgrades Project
- Provided development review and support
- Provided construction oversight of the Smith Creek Development Public R/W Improvements
- Provided construction oversight of Boones Crossing Development Phases 4 & 5 Public R/W Improvements

### **Description of FY 2021-22 Goals**

- Complete the construction of the I-5 Pump Station & Force Main Upgrades Project
- Continue construction work associated with the new well for the Parr Road Water Treatment Plant
- Continued progress on Implementation of paving projects at various locations in Woodburn
- Completion of the Woodburn Transportation System Development Charges (SDC) Methodology Update
- Completion of the design and construction of the West Hayes Street Improvements Project
- Provide development review and support
- Provide construction oversight for ongoing and new developments within Woodburn

**Performance Measures**

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Percentage of capital project contracts substantially completed within estimated construction timeline	100%	90%	90%	90%
Percentage of capital projects administered within the project budget	100%	90%	80%	90%
Right-of-way & Franchise Utility permits issued	95	194	177 so far	200
Private development applications reviewed	25	35	35	35

**Budget Summary**

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Engineering			
167,564	134,241	163,350	Personnel Services	171,010	171,010	171,010
104,093	108,555	147,090	Materials & Services	146,590	146,590	146,590
271,657	242,796	310,440	Engineering Total	317,600	317,600	317,600
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 162 for clarification.



## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b> <b>Department: 651 - Engineering</b> <b>Division: 6211 - Engineering</b> <u>Expenditures</u>							
92,065	68,481	86,930	5111	Regular Wages	90,710	90,710	90,710
39,491	18,953	20,100	5112	Part-Time Wages	20,100	20,100	20,100
397	625	-	5121	Overtime	-	-	-
44	26	30	5211	OR Workers' Benefit	40	40	40
9,992	6,573	8,270	5212	Social Security	8,560	8,560	8,560
12,745	16,963	18,860	5213	Med & Dent Ins	24,680	24,680	24,680
12,239	22,199	28,660	5214	Retirement	26,510	26,510	26,510
319	228	250	5215	Long Term Disability Ins	200	200	200
117	78	110	5216	Unemployment Insurance	100	100	100
155	117	140	5217	Life Insurance	110	110	110
<b>167,564</b>	<b>134,241</b>	<b>163,350</b>	<b>Total - Personnel Services</b>		<b>171,010</b>	<b>171,010</b>	<b>171,010</b>
596	120	500	5315	Computer Supplies	500	500	500
978	2,245	3,000	5319	Office Supplies	3,000	3,000	3,000
1,189	1,220	2,000	5323	Fuel	2,000	2,000	2,000
85	319	1,000	5324	Clothing	1,000	1,000	1,000
544	113	970	5326	Safety/Medical	970	970	970
176	1,248	2,550	5329	Other Supplies	3,000	3,000	3,000
2,655	142	2,000	5409.140	Garage Services	2,000	2,000	2,000
-	9,383	10,000	5411	Engineering & Architect	10,000	10,000	10,000
-	-	500	5417	HR/Other Employee Expenses	500	500	500
7,588	5,328	17,500	5419	Other Professional Serv	17,500	17,500	17,500
5,322	4,646	5,800	5421	Telephone/Data	5,800	5,800	5,800
127	70	500	5422	Postage	500	500	500
-	-	500	5424	Advertising	500	500	500
37,900	42,640	43,150	5428	IT Support	44,200	44,200	44,200
170	-	500	5439	Travel	500	500	500
12,257	6,486	9,000	5446	Software Licenses	9,000	9,000	9,000
1,949	1,916	2,500	5451	Natural Gas	2,500	2,500	2,500
4,425	3,605	7,000	5453	Electricity	5,000	5,000	5,000
1,910	1,380	1,250	5461	Auto Insurance	1,250	1,250	1,250
1,600	1,680	1,930	5463	Property/Earthquake Insurance	1,930	1,930	1,930
11,840	8,750	8,390	5464	Workers' Comp	8,390	8,390	8,390
7,070	8,390	8,750	5465	General Liability Insurance	8,750	8,750	8,750
139	412	500	5471	Equipment Repair & Maint	500	500	500
1,188	2,616	2,500	5472	Buildings Repairs & Maint	2,500	2,500	2,500
1,075	166	3,100	5475	Vehicle Repair & Maint	3,100	3,100	3,100
2,503	3,575	10,000	5492	Registrations/Training	10,000	10,000	10,000
-	-	500	5493	Printing/Binding	500	500	500
707	2,004	700	5496	Filing/Recording	700	700	700
100	100	500	5498	Permits/Fees	500	500	500
<b>104,093</b>	<b>108,555</b>	<b>147,090</b>	<b>Total - Materials &amp; Services</b>		<b>146,590</b>	<b>146,590</b>	<b>146,590</b>
<b>271,657</b>	<b>242,796</b>	<b>310,440</b>	<b>Department Total: 651 - Engineering</b>		<b>317,600</b>	<b>317,600</b>	<b>317,600</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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			Non-Departmental			
200,781	284,530	1,000,460	Materials & Services	1,004,460	1,004,460	1,004,460
-	-	159,000	Capital Outlay	70,000	70,000	70,000
-	574,391	574,500	Debt Service	643,000	643,000	643,000
3,733,513	868,290	150,000	Transfers Out	362,660	362,660	362,660
3,934,294	1,727,211	1,883,960	Non-Departmental Total	2,080,120	2,080,120	2,080,120

The FY 2021-22 Transfers Out of \$362,660 include:

- \$150,000 to the Transit Fund, which is an annual subsidy
- \$29,660 to the General Cap Construction Fund
- \$108,000 to the Pers Reserve Fund
- \$75,000 to the Urban Renewal Fund

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 171.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 199 - Non-departmental</b>							
<b>Division: 1219 - Other Administration</b>							
<u>Expenditures</u>							
2,401	3,659	6,900	5319	Office Supplies	6,900	6,900	6,900
-	-	-	5323	Fuel	-	-	-
-	-	-	5412	Legal	-	-	-
11,203	1,037	2,000	5417	HR/Other Employee Expenses	2,000	2,000	2,000
31,671	126,008	356,400	5419	Other Professional Serv	380,000	380,000	380,000
50,000	-	51,670	5419.201	ToT Grants	51,670	51,670	51,670
-	-	60,000	5419.301	Business Resource Center	60,000	60,000	60,000
1,583	1,395	1,500	5422	Postage	1,500	1,500	1,500
784	-	2,000	5425	Publication of Legal Note	2,000	2,000	2,000
11,213	4,788	12,500	5429	Other Communication Serv	12,500	12,500	12,500
-	-	-	5439	Travel	-	-	-
580	-	-	5461	Auto Insurance	-	-	-
6,160	6,880	9,650	5463	Property/Earthquake Insurance	9,650	9,650	9,650
34,840	35,650	37,740	5465	General Liability Insurance	37,740	37,740	37,740
10,000	15,000	15,000	5481	Utility Assistance	15,000	15,000	15,000
35,612	36,651	40,000	5491	Dues & Subscriptions	40,000	40,000	40,000
-	-	2,000	5492	Registrations/Training	2,000	2,000	2,000
-	50,000	194,400	5520	Grant Program	370,000	370,000	370,000
200,781	284,530	1,000,460	<b>Total - Materials &amp; Services</b>		1,004,460	1,004,460	1,004,460
-	-	159,000	5641	Office Furniture & Equip	70,000	70,000	70,000
-	-	159,000	<b>Total - Capital Outlay</b>		70,000	70,000	70,000
-	532,000	547,000	5711	Bond Principal	621,000	621,000	621,000
-	42,391	27,500	5721	Bond Interest	22,000	22,000	22,000
-	574,391	574,500	<b>Total - Debt Service</b>		643,000	643,000	643,000
<b>Division: 9711 - Operating Transfer Out</b>							
-	-	-	5811.000	Transfer to Other Funds	75,000	75,000	75,000
116,000	116,000	150,000	5811.110	Transfer to Transit	150,000	150,000	150,000
-	-	-	5811.132	Transfer to Asset Forfeiture	-	-	-
2,019,423	-	-	5811.358	Transfer to General Cap Const	29,660	29,660	29,660
-	-	-	5811.360	Transfer to Special Assessment	-	-	-
-	-	-	5811.568	Transfer to Info Services	-	-	-
1,598,090	752,290	-	5811.693	Transfer to Reserve for PERS	108,000	108,000	108,000
-	-	-	5841.376	Interfund Loan Transfer	-	-	-
-	-	-	5841.466	Interfund Loan Transfer	-	-	-
3,733,513	868,290	150,000	<b>Total - Transfers Out</b>		362,660	362,660	362,660
3,934,294	1,727,211	1,883,960	<b>Department Total: 199 - Non-departmental</b>		2,080,120	2,080,120	2,080,120

## 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.
- No Reserve for Facilities due to payoff of City Hall Renovation Loan to be in FY 2021-22.

### Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Department:</b> 901 - Ending Fund Balance <b>Division:</b> 9971 - Equity						
-	-	3,813,610	5921 Contingency	3,938,440	3,938,440	3,938,440
-	-	1,010,000	5981.012 Reserve -SMR	3,102,360	3,102,360	3,102,360
-	-	326,780	5981.013 Reserve for Facilities	-	-	-
-	-	-	5981.014 Reserve-Cascade Dr Maintenance	6,000	6,000	6,000
-	-	<b>5,150,390</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>7,046,800</b>	<b>7,046,800</b>	<b>7,046,800</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 11.7 FTE, consisting of a full-time Transit Manager, a full-time lead dispatcher, a full-time driver / dispatcher, 16 part-time driver/dispatchers and a part-time vehicle custodian

### Description of FY 2020-2021 Accomplishments

- Modified operations to run safe and reliable transit services during the pandemic
- Secured CARES Act grant funds to support WTS’ COVID-19 response, including safety equipment purchases and lost fare revenue that offset fareless rides
- Secured new grant funds for WTS’ Out-of-Town Medical Transportation program, with focus on veterans
- Zero accidents with Transit vehicles
- Received Successful Oregon Department of Transportation 3-year compliance review

### Description of FY 2021-2022 Proposed Focus/Goals

- Purchase three vehicles with State and Federal grant funds to replace older vehicles used in Fixed Route, Dial-a-Ride, and Out-of-Town Medical Transportation services
- Continue to secure grant funds to support WTS’ plans and routes
- Disseminate public outreach materials to promote Weekend services
- Finish adding solar lights to all bus shelters
- Coordinate with South Clackamas Transit District to consider new route between Molalla and Woodburn
- Develop plans for a commuter bus stop in Woodburn, via I-5, to Keizer or downtown Salem

### Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Number of passengers fixed route	22,374	14,405	0	15,000
Number of passengers Dial-a-Ride (local)	6,696	5,271	4,530	5,300
Number of passengers Medical Out-of-Town	2,368	1,850	950	1,550
Number of passengers on Express	n/a	5,535	10,000	5,300
Number of passengers Weekend Fixed	n/a	1911	2,800	3,000
Number of passengers Weekend (DAR)	n/a	305	540	550

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Transit Fund</b>						
Revenues						
160,058	83,352	40,000	Fund Balance	400,000	400,000	400,000
446,529	806,185	660,600	Intergovernmental	1,348,000	1,348,000	1,348,000
34,713	26,798	30,000	Charges for Goods and Services	-	-	-
10,713	9,464	10,000	Miscellaneous Revenue	5,500	5,500	5,500
116,000	116,000	150,000	Transfers In	150,000	150,000	150,000
768,013	1,041,798	890,600	<b>Revenues Total</b>	1,903,500	1,903,500	1,903,500
Expenditures						
428,037	544,297	635,410	Personnel Services	679,940	679,940	679,940
230,252	223,011	246,180	Materials & Services	251,680	251,680	251,680
22,232	152,455	-	Capital Outlay	568,000	568,000	568,000
4,140	6,510	-	Transfers Out	6,800	6,800	6,800
-	-	9,010	Contingencies and Reserve	397,080	397,080	397,080
684,661	926,273	890,600	<b>Expenditures Total</b>	1,903,500	1,903,500	1,903,500
83,352	115,525	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
7.1	11.7	11.7	Full-Time Equivalent (FTE)	11.7	11.7	11.7

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 162 for clarification.

## 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 171.

**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 2021-22.

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

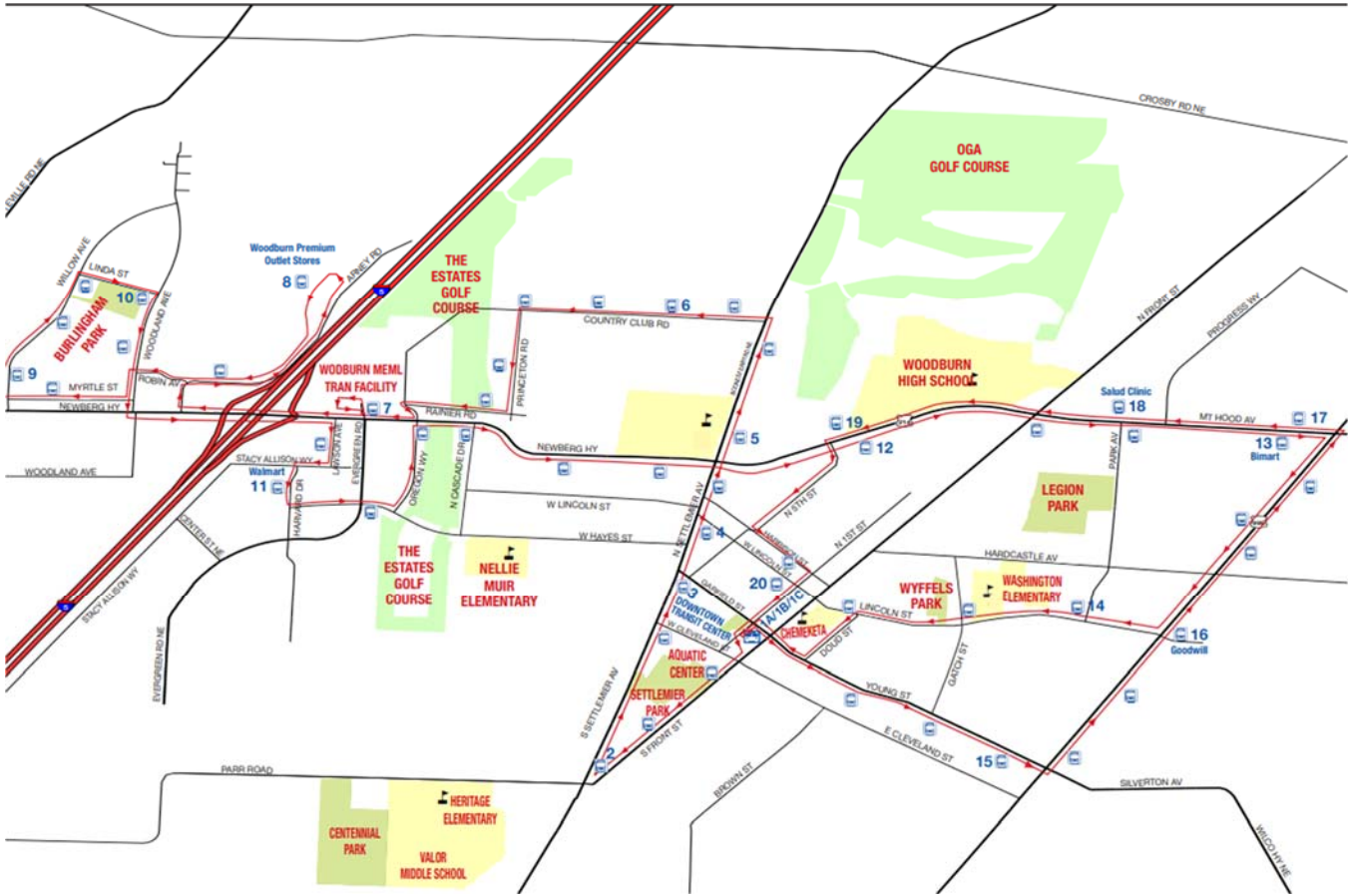
## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 110 - Transit Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
160,058	83,352	40,000	3081	Beginning Fund Balance	400,000	400,000	400,000
<b>160,058</b>	<b>83,352</b>	<b>40,000</b>	<b>Total - Fund Balance</b>		<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
-	55,915	-	3332	Federal Grants	383,000	383,000	383,000
44,401	45,125	45,100	3333.601	5310 Discretionary Ops	46,000	46,000	46,000
147,363	139,996	140,000	3333.603	5311 Formula Operation	154,000	154,000	154,000
49,116	50,705	54,000	3333.605	Veh Prev Maint	54,000	54,000	54,000
-	-	-	3341	State Grants	-	-	-
205,649	216,931	214,500	3341.601	STF Formula	217,000	217,000	217,000
-	297,513	207,000	3345	Statewide Transit	494,000	494,000	494,000
<b>446,529</b>	<b>806,185</b>	<b>660,600</b>	<b>Total - Intergovernmental</b>		<b>1,348,000</b>	<b>1,348,000</b>	<b>1,348,000</b>
12,383	7,865	12,000	3445	Dial a Ride Daily	-	-	-
22,330	18,933	18,000	3447	Transit System Fares	-	-	-
<b>34,713</b>	<b>26,798</b>	<b>30,000</b>	<b>Total - Charges for Goods and Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
1,945	(326)	-	3611	Interest from Investments	500	500	500
8,768	8,856	10,000	3676	Donations-Transit	5,000	5,000	5,000
-	64	-	3698	Cash Long and Short	-	-	-
-	869	-	3699	Other Miscellaneous Income	-	-	-
<b>10,713</b>	<b>9,464</b>	<b>10,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
116,000	116,000	150,000	3971.001	Transfer From General Fund	150,000	150,000	150,000
<b>116,000</b>	<b>116,000</b>	<b>150,000</b>	<b>Total - Transfers In</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>768,013</b>	<b>1,041,798</b>	<b>890,600</b>	<b>Department Total: 000 - Revenue</b>		<b>1,903,500</b>	<b>1,903,500</b>	<b>1,903,500</b>
<b>768,013</b>	<b>1,041,798</b>	<b>890,600</b>	<b>Revenues Total</b>		<b>1,903,500</b>	<b>1,903,500</b>	<b>1,903,500</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 110 - Transit Fund							
<b>Department:</b> 671 - Transit							
<b>Division:</b> 4711 - Fixed Route Transit							
<u>Expenditures</u>							
150,147	199,279	206,160	5111	Regular Wages	215,580	215,580	215,580
166,976	192,278	246,350	5112	Part-Time Wages	274,340	274,340	274,340
122	99	-	5121	Overtime	-	-	-
201	214	220	5211	OR Workers' Benefit	240	240	240
23,730	29,476	34,860	5212	Social Security	37,730	37,730	37,730
36,410	46,027	47,750	5213	Med & Dent Ins	49,410	49,410	49,410
49,427	75,635	98,660	5214	Retirement	101,220	101,220	101,220
498	622	630	5215	Long Term Disability Ins	630	630	630
279	347	490	5216	Unemployment Insurance	500	500	500
247	320	290	5217	Life Insurance	290	290	290
<b>428,037</b>	<b>544,297</b>	<b>635,410</b>	<b>Total - Personnel Services</b>		<b>679,940</b>	<b>679,940</b>	<b>679,940</b>
1,773	1,053	1,500	5319	Office Supplies	1,500	1,500	1,500
32,191	36,539	44,000	5323	Fuel	44,000	44,000	44,000
682	952	1,000	5324	Clothing	1,500	1,500	1,500
464	2,588	500	5326	Safety/Medical	2,300	2,300	2,300
1,996	963	2,000	5329	Other Supplies	2,000	2,000	2,000
1,157	-	-	5332	Spare Parts	-	-	-
4,875	2,179	4,000	5337	Tires/Parts	4,000	4,000	4,000
14,846	4,490	8,000	5409.140	Garage Services	8,000	8,000	8,000
1,221	340	700	5414	Accounting/Auditing	700	700	700
-	-	500	5417	HR/Other Employee Expenses	500	500	500
4,012	2,772	2,000	5419	Other Professional Serv	2,000	2,000	2,000
6,168	5,067	5,500	5421	Telephone/Data	5,700	5,700	5,700
55	37	100	5422	Postage	100	100	100
125	158	1,000	5424	Advertising	1,000	1,000	1,000
24,500	24,600	24,600	5428	IT Support	25,200	25,200	25,200
170	285	500	5432	Meals	500	500	500
22,850	17,757	25,000	5433	Mileage	24,000	24,000	24,000
-	744	1,000	5439	Travel	1,000	1,000	1,000
6,125	6,125	6,200	5446	Software Licenses	6,300	6,300	6,300
6,810	6,810	7,070	5448	Internal Rent	7,070	7,070	7,070
919	960	1,000	5451	Natural Gas	1,000	1,000	1,000
2,736	3,066	3,500	5453	Electricity	3,500	3,500	3,500
16,800	20,800	20,980	5461	Auto Insurance	20,980	20,980	20,980
100	120	810	5463	Property/Earthquake Insurance	810	810	810
25,410	21,910	20,380	5464	Workers' Comp	20,380	20,380	20,380
6,070	6,580	7,490	5465	General Liability Insur	7,490	7,490	7,490
5,769	1,453	2,000	5471	Equipment Repair & Maint	2,500	2,500	2,500
1,409	1,155	1,000	5472	Buildings Repairs & Maint	1,000	1,000	1,000
40,457	48,961	49,000	5475	Vehicle Repair & Maint	52,000	52,000	52,000
-	-	500	5480	Accident Repair	500	500	500
142	747	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
420	249	1,000	5492	Registrations/Training	1,000	1,000	1,000
-	2,748	1,000	5493	Printing/Binding	800	800	800
-	805	1,350	5500	Banking Fees	1,350	1,350	1,350
<b>230,252</b>	<b>223,011</b>	<b>246,180</b>	<b>Total - Materials &amp; Services</b>		<b>251,680</b>	<b>251,680</b>	<b>251,680</b>
-	130,926	-	5642	Passenger Vehicles	548,000	548,000	548,000
22,232	21,529	-	5649	Other Equipment	20,000	20,000	20,000
<b>22,232</b>	<b>152,455</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>568,000</b>	<b>568,000</b>	<b>568,000</b>
<b>680,521</b>	<b>919,763</b>	<b>881,590</b>	<b>Division Total: 4711 - Fixed Route Transit</b>		<b>1,499,620</b>	<b>1,499,620</b>	<b>1,499,620</b>



FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 110 - Transit Fund			
			<b>Division:</b> 9711 - Operating Transfer Out			
			<u>Expenditures</u>			
-	-	-	5811.568 Transfer to Info Services	-	-	-
4,140	6,510	-	5811.693 Transfer to Reserve for PERS	6,800	6,800	6,800
<b>4,140</b>	<b>6,510</b>	-	<b>Total - Transfers Out</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>
<b>4,140</b>	<b>6,510</b>	-	<b>Division Total: 9711 - Operating Transfer Out</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>
<b>684,661</b>	<b>926,273</b>	<b>881,590</b>	<b>Department Total: 671 - Transit</b>	<b>1,506,420</b>	<b>1,506,420</b>	<b>1,506,420</b>
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	9,010	5921 Contingency	397,080	397,080	397,080
-	-	9,010	<b>Total - Contingencies and Unappropriated Balances</b>	397,080	397,080	397,080
-	-	9,010	<b>Division Total: 9971 - Equity</b>	397,080	397,080	397,080
-	-	9,010	<b>Department Total: 901 - Ending Fund Balance</b>	397,080	397,080	397,080
684,661	926,273	890,600	<b>Expenditures Total</b>	1,903,500	1,903,500	1,903,500
83,352	115,525	-	<b>Fund Net Total: 110 - Transit Fund</b>	-	-	-



**Woodburn Transit Map**

## Street Fund – 140

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

**Street Fund – 140**  
**Maintenance – 631**  
**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 7.3 full-time employees and 1.5 seasonal employees.

**Description of FY 2020-21 accomplishments**

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

**Description of FY 2021-22 proposed focus/goals**

- Continue to streamline 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Miles of street sweeping	2,250	2,500	2,750	2,900
Number of signs updated	100	100	100	75
Number of street miles restriped	35	35	35	37
Feet of cracks sealed	25,000	25,000	25,000	15,000
Number of thermos-plastic street legends installed or replaced	75	75	25	20

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Street Fund</b>						
Revenues						
4,215,078	4,524,353	3,918,530	Fund Balance	3,723,760	3,723,760	3,723,760
133,033	101,204	130,000	Taxes	105,000	105,000	105,000
67	369	500	Licenses and Permits	500	500	500
1,813,262	1,707,151	1,600,000	Intergovernmental	1,789,500	1,789,500	1,789,500
356,924	353,518	355,000	Franchise Fees	372,750	372,750	372,750
203,510	123,912	195,500	Miscellaneous Revenue	125,700	125,700	125,700
90,000	90,000	90,000	Transfers In	90,000	90,000	90,000
6,811,874	6,900,507	6,289,530	<b>Revenues Total</b>	6,207,210	6,207,210	6,207,210
Expenditures						
907,404	955,753	1,057,080	Personnel Services	1,076,610	1,076,610	1,076,610
1,095,685	688,409	2,321,270	Materials & Services	2,329,660	2,329,660	2,329,660
-	10,360	-	Capital Outlay	-	-	-
284,432	1,067,799	1,945,460	Transfers Out	1,617,880	1,617,880	1,617,880
-	-	965,720	Contingencies and Reserve	1,183,060	1,183,060	1,183,060
2,287,521	2,722,322	6,289,530	<b>Expenditures Total</b>	6,207,210	6,207,210	6,207,210
4,524,353	4,178,185	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
8.3	8.5	9.5	Full-Time Equivalent (FTE)	9.5	9.5	9.5

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 164 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 \$1.79 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 **Transfers Out** amount of \$1,617,880 includes:

- \$1,557,060 to Street & Storm Cap Const Fund for the following capital projects
  - Sidewalk & ADA improvements (CIST1165) \$50,000
  - West Hayes Street improvement (CIST1486) \$1,237,060
  - Fourth Street Storm rehabilitation (CDST1471) \$270,000
- \$50,000 to Equipment Replacement fund
- \$10,820 to Reserve for PERS Fund

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 171.

See the section titled Capital Construction Projects beginning on page 172 for information on all budgeted capital projects.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 140 - Street Fund</b>							
<b>Department: 000 - Revenue</b>							
<b>Revenues</b>							
4,215,078	4,524,353	3,918,530	3081	Beginning Fund Balance	3,723,760	3,723,760	3,723,760
4,215,078	4,524,353	3,918,530	<b>Total - Fund Balance</b>		3,723,760	3,723,760	3,723,760
133,033	101,204	130,000	3171	City Gas Tax	105,000	105,000	105,000
133,033	101,204	130,000	<b>Total - Taxes</b>		105,000	105,000	105,000
67	369	500	3223	Curb Cuts and Bores	500	500	500
67	369	500	<b>Total - Licenses and Permits</b>		500	500	500
-	-	-	3341	State Grant	-	-	-
1,813,262	1,707,151	1,600,000	3361	State Gas Tax	1,789,500	1,789,500	1,789,500
1,813,262	1,707,151	1,600,000	<b>Total - Intergovernmental</b>		1,789,500	1,789,500	1,789,500
272,876	268,897	270,000	3141	Privilege Tax, PGE	283,500	283,500	283,500
84,048	84,621	85,000	3142	Privilege Tax, NW Natural	89,250	89,250	89,250
356,924	353,518	355,000	<b>Total - Franchise Fees</b>		372,750	372,750	372,750
117,297	98,218	110,000	3611	Interest from Investments	80,000	80,000	80,000
85,335	23,788	80,000	3654	Garage WO Revenue	42,000	42,000	42,000
-	-	-	3691	Sale of Surplus Property	-	-	-
-	-	-	3694	Gain/Loss on Sale	-	-	-
878	1,906	5,500	3699	Other Miscellaneous Income	3,700	3,700	3,700
203,510	123,912	195,500	<b>Total - Miscellaneous Revenue</b>		125,700	125,700	125,700
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
6,811,874	6,900,507	6,289,530	<b>Department Total: 000 - Revenue</b>		6,207,210	6,207,210	6,207,210
6,811,874	6,900,507	6,289,530	<b>Revenues Total</b>		6,207,210	6,207,210	6,207,210

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description			FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 140 - Street Fund</b>								
<b>Department: 631 - Maintenance</b>								
<b>Division: 4211 - Street Maintenance</b>								
<u>Expenditures</u>								
509,129	590,190	607,280	5111	Regular Wages	608,000	608,000	608,000	
26,271	18,536	59,280	5112	Part-Time Wages	57,800	57,800	57,800	
7,768	11,215	9,200	5121	Overtime	9,280	9,280	9,280	
210	192	210	5211	OR Workers' Benefit	220	220	220	
40,307	45,786	52,230	5212	Social Security	52,250	52,250	52,250	
114,359	132,354	155,150	5213	Med & Dent Ins	168,450	168,450	168,450	
122,891	154,331	170,090	5214	Retirement	177,680	177,680	177,680	
1,688	1,752	1,920	5215	Long Term Disability Ins	1,480	1,480	1,480	
443	495	690	5216	Unemployment Insurance	680	680	680	
834	903	1,030	5217	Life Insurance	770	770	770	
823,900	955,753	1,057,080	<b>Total - Personnel Services</b>			1,076,610	1,076,610	1,076,610
-	-	200	5315	Computer Supplies	200	200	200	
385	2,124	550	5319	Office Supplies	550	550	550	
-	29	300	5321	Cleaning Supplies	300	300	300	
-	1,780	10,000	5322	Lubricants	10,000	10,000	10,000	
8,849	12,369	19,000	5323	Fuel	19,000	19,000	19,000	
881	1,695	3,000	5324	Clothing	3,000	3,000	3,000	
1,953	2,062	2,400	5326	Safety/Medical	2,400	2,400	2,400	
10,994	7,694	6,000	5329	Other Supplies	6,000	6,000	6,000	
-	4,824	9,000	5337	Tires/Parts	9,000	9,000	9,000	
813	5,896	7,000	5338	Tools	7,000	7,000	7,000	
-	95	1,500	5339	Other Maintenance Supplies	1,500	1,500	1,500	
1,934	1,986	3,000	5352	Protective Clothing	3,000	3,000	3,000	
22,415	31,057	40,000	5361	Road Materials	40,000	40,000	40,000	
-	-	1,000	5362	Concrete	1,000	1,000	1,000	
29,406	13,195	14,000	5363	Signs	14,000	14,000	14,000	
544	-	1,000	5369	Other Street Supplies	1,000	1,000	1,000	
14,670	69,611	141,900	5419	Other Professional Serv	141,900	141,900	141,900	
6,099	5,379	5,900	5421	Telephone/Data	5,900	5,900	5,900	
-	-	-	5422	Postage	-	-	-	
-	-	500	5424	Advertising	500	500	500	
55	346	100	5432	Meals	100	100	100	
-	-	100	5433	Mileage	100	100	100	
624	-	1,000	5439	Travel	1,000	1,000	1,000	
1,542	5,409	1,500	5445	Work Equipment	6,000	6,000	6,000	
993	4,837	9,000	5446	Software Licenses	9,000	9,000	9,000	
1,702	1,789	-	5449	Leases - Other	2,000	2,000	2,000	
2,211	2,482	3,500	5451	Natural Gas	3,500	3,500	3,500	
7,133	6,651	10,000	5453	Electricity	10,000	10,000	10,000	
3,249	12,544	3,000	5454	Solid Waste Disposal	3,000	3,000	3,000	
8,445	12,621	10,000	5471	Equipment Repair & Maint	10,000	10,000	10,000	
-	(205)	2,000	5474	Structures Repair & Maint	2,000	2,000	2,000	
20,092	12,419	19,000	5475	Vehicle Repair & Maint	19,000	19,000	19,000	
1,747	4,083	5,000	5476	Laundry	5,000	5,000	5,000	
498,202	129,614	1,600,000	5479	Other Repair & Maint	1,600,000	1,600,000	1,600,000	
-	10,525	15,000	5482	Tree Maintenance	15,000	15,000	15,000	
2,884	2,864	10,000	5492	Registrations/Training	10,000	10,000	10,000	
-	260	250	5498	Permits/Fees	2,000	2,000	2,000	
647,822	366,036	1,955,700	<b>Total - Materials &amp; Services</b>			1,963,950	1,963,950	1,963,950
<b>Department: 631 - Maintenance</b>								
<b>Division: 4211 - Street Maintenance</b>								
-	10,360	-	5649	Other Equipment	-	-	-	
-	10,360	-	<b>Total - Capital Outlay</b>			-	-	-
1,471,722	1,332,149	3,012,780	<b>Division Total: 4211 - Street Maintenance</b>			3,040,560	3,040,560	3,040,560

NOTE: Street Cleaning and Garage expenses were added to Street Maintenance expenses in FY 2019-20.

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 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	-	-	-
<b>94,318</b>	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
<b>94,318</b>	-	-	<b>Division Total: 4261 - Street Cleaning</b>	-	-	-
<b>Division:</b> 4299 - Street Admin						
763	-	-	5411.001 Engineering Support to General Fund	-	-	-
4,884	4,760	7,000	5414 Accounting/Auditing	7,000	7,000	7,000
14,800	21,620	21,620	5428 IT Support	21,630	21,630	21,630
4,250	4,250	4,560	5448 Internal Rent	4,690	4,690	4,690
-	-	630	5451 Natural Gas	630	630	630
2,077	1,746	2,490	5453 Electricity	2,490	2,490	2,490
214,251	226,811	240,000	5456 Street Lighting	240,000	240,000	240,000
5,940	8,540	8,430	5461 Auto Insurance	8,430	8,430	8,430
5,440	7,610	8,270	5463 Property/Earthquake Insurance	8,270	8,270	8,270
45,620	33,190	40,630	5464 Workers' Comp	40,630	40,630	40,630
7,010	10,170	10,060	5465 General Liability Insur	10,060	10,060	10,060
500	1,315	2,880	5472 Buildings Repairs & Maint	2,880	2,880	2,880
968	912	4,000	5482 Tree Maintenance	4,000	4,000	4,000
1,838	1,450	15,000	5483 Sidewalks	15,000	15,000	15,000
<b>308,341</b>	<b>322,374</b>	<b>365,570</b>	<b>Total - Materials &amp; Services</b>	<b>365,710</b>	<b>365,710</b>	<b>365,710</b>
<b>308,341</b>	<b>322,374</b>	<b>365,570</b>	<b>Division Total: 4299 - Street Admin</b>	<b>365,710</b>	<b>365,710</b>	<b>365,710</b>
<b>Division:</b> 9711 - Operating Transfer Out						
224,532	961,049	1,895,460	5811.363 Transfer to Street/Storm Cap Const Fd	1,557,060	1,557,060	1,557,060
-	-	-	5811.568 Transfer to Info Services	-	-	-
50,000	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	10,820	10,820	10,820
<b>284,432</b>	<b>1,067,799</b>	<b>1,945,460</b>	<b>Total - Transfers Out</b>	<b>1,617,880</b>	<b>1,617,880</b>	<b>1,617,880</b>
<b>284,432</b>	<b>1,067,799</b>	<b>1,945,460</b>	<b>Division Total: 9711 - Operating Transfer Out</b>	<b>1,617,880</b>	<b>1,617,880</b>	<b>1,617,880</b>
<b>2,158,813</b>	<b>2,722,322</b>	<b>5,323,810</b>	<b>Department Total: 631 - Maintenance</b>	<b>5,024,150</b>	<b>5,024,150</b>	<b>5,024,150</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 140 - Street Fund</b>						
<b>Department: 661 - Garage</b>						
<b>Division: 1941 Garage</b>						
<u>Expenditures</u>						
51,160	-	-	5111 Regular Wages	-	-	-
1,920	-	-	5121 Overtime	-	-	-
18	-	-	5211 OR Workers' Benefit	-	-	-
3,746	-	-	5212 Social Security	-	-	-
16,746	-	-	5213 Med & Dent Ins	-	-	-
9,634	-	-	5214 Retirement	-	-	-
161	-	-	5215 Long Term Disability Ins	-	-	-
39	-	-	5216 Unemployment Insurance	-	-	-
80	-	-	5217 Life Insurance	-	-	-
83,504	-	-	<b>Total - Personnel Services</b>	-	-	-
-	-	-	5315 Computer Supplies	-	-	-
-	-	-	5319 Office Supplies	-	-	-
5,856	-	-	5322 Lubricants	-	-	-
840	-	-	5323 Fuel	-	-	-
70	-	-	5324 Clothing	-	-	-
522	-	-	5326 Safety/Medical	-	-	-
1,244	-	-	5329 Other Supplies	-	-	-
5,302	-	-	5337 Tires/Parts	-	-	-
3,052	-	-	5338 Tools	-	-	-
-	-	-	5352 Protective Clothing	-	-	-
174	-	-	5419 Other Professional Serv	-	-	-
767	-	-	5421 Telephone/Data	-	-	-
10,400	-	-	5428 IT Support	-	-	-
-	-	-	5432 Meals	-	-	-
-	-	-	5433 Mileage	-	-	-
-	-	-	5439 Travel	-	-	-
3,960	-	-	5446 Software Licenses	-	-	-
-	-	-	5454 Solid Waste Disposal	-	-	-
920	-	-	5461 Auto Insurance	-	-	-
1,110	-	-	5463 Property/Earthquake Insurance	-	-	-
3,520	-	-	5464 Workers' Comp	-	-	-
1,500	-	-	5465 General Liability Insur	-	-	-
3,554	-	-	5471 Equipment Repair & Maint	-	-	-
1,445	-	-	5472 Buildings Repairs & Maint	-	-	-
324	-	-	5475 Vehicle Repair & Maint	-	-	-
339	-	-	5476 Laundry	-	-	-
305	-	-	5492 Registrations/Training	-	-	-
45,204	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
128,708	-	-	<b>Department Total: 661 - Garage</b>	-	-	-
<b>Department: 901 - Ending Fund Balance</b>						
<b>Program: 9971 - Equity</b>						
-	-	965,720	5921 Contingency	1,183,060	1,183,060	1,183,060
-	-	-	5981.005 Reserve for Future Years	-	-	-
-	-	965,720	<b>Total - Contingencies and Unappropriated Balances</b>	1,183,060	1,183,060	1,183,060
-	-	965,720	<b>Division Total: 9971 - Equity</b>	1,183,060	1,183,060	1,183,060
-	-	965,720	<b>Department Total: 901 - Ending Fund Balance</b>	1,183,060	1,183,060	1,183,060
2,287,521	2,722,322	6,289,530	<b>Expenditures Total</b>	6,207,210	6,207,210	6,207,210
4,524,353	4,178,185	-	<b>Fund Net 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 162.

### Fund Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 250 - GO Debt Service Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
3,580,200	7,325,797	21,000	3081 Beginning Fund Balance	24,500	24,500	24,500
3,580,200	7,325,797	21,000	<b>Total - Fund Balance</b>	24,500	24,500	24,500
548,597	563,039	560,000	3111 Property Tax - Current	570,000	570,000	570,000
25,544	11,212	5,700	3112 Property Tax - Delinquent	11,000	11,000	11,000
574,141	574,251	565,700	<b>Total - Taxes</b>	581,000	581,000	581,000
8,664	6,698	3,300	3611 Interest from Investments	2,000	2,000	2,000
8,664	6,698	3,300	<b>Total - Miscellaneous Revenue</b>	2,000	2,000	2,000
3,749,000	-	-	3911 <b>GO Bond Proceeds</b>	-	-	-
3,749,000	-	-	<b>Total - Other Financing Sources</b>	-	-	-
7,912,005	7,906,746	590,000	<b>Revenues Total</b>	607,500	607,500	607,500
<b>Department: 151 - Finance</b>						
<b>Division: 9111 - Debt Service</b>						
<u>Expenditures</u>						
-	-	-	5499.999 Bond Issuance Costs	-	-	-
-	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
516,000	511,000	540,000	5711 Bond Principal, Police Refi 2017, Due 6/1/22	570,000	570,000	570,000
70,208	57,515	50,000	5721 Bond Interest, Police Refi 2017, Due 6/1/22	37,500	37,500	37,500
586,208	568,515	590,000	<b>Total - Debt Service</b>	607,500	607,500	607,500
586,208	568,515	590,000	<b>Expenditures Total</b>	607,500	607,500	607,500
7,325,797	7,338,232	-	<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 occurs by the injection of chlorine into the water supply to form chloramines.

Each of the treatment plants has 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 FTE within this department, including a Water Section Manager who is responsible for the overall operation of the Water system. The department providing operation, maintenance and clerical administrative support.

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

- Completed 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
- Completed and began UCMR #4 testing for EPA

### **Description of FY 2021-22 proposed focus/goals**

- Continue 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
- Complete and update the Water Conservation Plan and customer conservation kits
- Continue Well #7 Upgrades for emergency water supply role.
- Prepare and provide to all water customers and the Oregon Health Authority the 2021 Water Quality Report

## Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Proposed	FY 2021-22 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>	85,420	85,450	87,780	87,900
<b>Number of water tests</b>	1,350	1,400	1,440	1,525

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Water Fund</b>						
Revenues						
2,150,960	2,067,360	2,250,000	Fund Balance	2,054,000	2,054,000	2,054,000
-	-	-	Intergovernmental	-	-	-
3,804,029	3,990,442	3,982,000	Charges for Goods and Services	4,381,180	4,381,180	4,381,180
182,656	120,958	123,000	Miscellaneous Revenue	92,220	92,220	92,220
<b>6,137,645</b>	<b>6,178,760</b>	<b>6,355,000</b>	<b>Revenues Total</b>	<b>6,527,400</b>	<b>6,527,400</b>	<b>6,527,400</b>
Expenditures						
1,349,044	1,463,652	1,624,930	Personnel Services	1,674,350	1,674,350	1,674,350
1,124,299	965,353	1,136,710	Materials & Services	1,071,890	1,071,890	1,071,890
9,786,820	1,624,950	1,563,430	Debt Service	1,228,600	1,228,600	1,228,600
34,500	133,850	559,550	Transfers Out	453,080	453,080	453,080
-	-	1,470,380	Contingencies and Reserve	2,099,480	2,099,480	2,099,480
<b>12,294,663</b>	<b>4,187,805</b>	<b>6,355,000</b>	<b>Expenditures Total</b>	<b>6,527,400</b>	<b>6,527,400</b>	<b>6,527,400</b>
<b>(6,157,018)</b>	<b>1,990,955</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
10.0	10.0	10.5	Full-Time Equivalent (FTE)	10.0	10.0	10.0

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 162 for clarification.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 470 - Water Fund				
			<b>Department:</b> 000 - Revenue				
			<u>Revenues</u>				
2,150,960	2,067,360	2,250,000	3081	Beginning Fund Balance	2,054,000	2,054,000	2,054,000
2,150,960	2,067,360	2,250,000	<b>Total - Fund Balance</b>		2,054,000	2,054,000	2,054,000
			<hr/>				
-	-	-	3341	State Grant	-	-	-
-	-	-	<b>Total - Intergovernmental</b>		-	-	-
			<hr/>				
-	(30)	-	3434	Water Revenue	-	-	-
3,655,869	3,882,115	3,855,000	3434.101	Water Sales Revenue	4,240,000	4,240,000	4,240,000
46,185	29,058	30,000	3434.102	New Services	42,700	42,700	42,700
16,675	17,525	20,000	3434.103	Re-connection Fees	22,680	22,680	22,680
3,920	3,245	4,000	3434.104	Vacations	4,000	4,000	4,000
1,210	1,325	1,000	3434.106	NSF Check Fee	1,000	1,000	1,000
13,982	3,442	2,000	3434.108	Bulk Water Sales	2,200	2,200	2,200
768	637	-	3434.111	Collections	500	500	500
65,420	53,125	70,000	3434.112	Late Fees	68,100	68,100	68,100
3,804,029	3,990,442	3,982,000	<b>Total - Charges for Goods and Services</b>		4,381,180	4,381,180	4,381,180
			<hr/>				
62,421	59,579	65,480	3611	Interest from Investments	31,750	31,750	31,750
52,118	52,207	50,000	3625	Facilities Rent	51,360	51,360	51,360
1	-	2,000	3691	Sale of Surplus Property	2,000	2,000	2,000
62,921	-	-	3694	Gain/Loss on Sale	-	-	-
5,195	6,766	5,520	3699	Other Miscellaneous Income	7,110	7,110	7,110
-	2,406	-	3881	Reimbursements	-	-	-
182,656	120,958	123,000	<b>Total - Miscellaneous Revenue</b>		92,220	92,220	92,220
			<hr/>				
6,137,645	6,178,760	6,355,000	<b>Department Total: 000 - Revenue</b>		6,527,400	6,527,400	6,527,400
			<hr/>				
6,137,645	6,178,760	6,355,000	<b>Revenues Total</b>		6,527,400	6,527,400	6,527,400

## Revenue Sources and Other Discussion

The **Charges for Goods and Services** amount of \$4,381,180 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 160.

The **Transfers Out** amount of \$453,080 includes the two transfers shown below

- \$50,000 to the Equipment Replacement Fund
- \$16,770 to Reserve for PERS
- \$386,310 to Water Cap Const Fund for projects

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

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 470 - Water Fund							
<b>Department:</b> 611 - Water							
<b>Division:</b> 6411 - Water Supply							
<u>Expenditures</u>							
864,335	903,257	984,460	5111	Regular Wages	1,016,810	1,016,810	1,016,810
7,189	15,884	29,470	5112	Part-Time Wages	30,010	30,010	30,010
11,844	14,240	17,680	5121	Overtime	18,210	18,210	18,210
308	292	300	5211	OR Workers' Benefit	310	310	310
64,188	67,841	79,040	5212	Social Security	81,990	81,990	81,990
206,625	217,784	236,970	5213	Med & Dent Ins	253,230	253,230	253,230
189,751	239,482	271,630	5214	Retirement	268,310	268,310	268,310
2,749	2,719	2,880	5215	Long Term Disability Ins	2,880	2,880	2,880
698	753	1,020	5216	Unemployment Insurance	1,080	1,080	1,080
1,357	1,400	1,480	5217	Life Insurance	1,520	1,520	1,520
<b>1,349,044</b>	<b>1,463,652</b>	<b>1,624,930</b>	<b>Total - Personnel Services</b>		<b>1,674,350</b>	<b>1,674,350</b>	<b>1,674,350</b>
59	-	500	5315	Computer Supplies	500	500	500
2,546	1,836	1,500	5319	Office Supplies	1,500	1,500	1,500
9,582	12,204	20,000	5323	Fuel	20,000	20,000	20,000
1,467	661	4,500	5324	Clothing	4,500	4,500	4,500
2,944	507	3,000	5326	Safety/Medical	3,000	3,000	3,000
70,647	76,944	70,000	5327	Chemicals	70,000	70,000	70,000
2,375	4,421	2,500	5328	Lab Supplies	2,500	2,500	2,500
1,477	419	2,900	5329	Other Supplies	3,200	3,200	3,200
6,805	1,123	3,000	5338	Tools	3,000	3,000	3,000
851	347	1,900	5339	Other Maintenance Supplies	1,900	1,900	1,900
25,589	9,800	14,000	5379	Water/Sewer Supplies	14,000	14,000	14,000
26,364	9,720	12,000	5379.001	Line Repair Supplies	12,000	12,000	12,000
22,771	6,133	17,000	5379.002	Customer Service	17,000	17,000	17,000
8,439	744	4,500	5379.003	Pump Supplies	4,500	4,500	4,500
9,057	7,834	10,000	5379.004	Meter Parts	12,000	12,000	12,000
2,093	3,325	2,500	5379.005	Protective Equipment	2,500	2,500	2,500
-	5,052	-	5411	Engineering & Architect	-	-	-
19,510	35,071	16,000	5419	Other Professional Serv	16,000	16,000	16,000
2,679	5,855	15,000	5419.501	Testing/Lab	15,000	15,000	15,000
2,737	2,170	3,500	5419.707	Educ Outreach	3,500	3,500	3,500
12,544	11,387	10,000	5421	Telephone/Data	10,000	10,000	10,000
797	2,031	500	5422	Postage	1,000	1,000	1,000
168	-	-	5432	Meals	-	-	-
2,653	481	1,500	5445	Work Equipment	1,500	1,500	1,500
9,180	9,224	10,000	5446	Software Licenses	10,000	10,000	10,000
1,703	1,736	-	5449	Leases - Other	-	-	-
2,282	1,813	2,800	5451	Natural Gas	2,800	2,800	2,800
237,473	229,713	213,200	5453	Electricity	213,200	213,200	213,200
47	-	1,300	5454	Solid Waste Disposal	1,300	1,300	1,300
20,972	3,883	11,300	5471	Equipment Repair & Maint	10,500	10,500	10,500
20,720	3,505	2,000	5472	Buildings Repairs & Maint	3,000	3,000	3,000
2,176	3,664	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000
22	-	-	5476	Laundry	-	-	-
90,594	96,554	220,000	5479	Other Repair & Maint	150,000	150,000	150,000
2,920	2,193	1,900	5491	Dues & Subscriptions	2,400	2,400	2,400
7,869	4,442	2,500	5492	Registrations/Training	2,500	2,500	2,500
498	10,121	-	5493	Printing/Binding	-	-	-
1,445	2,090	1,500	5498	Permits/Fees	1,500	1,500	1,500
<b>632,055</b>	<b>567,003</b>	<b>687,800</b>	<b>Total - Materials &amp; Services</b>		<b>621,300</b>	<b>621,300</b>	<b>621,300</b>
<b>1,981,099</b>	<b>2,030,655</b>	<b>2,312,730</b>	<b>Division Total: 6411 - Water Supply</b>		<b>2,295,650</b>	<b>2,295,650</b>	<b>2,295,650</b>

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

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Division:</b>	6421 - Water Meter Reading			
2,522	-	-	5323	Fuel	-	-	-
1,500	-	-	5419	Other Professional Serv	-	-	-
14,241	-	-	5422	Postage	-	-	-
-	-	-	5471	Equipment Repair & Maint	-	-	-
9,264	-	-	5493	Printing/Binding	-	-	-
27,527	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
27,527	-	-	<b>Division Total: 6421 - Water Meter Reading</b>		-	-	-
			<b>Division:</b>	6499 - Water Administration			
19,389	4,110	20,010	5409.140	Garage Services	20,010	20,010	20,010
(8,216)	-	-	5411.001	Engineering Support to General Fund	-	-	-
7,326	3,400	5,000	5414	Accounting/Auditing	5,000	5,000	5,000
13,006	650	15,000	5419	Other Professional Serv	15,000	15,000	15,000
25	19,988	20,000	5422	Postage	20,000	20,000	20,000
50,500	51,250	55,560	5428	IT Support	56,910	56,910	56,910
11,160	11,160	11,640	5448	Internal Rent	11,970	11,970	11,970
262,239	205,325	213,210	5450	General Right of Way Charge	213,210	213,210	213,210
-	(29)	7,000	5460	Property Tax Expense	7,000	7,000	7,000
6,280	6,680	6,310	5461	Auto Insurance	6,310	6,310	6,310
20,010	19,180	20,270	5463	Property/Earthquake Insurance	20,270	20,270	20,270
40,520	32,090	21,410	5464	Workers' Comp	21,410	21,410	21,410
14,650	14,900	13,520	5465	General Liability Insur	13,520	13,520	13,520
3,097	4,748	5,530	5472	Buildings Repairs & Maint	5,530	5,530	5,530
-	-	2,000	5481	Utility Assistance Program	2,000	2,000	2,000
-	2,743	11,000	5493	Printing/Binding	11,000	11,000	11,000
24,731	22,156	21,450	5500	Banking Fees & Charges	21,450	21,450	21,450
464,717	398,350	448,910	<b>Total - Materials &amp; Services</b>		450,590	450,590	450,590
-	1,422,000	1,402,000	5711	Principal, Series 2018 Bond due 12/1/21	1,104,000	1,104,000	1,104,000
-	111,930	91,017	5721	Interest, Series 2018 Bond due 12/1/21	70,410	70,410	70,410
8,627,720	91,020	70,413	5721	Interest, Series 2018 Bond due 6/1/22	54,190	54,190	54,190
343,130	-	-	5711	Principal, Series 2003 Water Due Dec 2016	-	-	-
224,650	-	-	5711	Principal, 2005 Oregon EDD, Due Dec 2016	-	-	-
224,650	-	-	5711	Principal, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
216,310	-	-	5721	Interest, Series 2003 Water Due Dec 2016	-	-	-
75,180	-	-	5721	Interest, 2005 Oregon EDD, Due Dec 2016	-	-	-
75,180	-	-	5721	Interest, 2005 Safe Drinking Wtr, Due Dec 2016	-	-	-
9,786,820	1,624,950	1,563,430	<b>Total - Debt Service</b>		1,228,600	1,228,600	1,228,600
10,251,537	2,023,300	2,012,340	<b>Division Total: 6499 - Water Administration</b>		1,679,190	1,679,190	1,679,190
			<b>Division:</b>	9711 - Operating Transfer Out			
-	-	509,550	5811.466	Transfer to Water Cap Const	386,310	386,310	386,310
20,000	50,000	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	16,770	16,770	16,770
34,500	133,850	559,550	<b>Total - Transfers Out</b>		453,080	453,080	453,080
34,500	133,850	559,550	<b>Division Total: 9711 - Operating Transfer Out</b>		453,080	453,080	453,080
12,294,663	4,187,805	4,884,620	<b>Department Total: 611 - Water</b>		4,427,920	4,427,920	4,427,920



FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	162,080	5921 Contingency	791,180	791,180	791,180
-	-	554,300	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
-	-	1,470,380	<b>Total - Contingencies and Unappropriated Balances</b>	2,099,480	2,099,480	2,099,480
-	-	1,470,380	<b>Division Total: 9971 - Equity</b>	2,099,480	2,099,480	2,099,480
-	-	1,470,380	<b>Department Total: 901 - Ending Fund Balance</b>	2,099,480	2,099,480	2,099,480
12,294,663	4,187,805	6,355,000	<b>Expenditures Total</b>	6,527,400	6,527,400	6,527,400
(6,157,018)	1,990,955	-	<b>Fund Net 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 12 FTE within this department, including a Wastewater Section Manger who is responsible for the overall operation of the WWTP, operation and maintenance personnel and clerical administrative support.

**Description of FY 2020-21 accomplishments**

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

**Description of FY 2021-22 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
- Folow ongoing regulatory and compliance reports and NPDES testing

**Performance Measures**

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Video inspect city sewer collection system, miles	15	11	15	30
High pressure clean city collection system, miles	18	11	15	30
Clean storm water system, lineal feet	50,000	60,000	30,000	80,000
Million gallons of wastewater treated daily (*Average)	3.3	3.3	*3.0	*3.0
Lab tests performed weekly (or annually)	35 Weekly	40 Weekly	40 Weekly	40 Weekly

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Sewer Fund</b>						
Revenues						
8,456,170	8,672,866	8,252,660	Fund Balance	8,003,380	8,003,380	8,003,380
-	-	-	Intergovernmental	-	-	-
8,059,526	8,122,190	8,220,000	Charges for Goods and Services	8,550,800	8,550,800	8,550,800
223,938	191,116	203,270	Miscellaneous Revenue	77,500	77,500	77,500
-	-	11,947,440	Transfers In	-	-	-
16,739,634	16,986,172	28,623,370	<b>Revenues Total</b>	16,631,680	16,631,680	16,631,680
Expenditures						
1,822,171	1,946,378	2,262,690	Personnel Services	2,455,130	2,455,130	2,455,130
1,821,639	1,595,863	2,151,770	Materials & Services	2,223,770	2,223,770	2,223,770
-	616,579	-	Capital Outlay	-	-	-
4,244,612	4,468,863	13,500,000	Debt Service	-	-	-
178,346	355,114	7,010,570	Transfers Out	7,879,070	7,879,070	7,879,070
-	-	3,698,340	Contingencies and Reserve	4,073,710	4,073,710	4,073,710
8,066,768	8,982,796	28,623,370	<b>Expenditures Total</b>	16,631,680	16,631,680	16,631,680
8,672,866	8,003,375	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
15.0	15.0	14.0	Full-Time Equivalent (FTE)	12.0	12.0	12.0

## 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 160.

The **Transfers Out** amount of \$7,879,070 includes:

- \$50,000 to the Equipment Replacement Fund
- \$90,000 to the Street Fund for street sweeping costs
- \$24,580 to the Reserve for PERS
- \$7,714,490 to Sewer Cap Const Fund for the following projects.
  - Pump Station Upgrades (CDSW1414) \$125,000
  - Mill Creek Pump Station Phase 1 (CDSW1413) \$20,000
  - WWTP Phase 2A Upgrades (CISW1052) \$2,000,000
  - Sanitary Sewer Collection System Piping replacement (CDSW1488) \$460,000
  - I-5 Pump Station & I-5 Force Main Project (CDSW1547) \$2,384,490
  - Santiam Lift Station Abandonment (CDSW1512) \$5,000
  - Digester – Brick Veneer Repair (CISW1544) \$50,000
  - Popular Tree Expansion (CDSW1592) \$670,000
  - North Sanitary Sewer Trunk Line (CiSW1620) \$100,000
  - Fifth Street Sewer – Harrison to Garfield (CISW1594) \$300,000
  - Wastewater Facilities Master Plan Update & Rate Study (EASW1619) \$100,000
  - Front Street Pipeline Project (CISW1621) \$300,000
  - Young Street Pipeline Project (CISW1469) \$800,000
  - Vanderbeck Pump Station Upgrades (CISW1622) \$200,000
  - Woodland/Hwy219 Sewer Repair at NE Quadrant (CISW1623) \$200,000

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

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 472 - Sewer Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
8,456,170	8,672,866	8,252,660	3081	Beginning Fund Balance	8,003,380	8,003,380	8,003,380
8,456,170	8,672,866	8,252,660	<b>Total - Fund Balance</b>		8,003,380	8,003,380	8,003,380
-	-	-	3341	State Grant	-	-	-
-	-	-	<b>Total - Intergovernmental</b>		-	-	-
65,410	53,094	70,000	3434.112	Late Fees	70,000	70,000	70,000
7,900,503	8,057,383	8,100,000	3435.101	Sewer System Revenue	8,400,000	8,400,000	8,400,000
92,845	11,076	50,000	3435.103	Septage Dumping	80,000	80,000	80,000
768	637	-	3435.111	Collections	800	800	800
8,059,526	8,122,190	8,220,000	<b>Total - Charges for Goods and Services</b>		8,550,800	8,550,800	8,550,800
221,079	181,493	200,000	3611	Interest from Investments	75,000	75,000	75,000
-	-	-	3691	Sale of Surplus Property	-	-	-
-	-	-	3694	Gain/Loss on Sale	-	-	-
2,859	3,150	3,270	3699	Other Miscellaneous Income	2,500	2,500	2,500
-	6,473	-	3699.472	PGE Energy Partner Program (WWTP)	-	-	-
223,938	191,116	203,270	<b>Total - Miscellaneous Revenue</b>		77,500	77,500	77,500
-	-	11,947,440	3971.465	Transfer From Sewer Construction	-	-	-
-	-	11,947,440	<b>Total - Transfers In</b>		-	-	-
16,739,634	16,986,172	28,623,370	<b>Department Total: 000 - Revenue</b>		16,631,680	16,631,680	16,631,680
16,739,634	16,986,172	28,623,370	<b>Revenues Total</b>		16,631,680	16,631,680	16,631,680

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 621 - Sewer</b>							
<b>Division: 6511 - WWTP Operation</b>							
<u>Expenditures</u>							
1,024,274	1,062,257	1,176,790	5111	Regular Wages	1,272,190	1,272,190	1,272,190
1,033	23,465	24,720	5112	Part-Time Wages	25,260	25,260	25,260
11,636	19,164	29,060	5121	Overtime	29,930	29,930	29,930
336	316	370	5211	OR Workers' Benefit	400	400	400
75,619	80,983	94,670	5212	Social Security	102,270	102,270	102,270
230,055	221,752	289,070	5213	Med & Dent Ins	317,380	317,380	317,380
257,164	280,067	340,590	5214	Retirement	394,210	394,210	394,210
3,303	3,062	3,470	5215	Long Term Disability Ins	2,620	2,620	2,620
802	871	1,200	5216	Unemployment Insurance	1,320	1,320	1,320
1,635	1,575	1,810	5217	Life Insurance	1,380	1,380	1,380
<b>1,605,857</b>	<b>1,693,511</b>	<b>1,961,750</b>	<b>Total - Personnel Services</b>		<b>2,146,960</b>	<b>2,146,960</b>	<b>2,146,960</b>
780	2,454	1,000	5315	Computer Supplies	1,000	1,000	1,000
2,837	4,035	2,000	5319	Office Supplies	2,000	2,000	2,000
291	1,172	1,200	5322	Lubricants	1,200	1,200	1,200
10,801	9,384	14,000	5323	Fuel	14,000	14,000	14,000
-	3,059	4,000	5324	Clothing	4,000	4,000	4,000
5,923	10,960	7,000	5326	Safety/Medical	7,000	7,000	7,000
11,864	10,345	10,000	5327	Chemicals	12,000	12,000	12,000
22,694	19,321	18,000	5328	Lab Supplies	24,000	24,000	24,000
2,857	3,001	2,000	5329	Other Supplies	2,000	2,000	2,000
5,304	14,755	14,500	5335	Electrical Supplies	14,500	14,500	14,500
16,497	12,352	11,000	5336	HVAC	11,000	11,000	11,000
3,056	4,645	2,000	5338	Tools	2,000	2,000	2,000
1,663	2,992	2,000	5352	Protective Clothing	2,000	2,000	2,000
23,809	21,139	12,000	5384	Trees	12,000	12,000	12,000
-	-	5,000	5411	Engineering & Architect	5,000	5,000	5,000
14,351	42,286	10,000	5419	Other Professional Serv	25,000	25,000	25,000
19,560	26,214	21,000	5419.501	Testing/Lab	21,000	21,000	21,000
5,102	-	2,500	5419.707	Educ Outreach	2,500	2,500	2,500
14,899	15,960	16,000	5421	Telephone/Data	16,000	16,000	16,000
1,168	877	800	5422	Postage	800	800	800
5,409	4,413	5,000	5429	Other Communication Serv	5,000	5,000	5,000
261	213	100	5432	Meals	100	100	100
37	79	200	5433	Mileage	200	200	200
810	2	500	5439	Travel	500	500	500
2,238	5,557	2,000	5443	Office Equipment	2,000	2,000	2,000
10,237	2,549	6,000	5446	Software Licenses	6,000	6,000	6,000
-	3,153	-	5449	Leases - Other	15,000	15,000	15,000
34,420	32,982	30,000	5451	Natural Gas	30,000	30,000	30,000
340,161	353,243	336,000	5453	Electricity	336,000	336,000	336,000
-	2,343	9,500	5454	Solid Waste Disposal	9,500	9,500	9,500
98,255	109,618	89,500	5471	Equipment Repair & Maint	110,000	110,000	110,000
9,464	16,484	10,000	5472	Buildings Repairs & Maint	10,000	10,000	10,000
9,644	4,130	10,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
19,142	10,626	19,000	5476	Laundry	19,000	19,000	19,000
7,577	5,285	5,000	5477	Instrumentation & Calibra	5,000	5,000	5,000
135,933	14,051	550,000	5479	Other Repair & Maint	550,000	550,000	550,000
4,482	4,478	5,000	5492	Registrations/Training	5,000	5,000	5,000
270	-	-	5493	Printing/Binding	-	-	-
24,417	29,096	26,000	5498	Permits/Fees	30,000	30,000	30,000
<b>866,213</b>	<b>803,252</b>	<b>1,259,800</b>	<b>Total - Materials &amp; Services</b>		<b>1,322,300</b>	<b>1,322,300</b>	<b>1,322,300</b>
-	616,579	-	5639	Other Improvements	-	-	-
-	616,579	-	<b>Total - Capital Outlay</b>		-	-	-
<b>2,472,070</b>	<b>3,113,342</b>	<b>3,221,550</b>	<b>Division Total: 6511 - WWTP Operations</b>		<b>3,469,260</b>	<b>3,469,260</b>	<b>3,469,260</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 472 - Sewer Fund</b>						
<b>Department: 621 - Sewer</b>						
<b>Division: 6599 - Sewer Administration</b>						
<u>Expenditures</u>						
15,663	9,445	20,610	5409.140 Garage Services	20,610	20,610	20,610
8,236	-	-	5411.001 Engineering Support to General Fund	-	-	-
7,326	11,220	16,500	5414 Accounting/Auditing	16,500	16,500	16,500
2,400	450	3,500	5419 Other Professional Serv	3,500	3,500	3,500
12,525	-	9,400	5419.003 US Gauging Station Fees	9,400	9,400	9,400
13,368	19,877	20,000	5422 Postage	20,000	20,000	20,000
59,600	68,470	72,980	5428 IT Support	74,760	74,760	74,760
-	-	-	5446 Software Licenses	1,000	1,000	1,000
20,690	20,690	21,700	5448 Internal Rent	22,310	22,310	22,310
20,775	-	9,000	5449 Other Leases	9,000	9,000	9,000
520,824	410,480	440,200	5450 General Right of Way Charge	440,200	440,200	440,200
8,940	7,210	6,110	5461 Auto Insurance	6,110	6,110	6,110
32,850	33,710	38,060	5463 Property/Earthquake Insurance	38,060	38,060	38,060
62,900	44,480	33,280	5464 Workers' Comp	33,280	33,280	33,280
18,640	17,500	18,610	5465 General Liability Insur	18,610	18,610	18,610
-	-	400	5472 Buildings Repairs & Maint	400	400	400
-	-	3,000	5481 Utility Assistance Program	3,000	3,000	3,000
9,566	13,179	10,000	5493 Printing/Binding	10,000	10,000	10,000
26,470	25,335	23,550	5500 Banking Fees & Charges	23,550	23,550	23,550
840,773	682,045	746,900	<b>Total - Materials &amp; Services</b>	750,290	750,290	750,290
3,615,000	3,469,529	13,500,000	5711 Bond Principal, Rev Series 2011A, Due Mar 2022	-	-	-
-	-	-	5711 Bond Principal, Rev Series 2011B, Due Mar 2022	-	-	-
314,806	499,667	-	5721 Bond Interest, Rev Series 2011A, Due Sept 2021	-	-	-
314,806	499,667	-	5721 Bond Interest, Rev Series 2011A, Due Mar 2022	-	-	-
-	-	-	5721 Bond Interest, Rev Series 2011B, Due Mar 2022	-	-	-
4,244,612	4,468,863	13,500,000	<b>Total - Debt Service</b>	-	-	-
5,085,385	5,150,908	14,246,900	<b>Division Total: 6599 - Sewer Administration</b>	750,290	750,290	750,290
<b>Division: 9711 - Operating Transfer Out</b>						
90,000	90,000	90,000	5811.140 Transfer to Street	90,000	90,000	90,000
16,376	64,515	6,870,570	5811.465 Transfer to Sewer Cap Const	7,714,490	7,714,490	7,714,490
-	-	-	5811.568 Transfer to Info Services	-	-	-
50,000	50,000	50,000	5811.591 Transfer to Equipment Replace	50,000	50,000	50,000
21,970	150,599	-	5811.693 Transfer to Reserve for PERS	24,580	24,580	24,580
178,346	355,114	7,010,570	<b>Total - Transfers Out</b>	7,879,070	7,879,070	7,879,070
7,735,801	8,619,364	24,479,020	<b>Department Total: 621 - Sewer</b>	12,098,620	12,098,620	12,098,620

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 472 - Sewer Fund							
<b>Department:</b> 631 - Maintenance							
<b>Division:</b> 6521 - Sewer Line Maint							
<u>Expenditures</u>							
86,663	96,811	112,800	5111	Regular Wages	115,330	115,330	115,330
1,983	1,489	-	5121	Overtime	-	-	-
35	31	40	5211	OR Workers' Benefit	40	40	40
6,451	7,185	8,630	5212	Social Security	8,820	8,820	8,820
17,918	21,170	25,340	5213	Med & Dent Ins	26,980	26,980	26,980
16,065	22,791	26,750	5214	Retirement	26,050	26,050	26,050
285	300	320	5215	Long Term Disability Ins	340	340	340
70	79	110	5216	Unemployment Insurance	120	120	120
140	155	160	5217	Life Insurance	170	170	170
129,610	150,010	174,150	<b>Total - Personnel Services</b>		177,850	177,850	177,850
-	1,516	400	5319	Office Supplies	400	400	400
-	137	300	5321	Cleaning Supplies	300	300	300
736	596	10,000	5323	Fuel	10,000	10,000	10,000
72	-	1,000	5324	Clothing	1,000	1,000	1,000
1,997	3,088	2,000	5326	Safety/Medical	2,000	2,000	2,000
6,209	3,901	5,000	5329	Other Supplies	5,000	5,000	5,000
525	1,470	2,050	5338	Tools	2,050	2,050	2,050
1,318	1,448	1,400	5352	Protective Clothing	1,400	1,400	1,400
5,569	967	8,000	5409.140	Garage Services	8,000	8,000	8,000
452	1,028	900	5419	Other Professional Serv	900	900	900
784	494	1,800	5421	Telephone/Data	1,800	1,800	1,800
292	301	500	5445	Work Equipment	500	500	500
4,655	2,549	9,200	5446	Software Licenses	9,200	9,200	9,200
8,516	5,685	8,700	5471	Equipment Repair & Maint	10,000	10,000	10,000
4,117	11,505	3,000	5475	Vehicle Repair & Maint	3,000	3,000	3,000
1,745	2,626	2,000	5476	Laundry	2,200	2,200	2,200
40,546	47,112	50,000	5479	Other Repair & Maint	50,000	50,000	50,000
689	1,589	1,500	5492	Registrations/Training	1,500	1,500	1,500
78,222	86,011	107,750	<b>Total - Materials &amp; Services</b>		109,250	109,250	109,250
-	-	-	5649	Other Equipment	-	-	-
-	-	-	<b>Total - Capital Outlay</b>		-	-	-
207,832	236,021	281,900	<b>Division Total: 6521 - Sewer Line Maint</b>		287,100	287,100	287,100
207,832	236,021	281,900	<b>Department Total: 631 - Maintenance</b>		287,100	287,100	287,100

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 164 for clarification.

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 641 - Surface Water/Collections</b>							
<b>Division: 6611 - Surface Water Collection</b>							
<u>Expenditures</u>							
56,040	64,144	79,310	5111	Regular Wages	82,050	82,050	82,050
949	642	-	5121	Overtime	-	-	-
25	22	30	5211	OR Workers' Benefit	30	30	30
4,095	4,701	6,070	5212	Social Security	6,300	6,300	6,300
14,744	17,428	21,440	5213	Med & Dent Ins	22,460	22,460	22,460
10,520	15,554	19,520	5214	Retirement	19,040	19,040	19,040
192	207	220	5215	Long Term Disability Ins	230	230	230
45	52	80	5216	Unemployment Insurance	80	80	80
94	107	120	5217	Life Insurance	130	130	130
86,704	102,857	126,790	<b>Total - Personnel Services</b>		130,320	130,320	130,320
-	-	4,000	5323	Fuel	4,000	4,000	4,000
925	1,389	1,200	5326	Safety/Medical	1,200	1,200	1,200
3,716	207	2,500	5329	Other Supplies	2,500	2,500	2,500
-	-	1,000	5338	Tools	1,000	1,000	1,000
-	-	1,000	5352	Protective Clothing	1,000	1,000	1,000
452	527	1,200	5419	Other Professional Serv	1,200	1,200	1,200
839	896	1,500	5421	Telephone/Data	1,500	1,500	1,500
28,901	21,120	17,020	5428	IT Support	21,630	21,630	21,630
-	-	600	5454	Solid Waste Disposal	600	600	600
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
-	410	500	5476	Laundry	500	500	500
56	5	1,500	5492	Registrations/Training	1,500	1,500	1,500
36,431	24,554	37,320	<b>Total - Materials &amp; Services</b>		41,930	41,930	41,930
123,135	127,412	164,110	<b>Division Total: 6611 - Surface Water Collection</b>		172,250	172,250	172,250
123,135	127,412	164,110	<b>Department Total: 641 - Surface Water/Collections</b>		172,250	172,250	172,250
<b>Department: 901 - Ending Fund Balance</b>							
<b>Division: 9971 - Equity</b>							
-	-	882,000	5921	Contingency	1,239,710	1,239,710	1,239,710
-	-	2,816,340	5981.005	Reserve for Future Years	2,834,000	2,834,000	2,834,000
-	-	3,698,340	<b>Total - Contingencies and Unappropriated Balances</b>		4,073,710	4,073,710	4,073,710
-	-	3,698,340	<b>Division Total: 9971 - Equity</b>		4,073,710	4,073,710	4,073,710
-	-	3,698,340	<b>Department Total: 901 - Ending Fund Balance</b>		4,073,710	4,073,710	4,073,710
8,066,768	8,982,796	28,623,370	<b>Expenditures Total</b>		16,631,680	16,631,680	16,631,680
8,672,866	8,003,375	-	<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): The Police Department requires upgrades to the radio channel system due to reception issues when located in rural areas. The Police roof and the Alamo roof are in need of repair. The Aquatics building needs HVAC repairs; a portion of the costs will be offset with a grant. The Parks and Recreation Master Plan will be updated in this fiscal year.

**Description of FY 2020-21 projects**

- Purchased Woodburn Family Resource Center

**Description of FY 2021-22 projects**

Project Name	Project Number	Amount	First Year Budgeted
Police Radio Channel System Upgrade	CEGF1554	\$143,710	FY 2018-19
Police Roof	MBGF3281	\$20,000	FY 2021-22
Aquatics HVAC	CBGF1572	\$94,080	FY 2021-22
Parks and Recreation Master Plan	EAGF1618	\$100,000	FY 2021-22
Park and Recreation Alamo Roof	MBWA3321	\$27,000	FY 2021-22
<b>TOTAL</b>		<b>\$384,790</b>	

See Capital Construction Projects beginning on page 172 for information on all budgeted capital projects.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 358 - General Cap Const Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
-	-	455,050	3081	Beginning Fund Balance	255,110	255,110	255,110
-	-	455,050	<b>Total - Fund Balance</b>		255,110	255,110	255,110
-	613,627	1,800,000	3341	State Grants	-	-	-
-	33,900	-	3351	Grants	-	-	-
-	647,527	1,800,000	<b>Total - Intergovernmental</b>		-	-	-
-	7,919	-	3611	Interest from Investments	20	20	20
-	3,670	-	3699	Other Miscellaneous Income	-	-	-
-	11,589	-	<b>Total - Miscellaneous Revenue</b>		20	20	20
1,700,000	-	-	3918	Loan Proceeds	-	-	-
1,700,000	-	-	<b>Total - Other Financing Sources</b>		-	-	-
2,019,423	-	-	3971.001	Transfer From General Fund	29,660	29,660	29,660
-	-	-	3971.364	Transfer From Parks SDC	100,000	100,000	100,000
27,823	-	-	3971.690	Transfer from Library Endowment	-	-	-
2,047,246	-	-	<b>Total - Transfers In</b>		129,660	129,660	129,660
3,747,246	659,116	2,255,050	<b>Revenues Total</b>		384,790	384,790	384,790
<b>Department: 121 - Administration</b>							
<b>Division: 9511 - Design Engineering</b>							
<u>Expenditures</u>							
34,800	-	-	5499.999	Debt Issuance Costs	-	-	-
34,800	-	-	<b>Total - Design Engineering</b>		-	-	-
<b>Department: 121 - Administration</b>							
<b>Division: 9531 - Construction</b>							
<u>Expenditures</u>							
-	-	-	5623.046	Pool Projects	94,080	94,080	94,080
2,841,566	1,182,614	1,825,990	5629	Buildings	-	-	-
53,351	24,250	-	5637	Parks	127,000	127,000	127,000
-	14,676	143,710	5639	Other Improvements	163,710	163,710	163,710
2,929,717	1,221,540	1,969,700	<b>Total - Capital Outlay</b>		384,790	384,790	384,790
<b>Department: 121 - Administration</b>							
<b>Division: 9711 - Operating Transfer Out</b>							
<u>Expenditures</u>							
-	-	285,350	5811.001	Transfer to General Fund	-	-	-
-	-	285,350	<b>Total - Transfers Out</b>		-	-	-
2,929,717	1,221,540	2,255,050	<b>Expenditures Total</b>		384,790	384,790	384,790
817,529	(562,424)	-	<b>Fund Net</b>	<b>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 2020-21 projects**

- No projects were completed.

**Description of FY 2021-22 projects**

Project Name	Project Number	Amount	First Year Budgeted
West Hayes Street Improvement – Settlemier to Cascade	CIST1486	\$3,400,000	FY 2016-17
Safety Sidewalk & ADA Construction	CIST1165	\$50,000	FY 2020-21
5 <sup>th</sup> Street – Lincoln to Harrison Storm Replacement	CDST1487	\$275,000	FY 2021-22
Fourth Street Storm Rehabilitation	CDST1471	\$270,000	FY 2017-18
Storm Drainage Master Plan Update & SDC Rate Study	EAST1617	\$150,000	FY 2021-22
TMDL Projects		\$50,000	FY2021-22

See Capital Construction Projects beginning on page 172 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.

**Transfers In** of \$2,707,060 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$1,000,000 is for West Hayes Improvement (CIST1486)
- Transfer of \$150,000 for Storm Drainage Master Plan Update and SDC Rate Study and West Hayes Street improvement (CIST1486)
- Transfer from Street Fund 140 of \$1,557,060 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 171.

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 363 - Street &amp; Storm Cap Const Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
-	-	324,540	3081	Beginning Fund Balance	685,440	685,440	685,440
-	-	324,540	<b>Total - Fund Balance</b>		685,440	685,440	685,440
-	800,000	800,000	3333.001	DoT Fund Exchange	800,000	800,000	800,000
-	200,000	1,500,000	3341	State Grants	-	-	-
-	1,000,000	2,300,000	<b>Total - Intergovernmental</b>		800,000	800,000	800,000
(5)	-	-	3611	Interest from Investments	2,500	2,500	2,500
-	-	190,000	3678	Develop Contributions	-	-	-
(5)	-	190,000	<b>Total - Miscellaneous Revenue</b>		2,500	2,500	2,500
224,532	961,049	1,895,460	3971.14	Transfer From Street	1,557,060	1,557,060	1,557,060
-	500,000	1,000,000	3971.376	Transfer From Street SDC	1,000,000	1,000,000	1,000,000
-	-	140,000	3971.377	Transfer From Storm SDC	150,000	150,000	150,000
224,532	1,461,049	3,035,460	<b>Total - Transfers In</b>		2,707,060	2,707,060	2,707,060
224,527	2,461,049	5,850,000	<b>Revenues Total</b>		4,195,000	4,195,000	4,195,000
<b>Department: 631 - Maintenance</b>							
<b>Division: 9531 - Construction</b>							
<u>Expenditures</u>							
219,532	1,675,348	5,590,000	5631	Streets/Alleys/Sidewalks	3,995,000	3,995,000	3,995,000
4,995	261	260,000	5636	Storm Drains	200,000	200,000	200,000
224,527	1,675,609	5,850,000	<b>Total - Capital Outlay</b>		4,195,000	4,195,000	4,195,000
224,527	1,675,609	5,850,000	<b>Expenditures Total</b>		4,195,000	4,195,000	4,195,000
-	785,441	-	<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.

### Description of FY 2020-21 projects

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

### Description of FY 2021-22 projects

Project Name	Project Number	Amount	First Year Budgeted
Pump Station Upgrades	CDSW1414	\$125,000	FY 2013-14
Mill Creek Pump Station – Phase 1	CDSW1413	\$20,000	FY 2013-14
WWTP Phase 2A Upgrades	CISW1052	\$2,000,000	FY 2011-12
Sanitary Sewer collection system piping replacement	CDSW1488	\$460,000	FY 2018-19
Digester – Brick Veneer repair	CISW1544	\$50,000	FY 2018-19
I-5 Pump Station & I-5 Force Main Project	CDSW1547	\$6,000,000	FY 2018-19
Santiam Lift Station Abandonment	CDSW1512	\$5,000	FY 2019-20
Poplar Tree Expansion & Irrigation Restoration (Storm Damage)	CDSW1592	\$670,000	FY 2021-22
North Sanitary Sewer Trunk Line	CISW1620	\$200,000	FY 2021-22
Fifth Street Sewer – Harrison to Garfield	CISW1594	\$300,000	FY 2020-21
Wastewater Facilities Master Plan Update & Rate Study	EASW1619	\$100,000	FY2021-22
Front Street Pipeline Project	CISW1621	\$300,000	FY 2021-22
Young Street Pipeline Project	CISW1469	\$800,000	FY 2021-22
Vanderbeck Pump Station Upgrades	CISW1622	\$200,000	FY 2021-22
Woodland/Hwy219 Sewer Repair at NE Quadrant	CISW1623	\$200,000	FY 2021-22
<b>TOTAL</b>		<b>\$11,430,000</b>	

See Capital Construction Projects beginning on page 172 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 deposited \$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.

### Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 465 - Sewer Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
11,724,986	11,894,437	11,847,440	3081	Beginning Fund Balance	88,000	88,000	88,000
11,724,986	11,894,437	11,847,440	<b>Total - Fund Balance</b>		88,000	88,000	88,000
301,951	264,648	100,000	3611	Interest from Investments	-	-	-
301,951	264,648	100,000	<b>Total - Miscellaneous Revenue</b>		-	-	-
16,376	64,516	6,870,570	3971.472	Transfer From Sewer	7,714,490	7,714,490	7,714,490
-	80,000	2,089,430	3971.475	Transfer From Sewer SDC	3,715,510	3,715,510	3,715,510
16,376	144,516	8,960,000	<b>Total - Transfers In</b>		11,430,000	11,430,000	11,430,000
12,043,313	12,303,601	20,907,440	<b>Revenues Total</b>		11,518,000	11,518,000	11,518,000
<b>Fund:</b> 465 - Sewer Cap Const Fund <b>Department:</b> 621 - Sewer <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
148,876	525,419	8,960,000	5635	Sewer	11,518,000	11,518,000	11,518,000
148,876	525,419	8,960,000	<b>Total - Capital Outlay</b>		11,518,000	11,518,000	11,518,000
-	-	11,947,440	5811.472	Transfer to Sewer Fund	-	-	-
-	-	11,947,440	<b>Total - Transfers Out</b>		-	-	-
-	-	-	5981.005	Reserve for Future Years	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>		-	-	-
148,876	525,419	20,907,440	<b>Expenditures Total</b>		11,518,000	11,518,000	11,518,000
11,894,437	11,778,182	-	<b>Fund Net Total: 465 - Sewer Cap Const Fund</b>		-	-	-

### Revenue Sources and Other Discussion

The Transfers In of \$11,430,000 is for the following projects:

- Transfer of \$3,715,510 from the Sewer SDC Fund is for North Sanitary Sewer Trunk Line and the I-5 Pump Station/I-5 Force Main Project
- Transfer of \$7,714,490 from the Sewer Fund for sewer improvements

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 171.

## 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 2020-21 projects**

- No projects were completed

**Description of FY 2021-22 projects**

Project Name	Project Number	Amount	First Year Budgeted
Well Rehabilitation	CDWA1550	\$30,000	FY 2021-22
Water Rights Implementation	AAWA1442	\$15,000	FY 2018-19
Water System Emergency Response Plan	MAWA1625	\$50,000	FY 2021-22
Water Master Plan Completion	EAWA1624	\$25,000	FY 2021-22
Fire flow improvements	CDWA1551	\$336,800	FY 2018-19
Repaint Elevated Storage	CIWA1545	\$200,000	FY 2018-19
Parr Road Treatment Plant – New Well & raw waterline	CDWA1546	\$2,500,000	FY 2018-19
I-5 Waterline Crossing to serve SWIR Area	CAWA1626	\$800,000	FY 2021-22
Rehab Capacity Improvements – existing distribution system	CDWA1552	\$400,000	FY 2018-19
Auxiliary Power to Wells	CIWA1595	\$225,000	FY 2020-21
<b>TOTAL</b>		<b>\$4,581,800</b>	

See Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.



## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 466 Water Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
1,889,193	1,858,441	1,700,450	3081	Beginning Fund Balance	1,675,490	1,675,490	1,675,490
1,889,193	1,858,441	1,700,450	<b>Total - Fund Balance</b>		1,675,490	1,675,490	1,675,490
46,838	39,259	40,000	3611	Interest from Investments	20,000	20,000	20,000
46,838	39,259	40,000	<b>Total - Miscellaneous Revenue</b>		20,000	20,000	20,000
-	-	509,550	3971.47	Transfer from Water	386,310	386,310	386,310
-	-	800,000	3971.474	Transfer from Water SDC	2,500,000	2,500,000	2,500,000
-	-	1,309,550	<b>Total - Transfers In</b>		2,886,310	2,886,310	2,886,310
1,936,031	1,897,700	3,050,000	<b>Revenue Totals</b>		4,581,800	4,581,800	4,581,800
<b>Department:</b> 611 - Water <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
-	-	-	5419	Other Professional Services	-	-	-
-	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
77,590	178,082	3,050,000	5634	Water - Capital	4,581,800	4,581,800	4,581,800
77,590	178,082	3,050,000	<b>Total - Capital Outlay</b>		4,581,800	4,581,800	4,581,800
77,590	178,082	3,050,000	<b>Expenditures Total</b>		4,581,800	4,581,800	4,581,800
1,858,441	1,719,618	-	<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 \$2,500,000 from Water SDC Fund is for capacity improvements for Parr Road Treatment plant and the I-5 Waterline crossing to serve SWIR Area. The \$386,310 from Water Fund is to fund the remaining proposed projects for the fiscal year.

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 171.



## Special Revenue Funds

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- ❖ Building Inspection Fund
- ❖ Asset Forfeiture
- ❖ American Rescue Plan Fund
- ❖ Housing Rehabilitation Fund
- ❖ Special Assessment Fund
- ❖ Parks SDC Fund
- ❖ Transportation 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, 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 and three full-time plans examiner/inspector.

**Description of FY 2020-21 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
- Change process and collect fees at permit issuance, for better accuracy, less impact on our customers and support departments

**Description of FY 2021-22 proposed focus/goals**

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

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

**Performance Measures**

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
<b>Residential plan review projects</b>	67	96	140	155
<b>Commercial plan review projects</b>	85	182	100	110
<b>Total number of permits</b>	580	506	625	685
<b>New single-family homes</b>	32	55	110	205

## Budget Summary

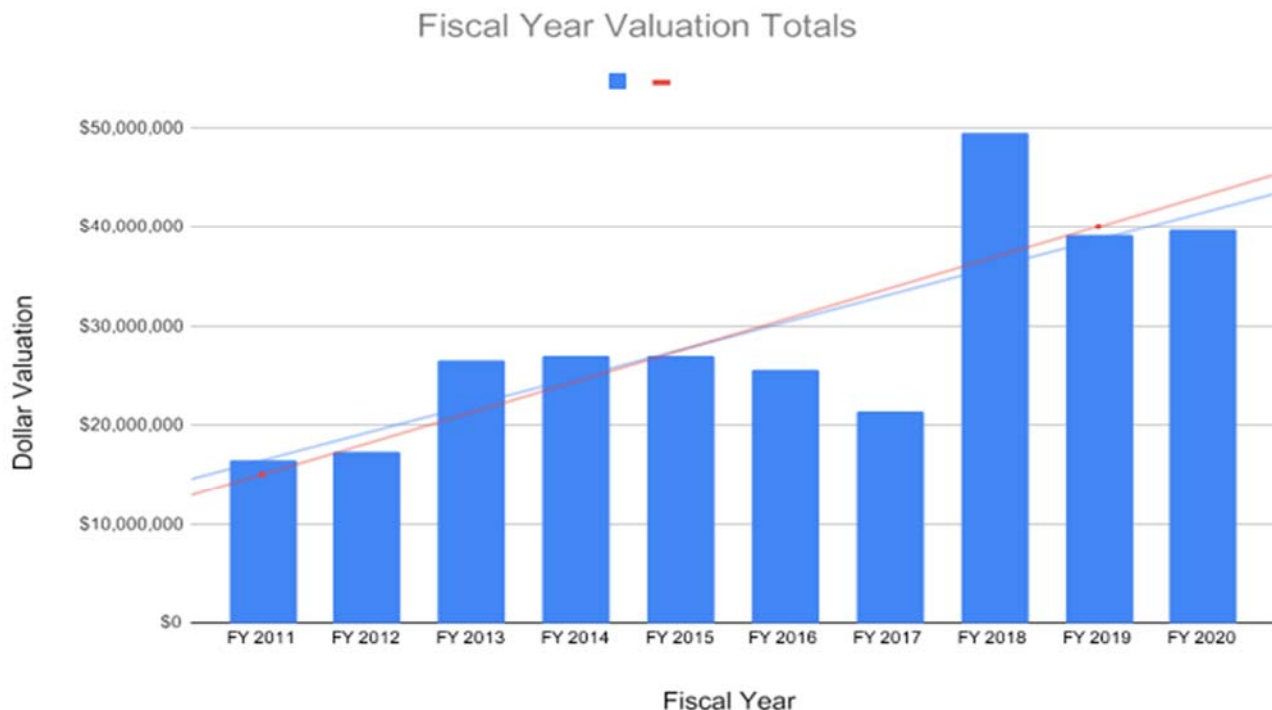
FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Building Inspection Fund</b>						
Revenues						
468,385	455,581	866,890	Fund Balance	1,310,800	1,310,800	1,310,800
656,619	781,590	660,000	Licenses and Permits	805,300	805,300	805,300
165,240	175,642	351,000	Intergovernmental	501,000	501,000	501,000
32,198	23,948	21,000	Miscellaneous Revenue	13,000	13,000	13,000
<b>1,322,442</b>	<b>1,436,761</b>	<b>1,898,890</b>	<b>Revenues Total</b>	<b>2,630,100</b>	<b>2,630,100</b>	<b>2,630,100</b>
Expenditures						
516,211	598,880	676,320	Personnel Services	786,250	786,250	786,250
324,006	258,239	443,470	Materials & Services	607,760	607,760	607,760
20,634	24,893	-	Capital Outlay	-	-	-
6,010	34,480	-	Transfers Out	7,770	7,770	7,770
-	-	779,100	Contingencies and Reserve	1,228,320	1,228,320	1,228,320
<b>866,861</b>	<b>916,492</b>	<b>1,898,890</b>	<b>Expenditures Total</b>	<b>2,630,100</b>	<b>2,630,100</b>	<b>2,630,100</b>
<b>455,581</b>	<b>520,269</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>Full-Time Equivalent (FTE)</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</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 164 for clarification.

## Revenue Sources and Other Discussion

The **Permits** category of revenue, with 100 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 123 - Building Inspection Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
468,385	455,581	866,890	3081	Beginning Fund Balance	1,310,800	1,310,800	1,310,800
<b>468,385</b>	<b>455,581</b>	<b>866,890</b>	<b>Total - Fund Balance</b>		<b>1,310,800</b>	<b>1,310,800</b>	<b>1,310,800</b>
239,827	295,880	250,000	3221.101	Building Permits	310,000	310,000	310,000
54,752	28,800	40,000	3221.102	Mechanical Permits	55,000	55,000	55,000
224,438	282,700	235,000	3221.105	Plan Check Fees	264,010	264,010	264,010
103,365	141,940	100,000	3221.106	Fire Check Fees	137,290	137,290	137,290
29,079	14,400	25,000	3221.109	Plan Check--Mechanical	25,000	25,000	25,000
5,158	17,870	10,000	3221.110	CET Administrative Fee	14,000	14,000	14,000
<b>656,619</b>	<b>781,590</b>	<b>660,000</b>	<b>Total - Licenses and Permits</b>		<b>805,300</b>	<b>805,300</b>	<b>805,300</b>
127,603	126,910	300,000	3891	Construction Excise Tax	450,000	450,000	450,000
3,815	-	-	3891.059	Marion County Permits	-	-	-
33,811	48,732	50,000	3891.159	State Surcharge	50,000	50,000	50,000
11	-	1,000	3891.259	State Manufactured Home Fee	1,000	1,000	1,000
<b>165,240</b>	<b>175,642</b>	<b>351,000</b>	<b>Total - Intergovernmental</b>		<b>501,000</b>	<b>501,000</b>	<b>501,000</b>
31,512	23,233	20,000	3611	Interest from Investments	12,000	12,000	12,000
686	715	1,000	3699	Other Miscellaneous Income	1,000	1,000	1,000
<b>32,198</b>	<b>23,948</b>	<b>21,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>1,322,442</b>	<b>1,436,761</b>	<b>1,898,890</b>	<b>Revenues Total</b>		<b>2,630,100</b>	<b>2,630,100</b>	<b>2,630,100</b>



FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 123 - Building Inspection Fund</b>							
<b>Department: 521 - Building</b>							
<b>Division: 2241 - Building Inspection</b>							
<u>Expenditures</u>							
340,481	384,891	401,090	5111	Regular Wages	496,280	496,280	496,280
-	340	40,160	5112	Part-Time Wages	-	-	-
1,160	498	-	5121	Overtime	-	-	-
97	88	110	5211	OR Workers' Benefit	120	120	120
25,394	28,843	34,310	5212	Social Security	38,640	38,640	38,640
70,492	77,381	84,400	5213	Med & Dent Ins	117,010	117,010	117,010
76,557	104,788	114,090	5214	Retirement	131,990	131,990	131,990
1,167	1,149	1,180	5215	Long Term Disability Ins	1,170	1,170	1,170
288	313	400	5216	Unemployment Insurance	460	460	460
575	590	580	5217	Life Insurance	580	580	580
<b>516,211</b>	<b>598,880</b>	<b>676,320</b>	<b>Total - Personnel Services</b>		<b>786,250</b>	<b>786,250</b>	<b>786,250</b>
-	-	5,000	5315	Computer Supplies	5,000	5,000	5,000
8,836	1,451	10,000	5319	Office Supplies	7,500	7,500	7,500
244	419	750	5323	Fuel	750	750	750
811	77	1,000	5409.140	Garage Services	1,000	1,000	1,000
-	1,020	1,500	5414	Accounting/Auditing	1,500	1,500	1,500
4,627	2,099	5,000	5419	Other Professional Serv	5,000	5,000	5,000
3,434	3,389	3,500	5421	Telephone/Data	3,500	3,500	3,500
-	-	50	5422	Postage	50	50	50
16,800	28,590	22,500	5428	IS Support	29,290	29,290	29,290
23	-	-	5432	Meals	-	-	-
835	345	1,700	5439	Travel	1,700	1,700	1,700
7,440	7,440	8,850	5448	Internal Rent	8,850	8,850	8,850
550	1,150	1,250	5461	Auto Insurance	1,250	1,250	1,250
9,650	6,820	6,710	5464	Workers' Comp	6,710	6,710	6,710
5,380	5,120	6,360	5465	General Liability Insur	6,360	6,360	6,360
786	238	1,050	5475	Vehicle Repair & Maint	1,050	1,050	1,050
-	-	5,000	5490	Refunds	5,000	5,000	5,000
625	435	1,100	5491	Dues & Subscriptions	1,100	1,100	1,100
3,716	1,145	6,000	5492	Registrations/Training	6,000	6,000	6,000
-	519	500	5498.259	St Mfg Fee	500	500	500
35,753	42,641	50,000	5498.359	State Surc	50,000	50,000	50,000
224,189	147,528	300,000	5498.459	Construction Excise Tax	450,000	450,000	450,000
-	7,814	5,000	5500	Banking Fees	15,000	15,000	15,000
307	-	650	5729	Interest for CET	650	650	650
<b>324,006</b>	<b>258,239</b>	<b>443,470</b>	<b>Total - Materials &amp; Services</b>		<b>607,760</b>	<b>607,760</b>	<b>607,760</b>
-	2,901	-	5641	Office Furniture & Equip	-	-	-
20,634	21,992	-	5642	Passenger Vehicle	-	-	-
<b>20,634</b>	<b>24,893</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Division: 9711 - Operating Transfer Out</b>							
-	-	-	5811.568	Transfer to Info Services	-	-	-
6,010	34,480	-	5881.693	Transfer to Reserve for PERS	7,770	7,770	7,770
<b>6,010</b>	<b>34,480</b>	<b>-</b>	<b>Total - Transfers Out</b>		<b>7,770</b>	<b>7,770</b>	<b>7,770</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Division: 9971 - Equity</b>							
-	-	779,100	5921	Contingency	1,228,320	1,228,320	1,228,320
-	-	<b>779,100</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>1,228,320</b>	<b>1,228,320</b>	<b>1,228,320</b>
<b>866,861</b>	<b>916,492</b>	<b>1,898,890</b>	<b>Expenditures Total</b>		<b>2,630,100</b>	<b>2,630,100</b>	<b>2,630,100</b>
<b>455,581</b>	<b>520,269</b>	<b>-</b>	<b>Fund Net</b>	<b>Total: 123 - Building Inspection Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Asset Forfeiture — 132

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

### 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 132 - Asset Forfeiture <b>Department:</b> 000 - Revenue <u>Revenues</u>						
9,680	10,080	14,680	3081 Beginning Fund Balance	15,130	15,130	15,130
9,680	10,080	14,680	<b>Total - Fund Balance</b>	15,130	15,130	15,130
373	330	320	3611 Interest from Investments	200	200	200
373	330	320	<b>Total - Miscellaneous Revenue</b>	200	200	200
-	-	-	3971.001 Transfer From General Fund	-	-	-
-	-	-	<b>Total - Transfer In</b>	-	-	-
10,053	10,410	15,000	<b>Revenues Total</b>	15,330	15,330	15,330
<b>Department:</b> 211 - Police <b>Division:</b> 2131 - Detectives <u>Expenditures</u>						
-	-	15,000	5329 Other Supplies	15,330	15,330	15,330
-	-	15,000	<b>Total - Materials &amp; Services</b>	15,330	15,330	15,330
-	-	15,000	<b>Expenditures Total</b>	15,330	15,330	15,330
10,053	10,410	-	<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.





## American Rescue Plan Fund — 136

<b>Fund/Fund Number:</b>	<b>American Rescue Plan – 136</b>
<b>Department/Department Number:</b>	<b>Administrator – 101</b>
<b>Division/Division Number:</b>	<b>City Administrator – 1211</b>
<b>Department Director:</b>	<b>Scott Derickson</b>

### Description of purpose/functions

The American Rescue Plan provides \$21.6 billion for states, territories, and local governments to provide additional relief to address the continued impact of COVID-19 (i.e., coronavirus disease 2019) on the economy, public health, state and local governments, individuals, and businesses. The estimated amount of \$5.36 million is to be paid over the course of two fiscal years to the City, beginning in FY 2020-21.

At this time, the federal government has not issued the guidance for the use of the funds, therefore the total of the fund has been placed in Contingency.

### Description of department and number of personnel

This is a new fund for FY 2021-22. There are no personnel costs associated to this fund.

## Budget Summary

FY 2018-19	FY 2019-20	FY 2020-21	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
Actual	Actual	Budget				
			<b>Street Fund</b>			
			Revenues			
-	-	-	Fund Balance	2,700,000	2,700,000	2,700,000
-	-	2,700,000	Intergovernmental	2,700,000	2,700,000	2,700,000
-	-	-	Miscellaneous Revenue	1,000	1,000	1,000
-	-	2,700,000	<b>Revenues Total</b>	5,401,000	5,401,000	5,401,000
			Expenditures			
-	-	-	Materials & Services	-	-	-
-	-	-	Capital Outlay	-	-	-
-	-	-	Transfers Out	-	-	-
-	-	2,700,000	Contingencies and Reserve	5,401,000	5,401,000	5,401,000
-	-	2,700,000	<b>Expenditures Total</b>	5,401,000	5,401,000	5,401,000
-	-	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-

## Budget Detail

FY 2018-19	FY 2019-20	FY 2020-21		FY 2021-22	FY 2021-22	FY 2021-22
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
			<b>Fund:</b> 136 - American Rescue Plan Fund			
			<b>Department:</b> 000 - Revenue			
			<u>Revenues</u>			
-	-	-	3081 Beginning Fund Balance	2,700,000	2,700,000	2,700,000
-	-	-	<b>Total - Fund Balance</b>	<b>2,700,000</b>	<b>2,700,000</b>	<b>2,700,000</b>
-	-	2,700,000	3351 Grants	2,700,000	2,700,000	2,700,000
-	-	<b>2,700,000</b>	<b>Total - Intergovernmental</b>	<b>2,700,000</b>	<b>2,700,000</b>	<b>2,700,000</b>
-	-	-	3611 Interest from Investments	1,000	1,000	1,000
-	-	-	<b>Total - Miscellaneous Revenue</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
-	-	<b>2,700,000</b>	<b>Revenue Totals</b>	<b>5,401,000</b>	<b>5,401,000</b>	<b>5,401,000</b>
			<b>Department:</b> 101 - Administrator			
			<b>Division:</b> 1211 - City Administrator			
			<u>Expenditures</u>			
-	-	-	5329 Other Supplies	-	-	-
-	-	-	5419 Other Professional Serv	-	-	-
-	-	-	<b>Total - Materials &amp; Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>
-	-	-	5639 Other Improvements	-	-	-
-	-	-	<b>Total - Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Division:</b> 9711 - Operating Transfer Out			
-	-	-	5811 Transfer to Other Funds	-	-	-
-	-	-	5811.001 Transfer to General Fund	-	-	-
-	-	-	5811.110 Transfer to Transit	-	-	-
-	-	-	5811.140 Transfer to Street	-	-	-
-	-	-	5811.470 Transfer to Water	-	-	-
-	-	-	5811.472 Transfer to Sewer	-	-	-
-	-	-	5811.568 Transfer to General Cap Const Fund	-	-	-
-	-	-	<b>Total - Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	2,700,000	5921 Contingency	5,401,000	5,401,000	5,401,000
-	-	<b>2,700,000</b>	<b>Total - Contingencies and Unappropriated</b>	<b>5,401,000</b>	<b>5,401,000</b>	<b>5,401,000</b>
-	-	<b>2,700,000</b>	<b>Expenditures Totals</b>	<b>5,401,000</b>	<b>5,401,000</b>	<b>5,401,000</b>
-	-	-	<b>Fund Net Total: 136 - American Rescue Plan Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Sources and Other Discussion

Revenue for the American Rescue Plan fund comes from the federal government (H.R. 1319 – American Rescue Plan Act of 2021).

## Housing Rehabilitation Fund — 137

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

### 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 164 for allocation details.

### Description of FY 2020-21 accomplishments

- Administered the program by closing out old loans

### Description of FY 2021-22 proposed focus/goals

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

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Housing Rehab Fund</b>						
Revenues						
234,565	289,422	411,570	Fund Balance	25,250	25,250	25,250
8,598	8,444	8,000	Miscellaneous Revenue	1,000	1,000	1,000
48,942	50,099	15,000	Other Financing Sources	15,000	15,000	15,000
<u>292,105</u>	<u>347,965</u>	<u>434,570</u>	<b>Revenues Total</b>	<u>41,250</u>	<u>41,250</u>	<u>41,250</u>
Expenditures						
2,468	2,590	2,720	Personnel Services	2,750	2,750	2,750
215	13	431,850	Materials & Services	38,500	38,500	38,500
-	-	-	Contingencies and Reserve	-	-	-
<u>2,683</u>	<u>2,603</u>	<u>434,570</u>	<b>Expenditures Total</b>	<u>41,250</u>	<u>41,250</u>	<u>41,250</u>
<u>289,422</u>	<u>345,361</u>	<u>-</u>	<b>Revenue Over (Under) Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>

## Revenue Sources and Other Discussion

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

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 137 - Housing Rehab Fund</b>							
<b>Department: 000 - Revenue</b>							
<b>Revenues</b>							
234,565	289,422	411,570	3081	Beginning Fund Balance	25,250	25,250	25,250
234,565	289,422	411,570	<b>Total - Fund Balance</b>		25,250	25,250	25,250
8,598	8,444	8,000	3611	Interest from Investments	1,000	1,000	1,000
8,598	8,444	8,000	<b>Total - Miscellaneous Revenue</b>		1,000	1,000	1,000
-	-	-	3824	Loan Payback 2000	-	-	-
-	-	15,000	3824.009	Loan Payback 2009	-	-	-
25,361	9,589	-	3824.010	Loan Payback 2010	15,000	15,000	15,000
10,614	23,010	-	3824.087	Loan Payback 1987	-	-	-
-	17,500	-	3824.096	Loan Payback 1996	-	-	-
12,967	-	-	3824.099	Loan Payback 1999	-	-	-
48,942	50,099	15,000	<b>Total - Other Financing Sources</b>		15,000	15,000	15,000
292,105	347,965	434,570	<b>Revenues Total</b>		41,250	41,250	41,250
<b>Department: 531 - Housing Rehabilitation</b>							
<b>Division: 5911 - Housing</b>							
<b>Expenditures</b>							
1,629	1,661	1,770	5111	Regular Wages	1,800	1,800	1,800
-	-	-	5112	Part-Time Wages	-	-	-
0	0	-	5211	OR Workers' Benefit	-	-	-
105	109	110	5212	Social Security	120	120	120
157	163	170	5213	Med & Dent Ins	170	170	170
568	648	670	5214	Retirement	-	-	-
5	4	-	5215	Long Term Disability Ins	350	350	350
2	1	-	5216	Unemployment Insurance	110	110	110
2	2	-	5217	Life Insurance	200	200	200
2,468	2,590	2,720	<b>Total - Personnel Services</b>		2,750	2,750	2,750
215	8	429,850	5419	Other Professional Services	36,500	36,500	36,500
-	5	2,000	5498	Permits/Fees	2,000	2,000	2,000
215	13	431,850	<b>Total - Materials &amp; Services</b>		38,500	38,500	38,500
<b>Department: 901 - Ending Fund Balance</b>							
<b>Division: 9971 - Equity</b>							
-	-	-	5921	Contingency	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>		-	-	-
2,683	2,603	434,570	<b>Expenditures Total</b>		41,250	41,250	41,250
289,422	345,361	-	<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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 360 - Special Assessment Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
17,983	18,821	29,400	3081 Beginning Fund Balance	37,100	37,100	37,100
17,983	18,821	29,400	<b>Total - Fund Balance</b>	37,100	37,100	37,100
469	569	300	3611 Interest from Investments	300	300	300
46	7,002	750	3614 Special Assessment-Interest	2,000	2,000	2,000
323	3,587	1,200	3681 Special Assessment Principal	5,700	5,700	5,700
-		400	3681.004 LID Boones Ferry	400	400	400
-		1,000	3681.011 LID Ironwood	1,000	1,000	1,000
838	11,158	3,650	<b>Total - Miscellaneous Revenue</b>	9,400	9,400	9,400
-	-	-	3971.001 Transfer From General Fund	-	-	-
-	-	-	<b>Total - Transfer In</b>	-	-	-
18,821	29,979	33,050	<b>Revenues Total</b>	46,500	46,500	46,500
<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						
-	-	33,050	5921 Contingency	46,500	46,500	46,500
-	-	33,050	<b>Total - Contingencies and Unappropriated Balances</b>	46,500	46,500	46,500
-	-	33,050	<b>Expenditures Total</b>	46,500	46,500	46,500
18,821	29,979	-	<b>Fund Net Total: 360 - Special Assessment Fund</b>	-	-	-

## Parks SDC Fund – 364

**Fund/Fund Number:**

**Parks SDC Fund - 364**

**Department/Department Number:**

**Parks Administration – 491**

**Department Director:**

**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 are associated with this fund.

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

- No projects were planned

### **Description of FY 2021-22 proposed projects**

- Update the Parks & Recreation Master Plan

### **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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 364 - Parks SDC Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
307,350	558,900	593,050	3081	Beginning Fund Balance	1,005,050	1,005,050	1,005,050
307,350	558,900	593,050	<b>Total - Fund Balance</b>		1,005,050	1,005,050	1,005,050
239,391	185,033	400,000	3458.501	Park's SDC's	1,100,000	1,100,000	1,100,000
239,391	185,033	400,000	<b>Total - Charges for Goods and Services</b>		1,100,000	1,100,000	1,100,000
12,159	12,377	12,000	3611	Interest from Investments	10,000	10,000	10,000
-	-	-	3699	Other Miscellaneous Income	-	-	-
12,159	12,377	12,000	<b>Total - Miscellaneous Revenue</b>		10,000	10,000	10,000
558,900	756,310	1,005,050	<b>Revenues Total</b>		2,115,050	2,115,050	2,115,050
<b>Department: 491 - Parks Administration</b> <b>Division: 9511 - Design Engineering</b> <u>Expenditures</u>							
-	-	-	5419	Other Professional Services	-	-	-
-	-	-	<b>Total - Materials &amp; Services</b>		-	-	-
<b>Department: 491 - Parks Administration</b> <b>Division: 9711 - Operating Transfers Out</b>							
-	-	-	5811.358	Transfer to General Cap Const Fund	100,000	100,000	100,000
-	-	-	<b>Total - Transfers Out</b>		100,000	100,000	100,000
<b>Department: 901 - Ending Fund Balance</b> <b>Division: 9971 - Equity</b>							
-	-	1,005,050	5981.005	Reserve for Future Years	2,015,050	2,015,050	2,015,050
-	-	1,005,050	<b>Total - Contingencies and Unappropriated Balances</b>		2,015,050	2,015,050	2,015,050
-	-	1,005,050	<b>Expenditures Total</b>		2,115,050	2,115,050	2,115,050
558,900	756,310	-	<b>Fund Net</b>	<b>Total: 364 - Parks SDC Fund</b>	-	-	-

## Transportation 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**

Transportation 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 2020-21 projects**

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

### **Description of FY 2021-22 proposed projects**

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

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 376 - Transportation SDC Fund							
<b>Department:</b> 000 - Revenue							
<u>Revenues</u>							
1,684,246	2,429,273	3,405,450	3081	Beginning Fund Balance	4,605,320	4,605,320	4,605,320
1,684,246	2,429,273	3,405,450	<b>Total - Fund Balance</b>		4,605,320	4,605,320	4,605,320
658,078	504,313	400,000	3458.101	Transportation SDC Fees	1,000,000	1,000,000	1,000,000
658,078	504,313	400,000	<b>Total - Charges for Goods and Services</b>		1,000,000	1,000,000	1,000,000
86,949	81,224	85,000	3611	Interest from Investments	40,000	40,000	40,000
86,949	81,224	85,000	<b>Total - Miscellaneous Revenue</b>		40,000	40,000	40,000
-	-	-	3971.360	Transfer From Special Assessment Fund	-	-	-
-	-	-	3972	Interfund Loan Transfer	-	-	-
-	-	-	<b>Total - Transfers In</b>		-	-	-
2,429,273	3,014,811	3,890,450	<b>Revenues Total</b>		5,645,320	5,645,320	5,645,320
<b>Department:</b> 631 - Maintenance							
<b>Division:</b> 9531 - Construction							
<u>Expenditures</u>							
-	-	-	5631	Streets/Alleys/Sidewalks	-	-	-
-	-	-	<b>Total - Capital Outlay</b>		-	-	-
<b>Department:</b> 631 - Maintenance							
<b>Division:</b> 9511 - Design Engineering							
-	-	50,000	5419	Other Professional Serv	50,000	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							
-	500,000	1,000,000	5811.363	Transfer to Street/Storm Cap Const Fund	1,000,000	1,000,000	1,000,000
-	500,000	1,000,000	<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							
-	-	2,840,450	5981.005	Reserve for Future Years	4,595,320	4,595,320	4,595,320
-	-	2,840,450	<b>Total - Contingencies and Unappropriated Balances</b>		4,595,320	4,595,320	4,595,320
-	500,000	3,890,450	Expenditures Total		5,645,320	5,645,320	5,645,320
2,429,273	2,514,811	-	Fund Net	Total: 376 - Transportation 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 171. The fund name was changed from Street SDC to Transportation SDC in FY 2021-22.

## 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 are associated with this fund.

### Description of FY 2020-21 projects

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

### Description of FY 2021-22 proposed projects

- Contribute to the cost of storm water capacity improvements for:
  - Storm Drainage Master Plan Updates & SDC Rate Study \$150,000

### Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 377 - Storm SDC Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
629,743	664,263	704,130	3081 Beginning Fund Balance	814,730	814,730	814,730
629,743	664,263	704,130	<b>Total - Fund Balance</b>	814,730	814,730	814,730
17,993	29,686	25,000	3458.201 Storm SDC's	30,000	30,000	30,000
17,993	29,686	25,000	<b>Total - Charges for Goods and Services</b>	30,000	30,000	30,000
16,527	15,006	15,000	3611 Interest from Investments	8,000	8,000	8,000
16,527	15,006	15,000	<b>Total - Miscellaneous Revenue</b>	8,000	8,000	8,000
664,263	708,955	744,130	<b>Revenues Total</b>	852,730	852,730	852,730
<b>Department: 631 - Maintenance</b>						
<b>Division: 9711 - Operating Transfer Out</b>						
<u>Expenditures</u>						
-	-	140,000	5811.363 Transfer to Street/Storm Cap Const Fd	150,000	150,000	150,000
-	-	140,000	<b>Total - Transfers Out</b>	150,000	150,000	150,000
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
-	-	604,130	5981.005 Reserve for Future Years	702,730	702,730	702,730
-	-	604,130	<b>Total - Contingencies and Unappropriated Balances</b>	702,730	702,730	702,730
-	-	744,130	<b>Expenditures Total</b>	852,730	852,730	852,730
664,263	708,955	-	<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 171.

## 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 are associated with this fund.

**Description of FY 2020-21 projects**

- No projects were completed

**Description of FY 2021-22 proposed projects**

- Contribute to the cost of water capacity improvements for:
  - Parr Road Treatment Plant – New Well and raw water piping (CDWA1546) \$1,250,000
  - I-5 Waterline Crossing \$600,000
  - Water Master Plan Completion \$25,000

### Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 474 Water SDC Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
1,412,217	1,628,381	1,841,430	3081 Beginning Fund Balance	2,526,560	2,526,560	2,526,560
1,412,217	1,628,381	1,841,430	<b>Total - Fund Balance</b>	2,526,560	2,526,560	2,526,560
176,719	296,217	200,000	3458.301 Water SDC's	600,000	600,000	600,000
176,719	296,217	200,000	<b>Total - Charges for Goods and Services</b>	600,000	600,000	600,000
39,445	38,172	40,000	3611 Interest from Investments	20,000	20,000	20,000
39,445	38,172	40,000	<b>Total - Miscellaneous Revenue</b>	20,000	20,000	20,000
-	-	-	3971.364 Transfer from Parks SDC	-	-	-
-	-	-	<b>Total - Transfers In</b>	-	-	-
1,628,381	1,962,770	2,081,430	<b>Revenue Totals</b>	3,146,560	3,146,560	3,146,560
<b>Department:</b> 611 - Water						
<b>Division:</b> 9531 - Construction						
<u>Expenditures</u>						
-	-	-	5419 Other Professional Serv	-	-	-
-	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
-	-	800,000	5811.466 Transfer to Water Cap Const	1,875,000	1,875,000	1,875,000
-	-	800,000	<b>Total - Transfers Out</b>	1,875,000	1,875,000	1,875,000
-	-	1,281,430	5981.005 Reserve for Future Years	1,271,560	1,271,560	1,271,560
-	-	1,281,430	<b>Total - Contingencies and Unappropriated Balances</b>	1,271,560	1,271,560	1,271,560
-	-	2,081,430	<b>Expenditure Totals</b>	3,146,560	3,146,560	3,146,560
1,628,381	1,962,770	-	<b>Fund Net 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 are associated with this fund.

### Description of FY 2020-21 projects

- No projects were completed

### Description of FY 2021-22 proposed projects

- Contribute to the cost of sanitary sewer capacity improvements for:
  - I-5 Pump Station (CDSW1547) \$3,615,510
  - North Sanitary Sewer Trunk Line \$100,000

## Revenue Sources and Other Discussion

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

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 475 Sewer SDC Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
1,459,554	1,700,427	1,849,430	3081 Beginning Fund Balance	2,695,510	2,695,510	2,695,510
1,459,554	1,700,427	1,849,430	<b>Total - Fund Balance</b>	2,695,510	2,695,510	2,695,510
199,446	129,584	200,000	3458.401 Sewer SDC's	1,000,000	1,000,000	1,000,000
199,446	129,584	200,000	<b>Total - Charges for Goods and Services</b>	1,000,000	1,000,000	1,000,000
41,427	38,903	40,000	3611 Interest from Investments	20,000	20,000	20,000
41,427	38,903	40,000	<b>Total - Miscellaneous Revenue</b>	20,000	20,000	20,000
1,700,427	1,868,914	2,089,430	<b>Revenue Totals</b>	3,715,510	3,715,510	3,715,510
<b>Department: 621 - Sewer</b>						
<b>Division: 9531 - Construction</b>						
<u>Expenditures</u>						
-	-	-	5635 Sewer	-	-	-
-	-	-	<b>Total - Capital Outlay</b>	-	-	-
-	-	2,089,430	5811.465 Transfer to Sewer Cap Const	3,715,510	3,715,510	3,715,510
-	-	2,089,430	<b>Total - Transfers Out</b>	3,715,510	3,715,510	3,715,510
-	-	-	5981.005 Reserve for Future Years	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>	-	-	-
-	-	2,089,430	<b>Expenditure Totals</b>	3,715,510	3,715,510	3,715,510
1,700,427	1,868,914	-	<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 six full-time employees.

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

- Continued to provide IT services for City personnel working remotely due to COVID-19
- Migrated to Sophos Intercept X for better anti-virus software and additional security
- Upgraded the phone system to add features such as taking desk phones home and using them just as you would in the office, Cisco contact center for call queues and statistics, additional conference phone, etc., for better comply with COVID-19 restrictions
- Started process of migrating from traditional Microsoft Office licenses to Office 365 licenses
- Helped Public Works with their risk and resilience assessment
- Installed new core switch at City Hall, increasing network connection speeds to servers to 10 GB and adding additional capacity

### **Description of FY 2021-22 proposed focus/goals**

- Add a managed SIEM (Security Information and Event Management) service as an additional security layer and better overall compliance
- Continue to investigate options for security improvements to our operation
- Update and add additional IT policies
- Work with the Water and Wastewater departments on upgrading their aging SCADA system
- Work with all departments to help provide creating solutions to problems or challenges they are facing



## Performance Measures

Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY2021-22 Goal
<b>Total completed IT help desk tickets</b>	700	641	640	670
<b>Replace and/or upgrade computers</b>	52	35	60	35
<b>Major Software Applications supported</b>	32	34	35	35
<b>Computer systems supported</b>	615	627	650	650
<b>Hours worked supporting other agencies</b>	340	206	300	330

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Information Technology Fund</b>						
Revenues						
364,423	451,223	403,300	Fund Balance	385,500	385,500	385,500
141,511	158,616	149,400	Charges for Goods and Services	167,500	167,500	167,500
967,931	981,773	1,045,160	Miscellaneous Revenue	1,067,250	1,067,250	1,067,250
-	-	-	Transfers In	-	-	-
<b>1,473,865</b>	<b>1,591,612</b>	<b>1,597,860</b>	<b>Revenues Total</b>	<b>1,620,250</b>	<b>1,620,250</b>	<b>1,620,250</b>
Expenditures						
382,788	447,657	535,790	Personnel Services	559,080	559,080	559,080
584,755	553,638	586,210	Materials & Services	624,710	624,710	624,710
50,909	62,939	210,000	Capital Outlay	60,000	60,000	60,000
4,190	25,840	-	Transfers Out	5,590	5,590	5,590
-	-	265,860	Contingencies and Reserve	370,870	370,870	370,870
<b>1,022,642</b>	<b>1,090,073</b>	<b>1,597,860</b>	<b>Expenditures Total</b>	<b>1,620,250</b>	<b>1,620,250</b>	<b>1,620,250</b>
<b>451,223</b>	<b>501,539</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>6.0</b>	<b>6.0</b>	<b>6.0</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

**Charges for Goods and Services** include governmental support revenue for network maintenance and support provided to area agencies. At \$167,500, this revenue source provides 10.3 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 \$1,067,250. This is budgeted based on an average cost per computer in service within the department.

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

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

## Budget Detail

FY 2018-19	FY 2019-20	FY 2020-21	Account Description		FY 2021-22	FY 2021-22	FY 2021-22
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 568 - Information Technology Fund</b>							
<b>Department: 000 - Revenue</b>							
<b>Revenues</b>							
364,423	451,223	403,300	3081	Beginning Fund Balance	385,500	385,500	385,500
<b>364,423</b>	<b>451,223</b>	<b>403,300</b>	<b>Total - Fund Balance</b>		<b>385,500</b>	<b>385,500</b>	<b>385,500</b>
-	-	-	3421.002	Reimbursements Hubbard FD	1,000	1,000	1,000
829	4,631	3,500	3421.003	Reimbursements Mt Angel	4,000	4,000	4,000
1,890	8,456	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
-	-	-	3421.006	Reimburse Monitor FD	1,000	1,000	1,000
218	956	1,000	3421.007	Reimburse Mt. Angel FD	1,500	1,500	1,500
49,733	51,774	50,400	3421.008	Reimbursement METCOM (Norcom)	52,200	52,200	52,200
1,343	4,050	1,500	3421.009	Reimbursement Gervais	1,500	1,500	1,500
1,271	5,059	3,000	3421.01	Reimbursement Woodburn Fire Dist	3,000	3,000	3,000
2,400	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
14,506	12,600	12,600	3422.002	Rec Mgmt (RMS) Hubbard	13,100	13,100	13,100
14,736	13,100	13,100	3422.003	Rec Mgmt (RMS) Mt. Angel	13,400	13,400	13,400
35,900	36,600	36,600	3422.003	Rec Mgmt (RMS) Silverton	39,300	39,300	39,300
1,047	259	-	3422.007	Rec Mgmt (RMS) Mt. Angel FD	1,100	1,100	1,100
2,200	1,725	2,300	3422.010	Rec Mgmt (RMS) Woodburn Fire District	2,000	2,000	2,000
10,167	12,134	8,600	3422.011	Rec Mgmt (RMS) Stayton PD	12,800	12,800	12,800
2,200	4,067	2,300	3422.012	Rec Mgmt (RMS) Turner PD	3,400	3,400	3,400
3,071	805	-	3422.012	Rec Mgmt (RMS) Aumsville PD	3,700	3,700	3,700
<b>141,511</b>	<b>158,616</b>	<b>149,400</b>	<b>Total - Charges for Goods and Services</b>		<b>167,500</b>	<b>167,500</b>	<b>167,500</b>
7,031	6,943	8,200	3611	Interest from Investments	5,600	5,600	5,600
751,200	750,270	801,110	3652.001	IS Revenue - General Fund	818,620	818,620	818,620
24,500	24,600	24,600	3652.11	IS Revenue - Transit	25,200	25,200	25,200
16,800	28,590	28,590	3652.123	IS Revenue - Building Inspection	29,290	29,290	29,290
25,200	21,620	21,620	3652.14	IS Revenue - Street	21,630	21,630	21,630
50,500	51,250	55,560	3652.47	IS Revenue - Water	56,910	56,910	56,910
88,500	89,590	90,000	3652.472	IS Revenue - Sewer	96,390	96,390	96,390
4,200	8,910	8,910	3652.720	IS Revenue - Urban Renewal	8,610	8,610	8,610
-	-	6,570	3699	Other Miscellaneous Income	5,000	5,000	5,000
<b>967,931</b>	<b>981,773</b>	<b>1,045,160</b>	<b>Total - Miscellaneous Revenue</b>		<b>1,067,250</b>	<b>1,067,250</b>	<b>1,067,250</b>
<b>1,473,865</b>	<b>1,591,612</b>	<b>1,597,860</b>	<b>Revenue Totals</b>		<b>1,620,250</b>	<b>1,620,250</b>	<b>1,620,250</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 568 - Information Technology Fund <b>Department:</b> 152 - IT <b>Division:</b> 1921 - Information Technology <u>Expenditures</u>							
246,915	280,574	333,110	5111	Regular Wages	350,930	350,930	350,930
16,204	18,814	20,800	5112	Part-Time Wages	-	-	-
525	840	-	5121	Overtime	-	-	-
90	87	90	5211	OR Workers' Benefit	90	90	90
19,889	22,782	27,500	5212	Social Security	27,260	27,260	27,260
41,177	45,260	65,990	5213	Med & Dent Ins	91,860	91,860	91,860
56,499	77,748	86,490	5214	Retirement	87,270	87,270	87,270
853	856	990	5215	Long Term Disability Ins	880	880	880
213	255	340	5216	Unemployment Insurance	340	340	340
423	440	480	5217	Life Insurance	450	450	450
<b>382,788</b>	<b>447,657</b>	<b>535,790</b>	<b>Total - Personnel Services</b>		<b>559,080</b>	<b>559,080</b>	<b>559,080</b>
42,525	43,413	42,000	5315	Computer Supplies	42,000	42,000	42,000
943	1,210	1,000	5319	Office Supplies	1,000	1,000	1,000
568	507	700	5323	Fuel	700	700	700
1,412	104	1,000	5409.140	Garage Services	1,000	1,000	1,000
-	340	500	5414	Accounting/Auditing	500	500	500
60,964	69,580	68,700	5415	Computer	71,380	71,380	71,380
33,482	29,678	27,000	5419	Other Professional Serv	33,000	33,000	33,000
6,439	5,074	8,000	5421	Telephone/Data	8,000	8,000	8,000
332	48	300	5422	Postage	200	200	200
11,096	11,400	12,500	5423	Internet	13,000	13,000	13,000
101	-	-	5432	Meals	-	-	-
682	444	650	5433	Mileage	500	500	500
1,308	668	-	5439	Travel	-	-	-
344,210	318,617	344,660	5446	Software Licenses	380,000	380,000	380,000
15,870	15,870	17,300	5448	Internal Rent	16,030	16,030	16,030
25,807	27,622	28,000	5449	Other Leases	25,000	25,000	25,000
480	560	510	5461	Auto Insurance	510	510	510
4,900	5,100	4,950	5464	Workers' Comp	4,950	4,950	4,950
7,140	7,280	7,940	5465	General Liability Insur	7,940	7,940	7,940
18,196	7,654	7,500	5471	Equipment Repair & Maint	6,000	6,000	6,000
100	100	-	5491	Dues & Subscriptions	-	-	-
8,200	8,367	13,000	5492	Registrations/Training	13,000	13,000	13,000
<b>584,755</b>	<b>553,638</b>	<b>586,210</b>	<b>Total - Materials &amp; Services</b>		<b>624,710</b>	<b>624,710</b>	<b>624,710</b>
-	2,901	-	5641	Office Furniture & Equip	-	-	-
50,909	60,038	210,000	5645.101	Network	60,000	60,000	60,000
<b>50,909</b>	<b>62,939</b>	<b>210,000</b>	<b>Total - Capital Outlay</b>		<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
4,190	25,840	-	5811.693	Transfer to Reserve for PERS	5,590	5,590	5,590
<b>4,190</b>	<b>25,840</b>	<b>-</b>	<b>Total - Transfers</b>		<b>5,590</b>	<b>5,590</b>	<b>5,590</b>
-	-	215,860	5921	Contingency	260,870	260,870	260,870
-	-	50,000	5981.004	Reserve for Equipment	110,000	110,000	110,000
-	-	<b>265,860</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>370,870</b>	<b>370,870</b>	<b>370,870</b>
<b>1,022,642</b>	<b>1,090,073</b>	<b>1,597,860</b>	<b>Expenditure Totals</b>		<b>1,620,250</b>	<b>1,620,250</b>	<b>1,620,250</b>
<b>451,223</b>	<b>501,539</b>	<b>-</b>	<b>Fund Net</b>	<b>Total: 568 - Information Technology Fund</b>	<b>-</b>	<b>-</b>	<b>-</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 includes 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 2020-21 accomplishments**

- Worked with HR and Safety Committee on OSHA Temp. Rule for COVID-19
- Received grant funds from SAIF for reimbursement of COVID-19 expenses

**Description of FY 2021-22 proposed focus/goals**

- 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected	FY 2021-22 Goal
Increase number of safety meetings	8	8	10	12

### Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Insurance Fund</b>						
Revenues						
423,293	600,430	627,230	Fund Balance	587,960	587,960	587,960
870,965	764,945	736,490	Miscellaneous Revenue	736,490	736,490	736,490
<b>1,294,258</b>	<b>1,365,375</b>	<b>1,363,720</b>	<b>Revenues Total</b>	<b>1,324,450</b>	<b>1,324,450</b>	<b>1,324,450</b>
Expenditures						
49,340	69,154	71,610	Personnel Services	70,070	70,070	70,070
644,488	650,643	776,150	Materials & Services	776,150	776,150	776,150
-	-	-	Transfers Out	700	700	700
-	-	515,960	Contingencies and Reserve	477,530	477,530	477,530
<b>693,828</b>	<b>719,797</b>	<b>1,363,720</b>	<b>Expenditures Total</b>	<b>1,324,450</b>	<b>1,324,450</b>	<b>1,324,450</b>
<b>600,430</b>	<b>645,578</b>	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
0.5	0.5	0.5	Full-Time Equivalent (FTE)	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 164 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 581 - Insurance Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
423,293	600,430	627,230	3081	Beginning Fund Balance	587,960	587,960	587,960
<b>423,293</b>	<b>600,430</b>	<b>627,230</b>	<b>Total - Fund Balance</b>		<b>587,960</b>	<b>587,960</b>	<b>587,960</b>
9,437	7,658	6,000	3611	Interest from Investments	6,000	6,000	6,000
395,000	400,000	426,000	3658.101	General Liability	426,000	426,000	426,000
460,000	355,000	300,000	3658.104	Workers Comp	300,000	300,000	300,000
6,528	2,288	4,490	3699	Other Miscellaneous Income	4,490	4,490	4,490
<b>870,965</b>	<b>764,945</b>	<b>736,490</b>	<b>Total - Miscellaneous Revenue</b>		<b>736,490</b>	<b>736,490</b>	<b>736,490</b>
<b>1,294,258</b>	<b>1,365,375</b>	<b>1,363,720</b>	<b>Revenue Totals</b>		<b>1,324,450</b>	<b>1,324,450</b>	<b>1,324,450</b>
<b>Fund: 581 - Insurance Fund</b> <b>Department: 131 - City Recorder</b> <b>Division: 1581 - Risk Management</b> <b>Expenditures</b>							
35,844	48,540	49,390	5111	Regular Wages	49,300	49,300	49,300
22	65		5121	Overtime	-	-	-
10	11	10	5211	OR Workers' Benefit	10	10	10
2,727	3,750	3,960	5212	Social Security	3,950	3,950	3,950
1,526	2,876	3,850	5213	Med & Dent Ins	3,020	3,020	3,020
9,003	13,658	14,130	5214	Retirement	13,540	13,540	13,540
120	142	160	5215	Long Term Disability Ins	140	140	140
28	38	40	5216	Unemployment Insurance	40	40	40
60	73	70	5217	Life Insurance	70	70	70
<b>49,340</b>	<b>69,154</b>	<b>71,610</b>	<b>Total - Personnel Services</b>		<b>70,070</b>	<b>70,070</b>	<b>70,070</b>
-	-	-	5315	Computer Supplies	-	-	-
-	340	500	5414	Accounting/Auditing	500	500	500
-	1,485	100	5419	Other Professional Serv	100	100	100
-	34	100	5432	Meals	100	100	100
43	95	250	5433	Mileage	250	250	250
-	273	300	5439	Travel	300	300	300
61,855	71,015	80,000	5461	Auto Insurance	80,000	80,000	80,000
95,853	103,900	115,000	5463	Property/Earthquake Insurance	115,000	115,000	115,000
267,172	240,947	300,000	5464	Workers' Comp	300,000	300,000	300,000
190,501	204,084	231,000	5465	General Liability Insur	231,000	231,000	231,000
970	-	10,000	5468	Deductible	10,000	10,000	10,000
26,985	27,956	36,900	5469	Other Insurance Costs	36,900	36,900	36,900
100	189	100	5491	Dues & Subscriptions	100	100	100
1,009	325	1,900	5492	Registrations/Training	1,900	1,900	1,900
<b>644,488</b>	<b>650,643</b>	<b>776,150</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	700	700	700
-	<b>3,690</b>	-	<b>Total - Transfers Out</b>		<b>700</b>	<b>700</b>	<b>700</b>
-	-	515,960	5921	Contingency	477,530	477,530	477,530
-	-	<b>515,960</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>477,530</b>	<b>477,530</b>	<b>477,530</b>
<b>693,828</b>	<b>723,487</b>	<b>1,363,720</b>	<b>Expenditures Total</b>		<b>1,324,450</b>	<b>1,324,450</b>	<b>1,324,450</b>
<b>600,430</b>	<b>641,888</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 2020-21 accomplishments

- No purchases planned

### Description of FY 2021-22 proposed focus/goals

- No purchases planned

## Budget Summary

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Equipment Replacement Fund</b>						
Revenues						
675,062	773,006	717,660	Fund Balance	872,510	872,510	872,510
-	-	-	Intergovernmental	-	-	-
18,922	17,191	13,000	Miscellaneous Revenue	8,000	8,000	8,000
120,000	150,000	150,000	Transfers In	150,000	150,000	150,000
<b>813,984</b>	<b>940,197</b>	<b>880,660</b>	<b>Revenues Total</b>	<b>1,030,510</b>	<b>1,030,510</b>	<b>1,030,510</b>
Expenditures						
40,978	255,694	880,660	Capital Outlay	1,030,510	1,030,510	1,030,510
<b>40,978</b>	<b>255,694</b>	<b>880,660</b>	<b>Expenditures Total</b>	<b>1,030,510</b>	<b>1,030,510</b>	<b>1,030,510</b>
<b>773,006</b>	<b>684,503</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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 591 - Equipment Replacement Fd</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
675,062	773,006	717,660	3081	Beginning Fund Balance	872,510	872,510	872,510
<b>675,062</b>	<b>773,006</b>	<b>717,660</b>	<b>Total - Fund Balance</b>		<b>872,510</b>	<b>872,510</b>	<b>872,510</b>
-	-	-	3332	Federal Grant	-	-	-
-	-	-	<b>Total - Intergovernmental</b>		-	-	-
18,922	17,191	13,000	3611	Interest from Investments	8,000	8,000	8,000
<b>18,922</b>	<b>17,191</b>	<b>13,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
50,000	50,000	50,000	3971.14	Transfer from Street	50,000	50,000	50,000
20,000	50,000	50,000	3971.47	Transfer From Water	50,000	50,000	50,000
50,000	50,000	50,000	3971.472	Transfer From Sewer	50,000	50,000	50,000
<b>120,000</b>	<b>150,000</b>	<b>150,000</b>	<b>Total - Transfers in</b>		<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>813,984</b>	<b>940,197</b>	<b>880,660</b>	<b>Department Total: 000 - Revenue</b>		<b>1,030,510</b>	<b>1,030,510</b>	<b>1,030,510</b>
<b>Department: 611 - Water</b>							
<b>Division: 9211 - Equipment Purchases</b>							
<u>Expenditures</u>							
-	-	385,180	5649	Other Equipment	461,640	461,640	461,640
-	-	<b>385,180</b>	<b>Total - Capital Outlay</b>		<b>461,640</b>	<b>461,640</b>	<b>461,640</b>
-	-	<b>385,180</b>	<b>Department Total: 611 Water</b>		<b>461,640</b>	<b>461,640</b>	<b>461,640</b>
<b>Department: 621 - Sewer</b>							
<b>Division: 9211 - Equipment Purchases</b>							
-	127,847	295,290	5649	Other Equipment	324,430	324,430	324,430
-	<b>127,847</b>	<b>295,290</b>	<b>Total - Capital Outlay</b>		<b>324,430</b>	<b>324,430</b>	<b>324,430</b>
-	<b>127,847</b>	<b>295,290</b>	<b>Department Total: 621 - Sewer</b>		<b>324,430</b>	<b>324,430</b>	<b>324,430</b>
<b>Department: 631 - Maintenance</b>							
<b>Division: 9211 - Equipment Purchases</b>							
-	127,847	162,800	5649	Other Equipment	192,400	192,400	192,400
-	<b>127,847</b>	<b>162,800</b>	<b>Total - Capital Outlay</b>		<b>192,400</b>	<b>192,400</b>	<b>192,400</b>
-	<b>127,847</b>	<b>162,800</b>	<b>Department Total: 631 - Maintenance</b>		<b>192,400</b>	<b>192,400</b>	<b>192,400</b>
<b>Department: 671 - Transit</b>							
<b>Division: 9211 - Equipment Purchases</b>							
40,978	-	3,790	5649	Other Equipment	4,840	4,840	4,840
<b>40,978</b>	-	<b>3,790</b>	<b>Total - Capital Outlay</b>		<b>4,840</b>	<b>4,840</b>	<b>4,840</b>
<b>40,978</b>	-	<b>3,790</b>	<b>Department Total: 671 - Transit</b>		<b>4,840</b>	<b>4,840</b>	<b>4,840</b>
<b>Department: 691 - Engineering</b>							
<b>Division: 9211 - Equipment Purchases</b>							
-	-	33,600	5649	Other Equipment	47,200	47,200	47,200
-	-	<b>33,600</b>	<b>Total - Capital Outlay</b>		<b>47,200</b>	<b>47,200</b>	<b>47,200</b>
-	-	<b>33,600</b>	<b>Department Total: 691 - Engineering</b>		<b>47,200</b>	<b>47,200</b>	<b>47,200</b>
<b>40,978</b>	<b>255,694</b>	<b>880,660</b>	<b>Expendures Total</b>		<b>1,030,510</b>	<b>1,030,510</b>	<b>1,030,510</b>
<b>773,006</b>	<b>684,503</b>	-	<b>Fund Net</b>	<b>Total: 591 - Equipment Replacement Fund</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 included 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. The FY 2021-22 budget includes the citywide transfer of 1.0 percent of personnel costs of \$183,120.

<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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Fund:</b> 693 - Reserve for PERS Fund				
			<b>Department:</b> 000 - Revenue				
			<u>Revenues</u>				
-	1,678,280	-	3081	Beginning Fund Balance	-	-	-
-	<b>1,678,280</b>	-	<b>Total - Fund Balance</b>		-	-	-
1,598,090	752,290	-	3971.001	Transfer from General Fund	108,000	108,000	108,000
4,140	6,510	-	3971.110	Transfer from Transit	6,800	6,800	6,800
6,010	34,480	-	3971.123	Transfer from Building	7,770	7,770	7,770
9,900	56,750	-	3971.140	Transfer from Street	10,820	10,820	10,820
14,500	83,850	-	3971.470	Transfer from Water	16,770	16,770	16,770
21,970	150,599	-	3971.472	Transfer from Sewer	24,580	24,580	24,580
4,190	25,840	-	3971.568	Transfer from Information Technology	5,590	5,590	5,590
-	3,690	-	3971.581	Transfer from Insurance	700	700	700
-	12,290	-	3971.720	Transfer from Urban Renewal	2,090	2,090	2,090
1,658,800	1,126,299	-	<b>Total - Transfers In</b>		183,120	183,120	183,120
19,480	19,464	-	3611	Interest from Investments	-	-	-
<b>19,480</b>	<b>19,464</b>	-	<b>Total - Miscellaneous Revenue</b>		-	-	-
<b>1,678,280</b>	<b>2,824,043</b>	-	<b>Revenue Totals</b>		<b>183,120</b>	<b>183,120</b>	<b>183,120</b>
			<b>Department:</b> 199 - Non-Departmental				
			<b>Division:</b> 1219 - Other Administration				
			<u>Expenditures</u>				
-	2,824,043	-	5417	HR/Other Employee Expenses	-	-	-
-	<b>2,824,043</b>	-	<b>Total - Materials &amp; Services</b>		-	-	-
-	<b>2,824,043</b>	-	<b>Expenditures Totals</b>		-	-	-
<b>1,678,280</b>	<b>(0)</b>	-	<b>Fund Net</b>	<b>Total: 693 - Reserve for PERS Fund</b>	<b>183,120</b>	<b>183,120</b>	<b>183,120</b>

## Revenue Sources and Other Discussion

The FY 2021-22 budget includes a citywide transfer of 1.0 percent of personnel costs.



## 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>Martin Pilcher</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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund:</b> 695 - Lavelle Black Trust Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
39,402	36,889	38,010	3081 Beginning Fund Balance	35,520	35,520	35,520
<b>39,402</b>	<b>36,889</b>	<b>38,010</b>	<b>Total - Fund Balance</b>	<b>35,520</b>	<b>35,520</b>	<b>35,520</b>
978	816	1,000	3611 Interest from Investments	500	500	500
-	125	-	3673 Donations-Police	-	-	-
<b>978</b>	<b>941</b>	<b>1,000</b>	<b>Total - Miscellaneous Revenue</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>40,380</b>	<b>37,830</b>	<b>39,010</b>	<b>Revenue Totals</b>	<b>36,020</b>	<b>36,020</b>	<b>36,020</b>
<b>Department:</b> 211 - Police						
<b>Division:</b> 2111 - Patrol						
<u>Expenditures</u>						
-	2,660	10,000	5329 Other Supplies	2,500	2,500	2,500
3,046	-	5,000	5419 Other Professional Serv	2,500	2,500	2,500
445	-	5,000	5492 Registrations/Training	2,500	2,500	2,500
<b>3,491</b>	<b>2,660</b>	<b>20,000</b>	<b>Total - Materials &amp; Services</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Department:</b> 901 - Ending Fund Balance						
<b>Division:</b> 9971 - Equity						
-	-	19,010	5921 Contingencies	28,520	28,520	28,520
-	-	<b>19,010</b>	<b>Total Contingencies and Unappropriated Balances</b>	<b>28,520</b>	<b>28,520</b>	<b>28,520</b>
<b>3,491</b>	<b>2,660</b>	<b>39,010</b>	<b>Expenditures Total</b>	<b>36,020</b>	<b>36,020</b>	<b>36,020</b>
<b>36,889</b>	<b>35,170</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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 690 - Library Endowment Fund</b>						
<u>Revenues</u>						
27,300	-	-	3081 Beginning Fund Balance	-	-	-
<b>27,300</b>	<b>-</b>	<b>-</b>	<b>Total - Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
1,100	-	-	3611 Interest from Investments	-	-	-
<b>1,100</b>	<b>-</b>	<b>-</b>	<b>Total - Miscellaneous Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>28,400</b>	<b>-</b>	<b>-</b>	<b>Revenue Totals</b>	<b>-</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>Total - Operating Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
<u>Expenditures</u>						
-	-	-	5921 Contingency	-	-	-
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>28,400</b>	<b>-</b>	<b>-</b>	<b>Expenditure Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>-</b>	<b>Fund Net Total: 690 - Library Endowment Fund</b>	<b>-</b>	<b>-</b>	<b>-</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, maintained and segregated 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 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 691 - Muesum Endowment Fund</b>						
<u>Revenues</u>						
850	-	-	3081 Beginning Fund Balance	-	-	-
<b>850</b>	<b>-</b>	<b>-</b>	<b>Total - Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
10	-	-	3611 Interest from Investments	-	-	-
-	-	-	3699 Other Miscellaneous Income	-	-	-
<b>10</b>	<b>-</b>	<b>-</b>	<b>Total - Miscellaneous Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>860</b>	<b>-</b>	<b>-</b>	<b>Revenue Totals</b>	<b>-</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>-</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>-</b>	<b>Expenditures Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>860</b>	<b>-</b>	<b>-</b>	<b>Fund Net Total: 691 - Museum Endowment Fund</b>	<b>-</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 2021-22 to FY 2026-27

## Debt Overview

### Summary of Outstanding Debt

The City of Woodburn will have approximately \$8.7 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, 2021*						
	Interest Rates	Outstanding Principal	Principal Due FY 2021-22	Interest Due FY 2021-22	Total Debt Svc FY 2021-22	Servicing Fund
<b>Full Faith and Credit (FFC) Loan</b>						
City Hall Renovation, Series 2019	2.35%	\$ 643,000	621,000	22,000	643,000	General Fund
<b>Voter Approved General Obligation Bonds</b>						
Police, Series 2017 (Refinanced)	2.08%	1,869,910	570,000	37,500	607,500	GO Debt Service
Subtotal, governmental activities		2,512,910	1,191,000	59,500	1,250,500	
<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
Subtotal, business type activities		6,192,000	1,402,000	161,450	1,563,450	
Total Long Term Debt		8,704,910	2,593,000	220,950	2,813,950	

\*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 \$1.8 million in GO Debt. The available amount of additional debt the City can incur is \$59.9 million.

**Remaining Long-Term Debt**

**Government Activities**

	Fiscal Year			
<b>2017 General Obligation Refunding Bond</b>	<b>ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Beginning Principal = \$3,749,000	2022	568,000	37,320	605,320
	2023	597,000	25,500	622,500
	2024	629,000	13,090	642,090
Last payment June 2024		1,794,000	75,910	1,869,910
<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	2022	307,000	14,600	321,600
	2023	314,000	7,400	321,400
Last payment June 2023		621,000	22,000	643,000
<b>Total Government Activities</b>		<b>2,415,000</b>	<b>97,910</b>	<b>2,512,910</b>

**Business Activities**

	Fiscal Year			
<b>2018 - Water Revenue Refunding Bond</b>	<b>ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
Beginning Principal = \$8,630,000	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
		4,790,000	271,610	5,061,610
		9,580,000	543,220	10,123,220
<b>Total Business Activities</b>		<b>9,580,000</b>	<b>543,220</b>	<b>10,123,220</b>
<b>Grand Total</b>		<b>11,995,000</b>	<b>641,130</b>	<b>12,636,130</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	344,240	-	60,090	136,600	229,640	127,560	-
125 Economic Development	-	133,230	-	-	-	-	-
211 Police	35,520	-	-	19,900	12,270	68,080	-
411 Community Services	20,560	-	-	-	13,470	-	123,020
511 Planning	-	-	-	52,940	8,990	-	-
651 Engineering	20,560	-	-	-	-	-	-
<b>General Fund Wages &amp; Ben</b>	<b>420,880</b>	<b>133,230</b>	<b>60,090</b>	<b>209,440</b>	<b>264,370</b>	<b>195,640</b>	<b>123,020</b>
110 Transit Fund	8,210	-	1,240	-	10,270	8,360	35,470
123 Building Inspection Fund	6,800	-	-	18,510	16,680	9,410	-
137 Housing Rehab Fund	2,750	-	-	-	-	-	-
140 Street Fund - Maint	60,910	-	5,010	17,420	90,200	28,250	11,820
470 Water Fund	73,180	-	5,010	75,420	168,450	28,250	11,820
472 Sewer Fund							
621 Sewer	138,720	-	5,010	80,390	280,980	28,250	23,650
631 Maintenance	-	-	-	-	-	-	-
641 Surface Water/Collect	-	-	5,010	-	-	-	-
568 Information Technology	2,730	-	-	-	10,360	-	23,650
581 Insurance Fund	710	-	41,330	-	10,270	17,760	-
720 Urban Renewal Fund	16,450	152,080	2,510	8,040	22,850	-	7,090
<b>Other Funds Wages &amp; Ben</b>	<b>310,460</b>	<b>152,080</b>	<b>65,120</b>	<b>199,780</b>	<b>610,060</b>	<b>120,280</b>	<b>113,500</b>
<b>All Funds Wages &amp; Ben*</b>	<b>731,340</b>	<b>285,310</b>	<b>125,210</b>	<b>409,220</b>	<b>874,430</b>	<b>315,920</b>	<b>236,520</b>

\*City Personnel allocation total is \$18,310,350 and URA Personnel allocation total is \$209,020

	COMMUNITY DEVELOPMENT	ENGINEERING	STREET	SEWER	IT	NON- ALLOCATED	TOTAL
001 General Fund							
101 Administration	-	-	-	-	-	362,700	1,260,830
125 Economic Development	-	-	-	-	12,750	720	146,700
211 Police	-	-	-	-	12,750	6,629,820	6,778,340
411 Community Services	-	-	-	-	12,750	1,783,800	1,953,600
511 Planning	221,390	-	-	-	8,520	194,830	486,670
651 Engineering	-	113,070	-	-	-	37,380	171,010
General Fund Wages & Ben	221,390	113,070	-	-	46,770	9,009,250	10,797,150
110 Transit Fund	-	-	-	-	-	616,390	679,940
123 Building Inspection Fund	73,780	-	-	-	4,230	656,840	786,250
137 Housing Rehab Fund	-	-	-	-	-	-	2,750
140 Street Fund - Maint	-	147,080	63,110	-	12,750	640,060	1,076,610
470 Water Fund	-	183,620	61,240	-	8,520	1,058,840	1,674,350
472 Sewer Fund	-	-	-	-	-	-	-
621 Sewer	-	193,800	61,240	-	12,750	1,322,170	2,146,960
631 Maintenance	-	-	-	177,850	-	-	177,850
641 Surface Water/Collect	-	-	-	125,310	-	-	130,320
568 Information Technology	-	-	-	-	-	522,340	559,080
581 Insurance Fund	-	-	-	-	-	-	70,070
720 Urban Renewal Fund	-	-	-	-	-	-	209,020
Other Funds Wages & Ben	73,780	524,500	185,590	303,160	38,250	4,816,640	7,513,200
All Funds Wages & Ben*	295,170	637,570	185,590	303,160	85,020	13,825,890	18,310,350

## FTE Detail by Supervising Department

This table shows detail of FTE Summary of Supervising Departments on page 18. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions, see Personnel Allocation on page 164. *Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.*

Department and Position	Actual FY 2018-19	Actual FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	% 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	1.0	0%
Senior Management Analyst	1.0	1.0	2.0	1.0	-50%
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	-	-	0.5	0.5	0%
Cashier	2.0	2.0	2.0	2.0	0%
Clerk III	-	-	-	-	0%
Cashier - Part-time	0.5	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>9.6</b>	<b>9.6</b>	<b>11.1</b>	<b>10.1</b>	<b>-9%</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>

<b>Department and Position</b>	<b>Actual FY 2018-19</b>	<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Budget FY 2021-22</b>	<b>% Change</b>
<b>Economic Development</b>					
Economic Development Director	0.4	0.4	0.4	0.4	0%
Economic Development Specialist	0.6	0.5	0.5	0.5	0%
Economic Development Assistant	-	-	-	-	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>0.9</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	-	-100%
Administrative Assistant	1.0	1.0	-	-	0%
Associate Planner	1.0	1.0	1.0	1.0	0%
Permit Tech	-	-	-	1.0	100%
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	0.8	0.8	0.8	1.0	25%
<b>Total Building</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>4.0</b>	<b>5%</b>
<b>Total Community Development</b>	<b>7.8</b>	<b>7.8</b>	<b>7.8</b>	<b>8.0</b>	<b>3%</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	27.0	4%
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	2.3	2.3	0%
<b>Total Police</b>	<b>43.6</b>	<b>43.6</b>	<b>45.8</b>	<b>46.8</b>	<b>2%</b>

<b>Department and Position</b>	<b>Actual FY 2018-19</b>	<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Budget FY 2021-22</b>	<b>% Change</b>
<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	0.5	0%
<b>Total Community Services Admin</b>	<b>3.0</b>	<b>3.5</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	3.0	3.0	3.0	0%
Library Associate	1.0	-	-	-	0%
Library Assistant	1.0	1.0	1.0	1.0	0%
Part-Time Employees - Library	5.5	5.5	6.0	1.4	-77%
<b>Total Library</b>	<b>10.5</b>	<b>10.5</b>	<b>11.0</b>	<b>6.4</b>	<b>-42%</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	-2%
<b>Total Recreation</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>-1%</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	9.1	10.1	10.1	9.6	-5%
<b>Total Aquatics</b>	<b>11.1</b>	<b>12.1</b>	<b>12.1</b>	<b>10.6</b>	<b>-13%</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	1.0	0%
Bus Driver - Part-Time	4.2	5.6	4.8	4.8	0%
Medical Transport Driver - Part-Time	0.7	1.0	1.0	1.0	0%
Dial-A-Ride Driver	-	1.7	2.4	2.4	0%
Vehicle Custodian - Part-Time	0.2	0.5	0.5	0.5	0%
<b>Total Transit</b>	<b>7.1</b>	<b>11.7</b>	<b>11.7</b>	<b>11.7</b>	<b>0%</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>43.9</b>	<b>50.0</b>	<b>50.5</b>	<b>44.3</b>	<b>-12%</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	1.0	1.0	1.0	1.0	0%
IT Software Support Specialist	1.0	1.0	1.0	1.0	0%
GIS Technician	1.0	1.0	1.0	1.0	0%
IT Technician	-	-	-	1.0	50%
IT Technician - Part-Time	0.5	0.5	0.5	-	50%
<b>Total Info Technology</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>6.0</b>	<b>9%</b>



Department and Position	Actual FY 2018-19	Actual FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	% Change
<b>Public Works</b>					
<b>Water</b>					
PW Operations Division Supervisor	1.0	1.0	1.0	1.0	0%
Drinking Water Section Supervisor	-	-	-	-	0%
Water Treatment Supervisor/Water Operator III	1.0	1.0	1.0	1.0	0%
Administrative Analyst	1.0	1.0	1.0	1.0	0%
Clerk III	-	-	-	-	0%
Utility Worker I	2.0	2.0	2.0	2.0	0%
Water Meter Reader	1.0	1.0	1.0	1.0	0%
Utility Worker II	-	-	-	-	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	1.0	0%
Water Maintenance Tech	-	-	-	-	0%
Utility Worker 1 (Seasonal) - PT	-	0.5	0.5	-	0%
<b>Total Water</b>	<b>10.0</b>	<b>10.5</b>	<b>10.5</b>	<b>10.0</b>	<b>-5%</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	-	-	-	0%
<b>Total Surface Water/Sewer Collections</b>	<b>4.0</b>	<b>3.0</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	0%
Wastewater Maintenance Tech	2.0	2.0	-	-	0%
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	-	-	1.0	0%
<b>Total Sewer</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>12.0</b>	<b>9%</b>
<b>Street</b>					
PW Program & Compliance Manager	1.0	1.0	-	-	0%
PW Operations Director (new)	-	-	1.0	1.0	0%
Street Maintenance Supervisor	-	-	-	-	0%
Administrative Specialist	1.0	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	1.0	0%
Utility Worker III	1.0	1.0	1.0	1.0	0%
Utility worker I (Seasonal)	1.5	1.5	1.5	1.5	0%
<b>Total Street</b>	<b>8.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0%</b>

Department and Position	Actual FY 2018-19	Actual FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	% Change
<b>Public Works (cont.)</b>					
<b>Engineering</b>					
Public Works Director	1.0	1.0	-	-	0%
Public Works Proj & Eng Director	-	-	1.0	1.0	0%
City Engineer	1.0	1.0	1.0	1.0	0%
Engineering Technician III (new)	-	-	-	1.0	0%
Clerk III	-	-	-	-	0%
CAD/GIS Technician	1.0	1.0	1.0	1.0	0%
Project Engineer	1.5	0.5	0.5	0.5	0%
Associate Engineer	-	1.0	1.0	1.0	0%
<b>Total Engineering</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>5.5</b>	<b>22%</b>
<b>Total Public Works</b>	<b>38.0</b>	<b>38.5</b>	<b>38.5</b>	<b>40.0</b>	<b>27%</b>
<b>TOTAL FTE</b>	<b>157.4</b>	<b>163.9</b>	<b>168.1</b>	<b>164.2</b>	<b>-2%</b>

**Urban Renewal Agency**

Department and Position	Actual FY 2018-19	Actual FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	% Change
<b>Urban Renewal Agency</b>					
Economic Development Director	0.6	0.6	0.6	0.6	0%
Economic Development Specialist	0.4	0.5	0.5	0.5	0%
Economic Development Assistant	-	-	-	-	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>0%</b>
<b>Total FTE - Urban Renewal Agency</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>0%</b>
<b>GRAND TOTAL FTE</b>	<b>158.4</b>	<b>165.0</b>	<b>169.2</b>	<b>165.3</b>	<b>-2%</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	General Cap Const Fund 358	Str/Storm Cap Const Fund 363	Sewer Cap Const Fund 465	Water Cap Const Fund 466	Equip Replacemt Fund 591	PERS Reserve Fund 693	Urban Renewal Fund 720	Total
Transfer Out	General Fund 001		150,000		29,660					108,000	75,000	362,660
	Transit Fund 110	150,000								6,800		156,800
	Building Fund 123									7,770		7,770
	Street Fund 140					1,557,060				10,820		1,617,880
	Parks SDC				100,000							100,000
	Transportation SDC Fund 376					1,000,000						1,000,000
	Storm SDC Fund 377					150,000						150,000
	Water Fund 470							386,310		16,770		453,080
	Sewer Fund 472			90,000			7,714,490			50,000	24,580	7,879,070
	Water SDC Fund 474							2,500,000				2,500,000
	Sewer SDC Fund 475						3,715,510					3,715,510
	Info Tech Fund 586									5,590		5,590
	Insurance Fund 581									700		700
	Urban Renewal Fund 720									2,090		2,090
	<b>Total</b>	<b>150,000</b>	<b>150,000</b>	<b>90,000</b>	<b>129,660</b>	<b>2,707,060</b>	<b>11,430,000</b>	<b>2,886,310</b>	<b>150,000</b>	<b>183,120</b>	<b>75,000</b>	<b>17,951,150</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 Const Fund 358	Street & Storm Cap Const Fund 363	Sewer Cap Const Fund 465	Water Cap Const Fund 466	Total
Police Radio Channel System Upgrade	CEGF1554	143,710	-	-	-	143,710
Police Roof	MBGF3281	20,000	-	-	-	20,000
Aquatics HVAC	CGF1572	94,080	-	-	-	94,080
Parks and Recreation Master Plan	EAGF1618	100,000	-	-	-	100,000
Park and Recreation Alamo Roof	MBWA3321	27,000	-	-	-	27,000
West Hayes street improvement	CIST1486	-	3,400,000	-	-	3,400,000
Safety Sidewalk & ADA Construction	CIST1165	-	50,000	-	-	50,000
5th Street - Lincoln to Harrison St. - Storm Replacement	CIST1165	-	275,000	-	-	275,000
4th Street - Garfield to Harrison Storm Replacement	CDST1471	-	270,000	-	-	270,000
Storm Drainage Master Plan Update & SDC rate Study	EAST1617	-	150,000	-	-	150,000
TMDL Projects		-	50,000	-	-	50,000
Pump Station Upgrades (Existing Upgrades-Reliability)	CDSW1414	-	-	125,000	-	125,000
Mill Creek PS Project - Phase 1	CDSW1413	-	-	20,000	-	20,000
WWTP Phase 2A Upgrades	CISW1052	-	-	2,000,000	-	2,000,000
Sanitary Sewer Collection System Piping Replacement	CDSW1488	-	-	460,000	-	460,000
Brick Veneer Repair - Digester	CISW1544	-	-	50,000	-	50,000
I-5 Pump Station & I-5 Force Main Project	CDSW1547	-	-	6,000,000	-	6,000,000
Santiam Pump Station Abandonment	CDSW1512	-	-	5,000	-	5,000
Poplar Tree & Irrigation Restoration (President's Day Storm)	CDSW1592	-	-	670,000	-	670,000
North Sanitary Sewer Trunk Line from MCPS to S. of Hazelnut	CISW1620	-	-	200,000	-	200,000
Fifth Street - Harrison to Garfield - Sewer Repairs	CISW1594	-	-	300,000	-	300,000
Wastewater Facilities Master Plan Update & Rate Study	EASW1619	-	-	100,000	-	100,000
Front Street Pipeline Project	CISW1621	-	-	300,000	-	300,000
Young Street Pipeline Project	CISW1469	-	-	800,000	-	800,000
Vanderbeck Pump Station Upgrades	CISW1622	-	-	200,000	-	200,000
Woodland/Hwy 219 Sewer Repair at NE Quadrant	CISW1623	-	-	200,000	-	200,000
Well Rehabilitation	CDWA1550	-	-	-	30,000	30,000
Water Rights Implementation	AAWA1442	-	-	-	15,000	15,000
Water System Emergency Response Plan	MAWA1625	-	-	-	50,000	50,000
Water Master Plan Completion	EAWA1624	-	-	-	25,000	25,000
Fire Flow Improvements	CDWA1551	-	-	-	336,800	336,800
Repaint the Elevated Storage Tank	CIWA1545	-	-	-	200,000	200,000
Parr Road Treatment Plant - New Well & Raw Waterline Dist Pi	CDWA1546	-	-	-	2,500,000	2,500,000
I-5 Waterline Crossing to serve SWIR Area	CAWA1626	-	-	-	800,000	800,000
Routine Water Main Replacement Program	CWA1552	-	-	-	400,000	400,000
Auxiliary Power to Wells	CIWA1595	-	-	-	225,000	225,000
<b>Total</b>		<b>384,790</b>	<b>4,195,000</b>	<b>11,430,000</b>	<b>4,581,800</b>	<b>20,591,590</b>

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

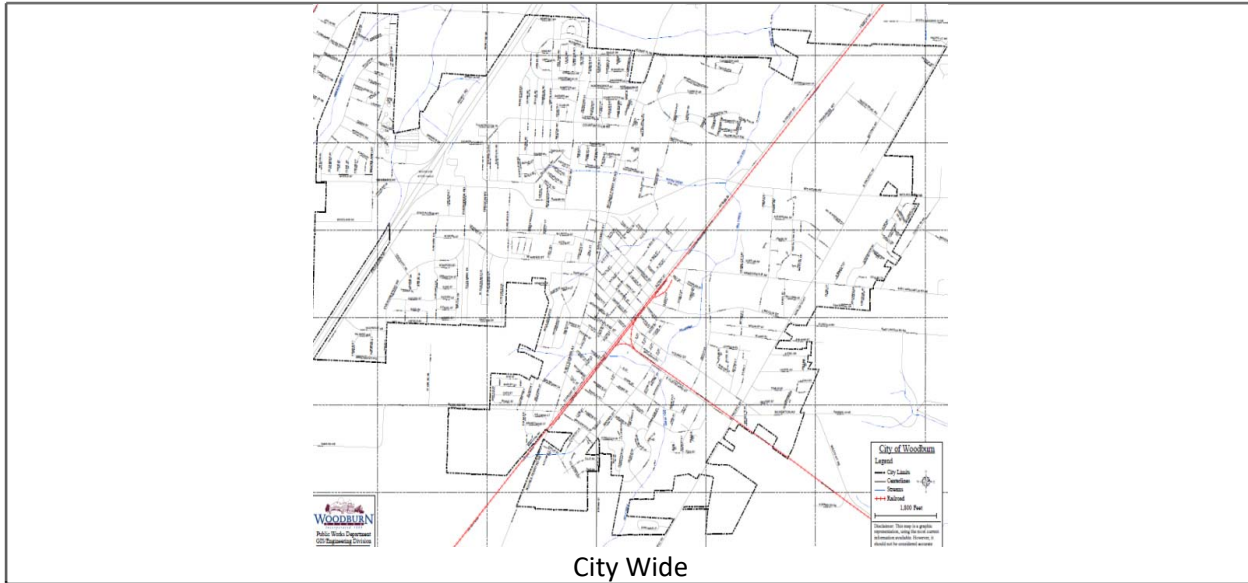
Project	Percent Eligibility
New Wells	100%
Hydrogeological Study	100%
Well 7 Improvements	25%
Parr Road 3 <sup>rd</sup> booster pump & SCADA	99%
National Way 3 <sup>rd</sup> booster pump	100%
Transmission Replacement	36%
SWIR system expansion Excludes estimated developer funded cost portion	100%
OR-99E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



**Project Data for 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:	\$50,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

**Budget History**

Fiscal Year	2021-22				
Budget	\$50,000				
Year to Date expenses					
Balance					

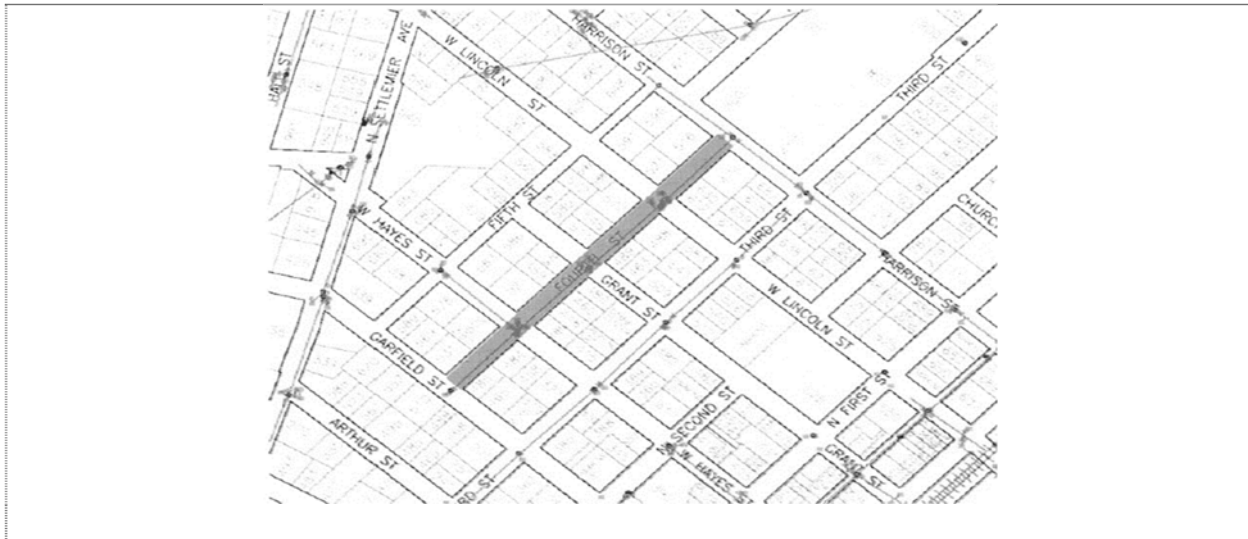
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIST1165	140	Street Fund	\$50,000	2021-22

**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 2022
Estimated Project Cost:	\$260,000
Capital Expense Account:	363-631-9531 5636 Storm Drains

**Budget History:**

Fiscal Year	2015-19	2019-20	2021-22
Budget	\$260,000	182,092	182,092
Year to Date expenses	77,908	0	0
Balance	187,087	182,092	182,092

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDST1471	140	Street Fund	\$77,908	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	\$1,261,353	
Year to Date expenses	\$850	\$3,000	\$338,647		
Balance	\$999,150	\$996,150	\$1,261,353		

### Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CISW1052	472	Sewer Fund	\$12,738,647	2014-21
CISW1052	472	Sewer Fund	\$1,261,353	2021-22

**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, 2022
Estimated Project Cost:	\$50,000

**Budget History:**

Fiscal Year	2018-21	2021-22		
Budget	\$50,000	\$50,000		
Year to Date expenses	0			
Balance	\$50,000			

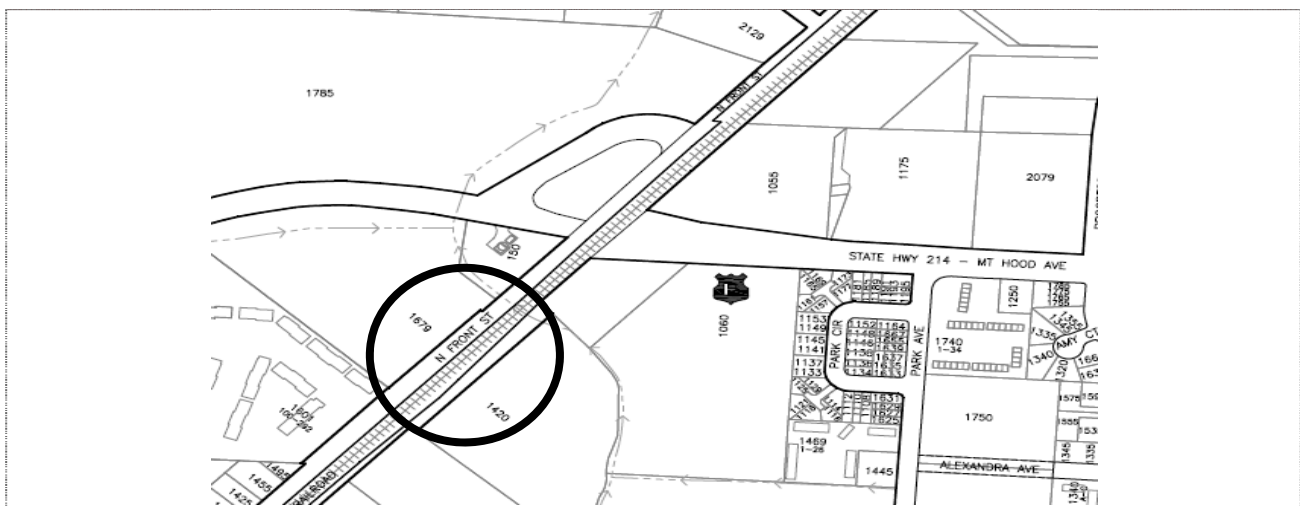
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CISW1544	472	Sewer Fund	\$50,000	2018-22

## 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 2022
Estimated Project Cost:	\$750,000
Capital Expense Account:	465-621-9531 5635 Sewer

### Budget History:

Fiscal Year	2018-19	2019-20	2020-21	2021-22
Budget	\$200,000	\$122,330	\$657,330	\$646,304
Year to Date expenses	\$77,670	\$15,000	\$5,513	
Balance	\$122,330	\$107,333	\$646,304	

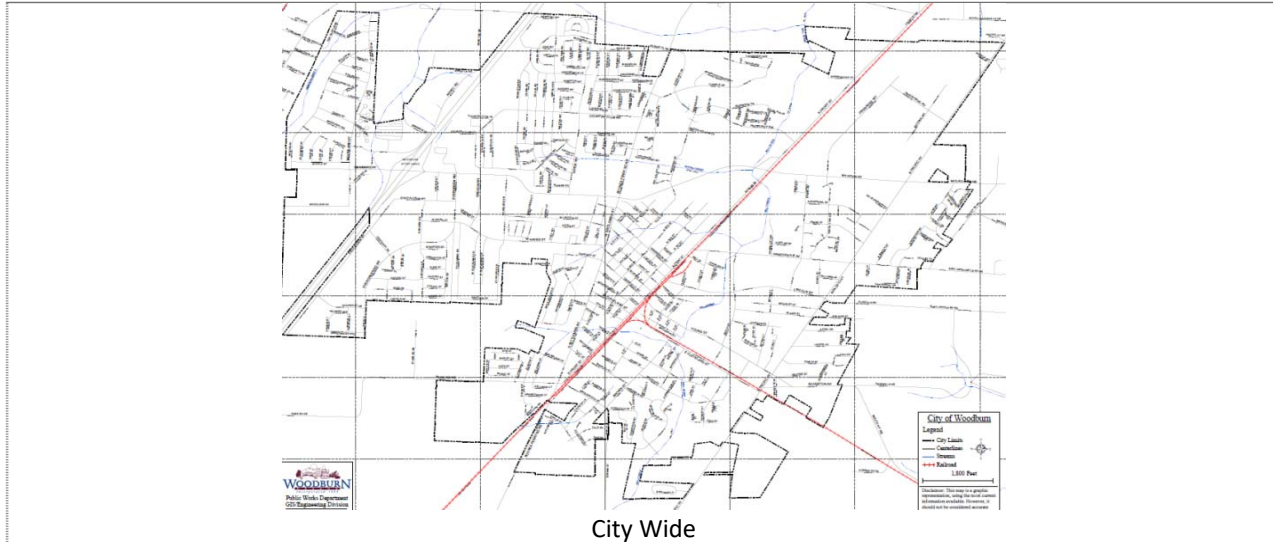
### Funding Data:

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1413	472	Sewer Fund	\$103,696	2018-21
CDSW1413	472	Sewer Fund	\$646,304	2021-22

### 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 2022
Estimated Project Cost:	\$225,000

#### **Budget History**

Fiscal Year	2017-19	2019-20	2020-21	2021-22
Budget	\$225,000	\$224,500	\$224,500	\$224,500
Year to Date expenses	500	0	0	
Balance	\$224,500	\$224,500	\$224,500	

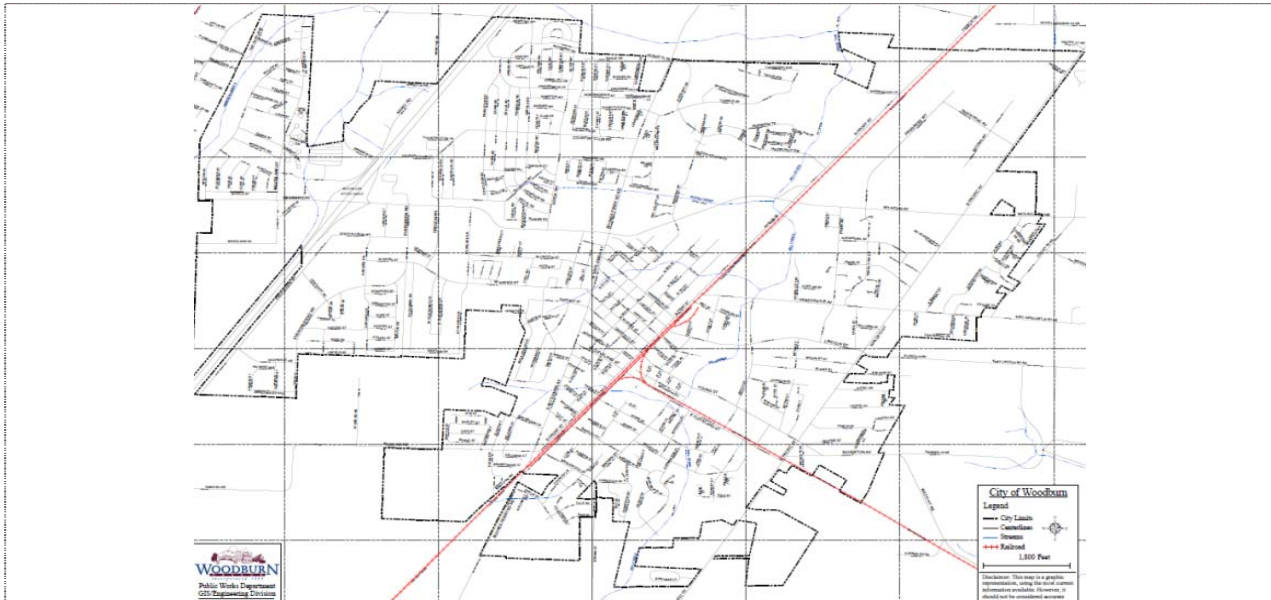
#### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1414	465	Sewer Fund	\$500	2017-21
CDSW1414	465	Sewer Fund	\$224,500	2021-22

## 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 2022
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

### **Budget History:**

Fiscal Year	2017-21	2021-22
Budget	\$250,000	\$250,000
Year to Date expenses	0	
Balance	\$250,000	

### **Funding Data:**

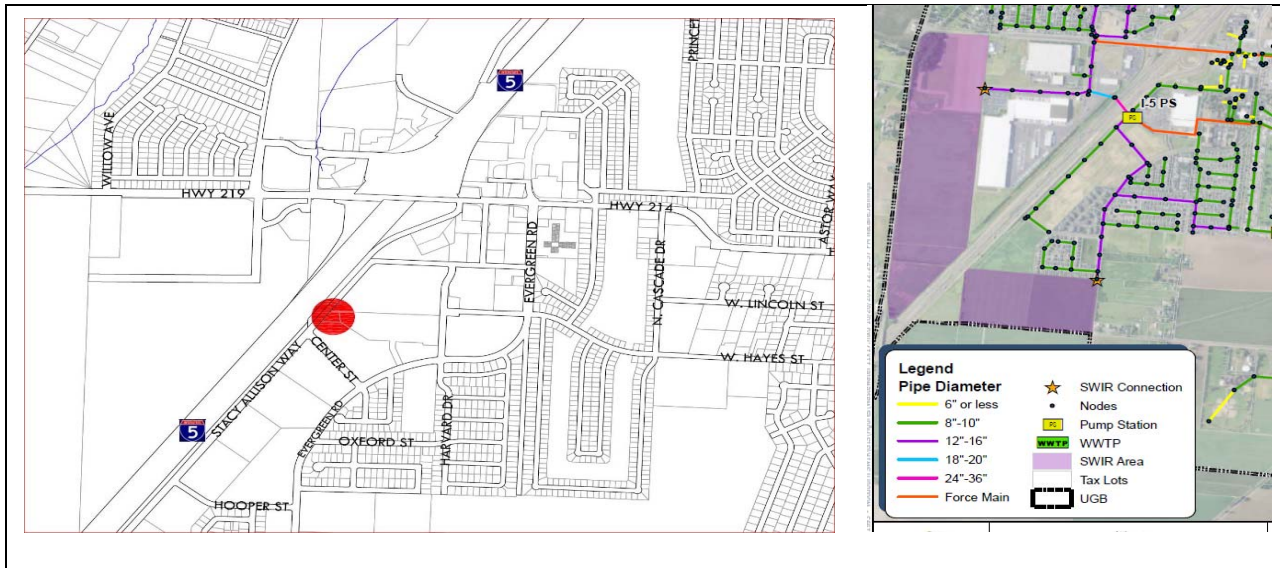
Project No.	Fund No.	Fund Name	Amount	FY
CDSW1515	472	Sewer Fund	\$250,000	2017-22



## 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 2022
Estimated Project Cost:	\$5,400,000
Capital Expense Account:	465-631-9531 5631 Street/Alleys/Sidewalks

### **Budget History:**

Fiscal Year	2018-19	2019-20	2020-21	2021-22
Budget	\$1,307,000	\$1,263,999	\$5,056,999	\$4,612,932
Year to Date expenses	43,001	\$300,000	\$444,067	
Balance	\$1,263,999	\$963,999	\$4,612,932	

### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1547	472	Sewer Fund	\$444,067	2018-21
CDSW1547	472	Sewer Fund	\$3,466,503	2020-22
CDSW1547	475	Sewer SDC Fund	\$1,489,430	2020-22

### 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 2022
Estimated Project Cost:	\$300,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$300,000	\$300,000		
Year to Date expenses	0			
Balance	\$300,000			

**Funding Data:**

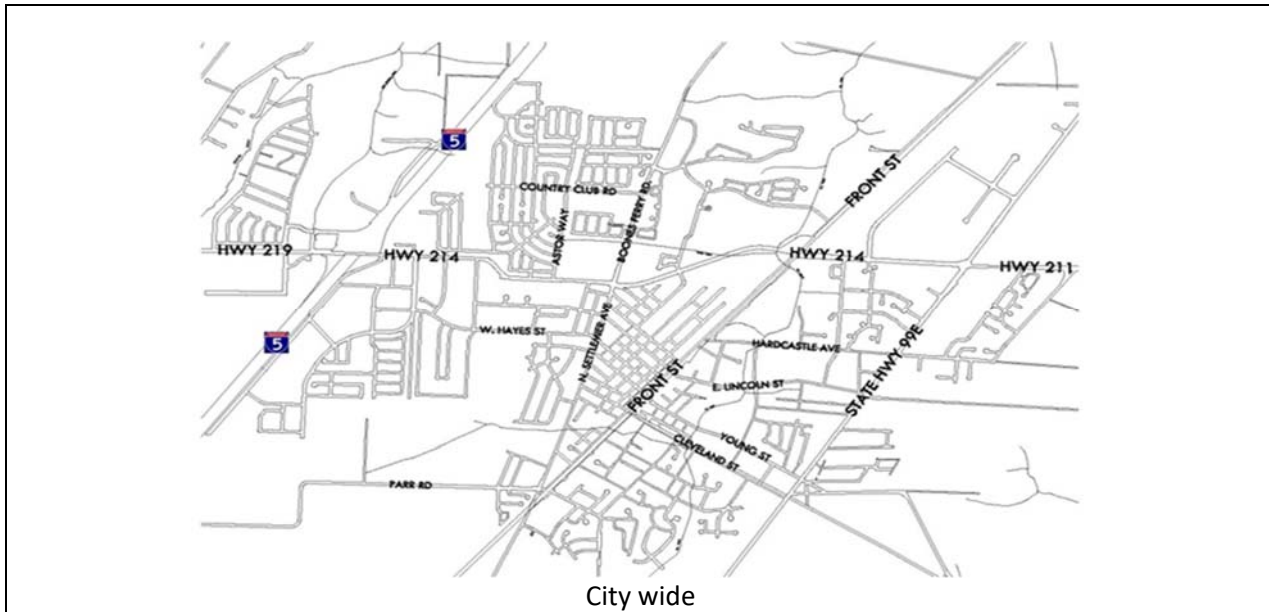
<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1594	472	Sewer Fund	\$300,000	2021-22



### 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 2022
Estimated Project Cost:	\$200,000
Capital Expense Account:	466-611-9531-5634 Water

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$200,000	\$189,123		
Year to Date expenses	\$10,877			
Balance	\$189,123			

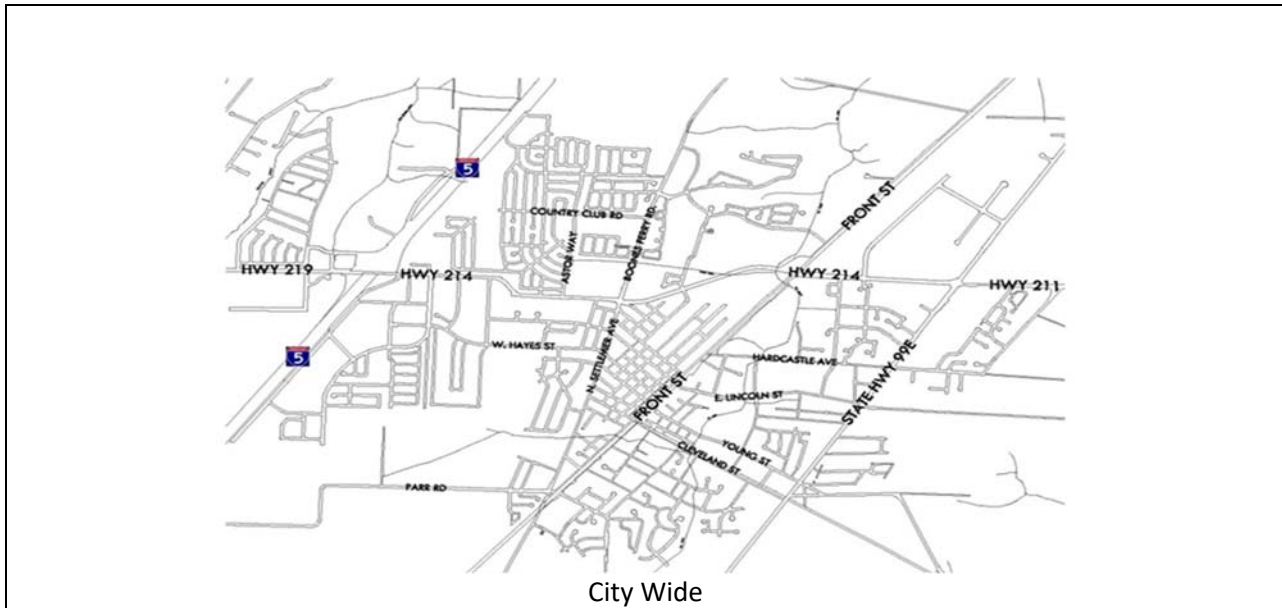
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CDWA1551	470	Water Fund	\$10,877	2020-21
CDWA1551	470	Water Fund	\$189,123	2021-22

## 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 2022
Estimated Project Cost:	\$25,000
Capital Expense Account:	466-611-9531 5634 Water

### **Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$25,000	\$24,486		
Year to Date expenses	\$514			
Balance	\$25,000			

### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
AAWA1442	470	Water Fund	\$25,000	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 2022
Estimated Project Cost:	\$600,000
Capital Expense Account:	466-611-9531 5634 Water - Capital

**Budget History:**

Fiscal Year	2018-21	2021-22		
Budget	\$600,000	\$476,600		
Year to Date expenses	\$153,000			
Balance	\$476,600			

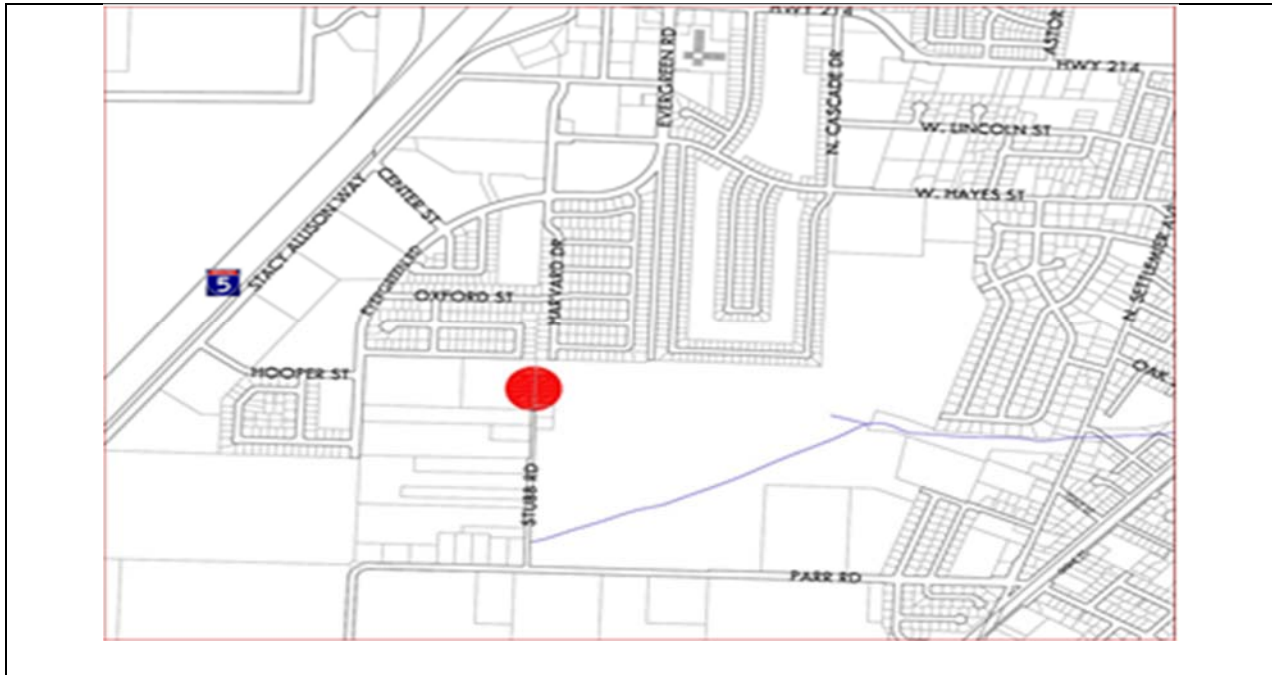
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIWA1545	470	Water Fund	\$153,000	2018-21
CIWA1545	470	Water Fund	\$476,600	2021-22

**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 2022
Estimated Project Cost:	\$2,000,000 (increased for FY 2020-21)

**Budget History:**

Fiscal Year	2018-19	2019-20	FY 2020-21	FY2021-22
Budget	\$1,590,250	\$1,564,841	\$1,450,132	\$1,009,275
Year to Date expenses	25,409	\$114,709	\$440,857	
Balance	\$1,564,841	\$1,450,132	\$1,009,275	

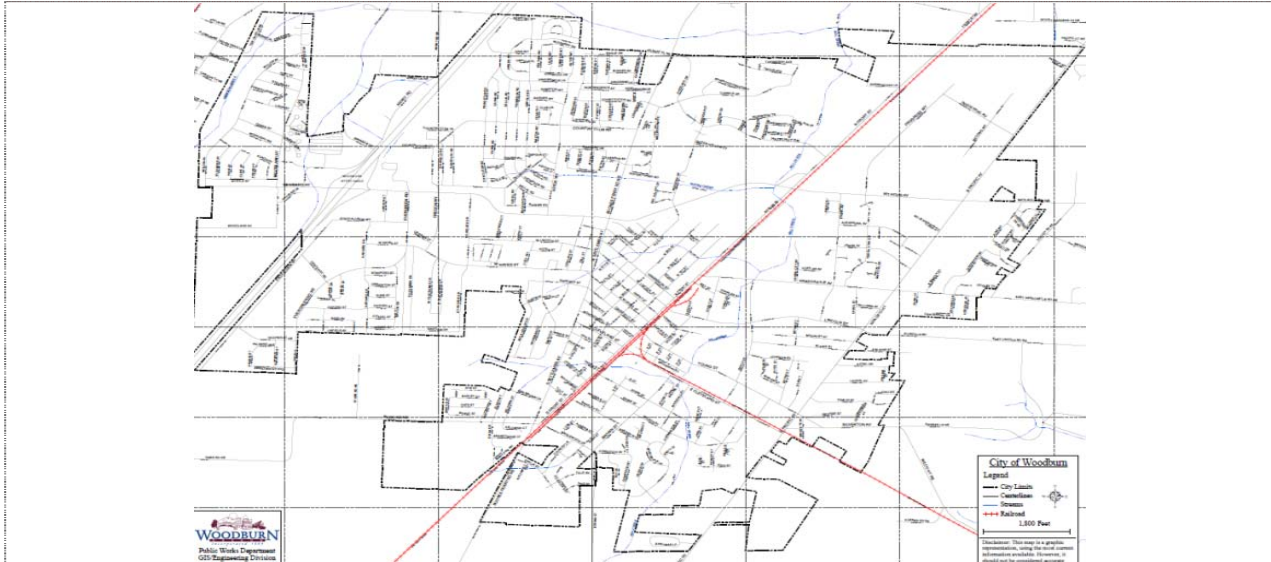
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1546	470	Water Fund	\$840,250	2018-20
CDWA1546	474	Water SDC Fund	\$500,000	2020-22
CDWA1546	470	Water Fund	\$509,275	2020-22

### 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 2022
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2017-20	2020-21	2021-22
Budget	\$250,000	\$250,000	\$250,000
Year to Date expenses	0	0	
Balance	\$250,000	\$250,000	

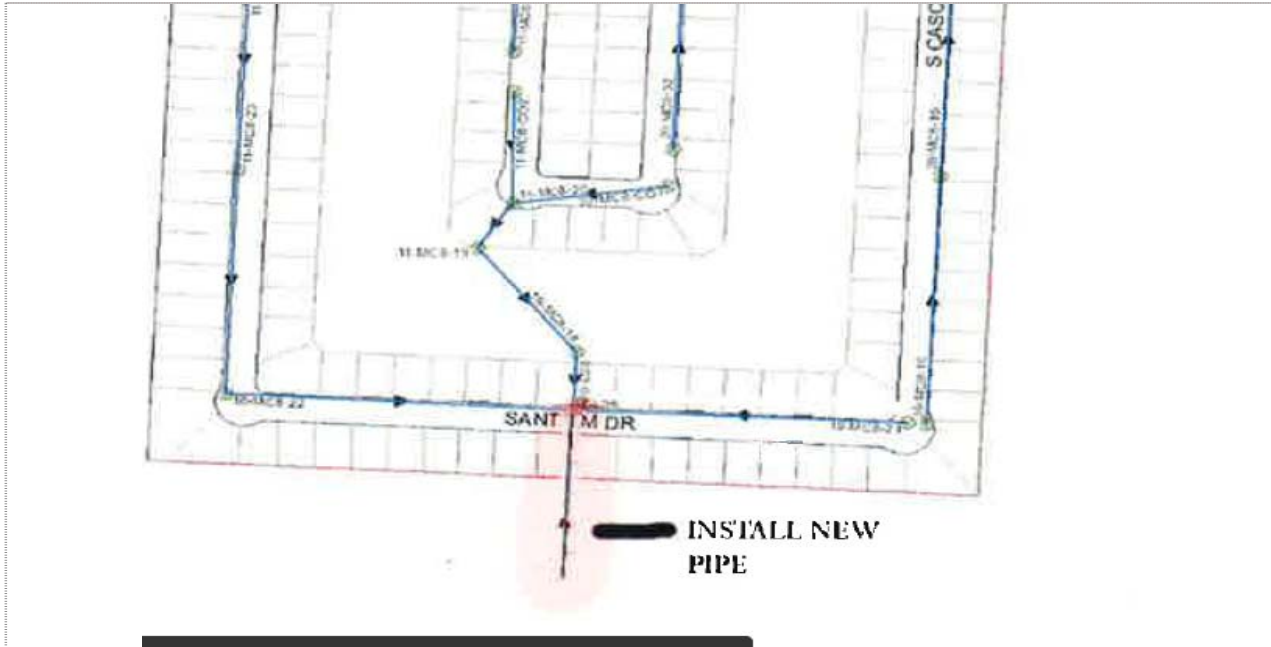
**Funding Data:**

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

### 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 2022
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	\$219,455
Year to Date expenses	0	0	\$15,545	
Balance	\$235,000	\$235,000	\$219,455	

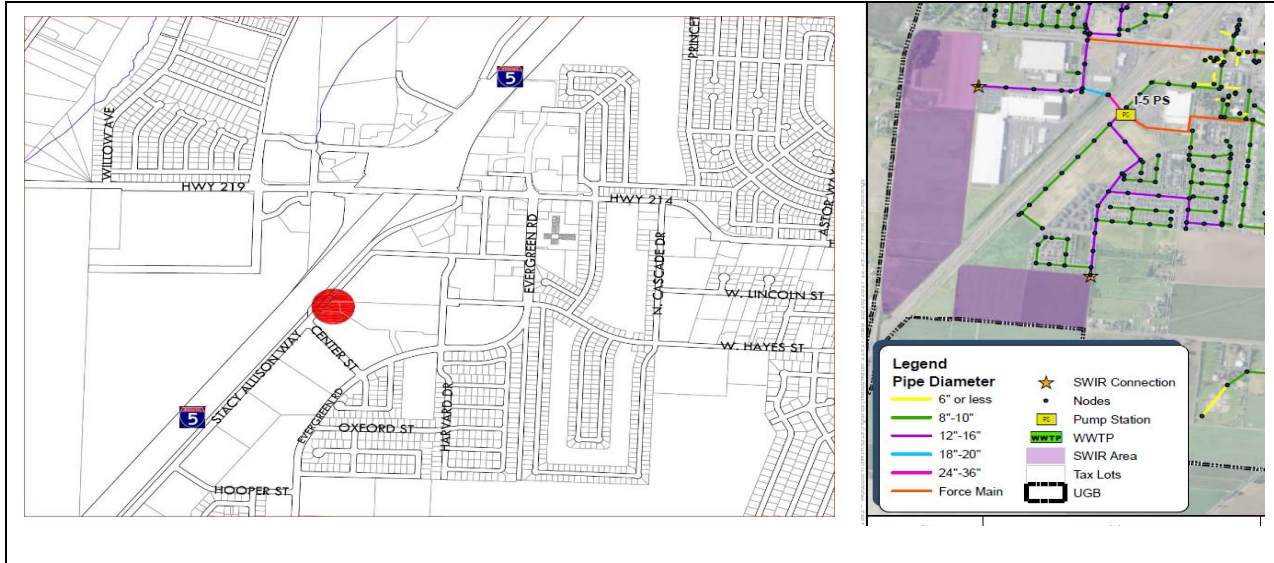
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1512	472	Sewer Fund	\$500	2017-20
CDSW1512	472	Sewer Fund	\$234,500	2020-21
CDSW1512	472	Sewer Fund	\$219,455	2021-22

## 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 2022
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	2021-22
Budget	\$1,307,000	\$1,263,999	\$5,056,999	\$4,912,932
Year to Date expenses	43,001	\$361,939	\$144,067	
Balance	\$1,263,999	\$963,999	\$4,912,932	

### **Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1547	472	Sewer Fund	\$549,007	2018-21
CDSW1547	472	Sewer Fund	\$3,593,065	2020-21
CDSW1547	475	Sewer SDC Fund	\$1,319,867	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:	\$670,000 (increased FY 2021-22)
Capital Expense Account:	465-621-9531 5635

**Budget History:**

Fiscal Year	2021-22			
Budget	\$670,000			
Year to Date expenses				
Balance				

**Funding Data:**

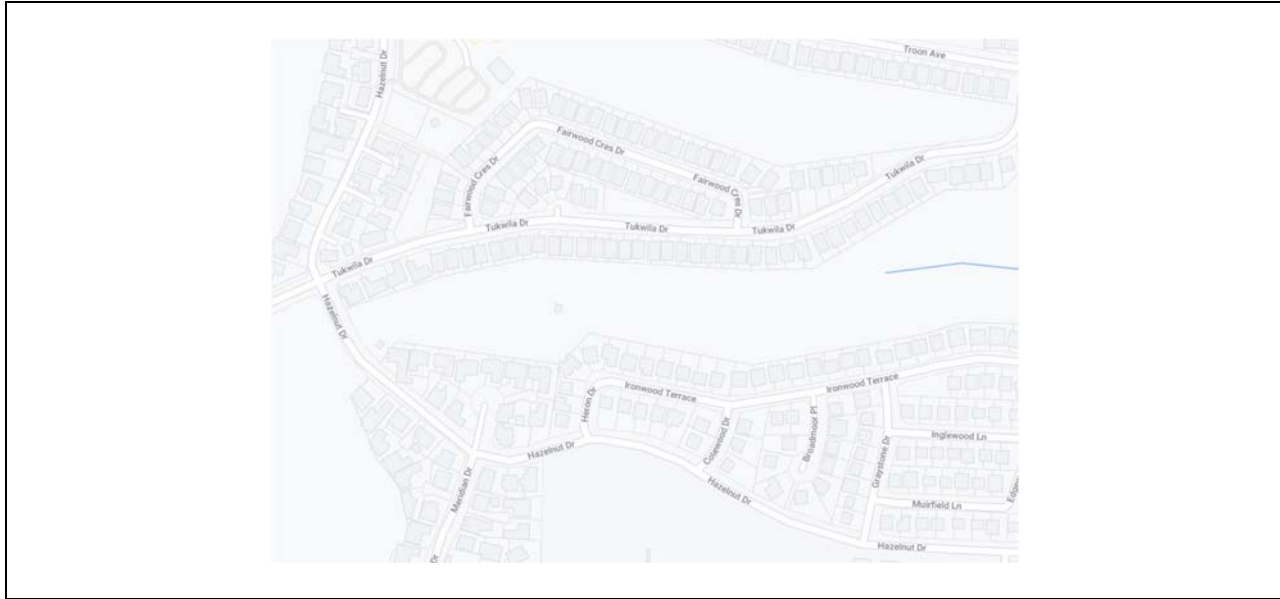
<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CDSW1595	472	Sewer Fund	\$670,000	2021-22



**Project Data for North Sanitary Sewer Trunk Line**

Project Number:	CISW1593	New Project <input checked="" type="checkbox"/>
Project Name:	MCPS to S. of Hazelnut	
Project Description:	Sewer Trunk Line	

Map:



Project Justification:	This project will provide a sewer trunk line S. of Hazelnut
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2022
Estimated Project Cost:	\$200,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2021-22			
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>
CISW1620	472	Sewer Fund	\$200,000	2021-22

**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 2022
Estimated Project Cost:	\$300,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2020-22			
Budget	\$300,000			
Year to Date expenses				
Balance				

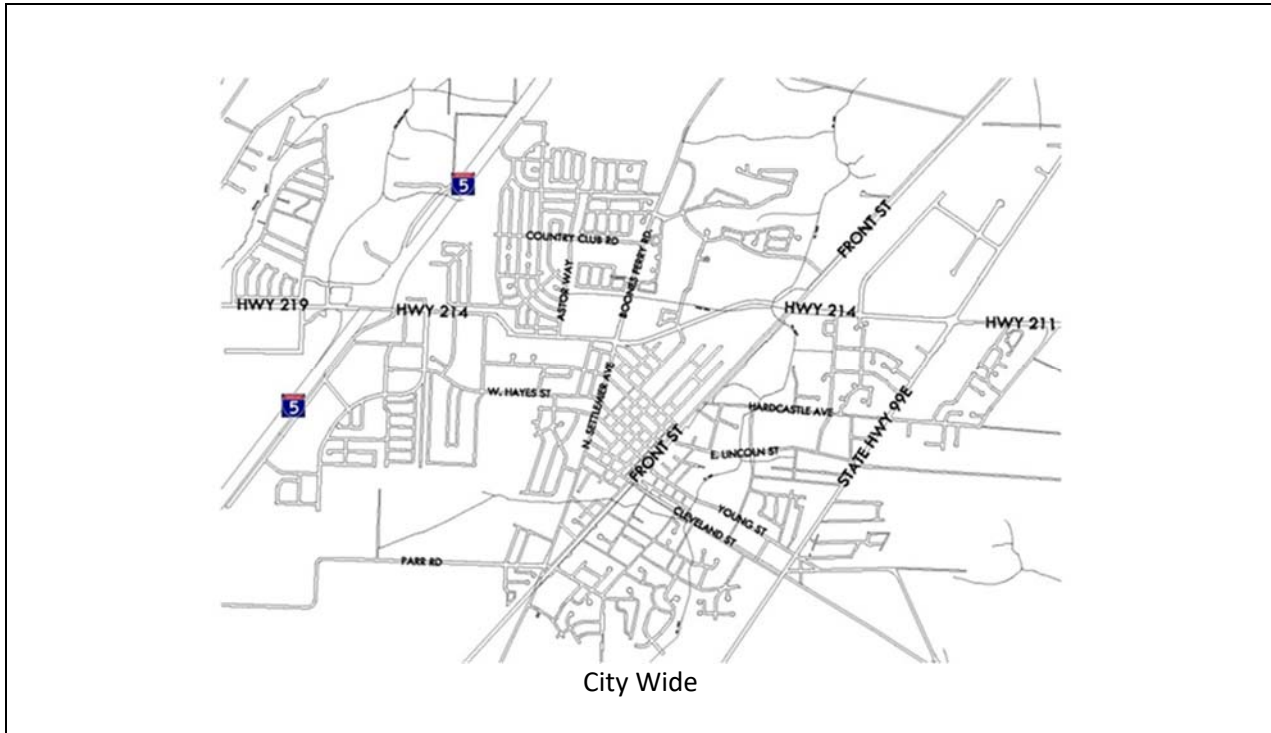
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CISW1594	472	Sewer Fund	\$300,000	2021-22

**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 2022
Estimated Project Cost:	\$25,000
Capital Expense Account:	466-611-9531 5634 Water

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$25,000	\$25,000		
Year to Date expenses	0			
Balance	\$25,000			

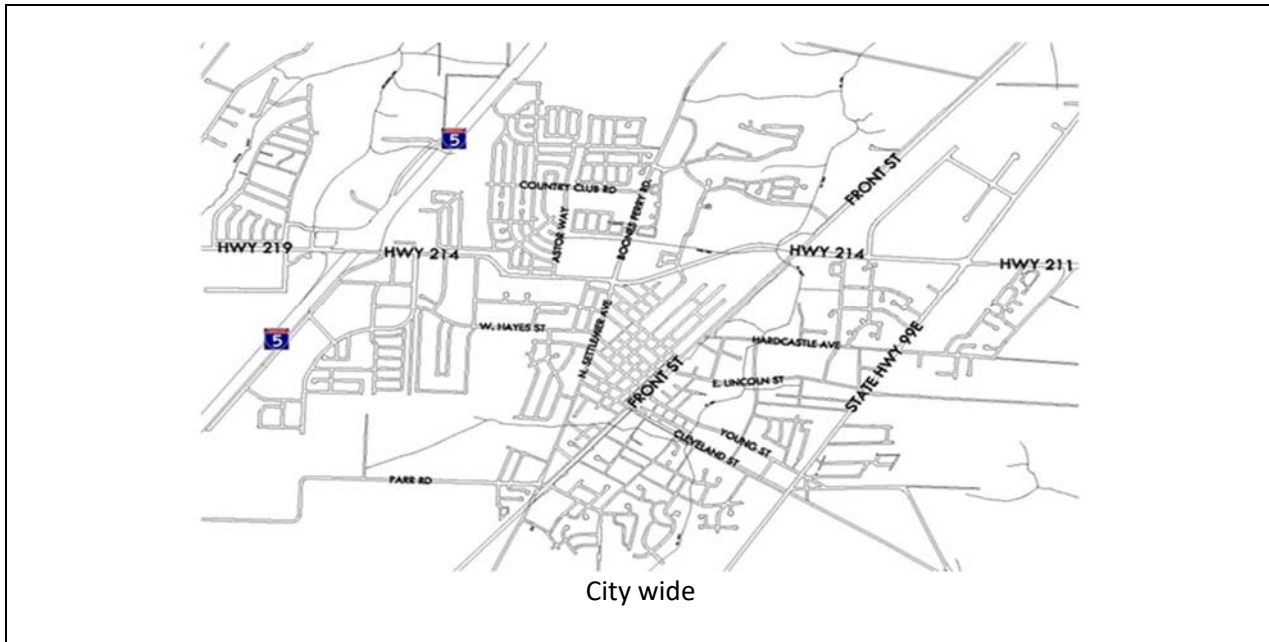
**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
AAWA1442	470	Water Fund	\$25,000	2021-22

### 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 2022
Estimated Project Cost:	\$336,800 (increased FY 2021-22)
Capital Expense Account:	466-611-9531-5634 Water

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$200,000	\$336,800		
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
CDWA1551	470	Water Fund	\$336,800	2021-22

**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 2022
Estimated Project Cost:	\$400,000
Capital Expense Account:	466-611-9531 5634 Water - Capital

**Budget History:**

Fiscal Year	2018-21	2021-22		
Budget	\$400,000	\$336,800		
Year to Date expenses	\$23,399			
Balance	\$336,800			

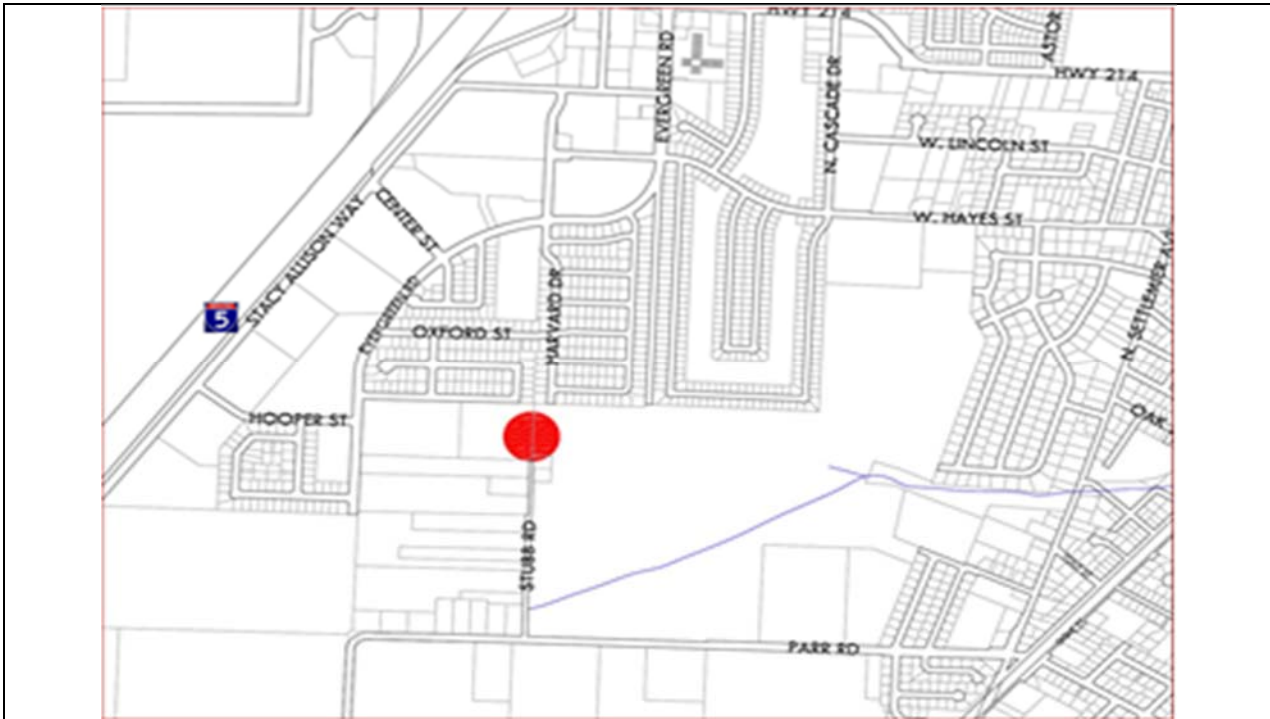
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIWA1545	470	Water Fund	\$150,300	2018-21
CIWA1545	470	Water Fund	\$336,800	2021-22

**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 2022
Estimated Project Cost:	\$2,500,000 (increased for FY 2021-22)

**Budget History:**

Fiscal Year	2018-19	2019-21	FY 2021-22
Budget	\$1,590,250	\$1,564,841	\$2,500,000
Year to Date expenses	25,409	\$351,517	
Balance	\$1,564,841	\$1,213,324	

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1546	470	Water Fund	\$840,250	2018-20
CDWA1546	474	Water SDC Fund	\$2,400,000	2021-22
CDWA1546	470	Water Fund	\$100,000	2021-22

## Six Year Capital Improvement Plan – FY 2021-22 to FY 2026-27

Project	Revenue Source	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	Total
<b>State Construction</b>								
Hwy. 99E Widening - Lincoln St. to S. of Cleveland St	State/City	-	-	-	7,150,000	-	-	7,150,000
Improve Roadway Lighting along Hwy 99E Corridor	State/City	-	-	2,110,000	-	-	-	2,110,000
Butteville/Hwy Improvements	State/City/County/Developer	-	9,500,000	-	-	-	-	9,500,000
<b>Total State Fund Construction</b>		<b>-</b>	<b>9,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,500,000</b>
<b>Street &amp; Storm Construction</b>								
W. Hayes Street Improvements - Settlemier to Cascade	Street SDC/St CIP/Storm SDC	3,400,000	-	-	-	-	-	3,400,000
Evergreen Road: Connect to Parr Road	Developer/Street SDC	-	-	-	600,000	800,000	-	1,400,000
S Woodland Avenue Extension	Developer/Street SDC	-	40,000	1,500,000	-	-	-	1,540,000
S Woodland Realignment	Developer/Street SDC	-	-	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 SDC	-	-	-	1,500,000	2,300,000	-	3,800,000
Pedestrian Activated Crosswalk - Boones & Constitution	Street Fund/Developer	-	65,000	-	-	-	-	65,000
Safety Sidewalk Construction	Street Fund	50,000	25,000	25,000	25,000	25,000	25,000	175,000
Settlemier/W. Lincoln Intersection	Street Fund	-	60,000	-	-	-	-	60,000
		<b>3,450,000</b>	<b>250,000</b>	<b>2,610,000</b>	<b>2,125,000</b>	<b>3,125,000</b>	<b>25,000</b>	<b>11,585,000</b>
<b>Storm Drain Construction</b>								
Fourth Street Storm Replacement - Garfield to Harrison	Street/Storm CIP	270,000	-	-	-	-	-	270,000
N. Front Street - Culvert to Commerce	Street Fund/Storm SDC	-	-	18,000	282,000	-	-	300,000
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
Storm Drainage Master Plan Update & SDC Rate Study	Street Fund	150,000	-	-	-	-	-	150,000
Rehab Existing Collection System	Street Fund	-	500,000	500,000	-	-	-	1,000,000
TMDL Projects	Street Fund	50,000	-	-	-	-	-	50,000
Goose Creek Drainage Upgrades	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>745,000</b>	<b>1,537,000</b>	<b>1,648,000</b>	<b>282,000</b>	<b>230,000</b>	<b>150,000</b>	<b>4,592,000</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
Brown Street	Street Fund	-	-	-	-	200,000	-	200,000
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>300,000</b>	<b>185,000</b>	<b>260,000</b>	<b>350,000</b>	<b>160,000</b>	<b>1,255,000</b>
<b>Total Street &amp; Storm Capital Construction</b>		<b>4,195,000</b>	<b>2,087,000</b>	<b>4,443,000</b>	<b>2,667,000</b>	<b>3,705,000</b>	<b>335,000</b>	<b>17,432,000</b>
<b>Water Systems Construction</b>								
Well Rehabilitation	Water Fund	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Hydrological Study	Water Fund	-	100,000	-	-	-	-	100,000
Water Rights Implementation	Water Fund	15,000	-	-	-	-	-	15,000
Water System Emergency Response Plan	Water Fund	50,000	-	-	-	-	-	50,000
Water Master Plan Completion	Water Fund	25,000	-	-	-	-	-	25,000
Repaint Elevated Storage Tank	Water Fund	200,000	500,000	-	-	-	-	700,000
Parr Road Third Booster pump & SCADA upgrades	Water Fund	-	-	175,000	-	-	-	175,000
Country Club Rd to Elevated Tank transmission replacemnt	Water Fund	-	-	-	3,484,000	-	-	3,484,000
Parr Road Treatment Plant - New well & raw water piping	Water Fund/Water SDC	2,500,000	-	-	-	-	-	2,500,000
I-5 waterline crossing to serve SWIR Area	Water Fund/Water SDC/Dev	800,000	-	-	-	-	-	800,000
Hwy 214: Astor Way to 1210 Newberg Hwy. waterline loop	Water Fund/Water SDC	-	190,000	-	-	-	-	190,000
Routine Water Main Replacement Program	Water Fund/Water SDC	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000
Fire Flow Improvements	Water Fund	336,800	336,800	336,800	336,800	336,800	336,800	2,020,800
Auxilliary Power for Wells #9, #11 & #14	Water Fund	225,000	-	-	-	-	-	225,000
<b>Total Water Systems Construction</b>		<b>4,581,800</b>	<b>1,556,800</b>	<b>941,800</b>	<b>4,250,800</b>	<b>766,800</b>	<b>766,800</b>	<b>12,864,800</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	2,000,000	2,000,000	2,400,000	2,400,000	-	-	8,800,000
Wastewater Facilities Plan Update & SDC Rate Study	Sewer Fund	100,000	50,000	-	-	-	-	150,000
Storm Water Treatment Final Engineering	Sewer Fund	-	-	265,000	-	-	-	265,000
Headworks - Screening	Sewer Fund	-	-	380,000	1,520,000	-	-	1,900,000
Primary Sedimentation - PEPS	Sewer Fund	-	-	600,000	2,400,000	-	-	3,000,000
Poplar Tree Expansion on Additional Property	Sewer Fund	-	350,000	500,000	500,000	-	-	1,350,000
Poplar Tree & Irrigation Restoration (Ice Storm)	Sewer Fund	670,000	-	-	-	-	-	670,000
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	20,000	-	-	-	-	-	20,000
Pump Station Upgrades (Existing Upgrades - Reliability)	Sewer Fund	125,000	100,000	-	-	-	-	225,000
Collection System Piping replacements	Sewer Fund	460,000	460,000	460,000	2,500,000	250,000	250,000	4,380,000
Young Street Pipeline Project	Sewer Fund	800,000	1,800,000	-	-	-	-	2,600,000
Rainier Lift Station - Force & Gravity sections	Sewer Fund	-	-	-	-	300,000	-	300,000
Santiam Pump Station Abandonment	Sewer Fund	5,000	-	-	-	-	-	5,000
Front Street pipeline project	Sewer Fund	300,000	1,100,000	-	-	-	-	1,400,000
Lincoln Street Sewer rehab - Bryan to Mill Creek	Sewer Fund	-	-	500,000	-	-	-	500,000
Laurel Sanitary Sewer Project	Local Imprvmt District	-	-	-	-	1,000,000	-	1,000,000
I-5 Pump Station & Force Main Upgrades Project, Phase 1	Sewer Fund/Sewer SDC	6,000,000	-	-	-	-	-	6,000,000
North Santiam Sewer Trunk Line from MCPS to Hazelnut Dr	Sewer SDC/Developer	200,000	800,000	-	-	-	-	1,000,000
Vanderbeck Pump Station Upgrades	Sewer SDC/Developer	200,000	200,000	-	-	-	-	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	300,000	-	-	-	-	-	300,000
Woodland/Hwy 219 Sewer repair at NE quadrant	Sewer Fund	200,000	-	-	-	-	-	200,000
Progress Way Pipeline project	Sewer Fund	-	-	-	-	300,000	1,200,000	1,500,000
<b>Total Sewer Construction</b>		<b>11,430,000</b>	<b>7,160,000</b>	<b>5,865,000</b>	<b>12,200,000</b>	<b>3,035,000</b>	<b>1,450,000</b>	<b>41,140,000</b>



# Appendices

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- ❖ Glossary
  
- ❖ Budget Policies & Fiscal Strategy
  
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  - Part-Time Wage Scale
  - AFSCME Wage Scale
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## 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 purpose of providing a service or a support function.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## City of Woodburn

### FY 2021/22 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 25, 2021. It is included here to add a long-term perspective to budget information.



# City of Woodburn



## Five Year Forecast Fiscal Years 2021-22 to 2025-26

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**City of Woodburn**  
**Five-Year Forecast**  
**FY 2021-22 - FY 2025-26**

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# Introduction

## City of Woodburn Background

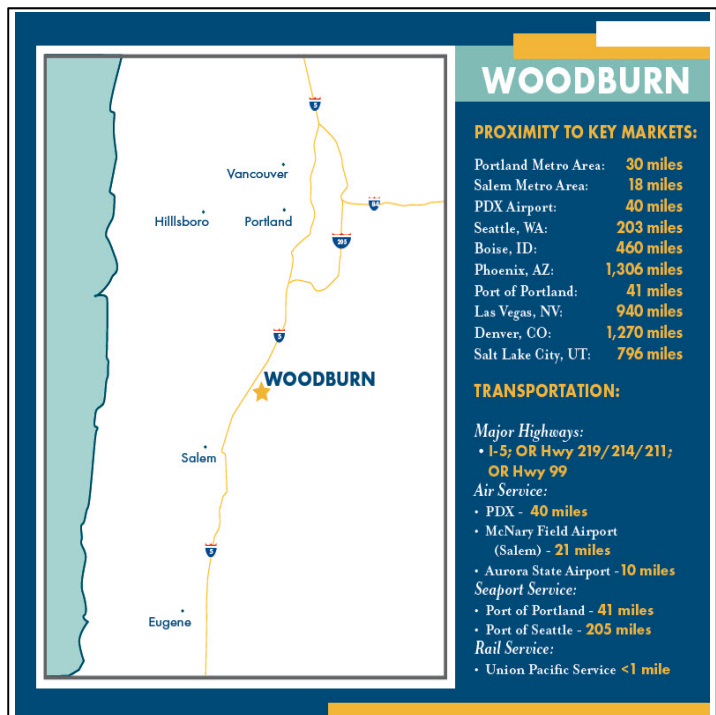
The City of Woodburn is a municipal corporation, which operates under a Council-Manager form of government. Policy making and legislative authority are vested in the City Council which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Administrator 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 25,185<sup>2</sup>, is Oregon's 23<sup>rd</sup> most populated city, and 3<sup>rd</sup> 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 \$20,720 (compared to \$33,763 for the state), and the median income for a household was \$50,093 or 20 percent less than the state median household income of \$62,818<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, 2019

<sup>3</sup> US Census Bureau Quick Facts, Woodburn, OR (figures shown in 2019 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

- COVID-19 restrictions in early 2020 resulted in layoffs of part-time employees in Aquatics, Recreation and Library and reduced service in Transit. Forecast includes estimates for full staff costs pre-COVID.
- 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 \$13,301,200<sup>4</sup> as of June 30, 2019. 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

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<sup>4</sup> The \$13,301,200 is the City of Woodburn's net proportionate share of the Unfunded Actuarial Liability as of June 30, 2019. Oregon PERS' independently audited financial statement can be found at <http://www.oregon.gov/pers>

subsequent biennial PERS rates. Currently the unfunded liability of \$13.3 million has been amortized for 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.

The city participated in a PERS side account and in December 2019 paid PERS \$2,823,043. With the state contribution the total Side Account is \$3,527,735. This reduced each of the City's PERS contribution rates by 2.85 percent.

### **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.

New Right-of-Way utility license and utility fee was recently adopted by City Council to manage right-of-way and utility usage within the City. This includes access to the right-of-way and vertical structures for smaller utilities. The revenue impact of this new fee is not known at this time but estimated to be about 15 percent of the total existing franchise fees.

### **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 from the General Fund. In FY 2020-21 the annual GF subsidy was increased to \$150,000. Transit is aggressively seeking grants to fund operations and maintain and/or increase current levels of service. Revenue from the statewide transit tax of 0.1 percent, implemented in July 2018 and charged to all employees through payroll, is helping increase the annual revenues.

### **Wastewater**

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. To keep ahead of debt service coverage ratios sewer rates were increased in January 2020 with additional increases in January 2021 and 2022.

### **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. An implementation dashboard has been set up for HB2017 on the ODOT website. Currently the June 2020 *Keep Oregon Moving* report of revenue and expenditures is available on ODOT's website. Data gathering regarding impacts and implications of the ongoing pandemic will be captured and included in the December 2020 submission.

# General Fund

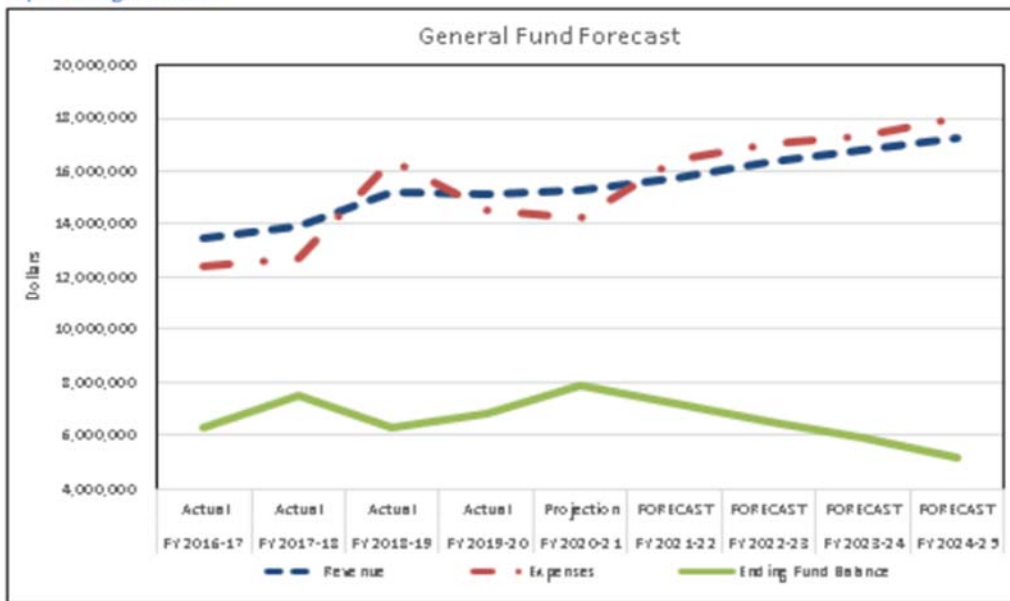
## Variances from Status Quo Assumptions

- None

## Key Assumptions

- Property tax revenue increase of 3 percent in years 1-5
- PERS rate increase 20.5 percent as of July 1, 2021 and July 2022; 22.5 percent increases in years 3-4 and 24.5 percent in year 5
- General Fund Right-of-Way charge on Water and Sewer of 5 percent continues on total revenues
- Addition of new Right-of-Way charges for small franchise utilities
- Reduction of Marijuana Tax – new legislation will divert some revenue to treatment

### Operating Position



Property taxes account for nearly two-thirds (68 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 4.4 percent, which has been reduced in 2020-21 due to closures of the Aquatic Center, Library and Recreation programs and cancellation of the Fiesta Mexicana in 2020. Forecast Revenues are projected to increase at a modest 1.0 percent rate beyond year one of the forecast period.

### Potential Impacts and Issues

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

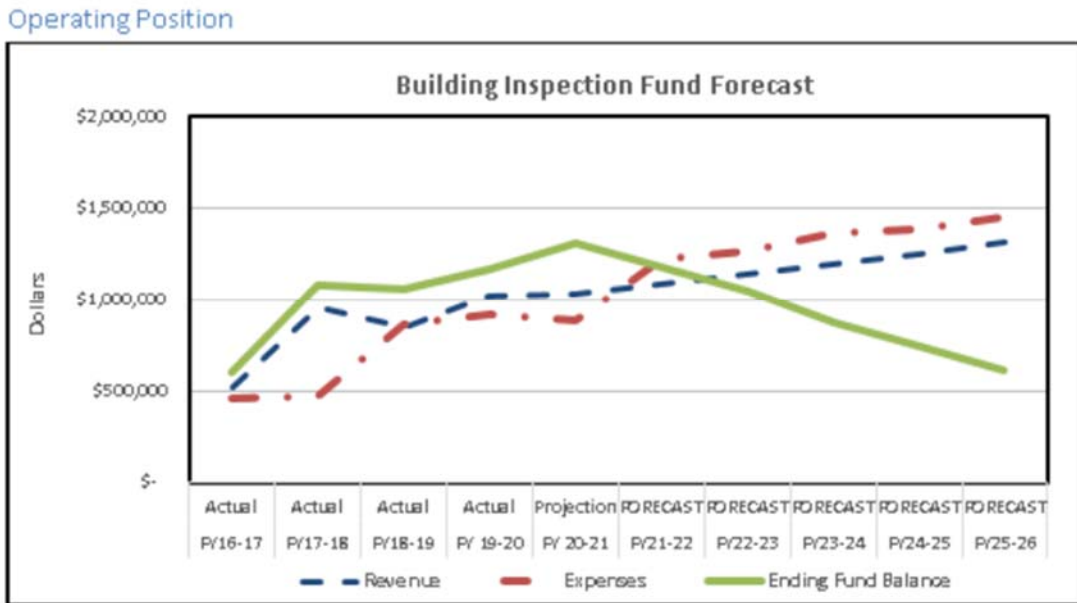
*Police Staffing:* As the community grows, there will be an increased demand for police services.

*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 continue to increase due to large residential developments.
- Increased building activity prompted the creation of a full-time plans examiner position using two unfilled part-time plans examiner positions for FY 2021-22.



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.

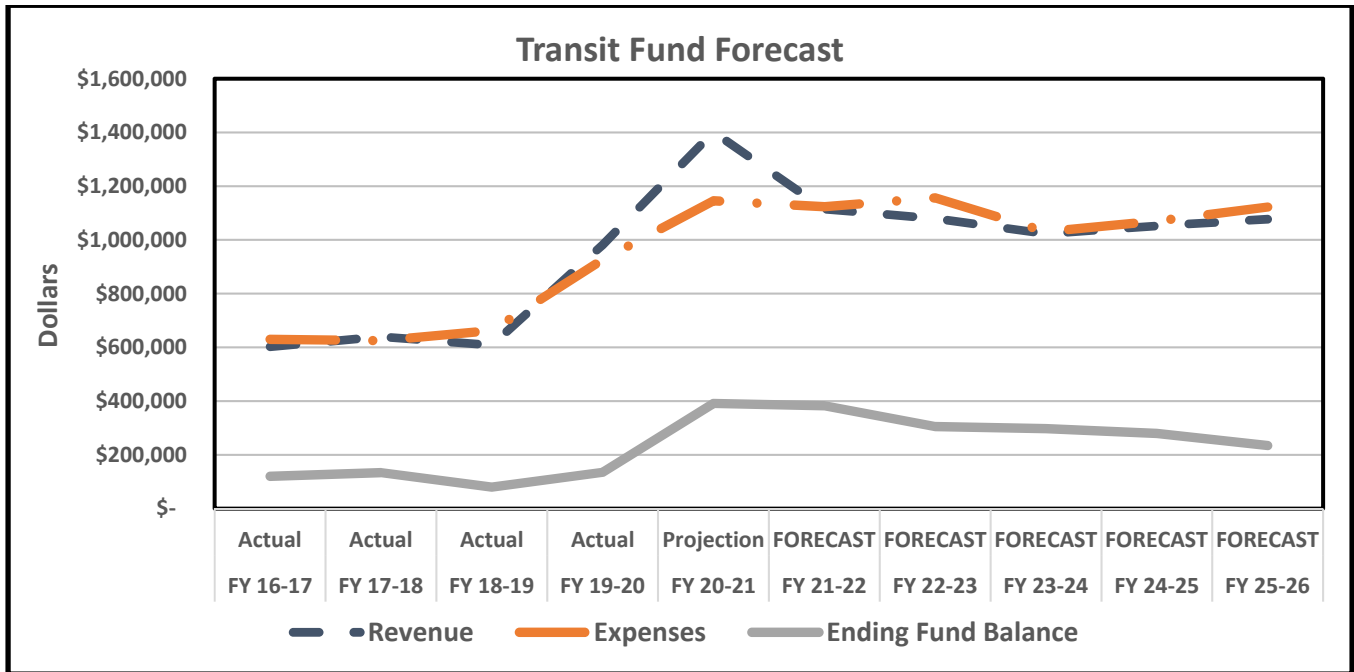
Approximately 50 percent of the Woodburn School District 2015 voter approved bond measure allows for significant construction work to all the school buildings for repairs, additions and two new schools. The school bond will impact the department workload and revenue over the next five years.

# Transit Fund

## Variations from Status Quo Assumptions

- July 2019 Statewide Transit Tax implementation and required service expansion expenses
- COVID-19 restrictions reduced routes times, reduced fare revenues and reduced part-time staff starting in late FY 2019-20 and continuing in FY 2020-21. Forecast considers full staff estimates.

## Operating Position



Transit provides Dial-a-Ride services for disabled citizens and fixed route bus operations and is funded by a contribution of \$150,000 from the General Fund with the balance from fare and grant revenue. The statewide transit tax of 0.1 percent is charged on all employee payroll and transferred to Oregon’s Department of Revenue to fund public transportation. The first revenue distribution was received in August 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 2019-20 was for grant-funded purchases.

## Potential Impacts and Issues

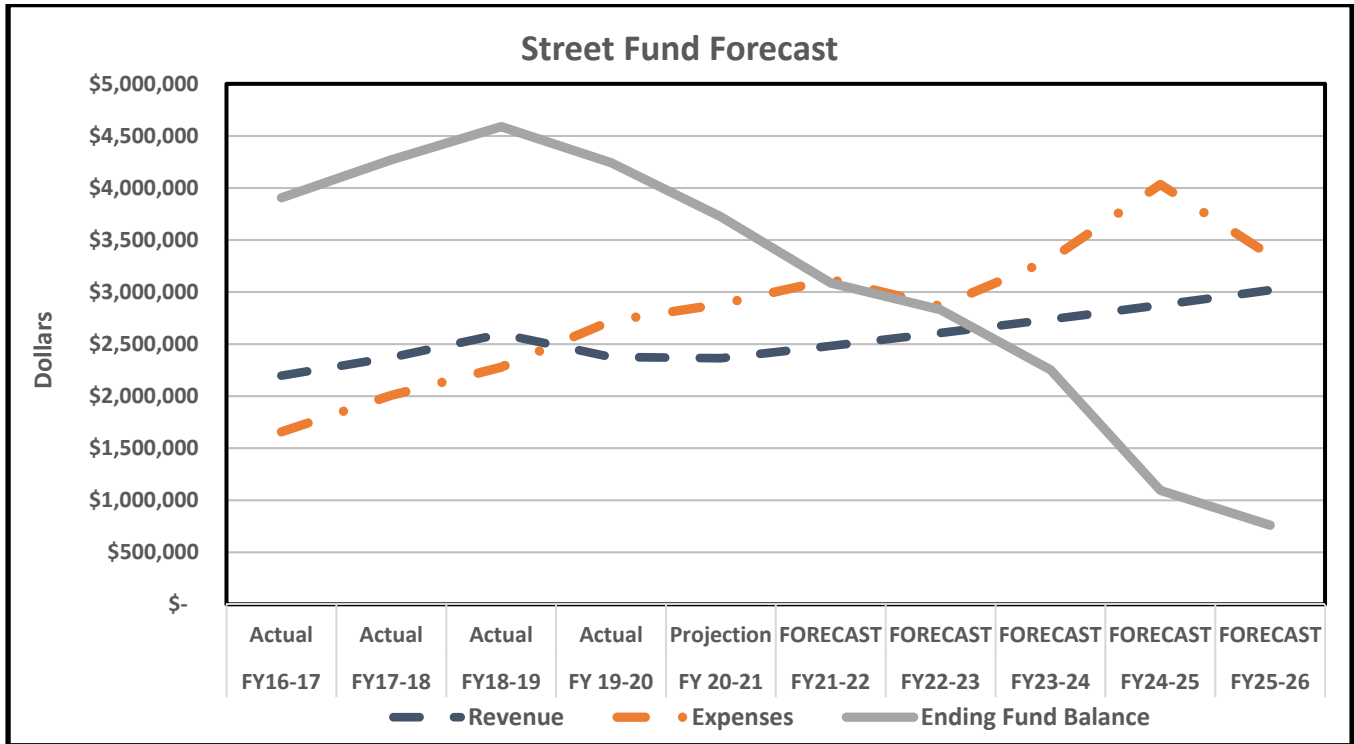
Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund.

# Street Fund

## Variations 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 South Woodland Extension.

## Potential Impacts and Issues

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



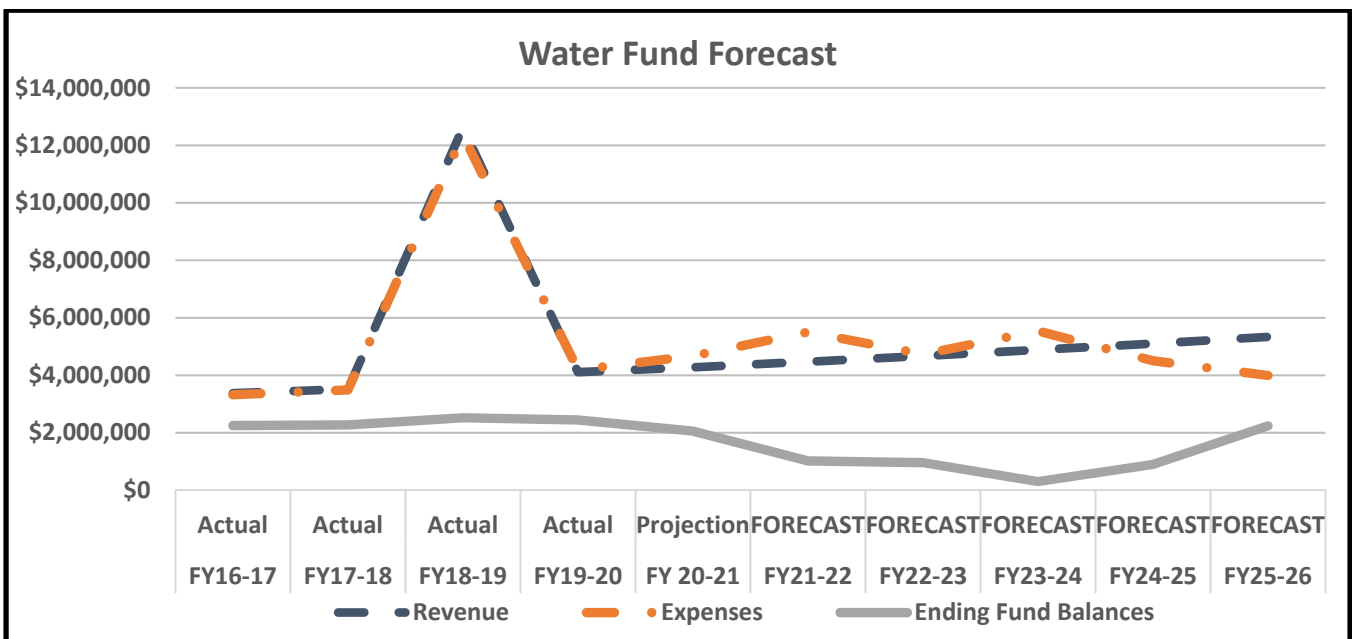
# Water Fund

## Variations from Status Quo Assumptions

- Spring 2018 water rate study resulted in City Council approved increases over the next 10 years; annual increases of 4 percent each July from 2020 to 2028.
- FY 2018-19 the water bond was refinanced.

## Operating Position

Water revenues are 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.

## Capital Projects — From Operating Revenues

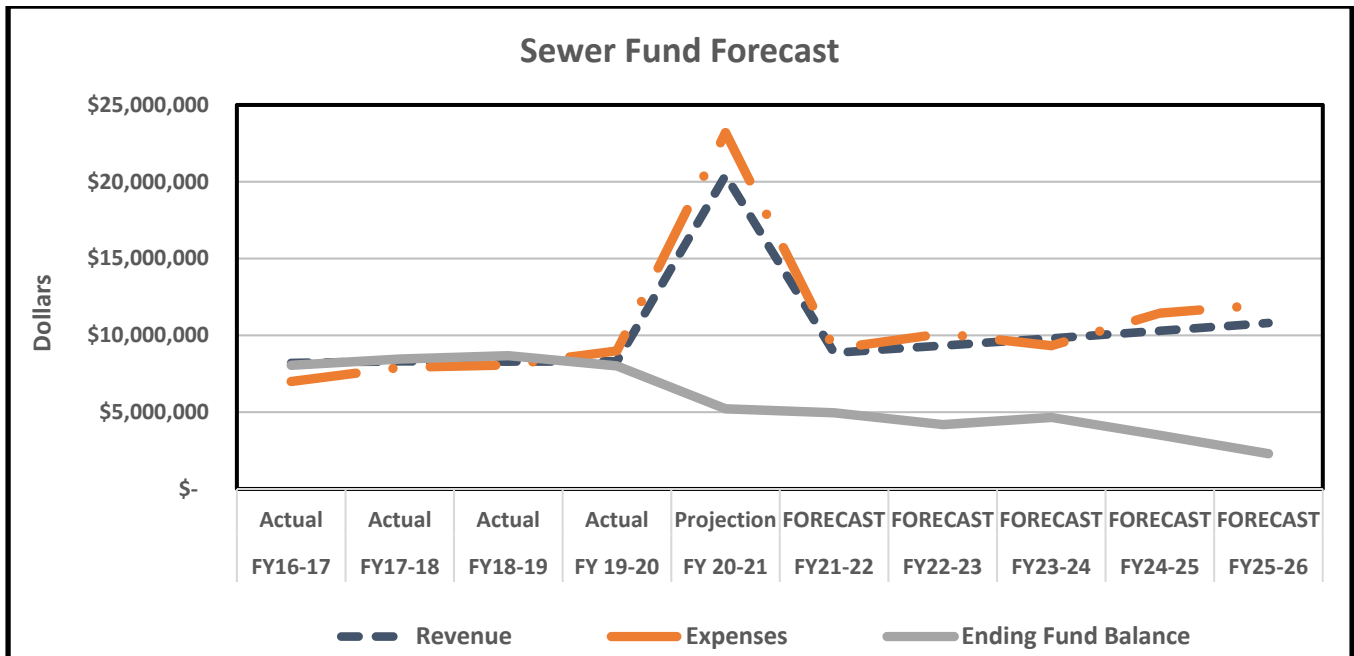
The Water Construction Fund 466 still carries a balance to cover most of the proposed projects for FY 2020-21. However, after that balance is spent the Water Fund will budget transfers for future water construction. While the forecast shows fund balance decreasing to zero, in reality the capital projects will be staggered or delayed in a manner that preserves the fund balance. Major projects include a new well and raw water piping at the Parr Road Treatment Plant and painting the elevated storage tank.

# Sewer Fund

## Variations from Status Quo Assumptions

- Bond defeasance was paid in early FY 2020-21 of \$13.5 million
- Sewer rate increases of 5 percent in January 2021 and 2022

## 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 2020-21 budget cycle.

## Remaining Funds

The remaining 13 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.

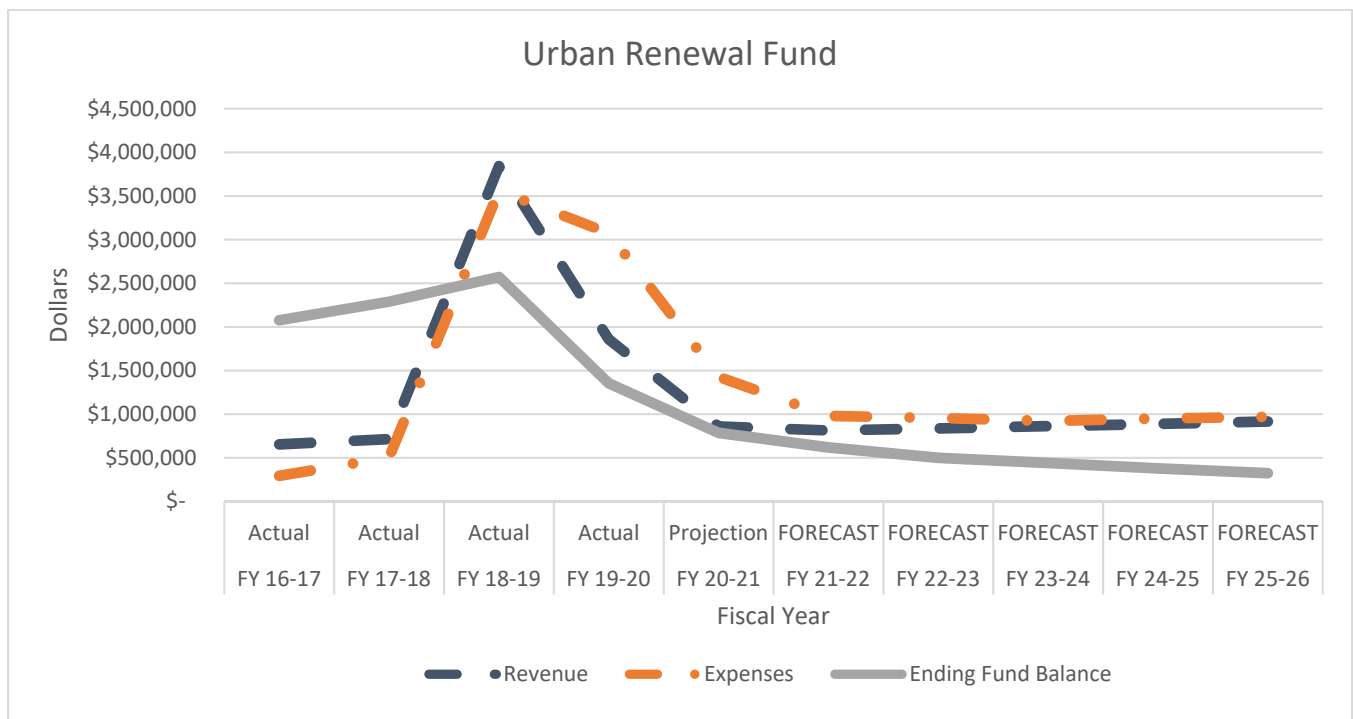
Urban Renewal Forecast is shown below.

# Urban Renewal Funds

## Variances from Status Quo Assumptions

- Business Grants given out during COVID restricted times
- Peak in FY 2018-19 was the First Street Improvement project costs and a loan for the improvement which will be paid through FY 2028-29

## Operating Position



## Potential Impacts and Issues

Future projects could be impacted by funding. Although there are many grants available to help with the funding and the staff has been successful in acquiring grants.

## Capital Projects — From Operating Revenues

Major projects are the completion of the Bungalow Theater and Museum, Historic Locomotive Shelter and the Public Arts and Mural program. 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.

# 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. A new Right-of-Way franchise fee was implemented in December 2020 for small utilities using the City’s right-of-way.

### **Charges for Goods & Services — Utility User Charges**

Water: The forecast assumes a 4 percent rate increase in each of the forecast years as adopted by City Council through 2028.

Sewer: The forecast includes 5 percent rate increases effective January 2021 and January 2022 as adopted by City Council.

### **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 3.0 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 2020-21</b>	<b>FY 2021-22</b>
Woodburn Police Association – Officers (WPA) – contract end 6/2021	2.8%	N/A
Woodburn Police Association – Community Service Officers (WPA)	2.8%	N/A
American Federation of State, County, and Municipal Employees (AFSCME) – contract ends 6/2022	3%	3%

- Insurance: A growth rate of 5 percent is used for insurance costs in each of the forecast years.
- PERS: Rate assumptions for all categories were reduced due to the PERS side account. General Fund PERS assumptions tend to be slightly higher than other funds due to higher PERS rates for Police service employees.

## 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 07/01/2021				
Grade	Position	RANGE		
		Entry	Mid	Max
1	Intern	\$ 12.75	\$ 13.77	\$ 14.87
	Library Page	\$	\$	\$
	Lifeguard	\$	\$	\$
	Office Assistant	\$	\$	\$
	Recreation Leader	\$	\$	\$
2	Vehicle Custodian	\$ 13.10	\$ 14.15	\$ 15.28
3	Swim Instructor I	\$ 13.50	\$ 14.58	\$ 15.75
4	Recreation Specialist	\$ 13.91	\$ 15.02	\$ 16.22
	Fitness Instructor I	\$	\$	\$
5	Head Lifeguard	\$ 14.03	\$ 15.15	\$ 16.36
	Swim Instructor II	\$	\$	\$
6	Medical Transportation Driver	\$ 14.33	\$ 15.48	\$ 16.71
7		\$ 14.50	\$ 15.66	\$ 16.91
8	Community Relations Assistant	\$ 14.75	\$ 15.93	\$ 17.20
	Parks & Maintenance Worker	\$	\$	\$
	Utility Worker I	\$	\$	\$
9	Dial-a-Ride Transportation Driver	\$ 15.18	\$ 16.39	\$ 17.71
10		\$ 15.37	\$ 16.60	\$ 17.93
11	Transportation Bus Driver	\$ 16.14	\$ 17.43	\$ 19.53
	Library Assistant	\$	\$	\$
	Cashier	\$	\$	\$
12	Aquatics Shift Supervisor	\$ 16.95	\$ 18.31	\$ 20.12
13	Library Associate	\$ 17.79	\$ 19.57	\$ 20.72
14		\$ 18.00	\$ 19.44	\$ 21.34
15		\$ 18.25	\$ 19.71	\$ 21.98
16		\$ 18.50	\$ 19.98	\$ 22.64
17	IT Network Technician	\$ 19.61	\$ 21.58	\$ 23.73
	Pool Operator			
	Police Property & Evidence Technician	\$	\$	\$
18		\$ 20.59	\$ 22.65	\$ 24.92
19		\$ 21.62	\$ 23.79	\$ 26.16
20	Librarian	\$ 22.70	\$ 24.98	\$ 27.47
21	Plans Examiner/Bldg Inspector I	\$ 23.84	\$ 26.22	\$ 28.85
22		\$ 25.03	\$ 27.54	\$ 30.29
23	Plans Examiner/Bldg Inspector II	\$ 26.28	\$ 28.91	\$ 31.80
24	Court Bailiff	\$ 27.60	\$ 30.36	\$ 33.39
25		\$ 28.41	\$ 31.25	\$ 34.38
26		\$ 28.98	\$ 31.88	\$ 35.06
27		\$ 30.43	\$ 33.47	\$ 36.82
28	Plans Examiner/Building Inspector III	\$ 31.95	\$ 35.14	\$ 38.66
	Project Engineer	\$	\$	\$
29	Court Judge	Set rate per day/DOE		
	Police Background Investigator	Set rate per day/DOE		
30	Fitness Instructor II	\$ 17.00	\$ 21.00	\$ 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

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	\$ 28.92	\$ 30.08	\$ 31.22	\$ 32.77	\$ 34.31	\$ 35.85	\$ 37.78	\$ 38.54	\$ 39.71	\$ 40.50	41.31
1.2	Officer-Basic Language	\$ 29.65	\$ 30.82	\$ 32.00	\$ 33.58	\$ 35.16	\$ 36.75	\$ 38.73	\$ 39.52	\$ 40.71	\$ 41.52	42.36
1.3	Officer-Advanced Lang	\$ 30.94	\$ 32.19	\$ 33.42	\$ 35.07	\$ 36.72	\$ 38.37	\$ 40.42	\$ 41.26	\$ 42.50	\$ 43.35	44.21
2.1	Officer-Intermediate	\$ 30.37	\$ 31.58	\$ 32.79	\$ 34.40	\$ 36.03	\$ 37.65	\$ 39.67	\$ 40.49	\$ 41.70	\$ 42.53	43.38
2.2	Officer-Inter Basic Lang	\$ 31.13	\$ 32.37	\$ 33.61	\$ 35.28	\$ 36.94	\$ 38.60	\$ 40.67	\$ 41.50	\$ 42.75	\$ 43.60	44.47
2.3	Officer-Inter Adv Lang	\$ 32.49	\$ 33.80	\$ 35.09	\$ 36.72	\$ 38.54	\$ 40.30	\$ 42.45	\$ 43.32	\$ 44.62	\$ 45.51	46.41
3.1	Officer-Advanced	\$ 31.83	\$ 33.09	\$ 34.35	\$ 36.06	\$ 37.74	\$ 39.45	\$ 41.55	\$ 42.40	\$ 43.68	\$ 44.55	45.45
3.2	Officer-Adv Basic Lang	\$ 32.63	\$ 33.92	\$ 35.22	\$ 36.96	\$ 38.70	\$ 40.43	\$ 42.61	\$ 43.48	\$ 44.78	\$ 45.67	46.6
3.3	Officer-Adv Adv Lang	\$ 34.03	\$ 35.41	\$ 36.77	\$ 38.59	\$ 40.39	\$ 42.22	\$ 44.47	\$ 45.38	\$ 46.73	\$ 47.67	48.63
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		\$ 21.69	\$ 22.55	\$ 23.42	\$ 24.59	\$ 25.74	\$ 26.90	\$ 28.34	\$ 28.92			

### 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 & Mai	Materials & Services
5474	Structures Repair & Maint	Materials & Services
5475	Vehicle Repair & Maint	Materials & Services
5476	Laundry	Materials & Services
5477	Instrumentation & Calibra	Materials & Services
5478	Playground Repair & Maint	Materials & Services
5479	Other Repair & Maint	Materials & Services
5480	Accident Repair	Materials & Services
5481	Utility Assistance Program	Materials & Services
5482	Tree Maintenance	Materials & Services
5483	Sidewalks	Materials & Services
5484	Urban Forestry Program	Materials & Services
5485	Leadership Development	Materials & Services

Account Number	Description	Classification
5490	Refunds	Materials & Services
5491	Dues & Subscriptions	Materials & Services
5492	Registrations/Training	Materials & Services
5493	Printing/Binding	Materials & Services
5494	Janitorial	Materials & Services
5495	Court Costs	Materials & Services
5496	Filing/Recording	Materials & Services
5497	Entertainment/Admissions	Materials & Services
5498	Permits/Fees	Materials & Services
5498.059	MC Permits	Materials & Services
5498.159	MC State Surc	Materials & Services
5498.259	St Mfg Fee	Materials & Services
5498.359	State Surc	Materials & Services
5498.459	Construction Excise Tax	Materials & Services
5499	Other Services (Acct Closed)	Materials & Services
5499.001	Reg Lib Sv	Materials & Services
5499.005	Grounds Maintenance Services	Materials & Services
5499.100	Literacy Grant	Materials & Services
5499.101	Housing Rehab Loans	Materials & Services
5499.102	Business Assistance Loans	Materials & Services
5499.376	Interfund Loan (Use 5841.376)	Materials & Services
5499.466	Interfund Loan (Use 5841.466)	Materials & Services
5499.911	911 Services	Materials & Services
5499.999	Bond Issuance Costs	Materials & Services
5500	Banking Fees & Charges	Materials & Services
5509	Misc. Expense	Materials & Services
5510	Bad Debt Expense	Materials & Services
5520	Grant Program	Materials & Services
5530	Design Services	Materials & Services
5540	Loan Program	Materials & Services
5611	Land	Capital Outlay
5612	Easements	Capital Outlay
5621	Administrative	Capital Outlay
5622	Library - Capital	Capital Outlay
5623	Park	Capital Outlay
5623.001	Pool Resurfacing	Capital Outlay
5623.002	Pool Electrical Panel	Capital Outlay
5623.003	Pool Lights	Capital Outlay
5623.011	Community Center	Capital Outlay
5623.018	Engineering HVAC Pool	Capital Outlay
5623.019	Duct Work at Pool	Capital Outlay
5623.020	Freon Leak Repair	Capital Outlay
5623.021	Evaporating Coil	Capital Outlay
5624	Garage/Shop	Capital Outlay
5629	Buildings	Capital Outlay
5629.004	Museum Exterior	Capital Outlay
5629.005	Museum Ceiling	Capital Outlay
5630	Public Art	Capital Outlay
5631	Streets/Alleys/Sidewalks	Capital Outlay
5633	Parking	Capital Outlay
5634	Water - Capital	Capital Outlay
5635	Sewer	Capital Outlay
5636	Storm Drains	Capital Outlay
5637	Parks	Capital Outlay
5639	Other Improvements	Capital Outlay
5639.013	Plaza	Capital Outlay
5639.017	Front Street Playground	Capital Outlay
5639.033	Burlingham Playground	Capital Outlay
5641	Office Furniture & Equip	Capital Outlay
5642	Passenger Vehicles	Capital Outlay
5643	Heavy Equipment	Capital Outlay
5644	Communications	Capital Outlay
5645	Computing	Capital Outlay
5645.101	Network	Capital Outlay
5645.102	Telephone	Capital Outlay
5646	Shop Tooling	Capital Outlay
5648	Systems/Control Equip	Capital Outlay
5649	Other Equipment	Capital Outlay
5699	Depreciation Expense	Depreciation

Account Number	Description	Classification
5711	Bond Principal	Debt Service
5712	Note Principal	Debt Service
5714	Interfund Loan	Debt Service
5719	Other Principal	Debt Service
5721	Bond Interest	Debt Service
5722	Note Interest	Debt Service
5724	Interfund Interest	Debt Service
5724.101	Interfund Loan	Debt Service
5729	Interest for CET	Materials & Services
5811	Transfer to Other Funds	Transfers Out
5811.001	Transfer to General Fund	Transfers Out
5811.11	Transfer to Transit	Transfers Out
5811.123	Transfer to Building	Transfers Out
5811.132	Transfer to Asset Forfeiture	Transfers Out
5811.137	Transfer to Housing Rehab	Transfers Out
5811.14	Transfer to Street	Transfers Out
5811.358	Transfer to General Cap Const Fund	Transfers Out
5811.36	Transfer to Special Assessment	Transfers Out
5811.363	Transfer to Street & Storm Cap Const Fund	Transfers Out
5811.364	Transfer to Parks SDC	Transfers Out
5811.376	Transfer to Street SDC	Transfers Out
5811.465	Transfer to Sewer Cap Const	Transfers Out
5811.466	Transfer to Water Cap Const	Transfers Out
5811.470	Transfer to Water	Transfers Out
5811.472	Transfer to Sewer	Transfers Out
5811.474	Transfer To Water SDC	Transfers Out
5811.568	Transfer to Info Services	Transfers Out
5811.591	Transfer to Equipment Replace	Transfers Out
5811.690	Transfer to Library Endowment	Transfers Out
5811.691	Transfer to Museum Endowment	Transfers Out
5811.692	Transfer to Water Deposit	Transfers Out
5811.693	Transfer to Reserve for PERS	Transfers Out
5811.695	Transfer To Lavelle Black Trust Fund	Transfers Out
5811.901	Transfer to Payroll Clearing	Transfers Out
5811.915	Transfer Out	Transfers Out
5841.357	Interfund Loan Payment	Transfers Out
5841.358	Interfund Loan Payment	Transfers Out
5841.376	Interfund Loan Transfer	Transfers Out
5841.466	Interfund Loan Transfer	Transfers Out
5921	Contingency	Contingencies and Unappropriated Balances
5981.001	Reserve--Police	Contingencies and Unappropriated Balances
5981.002	Reserve--Buildings	Contingencies and Unappropriated Balances
5981.003	Reserve--Land	Contingencies and Unappropriated Balances
5981.004	Reserve--Equipment	Contingencies and Unappropriated Balances
5981.005	Reserve for Future Years	Contingencies and Unappropriated Balances
5981.007	Reserve for Debt Service	Contingencies and Unappropriated Balances
5981.008	Reserve for URA Debt	Contingencies and Unappropriated Balances
5981.009	Reserve for Donations	Contingencies and Unappropriated Balances
5981.010	Reserve for Loan	Contingencies and Unappropriated Balances
5981.011	Reserve for Plotters	Contingencies and Unappropriated Balances
5981.012	Reserve - SMR	Contingencies and Unappropriated Balances
5981.013	Reserve for Facilities	Contingencies and Unappropriated Balances
5981.050	Reserves	Contingencies and Unappropriated Balances
5981.101	Reserve for PERS	Contingencies and Unappropriated Balances
5991	Unappropriated Balance	Contingencies and Unappropriated Balances
999.9999	PY Balancing	Contingencies and Unappropriated Balances
9999	PY Balancing	Contingencies and Unappropriated Balances

# LB-1 Notice of Budget Hearing

FORM LB-1

**NOTICE OF BUDGET HEARING**

A public meeting of the City of Woodburn City Council will be held on June 14, 2021 at 7:00 pm via video conferencing. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 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 2021-22.

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 11, 2021 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 11, 2021 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 2019-20	Amended Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	49,971,347	44,898,790	42,415,680
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	17,876,605	19,044,250	22,168,430
Federal, State and all Other Grants, Gifts, Allocations and Donations	4,505,568	8,638,500	8,638,700
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	4,272,955	25,927,800	17,726,510
All Other Resources Except Current Year Property Taxes	3,138,382	3,263,510	2,605,910
Current Year Property Taxes Estimated to be Received	10,608,788	10,990,700	11,175,270
<b>Total Resources</b>	<b>90,373,645</b>	<b>112,763,550</b>	<b>104,730,500</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	15,124,466	17,494,830	18,101,330
Materials and Services	11,741,667	13,395,750	13,560,380
Capital Outlay	4,751,546	21,079,360	22,478,100
Debt Service	7,236,717	16,227,930	2,479,100
Interfund Transfers	3,075,574	25,927,800	17,799,060
Contingencies	0	6,429,680	13,042,230
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	12,208,200	17,270,300
<b>Total Requirements</b>	<b>41,929,970</b>	<b>112,763,550</b>	<b>104,730,500</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	1,289,089	1,661,680	1,963,490
FTE	17.6	19.2	18.1
Economic Development	138,365	174,640	209,930
FTE	1.0	1.0	1.0
Police	8,143,382	9,228,590	9,330,180
FTE	43.5	45.8	46.8
Community Services	3,103,379	3,605,800	3,403,970
FTE	38.3	38.9	32.7
Planning	470,851	507,820	548,160
FTE	4.0	4.0	4.0
Engineering	242,796	310,440	317,600
FTE	4.5	5.5	5.5
Building Inspection	916,492	1,898,890	2,630,100
FTE	3.8	3.8	4.0
Housing Rehab	2,603	434,570	41,250
FTE	0	0	0
Water	4,443,498	7,235,660	5,458,430
FTE	10.5	10.5	10.0
Capital Improvement	4,180,650	41,906,030	52,957,180
FTE	0	0	0
Sewer/Surface Water/Collections	8,982,796	28,623,370	16,631,680
FTE	14.0	14.0	15.0
Street	2,722,322	6,289,530	6,207,210
FTE	9.5	9.5	9.5
Transit	926,273	890,600	1,903,500
FTE	11.7	11.6	11.7
Not Allocated to Organizational Unit or Program	6,367,474	9,995,930	3,127,820
FTE	5.5	5.3	6.0
<b>Total Requirements</b>	<b>41,929,970</b>	<b>112,763,550</b>	<b>104,730,500</b>
FTE	<b>163.9</b>	<b>169.1</b>	<b>164.3</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
The full faith and credit bank loan issued in FY 2018-19 will have debt service payments in FY 2021-22.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This Year 2020-21	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit 6.0534 per \$1,000)	6.0534	6.0534	6.0534
Local Option Levy			
Levy For General Obligation Bonds	570,200	590,000	607,500

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$1,869,910	
Other Bonds	\$10,123,220	
Other Borrowings	\$643,000	
<b>Total</b>	<b>\$12,636,130</b>	

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

150-504-073-2 (Rev. 02-14)

## Budget Resolution

### COUNCIL BILL NO. 3156

### RESOLUTION NO. 2172

#### A RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2021-22 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 2021-22 budget to the Budget Committee at its April 21, 2021 meeting; and

**WHEREAS**, the April 21, 2021 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 14, 2021; and

**WHEREAS**, a public hearing was held at the April 21, 2021 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 April 14, 2021 as required by ORS 294.438; and

**WHEREAS**, a second public hearing was held before the City Council at its meeting on June 14, 2021; and **NOW, THEREFORE**

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

**Section 1.** The City Council adopts the budget for FY 2021-22 in the sum of \$104,730,500. 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 \$607,500 for public safety general obligation (GO) bonds. These taxes are hereby imposed and categorized for tax year 2021-22 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	-	\$607,500



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

Organization	Operating*	Transfers	Debt	Contingency	Total	Reserves	Total
Administration	1,963,490				1,963,490		
Economic Development	209,930				209,930		
Police	8,699,850				8,699,850		
Community Services	3,403,970				3,403,970		
Planning	648,160				648,160		
Engineering	317,600				317,600		
Non-Departmental	1,074,460	362,660	643,000		2,080,120		
General Fund				3,944,440	3,944,440	3,102,360	
<b>Total General Fund</b>	<b>16,317,460</b>	<b>362,660</b>	<b>643,000</b>	<b>3,944,440</b>	<b>21,267,560</b>	<b>3,102,360</b>	<b>24,369,920</b>
Transit	1,506,420			397,080	1,903,500		1,903,500
Building	1,401,780			1,228,320	2,630,100		2,630,100
Asset Forfeiture	15,330				15,330		15,330
American Rescue Plan				5,401,000	5,401,000		5,401,000
Housing Rehab	41,250				41,250		41,250
Street	3,406,270	1,617,880		1,183,060	6,207,210		6,207,210
GO Debt Service			607,500		607,500		607,500
General Cap Const	384,790				384,790		384,790
Special Assessment				46,500	46,500		46,500
Street/Storm Cap Const	4,195,000				4,195,000		4,195,000
Parks SDC		100,000			100,000	2,015,050	2,115,050
Transportation SDC		1,050,000			1,050,000	4,595,320	5,645,320
Storm SDC		150,000			150,000	702,730	852,730
Sewer Cap Const	11,518,000				11,518,000		11,518,000
Water Cap Const	4,581,800				4,581,800		4,581,800
Water	2,746,240	453,080	1,228,600	791,180	5,219,100	1,308,300	6,527,400
Sewer	4,678,900	7,879,070		1,239,710	13,797,680	2,834,000	16,631,680
Water SDC		2,500,000			2,500,000	646,560	3,146,560
Sewer SDC		3,715,510			3,715,510		3,715,510
Information Technology	1,249,380			260,870	1,510,250	110,000	1,620,250
Insurance	846,920			477,530	1,324,450		1,324,450
Equipment Replacement	1,030,510				1,030,510		1,030,510
PERS Reserve	183,120				183,120		183,120
Lavelle Black Trust	7,500			28,520	36,020		36,020
<b>TOTAL</b>	<b>54,110,670</b>	<b>17,828,200</b>	<b>2,479,100</b>	<b>14,998,210</b>	<b>89,416,180</b>	<b>15,314,320</b>	<b>104,730,500</b>

Approved as to Form:  6/14/2021  
 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 14, 2021  
June 14, 2021  
June 14, 2021  
June 14, 2021

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

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# Urban Renewal Agency (URA)



# Adopted Budget FY 2021-22

## 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 2020-21 accomplishments**

- Completed First Street Improvements
- Completed Pix Theater parking lot and mural
- Demolition at 333 N First Street for a pocket park (Dahlia Park) and completion of mural
- Continued to work with property at 550 N First Street and manage reporting on Oregon Main Street grant
- Restoration of Woodburn Museum and Bungalow Theater facade

### **Urban Renewal and Economic Development Projects 2021-22**

Project and program proposed for FY 2021-22 include (but are not limited to):

- Complete Façade make-over on 2-3 properties
- Work with business owners on the installation of additional security cameras and lighting in downtown
- Continue completion of following Building Improvement Grants for Trapala Restaurant, El Mercado, Woodburn Market, and Historic City Hall – 550 N First Street
- Work with AWARE Food Bank on building improvements and CDBG grant
- Complete additional Urban Renewal projects including (but not limited to):
  - First & Cleveland Parking Lot
  - Street Tree Replacement - Front Street
  - 50/50 Sidewalk Program
  - Woodburn Museum/Bungalow
  - Historic Locomotive Shelter
  - Downtown Water Fountain Improvements

**Performance Measurements**

Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Goal
Urban Renewal Building Improvement Projects	3	5	13	4	2
Urban Renewal Design Service Grant	3	7	7	0	2
Complete Public Arts – Murals Projects	0	0	2	2	1

**Budget Summary**

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description	FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Urban Renewal Fund</b>						
Revenues						
2,232,019	(384,914)	1,123,260	Fund Balance	1,214,310	1,214,310	1,214,310
761,166	775,881	805,000	Taxes	787,950	787,950	787,950
117,078	1,040,152	-	Intergovernmental	-	-	-
64,074	42,546	25,000	Miscellaneous Revenue	90,000	90,000	90,000
2,900,000	-	-	Other Financing Sources	-	-	-
<b>6,074,337</b>	<b>1,473,666</b>	<b>1,953,260</b>	<b>Revenues Total</b>	<b>2,092,260</b>	<b>2,092,260</b>	<b>2,092,260</b>
Expenditures						
132,706	202,724	208,050	Personnel Services	209,020	209,020	209,020
172,276	166,466	297,940	Materials & Services	202,640	202,640	202,640
3,254,269	2,359,821	720,000	Capital Outlay	558,000	558,000	558,000
-	334,975	335,130	Debt Service	334,870	334,870	334,870
-	12,290	-	Transfers Out	2,090	2,090	2,090
-	-	392,140	Contingencies and Reserve	785,640	785,640	785,640
<b>3,559,251</b>	<b>3,076,276</b>	<b>1,953,260</b>	<b>Expenditures Total</b>	<b>2,092,260</b>	<b>2,092,260</b>	<b>2,092,260</b>
<b>2,515,086</b>	<b>(1,602,610)</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 \$558,000 is for the following projects:

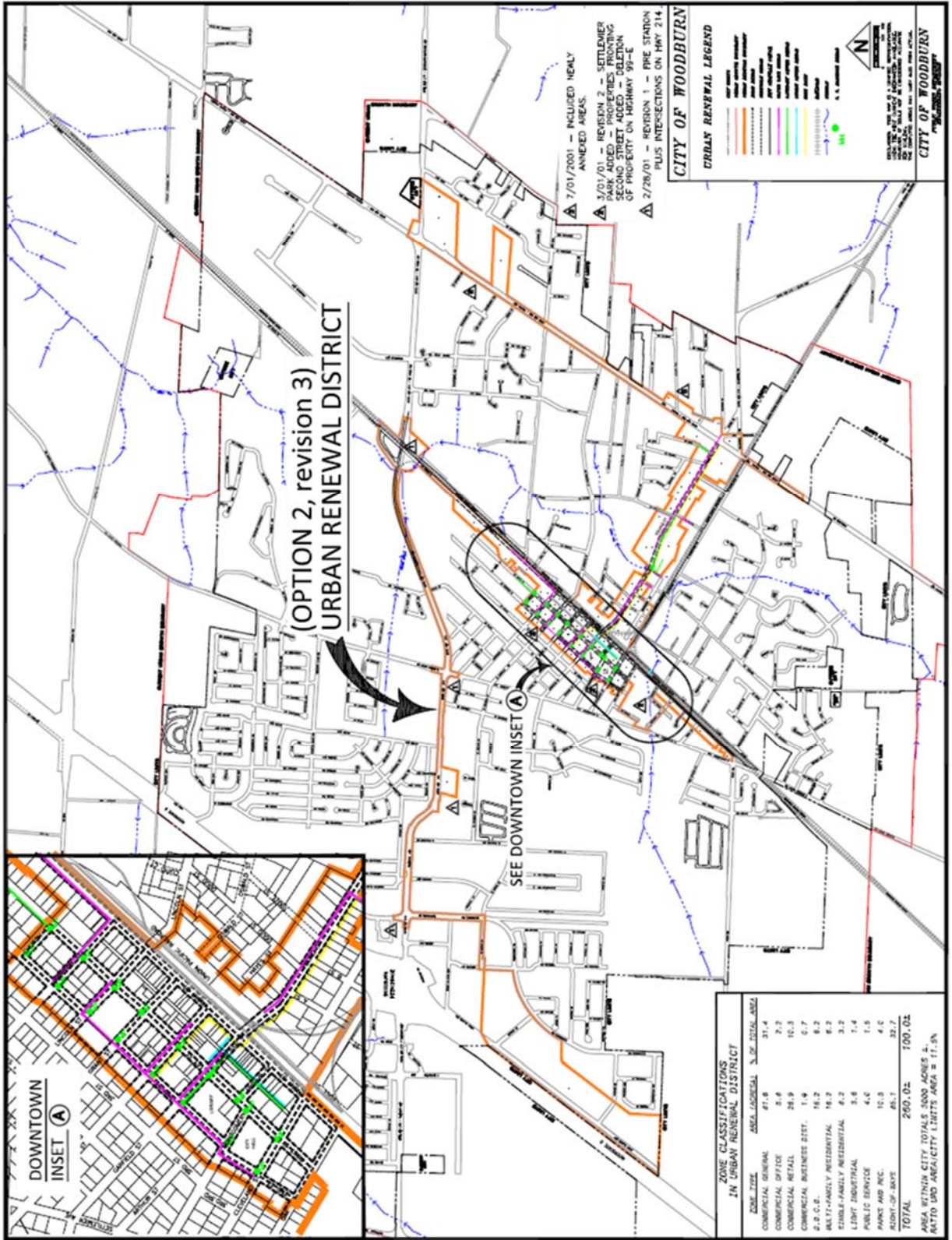
**Urban Renewal Projects**

Project Name	Project Number	Urban Renewal Fund 720	Total
Bungalow Theater and Museum Façade Restoration	CBUR1542	100,000	100,000
Historic City Hall Building Grant Rehab - 550 N First Projects (signage/lighting)	CBUR1596	50,000	50,000
First Street Improvement	CIUR1423	98,000	98,000
50/50 Sidewalk Program	CIST 1165	75,000	75,000
Historic Locomotive Shelter	CIUR1599	50,000	50,000
Public Arts and Mural Program	CIUR1543	50,000	50,000
Other Improvements		50,000	50,000
Other Professional Services		35,000	35,000
<b>Total Urban Renewal Projects</b>		<b>558,000</b>	<b>558,000</b>

## Budget Detail

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
<b>Fund: 720 - Urban Renewal Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>							
2,232,019	(384,914)	1,123,260	3081	Beginning Fund Balance	1,214,310	1,214,310	1,214,310
<b>2,232,019</b>	<b>(384,914)</b>	<b>1,123,260</b>	<b>Total - Fund Balance</b>		<b>1,214,310</b>	<b>1,214,310</b>	<b>1,214,310</b>
731,335	761,179	780,000	3111	Property Tax - Current	772,500	772,500	772,500
29,831	14,703	25,000	3112	Property Tax - Delinquent	15,450	15,450	15,450
<b>761,166</b>	<b>775,881</b>	<b>805,000</b>	<b>Total - Taxes</b>		<b>787,950</b>	<b>787,950</b>	<b>787,950</b>
-	1,000,000	-	3333.001	DoT Fund Exchange	-	-	-
117,078	40,152	-	3341	State Grants	-	-	-
-	-	-	3351	Grants	-	-	-
<b>117,078</b>	<b>1,040,152</b>	<b>-</b>	<b>Total - Intergovernmental</b>		<b>-</b>	<b>-</b>	<b>-</b>
64,074	42,546	25,000	3611	Interest from Investments	15,000	15,000	15,000
-	-	-	3699	Other Miscellaneous Income	75,000	75,000	75,000
<b>64,074</b>	<b>42,546</b>	<b>25,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
2,900,000	-	-	3916	Note Proceeds	-	-	-
<b>2,900,000</b>	<b>-</b>	<b>-</b>	<b>Total - Other Financing Sources</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>3,174,337</b>	<b>1,473,666</b>	<b>1,953,260</b>	<b>Revenue Totals</b>		<b>2,092,260</b>	<b>2,092,260</b>	<b>2,092,260</b>

FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Budget	Account Description		FY 2021-22 Proposed	FY 2021-22 Approved	FY 2021-22 Adopted
			<b>Department: 125 - Economic Development</b>				
			<b>Division: 7200 - Urban Renewal</b>				
			<u>Expenditures</u>				
91,719	135,829	136,490	5111	Regular Wages	136,980	136,980	136,980
-		-	5112	Part-Time Wages	-	-	-
542	853	-	5121	Overtime	-	-	-
24	31	20	5211	OR Workers' Benefit	20	20	20
7,016	10,460	10,720	5212	Social Security	10,790	10,790	10,790
13,323	19,332	21,400	5213	Med & Dent Ins	23,670	23,670	23,670
19,544	35,481	38,690	5214	Retirement	36,840	36,840	36,840
306	413	410	5215	Long Term Disability Ins	380	380	380
80	113	100	5216	Unemployment Insurance	140	140	140
152	212	220	5217	Life Insurance	200	200	200
<b>132,706</b>	<b>202,724</b>	<b>208,050</b>	<b>Total - Personnel Services</b>		<b>209,020</b>	<b>209,020</b>	<b>209,020</b>
-	2,040	3,000	5414	Accounting/Auditing	3,000	3,000	3,000
89,403	88,915	85,000	5419	Other Professional Serv	35,000	35,000	35,000
4,650	8,910	8,910	5428	IT Support	8,610	8,610	8,610
-	450	1,030	5448	Internal Rent	1,030	1,030	1,030
57,568	48,958	175,000	5520	Grant Program	150,000	150,000	150,000
20,655	17,194	25,000	5530	Design Services	5,000	5,000	5,000
<b>172,276</b>	<b>166,466</b>	<b>297,940</b>	<b>Total - Materials &amp; Services</b>		<b>202,640</b>	<b>202,640</b>	<b>202,640</b>
114,396	846	-	5611	Land	-	-	-
-	44,929	100,000	5630	Public Art	50,000	50,000	50,000
2,672,485	2,102,660	150,000	5631	Streets/Alleys/Sidewalks	208,000	208,000	208,000
467,388	211,386	470,000	5639	Other Improvements	300,000	300,000	300,000
<b>3,254,269</b>	<b>2,359,821</b>	<b>720,000</b>	<b>Total - Capital Outlay</b>		<b>558,000</b>	<b>558,000</b>	<b>558,000</b>
-	260,000	262,000	5711	Bond Principal	269,000	269,000	269,000
-	74,975	73,130	5721	Bond Interest	65,870	65,870	65,870
-	<b>334,975</b>	<b>335,130</b>	<b>Total - Debt Service</b>		<b>334,870</b>	<b>334,870</b>	<b>334,870</b>
			<b>Division: 9711 - Operating Transfer Out</b>				
-	12,290	-	5811.693	Transfer to Reserve for PERS	2,090	2,090	2,090
-	<b>12,290</b>	-	<b>Total - Operation Transfers Out</b>		<b>2,090</b>	<b>2,090</b>	<b>2,090</b>
-	-	92,140	5921	Contingency	115,640	115,640	115,640
-	-	300,000	5981.008	Reserve for URA Debt	670,000	670,000	670,000
-	-	<b>392,140</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>785,640</b>	<b>785,640</b>	<b>785,640</b>
<b>3,559,251</b>	<b>3,076,276</b>	<b>1,953,260</b>	<b>Expenditures Total</b>		<b>2,092,260</b>	<b>2,092,260</b>	<b>2,092,260</b>
<b>(384,914)</b>	<b>(1,602,610)</b>	-	<b>Fund Net</b>	<b>Total: 720 Urban Renewal Fund</b>	-	-	-



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

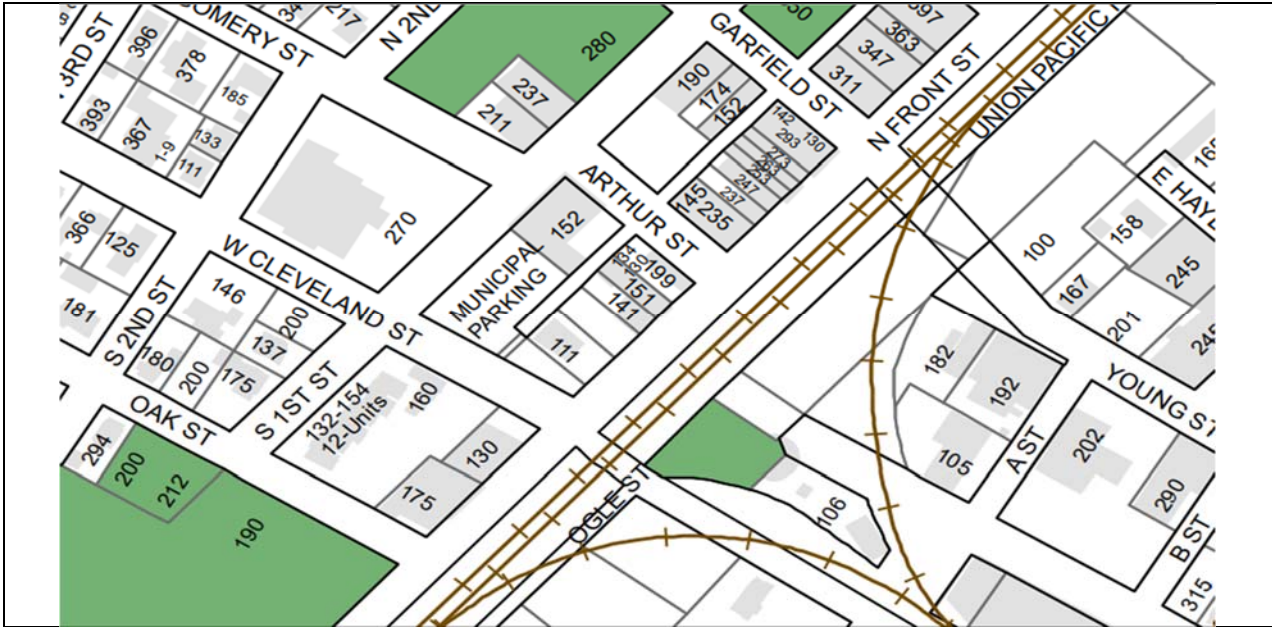


## URA – Project Data Sheets

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

Project Number:	CIUR1598	New Project <input 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:	Adding additional lighting and security cameras.
Operating Fund Impact:	No Impact
Project Status:	Design/Construction
Estimated Completion Date:	June 2022
Estimated Project Cost:	\$50,000
Capital Expense Account:	720-125-7200 5631

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$50,000	50,000		
Year to Date expenses	0			
Balance				

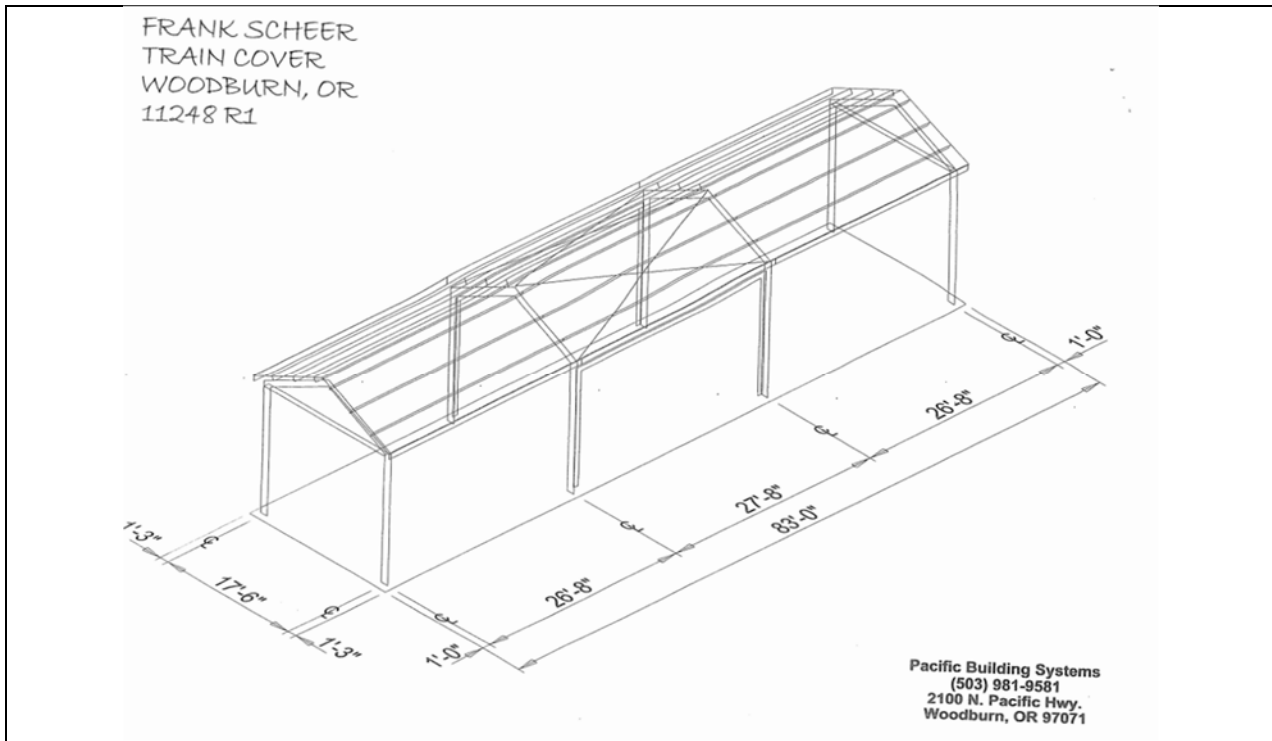
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1598	720	Urban Renewal	\$50,000	2021-22

**Project Data for Historic Locomotive Shelter**

Project Number:	CIUR1599	New Project <input 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 2022
Estimated Project Cost:	\$50,000
Capital Expense Account:	720-125-7200 5639

**Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$50,000	50,000		
Year to Date expenses	0			
Balance				

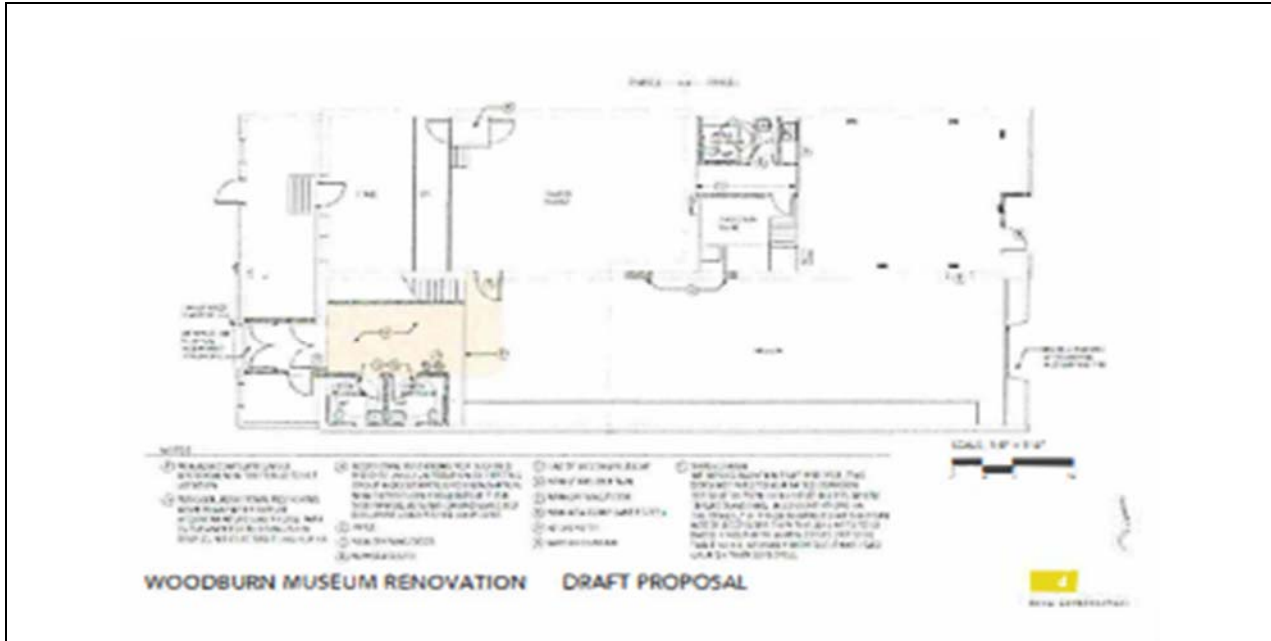
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1599	720	Urban Renewal	\$50,000	2021-22

## 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 2022
Estimated Project Cost:	\$200,000
Capital Expense Account:	720-125-7200 5639

### **Budget History:**

Fiscal Year	2020-21	2021-22		
Budget	\$200,000	\$100,000		
Year to Date expenses	\$114,140			
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	\$100,000	2021-22

## 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 14, 2021 at 7:00 pm via video conferencing. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 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 2021-22.

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 11, 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 2019-20	Amended Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	2,572,007	1,123,260	1,214,310
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers/Internal Service Reimbursements	0	0	0
All Other Resources Except Division of Tax & Special Levy	42,546	25,000	90,000
All other Resources Except Current Year Property Taxes	0	0	0
Current Year Property Taxes Estimated to be Received	775,881	805,000	787,980
<b>Total Resources</b>	<b>3,390,434</b>	<b>1,953,260</b>	<b>2,092,290</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	202,724	208,050	209,020
Materials and Services	166,466	297,940	202,640
Capital Outlay	2,359,821	720,000	558,000
Debt Service	334,975	335,130	334,870
Interfund Transfers	12,290	0	2,090
Contingencies		92,140	115,640
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance & Reserved for Future Expenditures	314,158	300,000	670,000
<b>Total Requirements</b>	<b>3,390,434</b>	<b>1,953,260</b>	<b>2,092,260</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	3,390,434	1,953,260	2,092,260
FTE	1.0	1.1	1.1
<b>Total Requirements</b>	<b>3,390,434</b>	<b>1,953,260</b>	<b>2,092,260</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	\$2,683,891	
<b>Total</b>	<b>\$2,683,891</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. 2021-01

#### A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2021-22; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

**WHEREAS**, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on April 21, 2021; and

**WHEREAS**, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on June 2, 2021 as required by ORS 294.438; and

**WHEREAS**, a public hearing was held on June 14, 2021: **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 2021-22 in the sum of \$2,092,260. A copy of the budget document is now on file at City Hall, 290 Montgomery St, Woodburn, Oregon.

**Section 2.** The amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2021-22
Administration	969,660
Debt Service	334,870
Transfers	2,090
Contingency	115,640
	<hr/>
	1,422,260
Unappropriated & Reserves	670,000
<b>Total Budget</b>	<b>2,092,260</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:  6/14/2021  
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 14, 2021  
June 14, 2021  
June 14, 2021  
June 14, 2021

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