

# WOODBURN

O R E G O N  
Incorporated 1889



**Museum & Bungalow Theater Restoration Project**



**City of Woodburn, Oregon**  
**and Woodburn Urban Renewal Agency**  
**Proposed Budget for FY 2022-23**

# City of Woodburn

## Proposed Fiscal Year 2022-23 Budget

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# Introduction

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

## GFOA Distinguished Budget Presentation Award

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Woodburn  
Oregon**

For the Fiscal Year Beginning

**July 01, 2021**

*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, 2021. This is the tenth 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 2022-23

### **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. 2024  
Dec. 2024  
Dec. 2022  
Dec. 2024

City Administrator  
Scott Derickson

Finance Director  
Tony Turley

Senior Management Analyst  
Karen Sherman

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.

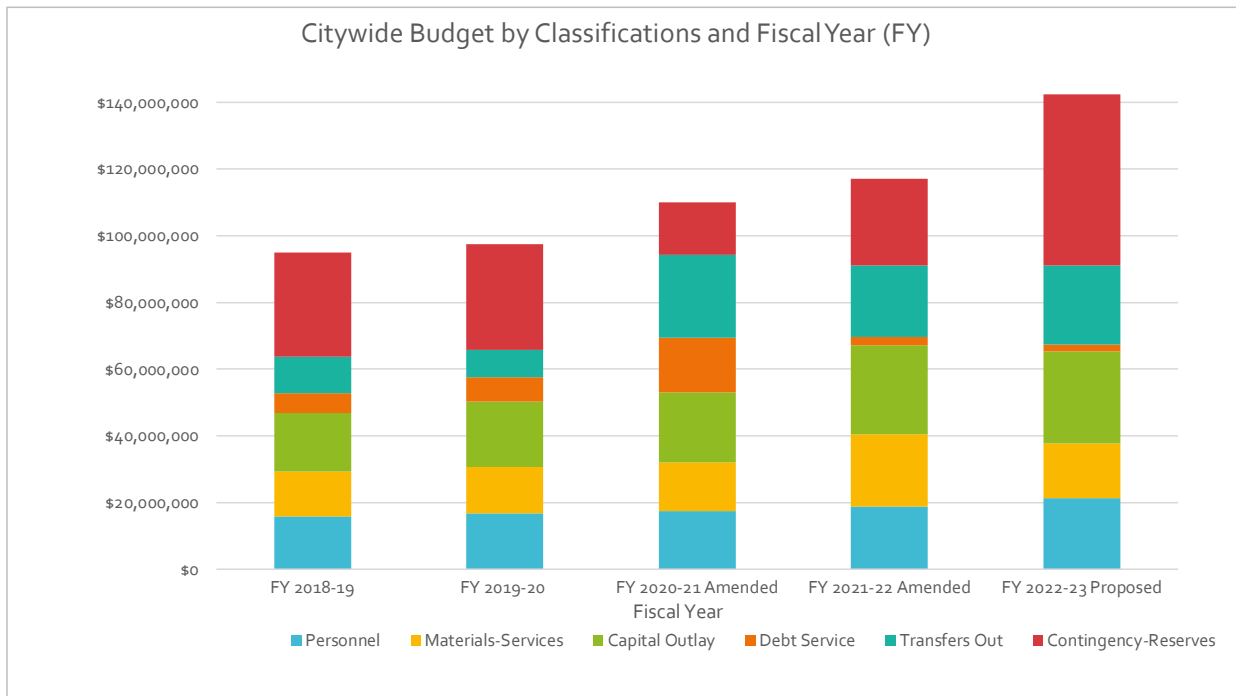
## Budget Message



April 18, 2022

City Councilors, Budget Committee Members and Citizens of Woodburn:

I hope this message finds you safe and healthy. For your consideration, I am pleased to present the proposed budget for the Fiscal Year (FY) 2022-23. The proposed \$142.4 million budget (including contingencies and reserves) maintains critical services and programs. The General Fund portion of the proposed budget is \$27.1 million (19 percent). As required by state law, the proposed budget is balanced. The table below shows the 5-year citywide budget growth by expenditure classification.



When drafting the FY 2022-23 Budget Message, COVID-19 restrictions seem to be easing; the nation appears to be trending back to a new state of pandemic “normal.” Unlike last year, I’m pleased to report that City Hall, the Library, Aquatics, and the Police Department are again open to the public and operating to various levels. Staffing remains a challenge as workforce shortages continue to be both a regional and national problem.

Despite the challenges of COVID, financial uncertainties, and the rapidly changing conditions associated with growth and recovery, I can report that the dedication and professionalism of our staff have been key to the City

emerging in a strong position. Undoubtedly, the focused work of staff, sometimes in very difficult conditions, has advanced and protected our community from the various adversities faced in the past few years.

## **Overview**

As Woodburn moves forward, in what we hope will be a continued state of recovery and despite the amount of growth occurring in the community, I'm generally urging an "optimistically cautious" approach to this budget based on the continued presence of COVID and COVID variants, global market instability, energy prices, the onset of high inflation (that could impact future development), as well as the potential benefits of significant development and capital investment already underway in our community.

As the pandemic set in, the City took aggressive steps to minimize our operational costs, primarily by eliminating all part-time staff and closing programs impacted by COVID-19 restrictions, which created some \$1.3 million in General Fund savings. Simultaneously, the City sought to obtain all available financial aid, not only to stabilize the City's financial position, but also to expand our non-profit organizations' services and programs, needed to help mitigate the impacts of COVID-19 in Woodburn. This endeavor has been quite successful, as the organizational capacity of our local non-profits has increased significantly over the past two years, enabling them to dramatically increase the number and quality of services they are able to provide to Woodburn residents.

In the face of a seemingly optimistic financial future, it is imperative that the City make cautious spending decisions in order to carefully walk the balance between meeting the growing demands for services while guarding the General Fund's overall cash position. Managing General Fund spending commensurate with growing property tax revenue will likely be a challenge in the upcoming years.

The stronger the City's contingencies and cash reserves are, the better position we will be in to provide services and assist in managing both the COVID-19 recovery process and the projected increases in service demands. To date, the City has been successful in managing these unknowns. Because of these efforts, I'm pleased to report that the City's General Fund has remained stable throughout the pandemic, maintaining cash balances consistent with the City's financial plan and financial forecasts.

The City's financial position through the pandemic thus far is a strong position, enabling the organization to adjust to the changing demands for service that we are experiencing. The proposed FY 2022-23 Budget includes the addition of four new positions: 1) Director of Special Projects, 2) Cashier, 3) Police Sergeant, and 4) full-time (from part-time) Property & Evidence Technician. These positions have been included to address specific needs within the community and are fully funded while still maintaining all of the financial goals set forth by the City Council and Budget Committee's Financial Plan.

## **Growth**

The City of Woodburn has been carefully planning for growth, which has been anticipated for many years. As resources allowed, the City has investments in infrastructure that include transportation, water, wastewater, and other programs needed to support the investments being made in our community.

In 2022, residential and industrial growth is now occurring throughout the community at unprecedented levels. Currently, there are approximately 2,800 residential units under construction or working their way through the land use process. Those new units are just about evenly divided between multifamily and single-family homes.

Amazon locating a regional distribution center in Woodburn reflects a decades long effort to expand the City's Urban Growth Boundary in an effort to attract industrial capital investment that will not only increase the assessed valuation of Woodburn, helping offset the cost of services in the face of residential growth, but create employment opportunities uniquely situated for the Woodburn Community. Amazon's 3.85 million sq. ft. facility is expected to create between 1,800 to 2,000 jobs, complete with full benefits, and about \$1 billion in investment. Amazon is not receiving any property tax abatement or other tax incentives to build and locate in Woodburn. In addition to Amazon, additional industrial development is expected in FY 2022-23.

### **ARPA**

As part of Congress's passage of the March 10, 2021, American Rescue Plan Act (ARPA), the City of Woodburn will receive some \$5.8 million, over the course of two fiscal years, to then be expended over three years, beginning in FY 2021. 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. In addition, these funds will allow the City to more quickly restore Parks & Recreation programming, improve service delivery from local non-profit organizations, and complete important projects, such as the Legion Park Turf Field Improvement Project.

Keeping with the City's commitment to be transparent and open with the uses and allocation of these dollars, and consistent with the goals and objectives established by the City Council, the below chart delineates the City's total ARPA program and spending plan:

ARPA Project Description	FY21-22 Budget	FY21-22 Projected Actuals	FY22-23 Budget	FY23-24 Budget	FY24-25 Budget	Total Cost
Love Inc.	8,000	0	8,000	0	0	8,000
Food Bank Improvement Project	500,000	0	500,000	0	0	500,000
Business Assistance Program	55,000	0	55,000	0	0	55,000
Liberty House	40,000	40,000	160,000	40,000	0	240,000
Houseless Person Response Team	30,000	0	60,000	0	0	60,000
A Ray of Hope Today	0	0	7,000	0	0	7,000
Love Santa	25,000	25,000	0	0	0	25,000
Woodburn Community Meal	10,000	10,000	25,000	25,000	0	60,000
Community Center Professional Services	0	0	100,000	0	0	100,000
Family Resource Center Sign/Ext. Paint	30,000	30,000	0	0	0	30,000
Tourism Kiosk/Marketing Program	50,000	0	50,000	0	0	50,000
Museum Project (Theater Rehab)	0	0	100,000	0	0	100,000
MERV-13 filters	4,000	4,000	4,000	4,000	4,000	16,000
City App- Woodburn Now!	4,500	4,500	4,500	4,500	4,500	18,000
Legion Park Upgrades	750,000	750,000	0	0	0	750,000
COVID Leave Bank	25,000	25,000	0	0	0	25,000
Recreation/ Aquatics Scholarships	10,000	10,000	10,000	10,000	10,000	40,000
Utility Assistance	25,000	25,000	25,000	25,000	25,000	100,000
Fiesta Mexicana Start-up	0	25,000	120,000	120,000	120,000	385,000
Music in the Park	12,000	12,000	12,000	12,000	12,000	48,000
4th of July Fireworks	0	0	15,000	15,000	15,000	45,000
Aquatic Center Staff Hiring & Training	186,000	186,000	309,000	309,000	309,000	1,113,000
Library & Recreation Staff Rehiring	75,000	75,000	70,000	70,000	70,000	285,000
Rec Special Events Manager Rehire	100,000	100,000	120,000	120,000	120,000	460,000
Transit Staff Rehires	120,000	120,000	129,000	129,000	129,000	507,000
Transit New Commuter Route	0	0	57,000	57,000	57,000	171,000
Personnel Costs	0	0	800,000	0	0	800,000
<b>TOTAL</b>	<b>2,059,500</b>	<b>1,441,500</b>	<b>2,740,500</b>	<b>940,500</b>	<b>875,500</b>	<b>5,998,000</b>

Without Federal assistance, without these dollars, this Proposed Budget would have recommended continued reductions in existing service levels while modeling a more prolonged ability to restore programming.

## **FY 2022-23 Budget Highlights**

The following items are newly proposed for the FY 2022-23 Budget:

- Building Permit and other Revenue to reflect single, multi-family, and commercial construction increases: \$3,900,000
- Legion Park Turf Field Improvement Project: \$2,500,000
- Library Bookmobile, supported by State Library Grant: \$103,000
- Additional Director of Special Projects Position: \$190,000
- Library HVAC Replacement: \$220,000
- Senior Estates Park Shelter Addition: \$50,000
- Transit Bus Replacements, supported by grant funds: \$940,000
- Transit Development Plan Update, supported by ODOT Grant: \$160,000
- Vehicle Procurements to support Building & Engineering Departments: \$93,000
- PERS Reserve Transfers: \$208,000
- Additional Police Sergeant & FT Property & Evidence Technician Positions: \$215,000
- Police Department Office Remodel: \$185,000

## **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 \$27.1 million is proposed for FY 2022-23 (see General Fund Summary on page 36). This figure is 7.7 percent, or \$1.9 million, higher than the City's FY 2021-22 Amended Budget.
- On January 28, 2019, City Council approved the Fund Reserves & Contingency Policy (see Budget Policies and Fiscal Strategies, Section 5.B), setting the General Fund Contingency level to 25.0 percent as savings occur. Based on prior year savings and new resources, the General Fund Contingency and Shortfall Management Reserve (SMR) funds for FY 2022-23 is 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, 40 percent in the General Fund and 8.2 percent citywide, and provides for critical programs such as police, library, parks, aquatics, etc. FY 2022-23 is budgeted 4.5 percent higher (before discounts and delinquencies) than the FY21-22 Amended Budget. This increase reflects new building, especially of single and multifamily units.
2. Charges for goods and services (e.g. utility charges and fees): This makes up 16.5 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 2022-23 the rate increase will be 4.0 percent.

- Sewer rates increased 5.0 percent on January 1, 2022, the last increase under Resolution 2149. 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 14.4 percent, or \$20.5 million of the total budget. Personnel costs increased 9.6 percent over the prior year. While total FTE decreased 2.3 over the prior year, this cost also includes increases for merit/cost-of-living-adjustments, medical, and retirement costs.

The proposed budget decreases Materials & Services by 24.4 percent over FY 2021-22. This is primarily due to a decrease in the Building Inspection Fund's budgeted materials and services expenditures from last year. 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 fuel, utilities, building maintenance, information technology, and insurance.

Debt service obligations total \$2.2 million, or 1.5 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 156.

### **Citywide Capital Construction Plan**

The proposed FY 2022-23 budget capital spending totals \$27.5 million or 19.4 percent of total expenditures. The majority of the capital budget is for capital construction projects, which can be found in detail beginning on page 166. With the exception of projects requiring external financing, projects are budgeted for the full cost, even if the project is expected to span multiple budget periods. Full project costing ensures that budget authority is available should the schedule accelerate.

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

### **Citywide Contingencies and Reserves**

Woodburn's ending fund balances are comprised of contingency and reserve line items. The FY 2022-23 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. Contingencies and Reserves have increased substantially over the FY21-22 budget due, in large part, to building activity, which is increasing Building Fund and System Development Charge (SDC) Fund contingencies for capacity-building projects in the future.

## Urban Renewal Agency

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

- Street improvements:
  - 1<sup>st</sup> and Cleveland Parking Lot Improvements: \$100,000
  - 50/50 Sidewalk Program: \$50,000
  - Alley Maintenance: \$10,000
  - Signage: \$5,000
- Bungalow Theater and Museum Restoration: \$50,000
- Public Arts and Mural Program:
  - Water Tower Art: \$25,000
  - Police Department Peace Pole Project: \$20,000
- Downtown Banners/Lighting/Etc.: \$50,000
- Library Park Stage Covering: \$45,000
- Other Improvements: \$255,000

## Conclusion

The FY 2022-23 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 2022-23 proposed budget as submitted. I am proud of the progress made over the past few years.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Derickson", with a stylized flourish at the end.

Scott Derickson





## Estimated Ending Fund Balances

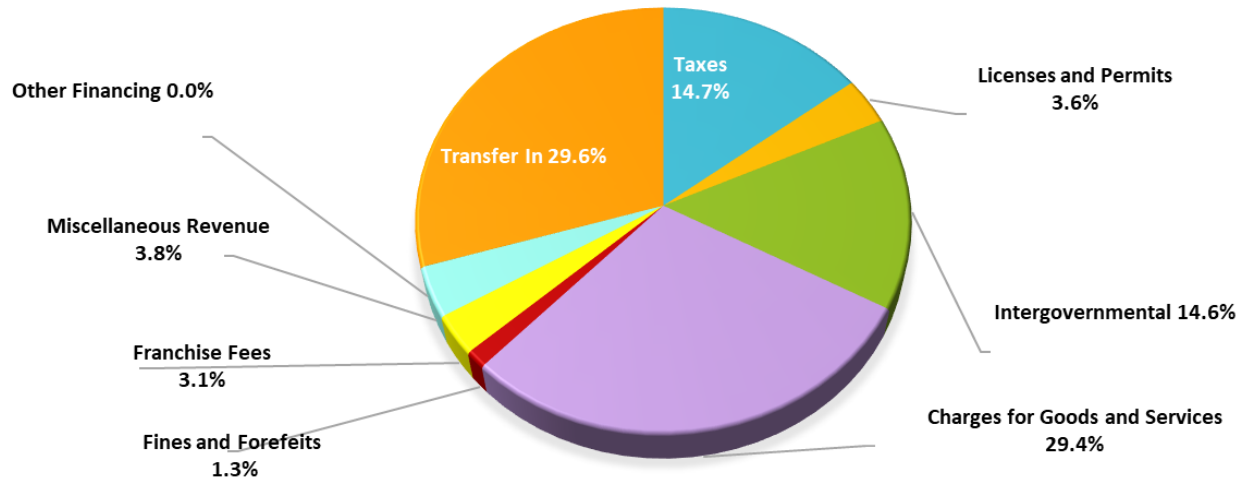
	Projected Balance			Balance		Total Resource
	July 1, 2022	Increases	Decreases	June 30, 2023	% Change	
<b>General Services</b>						
General Fund - 001	8,663,050	18,438,820	18,801,380	8,300,490	-4.2%	27,101,870
Transit Fund - 110	518,240	2,998,000	2,793,110	723,130	39.5%	3,516,240
Street Fund - 140	5,528,030	2,541,500	5,595,880	2,473,650	-55.3%	8,069,530
GO Debt Service Fund - 250	9,430	613,070	622,500	-	-100.0%	622,500
<b>Total General Services</b>	<b>14,718,750</b>	<b>24,591,390</b>	<b>27,812,870</b>	<b>11,497,270</b>		
<b>Utility Funds</b>						
Water Fund - 470	3,276,130	4,729,140	6,630,230	1,375,040	-58.0%	8,005,270
Sewer Fund - 472	7,522,950	9,073,300	12,096,450	4,499,800	-40.2%	16,596,250
<b>Total Utility Funds</b>	<b>10,799,080</b>	<b>13,802,440</b>	<b>18,726,680</b>	<b>5,874,840</b>		
<b>Capital Construction Funds</b>						
General Cap Const Fund - 358	884,760	2,388,950	3,273,710	-	-100.0%	3,273,710
Street & Storm Cap Const Fund - 363	374,320	4,170,680	4,545,000	-	-100.0%	4,545,000
Sewer Cap Const Fund - 465	-	11,460,000	11,460,000	-	0.0%	11,460,000
Water Cap Const Fund - 466	426,030	4,953,970	5,380,000	-	-100.0%	5,380,000
<b>Total Capital Construction Funds</b>	<b>1,685,110</b>	<b>22,973,600</b>	<b>24,658,710</b>	<b>-</b>		<b>24,658,710</b>
<b>Special Revenue Funds</b>						
Building Inspection Fund - 123	6,278,000	3,933,380	3,172,690	7,038,690	12.1%	10,211,380
Asset Forfeiture - 132	15,360	200	15,560	-	-100.0%	15,560
American Rescue Plan Fun - 136	1,054,820	2,932,820	2,740,500	1,247,140	18.2%	3,987,640
Housing Rehab Fund - 137	30,930	10,530	41,460	-	-100.0%	41,460
Special Assessment Fund - 360	37,450	3,700	-	41,150	9.9%	41,150
Parks SDC Fund - 364	3,972,740	4,030,000	1,827,740	6,175,000	55.4%	8,002,740
Transportation SDC Fund - 376	10,872,190	2,080,000	1,050,000	11,902,190	9.5%	12,952,190
Storm SDC Fund - 377	1,086,020	68,000	350,000	804,020	-26.0%	1,154,020
Water SDC Fund - 474	4,671,010	1,020,000	3,000,000	2,691,010	-42.4%	5,691,010
Sewer SDC Fund - 475	4,768,970	2,030,000	4,465,510	2,333,460	-51.1%	6,798,970
<b>Total Special Revenue Funds</b>	<b>32,787,490</b>	<b>16,108,630</b>	<b>16,663,460</b>	<b>32,232,660</b>		
<b>Internal Services Funds</b>						
Information Technology Fund - 568	509,000	1,351,170	1,321,370	538,800	5.9%	1,860,170
Insurance Fund - 581	774,510	778,090	859,410	693,190	-10.5%	1,552,600
Equipment Replacement Fund - 591	893,720	190,000	1,083,720	-	-100.0%	1,083,720
Reserve for PERS - 693	183,120	208,000	-	391,120	100.0%	391,120
<b>Total Internal Services Funds</b>	<b>2,360,350</b>	<b>2,527,260</b>	<b>3,264,500</b>	<b>1,623,110</b>		
<b>Trust Funds</b>						
Lavelle Black Trust Fund - 695	33,260	300	7,500	26,060	-21.6%	33,560
<b>Total Trust Funds</b>	<b>33,260</b>	<b>300</b>	<b>7,500</b>	<b>26,060</b>		
<b>Total All Funds</b>	<b>62,384,040</b>	<b>80,003,620</b>	<b>91,133,720</b>	<b>51,253,940</b>	<b>-17.8%</b>	

## Summary of Revenue and Expenditures – All Funds

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget	% Change	% Total Budget
<b>Beginning Balance</b>	45,971,038	49,971,347	42,415,680	62,384,040	47.1%	43.8%
<b>Revenues</b>						
Taxes	10,608,777	11,005,127	11,175,270	11,730,130	5.0%	8.2%
Licenses and Permits	1,276,269	1,516,095	7,022,645	2,842,770	-59.5%	2.0%
Intergovernmental	5,640,569	7,352,029	11,672,560	11,674,960	0.0%	8.2%
Charges for Goods-Services	14,103,782	17,801,064	17,526,080	23,545,330	34.3%	16.5%
Fines and Forefeits	352,400	335,368	1,028,000	1,045,050	1.7%	0.7%
Franchise Fees	2,144,155	2,307,526	2,373,150	2,445,960	3.1%	1.7%
Miscellaneous Revenue	3,138,382	2,437,401	2,620,910	3,056,830	16.6%	2.1%
Other Financing	50,099	29,365	15,000	10,000	-33.3%	0.0%
Transfers In	3,087,864	13,483,136	21,374,150	23,652,600	10.7%	16.6%
<b>Total Revenues</b>	40,402,298	56,267,112	74,807,765	80,003,630	6.9%	56.2%
<b>Total Beg. Bal. and Revenues</b>	86,373,336	106,238,459	117,223,445	142,387,670	21.5%	100.0%
<b>Expenses</b>						
Personnel Services	15,124,467	15,006,762	18,725,650	20,514,070	9.6%	14.4%
Materials and Services	11,741,587	10,856,217	21,760,760	16,460,780	-24.4%	11.6%
Capital Outlay	4,751,546	4,317,971	26,686,600	27,557,430	3.3%	19.4%
Debt Service	7,236,717	14,842,148	2,479,100	2,151,710	-13.2%	1.5%
Transfers Out	3,075,574	13,483,136	21,447,060	23,649,740	10.3%	16.6%
Misc.				800,000	100.0%	0.6%
<b>Total Expenses Before Contingency</b>	41,929,891	58,506,234	91,099,170	91,133,730	0.0%	63.4%
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	12,553,955	17,894,630	42.5%	12.6%
Reserve - SMR	-	-	3,102,360	3,808,880	22.8%	2.7%
Reserve for Facilities	-	-	66,000	-	-100.0%	0.0%
Reserve for Equipment	-	-	50,000	170,000	240.0%	0.1%
Reserve for Future Years	-	-	9,597,960	28,626,430	198.3%	20.1%
Reserve for Debt Service	-	-	754,000	754,000	0.0%	0.5%
<b>Total Contingency &amp; Reserves</b>	-	-	26,124,275	51,253,940	96.2%	36.0%
<b>Total Expenses/Contingency/Res.</b>	41,929,891	58,506,234	117,223,445	142,387,670	21.5%	99.4%
<b>Net Fund Balance</b>	44,443,445	47,732,225	-	-		
<b>Total Budget</b>	86,373,336	106,238,459	117,223,445	142,387,670	21.5%	

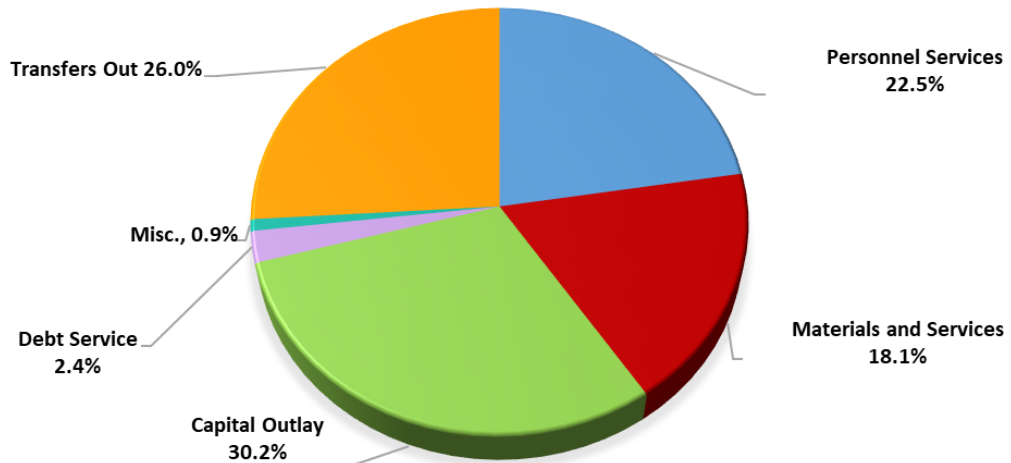
**ALL FUNDS REVENUES BY CLASS -  
FY 2022-23**

(EXCLUDES BEGINNING FUND BALANCE)



**ALL FUNDS EXPENSES BY CLASS -  
FY 2022-23**

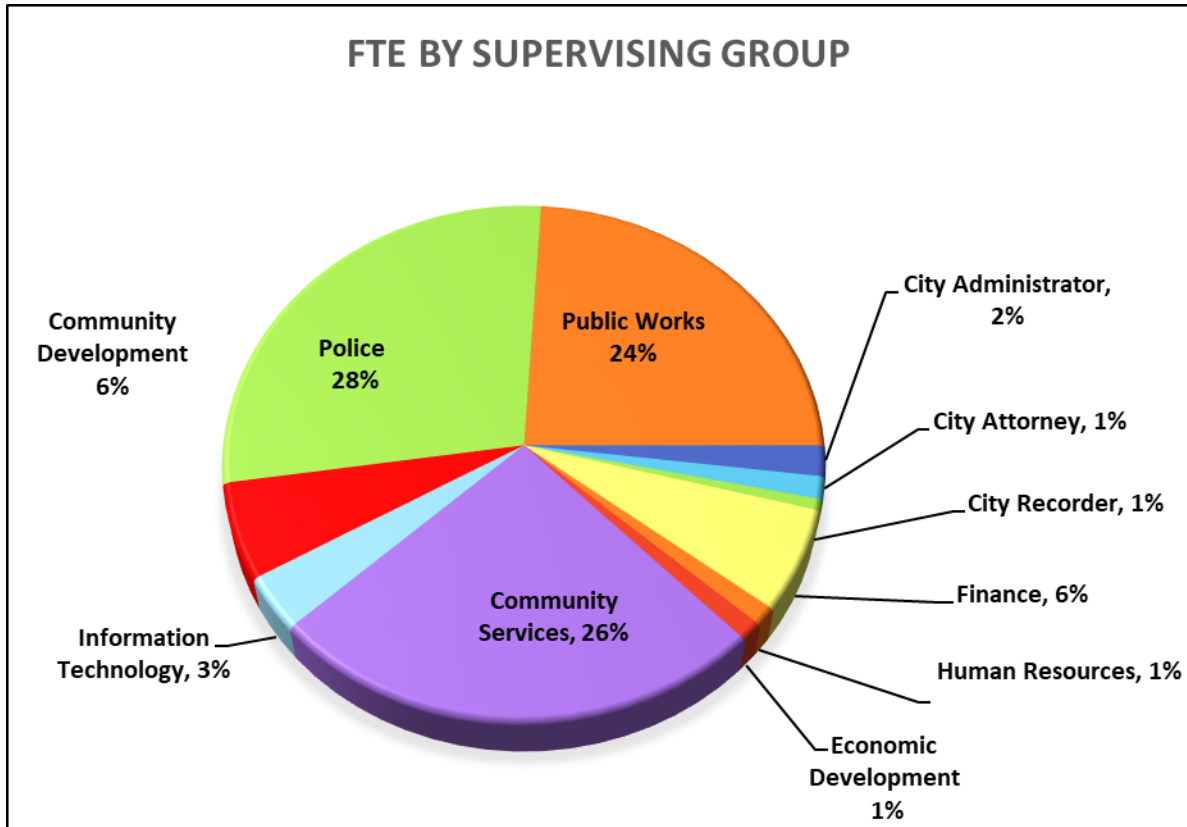
(EXCLUDES CONTINGENCY & RESERVES)



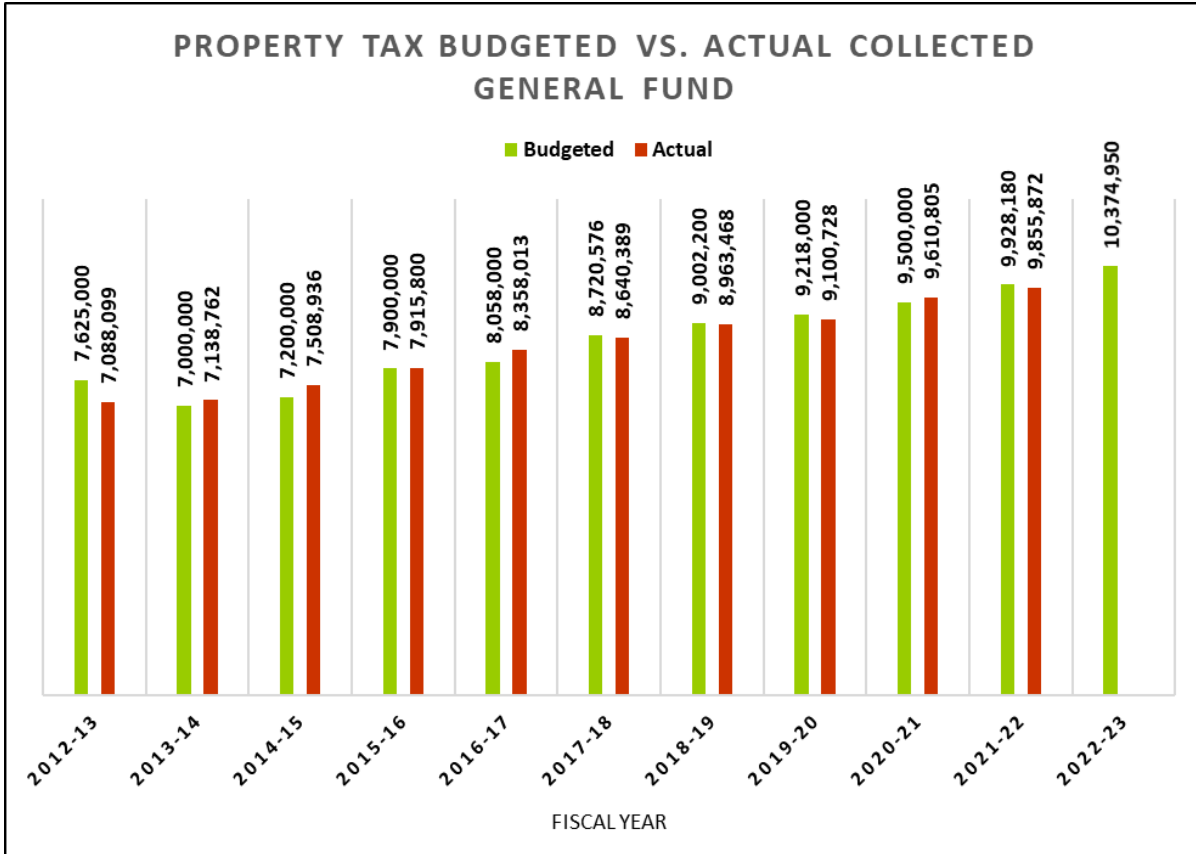
## Full-time Equivalent (FTE) Summary by Supervising Group

Department	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	FTE Change	% Change	% of Total
City Administrator	2.4	2.4	2.4	3.4	1.0		2%
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	10.1	11.2	1.1		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	50.0	50.5	50.5	44.7	-5.8		26%
Information Technology	5.5	5.5	6.0	6.0	0.0		3%
Community Development	7.8	7.8	10.3	10.5	0.2		6%
Police	43.6	43.6	47.8	49.5	1.7		28%
Public Works	38.5	38.5	42.5	42.0	-0.5		24%
<b>Total FTE</b>	<b>165.0</b>	<b>165.5</b>	<b>177.1</b>	<b>174.8</b>	<b>-2.3</b>	<b>-1.3%</b>	<b>100%</b>

The FTE Detail by Supervising Group on page 160 will provide the breakdown for this table.



## Property Tax Analysis



Fiscal Year	General Fund		% Change in Actuals
	Budgeted	Actual	
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	9,610,805	5.6%
2021-22	9,928,180	9,855,872	2.5%
2022-23	10,374,950		

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. Below is a list of the major taxpayers for FY 2021-22:

Taxpayer	2020-21 Assessed Value	2021-22 Assessed Taxes	% of City Assessed Value*
WOODBURN PREMIUM OUTLETS LLC	70,264,829	1,396,858	3.96%
WINCO FOODS LLC	74,842,198	1,364,051	4.22%
FOOD SERVICES OF AMERICA INC	29,901,360	545,012	1.69%
HARDWARE WHOLESALERS INC	17,068,670	339,399	0.96%
WAL-MART REAL ESTATE BUSINESS TR	17,791,840	333,956	1.00%
CASCADE MEADOW LLC	14,702,400	292,347	0.83%
PORTLAND GENERAL ELECTRIC CO	15,572,783	283,958	0.88%
CROWN 2 DEVELOPMENT LLC	13,144,580	261,371	0.74%
NORTHWEST NATURAL GAS CO	13,028,000	237,444	0.74%
PACIFIC REALTY ASSOCIATES LP	10,637,480	210,987	0.60%
KWDS LLC	9,933,890	197,528	0.56%
STONEHEDGE PROPERTIES INC 90% &	9,059,230	180,136	0.51%
ARGO WOODBURN LLC	9,036,100	166,285	0.51%
KERR CONTRACTORS OREGON INC	9,045,069	164,853	0.51%
FLEETWOOD HOMES INC	8,721,300	163,952	0.49%
WAVE DIVISION HOLDINGS LLC	8,894,000	162,099	0.50%
WOODBURN PLAZA LLC	8,149,110	162,039	0.46%
CAPITAL DEVELOPMENT COMPANY	8,016,660	159,367	0.45%
WOODBURN INVESTMENT ASSOC LTD	7,706,730	153,243	0.43%
EARL A DOMAN LLC	6,687,090	132,626	0.38%
ART MORTGAGE BORROWER PROPCO	6,184,630	122,668	0.35%
SPECIALTY POLYMERS INC	6,610,124	120,474	0.37%
3099 PACIFIC LLC	6,351,660	115,763	0.36%
CENTURYLINK	6,103,000	111,231	0.34%
VILLAGE BY THE GREEN LLC	5,015,130	99,722	0.28%

\*Source: Marion County Assessors Office

The assessed valuation of \$1,772,481,275 for FY 2021-22 was \$27,345,746, or 1.57%, higher than the FY 2020-21 valuation of \$1,745,135,529.

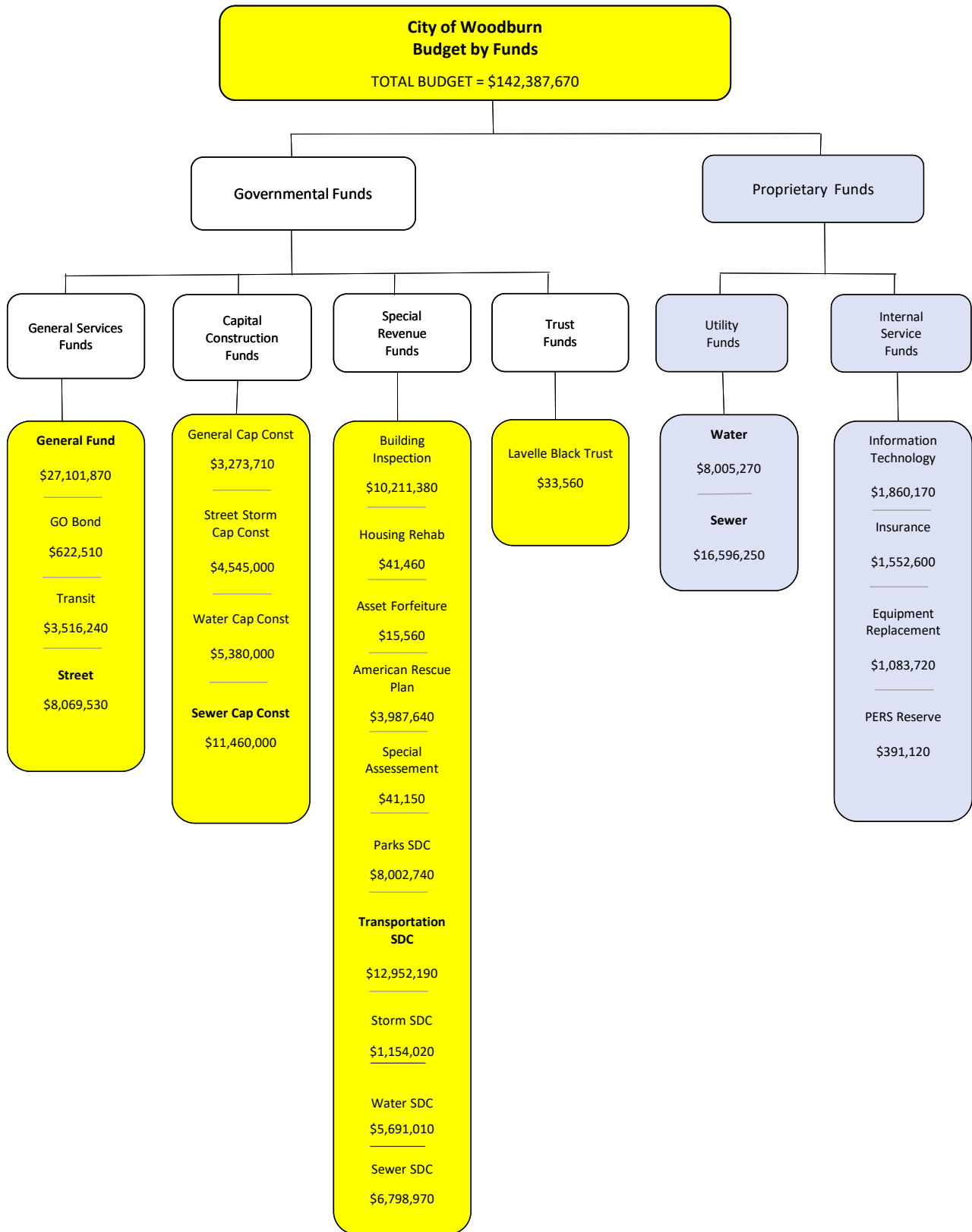
## Reader's Guide

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



## Fund Structure



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

## About Woodburn

### City Statistics – Location Demographics

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



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

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

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

Woodburn is a very diverse community. With a population of 26,250 Woodburn is the 23<sup>rd</sup> most populated city in Oregon and 3<sup>rd</sup> most 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 services, parks, recreation, aquatics, and library.

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

• Median income: \$52,250	• Number of companies: 1,339
• High School Graduate or Higher: 70%	• Total Housing units: 9,742
• Bachelor’s degree or higher: 17%	• Median Age: 38.1
• Hispanic or Latino population: 61.6%	• Veterans: 1,309

## City Statistics – Services

Description	Actual FY 2018-19	Actual FY 2019-20	Actual FY 2020-21	% 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	116,223	82,066	18,206	-78%
Circulation	163,676	155,627	172,509	11%
Volumes in Collection	133,522	153,571	195,996	28%
Volumes Added	12,700	24,669	18,720	-24%
Computer Usage, # of Internet Sessions	9,224	13,617	555	-96%
Wi-Fi Connections	158,058	109,945	69,032	-37%
Program Attendance	9,752	3,605	113	-97%
<b>Aquatics</b>				
Attendance	170,415	111,145	0	-100%
Lesson Enrollment	1,112	577	0	-100%
Unique Primary Active Memberships (not family pass)	1,667	1,440	0	-100%
<b>Recreation</b>				
Youth Sports, participants	1,264	719	0	-100%
Adult Sports, number of teams	35	8	0	-100%
Youth Programs, participants	207	109	0	-100%
Adult Programs, participants	361	233	0	-100%
Special Events, attendance	34,861	28,710	0	-100%
<b>Public Transportation</b>				
Fixed Route Rides	22,374	14,405	17,492	21%
Fixed Route Mileage	45,283	42,840	49,620	16%
Dial-A-Ride Trips	6,696	5,271	5,679	8%
Dial-A-Ride Mileage	21,001	19,869	20,456	3%
Out of Town Medical Rides	2,368	1,850	1,377	-26%

Description	Actual FY 2018-19	Actual FY 2019-20	Actual FY 2020-21	% Change
<b>City Utilities</b>				
<b>Water</b>				
Production capacity, million gallons/day	2	2	2.6	30%
Peak capacity demand, million gallons/day	5.5	5.5	5.6	2%
Storage capacity, million gallons	6	6	6	0%
Number of wells	7	7	7	0%
Miles of water mains	100	99	102	3%
Customers	7,315	7,212	7,634	6%
Fire Hydrants	980	974	1,089	12%
<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	0%
Miles of sewer pipeline	93	93	94	1%
Lift stations	8	8	9	13%
<b>Stormwater</b>				
Miles of storm sewer	63	63	65	3%
Manholes	1,466	1,466	1,466	0%
<b>Public Safety</b>				
Police Calls	14,848	13,423	13,702	2%
Sworn Officers	35	35	36	3%
Arrests	956	881	882	0%
Offenses	2,952	3,257	2,572	-21%
Crime Index (Violent Crime)	482	362	235	-35%
Crime Index (Property Crime)	1,985	1,767	1,033	-42%
Officers per 1,000 Citizens	1.34	1.36	1.38	1%
<b>Building/Planning</b>				
<b>Building Permits issued</b>				
Residential, New	32	55	205	273%
Multi Family	5	-	7	
Assisted Living Facilities	-	-	-	0%
Residential Additions & Alterations	35	40	68	70%
Industrial	2	1	-	-100%
Commercial	85	65	40	-38%
Signs and Fences	1	-	98	1%
Manufactured Homes	-	-	2	0%
Total Building Permits Issued	160	161	322	100%
<b>Planning Activity</b>				
Pre-application Conferences	30	25	28	12%

# 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 155) 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Council & Mayor			
-	-	10,730	Personnel Services	11,380	-	-
31,288	61,911	71,180	Materials & Services	73,680	-	-
<b>31,288</b>	<b>61,911</b>	<b>81,910</b>	<b>Council &amp; Mayor Total</b>	<b>85,060</b>	<b>-</b>	<b>-</b>

## Budget Assumptions

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

### Primary Revenue Sources

- Property taxes are expected to increase 4.5 percent (after discounts and delinquencies)
- Franchise fees are expected to grow by 2.0 percent
- State revenue sharing is projected to increase by 1.0 percent
- All other revenue sources are estimated using trend analysis

### Personnel Services

- Position budgeting utilized actual amounts from the payroll system as much as possible
- Step increases budgeted based on employee anniversary dates
- Minimum wage increases to \$13.50 per hour effective July 1, 2022
- A Cost of Living Adjustment (COLA) was calculated for unrepresented/management employees

Bargaining Group	FY 2020-21	FY 2021-22	FY 2022-23
Woodburn Police Association – Officers (WPA) contract end 6/2022	2.8%	2.5%	Unknown
Woodburn Police Association – Community Service Officers (WPA)	2.8%	2.5%	Unknown
American Federation of State, County, and Municipal Employees (AFSCME) contract ends 6/2022	3%	3%	Unknown

- Health insurance premiums (medical, dental and vision) increased by 5.0 percent
- PERS employer rates (rounded) effective July 1, 2021 through June 30, 2023, excluding 6.0 percent PERS pickup:
  - General Service Tier 1 & 2 – 19.12 percent
  - General Service Oregon Public Service Retirement Plan (OPSRP) – 15.73 percent
  - Police Tier 1 & 2 – 25.60 percent
  - Police OPSRP – 20.09 percent
- Unemployment rate of 0.1 percent
- Paid Family Leave rate of 0.5 percent

### Materials & Services

- To increase from the prior year by 6.0 percent, due to unusually high levels of inflation

### 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 minimus of 10.0 percent of the fund's budget



## Council Goals

The Woodburn City Council held a goal setting retreat in March of 2021, followed by Council adopting the following goals at their regular meeting on April 12, 2021:

### **Council Priorities:**

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

### **Goals:**

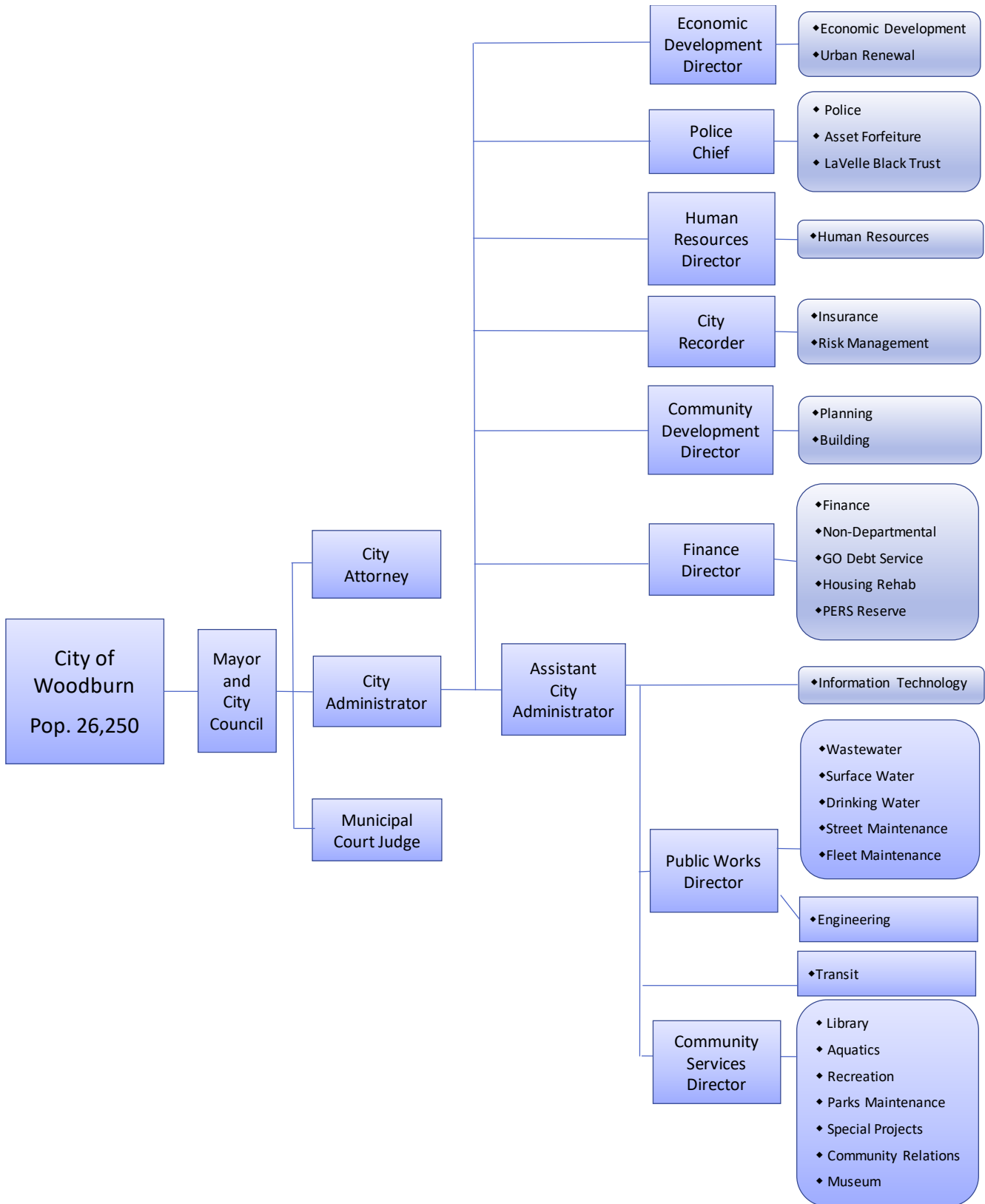
#### Crisis Impacts, Recovery and Preparation

- A. Restore General Fund services, such as public safety, parks and recreational programs, and community/business economic recovery in a sustainable manner as described in the City Council's Financial Policy.
- B. Examine the City's successes, challenges, communications, learnings and opportunities through these crises to inform the City's future emergency preparedness measures.
- C. Examine how these crises affected our diverse community and explore a model that provides a neighborhood structure for engaging and communicating with our citizens, particularly during future emergencies.
- D. Work towards building and strengthening relationships with non-profit, medical and governmental organizations to increase service available to the Woodburn community and be better prepared for future emergencies.

### **Council Projects:**

1. Establish a grant/loan match program for replacing and repairing sidewalks within the Urban Renewal District and elsewhere as resources are available.
2. Create a City Tree Planting program with the goal of planting 110 trees in 24 months in public rights-of-way, parks, and on private property.
3. Establish a common understanding of DEI concepts, how an equity lens approach can be applied to our City services, programs, and communications through training and the experience of other organizations in our community.

## 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

	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>%</b>	<b>% Total</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
<b>Beginning Balance</b>	6,278,087	6,558,856	7,889,060	8,663,050	9.8%	32.0%
<b>Revenues</b>						
Taxes	9,932,526	10,355,443	10,489,270	11,041,560	5.3%	40.7%
Licenses and Permits	452,660	518,207	471,235	582,890	23.7%	2.2%
Intergovernmental	1,281,340	2,012,145	1,834,060	2,015,840	9.9%	7.4%
Charges for Goods and Services	660,902	176,421	696,600	625,750	-10.2%	2.3%
Fines and Forefeits	352,400	335,368	1,028,000	1,045,050	1.7%	3.9%
Franchise Fees	1,790,637	1,975,450	2,000,400	2,097,160	4.8%	7.7%
Miscellaneous Revenue	356,863	240,665	345,630	349,570	1.1%	1.3%
Transfers In	-	-	408,000	681,000	66.9%	2.5%
<b>Total Revenues</b>	<b>14,827,328</b>	<b>15,613,700</b>	<b>17,273,195</b>	<b>18,438,820</b>	<b>6.7%</b>	<b>68.0%</b>
<b>Total Beg. Bal. and Revenues</b>	<b>21,105,415</b>	<b>22,172,556</b>	<b>25,162,255</b>	<b>27,101,870</b>	<b>7.7%</b>	<b>100.0%</b>
<b>Expenditures</b>						
Personnel Services	9,096,107	9,065,184	11,193,985	12,373,620	10.5%	45.7%
Materials and Services	3,979,794	4,264,258	5,582,310	5,365,810	-3.9%	19.8%
Debt Service	574,391	574,448	643,000	-	-100.0%	0.0%
Capital Outlay	27,976	73,234	238,500	227,000	-4.8%	0.8%
Transfers Out	868,290	150,000	457,660	834,950	82.4%	3.1%
<b>Total Exp. Before Contingency</b>	<b>14,546,558</b>	<b>14,127,124</b>	<b>18,115,455</b>	<b>18,801,380</b>	<b>3.8%</b>	<b>69.4%</b>
<b>Contingency &amp; Reserves</b>						
Contingency	-	-	3,938,440	4,491,610	14.0%	16.6%
Reserve - SMR	-	-	3,102,360	3,808,880	22.8%	14.1%
Reserve for Facilities	-	-	6,000	-	-100.0%	0.0%
<b>Total Contingency &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>7,046,800</b>	<b>8,300,490</b>	<b>17.8%</b>	<b>30.6%</b>
<b>Total Expenditures</b>	<b>14,546,558</b>	<b>14,127,124</b>	<b>25,162,255</b>	<b>27,101,870</b>	<b>7.7%</b>	<b>100.0%</b>
<b>Fund Net</b>	<b>6,558,857</b>	<b>8,045,432</b>	<b>-</b>	<b>-</b>		
<b>Total Expenditures and Fund Net</b>	<b>21,105,415</b>	<b>22,172,556</b>	<b>25,162,255</b>	<b>27,101,870</b>	<b>7.7%</b>	

## Summary of General Fund Expenditures by Department

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	FY 2022-23 Budget	% of Budget
<b>General Fund</b>					
101 - Administration <sup>A</sup>	1,289,089	1,287,975	1,963,490	2,238,230	8%
125 - Economic Development	138,365	177,914	459,930	273,220	1%
211 - Police	7,574,867	7,708,918	8,699,850	9,583,820	35%
411 - Community Services <sup>B</sup>	3,103,379	2,368,324	3,885,470	3,910,125	14%
511 - Planning	470,851	573,465	663,370	774,065	3%
651 - Engineering	242,796	256,728	338,225	382,720	1%
199 - Non-Departmental	1,727,211	1,753,799	2,105,120	1,639,200	6%
Contingency & Reserve	-	-	7,046,800	8,300,490	31%
<b>General Fund Expenditures Total</b>	<b>14,546,558</b>	<b>14,127,124</b>	<b>25,162,255</b>	<b>27,101,870</b>	<b>100%</b>
Expenditures (less Contingency & Reserves)	14,546,558	14,127,124	18,115,455	18,801,380	
Year-over-Year Change			3,988,331	685,925	
			28.2%	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 2022-23. Due to the uncertainty of the pandemic continuing into the FY 2022-23, 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. 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 permits, 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 2022-2023, franchise fees are projected to increase due to an increased number of franchisees paying right-of-way fees to the City as well as a projected increase in revenue for franchisees such as PGE and NW Natural.

**Fines & Forfeits** is a category comprised mainly of court and library fines and is anticipated to slightly increase due to fines collected from the implementation of the Speed on Green program in October 2021.

## General Fund – Revenue Detail

FY 2019-20	FY 2020-21	FY 2021-22	Account Description		FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 000 - Revenue</b>							
6,278,087	6,558,856	7,889,060	3081	Beginning Fund Balance	8,663,050	-	-
9,313,051	9,610,805	9,928,180	3111	Property Tax - Current	10,374,950	-	-
189,075	221,600	200,590	3112	Property Tax - Delinquent	206,610	-	-
40,580	-	-	3113	Pmt in Lieu of Taxes	-	-	-
389,819	523,038	360,500	3133	Hotel/Motel Tax	460,000	-	-
50,185	44,088	55,000	3211	Business License	55,500	-	-
-	6,300	20,000	3213	RoW Utility License	20,200	-	-
3,207	2,764	3,900	3219	Other License	4,000	-	-
1,800	2,080	3,000	3220	Taxicab Permits	3,100	-	-
-	106,972	100,000	3226	RoW Franchise Revenue	103,000	-	-
1,174,833	1,231,217	1,270,400	3228	Franchise Fees	1,305,400	-	-
73,674	696,846	-	3333	Federal Grants Indirect	74,410	-	-
615,804	637,262	630,000	3243	Right of Way	688,760	-	-
-	100,745	-	3341	State Grants	-	-	-
-	24,000	250,000	3351	Grants	750,000	-	-
444,454	490,990	360,000	3362	State Liquor Proration	448,900	-	-
27,185	24,171	35,000	3363	State Cigarette Tax	40,000	-	-
336,879	376,023	275,000	3364	State Revenue Sharing	340,250	-	-
94,964	84,137	25,000	3367	State Marijuana Tax Distribution	25,000	-	-
59	91	100	3415	Sale of Documents	100	-	-
169,586	68,554	125,000	3611	Interest from Investments	126,250	-	-
2,400	2,400	1,800	3625	Facilities Rent	1,800	-	-
-	1,509	2,000	3641	Annual Access Fee	3,000	-	-
-	25	-	3643	NSF Check Fee	-	-	-
18,150	5,120	3,000	3679	Donations - Other	3,000	-	-
22,115	21,815	25,000	3691	Sale of Surplus Property	25,250	-	-
10	-	-	3692.101	Copies--Other	-	-	-
231	0	-	3698	Cash Long and Short	-	-	-
47,188	55,298	45,500	3699	Other Miscellaneous Income	45,960	-	-
-	2,000	-	3699.107	Building Maintenance Fees	-	-	-
3,493	-	-	3881	Reimbursements	-	-	-
<b>19,296,830</b>	<b>20,898,706</b>	<b>21,608,030</b>	<b>Department Total: 000 - Revenue</b>		<b>23,768,490</b>	-	-
<b>Divison: Transfers In</b>							
-	-	408,000	3971.136	Transfer From American Rescue Plan Fund	681,000	-	-
-	-	<b>408,000</b>	<b>Department Total: 000 - Revenue</b>		<b>681,000</b>	-	-
<b>Department: 101 - Administration</b>							
15,025	16,150	15,000	3416	Lien Search Revenue	15,150	-	-
23,950	25,074	24,500	3530	Court Fines from Other Jurisdictions	24,750	-	-
309,271	289,403	980,000	3531	Court Fines	989,800	-	-
<b>348,246</b>	<b>330,627</b>	<b>1,019,500</b>	<b>Department Total: 101 - Administration</b>		<b>1,029,700</b>	-	-
<b>Department: 125 - Economic Development</b>							
15,000	-	265,000	3351	Grants	15,000	-	-
-	-	15,000	3699	Other Miscellaneous Income	23,000	-	-
<b>15,000</b>	-	<b>280,000</b>	<b>Department Total: 125 - Economic Development</b>		<b>38,000</b>	-	-



Actual	Actual	Adopted	Account Description		Proposed	Approved	Adopted
			<b>Department: 211 - Police</b>				
3,190	-	45,000	3332	Federal Grants	45,000	-	-
-	-	5,000	3341	State Grants	5,000	-	-
14,489	10,910	20,000	3421	Police Reimbursements	15,000	-	-
85,840	-	105,000	3421.001	Reimbursements School District	105,000	-	-
115,985	105,756	156,000	3421.013	Reimbursements Marion County	156,000	-	-
8,227	8,701	8,000	3531	Court Fines	-	-	-
-	-	-	3531.101	Police Training Surcharge	15,000	-	-
8,250	10,350	10,000	3532	Towing Fee	10,000	-	-
330	1,605	500	3533	Alarm Fee	500	-	-
150	2,500	4,000	3673	Donations-Police	4,000	-	-
(1,997)	-	4,500	3699	Other Miscellaneous Income	3,500	-	-
10,248	-	-	3881	Reimbursements	-	-	-
-	320	3,000	3881.001	Reimbursement--Training	3,000	-	-
<b>244,712</b>	<b>140,142</b>	<b>361,000</b>	<b>Department Total: 211 - Police</b>		<b>362,000</b>	-	-
			<b>Department: 411 - Community Services</b>				
128	-	159,660	3351	Grants	12,000	-	-
97,874	92,954	80,000	3365	Regional Library Services	136,590	-	-
4,392	4,416	4,400	3366	Ready to Read Grant	4,650	-	-
100	-	-	3672.101	Gates Library Grant	-	-	-
7,452	-	5,500	3417	Resale of Merchandise	5,500	-	-
9,894	-	6,000	3418	Concession Sales	6,000	-	-
198,177	5,837	188,500	3471	Pool Program Revenues	188,500	-	-
302	285	1,000	3472	Rural Readers' Fees	1,000	-	-
48,035	(50)	45,500	3473	Recreation Program Revenues	40,500	-	-
2,285	-	-	3474	Event Admission	-	-	-
62,108	-	129,000	3474.099	Fiesta Events	30,000	-	-
8,515	-	-	3476	Event Sponsorships	-	-	-
61,230	3,750	-	3476.099	Fiesta Events Sponsorships	38,000	-	-
31,506	33,666	25,000	3491	Rental Income	25,000	-	-
2,371	235	5,000	3536	Library Fines	5,000	-	-
3,902	150	16,000	3625	Facilities Rent	16,000	-	-
66,670	72,150	71,430	3651	Internal Rent Revenue	74,410	-	-
9	-	-	3671	Donations-Parks	-	-	-
12	116	-	3672	Donations-Library	-	-	-
7,240	2,050	9,000	3672.001	Donations-Library - Music in the Park	-	-	-
-	50	-	3675	Donations-Museum	-	-	-
-	-	2,000	3677	Donations-Pool	2,000	-	-
2,835	3,316	2,000	3695	Lost Book Revenue	2,000	-	-
10	(10)	-	3696	Friends of Library Sales	-	-	-
15	8	-	3698	Cash Long and Short	-	-	-
4,596	3,319	16,400	3699	Other Miscellaneous Income	16,400	-	-
<b>619,659</b>	<b>222,243</b>	<b>766,390</b>	<b>Department Total: 499 - Community Services</b>		<b>603,550</b>	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Department: 511 - Planning</b>				
48,549	75,112	70,210	3451	T&E Planning Develop Fee	100,000	-	-
170,499	189,762	148,500	3456	Planning Fees	200,000	-	-
<b>219,048</b>	<b>264,873</b>	<b>218,710</b>	<b>Department Total: 511 - Planning</b>		<b>300,000</b>	-	-
			<b>Department: 651 - Engineering</b>				
154,142	160,530	125,000	3224	R/W Construction Permits	162,140	-	-
-	-	80,000	3341	State Grants	-	-	-
24,278	37,573	45,625	3451	T&E Planning Develop Fee	37,950	-	-
183,500	117,863	250,000	3656	Engineering Internal Project WO Rev	119,040	-	-
<b>361,921</b>	<b>315,966</b>	<b>500,625</b>	<b>Department Total: 651 - Engineering</b>		<b>319,130</b>	-	-
<b>21,105,415</b>	<b>22,172,556</b>	<b>25,162,255</b>	<b>Revenues Total</b>		<b>27,101,870</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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Administration Department			
873,964	895,874	1,260,830	Personnel Services	1,526,520	-	-
415,124	392,101	702,660	Materials & Services	711,710	-	-
<u>1,289,089</u>	<u>1,287,976</u>	<u>1,963,490</u>	Administration Total	<u>2,238,230</u>	-	-
			Total by Division			
31,288	61,911	81,910	Council & Mayor	85,060	-	-
245,940	268,528	298,400	City Administrator	381,580	-	-
210,278	215,680	228,180	City Attorney	250,510	-	-
535,040	484,106	1,014,830	Finance	1,161,860	-	-
88,761	90,327	100,410	City Recorder	117,490	-	-
177,782	167,422	239,760	Human Resources	241,730	-	-
<u>1,289,089</u>	<u>1,287,976</u>	<u>1,963,490</u>	Total by Division	<u>2,238,230</u>	-	-

## Council & Mayor

<b>Fund/Fund Number:</b>	<b>General – 001</b>
<b>Department/Department Number:</b>	<b>Administration – 101</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 of each month, at 7 p.m. in City Hall.

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

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goals
<b>Council Meeting</b>	17	21*	24	24

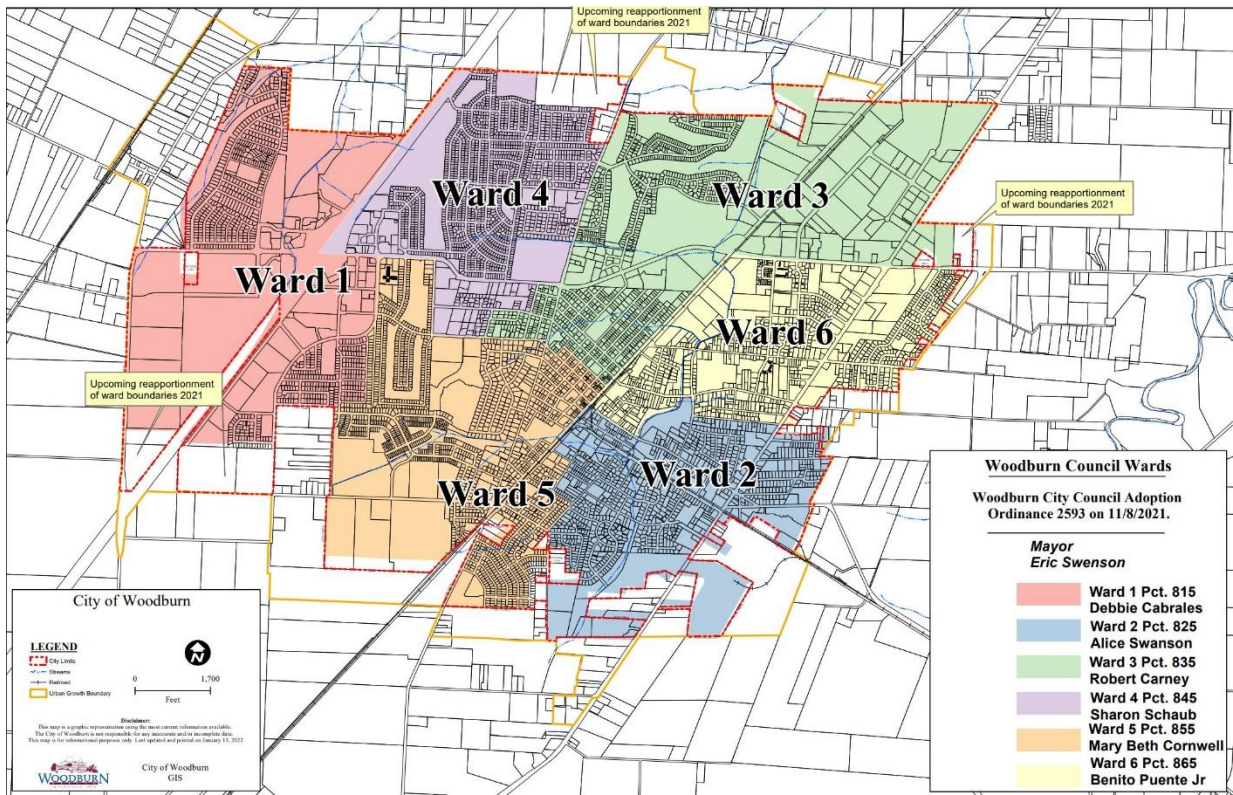
\*\*In FY 2019-20, Council meetings were held remotely due to the Coronavirus restrictions and beginning in March, the City Council changed from having two meetings a month to having only one meeting a month.

### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
-	-	10,730	Council & Mayor			
			Personnel Services	11,380	-	-
31,288	61,911	71,180	Materials & Services	73,680	-	-
<b>31,288</b>	<b>61,911</b>	<b>81,910</b>	<b>Council &amp; Mayor Total</b>	<b>85,060</b>	<b>-</b>	<b>-</b>

# Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 001 - General Fund</b> <b>Department: 101 - Administration</b> <b>Division: 1111 - Council &amp; Mayor</b> <b>Expenditures</b>							
-	-	8,700	5112	Part-Time Wages	9,140	-	-
-	-	650	5212	Social Security	720	-	-
-	-	1,380	5214	Retirement	1,450	-	-
-	-	-	5216	Unemployment Insurance	70	-	-
-	-	10,730	<b>Total - Personnel Services</b>		11,380	-	-
-	-	-	5315	Computer Supplies	-	-	-
1,000	99	1,000	5319	Office Supplies	1,000	-	-
6,041	146	1,500	5419	Other Professional Serv	1,500	-	-
1,137	882	750	5421	Telephone/Data	750	-	-
17,220	60,270	61,740	5428	IT Support	64,260	-	-
1,650	-	2,000	5432	Meals	2,000	-	-
-	-	330	5433	Mileage	330	-	-
356	-	700	5439	Travel	700	-	-
60	60	60	5464	Workers' Comp	40	-	-
3,824	455	3,000	5492	Registrations/Training	3,000	-	-
-	-	100	5493	Printing/Binding	100	-	-
31,288	61,911	71,180	<b>Total - Materials &amp; Services</b>		73,680	-	-
<b>31,288</b>	<b>61,911</b>	<b>81,910</b>	<b>Division Total: 1111 - Council &amp; Mayor</b>		<b>85,060</b>	-	-



City Council Ward Map

## City Administrator

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

### 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 3.4 FTE responsible for carrying out the duties listed above.

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
<b># of accounts registered to receive weekly E-blasts</b>	1,450	1654	1705	1750
<b># of accounts registered to receive weekly Spanish E-blasts</b>	285	301	310	320

### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			City Administrator			
216,094	226,165	235,690	Personnel Services	314,060	-	-
29,846	42,363	62,710	Materials & Services	67,520	-	-
245,940	268,528	298,400	City Administrator Total	381,580	-	-
2.4	2.4	2.4	Full-Time Equivalent (FTE)	3.4		

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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 101 - Administration <b>Division:</b> 1211 - City Administrator <u>Expenditures</u>							
140,092	143,822	153,400	5111	Regular Wages	205,310	-	-
51	22	-	5121	Overtime	-	-	-
27	27	30	5211	OR Workers' Benefit	40	-	-
9,596	10,132	10,800	5212	Social Security	14,020	-	-
18,629	19,225	20,030	5213	Med & Dent Ins	26,690	-	-
46,994	52,206	50,680	5214	Retirement	66,350	-	-
390	394	400	5215	Long Term Disability Ins	260	-	-
119	139	150	5216	Unemployment Insurance	1,230	-	-
196	199	200	5217	Life Insurance	160	-	-
216,094	226,165	235,690	<b>Total - Personnel Services</b>		314,060	-	-
1,610	864	2,000	5319	Office Supplies	2,000	-	-
2,355	2,745	2,000	5419	Other Professional Serv	2,000	-	-
2,173	2,539	1,800	5421	Telephone/Data	1,800	-	-
248	307	500	5422	Postage	500	-	-
14,240	14,240	14,800	5428	IT Support	19,740	-	-
177	-	1,170	5432	Meals	1,170	-	-
-	-	1,000	5433	Mileage	1,000	-	-
2,292	-	5,000	5439	Travel	5,000	-	-
454	644	600	5449	Leases - Other	600	-	-
940	840	840	5464	Workers' Comp	710	-	-
-	35	20,000	5485	Leadership Development	20,000	-	-
3,716	19,529	10,000	5491	Dues & Subscriptions	10,000	-	-
1,640	620	3,000	5492	Registrations/Training	3,000	-	-
29,846	42,363	62,710	<b>Total - Materials &amp; Services</b>		67,520	-	-
245,940	268,528	298,400	<b>Division Total: 1211 - City Administrator</b>		381,580	-	-



## 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 2021-22 Accomplishments

- Recovered \$159,888 on insurance claim against City County Insurance Service (CIS) for damage to poplar tree facility at Wastewater Treatment Plant.
- Defended Trillium land use decision on appeal to the Land Use Board of Appeals (LUBA) and brought the case to a satisfactory conclusion.
- Assisted Planning Department with land use issues on the Amazon project.
- Settled labor negotiations with Woodburn Police Association including strengthening requirements for officers using body cams.
- Provided timely legal advice to City Council, City Administration, and departments.

### Description of FY 2022-23 Proposed Focus/Goals

- Negotiate new collective-bargaining agreement with Woodburn Police Association.
- Negotiate new collective-bargaining agreement with AFSCME.
- Assist Planning Department with Urban Growth Boundary amendment to urbanize the designated Urban Reserve Area.
- Assist Planning Department with legal issues on the Amazon project and other land use development projects.
- Provide timely legal advice to City Council, City Administration, and departments.

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Proposed	FY 2022-23 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			City Attorney			
173,596	180,925	185,520	Personnel Services	207,680	-	-
36,682	34,756	42,660	Materials & Services	42,830	-	-
210,278	215,680	228,180	City Attorney Total	250,510	-	-
2.5	2.5	2.5	Full-Time Equivalent (FTE)	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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 101 - Administration			
			<b>Division:</b> 1411 - City Attorney			
			<u>Expenditures</u>			
108,846	112,099	116,810	5111 Regular Wages	131,390	-	-
66	29	-	5121 Overtime	-	-	-
22	21	20	5211 OR Workers' Benefit	20	-	-
7,854	8,266	8,770	5212 Social Security	9,610	-	-
18,871	19,333	20,070	5213 Med & Dent Ins	21,240	-	-
37,361	40,577	39,240	5214 Retirement	44,270	-	-
325	329	330	5215 Long Term Disability Ins	220	-	-
87	106	120	5216 Unemployment Insurance	790	-	-
164	166	160	5217 Life Insurance	140	-	-
173,596	180,925	185,520	<b>Total - Personnel Services</b>	207,680	-	-
6,694	7,243	6,500	5314 Books	8,000	-	-
686	981	2,000	5319 Office Supplies	2,000	-	-
245	436	500	5419 Other Professional Serv	500	-	-
1,444	1,895	1,500	5421 Telephone/Data	1,500	-	-
-	-	100	5422 Postage	100	-	-
18,750	18,750	19,000	5428 IT Support	19,320	-	-
185	-	400	5432 Meals	400	-	-
172	-	530	5433 Mileage	530	-	-
133	-	-	5439 Travel	-	-	-
454	644	550	5449 Leases - Other	550	-	-
410	480	480	5464 Workers' Comp	330	-	-
3,552	3,116	2,600	5491 Dues & Subscriptions	2,100	-	-
3,958	1,211	8,500	5492 Registrations/Training	7,500	-	-
36,682	34,756	42,660	<b>Total - Materials &amp; Services</b>	42,830	-	-
210,278	215,680	228,180	<b>Division Total: 1411 - City Attorney</b>	250,510	-	-

## Finance

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

### Description of purpose/function of department

The Finance Department processes and maintains the City’s general ledger, utility billing, accounts receivable, accounts payable, fixed assets, and payroll systems and Municipal Court<sup>1</sup>. This includes managing the budgeting, accounting, reporting, and financial planning functions for operation of all City and Urban Renewal departments.

### Description of department, including number of personnel

The department consists of 11.2 FTE including the Finance Director, Assistant Finance Director, Senior Management Analyst, Payroll Specialist, two Accounting Assistants, two Court Operations Clerks, three Cashiers, and Municipal Court Judge.

### Description of FY 2021-22 accomplishments

- Integrated the Speed on Green citations tripling the number of citations processed through the court system, increasing Court dates to 4 times a month from 2.
- Implemented a new online payment platform to increase the efficiency of online payments, allow for E-bill sign-up and auto pay functionality for customers.
- Established a call center phone system to increase customer service and accountability within the department.
- Moved utility billing mail processing to a US Bank lock box to create efficiency gains in the department.
- Updated the investment policy

### Description of FY 2022-23 focus/goals

- Focus on stabilization and customer service after the many changes made during FY 2021-22.

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	2021-22 Projected	FY 2022-23 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 Annual Comprehensive Financial Report Award for the prior fiscal year	Receipt of Award	Receipt of Award	Receipt of Award	Receipt of Award
Increase percentage of customers using Paperless-bill.			32%	35%
Percentage of Customer calls answered on first call in.			94.6%	96%

<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 Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Finance			
289,789	287,269	619,510	Personnel Services	755,950	-	-
245,251	196,838	395,320	Materials & Services	405,910	-	-
535,040	484,106	1,014,830	Finance Total	1,161,860	-	-
9.6	9.6	10.1	Full-Time Equivalent (FTE)	11.2		

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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 101 - Administration			
			<b>Division:</b> 1511 - Finance			
			<u>Expenditures</u>			
173,894	178,444	181,410	5111 Regular Wages	435,410	-	-
19,719	19,370	217,020	5112 Part-Time Wages	48,410	-	-
2,466	712	2,930	5121 Overtime	5,850	-	-
52	57	130	5211 OR Workers' Benefit	150	-	-
14,737	14,668	31,090	5212 Social Security	37,460	-	-
32,262	34,343	95,390	5213 Med & Dent Ins	110,120	-	-
45,801	38,621	90,550	5214 Retirement	114,430	-	-
470	571	390	5215 Long Term Disability Ins	730	-	-
146	190	400	5216 Unemployment Insurance	2,940	-	-
242	294	200	5217 Life Insurance	450	-	-
289,789	287,269	619,510	<b>Total - Personnel Services</b>	755,950	-	-
-	452	500	5315 Computer Supplies	2,500	-	-
11,226	9,311	14,000	5319 Office Supplies	17,000	-	-
-	81	100	5329 Other Supplies	100	-	-
14,084	12,902	16,200	5414 Accounting/Auditing	16,200	-	-
445	520	500	5417 HR/Other Employee Expenses	500	-	-
32,985	25,136	25,000	5419 Other Professional Serv	25,000	-	-
1,142	1,318	1,000	5421 Telephone/Data	1,000	-	-
3,557	2,066	3,800	5422 Postage	3,800	-	-
56,570	56,570	57,950	5428 IT Support	64,680	-	-
2,512	-	3,000	5429 Other Communication Serv	3,000	-	-
71,860	49,440	217,000	5430 Red Light Camera Contract	217,000	-	-
177	101	400	5432 Meals	400	-	-
248	-	650	5433 Mileage	650	-	-
3,541	-	800	5439 Travel	800	-	-
4,727	6,060	6,200	5446 Software Licenses	6,500	-	-
830	1,620	1,620	5464 Workers' Comp	1,180	-	-
1,691	3,445	2,600	5491 Dues & Subscriptions	2,600	-	-
6,204	3,254	11,000	5492 Registrations/Training	11,000	-	-
4,368	2,012	3,000	5493 Printing/Binding	3,000	-	-
29,084	22,550	30,000	5500 Banking Fees & Charges	29,000	-	-
245,251	196,838	395,320	<b>Total - Materials &amp; Services</b>	405,910	-	-
535,040	484,106	1,014,830	<b>Division Total: 1511 - Finance</b>	1,161,860	-	-

## City Recorder

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

### Description of purpose/function of department

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

### Description of department, including number of personnel

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

### Description of FY 2021-22 Accomplishments

- Facilitated update of City Ward maps
- Hybrid meetings for City Council

### Description of FY 2022-23 Proposed Focus/Goals

- Provide Public Records training to employees
- Assist departments with review of archived records and identify records due for destruction
- Administer the 2022 General Election

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goals
City ordinances updates	10	10		4
City Council Meetings	24	24		24
Records Destruction Requests	150	150		200

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			City Recorder			
76,524	78,958	81,820	Personnel Services	99,030	-	-
12,237	11,370	18,590	Materials & Services	18,460	-	-
88,761	90,327	100,410	City Recorder Total	117,490	-	-
1.2	1.2	1.2	Full-Time Equivalent (FTE)	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 158 for clarification.

## Budget Detail

FY 2019-20	FY 2020-21	FY 2021-22	Account Description		FY 2022-23	FY 2022-23	FY 2022-23		
Actual	Actual	Budget			Proposed	Approved	Adopted		
			<b>Fund:</b>	001 - General Fund					
			<b>Department:</b>	101 - Administration					
			<b>Division:</b>	1531 - City Recorder					
			<u>Expenditures</u>						
53,459	55,018	57,220	5111	Regular Wages	62,750	-	-		
29	13	-	5121	Overtime	-	-	-		
14	14	10	5211	OR Workers' Benefit	10	-	-		
4,091	4,345	4,580	5212	Social Security	5,020	-	-		
3,905	3,978	4,120	5213	Med & Dent Ins	13,310	-	-		
14,736	15,281	15,580	5214	Retirement	17,380	-	-		
164	168	170	5215	Long Term Disability Ins	110	-	-		
43	54	50	5216	Unemployment Insurance	380	-	-		
84	86	90	5217	Life Insurance	70	-	-		
76,524	78,958	81,820	<b>Total - Personnel Services</b>		99,030	-	-		
609	98	1,000	5319	Office Supplies	1,000	-	-		
444	318	2,000	5419	Other Professional Serv	2,000	-	-		
269	608	450	5421	Telephone/Data	450	-	-		
25	19	200	5422	Postage	200	-	-		
8,910	8,910	8,920	5428	IT Support	8,820	-	-		
93	-	300	5432	Meals	300	-	-		
169	-	500	5433	Mileage	500	-	-		
578	-	850	5439	Travel	850	-	-		
110	150	150	5464	Workers' Comp	120	-	-		
-	-	920	5471	Equipment Repair & Maint	920	-	-		
210	60	300	5491	Dues & Subscriptions	300	-	-		
820	1,207	3,000	5492	Registrations/Training	3,000	-	-		
12,237	11,370	18,590	<b>Total - Materials &amp; Services</b>		18,460	-	-		
88,761	90,327	100,410	<b>Division Total: 1531 - City Recorder</b>		117,490	-	-		

## Human Resources

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

**Description of purpose/function of department**

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

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

The department consists of 2 FTEs: the Human Resources Director and an HR Analyst.

**Description of FY 2021-2022 accomplishments:**

- Maintained a safe work environment for all staff while staying in compliance with federal, state and local rules and mandates during the pandemic
- Updated administrative rules and HR Rules per 3 year review schedule
- Implemented the new online learning system

**Description of FY 2022-23 focus/goals:**

- Successful completion of bargaining for successor contracts with both unions
- Completion of Pay Equity review per 3 year review schedule
- Improving recruitment and selection processes to attract qualified applicants during nationally low applicant market
- Picking up leadership training program for all supervisors and managers

**Performance Measures:**

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
<b>Number of recruitments and applications processed</b> - Increase applicant pool to hire the most qualified applicants	58/651	33/785	80/850	80/1,000

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Human Resources			
117,961	122,558	127,560	Personnel Services	138,420	-	-
59,820	44,864	112,200	Materials & Services	103,310	-	-
177,782	167,422	239,760	Human Resources Total	241,730	-	-
2.0	2.0	2.0	Full-Time Equivalent (FTE)	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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 101 - Administration			
			<b>Division:</b> 1611 - Human Resources			
			<u>Expenditures</u>			
77,978	81,509	85,120	5111 Regular Wages	93,170	-	-
18	17	20	5211 OR Workers' Benefit	20	-	-
6,006	6,309	6,750	5212 Social Security	7,160	-	-
11,454	11,190	11,600	5213 Med & Dent Ins	11,600	-	-
22,079	23,084	23,610	5214 Retirement	25,820	-	-
238	245	250	5215 Long Term Disability Ins	160	-	-
66	78	80	5216 Unemployment Insurance	390	-	-
122	126	130	5217 Life Insurance	100	-	-
117,961	122,558	127,560	<b>Total - Personnel Services</b>	138,420	-	-
1,591	-	600	5315 Computer Supplies	500	-	-
589	369	1,500	5319 Office Supplies	1,000	-	-
18,851	4,429	40,000	5412 Legal	30,000	-	-
1,422	868	3,000	5417 HR/Other Employee Expenses	3,500	-	-
17,798	21,070	30,000	5419 Other Professional Serv	32,000	-	-
597	668	800	5421 Telephone/Data	800	-	-
6	5	30	5422 Postage	30	-	-
220	-	800	5424 Advertising	500	-	-
13,220	14,450	19,000	5428 IT Support	18,060	-	-
582	-	500	5433 Mileage	500	-	-
903	-	500	5439 Travel	2,000	-	-
550	470	470	5464 Workers' Comp	420	-	-
1,069	1,644	5,000	5491 Dues & Subscriptions	4,000	-	-
2,421	892	10,000	5492 Registrations/Training	10,000	-	-
59,820	44,864	112,200	<b>Total - Materials &amp; Services</b>	103,310	-	-
177,782	167,422	239,760	<b>Division Total: 1611 - Human Resources</b>	241,730	-	-
1,289,089	1,287,976	1,963,490	<b>Department Total: 101 - Administration</b>	2,238,230	-	-



## 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 again impacted by COVID-19 requiring the Economic Development Department to adapt and support Woodburn business community. Staff continued to provide assistance with grant and loan programs for Woodburn businesses. Staff provided grant writing assistance to fund a number of COVID-19 related programs for Woodburn residents and non-profit organizations.

### **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 2021-22 Accomplishments**

- Continued to respond to business and project leads
- Continued to work with existing businesses on retention and expansion projects
- Woodburn Enterprise Zone renewal and boundary modification
- Work with Amazon on new 3.4 million square feet development in I-5 Logistics Center
  - ODOT Immediate Opportunity Grant for OR 219 improvements - \$1 million
  - Special Public Works Funds Grant for Butteville Road realignment - \$500,000
- Work on Project Apofiki/Gamos in possible Woodburn location
- Close-out CDBG grant for the Woodburn Family Resource Center - \$1.5 million
- Manage CDBG-CV grant for Woodburn Emergency Rental Assistance Program - \$450,000
- Manage CDBG-CV grant for AWARE Food Bank Project and prepare a grant Addendum - \$750,000
- Develop North Marion Tourism Collaborative to focus on regional tourism marketing efforts
  - Convene regular Collaborative meetings
  - Establish as a Destination Management Organization (DMO)
  - Tourism Recovery Plan
  - Mobile Kiosk
  - Travel Oregon Destination Ready Program
  - North Marion Tourism website

- Develop North Marion Business Alliance to focus on regional business development and employment hub efforts
  - Convene regular Alliance meetings
  - Establish Employment Hub website to post North Marion jobs
  - Rural Opportunity Initiative (ROI) grant to establish business assistance initiative - \$45,000
- Worked with business owners to install additional security cameras and lighting in downtown
- Convened regular meetings with downtown businesses to discuss concerns and opportunities
- Continue to staff the Public Arts and Mural Committee and work with the Committee on projects
  - Lettering and paint color for water tower
  - Tile selected for Plaza foundation
- Continue Urban Renewal Building Improvement Grants:
  - Trapala Restaurant
  - Historic City Hall-550 N First Street – Managed Oregon Main Street grant - \$200,000
- Urban Renewal Projects:
  - Downtown Tree Replacement - Front Street/Side Streets
  - 50/50 Sidewalk Program
  - Woodburn Museum and Bungalow Theatre Interior Remodel
  - Historic Locomotive Shelter
  - Downtown Water Fountain Improvements
- Maintain ongoing relationships with local, state and regional partnership with service on and participation with boards and committees

### **Description of FY 2022-23 Economic Development Projects**

- Respond to business and project leads with state, local, and regional partners
- Work with existing businesses on retention and expansion projects
- Manage Woodburn Enterprise Zone
- Continue work with Amazon on new 3.4 million square feet development in I-5 Logistics Center
  - Manage ODOT Immediate Opportunity Grant for OR 219 improvements - \$1 million
  - Manage Special Public Works Funds Grant for Butteville Road realignment - \$500,000
  - Workforce development strategy and campaign
- Partner with developer on marketing the available 50-acres industrial site
- Manage CDBG-CV grant for Woodburn Emergency Rental Assistance Program - \$450,000
- Manage CDBG-CV grant for AWARE Food Bank Project - \$750,000
- Manage North Marion Tourism Collaborative ( a regional Destination Management Organization) and continue to focus on regional tourism marketing efforts
  - Convene regular Collaborative meetings
  - Implement Tourism Recovery Plan
  - Manage Mobile Kiosk locations and maintain software
  - Travel Oregon Destination Ready Program – implement programs identified
  - North Marion Tourism website – publish and manage
- Manage North Marion Business Alliance and continue to focus on regional business development and employment hub efforts

- Convene regular Alliance meetings
- Maintain Employment Hub website to post North Marion jobs
- Rural Opportunity Initiative (ROI) grant to establish business assistance initiative - \$45,000
- Continue regular meetings with downtown businesses to discuss concerns and opportunities
- Continue to staff the Public Arts and Mural Committee and work with the Committee on projects
- Continue Urban Renewal Building Improvement Grants:
  - Trapala Restaurant
  - Historic City Hall-550 N First Street – Managed Oregon Main Street grant - \$200,000
- Urban Renewal Projects:
  - Façade Make-Over Program
  - 50/50 Sidewalk Program
  - First and Cleveland Parking Lot
  - Downtown Banners and Lighting
  - Police Department Peace Pole Project
  - Library Park Stage Cover
- Maintain ongoing relationships with local, state and regional partnership with service on and participation with boards and committees

**Performance Measures**

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Goal
<b>Business Lead Responses</b>	13	16	12	10
<b>Retention/Expansion Assistance</b>	8	4	3	3
<b>Host quarterly Industrial Business Roundtable</b>	4	2	4	4
<b>Urban Renewal Building Improvement Grants</b>	14	0	4	5
<b>Urban Renewal Design Service Grant</b>	7	0	2	5
<b>Downtown Events and Promotions</b>	4	0	2	3
<b>Complete Public Arts – Murals Projects</b>	2	2	1	2

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Economic Development			
110,775	138,074	146,700	Personnel Services	162,520	-	-
27,589	39,841	313,230	Materials & Services	110,700	-	-
138,365	177,914	459,930	Economic Development	273,220	-	-
1.0	0.9	0.9	Full-Time Equivalent (FTE)	0.9		

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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	Proposed Proposed	Approved Approved	Adopted Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 125 - Economic Development			
			<b>Division:</b> 1250 - Econ Dev			
			<u>Expenditures</u>			
75,225	89,050	95,270	5111 Regular Wages	106,620		
663	261	-	5121 Overtime	-		
21	24	20	5211 OR Workers' Benefit	20		
5,808	6,748	7,480	5212 Social Security	8,380		
12,235	18,722	19,700	5213 Med & Dent Ins	20,020		
16,381	22,764	23,730	5214 Retirement	26,540		
248	277	270	5215 Long Term Disability Ins	180		
66	85	100	5216 Unemployment Insurance	650		
128	142	130	5217 Life Insurance	110		
110,775	138,074	146,700	<b>Total - Personnel Services</b>	162,520	-	-
-	-	320	5315 Computer Supplies	350		
9,106	37	8,500	5319 Office Supplies	8,500		
6,055	26,840	285,000	5419 Other Professional Serv	83,000		
539	676	750	5421 Telephone/Data	750		
159	17	300	5422 Postage	300		
4,310	4,100	4,200	5428 IT Support	4,200		
201	275	360	5432 Meals	360		
-	-	500	5433 Mileage	500		
168	28	2,000	5439 Travel	2,000		
230	300	300	5464 Workers' Comp	240		
4,982	6,211	7,500	5491 Dues & Subscriptions	8,000		
1,841	1,358	3,500	5492 Registrations/Training	2,500		
27,589	39,841	313,230	<b>Total - Materials &amp; Services</b>	110,700	-	-
138,365	177,914	459,930	<b>Department Total: 125 - Economic Development</b>	273,220	-	-

## 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:**

37 Sworn Police Officers and 10 Civilian Support Staff

### **Description of FY 2021-22 accomplishments:**

- Continue focused efforts on impacting crime rate, code enforcement and neighborhood livability issues with emphasis on vehicle theft reduction
- Continue hiring within authorized budget
- Conducted Deputy Chief hiring/promotion process
- Conducted Lieutenant promotion process
- Conducted Sergeant promotion process
- Participated in Cascadia Emergency Operations Exercise
- Participated in county-wide Hazardous Mitigation Program
- Continue community engagement programs and activities
- Participate in “Community Connection Day” with community partners (COVID dependent)
- Continue upgrade of police radio system in partnership with Marion County
- Continue disposal of property/evidence inventory
- Participated in monthly Downtown Business Meetings
- Implemented changes to the Body Worn Camera Policy
- Instituted UAV program including training and licensing of operators

### **Description of FY 2022-23 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
- Staff Community Response Officer position
- 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; 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 Marion County
- Continue disposal of property/evidence inventory

**Performance Measures:**

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
<b>Police Department participation in community events</b>	12 (COVID Impacted)	10 (COVID Impacted)	12 (COVID Impacted)	25
<b>Number of sworn officers</b>	35	35	35	36
<b>Total calls for service</b>	15,800	13,702 (COVID Impacted)	15,000	15,540

**Budget Summary**

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Police			
5,797,280	5,941,895	6,778,340	Personnel Services	7,470,280	-	-
1,777,587	1,767,023	1,921,510	Materials & Services	2,113,540	-	-
7,574,867	7,708,918	8,699,850	Police Total	9,583,820	-	-
43.6	43.6	47.8	Full-Time Equivalent (FTE)	49.5		

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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 211 - Police</b>							
<b>Division: 2111 - Patrol</b>							
<u>Expenditures</u>							
3,496,710	3,579,283	4,060,560	5111	Regular Wages	4,574,010	-	-
18,562	17,852	19,760	5112	Part-Time Wages	-	-	-
159,103	162,397	185,220	5121	Overtime	185,220	-	-
881	821	940	5211	OR Workers' Benefit	990	-	-
277,441	284,526	329,830	5212	Social Security	366,020	-	-
747,269	770,122	931,170	5213	Med & Dent Ins	1,030,900	-	-
1,078,231	1,106,917	1,229,750	5214	Retirement	1,272,230	-	-
10,344	10,600	10,890	5215	Long Term Disability Ins	7,410	-	-
3,132	3,674	4,270	5216	Unemployment Insurance	28,250	-	-
5,607	5,702	5,950	5217	Life Insurance	5,250	-	-
5,797,280	5,941,895	6,778,340	<b>Total - Personnel Services</b>		7,470,280	-	-
579	-	-	5315	Computer Supplies	-	-	-
4,093	4,556	12,500	5319	Office Supplies	7,500	-	-
49,200	47,076	50,000	5323	Fuel	90,000	-	-
27,189	29,897	42,400	5324	Clothing	42,400	-	-
2,909	2,484	4,000	5326	Safety/Medical	4,000	-	-
29,100	26,906	28,000	5329	Other Supplies	28,000	-	-
-	-	-	5337	Tires/Parts	-	-	-
18,788	19,498	21,500	5351	Ammunition	21,500	-	-
-	-	-	5352	Protective Clothing	-	-	-
-	691	3,000	5400	Code Abatement	3,000	-	-
-	-	1,000	5409.140	Garage Services	-	-	-
39,678	90,652	95,500	5415	Computer	95,500	-	-
805	755	4,000	5417	HR/Other Employee Expenses	4,000	-	-
62,457	22,921	26,000	5419	Other Professional Serv	26,000	-	-
940	2,228	7,500	5420	Investigation Expenses	7,500	-	-
33,027	36,339	35,000	5421	Telephone/Data	35,000	-	-
4,231	5,713	8,000	5422	Postage	8,000	-	-
522	(3)	1,000	5424	Advertising	1,000	-	-
19,981	-	20,000	5426	Contract Networks	6,500	-	-
361,640	362,890	387,760	5428	IT Support	444,970	-	-
471,810	499,238	509,470	5429	Other Communication Serv	520,000	-	-
864	-	-	5432	Meals	-	-	-
-	-	-	5433	Mileage	-	-	-
13,397	7,021	22,000	5439	Travel	22,000	-	-
274	1,548	2,500	5443	Office Equipment	2,500	-	-
154,605	167,815	179,600	5444	Vehicle Leases	198,000	-	-
2,560	2,566	-	5449	Leases Other	2,500	-	-
3,350	3,563	4,800	5451	Natural Gas	4,800	-	-
273	-	900	5452	Water/Sewer	900	-	-
48,747	51,171	48,000	5453	Electricity	55,000	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget		Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted		
25,140	25,920	25,920	5461	Auto Insurance	30,810	-	-		
6,930	7,570	7,570	5463	Property/Earthquake Insurance	10,420	-	-		
159,400	125,870	125,870	5464	Workers' Comp	124,820	-	-		
76,490	81,320	81,320	5465	General Liability Insurance	97,320	-	-		
50,431	58,808	63,800	5471	Equipment Repair & Maint	110,000	-	-		
40,232	31,252	23,100	5472	Buildings Repairs & Maint	23,100	-	-		
45,700	24,328	45,000	5475	Vehicle Repair & Maint	45,000	-	-		
1,028	15	-	5491	Dues & Subscriptions	-	-	-		
18,681	23,317	30,500	5492	Registrations/Training	30,500	-	-		
2,535	3,099	4,000	5493	Printing/Binding	11,000	-	-		
1,777,587	1,767,023	1,921,510	<b>Total - Materials &amp; Services</b>		2,113,540	-	-		
<hr/>					<hr/>				
7,574,867	7,708,918	8,699,850	<b>Department Total: 211 - Police</b>		9,583,820	-	-		







## 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			
1,766,803	1,499,695	2,314,600	Personnel Services	2,383,180	-	-
1,311,501	864,195	1,402,370	Materials & Services	1,319,945	-	-
25,075	-	30,000	Capital Outlay	207,000	-	-
<u>3,103,380</u>	<u>2,363,891</u>	<u>3,746,970</u>	Community Services Total	<u>3,910,125</u>	-	-
			Total by Division			
906,911	770,184	1,044,210	Library	1,076,760	-	-
507,117	234,192	854,970	Aquatics	722,720	-	-
445,372	179,508	465,510	Recreation	450,920	-	-
866,065	820,867	990,230	Park & Facilities Maintenance	1,155,605	-	-
377,914	363,573	530,550	Community Services Administration	504,120	-	-
<u>3,103,380</u>	<u>2,368,324</u>	<u>3,885,470</u>	Total by Division	<u>3,910,125</u>	-	-

## Library

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Library - 311  
**Department Director:** Jesse Cuomo

### 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 (8.4 FTE), including the Library Manager and four full-time program leads (Adult & Teen Librarian, Children’s Librarian, Technical Services Librarian, Circulation Library Assistant), and five part-time Library Assistants.

### Description of FY 2021-22 Accomplishments

- Received State Library ARPA grant for purchase of bookmobile
- Children’s collection reimaged to make access easier for parents and youth
- Doubled volunteer participation
- Re-started Friends of Library Group and had a book sale

### Description of FY 2022-23 focus/goals

- Employ bookmobile for use throughout the communities the library serves
- Start operations at the Bungalow Theater-Woodburn Museum
- Work with school districts to get student cards
- Resume programming to pre-pandemic levels

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Increase Library attendance	82,066	18,206	30000	50000
Increase Library circulation	159,204	96,862	110000	150000
Maintain meeting room reservations	314	9	80	200
Maintain library program levels	265	5	90	200
Increase library program participation	3,605	113	1000	2500

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
Library						
600,556	519,415	604,150	Personnel Services	685,590	-	-
306,356	246,335	301,560	Materials & Services	293,170	-	-
-	4,434	138,500	Capital Outlay	98,000	-	-
906,911	770,184	1,044,210	Library Total	1,076,760	-	-
9.5	10.5	11.0	Full-Time Equivalent (FTE)	8.4		

## Budget Detail

FY 2019-20	FY 2020-21	FY 2021-22	Account Description		FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 411 - Community Services</b>							
<b>Division: 3199 - Library Administration</b>							
<b>Expenditures</b>							
311,443	327,567	346,830	5111	Regular Wages	361,230		
108,476	22,806	73,200	5112	Part-Time Wages	116,810		
22	75	-	5121	Overtime	-		
195	116	130	5211	OR Workers' Benefit	170		
31,729	26,420	30,580	5212	Social Security	36,600		
55,019	55,099	59,080	5213	Med & Dent Ins	60,180		
91,855	85,541	92,420	5214	Retirement	106,680		
954	956	1,000	5215	Long Term Disability Ins	630		
371	341	400	5216	Unemployment Insurance	2,880		
492	493	510	5217	Life Insurance	410		
600,556	519,415	604,150	<b>Total - Personnel Services</b>		685,590	-	-
2,545	1,902	4,000	5319	Office Supplies	3,560		
-	-	-	5323	Fuel	3,000		
1,858	2,117	4,000	5340	Print Materials - Teen	4,000		
21,887	28,939	32,490	5341	Print Materials - Adult	24,500		
10,243	10,140	11,500	5342	Print Materials - Child	17,000		
4,443	6,470	14,000	5345	Audiovisual Materials - Adult	9,000		
743	1,216	1,630	5345.001	Audiovisual Materials - Child	2,000		
265	-	630	5345.002	Audiovisual Materials - Teen	2,630		
8,935	181	21,000	5347.001	Program Supplies - Summer Concerts	-		
750	829	1,830	5347.002	Program Supplies - Adult	5,000		
4,235	4,002	4,510	5347.003	Program Supplies - Child	8,500		
9,777	1,418	7,000	5347.004	Program Supplies - Technical Services	5,000		
5,184	2,611	3,380	5349	Periodicals - Adult	3,380		
-	138	850	5350	Periodicals - Child	250		
968	196	1,500	5419	Other Professional Serv	1,500		
2,544	2,107	3,000	5421	Telephone/Data	2,500		
148	11	230	5422	Postage	230		
-	100	630	5424	Advertising	630		
111,930	111,930	92,610	5428	IT Support	97,020		
-	-	300	5432	Meals	300		
-	-	200	5433	Mileage	200		
709	-	1,500	5439	Travel	1,500		
3,579	314	4,500	5443	Office Equipment	3,500		
2,330	3,319	3,800	5451	Natural Gas	3,800		
28,965	28,589	29,000	5453	Electricity	34,000		
8,240	9,550	9,550	5463	Property/Earthquake Insurance	13,310		
610	840	840	5464	Workers' Comp	510		
10,210	10,560	10,560	5465	General Liability Insur	8,830		
963	-	3,850	5471	Equipment Repair & Maint	3,850		
36,439	15,605	24,000	5472	Buildings Repairs & Maint	24,000		
26,234	2,207	6,090	5472.001	Fixture Repair	5,090		
-	-	-	5475	Vehicle Repair & Maint	2,000		
667	964	400	5491	Dues & Subscriptions	400		
635	79	1,120	5492	Registrations/Training	1,120		
-	-	1,000	5499.001	Reg Lib Sv	1,000		
319	-	60	5500	Banking Fees & Charges	60		
306,356	246,335	301,560	<b>Total - Materials &amp; Services</b>		293,170	-	-
-	-	138,500	5642	Passenger Vehicles	98,000	-	-
-	4,434	-	5649	Other Equipment	-	-	-
-	4,434	138,500	<b>Total - Capital Outlay</b>		98,000	-	-
906,911	770,184	1,044,210	<b>Division Total: 3119 - Library Administration</b>		1,076,760	-	-

## Aquatics

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Community Services – 411  
**Division/Division Number:** Aquatics Administration – 7419  
**Department Director:** Jesse Cuomo

### 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

9.5 FTE with one full-time Aquatics Program Supervisor leading part-time employees (8.5 FTE employees)

### Description of FY 2021-22 accomplishments

- Replaced spa heater
- Added Silver Sneakers to our senior membership program to engage with seniors participating in Medicare re-imburement programs
- Established a City-operated recreational swim team
- Partnered with Woodburn Estates and Golf to provide aquatics services for their members while they undergo construction

### Description of FY 2022-23 focus/goals

- Increase safety and security of staff and residents by adding cameras to west side of building
- Increase staff to increase hours to meet needs of residents
- Update wading pool fixture and other amenities as budget allows

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Maintain 50% cost recovery to reduce the General Fund Budgetary impact	42.5%	0	35%	40%
Improve attendance numbers by marketing and increasing events	34,566	0	13,500	40,000
Improve water safety through swim lesson enrollments	523	0	480	550

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Aquatics			
262,370	90,272	505,690	Personnel Services	452,400	-	-
244,746	143,920	349,280	Materials & Services	270,320	-	-
507,117	234,192	854,970	Aquatics Total	722,720	-	-
11.1	12.1	10.6	Full-Time Equivalent (FTE)	9.5		

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 001 - General Fund				
			<b>Department:</b> 411 - Community Services				
			<b>Division:</b> 7419 - Aquatic Administration				
			<u>Expenditures</u>				
62,053	56,077	60,210	5111	Regular Wages	71,280	-	-
181	-	186,000	5112	Part-Time Wages	21,840	-	-
8,133	-	13,890	5112.011	Instruction Wages	41,330	-	-
91,658	3,710	102,770	5112.012	Lifeguarding Wages	110,840	-	-
8,550	165	13,830	5112.014	Administration Wages	19,660	-	-
1,779	-	9,800	5112.015	Pool Operator (& Custodial) Wages	10,290	-	-
22,747	1,200	13,000	5112.016	Water Fitness Instructor Wages	26,210	-	-
14,319	-	32,300	5112.017	Head Lifeguard Wages	40,410	-	-
112	-	-	5121	Overtime	-	-	-
168	24	180	5211	OR Workers' Benefit	190	-	-
16,136	4,786	19,040	5212	Social Security	26,440	-	-
7,687	7,948	8,280	5213	Med & Dent Ins	16,930	-	-
28,398	16,032	45,890	5214	Retirement	64,740	-	-
165	178	180	5215	Long Term Disability Ins	120	-	-
199	60	230	5216	Unemployment Insurance	2,040	-	-
85	92	90	5217	Life Insurance	80	-	-
262,370	90,272	505,690	<b>Total - Personnel Services</b>		452,400	-	-
221	-	500	5319	Office Supplies	1,000	-	-
2,106	1,755	1,500	5326	Safety/Medical	2,000	-	-
12,706	5,610	16,000	5327	Chemicals	16,000	-	-
48	10	2,500	5329	Other Supplies	2,500	-	-
9,767	607	8,500	5390	Merchandise	8,500	-	-
7,609	-	13,500	5391	Inventory	13,500	-	-
17,238	4,767	104,000	5419	Other Professional Serv	20,000	-	-
955	1,014	600	5421	Telephone/Data	1,200	-	-
26	-	100	5422	Postage	100	-	-
7,047	3,398	6,000	5424	Advertising	6,000	-	-
8,610	8,610	13,230	5428	IT Support	18,480	-	-
286	-	500	5433	Mileage	500	-	-
-	-	500	5439	Travel	500	-	-
36,896	21,916	41,000	5451	Natural Gas	41,000	-	-
40,543	24,911	46,500	5453	Electricity	46,500	-	-
6,810	7,920	7,920	5463	Property/Earthquake Insurance	11,190	-	-
15,200	12,980	12,980	5464	Workers' Comp	9,050	-	-
6,230	6,450	6,450	5465	General Liability Insur	3,800	-	-
4,642	220	15,000	5471	Equipment Repair & Maint	15,000	-	-
62,560	41,474	45,000	5472	Building Repairs & Maint	45,000	-	-
200	200	1,000	5491	Dues & Subscriptions	1,000	-	-
4,069	1,100	6,000	5492	Registrations/Training	6,000	-	-
978	978	-	5498	Permits/Fees	1,500	-	-
244,746	143,920	349,280	<b>Total - Materials &amp; Services</b>		270,320	-	-
507,117	234,192	854,970	<b>Division Total: 7419 - Aquatic Administration</b>		722,720	-	-

## Recreation Administration

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Community Services – 411  
**Division/Division Number:** Rec Administration - 7429  
**Department Director:** Jesse Cuomo

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

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

The division consist of 2.3 FTE employees, including one full-time Events and Special Programs Manager and 3 part-time staff that directly supervise programs and activities. Over this past year, we have worked to facilitate community partnerships to build and provide recreational programming.

### Description of FY 2021-22 accomplishments:

- Completed 1785 Locomotive improvements train painted, updated fencing and train shelter
- Re-established recreational sports programs in partnership with Woodburn Fútbol Club and Marion and Polk YMCA
- Re-introduced community events including Fiesta Mexicana, Music in the Park, Downtown Trick or Treating, community clean-up day and Taste of Woodburn
- Completed remodel of Woodburn Museum and Bungalow Theatre

### Description of FY 2022-23 focus/goals:

- Re-introduce full three day Fiesta Mexicana and July 4<sup>th</sup> celebrations
- Re-introduce active adult programming including day trips
- Support Library in program/event creation for Woodburn Museum and Bungalow Theatre

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual (Covid-19)	FY 2021-22 Projected	FY 2022-23 Goal
Number of community events	5	0	14	20
Summer program enrollment	109	0	38	60
Youth sports enrollment	719	0	292	700
Adult program enrollment	233	0	0	100

### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Recreation			
156,478	80,397	163,790	Personnel Services	159,790	-	-
288,894	99,111	271,720	Materials & Services	291,130	-	-
-	-	30,000	Capital Outlay	-	-	-
445,372	179,508	465,510	Recreation Total	450,920	-	-
3.9	3.9	3.9	Full-Time Equivalent (FTE)	2.3		

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 411 - Community Services <b>Division:</b> 7429 - Rec Administration <u>Expenditures</u>							
84,213	47,425	48,810	5111	Regular Wages	62,970	-	-
13,712	-	74,850	5112	Part-Time Wages	31,280	-	-
1,418	195	-	5112.010	Youth Sports	-	-	-
1,328	1	-	5121	Overtime	-	-	-
50	14	40	5211	OR Workers' Benefit	50	-	-
7,703	3,611	5,830	5212	Social Security	7,200	-	-
22,215	15,454	16,500	5213	Med & Dent Ins	23,010	-	-
25,367	13,430	17,450	5214	Retirement	34,710	-	-
253	146	150	5215	Long Term Disability Ins	-	-	-
88	45	80	5216	Unemployment Insurance	570	-	-
131	76	80	5217	Life Insurance	-	-	-
156,478	80,397	163,790	<b>Total - Personnel Services</b>		159,790	-	-
184	46	200	5319	Office Supplies	200	-	-
97	-	-	5329	Other Supplies	-	-	-
22,399	1,626	21,000	5329.100	Events	34,000	-	-
21,045	70	15,000	5329.200	Youth Sports	7,500	-	-
10,015	-	10,000	5329.300	Adult Sports	5,000	-	-
194	-	-	5329.400	Summer Day Camp	-	-	-
124,976	220	118,000	5329.405	Fiesta Services	142,000	-	-
4,471	2,387	6,000	5329.600	Rec Admin	6,000	-	-
1,635	-	1,000	5329.700	Arts & Culture	1,000	-	-
3,799	-	2,000	5329.800	Active Adult	2,000	-	-
1,705	3,448	3,000	5329.900	Museum	-	-	-
155	199	3,000	5409.140	Garage Services	3,000	-	-
45,000	45,000	45,000	5419.101	Contract Svcs Teen Center	45,000	-	-
1,500	1,081	-	5421	Telephone/Data	1,500	-	-
1,519	1,283	1,000	5424	Advertising	1,000	-	-
25,720	26,130	22,360	5428	IT Support	23,100	-	-
126	156	300	5432	Meals	300	-	-
524	-	300	5439	Travel	300	-	-
2,871	2,510	3,750	5451	Natural Gas	1,750	-	-
5,046	3,834	5,000	5453	Electricity	4,500	-	-
3,070	2,750	2,750	5461	Auto Insurance	5,290	-	-
5,880	3,790	3,790	5464	Workers' Comp	2,440	-	-
2,860	3,020	3,020	5465	General Liability Insur	-	-	-
-	-	1,750	5472	Buildings Repairs & Maint	1,750	-	-
8	80	1,500	5475	Vehicle Repair & Maint	1,500	-	-
1,531	406	-	5491	Dues & Subscriptions	-	-	-
2,564	1,073	2,000	5492	Registrations/Training	2,000	-	-
288,894	99,111	271,720	<b>Total - Materials &amp; Services</b>		291,130	-	-
-	-	30,000	5642	Passenger Vehicles	-	-	-
-	-	30,000	<b>Total - Capital Outlay</b>		-	-	-
445,372	179,508	465,510	<b>Division Total: 7429 - Rec Administration</b>		450,920	-	-



## Parks and Facilities Maintenance

**Fund/Fund Number:** **General – 001**  
**Department/Department Number:** **Community Services – 411**  
**Division/Division Number:** **Parks & Facilities Maintenance - 7711**  
**Department Director:** **Jesse Cuomo**

**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 Community Services Manager. City staff custodial services provides 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**

Section consists of 8.0 FTE, 1 Parks and Facilities Maintenance Supervisor and 7 Parks and Facilities maintenance staff

**Description of FY 2021-22 Accomplishments**

- Refinished playground at Heritage Park, added barriers and wood chips
- Replanted 100+ trees at Centennial Park (20 varieties of trees)
- Legion Park Soccer Field Replacement w/ Synthetic Turf. 4 pickle ball courts, 2 basketball/futsal courts, and 2 interactive play areas. Covered replacement for the grandstand constructed near the parking lot. Remodel concession stand. This will overlap into FY 22-23
- Established an off-leash dog area in Senior Estates Park
- Ongoing improvements to interiors of parks buildings
- Installed a half-court basketball area at Nelson Park
- Reroofed the Alamo and middle (HVAC) section of Police Department roof

**Description of FY2022-23 Proposed focus/goals**

- Install shelter and fence off-leash dog area at Senior Estates Park
- Add irrigation to northwest corner of Legion Park
- Refinish Parks’ Buildings exteriors
- Complete Library Chiller replacement

### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Parks & Facilities Maintenance			
445,213	493,760	597,090	Personnel Services	651,730	-	-
395,778	327,108	393,140	Materials & Services	394,875	-	-
25,075	-	-	Capital Outlay	109,000	-	-
866,065	820,867	990,230	Parks & Facilities Maintenance Total	1,155,605	-	-
8.3	8.3	9.8	Full-Time Equivalent (FTE)	8.0		

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 411 - Community Services <b>Division:</b> 7711 - Parks & Facilities Maintenance <u>Expenditures</u>							
266,399	281,569	293,170	5111	Regular Wages	400,100	-	-
15,342	23,434	27,900	5112	Part-Time Wages	-	-	-
3,185	4,819	-	5121	Overtime	-	-	-
154	146	200	5211	OR Workers' Benefit	170	-	-
20,745	22,792	31,010	5212	Social Security	30,870	-	-
82,433	90,187	137,020	5213	Med & Dent Ins	125,930	-	-
55,429	69,158	106,100	5214	Retirement	91,080	-	-
843	895	870	5215	Long Term Disability Ins	720	-	-
244	294	370	5216	Unemployment Insurance	2,390	-	-
438	465	450	5217	Life Insurance	470	-	-
445,213	493,760	597,090	<b>Total - Personnel Services</b>		651,730	-	-
426	137	300	5319	Office Supplies	300	-	-
27,754	26,655	25,000	5321	Cleaning Supplies	25,000	-	-
9,966	11,812	11,000	5323	Fuel	15,500	-	-
2,861	6,651	5,000	5325	Ag Supplies	5,000	-	-
763	976	1,200	5326	Safety/Medical	2,200	-	-
9,150	11,619	10,000	5329	Other Supplies	10,000	-	-
60	483	3,000	5331	Construction Materials	3,000	-	-
334	1,983	2,000	5338	Tools	2,000	-	-
1,897	370	1,500	5352	Protective Clothing	1,500	-	-
4,255	1,355	10,800	5363	Signs	10,800	-	-
162	123	4,000	5385	Fertilizer	4,000	-	-
4,273	3,510	18,000	5409.140	Garage Services	18,000	-	-
172,554	83,566	97,780	5419	Other Professional Serv	97,780	-	-
5,764	5,337	5,000	5421	Telephone/Data	6,000	-	-
17,520	17,520	17,950	5428	IT Support	18,480	-	-
2,152	387	4,000	5445	Work Equipment	4,000	-	-
886	912	3,000	5446	Software Licenses	3,000	-	-
2,184	454	2,500	5449	Other Leases	2,500	-	-
3,059	4,882	8,500	5451	Natural Gas	6,000	-	-
45,287	45,801	45,000	5453	Electricity	40,000	-	-
5,000	5,130	5,130	5461	Auto Insurance	3,425	-	-
7,180	9,020	9,020	5463	Property/Earthquake Insurance	13,940	-	-
15,250	13,600	13,600	5464	Workers' Comp	11,300	-	-
5,620	5,860	5,860	5465	General Liability Insur	7,150	-	-
6,211	12,287	16,000	5471	Equipment Repair & Maint	16,000	-	-
29,346	25,574	35,000	5472	Buildings Repairs & Maint	35,000	-	-
6,369	1,946	5,000	5475	Vehicle Repair & Maint	5,000	-	-
4,321	17,767	4,500	5478	Playground Repair & Maint	4,500	-	-
4,250	10,507	20,000	5484	Urban Forestry Program	20,000	-	-
849	534	2,000	5492	Registrations/Training	2,000	-	-
75	348	1,500	5498	Permits/Fees	1,500	-	-
395,778	327,108	393,140	<b>Total - Materials &amp; Services</b>		394,875	-	-
25,075	-	-	5637	Parks	-	-	-
-	-	-	5649	Other Equipment	109,000	-	-
25,075	-	-	<b>Total - Capital Outlay</b>		109,000	-	-
866,065	820,867	990,230	<b>Division Total: 7711 - Parks &amp; Facilities Maint</b>		1,155,605	-	-

## Community Services Administration

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Community Services — 411  
**Division/Division Number:** Community Services Admin – 7911  
**Department Director:** Jesse Cuomo

**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 31.7 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Parks and Facilities Maintenance, volunteer programs, Community Relations, and park planning and development. Community Services Administration consists of 3.5 FTE.

**Description of FY 2021-22 accomplishments:**

- Conducted a modified COVID version of Fiesta Mexicana
- Finalizing construction of Legion Park Improvement Project
- Hosted a twice monthly Spanish language radio program on Radio Poder to provide important information to the public
- Filled Family Resource Center with non-profit tenants based on community needs assessment
- Host bi-monthly North Marion Community Health Partner meeting
- Received a \$450,000 Community Development Block Grant for rental and utility assistance for those impacted by Covid-19

**Description of FY 2022-23 focus/goals:**

- Complete Park Master Plan
- Complete park naming process for parcels in Smith Creek Addition
- Work on plan to continue development of Community Center project
- Work with private residential developments to ensure they provide adequate outdoor open spaces & park amenities

**Performance Measures:**

Measures	FY 2019-20 Actual	FY 2020-21 Actual (Covid-19)	FY 2021-22 Projected	FY 2022-23 Goal
Increase park shelter/field rentals (hours)	102 park / 5112 field hours	29 park/ 4633.75 field hours	60 park/ 5865 field hours	80 park / 6500 field hours
Increase park vendor permits	6	2	6	6
Urban forestry Program: tree give away certificates issued to Woodburn residents	42	41	40	50

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Community Services Administration			
302,187	315,851	443,880	Personnel Services	433,670	-	-
75,727	47,722	86,670	Materials & Services	70,450	-	-
377,914	363,573	530,550	Community Services Admin Total	504,120	-	-
3.0	3.5	3.5	Full-Time Equivalent (FTE)	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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 001 - General Fund			
			<b>Department:</b> 411 - Community Services			
			<b>Division:</b> 7991 - Community Services Admin			
			<u>Expenditures</u>			
193,958	201,097	309,960	5111 Regular Wages	269,900	-	-
4,631	4,628	13,390	5112 Part-Time Wages	13,390	-	-
60	58	60	5211 OR Workers' Benefit	60	-	-
15,056	15,295	17,250	5212 Social Security	21,770	-	-
36,480	37,814	39,590	5213 Med & Dent Ins	46,820	-	-
50,923	55,832	62,500	5214 Retirement	79,280	-	-
602	615	610	5215 Long Term Disability Ins	460	-	-
168	199	220	5216 Unemployment Insurance	1,700	-	-
308	313	300	5217 Life Insurance	290	-	-
302,187	315,851	443,880	<b>Total - Personnel Services</b>	433,670	-	-
371	172	500	5319 Office Supplies	500	-	-
8,895	575	600	5329 Other Supplies	600	-	-
-	363	1,000	5411 Engineering & Architect	1,000	-	-
2,795	2,155	12,600	5417 HR/Other Employee Expenses	2,600	-	-
1,957	1,668	11,050	5419 Other Professional Serv	11,050	-	-
2,000	1,955	2,500	5421 Telephone/Data	2,500	-	-
5,333	246	4,000	5422 Postage	4,000	-	-
23,360	23,360	23,930	5428 IT Support	15,120	-	-
132	-	200	5432 Meals	200	-	-
117	-	700	5433 Mileage	700	-	-
-	-	600	5439 Travel	600	-	-
208	-	3,000	5443 Office Equipment	3,000	-	-
-	1,700	2,300	5446 Software Licenses	2,300	-	-
2,178	2,370	2,500	5449 Leases - Other	2,500	-	-
1,660	1,950	1,950	5463 Property/Earthquake Insurance	2,780	-	-
2,790	2,700	2,700	5464 Workers' Comp	2,400	-	-
5,970	6,240	6,240	5465 General Liability Insur	8,300	-	-
707	443	800	5491 Dues & Subscriptions	800	-	-
328	85	1,500	5492 Registrations/Training	1,500	-	-
16,927	1,740	8,000	5493 Printing/Binding	8,000	-	-
75,727	47,722	86,670	<b>Total - Materials &amp; Services</b>	70,450	-	-
377,914	363,573	530,550	<b>Division Total: 7991 - Community Services Admin</b>	504,120	-	-
<b>3,103,380</b>	<b>2,368,324</b>	<b>3,885,470</b>	<b>Department Total: 411 Community Services</b>	<b>3,910,125</b>	-	-

## Planning

**Fund/Fund Number:**

**General – 001**

**Department/Department Number:**

**Planning – 511**

**Department Director:**

**Chris Kerr**

### **Description of purpose/function of division**

The Planning Department oversees all long-range and current planning projects in the city. 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, design reviews, signs, and specific site development requirements. The Department coordinates closely with the Public Works and 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 works closely with a variety of regional and state partners as well as other City Departments on land use, transportation, housing, and economic development.

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

Under the direction of the Community Development Director, the Planning Department includes a Senior Planner, Associate Planner, and Administrative Specialist. The City is experiencing a record increase in development activity and there are no indications that this will be abating in the next fiscal year. In order to service this growing development activity, an additional Planner position has been added to this budget for a total of 5.0 FTE.

### **Description of FY 2021-2022 accomplishments**

- Completed a series of workshops, public hearings and adopted Ordinances amending the WDO to address Transportation Systems Plan updates, "middle housing" requirements, and modifying the tree code. These code amendments ensure that the City regulations are consistent with all State requirements and further the City's vision for development in the community.
- Coordinated the expedited land use and building approvals for a 3.8 million square foot Amazon e-distribution facility. This will be one of the largest buildings in the state. The development will provide over 1500 jobs and approximately \$20 million in public investments.
- Oversaw the highest level of development activity in the City in over 20 years. Not including the Amazon development, the Department processed land use hearings on annexations, design reviews and subdivision approvals before the Planning Commission and City Council on major projects including:
  - Multiple residential annexations and subdivisions including over 750 dwelling units.
  - Two senior living facilities providing an additional 138 beds.
  - A variety of retail, industrial and downtown land use approvals.
  - Ongoing permitting of the Smith Creek and Boones Crossing developments (over 450 units this year).
- Successfully defended an appeal to the Oregon Land Use Board of Appeals (LUBA) of a City Council denial of a land use decision. The city's response to the appeal resulted in the applicant's withdraw their appeal which confirmed the City's decision.
- Created and filled a fulltime Administrative Specialist position that is shared with the Building Division.
- Completed outreach, surveys and convened public meetings to review the causes and impacts of housing policies on rent-burdened members of the community.

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

- Successfully managing the increase in development while maintaining the highest standards possible will be the primary focus of the Department. The Department is expecting to receive building permits for over 1,000 dwelling units, a tenfold increase in our historical average.
- Hiring a new Planner for the Planning Department.
- Coordinating and overseeing the ongoing permitting and construction of the Amazon development.
- With the assistance of an outside consultant, initiate the process of amending the City’s Urban Growth Boundary.
- Monitoring the efficacy and any potential impacts on the community of the State-mandated “middle housing” amendments.
- As directed by the City Council, adopt any necessary modifications to the City’s zoning code to provide increased predictability and clarity for homeowners, developers and staff.

## Performance Measures

Goal	Measures	FY 2021-22 Actual	FY 2021-22 Projected	FY 2022-23 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 best practices	Number of training activities provided	5	4	4
Make legally sound land use decisions	Number of final decisions overturned/appealed	0 overturned 1 appealed	0	0
Improve the effectiveness of the WDO	Number of code amendments	4	3	2

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Planning			
413,042	427,567	501,880	Personnel Services	599,660	-	-
54,908	145,899	161,490	Materials & Services	174,405	-	-
2,901	-	-	Capital Outlay	-	-	-
470,851	573,466	663,370	Planning Total	774,065	-	-
4.0	4.0	5.0	Full-Time Equivalent (FTE)	5.0		

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 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 511 - Planning <b>Division:</b> 5811 - Planning <u>Expenditures</u>							
273,372	283,878	330,430	5111	Regular Wages	396,910	-	-
450	1,890	-	5121	Overtime	-	-	-
69	71	90	5211	OR Workers' Benefit	100	-	-
21,183	22,188	24,890	5212	Social Security	30,660	-	-
41,956	40,561	53,870	5213	Med & Dent Ins	67,670	-	-
74,522	77,367	90,960	5214	Retirement	101,000	-	-
833	880	870	5215	Long Term Disability Ins	560	-	-
228	279	310	5216	Unemployment Insurance	2,390	-	-
428	452	460	5217	Life Insurance	370	-	-
413,042	427,567	501,880	<b>Total - Personnel Services</b>		599,660	-	-
-	-	1,200	5315	Computer Supplies	1,200	-	-
2,236	3,989	4,500	5319	Office Supplies	13,000	-	-
-	45	300	5323	Fuel	300	-	-
129	172	1,000	5409.140	Garage Services	1,000	-	-
-	35	-	5417	HR/Other Employee Expenses	-	-	-
6,681	91,249	98,500	5419	Other Professional Serv	98,500	-	-
1,546	2,464	1,600	5421	Telephone/Data	1,600	-	-
1,243	1,555	2,100	5422	Postage	2,100	-	-
-	-	1,000	5424	Advertising	1,000	-	-
439	1,324	1,500	5425	Publication of Legal Note	1,500	-	-
25,630	30,230	30,970	5428	IT Support	31,920	-	-
-	-	300	5429	Other Communication Serv	300	-	-
229	-	400	5432	Meals	400	-	-
271	-	500	5433	Mileage	500	-	-
587	-	2,000	5439	Travel	2,500	-	-
3,101	3,084	-	5449	Leases - Other	-	-	-
470	690	690	5461	Auto Insurance	1,425	-	-
400	550	550	5464	Workers' Comp	500	-	-
7,030	7,080	7,080	5465	General Liability Insur	9,360	-	-
130	191	800	5475	Vehicle Repair & Maint	800	-	-
4,785	3,241	6,500	5492	Registrations/Training	6,500	-	-
54,908	145,899	161,490	<b>Total - Materials &amp; Services</b>		174,405	-	-
2,901	-	-	5641	Office Furniture & Equip	-	-	-
2,901	-	-	<b>Total - Capital Outlay</b>		-	-	-
470,851	573,466	663,370	<b>Division Total: 5811 - Planning</b>		774,065	-	-

## Engineering

**Fund/Fund Number:** General – 001  
**Department/Department Number:** Engineering – 651  
**Department Director:** Curtis Stultz

### 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 consists of 6.5 FTE, including a City Engineer, 2.5 Project Engineers, 1 Engineering III, 1 Engineering Technician II, and 1 Associate Engineer.

### Description of FY 2021-22 Accomplishments

- Executed contracts; I-5 Pump Station and force main, Water Tower Repainting, Wastewater, Storm Drainage Master Plan, Transportation SDC methodology update, Amazon infrastructure review and inspection, design view for Young St. sanitary sewer upgrades and misc. improvements support to city departments.

### Description of FY 2022-23 Goals

- Completed projects; Well at Parr Rd.
- Continues Projects; ADA sidewalk improvements, Annual Pavement Restoration, development review and support, construction oversight for ongoing new development for public right-of-way.

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Percentage of capital project contracts substantially completed within estimated construction timeline	90%	90%	90%	98%
Percentage of capital projects administered within the project budget	90%	80%	95%	95%
Right-of-way & Franchise Utility permits issued	194	190	240	200
Private development applications reviewed	35	40	60	40



## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			Engineering			
134,241	162,080	191,635	Personnel Services	231,460	-	-
108,555	94,649	146,590	Materials & Services	151,260	-	-
242,796	256,728	338,225	Engineering Total	382,720	-	-
5.5	5.5	5.5	Full-Time Equivalent (FTE)	6.5		

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 158 for clarification.



## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 001 - General Fund <b>Department:</b> 651 - Engineering <b>Division:</b> 6211 - Engineering <u>Expenditures</u>							
68,481	86,320	111,335	5111	Regular Wages	128,270	-	-
18,953	19,702	20,100	5112	Part-Time Wages	21,110	-	-
625	190	-	5121	Overtime	-	-	-
26	30	40	5211	OR Workers' Benefit	40	-	-
6,573	7,923	8,560	5212	Social Security	11,520	-	-
16,963	19,410	24,680	5213	Med & Dent Ins	32,800	-	-
22,199	28,000	26,510	5214	Retirement	36,440	-	-
228	267	200	5215	Long Term Disability Ins	230	-	-
78	102	100	5216	Unemployment Insurance	890	-	-
117	137	110	5217	Life Insurance	160	-	-
134,241	162,080	191,635	<b>Total - Personnel Services</b>		231,460	-	-
120	-	500	5315	Computer Supplies	500	-	-
2,245	779	3,000	5319	Office Supplies	3,000	-	-
1,220	1,704	2,000	5323	Fuel	2,000	-	-
319	140	1,000	5324	Clothing	1,000	-	-
113	75	970	5326	Safety/Medical	970	-	-
1,248	3,178	3,000	5329	Other Supplies	3,000	-	-
142	212	2,000	5409.140	Garage Services	2,000	-	-
9,383	465	10,000	5411	Engineering & Architect	10,000	-	-
-	-	500	5417	HR/Other Employee Expenses	500	-	-
5,328	3,285	17,500	5419	Other Professional Serv	17,500	-	-
4,646	4,526	5,800	5421	Telephone/Data	5,800	-	-
70	114	500	5422	Postage	500	-	-
-	-	500	5424	Advertising	500	-	-
42,640	43,150	44,200	5428	IT Support	45,780	-	-
-	-	500	5439	Travel	500	-	-
6,486	5,095	9,000	5446	Software Licenses	9,000	-	-
1,916	2,070	2,500	5451	Natural Gas	2,500	-	-
3,605	3,122	5,000	5453	Electricity	5,000	-	-
1,380	1,250	1,250	5461	Auto Insurance	1,440	-	-
1,680	1,930	1,930	5463	Property/Earthquake Insurance	2,200	-	-
8,750	8,390	8,390	5464	Workers' Comp	7,370	-	-
8,390	8,750	8,750	5465	General Liability Insurance	12,400	-	-
412	133	500	5471	Equipment Repair & Maint	500	-	-
2,616	1,068	2,500	5472	Buildings Repairs & Maint	2,500	-	-
166	176	3,100	5475	Vehicle Repair & Maint	3,100	-	-
3,575	2,857	10,000	5492	Registrations/Training	10,000	-	-
-	-	500	5493	Printing/Binding	500	-	-
2,004	765	700	5496	Filing/Recording	700	-	-
100	1,416	500	5498	Permits/Fees	500	-	-
108,555	94,649	146,590	<b>Total - Materials &amp; Services</b>		151,260	-	-
242,796	256,728	338,225	<b>Department Total: 651 - Engineering</b>		382,720	-	-

## Non-Departmental

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

### 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
Non-Departmental						
284,530	960,550	934,460	Materials & Services	784,250	-	-
-	68,801	70,000	Capital Outlay	20,000	-	-
574,391	574,448	643,000	Debt Service	-	-	-
868,290	150,000	457,660	Transfers Out	834,950	-	-
1,727,211	1,753,799	2,105,120	Non-Departmental Total	1,639,200	-	-

The FY 2021-22 Transfers Out of \$834,950 include:

- \$150,000 to the Transit Fund, which is an annual subsidy
- \$561,210 to the General Cap Construction Fund
- \$123,740 to the PERS Reserve Fund

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 165.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Department: 199 - Non-departmental</b>							
<b>Division: 1219 - Other Administration</b>							
<u>Expenditures</u>							
3,659	217,003	6,900	5319	Office Supplies	6,900	-	-
445	31,076	10,000	5329	Other Supplies	10,000	-	-
-	696	-	5412	Legal	-	-	-
-	8,656	-	5415	Computer	-	-	-
1,037	519	27,000	5417	HR/Other Employee Expenses	2,000	-	-
126,008	356,017	285,000	5419	Other Professional Serv	360,000	-	-
-	-	51,670	5419.201	ToT Grants	60,000	-	-
-	-	60,000	5419.301	Business Resource Center	25,000	-	-
-	36,412	-	5419.723	Rental Assistance Program	53,000	-	-
1,395	1,336	1,500	5422	Postage	1,500	-	-
-	-	2,000	5425	Publication of Legal Note	2,000	-	-
4,788	4,788	12,500	5429	Other Communication Serv	12,500	-	-
3,018	1,509	3,500	5449	Leases - Other	3,500	-	-
-	-	-	5459.001	CRC Expenses	100,000	-	-
6,880	9,650	9,650	5463	Property/Earthquake Insurance	16,410	-	-
35,650	37,740	37,740	5465	General Liability Insurance	49,440	-	-
15,000	15,000	15,000	5481	Utility Assistance	40,000	-	-
36,651	18,789	40,000	5491	Dues & Subscriptions	40,000	-	-
-	-	2,000	5492	Registrations/Training	2,000	-	-
50,000	221,359	370,000	5520	Grant Program	-	-	-
284,530	960,550	934,460	<b>Total - Materials &amp; Services</b>		784,250	-	-
-	68,801	70,000	5641	Office Furniture & Equip	20,000	-	-
-	68,801	70,000	<b>Total - Capital Outlay</b>		20,000	-	-
532,000	547,000	621,000	5711	Bond Principal	-	-	-
42,391	27,448	22,000	5721	Bond Interest	-	-	-
574,391	574,448	643,000	<b>Total - Debt Service</b>		-	-	-
<b>Division: 9711 - Operating Transfer Out</b>							
-	-	75,000	5811.000	Transfer to Other Funds	-	-	-
116,000	150,000	150,000	5811.110	Transfer to Transit	150,000	-	-
-	-	124,660	5811.358	Transfer to General Cap Const	561,210	-	-
752,290	-	108,000	5811.693	Transfer to Reserve for PERS	123,740	-	-
868,290	150,000	457,660	<b>Total - Transfers Out</b>		834,950	-	-
1,727,211	1,753,799	2,105,120	<b>Department Total: 199 - Non-departmental</b>		1,639,200	-	-

## 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.

### Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Department:</b> 901 - Ending Fund Balance				
			<b>Division:</b> 9971 - Equity				
-	-	3,938,440	5921	Contingency	4,491,610	-	-
-	-	3,102,360	5981.012	Reserve -SMR	3,808,880	-	-
-	-	6,000	5981.014	Reserve-Cascade Dr Maintenance	-	-	-
-	-	<b>7,046,800</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>8,300,490</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 (WTS) 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. WTS provides fixed route and paratransit services seven days a week.

### Description of department, including number of personnel

The Transit Fund has 13.0 FTE, consisting of a full-time Transit Manager, 1 full-time lead dispatcher, 3 full-time drivers/dispatchers, 17 part-time driver/dispatchers (7.5 FTE) and a part-time vehicle custodian

### Description of FY 2021-22 Accomplishments

- Secured State and Federal funds to support transit planning and replace older vehicles in the fleet
- Secured CARES Act grant funds to support WTS’ COVID-19 response and provided fareless rides
- Purchased updated security cameras for all vehicles

### Description of FY 2022-23 Proposed Focus/Goals

- Restart Fixed Route services
- Update the City’s Transit Development Plan, last developed in 2010
- Develop route to serve workers in Woodburn’s industrial areas, including new Amazon facility
- Purchase new vehicles for aging fleet, including two Cut-A-Way buses and two modified minivans
- Continue to secure grant funds to support WTS’ routes and vehicle upgrades
- Develop commuter bus route to link Woodburn, via I-5, to Keizer Station and Wilsonville
- Coordinate with South Clackamas Transit District to consider new route between Molalla and Woodburn

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Passengers, Fixed Route	14,405	0	0	13,000
Passengers, Dial-a-Ride (local)	5,271	5,043	5,500	5,300
Passengers, Medical Out-of-Town	1,850	590	650	1,600
Passengers, Express Route	5,535	14,627	18,200	8,000
Passengers, Weekend Fixed	1,911	2,865	3,700	4,000
Passengers, Weekend (Dial-a-Ride)	305	632	675	640

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Transit Fund</b>						
Revenues						
160,058	135,001	400,000	Fund Balance	518,240	-	-
828,932	852,946	1,348,000	Intergovernmental	2,315,000	-	-
26,798	-	-	Charges for Goods and Services	41,000	-	-
9,464	24,875	5,500	Miscellaneous Revenue	306,000	-	-
116,000	150,000	270,000	Transfers In	336,000	-	-
1,141,251	1,162,821	2,023,500	<b>Revenues Total</b>	3,516,240	-	-
Expenditures						
544,297	507,581	799,940	Personnel Services	879,900	-	-
223,011	186,465	251,680	Materials & Services	412,410	-	-
152,455	27,327	568,000	Capital Outlay	1,492,000	-	-
6,510	-	6,800	Transfers Out	8,800	-	-
-	-	397,080	Contingencies and Reserve	723,130	-	-
926,273	721,373	2,023,500	<b>Expenditures Total</b>	3,516,240	-	-
214,978	441,448	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
7.1	11.7	11.7	Full-Time Equivalent (FTE)	13.0		

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 158 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 165.

**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.

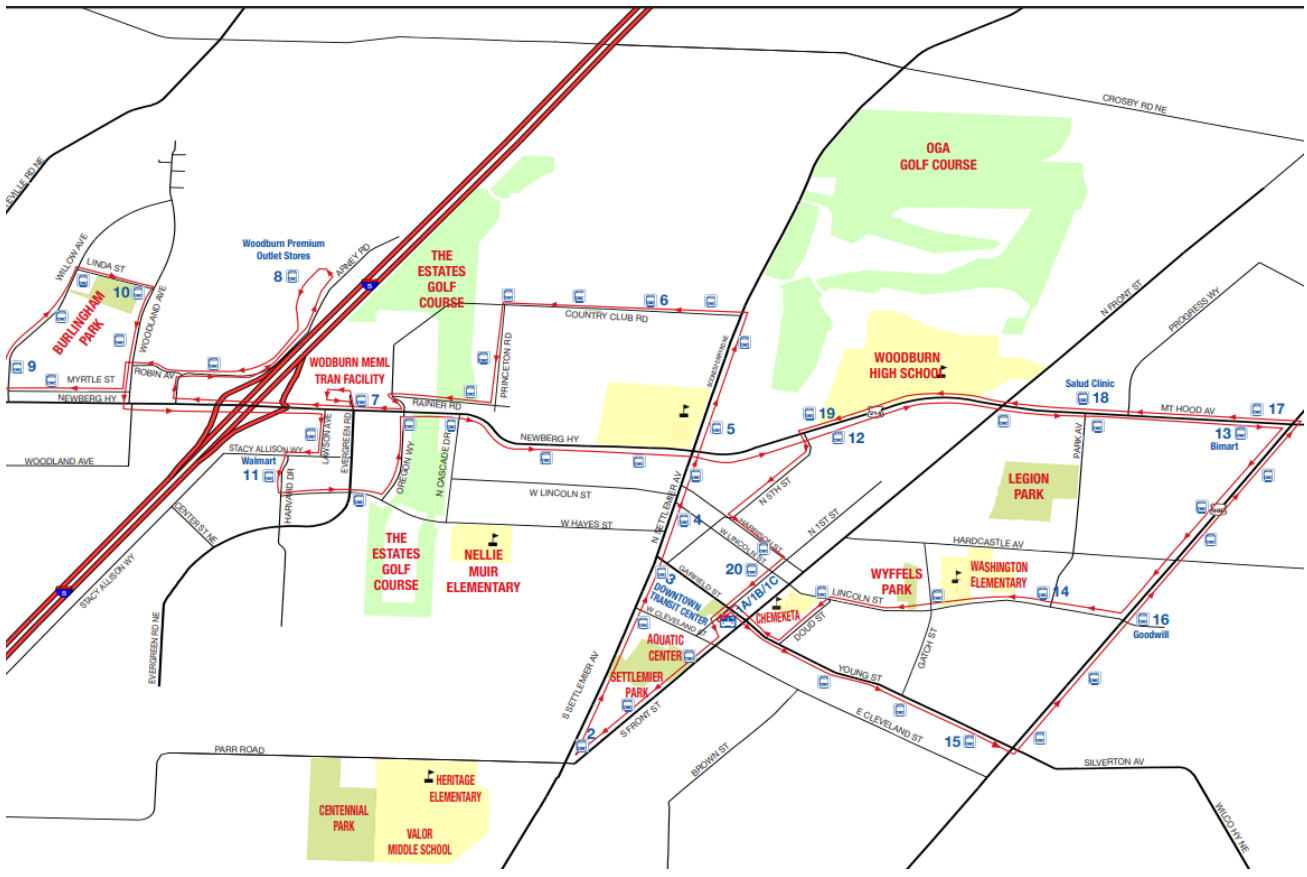
## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 110 - Transit Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
80,081	135,001	400,000	3081	Beginning Fund Balance	518,240	-	-
<b>80,081</b>	<b>135,001</b>	<b>400,000</b>	<b>Total - Fund Balance</b>		<b>518,240</b>	-	-
55,915	216,611	383,000	3332	Federal Grants	628,000	-	-
45,125	41,353	46,000	3333.601	5310 Discretionary Ops	46,000	-	-
139,996	139,996	154,000	3333.603	5311 Formula Operation	266,000	-	-
57,334	35,016	54,000	3333.605	Veh Prev Maint	54,000	-	-
-	5,256	-	3341	State Grants	256,000	-	-
216,931	216,931	217,000	3341.601	STF Formula	217,000	-	-
313,631	197,783	494,000	3345	Statewide Transit	848,000	-	-
<b>828,932</b>	<b>852,946</b>	<b>1,348,000</b>	<b>Total - Intergovernmental</b>		<b>2,315,000</b>	-	-
7,865	-	-	3445	Dial a Ride Daily	12,000	-	-
14,921	-	-	3447	Transit System Fares	23,000	-	-
2,244	-	-	3447.010	Transit Express Service Revenues	3,000	-	-
1,768	-	-	3447.02	Transit Weekend Service Revenues	3,000	-	-
<b>26,798</b>	-	-	<b>Total - Charges for Goods and Services</b>		<b>41,000</b>	-	-
(326)	987	500	3611	Interest from Investments	500	-	-
8,856	3,888	5,000	3676	Donations-Transit	5,500	-	-
64	-	-	3698	Cash Long and Short	-	-	-
869	20,000	-	3699	Other Miscellaneous Income	300,000	-	-
<b>9,464</b>	<b>24,875</b>	<b>5,500</b>	<b>Total - Miscellaneous Revenue</b>		<b>306,000</b>	-	-
116,000	150,000	150,000	3971.001	Transfer From General Fund	150,000	-	-
-	-	120,000	3971.136	Transfer from American Rescue Plan Fund	186,000	-	-
<b>116,000</b>	<b>150,000</b>	<b>270,000</b>	<b>Total - Transfers In</b>		<b>336,000</b>	-	-
<b>1,061,274</b>	<b>1,162,821</b>	<b>2,023,500</b>	<b>Department Total: 000 - Revenue</b>		<b>3,516,240</b>	-	-
<b>1,061,274</b>	<b>1,162,821</b>	<b>2,023,500</b>	<b>Revenues Total</b>		<b>3,516,240</b>	-	-



FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 110 - Transit Fund</b> <b>Department: 671 - Transit</b> <b>Division: 4711 - Fixed Route Transit</b> <u>Expenditures</u>							
199,279	207,359	215,580	5111	Regular Wages	333,610	-	-
192,278	149,329	394,340	5112	Part-Time Wages	264,880	-	-
99	293	-	5121	Overtime	-	-	-
214	170	240	5211	OR Workers' Benefit	280	-	-
29,476	26,824	37,730	5212	Social Security	45,910	-	-
46,027	46,969	49,410	5213	Med & Dent Ins	104,230	-	-
75,635	75,348	101,220	5214	Retirement	126,620	-	-
622	622	630	5215	Long Term Disability Ins	510	-	-
347	346	500	5216	Unemployment Insurance	3,550	-	-
320	320	290	5217	Life Insurance	310	-	-
<b>544,297</b>	<b>507,581</b>	<b>799,940</b>	<b>Total - Personnel Services</b>		<b>879,900</b>	-	-
1,053	647	1,500	5319	Office Supplies	1,500	-	-
36,539	22,666	44,000	5323	Fuel	47,000	-	-
952	1,164	1,500	5324	Clothing	1,500	-	-
2,588	1,984	2,300	5326	Safety/Medical	2,300	-	-
963	118	2,000	5329	Other Supplies	2,000	-	-
2,179	2,899	4,000	5337	Tires/Parts	5,500	-	-
4,490	2,115	8,000	5409.140	Garage Services	8,000	-	-
340	412	700	5414	Accounting/Auditing	700	-	-
-	-	500	5417	HR/Other Employee Expenses	500	-	-
2,772	1,209	2,000	5419	Other Professional Serv	162,000	-	-
5,067	5,624	5,700	5421	Telephone/Data	5,700	-	-
37	27	100	5422	Postage	100	-	-
158	53	1,000	5424	Advertising	1,000	-	-
24,600	24,600	25,200	5428	IT Support	26,040	-	-
285	-	500	5432	Meals	500	-	-
17,757	3,614	24,000	5433	Mileage	18,000	-	-
744	-	1,000	5439	Travel	1,000	-	-
6,125	6,581	6,300	5446	Software Licenses	6,300	-	-
6,810	7,070	7,070	5448	Internal Rent	7,870	-	-
960	1,151	1,000	5451	Natural Gas	1,000	-	-
3,066	2,682	3,500	5453	Electricity	3,500	-	-
20,800	20,980	20,980	5461	Auto Insurance	24,030	-	-
120	810	810	5463	Property/Earthquake Insurance	1,190	-	-
21,910	20,380	20,380	5464	Workers' Comp	15,070	-	-
6,580	7,490	7,490	5465	General Liability Insur	8,460	-	-
1,453	194	2,500	5471	Equipment Repair & Maint	2,500	-	-
1,155	119	1,000	5472	Buildings Repairs & Maint	1,000	-	-
48,961	50,301	52,000	5475	Vehicle Repair & Maint	52,000	-	-
-	-	500	5480	Accident Repair	500	-	-
747	450	1,000	5491	Dues & Subscriptions	1,000	-	-
249	-	1,000	5492	Registrations/Training	2,500	-	-
2,748	259	800	5493	Printing/Binding	800	-	-
805	868	1,350	5500	Banking Fees	1,350	-	-
<b>223,011</b>	<b>186,465</b>	<b>251,680</b>	<b>Total - Materials &amp; Services</b>		<b>412,410</b>	-	-
130,926	-	548,000	5642	Passenger Vehicles	1,472,000	-	-
21,529	27,327	20,000	5649	Other Equipment	20,000	-	-
<b>152,455</b>	<b>27,327</b>	<b>568,000</b>	<b>Total - Capital Outlay</b>		<b>1,492,000</b>	-	-
<b>919,763</b>	<b>721,373</b>	<b>1,619,620</b>	<b>Division Total: 4711 - Fixed Route Transit</b>		<b>2,784,310</b>	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 110 - Transit Fund			
			<b>Division:</b> 9711 - Operating Transfer Out			
			<u>Expenditures</u>			
6,510	-	6,800	5811.693 Transfer to Reserve for PERS	8,800	-	-
<b>6,510</b>	-	<b>6,800</b>	<b>Total - Transfers Out</b>	<b>8,800</b>	-	-
<b>6,510</b>	-	<b>6,800</b>	<b>Division Total: 9711 - Operating Transfer Out</b>	<b>8,800</b>	-	-
<b>926,273</b>	<b>721,373</b>	<b>1,626,420</b>	<b>Department Total: 671 - Transit</b>	<b>2,793,110</b>	-	-
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	397,080	5921 Contingency	723,130	-	-
-	-	397,080	<b>Total - Contingencies and Unappropriated Balances</b>	723,130	-	-
-	-	397,080	<b>Division Total: 9971 - Equity</b>	723,130	-	-
-	-	397,080	<b>Department Total: 901 - Ending Fund Balance</b>	723,130	-	-
926,273	721,373	2,023,500	<b>Expenditures Total</b>	3,516,240	-	-
135,001	441,448	-	<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 basis (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 Director and is organized to provide both operations and maintenance with clerical administrative support. The street maintenance and garage sections consists of 9.0 FTE.

**Description of FY 2021-22 accomplishments**

- Cleared ROW areas to reduce areas of concern to reduce nuisance complaints
- Continues Leaf Program, Holiday Tree Recycle and in-house street sweeping throughout Covid pandemic

**Description of FY 2022-23 proposed focus/goals**

- Modify structure of garage and streets to better serve the City and prioritize routine activities for efficiencies
- Restructure Sweeping routes to include new areas of development and make routes more efficient
- Update sign inventory to GIS
- Reprioritize retroreflective sign replacement

**Performance Measures**

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Miles of street sweeping	2,500	2,750	3,300	3,200
Number of signs updated	100	100	75	50
Number of street miles restriped	35	35	40	40
Feet of cracks sealed	25,000	25,000	0	30,000
Number of thermos-plastic street legends installed or replaced	75	25	15	20

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Street Fund</b>						
Revenues						
4,589,031	4,242,863	3,723,760	Fund Balance	5,528,030	-	-
101,204	73,791	105,000	Taxes	77,500	-	-
369	-	500	Licenses and Permits	500	-	-
1,707,151	1,871,027	1,789,500	Intergovernmental	1,965,300	-	-
353,518	332,076	372,750	Franchise Fees	348,800	-	-
123,912	56,568	125,700	Miscellaneous Revenue	59,400	-	-
90,000	90,000	90,000	Transfers In	90,000	-	-
6,965,185	6,666,325	6,207,210	<b>Revenues Total</b>	8,069,530	-	-
Expenditures						
955,753	873,337	1,097,235	Personnel Services	1,181,670	-	-
688,409	626,275	2,329,660	Materials & Services	2,329,710	-	-
10,360	-	-	Capital Outlay	-	-	-
1,067,799	50,000	1,617,880	Transfers Out	2,084,500	-	-
-	-	1,162,435	Contingencies and Reserve	2,473,650	-	-
2,722,322	1,549,612	6,207,210	<b>Expenditures Total</b>	8,069,530	-	-
4,242,863	5,116,712	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
8.5	9.5	9.5	Full-Time Equivalent (FTE)	9.0		

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 158 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 \$1.9 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 \$2,084,500 includes:

- \$2,012,680 to Street & Storm Cap Const Fund for the following capital projects
  - West Hayes Street improvement, \$3,550,000
  - Bridge Light Maintenance, \$250,000
- \$60,000 to Equipment Replacement fund
- \$11,820 to Reserve for PERS Fund

For a summary of all Transfers In and Transfers Out, see Budgeted Transfers on page 165.

See the section titled Capital Construction Projects beginning on page 166 for information on all budgeted capital projects.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 140 - Street Fund				
			<b>Department:</b> 000 - Revenue				
			<u>Revenues</u>				
4,589,031	4,242,863	3,723,760	3081	Beginning Fund Balance	5,528,030	-	-
4,589,031	4,242,863	3,723,760	<b>Total - Fund Balance</b>		5,528,030	-	-
101,204	73,791	105,000	3171	City Gas Tax	77,500	-	-
101,204	73,791	105,000	<b>Total - Taxes</b>		77,500	-	-
369	-	500	3223	Curb Cuts and Bores	500	-	-
369	-	500	<b>Total - Licenses and Permits</b>		500	-	-
1,707,151	1,871,027	1,789,500	3361	State Gas Tax	1,965,300	-	-
1,707,151	1,871,027	1,789,500	<b>Total - Intergovernmental</b>		1,965,300	-	-
268,897	264,935	283,500	3141	Privilege Tax, PGE	278,300	-	-
84,621	67,141	89,250	3142	Privilege Tax, NW Natural	70,500	-	-
353,518	332,076	372,750	<b>Total - Franchise Fees</b>		348,800	-	-
98,218	39,723	80,000	3611	Interest from Investments	38,000	-	-
23,788	16,223	42,000	3654	Garage WO Revenue	17,000	-	-
1,906	622	3,700	3699	Other Miscellaneous Income	4,400	-	-
123,912	56,568	125,700	<b>Total - Miscellaneous Revenue</b>		59,400	-	-
90,000	90,000	90,000	3971.472	Transfer From Sewer	90,000	-	-
90,000	90,000	90,000	<b>Total - Transfers In</b>		90,000	-	-
6,965,185	6,666,325	6,207,210	<b>Department Total: 000 - Revenue</b>		8,069,530	-	-
6,965,185	6,666,325	6,207,210	<b>Revenues Total</b>		8,069,530	-	-

FY 2019-20	FY 2020-21	FY 2021-22			FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget		Account Description	Proposed	Approved	Adopted
			<b>Fund:</b>	140 - Street Fund			
			<b>Department:</b>	631 - Maintenance			
			<b>Division:</b>	4211 - Street Maintenance			
			<u>Expenditures</u>				
590,190	530,140	628,625	5111	Regular Wages	707,960	-	-
18,536	20,655	57,800	5112	Part-Time Wages	26,860	-	-
11,215	22,109	9,280	5121	Overtime	9,560	-	-
192	164	220	5211	OR Workers' Benefit	220	-	-
45,786	42,215	52,250	5212	Social Security	56,990	-	-
132,354	118,692	168,450	5213	Med & Dent Ins	177,350	-	-
154,331	136,435	177,680	5214	Retirement	196,490	-	-
1,752	1,573	1,480	5215	Long Term Disability Ins	1,120	-	-
495	544	680	5216	Unemployment Insurance	4,430	-	-
903	810	770	5217	Life Insurance	690	-	-
955,753	873,337	1,097,235	<b>Total - Personnel Services</b>		1,181,670	-	-
-	42	200	5315	Computer Supplies	200	-	-
2,124	792	550	5319	Office Supplies	550	-	-
29	-	300	5321	Cleaning Supplies	300	-	-
1,780	5,461	10,000	5322	Lubricants	10,000	-	-
12,369	26,928	19,000	5323	Fuel	19,000	-	-
1,695	738	3,000	5324	Clothing	3,000	-	-
2,062	5,500	2,400	5326	Safety/Medical	2,400	-	-
7,694	12,603	6,000	5329	Other Supplies	6,000	-	-
4,824	9,544	9,000	5337	Tires/Parts	9,000	-	-
5,896	8,482	7,000	5338	Tools	7,000	-	-
95	504	1,500	5339	Other Maintenance Supplies	1,500	-	-
1,986	6,647	3,000	5352	Protective Clothing	3,000	-	-
31,057	22,737	40,000	5361	Road Materials	40,000	-	-
-	193	1,000	5362	Concrete	1,000	-	-
13,195	7,375	14,000	5363	Signs	14,000	-	-
-	4,414	1,000	5369	Other Street Supplies	1,000	-	-
69,611	66,206	141,900	5419	Other Professional Serv	141,900	-	-
5,379	4,684	5,900	5421	Telephone/Data	5,900	-	-
-	-	500	5424	Advertising	500	-	-
346	546	100	5432	Meals	100	-	-
-	-	100	5433	Mileage	100	-	-
-	-	1,000	5439	Travel	1,000	-	-
5,409	21,324	6,000	5445	Work Equipment	6,000	-	-
4,837	6,040	9,000	5446	Software Licenses	9,000	-	-
1,789	1,806	2,000	5449	Leases - Other	2,000	-	-
2,482	2,478	3,500	5451	Natural Gas	3,500	-	-
6,651	6,116	10,000	5453	Electricity	10,000	-	-
12,544	4,667	3,000	5454	Solid Waste Disposal	3,000	-	-
12,621	13,135	10,000	5471	Equipment Repair & Maint	10,000	-	-
(205)	-	2,000	5474	Structures Repair & Maint	2,000	-	-
12,419	2,478	19,000	5475	Vehicle Repair & Maint	19,000	-	-
4,083	3,591	5,000	5476	Laundry	5,000	-	-
129,614	5,961	1,600,000	5479	Other Repair & Maint	1,600,000	-	-
10,525	17,150	15,000	5482	Tree Maintenance	15,000	-	-
2,864	1,583	10,000	5492	Registrations/Training	10,000	-	-
260	4,447	2,000	5498	Permits/Fees	2,000	-	-
366,036	274,172	1,963,950	<b>Total - Materials &amp; Services</b>		1,963,950	-	-
			<b>Department:</b>	631 - Maintenance			
			<b>Division:</b>	4211 - Street Maintenance			
10,360	-	-	5649	Other Equipment	-	-	-
10,360	-	-	<b>Total - Capital Outlay</b>		-	-	-
1,332,149	1,147,510	3,061,185	<b>Division Total: 4211 - Street Maintenance</b>		3,145,620	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b>	140 - Street Fund			
			<b>Department:</b>	631 - Maintenance			
			<b>Division:</b>	4299 - Street Admin			
4,760	5,768	7,000	5414	Accounting/Auditing	7,000	-	-
21,620	21,620	21,630	5428	IT Support	28,140	-	-
4,250	4,560	4,690	5448	Internal Rent	5,070	-	-
-	-	630	5451	Natural Gas	600	-	-
1,746	1,715	2,490	5453	Electricity	2,490	-	-
226,811	242,423	240,000	5456	Street Lighting	250,000	-	-
8,540	8,430	8,430	5461	Auto Insurance	8,920	-	-
7,610	8,270	8,270	5463	Property/Earthquake Insurance	10,490	-	-
33,190	40,630	40,630	5464	Workers' Comp	19,410	-	-
10,170	10,060	10,060	5465	General Liability Insur	11,760	-	-
1,315	679	2,880	5472	Buildings Repairs & Maint	2,880	-	-
912	7,947	4,000	5482	Tree Maintenance	4,000	-	-
1,450	-	15,000	5483	Sidewalks	15,000	-	-
322,374	352,103	365,710	<b>Total - Materials &amp; Services</b>		365,760	-	-
322,374	352,103	365,710	<b>Division Total: 4299 - Street Admin</b>		365,760	-	-
			<b>Division:</b>	9711 - Operating Transfer Out			
961,049	-	1,557,060	5811.363	Transfer to Street/Storm Cap Const Fd	2,012,680	-	-
50,000	50,000	50,000	5811.591	Transfer to Equipment Replace	60,000	-	-
56,750	-	10,820	5811.693	Transfer to Reserve for PERS	11,820	-	-
1,067,799	50,000	1,617,880	<b>Total - Transfers Out</b>		2,084,500	-	-
1,067,799	50,000	1,617,880	<b>Division Total: 9711 - Operating Transfer Out</b>		2,084,500	-	-
2,722,322	1,549,612	5,044,775	<b>Department Total: 631 - Maintenance</b>		5,595,880	-	-
			<b>Department:</b>	901- Ending Fund Balance			
			<b>Division:</b>	9971 Equity			
-	-	1,162,435	5921	Contingency	2,473,650	-	-
-	-	1,162,435			2,473,650	-	-
2,722,322	1,549,612	6,207,210	<b>Expenditures Total</b>		8,069,530	-	-
4,242,863	5,116,712	-	<b>Fund Net</b>	<b>Total: 140 - Street Fund</b>	-	-	-



## GO Debt Service Fund – 250

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

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

### Description of purpose/function of department

This fund records the payment of principal and interest on the City’s General Obligation bond originally issued for the construction of the Woodburn Police Facility in 2005. The bond was refinanced in FY 2017-18 to generate a \$250,000 interest savings and shorten the debt maturity to 2024, one year earlier than the original debt. For a detailed listing of the debt outstanding and annual debt service of the City, see Debt Overview on page 156.

### Fund Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 250 - GO Debt Service Fund</b>						
<b>Department: 000 - Revenue</b>						
<b>Revenues</b>						
19,373	32,604	24,500	3081 Beginning Fund Balance	9,430	-	-
19,373	32,604	24,500	<b>Total - Fund Balance</b>	9,430	-	-
563,464	562,403	570,000	3111 Property Tax - Current	600,070	-	-
11,584	13,490	11,000	3112 Property Tax - Delinquent	11,000	-	-
575,048	575,893	581,000	<b>Total - Taxes</b>	611,070	-	-
6,698	2,292	2,000	3611 Interest from Investments	2,010	-	-
6,698	2,292	2,000	<b>Total - Miscellaneous Revenue</b>	2,010	-	-
601,119	610,789	607,500	<b>Revenues Total</b>	622,510	-	-
<b>Department: 151 - Finance</b>						
<b>Division: 9111 - Debt Service</b>						
<b>Expenditures</b>						
-	-	-	5499.999 Bond Issuance Costs	-	-	-
-	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
511,000	539,000	570,000	5711 Bond Principal, Police Refi 2017, Due 6/1/22	597,000	-	-
57,515	47,860	37,500	5721 Bond Interest, Police Refi 2017, Due 6/1/22	25,510	-	-
568,515	586,860	607,500	<b>Total - Debt Service</b>	622,510	-	-
568,515	586,860	607,500	<b>Expenditures Total</b>	622,510	-	-
32,604	23,929	-	<b>Fund Net Total: 250 - GO Debt Service Fund</b>	-	-	-

### Revenue Sources and Other Discussion

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

# Utility Funds

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- ❖ Water Fund

- ❖ Sewer Fund

## Water Fund – 470

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

### Description of purpose/function of department

The drinking water section provides administration, meter reading, operations and maintenance of the water treatment and distribution system. The section is responsible for all activities centered at the water treatment plants and throughout the water distribution system, and administers a Cross Connection Control and Backflow Prevention Program.

The City’s water source is ground water from the Troutdale Aquifer. There are seven active wells, which provide raw water to three water treatment plants for removal of iron, manganese, arsenic and radon. Secondary disinfection by the injection of chlorine into the water supply to form chloramines.

Each of the treatment plants have ground level storage of treated water and there is one elevated storage tank near Cleveland Street for a total storage volume of 5.45 million gallons of water.

There are approximately 120 miles of waterline of varying sizes, 1,100 fire hydrants and 7,116 water meters with automatic read meters.

### Description of section, including number of personnel

There are 10.5 FTE within this department, including a Water Division Supervisor who is responsible for the overall operation of the Water system. The department provides operations, maintenance, and clerical administrative support.

### Description of FY 2021-22 accomplishments

- Completed the drilling of the new Parr Rd. well
- Completed design and bid contact for water tower repainting and safety upgrades

### Description of FY 2022-23 proposed focus/goals

- Complete the well house and connect to the Parr Rd treatment plant
- Execute and complete water tower repainting and safety upgrades

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projection	FY 2022-23 Goal
Meet federal drinking water requirements (shown in the annual drinking water report for the prior year)	Yes	Yes	Yes	Yes
Number of meters read	85,450	87,780	87,900	89,000
Number of water tests	1,400	1,440	1,525	1,600

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Water Fund</b>						
Revenues						
2,523,141	2,446,737	2,054,000	Fund Balance	3,276,130	-	-
3,990,442	4,330,970	4,381,180	Charges for Goods and Services	4,628,280	-	-
120,958	80,811	92,220	Miscellaneous Revenue	100,860	-	-
-	-	25,000	Transfers In			
<b>6,634,541</b>	<b>6,858,519</b>	<b>6,552,400</b>	<b>Revenues Total</b>	<b>8,005,270</b>	<b>-</b>	<b>-</b>
Expenditures						
1,463,652	1,574,854	1,694,975	Personnel Services	1,922,100	-	-
965,353	1,174,436	1,096,890	Materials & Services	1,153,730	-	-
1,624,949	1,563,435	1,228,600	Debt Service	1,529,200	-	-
133,850	50,000	453,080	Transfers Out	2,025,200	-	-
-	-	2,078,855	Contingencies and Reserve	1,375,040	-	-
<b>4,187,804</b>	<b>4,362,725</b>	<b>6,552,400</b>	<b>Expenditures Total</b>	<b>8,005,270</b>	<b>-</b>	<b>-</b>
<b>2,446,737</b>	<b>2,495,794</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>10.0</b>	<b>10.5</b>	<b>10.5</b>	<b>Full-Time Equivalent (FTE)</b>	<b>10.5</b>		

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 158 for clarification.

## Budget Detail

Actual	Actual	Budget	Account Description		Proposed	Approved	Adopted
			<b>Fund:</b> 470 - Water Fund				
			<b>Department:</b> 000 - Revenue				
			<u>Revenues</u>				
2,523,141	2,446,737	2,054,000	3081	Beginning Fund Balance	3,276,130	-	-
2,523,141	2,446,737	2,054,000	<b>Total - Fund Balance</b>		3,276,130	-	-
(30)	-	-	3434	Water Revenue	-	-	-
3,882,115	4,167,885	4,240,000	3434.101	Water Sales Revenue	4,452,000	-	-
29,058	74,426	42,700	3434.102	New Services	75,000	-	-
17,525	18,685	22,680	3434.103	Re-connection Fees	22,680	-	-
3,245	2,590	4,000	3434.104	Vacations	4,000	-	-
1,325	880	1,000	3434.106	NSF Check Fee	1,000	-	-
3,442	2,224	2,200	3434.108	Bulk Water Sales	5,000	-	-
637	587	500	3434.111	Collections	500	-	-
53,125	63,692	68,100	3434.112	Late Fees	68,100	-	-
3,990,442	4,330,970	4,381,180	<b>Total - Charges for Goods and Services</b>		4,628,280	-	-
59,579	24,401	31,750	3611	Interest from Investments	31,750	-	-
52,207	50,802	51,360	3625	Facilities Rent	60,000	-	-
-	-	2,000	3691	Sale of Surplus Property	2,000	-	-
6,766	5,609	7,110	3699	Other Miscellaneous Income	7,110	-	-
2,406	-	-	3881	Reimbursements	-	-	-
120,958	80,811	92,220	<b>Total - Miscellaneous Revenue</b>		100,860	-	-
-	-	25,000	3971.136	Transfer From American Rescue Plan Fund	-	-	-
-	-	25,000	<b>Total - Transfers In</b>		-	-	-
6,634,541	6,858,519	6,552,400	<b>Department Total: 000 - Revenue</b>		8,005,270	-	-
6,634,541	6,858,519	6,552,400	<b>Revenues Total</b>		8,005,270	-	-

## Revenue Sources and Other Discussion

The **Charges for Goods and Services** amount of \$4,628,280 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 \$2,025,200 includes the following transfers:

- \$60,000 to the Equipment Replacement Fund
- \$19,230 to Reserve for PERS
- \$1,945,970 to Water Cap Const Fund for projects

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

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 470 - Water Fund</b>							
<b>Department: 611 - Water</b>							
<b>Division: 6411 - Water Supply</b>							
<u>Expenditures</u>							
903,257	975,829	1,023,965	5111	Regular Wages	1,161,740	-	-
15,884	12,962	25,830	5112	Part-Time Wages	19,760	-	-
14,240	20,520	18,210	5121	Overtime	18,760	-	-
292	285	320	5211	OR Workers' Benefit	340	-	-
67,841	73,524	82,050	5212	Social Security	91,370	-	-
217,784	224,035	273,090	5213	Med & Dent Ins	303,120	-	-
239,482	262,426	266,290	5214	Retirement	316,910	-	-
2,719	2,848	2,710	5215	Long Term Disability Ins	1,780	-	-
753	955	1,080	5216	Unemployment Insurance	7,170	-	-
1,400	1,469	1,430	5217	Life Insurance	1,150	-	-
<b>1,463,652</b>	<b>1,574,854</b>	<b>1,694,975</b>	<b>Total - Personnel Services</b>		<b>1,922,100</b>	-	-
-	-	500	5315	Computer Supplies	500	-	-
1,836	1,034	1,500	5319	Office Supplies	1,500	-	-
12,204	14,139	20,000	5323	Fuel	20,000	-	-
661	409	4,500	5324	Clothing	4,500	-	-
507	5,141	3,000	5326	Safety/Medical	3,000	-	-
76,944	70,328	70,000	5327	Chemicals	85,000	-	-
4,421	-	2,500	5328	Lab Supplies	2,500	-	-
419	3,161	3,200	5329	Other Supplies	3,200	-	-
1,123	1,276	3,000	5338	Tools	3,000	-	-
347	886	1,900	5339	Other Maintenance Supplies	1,900	-	-
9,800	12,853	14,000	5379	Water/Sewer Supplies	14,000	-	-
9,720	15,125	12,000	5379.001	Line Repair Supplies	15,000	-	-
6,133	12,957	17,000	5379.002	Customer Service	20,000	-	-
744	-	4,500	5379.003	Pump Supplies	4,500	-	-
7,834	23,195	12,000	5379.004	Meter Parts	15,000	-	-
3,325	1,448	2,500	5379.005	Protective Equipment	2,500	-	-
5,052	-	-	5411	Engineering & Architect	-	-	-
35,071	122,566	16,000	5419	Other Professional Serv	16,000	-	-
5,855	10,895	15,000	5419.501	Testing/Lab	15,000	-	-
2,170	330	3,500	5419.707	Educ Outreach	3,500	-	-
11,387	11,449	10,000	5421	Telephone/Data	10,000	-	-
2,031	1,010	1,000	5422	Postage	1,000	-	-
481	1,304	1,500	5445	Work Equipment	1,500	-	-
9,224	12,033	10,000	5446	Software Licenses	10,000	-	-
1,736	-	-	5449	Leases - Other	-	-	-
1,813	1,647	2,800	5451	Natural Gas	2,800	-	-
229,713	240,385	213,200	5453	Electricity	213,200	-	-
-	-	1,300	5454	Solid Waste Disposal	1,300	-	-
3,883	12,511	10,500	5471	Equipment Repair & Maint	10,500	-	-
3,505	4,367	3,000	5472	Buildings Repairs & Maint	3,000	-	-
3,664	3,405	5,000	5475	Vehicle Repair & Maint	5,000	-	-
96,554	162,584	150,000	5479	Other Repair & Maint	150,000	-	-
2,193	2,249	2,400	5491	Dues & Subscriptions	2,400	-	-
4,442	1,206	2,500	5492	Registrations/Training	2,500	-	-
10,121	998	-	5493	Printing/Binding	-	-	-
2,090	200	1,500	5498	Permits/Fees	1,500	-	-
<b>567,003</b>	<b>751,091</b>	<b>621,300</b>	<b>Total - Materials &amp; Services</b>		<b>645,300</b>	-	-
<b>2,030,655</b>	<b>2,325,945</b>	<b>2,316,275</b>	<b>Division Total: 6411 - Water Supply</b>		<b>2,567,400</b>	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Division:</b>	6499 - Water Administration			
4,110	4,622	20,010	5409.140	Garage Services	20,010	-	-
3,400	4,120	5,000	5414	Accounting/Auditing	5,000	-	-
650	-	15,000	5419	Other Professional Serv	15,000	-	-
19,988	21,507	20,000	5422	Postage	20,000	-	-
51,250	55,560	56,910	5428	IT Support	59,220	-	-
-	1,781	-	5446	Software Licenses	-	-	-
11,160	11,640	11,970	5448	Internal Rent	12,950	-	-
205,325	220,481	213,210	5450	General Right of Way Charge	234,340	-	-
(29)	(1,465)	7,000	5460	Property Tax Expense	7,000	-	-
6,680	6,310	6,310	5461	Auto Insurance	8,110	-	-
19,180	20,270	20,270	5463	Property/Earthquake Insurance	27,930	-	-
32,090	21,410	21,410	5464	Workers' Comp	15,550	-	-
14,900	13,520	13,520	5465	General Liability Insur	16,790	-	-
4,748	4,142	5,530	5472	Buildings Repairs & Maint	5,530	-	-
-	-	27,000	5481	Utility Assistance Program	-	-	-
2,743	14,707	11,000	5493	Printing/Binding	16,000	-	-
22,156	24,740	21,450	5500	Banking Fees & Charges	45,000	-	-
398,350	423,345	475,590	<b>Total - Materials &amp; Services</b>		508,430	-	-
1,422,000	1,402,000	1,104,000	5711	Principal, Series 2018 Bond due 12/1/21	1,442,000	-	-
111,930	91,022	70,410	5721	Interest, Series 2018 Bond due 12/1/21	87,200	-	-
91,019	70,413	54,190	5721	Interest, Series 2018 Bond due 6/1/22	-	-	-
1,624,949	1,563,435	1,228,600	<b>Total - Debt Service</b>		1,529,200	-	-
2,023,299	1,986,780	1,704,190	<b>Division Total: 6499 - Water Administration</b>		2,037,630	-	-
			<b>Division:</b>	9711 - Operating Transfer Out			
-	-	386,310	5811.466	Transfer to Water Cap Const	1,945,970	-	-
50,000	50,000	50,000	5811.591	Transfer to Equipment Replace	60,000	-	-
83,850	-	16,770	5811.693	Transfer to Reserve for PERS	19,230	-	-
133,850	50,000	453,080	<b>Total - Transfers Out</b>		2,025,200	-	-
133,850	50,000	453,080	<b>Division Total: 9711 - Operating Transfer Out</b>		2,025,200	-	-
4,187,804	4,362,725	4,473,545	<b>Department Total: 611 - Water</b>		6,630,230	-	-

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			
-	-	770,555	5921 Contingency	153,800	-	-
-	-	554,300	5981.005 Reserve for Future Years	467,240	-	-
-	-	754,000	5981.007 Reserve for Debt Service	754,000	-	-
-	-	2,078,855	<b>Total - Contingencies and Unappropriated Balances</b>	1,375,040	-	-
-	-	2,078,855	<b>Division Total: 9971 - Equity</b>	1,375,040	-	-
-	-	2,078,855	<b>Department Total: 901 - Ending Fund Balance</b>	1,375,040	-	-
4,187,804	4,362,725	6,552,400	<b>Expenditures Total</b>	8,005,270	-	-
2,446,737	2,495,794	-	<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 16 FTE within this department, including a Wastewater Section Manager who is responsible for the overall operation of the WWTP, operations and maintenance personnel, and administrative support.

### Description of FY 2021-22 Accomplishments

- Started restoration of Poplar Reuse System
- Kicked off Facilities Master Plans for Wastewater and Storm Drainage

### Description of FY 2022-23 Proposed Focus/Goals

- Condition assessments of collections system to support city growth, as required
- Data collections and inspections for Wastewater and Storm Drainage Master Plans
- Routine maintenance and operation
- Continued restore damaged Poplar Reuse Systems

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Video inspect city sewer collection system, miles	11	15	30	10
High pressure clean city collection system, miles	11	15	30	10
Clean storm water system, lineal feet	60,000	30,000	80,000	20,000
Million gallons of wastewater treated daily (*Average)	3.3	*3.0	*3.0	*3.0
Lab tests performed weekly (or annually)	40 Weekly	45 Weekly	40 Weekly	50 Weekly

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Sewer Fund</b>						
Revenues						
8,672,867	8,003,378	8,003,380	Fund Balance	7,522,950	-	-
8,122,190	8,410,701	8,550,800	Charges for Goods and Services	9,010,800	-	-
191,116	41,535	77,500	Miscellaneous Revenue	62,500	-	-
16,986,173	16,455,614	16,631,680	<b>Revenues Total</b>	16,596,250	-	-
Expenditures						
1,946,378	1,882,997	2,475,755	Personnel Services	2,617,880	-	-
1,595,862	2,089,977	2,223,770	Materials & Services	2,307,900	-	-
-	-	-	Capital Outlay	-	-	-
4,468,863	12,117,404	-	Debt Service	-	-	-
355,115	1,105,683	7,879,070	Transfers Out	7,170,670	-	-
-	-	4,053,085	Contingencies and Reserve	4,499,800	-	-
8,366,217	17,196,060	16,631,680	<b>Expenditures Total</b>	16,596,250	-	-
8,619,955	(740,446)	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
15.0	14.0	16.0	Full-Time Equivalent (FTE)	16.0		

## 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 \$7,170,670 includes:

- \$60,000 to the Equipment Replacement Fund
- \$90,000 to the Street Fund for street sweeping costs
- \$26,180 to the Reserve for PERS
- \$6,994,490 to Sewer Cap Const Fund for the following projects.
  - Pump Station Upgrades (CDSW1414), \$50,000
  - WWTP Phase 2A Upgrades (CISW1052), \$1,000,000
  - Sanitary Sewer Collection System Piping replacement (CDSW1488), \$460,000
  - Digester – Brick Veneer Repair (CISW1544), \$50,000
  - I-5 Pump Station (CDSW1547), \$1,384,490
  - Popular Tree Expansion & Irrigation Restoration (CDSW1592), \$50,000
  - 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), \$450,000
  - Front Street Pipeline Project (CISW1621), \$250,000
  - Young Street Pipeline Project (CISW1469), \$2,500,000
  - 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 2019-20	FY 2020-21	FY 2021-22	Account Description		FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund: 472 - Sewer Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
8,672,867	8,003,378	8,003,380	3081	Beginning Fund Balance	7,522,950	-	-
8,672,867	8,003,378	8,003,380	<b>Total - Fund Balance</b>		7,522,950	-	-
53,094	73,208	70,000	3434.112	Late Fees	70,000	-	-
8,057,383	8,217,384	8,400,000	3435.101	Sewer System Revenue	8,820,000	-	-
11,076	119,522	80,000	3435.103	Septage Dumping	120,000	-	-
637	587	800	3435.111	Collections	800	-	-
8,122,190	8,410,701	8,550,800	<b>Total - Charges for Goods and Services</b>		9,010,800	-	-
181,493	36,657	75,000	3611	Interest from Investments	60,000	-	-
3,150	562	2,500	3699	Other Miscellaneous Income	2,500	-	-
6,473	4,316	-	3699.472	PGE Energy Partner Program (WWTP)	-	-	-
191,116	41,535	77,500	<b>Total - Miscellaneous Revenue</b>		62,500	-	-
-	11,947,440	-	3971.465	Transfer From Sewer Construction	-	-	-
-	11,947,440	-	<b>Total - Transfers In</b>		-	-	-
16,986,173	28,403,054	16,631,680	<b>Department Total: 000 - Revenue</b>		16,596,250	-	-
16,986,173	28,403,054	16,631,680	<b>Revenues Total</b>		16,596,250	-	-

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 472 - Sewer Fund <b>Department:</b> 621 - Sewer <b>Division:</b> 6511 - WWTP Operation <b>Expenditures</b>							
1,062,257	980,218	1,250,675	5111	Regular Wages	1,401,450	-	-
23,465	20,843	21,080	5112	Part-Time Wages	14,780	-	-
19,164	18,477	29,930	5121	Overtime	30,840	-	-
316	278	430	5211	OR Workers' Benefit	420	-	-
80,983	74,737	106,790	5212	Social Security	110,010	-	-
221,752	211,945	346,540	5213	Med & Dent Ins	372,250	-	-
280,067	268,073	406,760	5214	Retirement	365,180	-	-
3,062	2,938	2,620	5215	Long Term Disability Ins	2,360	-	-
871	967	1,380	5216	Unemployment Insurance	8,600	-	-
1,575	1,510	1,380	5217	Life Insurance	1,500	-	-
1,693,511	1,579,985	2,167,585	<b>Total - Personnel Services</b>		2,307,390	-	-
2,454	-	1,000	5315	Computer Supplies	1,000	-	-
4,035	5,555	2,000	5319	Office Supplies	2,000	-	-
1,172	1,739	1,200	5322	Lubricants	1,200	-	-
9,384	16,402	14,000	5323	Fuel	14,000	-	-
3,059	1,104	4,000	5324	Clothing	4,000	-	-
10,960	3,458	7,000	5326	Safety/Medical	7,000	-	-
10,345	15,150	12,000	5327	Chemicals	12,000	-	-
19,321	11,139	24,000	5328	Lab Supplies	24,000	-	-
3,001	3,889	2,000	5329	Other Supplies	2,000	-	-
14,755	11,449	14,500	5335	Electrical Supplies	14,500	-	-
12,352	11,226	11,000	5336	HVAC	11,000	-	-
4,645	2,076	2,000	5338	Tools	2,000	-	-
2,992	682	2,000	5352	Protective Clothing	2,000	-	-
21,139	7,909	12,000	5384	Trees	12,000	-	-
-	-	5,000	5411	Engineering & Architect	5,000	-	-
42,286	29,447	25,000	5419	Other Professional Serv	25,000	-	-
26,214	20,604	21,000	5419.501	Testing/Lab	21,000	-	-
-	-	2,500	5419.707	Educ Outreach	2,500	-	-
15,960	11,437	16,000	5421	Telephone/Data	16,000	-	-
877	440	800	5422	Postage	800	-	-
4,413	253	5,000	5429	Other Communication Serv	5,000	-	-
213	-	100	5432	Meals	100	-	-
79	-	200	5433	Mileage	200	-	-
2	-	500	5439	Travel	500	-	-
5,557	-	2,000	5443	Office Equipment	2,000	-	-
2,549	3,927	6,000	5446	Software Licenses	6,000	-	-
3,153	15,086	15,000	5449	Leases - Other	15,000	-	-
32,982	31,434	30,000	5451	Natural Gas	30,000	-	-
353,243	391,328	336,000	5453	Electricity	336,000	-	-
2,343	2,270	9,500	5454	Solid Waste Disposal	9,500	-	-
109,618	154,903	110,000	5471	Equipment Repair & Maint	110,000	-	-
16,484	16,971	10,000	5472	Buildings Repairs & Maint	10,000	-	-
4,130	1,386	10,000	5475	Vehicle Repair & Maint	10,000	-	-
10,626	11,533	19,000	5476	Laundry	19,000	-	-
5,285	6,025	5,000	5477	Instrumentation & Calibra	5,000	-	-
14,051	445,248	550,000	5479	Other Repair & Maint	550,000	-	-
4,478	5,673	5,000	5492	Registrations/Training	5,000	-	-
29,096	45,651	30,000	5498	Permits/Fees	30,000	-	-
803,252	1,285,393	1,322,300	<b>Total - Materials &amp; Services</b>		1,322,300	-	-
616,579	-	-	5639	Other Improvements	-	-	-
616,579	-	-	<b>Total - Capital Outlay</b>		-	-	-
3,113,341	2,865,378	3,489,885	<b>Division Total: 6511 - WWTP Operations</b>		3,629,690	-	-

FY 2019-20	FY 2020-21	FY 2021-22			FY 2022-23	FY 2022-23	FY 2022-23		
Actual	Actual	Budget		Account Description	Proposed	Approved	Adopted		
			<b>Fund:</b>	472 - Sewer Fund					
			<b>Department:</b>	621 - Sewer					
			<b>Division:</b>	6599 - Sewer Administration					
			<u>Expenditures</u>						
9,445	4,430	20,610	5409.140	Garage Services	20,610	-	-		
11,220	13,596	16,500	5414	Accounting/Auditing	16,500	-	-		
450	-	3,500	5419	Other Professional Serv	3,500	-	-		
-	-	9,400	5419.003	US Gauging Station Fees	15,000	-	-		
19,877	18,293	20,000	5422	Postage	20,000	-	-		
68,470	72,980	74,760	5428	IT Support	82,320	-	-		
-	1,781	1,000	5446	Software Licenses	2,000	-	-		
20,690	21,700	22,310	5448	Internal Rent	24,150	-	-		
-	-	9,000	5449	Other Leases	9,000	-	-		
410,480	416,780	440,200	5450	General Right of Way Charge	454,420	-	-		
7,210	6,110	6,110	5461	Auto Insurance	6,270	-	-		
33,710	38,060	38,060	5463	Property/Earthquake Insurance	49,420	-	-		
44,480	33,280	33,280	5464	Workers' Comp	28,930	-	-		
17,500	18,610	18,610	5465	General Liability Insur	21,450	-	-		
-	-	400	5472	Buildings Repairs & Maint	400	-	-		
-	-	3,000	5481	Utility Assistance Program	3,000	-	-		
13,179	14,632	10,000	5493	Printing/Binding	20,000	-	-		
25,335	29,163	23,550	5500	Banking Fees & Charges	48,000	-	-		
682,045	689,415	750,290	<b>Total - Materials &amp; Services</b>		824,970	-	-		
3,469,529	11,074,542	-	5711	Bond Principal, Rev Series 2011A, Due Mar 20:	-	-	-		
-	-	-	5711	Bond Principal, Rev Series 2011B, Due Mar 20:	-	-	-		
499,667	521,431	-	5721	Bond Interest, Rev Series 2011A, Due Sept 202	-	-	-		
499,667	521,431	-	5721	Bond Interest, Rev Series 2011A, Due Mar 202	-	-	-		
-	-	-	5721	Bond Interest, Rev Series 2011B, Due Mar 202	-	-	-		
4,468,863	12,117,404	-	<b>Total - Debt Service</b>		-	-	-		
5,150,908	12,806,819	750,290	<b>Division Total: 6599 - Sewer Administration</b>		824,970	-	-		
			<b>Division:</b>	9711 - Operating Transfer Out					
90,000	90,000	90,000	5811.140	Transfer to Street	90,000	-	-		
64,516	965,683	7,714,490	5811.465	Transfer to Sewer Cap Const	6,994,490	-	-		
50,000	50,000	50,000	5811.591	Transfer to Equipment Replace	60,000	-	-		
150,599	-	24,580	5811.693	Transfer to Reserve for PERS	26,180	-	-		
355,115	1,105,683	7,879,070	<b>Total - Transfers Out</b>		7,170,670	-	-		
8,619,364	16,777,880	12,119,245	<b>Department Total: 621 - Sewer</b>		11,625,330	-	-		

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Department: 631 - Maintenance</b>							
<b>Division: 6521 - Sewer Line Maint</b>							
<u>Expenditures</u>							
96,811	112,535	115,330	5111	Regular Wages	117,660	-	-
1,489	4,928	-	5121	Overtime	-	-	-
31	32	40	5211	OR Workers' Benefit	40	-	-
7,185	8,628	8,820	5212	Social Security	9,000	-	-
21,170	23,214	26,980	5213	Med & Dent Ins	27,140	-	-
22,791	27,680	26,050	5214	Retirement	25,570	-	-
300	320	340	5215	Long Term Disability Ins	210	-	-
79	113	120	5216	Unemployment Insurance	710	-	-
155	165	170	5217	Life Insurance	150	-	-
150,010	177,614	177,850	<b>Total - Personnel Services</b>		180,480	-	-
1,516	130	400	5319	Office Supplies	400	-	-
137	-	300	5321	Cleaning Supplies	300	-	-
596	746	10,000	5323	Fuel	10,000	-	-
-	206	1,000	5324	Clothing	1,000	-	-
3,088	2,400	2,000	5326	Safety/Medical	2,000	-	-
3,901	8,719	5,000	5329	Other Supplies	5,000	-	-
1,470	1,414	2,050	5338	Tools	2,050	-	-
1,448	280	1,400	5352	Protective Clothing	1,400	-	-
967	962	8,000	5409.140	Garage Services	8,000	-	-
1,028	718	900	5419	Other Professional Serv	900	-	-
494	561	1,800	5421	Telephone/Data	1,800	-	-
-	156	-	5422	Postage	-	-	-
301	1,614	500	5445	Work Equipment	500	-	-
2,549	2,150	9,200	5446	Software Licenses	9,200	-	-
5,685	24,643	10,000	5471	Equipment Repair & Maint	10,000	-	-
11,505	2,997	3,000	5475	Vehicle Repair & Maint	3,000	-	-
2,626	3,841	2,200	5476	Laundry	2,200	-	-
47,112	40,172	50,000	5479	Other Repair & Maint	50,000	-	-
1,589	855	1,500	5492	Registrations/Training	1,500	-	-
86,011	92,563	109,250	<b>Total - Materials &amp; Services</b>		109,250	-	-
-	-	-	5649	Other Equipment	-	-	-
-	-	-	<b>Total - Capital Outlay</b>		-	-	-
236,021	270,177	287,100	<b>Division Total: 6521 - Sewer Line Maint</b>		289,730	-	-
236,021	270,177	287,100	<b>Department Total: 631 - Maintenance</b>		289,730	-	-

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 158 for clarification.

FY 2019-20	FY 2020-21	FY 2021-22		FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
			<b>Fund:</b> 472 - Sewer Fund			
			<b>Department:</b> 641 - Surface Water/Collections			
			<b>Division:</b> 6611 - Surface Water Collection			
			<u>Expenditures</u>			
64,144	77,708	82,050	5111 Regular Wages	81,710	-	-
642	2,662	-	5121 Overtime	-	-	-
22	23	30	5211 OR Workers' Benefit	30	-	-
4,701	5,886	6,300	5212 Social Security	6,270	-	-
17,428	19,047	22,460	5213 Med & Dent Ins	23,260	-	-
15,554	19,660	19,040	5214 Retirement	18,000	-	-
207	221	230	5215 Long Term Disability Ins	150	-	-
52	77	80	5216 Unemployment Insurance	490	-	-
107	114	130	5217 Life Insurance	100	-	-
102,857	125,397	130,320	<b>Total - Personnel Services</b>	130,010	-	-
-	-	4,000	5323 Fuel	4,000	-	-
1,389	715	1,200	5326 Safety/Medical	1,200	-	-
207	2,246	2,500	5329 Other Supplies	2,500	-	-
-	531	1,000	5338 Tools	1,000	-	-
-	-	1,000	5352 Protective Clothing	1,000	-	-
527	718	1,200	5419 Other Professional Serv	1,200	-	-
896	1,377	1,500	5421 Telephone/Data	1,500	-	-
21,120	17,020	21,630	5428 IT Support	31,080	-	-
-	-	600	5454 Solid Waste Disposal	600	-	-
-	-	3,000	5471 Equipment Repair & Maint	3,000	-	-
-	-	2,300	5475 Vehicle Repair & Maint	2,300	-	-
410	-	500	5476 Laundry	500	-	-
5	-	1,500	5492 Registrations/Training	1,500	-	-
24,554	22,606	41,930	<b>Total - Materials &amp; Services</b>	51,380	-	-
127,412	148,004	172,250	<b>Division Total: 6611 - Surface Water Collection</b>	181,390	-	-
127,412	148,004	172,250	<b>Department Total: 641 - Surface Water/Collections</b>	181,390	-	-
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	1,219,085	5921 Contingency	246,290	-	-
-	-	2,834,000	5981.005 Reserve for Future Years	4,253,510	-	-
-	-	4,053,085	<b>Total - Contingencies and Unappropriated Balances</b>	4,499,800	-	-
-	-	4,053,085	<b>Division Total: 9971 - Equity</b>	4,499,800	-	-
-	-	4,053,085	<b>Department Total: 901 - Ending Fund Balance</b>	4,499,800	-	-
8,982,796	17,196,060	16,631,680	<b>Expenditures Total</b>	16,596,250	-	-
8,003,376	11,206,994	-	<b>Fund Net 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 Parks and Recreation Master Plan will be updated this fiscal year. The City Library needs HVAC repairs. A new shelter will be built in Senior Estates Park. Legion Park Improvements will be finished this fiscal year.

**Description of FY 2021-22 projects**

- Completed construction on the Police Station Roof (MBGF3281)
- Completed construction on the Parks & Recreation Alamo Roof (MBWA3321)
- Completed Aquatic Center HVAC replacement (CBGF1572)
- Began Legion Park Improvement Project (CPGF1634)

**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
Parks and Recreation Master Plan	EAGF1618	\$175,000	FY 2021-22
Legion Park Improvement	CPGF1634	\$2,500,000	FY 2021-22
Library HVAC/Chiller		\$220,000	FY2022-23
Police Department Office Remodel		\$185,000	FY2022-23
Senior Estates Park Shelter		\$50,000	FY2022-23
<b>TOTAL</b>		<b>\$3,273,710</b>	

See Capital Construction Projects beginning on page 166 for information on all budgeted capital projects.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 358 - General Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
817,529	255,105	255,110	3081	Beginning Fund Balance	884,760	-	-
817,529	255,105	255,110	<b>Total - Fund Balance</b>		884,760	-	-
613,628	1,844,686	1,000,000	3341	State Grants	-	-	-
33,900	-	-	3351	Grants	-	-	-
647,528	1,844,686	1,000,000	<b>Total - Intergovernmental</b>		-	-	-
7,919	(97)	20	3611	Interest from Investments	-	-	-
3,670	-	15,000	3699	Other Miscellaneous Income	-	-	-
11,589	(97)	15,020	<b>Total - Miscellaneous Revenue</b>		-	-	-
-	-	124,660	3971.001	Transfer From General Fund	561,210	-	-
-	-	1,250,000	3971.136	Transfer from Amercian Rescue Plan Fund	-	-	-
-	-	1,850,000	3971.364	Transfer From Parks SDC	1,827,740	-	-
-	-	3,224,660	<b>Total - Transfers In</b>		2,388,950	-	-
1,476,645	2,099,694	4,494,790	<b>Revenues Total</b>		3,273,710	-	-
<b>Department:</b> 121 - Administration <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
-	-	94,080	5623.046	Pool Projects	-	-	-
1,182,614	1,872,796	-	5629	Buildings	405,000	-	-
24,250	-	4,127,000	5637	Parks	2,725,000	-	-
14,676	1,600	273,710	5639	Other Improvements	143,710	-	-
1,221,540	1,874,396	4,494,790	<b>Total - Capital Outlay</b>		3,273,710	-	-
1,221,540	1,874,396	4,494,790	<b>Expenditures Total</b>		3,273,710	-	-
255,105	225,299	-	<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>Curtis Stultz</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 2021-22 projects

- No projects were completed

### Description of FY 2022-23 projects

Project Name	Project Number	Amount	First Year Budgeted
West Hayes Street Improvement – Settlemier to Cascade	CIST1486	\$3,500,000	FY 2016-17
Safety Sidewalk & ADA Construction	CIST1165	\$50,000	FY2021-22
5th Street – Storm Replacement	CDST1487	\$275,000	FY2021-22
4th Street Storm Rehabilitation	CDST1471	\$270,000	FY 2017-18
Storm Drainage Master Plan Update & SDC Rate Study	EAST1617	\$150,000	FY2021-22
TMDL Projects		\$50,000	FY2021-22
Bridge Lights Maintenance		\$250,000	FY2022-23
<b>TOTAL</b>		<b>4,545,000</b>	

See Capital Construction Projects beginning on page 166 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 \$3,362,680 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$1,000,000 is for West Hayes Improvement
- Transfer of \$350,000 from Storm SDC Fund 3777 for the Storm Drainage Master Plan Update and SDC Rate Study, West Hayes Street improvement, the 5th St. Storm Improvement, and 4th St. Storm Rehabilitation
- Transfer from Street Fund 140 of \$2,012,680 includes Bridge Light Maintenance and to cover the balance of the total Capital Outlay

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 165.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 363 - Street &amp; Storm Cap Const Fund</b>							
<b>Department: 000 - Revenue</b>							
<u>Revenues</u>							
-	785,440	685,440	3081	Beginning Fund Balance	374,320	-	-
-	785,440	685,440	<b>Total - Fund Balance</b>		374,320	-	-
800,000	-	800,000	3333.001	DoT Fund Exchange	800,000	-	-
200,000	-	-	3341	State Grants	-	-	-
1,000,000	-	800,000	<b>Total - Intergovernmental</b>		800,000	-	-
-	3,756	2,500	3611	Interest from Investments	8,000	-	-
-	50,000	-	3678	Develop Contributions	-	-	-
-	53,756	2,500	<b>Total - Miscellaneous Revenue</b>		8,000	-	-
961,049	-	1,557,060	3971.14	Transfer From Street	2,012,680	-	-
500,000	-	1,000,000	3971.376	Transfer From Street SDC	1,000,000	-	-
-	-	150,000	3971.377	Transfer From Storm SDC	350,000	-	-
1,461,049	-	2,707,060	<b>Total - Transfers In</b>		3,362,680	-	-
2,461,049	839,196	4,195,000	<b>Revenues Total</b>		4,545,000	-	-
<b>Department: 631 - Maintenance</b>							
<b>Division: 9531 - Construction</b>							
<u>Expenditures</u>							
1,675,348	241,881	3,995,000	5631	Streets/Alleys/Sidewalks	3,800,000	-	-
261	-	200,000	5636	Storm Drains	745,000	-	-
1,675,609	241,881	4,195,000	<b>Total - Capital Outlay</b>		4,545,000	-	-
1,675,609	241,881	4,195,000	<b>Expenditures Total</b>		4,545,000	-	-
785,440	597,316	-	<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>Curtis Stultz</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 2021-22 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 2022-23 projects

Project Name	Project Number	Amount	First Year Budgeted
Pump Station Upgrades	CDSW1414	\$50,000	FY 2013-14
WWTP Phase 2A Upgrades	CISW1052	\$1,000,000	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	\$5,000,000	FY 2018-19
Poplar Tree Expansion	CDSW1592	\$50,000	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	\$450,000	FY2021-22
Front Street Pipeline Project	CISW1621	\$1,000,000	FY 2021-22
Young Street Pipeline Project	CISW1469	\$2,500,000	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>\$11,460,000</b>	

See Capital Construction Projects beginning on page 166 for information on all budgeted capital projects.

In January 2012, the final design plan for required wastewater treatment plant upgrades were submitted to Oregon Department of Environmental Quality (DEQ) based on their previously approved evaluation report. In August 2013, EPA provided notice to DEQ disapproving of Oregon Water Quality Standards, including 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. Recently, the legal challenges to TMDL standards have been resolved, which will allow DEQ to establish a water quality standard for the Pudding River and the development of the City’s updated National Pollutant Discharge Elimination System (NPDES) permit. To initiate this process, the City is undertaking an update to the Wastewater Facilities Master Plan & Rate Study, which will inform necessary upgrades to the treatment plant and collection systems, as well as the financial resources required to accomplish them.

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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 465 - Sewer Cap Const Fund</b>						
<b>Department: 000 - Revenue</b>						
<b>Revenues</b>						
11,947,434	11,831,178	88,000	3081 Beginning Fund Balance	-	-	-
11,947,434	11,831,178	88,000	<b>Total - Fund Balance</b>	-	-	-
-	2,513	-	3435.102 Service Chg-95-6 Increase	-	-	-
264,648	40,114	-	3611 Interest from Investments	-	-	-
264,648	264,648	-	<b>Total - Miscellaneous Revenue</b>	-	-	-
64,516	965,683	7,714,490	3971.472 Transfer From Sewer	6,994,490	-	-
80,000	180,012	3,715,510	3971.475 Transfer From Sewer SDC	4,465,510	-	-
144,516	1,145,696	11,430,000	<b>Total - Transfers In</b>	11,460,000	-	-
12,356,597	13,241,521	11,518,000	<b>Revenues Total</b>	11,460,000	-	-
<b>Fund: 465 - Sewer Cap Const Fund</b>						
<b>Department: 621 - Sewer</b>						
<b>Division: 9531 - Construction</b>						
<b>Expenditures</b>						
525,419	1,070,809	11,518,000	5635 Sewer	11,460,000	-	-
525,419	1,070,809	11,518,000	<b>Total - Capital Outlay</b>	11,460,000	-	-
-	11,947,440	-	Division: 9711 - Operating Transfers Out	-	-	-
-	11,947,440	-	5811.472 Transfer to Sewer Fund	-	-	-
-	-	-	<b>Total - Transfers Out</b>	-	-	-
-	-	-	5981.005 Reserve for Future Years	-	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>	-	-	-
525,419	13,018,249	11,518,000	<b>Expenditures Total</b>	11,460,000	-	-
11,831,178	223,272	-	<b>Fund Net Total: 465 - Sewer Cap Const Fund</b>	-	-	-

## Revenue Sources and Other Discussion

The Transfers In of \$11,460,000 is for the following projects:

- Transfer of \$4,465,510 from the Sewer SDC Fund for North Sanitary Sewer Trunk Line, the I-5 Pump Station/I-5 Force Main Project, and the Front St. Pipeline Project
- Transfer of \$6,994,490 from the Sewer Fund for sewer improvements

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 165.

## 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>Curtis Stultz</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 2021-22 projects**

- No projects were completed

**Description of FY 2022-23 projects**

Project Name	Project Number	Amount	First Year Budgeted
Well Rehabilitation	CDWA1550	\$30,000	FY 2021-22
Repaint Elevated Storage	CIWA1545	\$1,500,000	FY 2018-19
Parr Road Treatment Plant – New Well & Raw Waterline Piping	CDWA1546	\$3,250,000	FY 2018-19
I-5 Waterline Crossing to serve SWIR Area	CAWA1626	\$500,000	FY 2021-22
Auxiliary Power to Wells	CIWA1595	\$50,000	FY 2020-21
Replace Transmission Lines- Boones Ferry to Cleveland		\$50,000	FY 2022-23
<b>TOTAL</b>		<b>\$5,380,000</b>	

See Capital Construction Projects beginning on page 166 for information on all budgeted capital projects.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 466 Water Cap Const Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
1,805,444	1,666,621	1,675,490	3081	Beginning Fund Balance	426,030	-	-
1,805,444	1,666,621	1,675,490	<b>Total - Fund Balance</b>		426,030	-	-
39,259	13,908	20,000	3611	Interest from Investments	8,000	-	-
39,259	13,908	20,000	<b>Total - Miscellaneous Revenue</b>		8,000	-	-
-	-	386,310	3971.47	Transfer from Water	1,945,970	-	-
-	-	2,500,000	3971.474	Transfer from Water SDC	3,000,000	-	-
-	-	2,886,310	<b>Total - Transfers In</b>		4,945,970	-	-
1,844,703	1,680,529	4,581,800	<b>Revenue Totals</b>		5,380,000	-	-
<b>Department:</b> 611 - Water <b>Division:</b> 9531 - Construction <u>Expenditures</u>							
178,082	780,303	4,581,800	5634	Water - Capital	5,380,000	-	-
178,082	780,303	4,581,800	<b>Total - Capital Outlay</b>		5,380,000	-	-
178,082	780,303	4,581,800	<b>Expenditures Total</b>		5,380,000	-	-
1,666,621	900,226	-	<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 \$3,000,000 from Water SDC Fund is for capacity improvements for Parr Road Treatment plant and the I-5 Waterline crossing to serve SWIR Area. The \$1,945,970 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 165.





## 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 Department, as part of the Community Development Department, provides permitting, plan review and inspection services to the Woodburn Community. Building Department staff partners with the Planning, Public Works, and Woodburn Fire Department to effectively coordinate and process building applications, plan reviews and permits. The Department also provides on-site inspection services as part of the permitting process to ensure safe and sustainable building practices as required by the State of Oregon Building Codes. As a service to the Woodburn School District and the State of Oregon, the Building Department collects and administers the Construction Excise Tax and the State Surcharge Tax to all applicable permits. Monthly and quarterly reports are assembled and presented to City Council and the State of Oregon for monitoring of permit activity.

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

The Building Department currently consists of a Building Official, 3.0 FTE Building Inspector/ Plans Examiner (I, II, and III) positions, 1.0 Permit Technician, as well as a .05 Plans Examiner, for 5.5 FTE. The Building Department is experiencing record growth; starting in 2019 with increased single-family home construction to current date; overall accelerated commercial, multi and single-family development. Recently, the Department added a full time Building Inspector I, increased the Permit Technician position to full time, added a part-time Plans Examiner, and contracted with a third-party plan review firm to provide continued and uninterrupted building development services during the City’s increased building activity.

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

- Posted and hired for a new Building Inspector/ Plans Examiner I position to provide residential/ multi-family plan review and inspections.
- Assembled an RFP for “as needed” plan review services with the assistance of the Community Development Director and Legal we awarded the contract to Clair Company, Inc. to help the Building Department with the increased complex commercial plan review and the assurance that future development growth spurts are covered, when staff hours are exceeded.
- Develop and implements a phased permitting process and permit with the assistance of technical support through the States ePermitting Program.
- Attended development meetings and coordinated the contracted plan review services with Clair Company, Inc. for the 3.8 million square foot Amazon, e-distribution facility.
- Organized and coordinated training with the State ePermitting system for all new and added Building Department employees.
- The Building Department has accepted application, provided plan review and inspection services for increased development; aside from the large Amazon facility, we have experienced building growth that has already doubled the building valuation from FY 2021-2022.

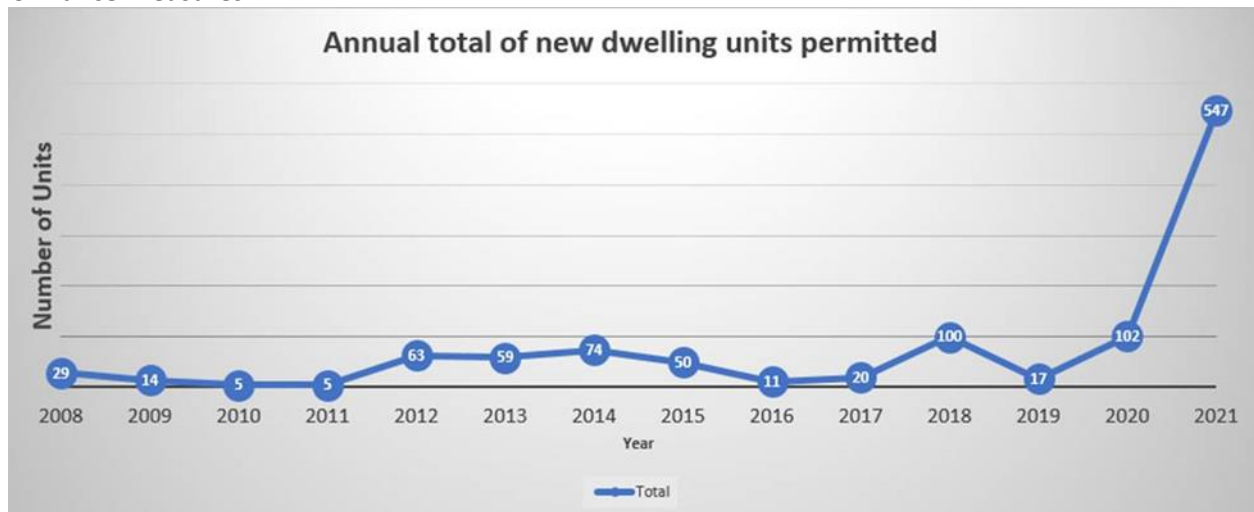
### **Description of FY 2021-22 Proposed Focus/Goals**

- Successfully maintain and manage the increase in building permits, plan review, and inspections while continuing to offer quality customer service, will be the primary focus of the department. The Department

is expecting to receive building permit application for over 1,000 dwelling units and continued commercial growth.

- Continued Plan Review and Inspection support for the Amazon Development.
- Providing continuing education and training to keep permitting, inspection, and plan review staff up to date on required certifications as well as industry changes.
- Develop and implement a new demolition permit and policy to properly track demolition activities and provide a process for safely deconstructing facilities within the City as well as properly capping disconnected utilities.
- Develop and implement a process for on-line, paperless plan review. Working with the States ePermitting program to coordinate the acceptance of digital plans and training staff to process and review digital plans.

### Performance Measures



### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Building Inspection Fund</b>						
Revenues						
1,063,670	1,169,985	1,310,800	Fund Balance	6,278,000	-	-
823,240	997,888	5,350,910	Licenses and Permits	2,259,380	-	-
175,619	771,225	501,000	Intergovernmental	1,661,000	-	-
23,948	11,598	13,000	Miscellaneous Revenue	13,000	-	-
<b>2,086,477</b>	<b>2,950,697</b>	<b>7,175,710</b>	<b>Revenues Total</b>	<b>10,211,380</b>	<b>-</b>	<b>-</b>
Expenditures						
598,880	552,552	831,860	Personnel Services	883,780	-	-
258,239	951,716	5,107,760	Materials & Services	2,244,070	-	-
24,893	-	-	Capital Outlay	36,000	-	-
34,480	-	7,770	Transfers Out	8,840	-	-
-	-	1,228,320	Contingencies and Reserve	7,038,690	-	-
<b>916,492</b>	<b>1,504,267</b>	<b>7,175,710</b>	<b>Expenditures Total</b>	<b>10,211,380</b>	<b>-</b>	<b>-</b>
<b>1,169,985</b>	<b>1,446,429</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3.8</b>	<b>3.8</b>	<b>5.3</b>	<b>Full-Time Equivalent (FTE)</b>	<b>5.5</b>		

Please note that the Personnel Services total reflected only includes that portion of the cost associated with this division. Please see the Personnel Allocation table on page 158 for clarification.

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 123 - Building Inspection Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
1,063,670	1,169,985	1,310,800	3081	Beginning Fund Balance	6,278,000	-	-
<b>1,063,670</b>	<b>1,169,985</b>	<b>1,310,800</b>	<b>Total - Fund Balance</b>		<b>6,278,000</b>	-	-
305,901	413,510	355,610	3221.101	Building Permits	816,200	-	-
58,737	102,241	55,000	3221.102	Mechanical Permits	60,000	-	-
285,763	360,091	3,064,010	3221.105	Plan Check Fees	867,240	-	-
140,750	76,363	1,837,290	3221.106	Fire Check Fees	445,940	-	-
26,491	16,483	25,000	3221.109	Plan Check--Mechanical	30,000	-	-
5,598	29,200	14,000	3221.110	CET Administrative Fee	40,000	-	-
<b>823,240</b>	<b>997,888</b>	<b>5,350,910</b>	<b>Total - Licenses and Permits</b>		<b>2,259,380</b>	-	-
126,910	704,727	450,000	3891	Construction Excise Tax	1,500,000	-	-
48,710	66,498	50,000	3891.159	State Surcharge	160,000	-	-
-	-	1,000	3891.259	State Manufactured Home Fee	1,000	-	-
<b>175,619</b>	<b>771,225</b>	<b>501,000</b>	<b>Total - Intergovernmental</b>		<b>1,661,000</b>	-	-
23,233	11,400	12,000	3611	Interest from Investments	12,000	-	-
715	199	1,000	3699	Other Miscellaneous Income	1,000	-	-
<b>23,948</b>	<b>11,598</b>	<b>13,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>13,000</b>	-	-
<b>2,086,477</b>	<b>2,950,697</b>	<b>7,175,710</b>	<b>Revenues Total</b>		<b>10,211,380</b>	-	-



FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 123 - Building Inspection Fund <b>Department:</b> 521 - Building <b>Division:</b> 2241 - Building Inspection <u>Expenditures</u>							
384,891	355,639	541,890	5111	Regular Wages	548,450	-	-
340	219	-	5112	Part-Time Wages	33,770	-	-
498	6,731	-	5121	Overtime	-	-	-
88	79	120	5211	OR Workers' Benefit	140	-	-
28,843	27,197	38,640	5212	Social Security	44,900	-	-
77,381	64,967	117,010	5213	Med & Dent Ins	113,980	-	-
104,788	95,854	131,990	5214	Retirement	137,560	-	-
1,149	1,006	1,170	5215	Long Term Disability Ins	880	-	-
313	346	460	5216	Unemployment Insurance	3,480	-	-
590	516	580	5217	Life Insurance	620	-	-
<b>598,880</b>	<b>552,552</b>	<b>831,860</b>	<b>Total - Personnel Services</b>		<b>883,780</b>	-	-
-	-	5,000	5315	Computer Supplies	5,000	-	-
1,451	6,142	7,500	5319	Office Supplies	15,000	-	-
419	661	750	5323	Fuel	1,500	-	-
77	-	1,000	5409.140	Garage Services	1,250	-	-
1,020	1,236	1,500	5414	Accounting/Auditing	1,500	-	-
2,099	40,289	4,505,000	5419	Other Professional Serv	400,000	-	-
3,389	3,012	3,500	5421	Telephone/Data	5,000	-	-
-	-	50	5422	Postage	50	-	-
28,590	28,590	29,290	5428	IS Support	31,500	-	-
345	-	1,700	5439	Travel	1,700	-	-
7,440	8,850	8,850	5448	Internal Rent	7,940	-	-
1,150	1,920	1,250	5461	Auto Insurance	1,690	-	-
6,820	6,710	6,710	5464	Workers' Comp	5,810	-	-
5,120	6,360	6,360	5465	General Liability Insur	6,930	-	-
238	56	1,050	5475	Vehicle Repair & Maint	1,050	-	-
-	270	5,000	5490	Refunds	5,000	-	-
435	570	1,100	5491	Dues & Subscriptions	2,000	-	-
1,145	1,400	6,000	5492	Registrations/Training	10,000	-	-
519	-	500	5498.259	St Mfg Fee	500	-	-
42,641	53,381	50,000	5498.359	State Surc	160,000	-	-
147,528	715,799	450,000	5498.459	Construction Excise Tax	1,500,000	-	-
7,814	76,469	15,000	5500	Banking Fees	80,000	-	-
-	-	650	5729	Interest for CET	650	-	-
<b>258,239</b>	<b>951,716</b>	<b>5,107,760</b>	<b>Total - Materials &amp; Services</b>		<b>2,244,070</b>	-	-
2,901	-	-	5641	Office Furniture & Equip	3,000	-	-
21,992	-	-	5642	Passenger Vehicle	33,000	-	-
<b>24,893</b>	-	-	<b>Total - Capital Outlay</b>		<b>36,000</b>	-	-
<b>Division:</b> 9711 - Operating Transfer Out							
-	-	-	5811.568	Transfer to Info Services	-	-	-
34,480	-	7,770	5881.693	Transfer to Reserve for PERS	8,840	-	-
<b>34,480</b>	-	<b>7,770</b>	<b>Total - Transfers Out</b>		<b>8,840</b>	-	-
<b>Department:</b> 901 - Ending Fund Balance <b>Division:</b> 9971 - Equity							
-	-	1,228,320	5921	Contingency	7,038,690	-	-
-	-	<b>1,228,320</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>7,038,690</b>	-	-
<b>916,492</b>	<b>1,504,267</b>	<b>7,175,710</b>	<b>Expenditures Total</b>		<b>10,211,380</b>	-	-
<b>1,169,985</b>	<b>1,446,429</b>	-	<b>Fund Net</b>	<b>Total: 123 - Building Inspection Fund</b>	-	-	-

## Asset Forfeiture — 132

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

### Description of purpose/functions

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

### Description of department and number of personnel

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

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 132 - Asset Forfeiture <b>Department:</b> 000 - Revenue <u>Revenues</u>						
14,801	15,131	15,130	3081 Beginning Fund Balance	15,360	-	-
14,801	15,131	15,130	<b>Total - Fund Balance</b>	15,360	-	-
330	136	200	3611 Interest from Investments	200	-	-
330	136	200	<b>Total - Miscellaneous Revenue</b>	200	-	-
15,131	15,267	15,330	<b>Revenues Total</b>	15,560	-	-
<b>Department:</b> 211 - Police <b>Division:</b> 2131 - Detectives <u>Expenditures</u>						
-	-	15,330	5329 Other Supplies	15,560	-	-
-	-	15,330	<b>Total - Materials &amp; Services</b>	15,560	-	-
-	-	15,330	<b>Expenditures Total</b>	15,560	-	-
15,131	15,267	-	<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 amount of \$5.83 million is to be paid to the City over the course of two fiscal years, beginning in FY 2020-21.

### Description of department, including number of personnel

This fund was established in FY 2021-22. No new staffing costs are associated with this fund.

### FY 2022-23 ARPA-funded Community Projects

AWARE Food Bank Improvement Project, \$500,000  
 Liberty House, \$160,000  
 Houseless Person Response Team, \$60,000  
 Business Assistance Program, \$55,000  
 Woodburn Community Meal Program, \$25,000  
 Love Inc., \$8,000  
 A Ray of Hope Today!, \$7,000

### FY2022-23 ARPA-funded Internal Projects

Woodburn Museum & Bungalow Theater Restoration, \$100,000  
 Community Center Professional Services, \$100,000  
 Tourism Kiosk & Marketing Program, \$50,000  
 City App- Woodburn Now!, \$4,500  
 MERV-13 Filters, \$4,000

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>American Rescue Plan Fund</b>						
Revenues						
-	-	2,700,000	Fund Balance	1,054,820	-	-
-	-	2,700,000	Intergovernmental	2,917,820	-	-
-	-	1,000	Miscellaneous Revenue	15,000	-	-
-	-	5,401,000	<b>Revenue Total</b>	3,987,640	-	-
Expenditures						
-	-	756,500	Material & Services	1,073,500	-	-
-	-	-	Misc	800,000	-	-
-	-	1,803,000	Transfers Out	867,000	-	-
-	-	2,841,500	Contingencies and Reserve	1,247,140	-	-
-	-	5,401,000	<b>Expenditures Total</b>	3,987,640	-	-
-	-	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Fund:</b> 136 - American Rescue Plan Fund			
			<b>Department:</b> 000 - Revenue			
			Revenues			
-	-	2,700,000	3081 Beginning Fund Balance	1,054,820	-	-
-	-	<b>2,700,000</b>	<b>Total - Fund Balance</b>	<b>1,054,820</b>	-	-
-	-	2,700,000	3351 Grants	2,917,820	-	-
-	-	<b>2,700,000</b>	<b>Total - Intergovernmental</b>	<b>2,917,820</b>	-	-
-	-	1,000	3611 Interest from Investments	15,000	-	-
-	-	<b>1,000</b>	<b>Total - Miscellaneous Revenue</b>	<b>15,000</b>	-	-
-	-	<b>5,401,000</b>	<b>Revenue Totals</b>	<b>3,987,640</b>	-	-
			<b>Department:</b> 101 - Administrator			
			<b>Division:</b> 1211 - City Administrator			
			<u>Expenditures</u>			
-	-	756,500	5520 Grant Program	-	-	-
-	-	-	5521 ARPA Funded Internal Projects	258,500	-	-
-	-	-	5522 ARPA Funded Community Projects	815,000	-	-
-	-	756,500	<b>Total - Materials &amp; Supplies</b>	<b>1,073,500</b>	-	-
-	-	-	5523 Personnel Costs	800,000	-	-
-	-	-	<b>Total - Misc</b>	<b>800,000</b>	-	-
			<b>Division:</b> 9711 - Operating Transfer Out			
-	-	-	5811 Transfer to Other Funds	-	-	-
-	-	408,000	5811 Transfer to General Fund	681,000	-	-
-	-	120,000	5811.110 Transfer to Transit	186,000	-	-
-	-	-	5811.140 Transfer to Street	-	-	-
-	-	1,250,000	5811.36 Transfer to General Cap Const Fund	-	-	-
-	-	25,000	5811.470 Transfer to Water	-	-	-
-	-	-	5811.47 Transfer to Sewer	-	-	-
-	-	<b>1,803,000</b>	<b>Total - Transfers Out</b>	<b>867,000</b>	-	-
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Division:</b> 9971 - Equity			
-	-	2,841,500	5921 Contingency	1,247,140	-	-
-	-	<b>2,841,500</b>	<b>Total - Contingencies and Unappropriated</b>	<b>1,247,140</b>	-	-
-	-	<b>5,401,000</b>	<b>Expenditures Totals</b>	<b>3,987,640</b>	-	-
-	-	-	<b>Fund Net Total: 136 - American Rescue Plan Fund</b>	-	-	-

## Revenue Sources and Expenditures

**Revenue** for the American Rescue Plan fund comes from the federal government (H.R. 1319 – American Rescue Plan Act of 2021). **Transfer Out** includes \$681,000 to the General Fund to support Fiesta Mexicana, Fourth of July, and Music in the Park, post-pandemic staff rehiring, Aquatics and Recreation scholarships, and utility assistance. Transfer Out to the Transit Fund include post-pandemic staff rehiring and the operation of a new City commuter route. \$800,000 in **Misc.** will support one-time personnel costs.

## 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 158 for allocation details.

### Description of FY 2021-22 accomplishments

- Administered the program by closing out old loans

### Description of FY 2022-23 proposed focus/goals

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

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Housing Rehab Fund</b>						
Revenues						
355,491	411,431	25,250	Fund Balance	30,930	-	-
8,444	1,792	1,000	Miscellaneous Revenue	530	-	-
50,099	29,365	15,000	Other Financing Sources	10,000	-	-
414,034	442,587	41,250	<b>Revenues Total</b>	41,460	-	-
Expenditures						
2,590	2,698	2,750	Personnel Services	3,140	-	-
13	413,910	38,500	Materials & Services	38,320	-	-
2,603	416,608	41,250	<b>Expenditures Total</b>	41,460	-	-
411,431	25,979	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-

## Revenue Sources and Other Discussion

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

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 137 - Housing Rehab Fund</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
355,491	411,431	25,250	3081	Beginning Fund Balance	30,930	-	-
355,491	411,431	25,250	<b>Total - Fund Balance</b>		30,930	-	-
8,444	1,792	1,000	3611	Interest from Investments	530	-	-
8,444	1,792	1,000	<b>Total - Miscellaneous Revenue</b>		530	-	-
-	10,628	-	3824	Loan Payback 2000	-	-	-
-	18,737	-	3824.009	Loan Payback 2009	-	-	-
9,589	-	15,000	3824.010	Loan Payback 2010	10,000	-	-
23,010	-	-	3824.087	Loan Payback 1987	-	-	-
17,500	-	-	3824.096	Loan Payback 1996	-	-	-
50,099	29,365	15,000	<b>Total - Other Financing Sources</b>		10,000	-	-
414,034	442,587	41,250	<b>Revenues Total</b>		41,460	-	-
<b>Department: 531 - Housing Rehabilitation</b> <b>Division: 5911 - Housing</b> <u>Expenditures</u>							
1,661	1,695	1,800	5111	Regular Wages	2,080	-	-
0	0	-	5211	OR Workers' Benefit	-	-	-
109	114	120	5212	Social Security	120	-	-
163	168	170	5213	Med & Dent Ins	170	-	-
648	713	660	5214	Retirement	760	-	-
4	4	-	5215	Long Term Disability Ins	-	-	-
1	2	-	5216	Unemployment Insurance	10	-	-
2	2	-	5217	Life Insurance	-	-	-
2,590	2,698	2,750	<b>Total - Personnel Services</b>		3,140	-	-
8	413,910	36,500	5419	Other Professional Services	38,320	-	-
5	-	2,000	5498	Permits/Fees	-	-	-
13	413,910	38,500	<b>Total - Materials &amp; Services</b>		38,320	-	-
<b>Department: 901 - Ending Fund Balance</b> <b>Division: 9971 - Equity</b> 5921 Contingency							
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>		-	-	-
2,603	416,608	41,250	<b>Expenditures Total</b>		41,460	-	-
411,431	25,979	-	<b>Fund Net</b>	<b>Total: 137 - Housing Rehab Fund</b>	-	-	-



## Special Assessment — 360

<b>Fund/Fund Number:</b>	<b>Special Assessment Fund — 360</b>
<b>Department/Department Number:</b>	<b>Ending Fund Balance — 901</b>
<b>Division/Division Number:</b>	<b>Equity — 9971</b>
<b>Department Director:</b>	<b>Curtis Stultz</b>

### 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 360 - Special Assessment Fund</b> <b>Department: 000 - Revenue</b> <b>Revenues</b>						
18,820	29,978	37,100	3081 Beginning Fund Balance	37,450	-	-
18,820	29,978	37,100	<b>Total - Fund Balance</b>	37,450	-	-
569	289	300	3611 Interest from Investments	300	-	-
7,002	3,664	2,000	3614 Special Assessment-Interest	2,000	-	-
3,587	1,024	5,700	3681 Special Assessment Principal	500	-	-
-	-	400	3681.004 LID Boones Ferry	400	-	-
-	-	1,000	3681.011 LID Ironwood	500	-	-
11,158	4,977	9,400	<b>Total - Miscellaneous Revenue</b>	3,700	-	-
29,978	34,954	46,500	<b>Revenues Total</b>	41,150	-	-
<b>Department: 901 - Ending Fund Balance</b> <b>Division: 9971 - Equity</b>						
-	-	46,500	5921 Contingency	41,150	-	-
-	-	46,500	<b>Total - Contingencies and Unappropriated Balances</b>	41,150	-	-
-	-	46,500	<b>Expenditures Total</b>	41,150	-	-
29,978	34,954	-	<b>Fund Net Total: 360 - Special Assessment Fund</b>	-	-	-

## Parks SDC Fund – 364

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

**Parks SDC Fund - 364**  
**Parks Administration – 491**  
**Jesse Cuomo**

### 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 2021-22 projects

- No projects were planned

### Description of FY 2022-23 proposed projects

- Legion Park Improvement Project
- 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. Conversely, current single-family and multi-family building activity is increasing the revenue availability in this fund in this budget year and for future year projects.



## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 364 - Parks SDC Fund							
<b>Department:</b> 000 - Revenue							
<u>Revenues</u>							
515,849	713,259	1,005,050	3081	Beginning Fund Balance	3,972,740	-	-
515,849	713,259	1,005,050	<b>Total - Fund Balance</b>		3,972,740	-	-
185,033	1,114,193	1,100,000	3458.501	Park's SDC's	4,000,000	-	-
185,033	1,114,193	1,100,000	<b>Total - Charges for Goods and Services</b>		4,000,000	-	-
12,377	9,290	10,000	3611	Interest from Investments	30,000	-	-
12,377	9,290	10,000	<b>Total - Miscellaneous Revenue</b>		30,000	-	-
713,259	1,836,741	2,115,050	<b>Revenues Total</b>		8,002,740	-	-
<b>Department:</b> 491 - Parks Administration							
<b>Division:</b> 9711 - Operating Transfers Out							
-	-	100,000	5811.001	Transfer to General Fund	-	-	-
-	-	1,750,000	5811.358	Transfer to General Cap Const Fund	1,827,740	-	-
-	-	1,850,000	<b>Total - Transfers Out</b>		1,827,740	-	-
<b>Department:</b> 901 - Ending Fund Balance							
<b>Division:</b> 9971 - Equity							
-	-	265,050	5981.005	Reserve for Future Years	6,175,000	-	-
-	-	265,050	<b>Total - Contingencies and Unappropriated Balances</b>		6,175,000	-	-
-	-	2,115,050	<b>Expenditures Total</b>		8,002,740	-	-
713,259	1,836,741	-	<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:** Curtis Stultz

### **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 2021-22 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 376 - Transportation SDC Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
3,737,442	3,822,980	4,605,320	3081 Beginning Fund Balance	10,872,190	-	-
3,737,442	3,822,980	4,605,320	<b>Total - Fund Balance</b>	10,872,190	-	-
504,313	1,306,966	1,000,000	3458.101 Transportation SDC Fees	2,000,000	-	-
504,313	1,306,966	1,000,000	<b>Total - Charges for Goods and Services</b>	2,000,000	-	-
81,224	37,587	40,000	3611 Interest from Investments	80,000	-	-
81,224	37,587	40,000	<b>Total - Miscellaneous Revenue</b>	80,000	-	-
4,322,980	5,167,533	5,645,320	<b>Revenues Total</b>	12,952,190	-	-
<b>Department: 631 - Maintenance</b>						
<b>Division: 9511 - Design Engineering</b>						
-	45,345	50,000	5419 Other Professional Serv	50,000	-	-
-	45,345	50,000	<b>Total - Design Engineering</b>	50,000	-	-
<b>Department: 631 - Maintenance</b>						
<b>Division: 9711 - Operating Transfers Out</b>						
500,000	-	1,000,000	5811.363 Transfer to Street/Storm Cap Const Fund	1,000,000	-	-
500,000	-	1,000,000	<b>Total - Transfers Out</b>	1,000,000	-	-
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
-	-	4,595,320	5981.005 Reserve for Future Years	11,902,190	-	-
-	-	4,595,320	<b>Total - Contingencies and Unappropriated Balances</b>	11,902,190	-	-
500,000	45,345	5,645,320	Expenditures Total	12,952,190	-	-
3,822,980	5,122,188	-	Fund Net Total: 376 - Transportation SDC Fund	-	-	-

## 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. Conversely, current single-family and multi-family building activity is increasing the revenue availability in this fund in this budget year and for future year projects.

## Storm SDC Fund – 377

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

**Storm SDC Fund – 377**  
**Curtis Stultz**

### 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. Current single-family and multi-family building activity is increasing the revenue availability in this fund in this budget year and for future year projects. No personnel costs are associated with this fund.

### Description of FY 2021-22 projects

- No projects were completed

### Description of FY 2022-23 proposed projects

- Contribute \$350,000 to the cost of storm water capacity improvements for:
  - Storm Drainage Master Plan Updates & SDC Rate Study \$150,000
  - West Hayes Street Improvement Project (CIST1486), \$80,000
  - 5<sup>th</sup> Street- Lincoln to Harrison Storm Replacement (CDST1487), \$60,000
  - Fourth Street Storm Rehabilitation, \$60,000

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 377 - Storm SDC Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
664,125	708,817	814,730	3081 Beginning Fund Balance	1,086,020	-	-
664,125	708,817	814,730	<b>Total - Fund Balance</b>	1,086,020	-	-
29,686	63,559	30,000	3458.201 Storm SDC's	60,000	-	-
29,686	63,559	30,000	<b>Total - Charges for Goods and Services</b>	60,000	-	-
15,006	6,642	8,000	3611 Interest from Investments	8,000	-	-
15,006	6,642	8,000	<b>Total - Miscellaneous Revenue</b>	8,000	-	-
708,817	779,018	852,730	<b>Revenues Total</b>	1,154,020	-	-
<b>Department: 631 - Maintenance</b>						
<b>Division: 9711 - Operating Transfer Out</b>						
<u>Expenditures</u>						
-	-	150,000	5811.363 Transfer to Street/Storm Cap Const Fd	350,000	-	-
-	-	150,000	<b>Total - Transfers Out</b>	350,000	-	-
<b>Department: 901 - Ending Fund Balance</b>						
<b>Division: 9971 - Equity</b>						
-	-	702,730	5981.005 Reserve for Future Years	804,020	-	-
-	-	702,730	<b>Total - Contingencies and Unappropriated Balances</b>	804,020	-	-
-	-	852,730	<b>Expenditures Total</b>	1,154,020	-	-
708,817	779,018	-	<b>Fund Net Total: 377 - Storm SDC Fund</b>	-	-	-

For a summary of all Transfers In and Transfer Out, see Budgeted Transfers on page 165.

## Water SDC Fund – 474

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

**Water SDC Fund – 474**  
**Curtis Stultz**

### 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 2021-22 projects

- No projects were completed

### Description of FY 2022-23 proposed projects

- Contribute to the cost of water capacity improvements for:
  - Parr Road Treatment Plant (CDWA1546), \$2,500,000
  - I-5 Waterline Crossing to serve SWIR area (CAWA1626), \$500,000

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 474 Water SDC Fund</b>						
<b>Department: 000 - Revenue</b>						
<u>Revenues</u>						
1,628,430	1,962,819	2,526,560	3081 Beginning Fund Balance	4,671,010	-	-
1,628,430	1,962,819	2,526,560	<b>Total - Fund Balance</b>	4,671,010	-	-
296,217	1,038,064	600,000	3458.301 Water SDC's	1,000,000	-	-
296,217	1,038,064	600,000	<b>Total - Charges for Goods and Services</b>	1,000,000	-	-
38,172	20,130	20,000	3611 Interest from Investments	20,000	-	-
38,172	20,130	20,000	<b>Total - Miscellaneous Revenue</b>	20,000	-	-
1,962,819	3,021,013	3,146,560	<b>Revenue Totals</b>	5,691,010	-	-
<b>Department: 611 - Water</b>						
<b>Division: 9531 - Construction</b>						
<u>Expenditures</u>						
-	-	2,500,000	5811.466 Transfer to Water Cap Const	3,000,000	-	-
-	-	2,500,000	<b>Total - Transfers Out</b>	3,000,000	-	-
-	-	646,560	5981.005 Reserve for Future Years	2,691,010	-	-
-	-	646,560	<b>Total - Contingencies and Unappropriated Balances</b>	2,691,010	-	-
-	-	3,146,560	<b>Expenditure Totals</b>	5,691,010	-	-
1,962,819	3,021,013	-	<b>Fund Net Total: 474 - Water SDC Fund</b>	-	-	-

## 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. Conversely, current single-family and multi-family building activity is increasing the revenue availability in this fund in this budget year and for future year projects.

## Sewer SDC Fund – 475

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

**Sewer SDC Fund – 475**  
**Curtis Stultz**

**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. Funds are used for capacity improvements for sanitary sewer projects.

**Description of FY 2021-22 projects**

- No projects were completed

**Description of FY 2022-23 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 (CISW1620), \$100,000
  - Front Street Pipeline Project (CISW1621), \$750,000

### Revenue Sources and Other Discussion

The fund is dependent on the collection of SDCs, which are dependent on development. Current single-family and multi-family building activity is increasing available revenue this budget year and for future year projects.

### Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 475 Sewer SDC Fund						
<b>Department:</b> 000 - Revenue						
<u>Revenues</u>						
1,700,425	1,788,913	2,695,510	3081 Beginning Fund Balance	4,768,970	-	-
1,700,425	1,788,913	2,695,510	<b>Total - Fund Balance</b>	4,768,970	-	-
129,584	1,201,073	1,000,000	3458.401 Sewer SDC's	2,000,000	-	-
129,584	1,201,073	1,000,000	<b>Total - Charges for Goods and Services</b>	2,000,000	-	-
38,904	18,998	20,000	3611 Interest from Investments	30,000	-	-
38,904	18,998	20,000	<b>Total - Miscellaneous Revenue</b>	30,000	-	-
1,868,913	3,008,983	3,715,510	<b>Revenue Totals</b>	6,798,970	-	-
<b>Department:</b> 621 - Sewer						
<b>Division:</b> 9531 - Construction						
<u>Expenditures</u>						
80,000	180,012	3,715,510	5811.465 Transfer to Sewer Cap Const	4,465,510	-	-
80,000	180,012	3,715,510	<b>Total - Transfers Out</b>	4,465,510	-	-
-	-	-	5981.005 Reserve for Future Years	2,333,460	-	-
-	-	-	<b>Total - Contingencies and Unappropriated Balances</b>	2,333,460	-	-
80,000	180,012	3,715,510	<b>Expenditure Totals</b>	6,798,970	-	-
1,788,913	2,828,971	-	<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.

Through intergovernmental agreements, the IT department also provides IT services to METCOM 911, City of Silverton, City of Mt. Angel, City of Gervais, Woodburn Fire District, Aurora Fire District, Mt. Angel Fire District, Monitor Fire District, and the Silver Falls Library.

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

The department consists of 6 full-time employees.

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

- Support remote workspaces for City staff working from home due mainly to COVID.
- Implement multi-factor authentication for all remote connections in the City network, VPN’s, externally accessible software and systems, and all servers.
- Migrate from an older on premise IT helpdesk system to an online cloud IT helpdesk system. This allows for better access and communication to the IT department for all of the agencies we serve.
- Upgraded the City Hall alarm system to include more panic buttons and new Emergency lock down buttons.
- Upgrade the wireless Microwave radio’s for network access at the Wastewater facility.
- Implemented network encryption on all traffic between network switches.

### **Description of FY 2022-23 Proposed Focus/Goals**

- Setup a SIEM (Security Information and Event Management) system to help analyze and manage logs and events from all network infrastructure.
- Implement Office 365 in a hybrid configuration. This will allow for both local on premise and cloud based access to email, files, and resources.
- Along with Office 365, we will setup single sign-on to help staff access applications securely and quickly.
- Migrate the main Police software, Tyler Public Safety, to new servers. Also virtualizing the message switch and eliminating an older hardware server that will no longer necessary.
- Implement network security improvements such as better network segmentation and internal and external vulnerability scans, to improve network security.

## Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY2022-23 Goal
Total completed IT help desk tickets	641	655	878	950
Replace and/or upgrade computers	35	32	56	40
Major Software Applications supported	34	34	33	33
Computer systems supported	627	632	640	640
Hours worked supporting other agencies	206	287	290	400

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Information Technology Fund</b>						
Revenues						
368,910	419,226	385,500	Fund Balance	509,000	-	-
158,617	156,605	167,500	Charges for Goods and Services	179,500	-	-
981,773	1,034,041	1,067,250	Miscellaneous Revenue	1,171,670	-	-
<b>1,509,299</b>	<b>1,609,873</b>	<b>1,620,250</b>	<b>Revenues Total</b>	<b>1,860,170</b>	-	-
Expenditures						
447,657	478,581	559,080	Personnel Services	569,550	-	-
553,638	551,851	624,710	Materials & Services	686,120	-	-
62,939	168,226	60,000	Capital Outlay	60,000	-	-
25,840	-	5,590	Transfers Out	5,700	-	-
-	-	370,870	Contingencies and Reserve	538,800	-	-
<b>1,090,073</b>	<b>1,198,658</b>	<b>1,620,250</b>	<b>Expenditures Total</b>	<b>1,860,170</b>	-	-
<b>419,226</b>	<b>411,214</b>	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
<b>5.5</b>	<b>5.5</b>	<b>6.0</b>	<b>Full-Time Equivalent (FTE)</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 158 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 \$179,500, this revenue source provides 9.6 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 \$1,171,670. 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 2019-20	FY 2020-21	FY 2021-22	Account Description		FY 2022-23	FY 2022-23	FY 2022-23
Actual	Actual	Budget			Proposed	Approved	Adopted
<b>Fund:</b> 568 - Information Technology Fund							
<b>Department:</b> 000 - Revenue							
<u>Revenues</u>							
368,910	419,226	385,500	3081	Beginning Fund Balance	509,000	-	-
<b>368,910</b>	<b>419,226</b>	<b>385,500</b>	<b>Total - Fund Balance</b>		<b>509,000</b>	-	-
-	1,778	1,000	3421.002	Reimbursements Hubbard	-	-	-
4,631	4,728	4,000	3421.003	Reimbursements Mt Angel	4,000	-	-
8,456	5,231	6,000	3421.004	Reimbursements Silverton	20,000	-	-
-	-	1,000	3421.005	Reimburse Aurora FD	1,000	-	-
-	-	-	3421.006	Reimburse Monitor FD	1,000	-	-
956	2,550	1,500	3421.007	Reimburse Mt. Angel FD	1,500	-	-
51,774	52,720	52,200	3421.008	Reimbursement METCOM (Norcom)	54,000	-	-
4,050	3,431	1,500	3421.009	Reimbursement Gervais	1,500	-	-
5,059	2,888	3,000	3421.010	Reimbursement Woodburn Fire Dist	3,000	-	-
2,400	7,182	2,500	3421.014	Reimbursement OEM	-	-	-
-	-	5,000	3421.016	Reimbursement RMS Licensing	5,000	-	-
-	150	-	3421.017	Reimbursement Aumsville PD	-	-	-
-	713	1,000	3421.018	Reimbursement Montior Fire Dist	-	-	-
-	2,025	-	3421.018	Reimbursement Hubbard Fire Dept	-	-	-
12,600	12,600	13,100	3422.002	Rec Mgmt (RMS) Hubbard	13,300	-	-
13,100	13,110	13,400	3422.003	Rec Mgmt (RMS) Mt. Angel	13,700	-	-
36,600	36,600	39,300	3422.004	Rec Mgmt (RMS) Silverton	40,000	-	-
259	-	1,100	3422.007	Rec Mgmt (RMS) Mt. Angel FD	1,100	-	-
1,725	-	2,000	3422.010	Rec Mgmt (RMS) Woodburn Fire Dist	-	-	-
12,134	8,600	12,800	3422.011	Rec Mgmt (RMS) Stayton PD	13,100	-	-
4,067	2,300	3,400	3422.012	Rec Mgmt (RMS) Turner PD	3,500	-	-
805	-	3,700	3422.017	Rec Mgmt (RMS) Aumsville PD	3,800	-	-
<b>158,617</b>	<b>156,605</b>	<b>167,500</b>	<b>Total - Charges for Goods and Services</b>		<b>179,500</b>	-	-
6,943	2,605	5,600	3611	Interest from Investments	5,600	-	-
750,270	801,110	818,620	3652.001	IS Revenue - General Fund	893,950	-	-
24,600	24,600	25,200	3652.11	IS Revenue - Transit	26,040	-	-
28,590	28,590	29,290	3652.123	IS Revenue - Building Inspection	31,500	-	-
21,620	21,620	21,630	3652.14	IS Revenue - Street	28,140	-	-
51,250	55,560	56,910	3652.47	IS Revenue - Water	59,220	-	-
89,590	90,000	96,390	3652.472	IS Revenue - Sewer	113,400	-	-
8,910	8,910	8,610	3652.720	IS Revenue - Urban Renewal	8,820	-	-
-	1,047	5,000	3699	Other Miscellaneous Income	5,000	-	-
<b>981,773</b>	<b>1,034,041</b>	<b>1,067,250</b>	<b>Total - Miscellaneous Revenue</b>		<b>1,171,670</b>	-	-
<b>1,509,299</b>	<b>1,609,873</b>	<b>1,620,250</b>	<b>Revenue Totals</b>		<b>1,860,170</b>	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 568 - Information Technology Fund</b> <b>Department: 152 - IT</b> <b>Division: 1921 - Information Technology</b> <u>Expenditures</u>							
280,574	300,796	350,930	5111	Regular Wages	368,950	-	-
18,814	19,250	-	5112	Part-Time Wages	-	-	-
840	357	-	5121	Overtime	-	-	-
87	82	90	5211	OR Workers' Benefit	90	-	-
22,782	24,326	27,260	5212	Social Security	28,600	-	-
45,260	48,915	91,860	5213	Med & Dent Ins	79,080	-	-
77,748	83,268	87,270	5214	Retirement	89,730	-	-
856	843	880	5215	Long Term Disability Ins	550	-	-
255	312	340	5216	Unemployment Insurance	2,210	-	-
440	433	450	5217	Life Insurance	340	-	-
<b>447,657</b>	<b>478,581</b>	<b>559,080</b>	<b>Total - Personnel Services</b>		<b>569,550</b>	-	-
43,413	36,968	42,000	5315	Computer Supplies	42,000	-	-
1,210	64	1,000	5319	Office Supplies	1,000	-	-
507	258	700	5323	Fuel	700	-	-
104	-	1,000	5409.140	Garage Services	1,000	-	-
340	412	500	5414	Accounting/Auditing	500	-	-
69,580	41,026	71,380	5415	Computer	74,000	-	-
29,678	25,618	33,000	5419	Other Professional Serv	70,000	-	-
5,074	10,048	8,000	5421	Telephone/Data	9,000	-	-
48	16	200	5422	Postage	200	-	-
11,400	12,234	13,000	5423	Internet	15,000	-	-
444	53	500	5433	Mileage	500	-	-
668	-	-	5439	Travel	-	-	-
318,617	350,299	380,000	5446	Software Licenses	398,500	-	-
15,870	21,134	16,030	5448	Internal Rent	15,510	-	-
27,622	17,268	25,000	5449	Other Leases	25,000	-	-
560	510	510	5461	Auto Insurance	590	-	-
5,100	4,950	4,950	5464	Workers' Comp	3,800	-	-
7,280	7,940	7,940	5465	General Liability Insur	9,820	-	-
7,654	17,316	6,000	5471	Equipment Repair & Maint	6,000	-	-
100	100	-	5491	Dues & Subscriptions	-	-	-
8,367	5,638	13,000	5492	Registrations/Training	13,000	-	-
<b>553,638</b>	<b>551,851</b>	<b>624,710</b>	<b>Total - Materials &amp; Services</b>		<b>686,120</b>	-	-
2,901	4,434	-	5641	Office Furniture & Equip	-	-	-
60,038	163,792	60,000	5645.101	Network	60,000	-	-
<b>62,939</b>	<b>168,226</b>	<b>60,000</b>	<b>Total - Capital Outlay</b>		<b>60,000</b>	-	-
25,840	-	5,590	5811.693	Tranfer to Reserve for PERS	5,700	-	-
<b>25,840</b>	-	<b>5,590</b>	<b>Total - Transfers</b>		<b>5,700</b>	-	-
-	-	260,870	5921	Contingency	368,800	-	-
-	-	110,000	5981.004	Reserve for Equipment	170,000	-	-
-	-	<b>370,870</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>538,800</b>	-	-
<b>1,090,073</b>	<b>1,198,658</b>	<b>1,620,250</b>	<b>Expenditure Totals</b>		<b>1,860,170</b>	-	-
<b>419,226</b>	<b>411,214</b>	-	<b>Fund Net</b>	<b>Total: 568 - Information Technology Fund</b>	-	-	-

## Insurance Fund – 581

**Fund/Fund Number:** Insurance Fund – 581  
**Department/Department Number:** City Recorder – 131  
**Division/Division Number:** Risk Management – 1581  
**Department Director:** Heather Pierson

### Description of purpose/functions of department

Management of insurance activities including workers compensation, automobile, property and liability coverage and claims.

### Description of department, including number of personnel

Risk management is one of the functions of the city recorder. One-third of the city recorder’s position is allocated to risk management and safety committee activities. All insurance coverage, premium and claims activity is handled through this department.

### Description of FY 2021-22 Accomplishments

- Assisted City Attorney/Public Works on poplar tree claim at the Wastewater Treatment Plant

### Description of FY 2022-23 Proposed Focus/Goals

- Work with Human Resources and Safety Committee on city-wide safety related training
- Work with departments on conducting job hazard analysis

### Performance Measures

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Goal
Increase number of safety meetings	8	9	9	9

### Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Insurance Fund</b>						
Revenues						
647,560	689,018	587,960	Fund Balance	774,510	-	-
764,945	730,637	736,490	Miscellaneous Revenue	778,090	-	-
<b>1,412,505</b>	<b>1,419,655</b>	<b>1,324,450</b>	<b>Revenues Total</b>	<b>1,552,600</b>	-	-
Expenditures						
69,154	68,979	70,070	Personnel Services	82,430	-	-
650,643	549,811	776,150	Materials & Services	776,150	-	-
-	-	-	Transfers Out	830	-	-
-	-	477,530	Contingencies and Reserve	693,190	-	-
<b>719,797</b>	<b>618,790</b>	<b>1,323,750</b>	<b>Expenditures Total</b>	<b>1,552,600</b>	-	-
<b>692,708</b>	<b>800,865</b>	<b>700</b>	<b>Revenue Over (Under) Expenditures</b>	-	-	-
0.5	0.5	0.5	Full-Time Equivalent (FTE)	0.5		

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 158 for clarification.

## Revenue Sources and Other Discussion

Revenue in this fund comes from charges to other funds, 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 581 - Insurance Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
647,560	689,018	587,960	3081	Beginning Fund Balance	774,510	-	-
<b>647,560</b>	<b>689,018</b>	<b>587,960</b>	<b>Total - Fund Balance</b>		<b>774,510</b>	-	-
7,658	4,332	6,000	3611	Interest from Investments	4,500	-	-
400,000	426,000	426,000	3658.101	General Liability	523,090	-	-
355,000	300,000	300,000	3658.104	Workers Comp	250,000	-	-
2,288	305	4,490	3699	Other Miscellaneous Income	500	-	-
<b>764,945</b>	<b>730,637</b>	<b>736,490</b>	<b>Total - Miscellaneous Revenue</b>		<b>778,090</b>	-	-
<b>1,412,505</b>	<b>1,419,655</b>	<b>1,324,450</b>	<b>Revenue Totals</b>		<b>1,552,600</b>	-	-
<b>Fund:</b> 581 - Insurance Fund <b>Department:</b> 131 - City Recorder <b>Division:</b> 1581 - Risk Management <u>Expenditures</u>							
48,540	48,841	49,300	5111	Regular Wages	53,450	-	-
65	5	-	5121	Overtime	-	-	-
11	11	10	5211	OR Workers' Benefit	10	-	-
3,750	3,839	3,950	5212	Social Security	4,220	-	-
2,876	2,960	3,020	5213	Med & Dent Ins	9,500	-	-
13,658	13,053	13,540	5214	Retirement	14,800	-	-
142	147	140	5215	Long Term Disability Ins	90	-	-
38	48	40	5216	Unemployment Insurance	310	-	-
73	75	70	5217	Life Insurance	50	-	-
<b>69,154</b>	<b>68,979</b>	<b>70,070</b>	<b>Total - Personnel Services</b>		<b>82,430</b>	-	-
340	412	500	5414	Accounting/Auditing	500	-	-
1,485	-	100	5419	Other Professional Serv	100	-	-
34	-	100	5432	Meals	100	-	-
95	-	250	5433	Mileage	250	-	-
273	-	300	5439	Travel	300	-	-
71,015	75,901	80,000	5461	Auto Insurance	80,000	-	-
103,900	120,376	115,000	5463	Property/Earthquake Insurance	115,000	-	-
240,947	116,477	300,000	5464	Workers' Comp	300,000	-	-
204,084	216,353	231,000	5465	General Liability Insur	231,000	-	-
-	5,000	10,000	5468	Deductible	10,000	-	-
27,956	15,207	36,900	5469	Other Insurance Costs	36,900	-	-
189	-	100	5491	Dues & Subscriptions	100	-	-
325	85	1,900	5492	Registrations/Training	1,900	-	-
<b>650,643</b>	<b>549,811</b>	<b>776,150</b>	<b>Total - Materials &amp; Services</b>		<b>776,150</b>	-	-
3,690	-	700	5811.693	Transfer to PERS Reserve	830	-	-
<b>3,690</b>	-	<b>700</b>	<b>Total - Transfers Out</b>		<b>830</b>	-	-
-	-	477,530	5921	Contingency	693,190	-	-
-	-	<b>477,530</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>693,190</b>	-	-
<b>723,487</b>	<b>618,790</b>	<b>1,324,450</b>	<b>Expenditures Total</b>		<b>1,552,600</b>	-	-
<b>689,018</b>	<b>800,865</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>Curtis Stultz</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 2021-22 accomplishments

- No purchases planned

### Description of FY 2022-23 proposed focus/goals

- Two vehicle purchases are planned, one is a replacement vehicle, and a second vehicle is for Engineering inspections of capital and ROW project.

## Budget Summary

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Equipment Replacement Fund</b>						
Revenues						
807,664	719,161	872,510	Fund Balance	893,720	-	-
17,191	6,832	8,000	Miscellaneous Revenue	10,000	-	-
150,000	150,000	150,000	Transfers In	180,000	-	-
<b>974,855</b>	<b>875,993</b>	<b>1,030,510</b>	<b>Revenues Total</b>	<b>1,083,720</b>	<b>-</b>	<b>-</b>
Expenditures						
255,694	81,795	1,030,510	Capital Outlay	1,083,720	-	-
<b>255,694</b>	<b>81,795</b>	<b>1,030,510</b>	<b>Expenditures Total</b>	<b>1,083,720</b>	<b>-</b>	<b>-</b>
<b>719,161</b>	<b>794,199</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund: 591 - Equipment Replacement Fd</b> <b>Department: 000 - Revenue</b> <u>Revenues</u>							
807,664	719,161	872,510	3081	Beginning Fund Balance	893,720	-	-
<b>807,664</b>	<b>719,161</b>	<b>872,510</b>	<b>Total - Fund Balance</b>		<b>893,720</b>	-	-
17,191	6,832	8,000	3611	Interest from Investments	10,000	-	-
<b>17,191</b>	<b>6,832</b>	<b>8,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>10,000</b>	-	-
50,000	50,000	50,000	3971.14	Transfer from Street	60,000	-	-
50,000	50,000	50,000	3971.47	Transfer From Water	60,000	-	-
50,000	50,000	50,000	3971.472	Transfer From Sewer	60,000	-	-
<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>Total - Transfers In</b>		<b>180,000</b>	-	-
<b>974,855</b>	<b>875,993</b>	<b>1,030,510</b>	<b>Department Total: 000 - Revenue</b>		<b>1,083,720</b>	-	-
<b>Department: 611 - Water</b> <b>Division: 9211 - Equipment Purchases</b> <u>Expenditures</u>							
-	81,795	461,640	5649	Other Equipment	465,250	-	-
-	<b>81,795</b>	<b>461,640</b>	<b>Total - Capital Outlay</b>		<b>465,250</b>	-	-
-	<b>81,795</b>	<b>461,640</b>	<b>Department Total: 611 Water</b>		<b>465,250</b>	-	-
<b>Department: 621 - Sewer</b> <b>Division: 9211 - Equipment Purchases</b> <u>Expenditures</u>							
127,847	-	324,430	5649	Other Equipment	323,420	-	-
<b>127,847</b>	-	<b>324,430</b>	<b>Total - Capital Outlay</b>		<b>323,420</b>	-	-
<b>127,847</b>	-	<b>324,430</b>	<b>Department Total: 621 - Sewer</b>		<b>323,420</b>	-	-
<b>Department: 631 - Maintenance</b> <b>Division: 9211 - Equipment Purchases</b> <u>Expenditures</u>							
127,847	-	192,400	5649	Other Equipment	260,650	-	-
<b>127,847</b>	-	<b>192,400</b>	<b>Total - Capital Outlay</b>		<b>260,650</b>	-	-
<b>127,847</b>	-	<b>192,400</b>	<b>Department Total: 631 - Maintenance</b>		<b>260,650</b>	-	-
<b>Department: 671 - Transit</b> <b>Division: 9211 - Equipment Purchases</b> <u>Expenditures</u>							
-	-	4,840	5649	Other Equipment	3,490	-	-
-	-	<b>4,840</b>	<b>Total - Capital Outlay</b>		<b>3,490</b>	-	-
-	-	<b>4,840</b>	<b>Department Total: 671 - Transit</b>		<b>3,490</b>	-	-
<b>Department: 691 - Engineering</b> <b>Division: 9211 - Equipment Purchases</b> <u>Expenditures</u>							
-	-	47,200	5649	Other Equipment	30,910	-	-
-	-	<b>47,200</b>	<b>Total - Capital Outlay</b>		<b>30,910</b>	-	-
-	-	<b>47,200</b>	<b>Department Total: 691 - Engineering</b>		<b>30,910</b>	-	-
<b>255,694</b>	<b>81,795</b>	<b>1,030,510</b>	<b>Expendures Total</b>		<b>1,083,720</b>	-	-
<b>719,161</b>	<b>794,199</b>	-	<b>Fund Net</b>	<b>Total: 591 - Equipment Replacement Fd</b>	-	-	-

## PERS Reserve Fund – 693

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

The City participates in the State of Oregon PERS system for full-time and part-time employees who work over 600 hours per year. The system has three tiers of retirement benefits, dependent on the date the public employment hire date. As of April 2022, the City had 34 employees in Tier 1 (hired before 1996) and Tier 2 (hired between 1996 and 2003), and 101 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 was presented to Council. The FY 2022-23 budget includes the citywide transfer of 1.0 percent of personnel costs of \$208,000.

<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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 693 - Reserve for PERS Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>							
1,678,280	-	-	3081	Beginning Fund Balance	183,120	-	-
<b>1,678,280</b>	-	-	<b>Total - Fund Balance</b>		<b>183,120</b>	-	-
19,464	-	-	3611	Interest from Investments	-	-	-
<b>19,464</b>	-	-	<b>Total - Miscellaneous Revenue</b>		-	-	-
752,290	-	108,000	3971.001	Transfer from General Fund	123,740	-	-
6,510	-	6,800	3971.110	Transfer from Transit	8,800	-	-
34,480	-	7,770	3971.123	Transfer from Building	8,840	-	-
56,750	-	10,820	3971.140	Transfer from Street	11,820	-	-
83,850	-	16,770	3971.470	Transfer from Water	19,230	-	-
150,599	-	24,580	3971.472	Transfer from Sewer	26,180	-	-
25,840	-	5,590	3971.568	Transfer from Information Technology	5,700	-	-
3,690	-	700	3971.581	Transfer from Insurance	830	-	-
12,290	-	2,090	3971.720	Transfer from Urban Renewal	2,860	-	-
1,126,299	-	183,120	<b>Total - Transfers In</b>		208,000	-	-
<b>2,824,043</b>	-	<b>183,120</b>	<b>Revenue Totals</b>		<b>391,120</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>		-	-	-
-	-	183,120	5921	Contingency	391,120	-	-
-	-	<b>183,120</b>	<b>Total - Contingencies and Unappropriated</b>		<b>391,120</b>	-	-
<b>2,824,043</b>	-	<b>183,120</b>	<b>Expenditures Totals</b>		<b>391,120</b>	-	-
-	-	-	<b>Fund Net</b>	<b>Total: 693 - Reserve for PERS Fund</b>	-	-	-

## Revenue Sources and Other Discussion

The FY 2022-23 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 695 - Lavelle Black Trust Fund <b>Department:</b> 000 - Revenue <u>Revenues</u>						
36,889	35,171	35,520	3081 Beginning Fund Balance	33,260	-	-
<b>36,889</b>	<b>35,171</b>	<b>35,520</b>	<b>Total - Fund Balance</b>	<b>33,260</b>	-	-
816	312	500	3611 Interest from Investments	300	-	-
126	-	-	3673 Donations-Police	-	-	-
<b>942</b>	<b>312</b>	<b>500</b>	<b>Total - Miscellaneous Revenue</b>	<b>300</b>	-	-
<b>37,831</b>	<b>35,483</b>	<b>36,020</b>	<b>Revenue Totals</b>	<b>33,560</b>	-	-
<b>Department:</b> 211 - Police <b>Division:</b> 2111 - Patrol <u>Expenditures</u>						
2,660	2,172	2,500	5329 Other Supplies	2,500	-	-
-	-	2,500	5419 Other Professional Serv	2,500	-	-
-	-	2,500	5492 Registrations/Training	2,500	-	-
<b>2,660</b>	<b>2,172</b>	<b>7,500</b>	<b>Total - Materials &amp; Services</b>	<b>7,500</b>	-	-
-	-	28,520	901 - Ending Fund Balance	26,060	-	-
-	-	<b>28,520</b>	9971 - Equity	<b>26,060</b>	-	-
<b>2,660</b>	<b>2,172</b>	<b>36,020</b>	<b>Total Contingencies and Unappropriated Balances</b>	<b>26,060</b>	-	-
<b>2,660</b>	<b>2,172</b>	<b>36,020</b>	<b>Expenditures Total</b>	<b>33,560</b>	-	-
<b>35,171</b>	<b>33,311</b>	-	<b>Fund Net Total: 695 - Lavelle Black Trust Fund</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 \$4.9 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, 2022*						
	Interest Rates	Outstanding Principal	Principal Due FY 2022-23	Interest Due FY 2022-23	Total Debt Svc FY 2022-23	Servicing Fund
<b>Voter Approved General Obligation Bonds</b>						
Police, Series 2017 (Refinanced)	2.08%	1,226,000	597,000	25,510	622,510	GO Debt Service
Subtotal, governmental activities		1,226,000	597,000	25,510	622,510	
<b>Business Type Activity</b>						
Water Revenue Refunding Bond Series 2018	2.94%	3,686,000	1,442,000	87,200	1,529,200	Water Fund
Subtotal, business type activities		3,686,000	1,442,000	87,200	1,529,200	
<b>Total Long Term Debt</b>		4,912,000	2,039,000	112,710	2,151,710	

\*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 \$1.2 million in GO Debt. The available amount of additional debt the City can incur is \$59.9 million.

**Remaining Long-Term Debt**

**Remaining Long Term Debt**

**Government Activities**

	Fiscal Year ending June 30,	Principal	Interest	Total
<b>2017 General Obligation Refunding Bond</b>				
Beginning Principal = \$3,749,000	2024	629,000	13,090	642,090
		629,000	13,090	642,090
Last payment June 2024				
<b>Total Government Activities</b>		<b>629,000</b>	<b>13,090</b>	<b>642,090</b>

**Business Activities**

	Fiscal Year ending June 30,	Principal	Interest	Total
<b>2018 - Water Revenue Refunding Bond</b>				
Beginning Principal = \$8,630,000	2024	1,332,000	46,400	1,378,400
	2025	912,000	13,410	925,410
last payment December 2024		2,244,000	59,810	2,303,810
<b>Total Business Activities</b>		<b>2,244,000</b>	<b>59,810</b>	<b>2,303,810</b>
<b>Grand Total</b>		<b>2,873,000</b>	<b>72,900</b>	<b>2,945,900</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	396,470		73,680	150,620	411,840	138,420	
125 Economic Development		147,450					
211 Police	34,100			21,700	15,590	73,920	
411 Community Services							132,490
511 Planning				60,380			
651 Engineering							
General Fund Wages & Ben	430,570	147,450	73,680	232,700	427,430	212,340	132,490
110 Transit Fund	6,310		1,520		38,720	9,060	38,230
123 Building Inspection Fund	3,140			20,990	24,210	10,190	
137 Housing Rehab Fund	3,140						
140 Street Fund - Maint	23,100		6,140	19,000	103,330	30,640	12,750
470 Water Fund	115,990		6,140	83,520	212,410	30,640	12,750
472 Sewer Fund							
621 Sewer	131,790		6,140	88,990	370,070	30,640	25,480
631 Maintenance							
641 Surface Water/Collect			6,140				
568 Information Technology					14,750		25,480
581 Insurance Fund			50,690		14,660	17,080	
720 Urban Renewal Fund	57,690	167,790	3,060	9,180	40,310		7,640
Other Funds Wages & Ben	341,160	167,790	79,830	221,680	818,460	128,250	122,330
All Funds Wages & Ben*	771,730	315,240	153,510	454,380	1,245,890	340,590	254,820

	COMMUNITY DEVELOPMENT	ENGINEERING	STREET	SEWER	IT	NON- ALLOCATED	TOTAL
001 General Fund							
101 Administration						355,490	1,526,520
125 Economic Development					15,070	-	162,520
211 Police					15,040	7,309,930	7,470,280
411 Community Services			17,770		15,040	2,217,880	2,383,180
511 Planning	240,810				10,020	288,450	599,660
651 Engineering		158,800	51,410	21,250		-	231,460
General Fund Wages & Ben	240,810	158,800	69,180	21,250	55,170	10,171,750	12,373,620
110 Transit Fund						786,060	879,900
123 Building Inspection Fund	80,270	13,640			5,010	726,330	883,780
137 Housing Rehab Fund						-	3,140
140 Street Fund - Maint		236,870	102,770	30,000	15,040	602,030	1,181,670
470 Water Fund		243,660	56,030	30,000	10,020	1,120,940	1,922,100
472 Sewer Fund							-
621 Sewer		254,420	67,240	94,650	15,040	1,222,930	2,307,390
631 Maintenance				180,480		-	180,480
641 Surface Water/Collect				123,870		-	130,010
568 Information Technology						529,320	569,550
581 Insurance Fund							82,430
720 Urban Renewal Fund							285,670
Other Funds Wages & Ben	80,270	748,590	226,040	459,000	45,110	4,987,610	8,426,120
All Funds Wages & Ben*	321,080	907,390	295,220	480,250	100,280	15,159,360	20,799,740



## 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 158. *Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.*

Department and Position	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	% 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%
Director of Special Projects	-	-	-	1.0	100%
Public Affairs and Communications Manager	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>3.4</b>	<b>43%</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	1.0	1.0	0%
Payroll Specialist	1.0	1.0	1.0	1.0	0%
Accounting Assistant	2.0	2.0	2.0	2.0	0%
Senior Court Operations Clerk	-	-	-	1.0	100%
Court Operations Clerk	1.0	1.0	1.0	1.0	0%
Court Operations Clerk -PT	-	-	0.5	-	0%
Cashier	2.0	2.0	2.0	3.0	50%
Cashier - Part-time	0.5	0.5	0.5	-	-100%
Municipal Court Judge	0.1	0.1	0.1	0.2	100%
<b>Total Finance</b>	<b>9.6</b>	<b>9.6</b>	<b>10.1</b>	<b>11.2</b>	<b>11%</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%
<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 2019-20</b>	<b>Actual FY 2020-21</b>	<b>Budget FY 2021-22</b>	<b>Budget FY 2022-23</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	0.6	0.6	0.6	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0%</b>
<b>Community Development</b>					
<b>Planning</b>					
Community Development Director	1.0	1.0	1.0	1.0	0%
Administrative Specialist	-	-	1.0	1.0	0%
Administrative Assistant	1.0	1.0	-	-	0%
Associate Planner	1.0	1.0	1.0	1.0	0%
Planner	-	-	1.0	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>5.0</b>	<b>5.0</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%
Plans Examiner/Building Inspector III PT	-	-	0.5	0.5	0%
Permit Tech	-	-	1.0	1.0	100%
<b>Total Building</b>	<b>3.8</b>	<b>3.8</b>	<b>5.3</b>	<b>5.5</b>	<b>4%</b>
<b>Total Community Development</b>	<b>7.8</b>	<b>7.8</b>	<b>10.3</b>	<b>10.5</b>	<b>2%</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	6.0	20%
Police Officer	26.0	26.0	27.0	27.0	0%
Community Services Officer	2.0	2.0	3.0	3.0	0%
Police Property and Evidence Tech	1.5	1.5	1.5	2.0	33%
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	2.5	9%
<b>Total Police</b>	<b>43.6</b>	<b>43.6</b>	<b>47.8</b>	<b>49.5</b>	<b>4%</b>

Department and Position	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	% Change
<b>Community Services</b>					
<b>Community Services Admin</b>					
Assistant City Administrator	1.0	1.0	1.0	1.0	0%
Special Programs Manager	1.0	1.0	1.0	-	-100%
Community Services Director	-	-	-	1.0	100%
Community Relations Manager	1.0	1.0	1.0	1.0	0%
Community Relations Assistant - PT	0.5	0.5	0.5	0.5	0%
<b>Total Community Services Admin</b>	<b>3.5</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	3.0	3.0	3.0	3.0	0%
Library Assistant	1.0	1.0	1.0	1.0	0%
Part-Time Employees - Library	5.5	6.0	6.0	3.4	-44%
<b>Total Library</b>	<b>10.5</b>	<b>11.0</b>	<b>11.0</b>	<b>8.4</b>	<b>-24%</b>
<b>Recreation</b>					
Parks & Recreation Manager	-	1.0	1.0	-	-100%
Recreation Manager	1.0	-	-	-	0%
Recreation Supervisor	1.0	1.0	1.0	-	-100%
Events & Special Programs Manager	-	-	-	1.0	100%
Part-Time Employees - Recreation	1.9	1.9	1.9	1.3	-31%
<b>Total Recreation</b>	<b>3.9</b>	<b>3.9</b>	<b>3.9</b>	<b>2.3</b>	<b>-41%</b>
<b>Aquatics</b>					
Aquatics Program Supervisor	1.0	1.0	1.0	1.0	0%
Aquatics Coordinator	1.0	1.0	-	0.5	50%
Part-Time Employees - Aquatics	10.1	10.1	9.6	8.0	-16%
<b>Total Aquatics</b>	<b>12.1</b>	<b>12.1</b>	<b>10.6</b>	<b>9.5</b>	<b>-10%</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	3.0	200%
Bus Driver - PT	5.5	5.6	4.8	4.3	0%
Medical Transport Driver - PT	1.0	1.0	1.0	1.0	-1%
Dial-A-Ride Driver	1.7	1.7	2.4	2.3	-6%
Vehicle Custodian - PT	0.5	0.5	0.5	0.5	0%
<b>Total Transit</b>	<b>11.7</b>	<b>11.7</b>	<b>11.7</b>	<b>13.0</b>	<b>11%</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	-	-	0%
Parks & Maintenance Worker	5.0	5.0	4.0	2.0	-50%
Parks & Custodial Worker - PT	-	-	1.8	-	108%
Custodial Worker I	-	-	1.0	1.0	100%
Custodial Worker II	-	-	1.0	1.0	100%
Utility Worker I	-	-	1.0	3.0	100%
Part-Time Employees - Seasonal	1.3	1.3	-	-	0%
<b>Total Parks &amp; Facilities Maintenance</b>	<b>8.3</b>	<b>8.3</b>	<b>9.8</b>	<b>8.0</b>	<b>-18%</b>
<b>Total Community Services</b>	<b>50.0</b>	<b>50.5</b>	<b>50.5</b>	<b>44.7</b>	<b>-11%</b>

**Information Technology**

Information Technology Manager	1.0	1.0	1.0	1.0	0%
IT Systems Administrator	1.0	1.0	1.0	1.0	0%
IT Network Administrator	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	1.0	50%
IT Technician - Part-Time	0.5	0.5	-	-	50%
<b>Total Info Technology</b>	<b>5.5</b>	<b>5.5</b>	<b>6.0</b>	<b>6.0</b>	<b>0%</b>

Department and Position	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	% Change
<b>Public Works</b>					
<b>Water</b>					
PW Operations Division Supervisor	1.0	1.0	1.0	1.0	0%
PW Section Supervisor	-	-	-	1.0	100%
Water Treatment Supervisor/Water Operator III	1.0	1.0	-	-	0%
Administrative Analyst	1.0	1.0	1.0	1.0	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	-	-	1.0	1.0	100%
Utility Worker III	1.0	1.0	-	-	0%
Utility Worker IV	1.0	1.0	1.0	-	
Water Operator I	1.0	1.0	1.0	1.0	0%
Water Operator II	-	-	1.0	1.0	100%
PW Maintenance Tech	1.0	1.0	1.0	1.0	0%
Utility Worker 1 (Seasonal) - PT	0.5	0.5	0.5	0.5	0%
<b>Total Water</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0%</b>
<b>Surface Water/Sewer Collections</b>					
Sewer Line Maintenance Tech	1.0	1.0	1.0	1.0	0%
Utility I	1.0	1.0	-	-	0%
Wastewater Collections Operator I	1.0	1.0	2.0	2.0	0%
Utility III	-	-	-	-	0%
<b>Total Surface Water/Sewer Collections</b>	<b>3.0</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 Coordinator	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	2.0	2.0	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	1.0	0%
<b>Total Sewer</b>	<b>11.0</b>	<b>11.0</b>	<b>13.0</b>	<b>13.0</b>	<b>0%</b>

**Street**

PW Program & Compliance Manager	1.0	1.0	-	-	0%
PW Director	-	-	1.0	1.0	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	1.0	0%
Utility Worker III/Utility Crew Lead	1.0	1.0	1.0	-	-100%
PW Operation Section Supervisor	-	-	-	1.0	100%
Utility worker I (Seasonal)	1.5	1.5	1.5	1.0	-33%
<b>Total Street</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.0</b>	<b>-5%</b>

Department and Position	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	% Change
<b>Public Works (cont.)</b>					
<b>Engineering</b>					
Public Works Director	1.0	1.0	-	-	0%
Public Works Proj & Eng Director	-	-	1.0	-	-100%
City Engineer	1.0	1.0	1.0	1.0	0%
Engineering Technician III	-	-	1.0	1.0	0%
Engineering Technician II	1.0	1.0	1.0	1.0	0%
Project Engineer	1.5	0.5	1.5	2.5	67%
Associate Engineer	-	1.0	1.0	1.0	0%
<b>Total Engineering</b>	<b>4.5</b>	<b>4.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0%</b>
<b>Total Public Works</b>	<b>38.5</b>	<b>38.5</b>	<b>42.5</b>	<b>42.0</b>	<b>-5%</b>
<b>TOTAL FTE</b>	<b>164.0</b>	<b>164.5</b>	<b>176.1</b>	<b>173.8</b>	<b>0.4</b>

**Urban Renewal Agency**

Department and Position	Actual FY 2019-20	Actual FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	% Change
<b>Urban Renewal Agency</b>					
Economic Development Director	0.6	0.6	0.6	0.6	0%
Economic Development Specialist	0.4	0.4	0.4	0.4	0%
Economic Development Assistant	-	-	-	-	0%
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0%</b>
<b>Total FTE - Urban Renewal Agency</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>
<b>GRAND TOTAL FTE</b>	<b>165.0</b>	<b>165.5</b>	<b>177.1</b>	<b>174.8</b>	<b>0.4</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	Total
Transfer Out	General Fund 001		150,000		561,210					123,740	<b>834,950</b>
	Transit Fund 110									8,800	<b>8,800</b>
	Building Fund 123									8,840	<b>8,840</b>
	American Rescue Plan 136	681,000	186,000								<b>867,000</b>
	Street Fund 140					2,012,680			60,000	11,820	<b>2,084,500</b>
	Parks SDC 364				1,827,740						<b>1,827,740</b>
	Transportation SDC Fund 376					1,000,000					<b>1,000,000</b>
	Storm SDC Fund 377					350,000					<b>350,000</b>
	Water Fund 470							1,945,970	60,000	19,230	<b>2,025,200</b>
	Sewer Fund 472			90,000			6,994,490		60,000	26,180	<b>7,170,670</b>
	Water SDC Fund 474							3,000,000			<b>3,000,000</b>
	Sewer SDC Fund 475						4,465,510				<b>4,465,510</b>
	Info Tech Fund 586									5,700	<b>5,700</b>
	Insurance Fund 581									830	<b>830</b>
	Urban Renewal Fund 720									2,860	<b>2,860</b>
<b>Total</b>	<b>681,000</b>	<b>336,000</b>	<b>90,000</b>	<b>2,388,950</b>	<b>3,362,680</b>	<b>11,460,000</b>	<b>4,945,970</b>	<b>180,000</b>	<b>208,000</b>	<b>23,652,600</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			

## Current Year Projects

Project Name	Project Number	General Cap	Street & Storm	Sewer	Water	Total
		Const Fund 358	Cap Const Fund 363	Cap Const Fund 465	Cap Const Fund 466	
Police Radio Channel System Upgrade	CEGF1554	143,710	-	-	-	143,710
Library HVAC/Chiller		220,000	-	-	-	220,000
Parks and Recreation Master Plan	EAGF1618	175,000	-	-	-	175,000
Legion Park Improvement	CPGF1634	2,500,000				2,500,000
Police Department Office Remodel		185,000				185,000
Senior Estates Park Shelter		50,000				50,000
West Hayes street improvement	CIST1486	-	3,500,000	-	-	3,500,000
Safety Sidewalk & ADA Construction	CIST1165	-	50,000	-	-	50,000
5th Street - Lincoln to Harrison St. - Storm Replacement	CDST1487	-	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
Bridge Light Maintenance			250,000			250,000
Pump Station Upgrades	CDSW1414	-	-	50,000	-	50,000
WWTP Phase 2A Upgrades	CISW1052	-	-	1,000,000	-	1,000,000
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	-	-	5,000,000	-	5,000,000
Poplar Tree & Irrigation Restoration (Storm Damage)	CDSW1592	-	-	50,000	-	50,000
North Sanitary Sewer Trunk Line from MCPS to S. of Hazelnut	CISW1620	-	-	200,000	-	200,000
Fifth Street - Harrison to Garfield - Sewer Repairs	CDSW1594	-	-	300,000	-	300,000
Wastewater Facilities Master Plan Update & Rate Study	EASW1619	-	-	450,000	-	450,000
Front Street Pipeline Project	CISW1621	-	-	1,000,000	-	1,000,000
Young Street Pipeline Project	CDSW1469	-	-	2,500,000	-	2,500,000
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
Repaint the Elevated Storage Tank	CIWA1545	-	-	-	1,500,000	1,500,000
Parr Road Treatment Plant - New Well & Raw Waterline Piping	CDWA1546	-	-	-	3,250,000	3,250,000
I-5 Waterline Crossing to serve SWIR Area	CAWA1626	-	-	-	500,000	500,000
Replace Transmission Lines- Boones Ferry to Cleveland		-	-	-	50,000	50,000
Auxillary Power to Wells	CIWA1595	-	-	-	50,000	50,000
<b>Total</b>		<b>3,273,710</b>	<b>4,545,000</b>	<b>11,460,000</b>	<b>5,380,000</b>	<b>24,658,710</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%



## Six Year Capital Improvement Plan – FY 2022-23 to FY 2027-28

Project	Revenue Source	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	Total
<b>State Construction</b>								
Improve Roadway Lighting along Hwy 99E Corridor	State/City			2,110,000				2,110,000
Butteville/Hwy Improvements	State/City/County/Developer	6,000,000						6,000,000
Hwy. 99E Widening - Lincoln St. to S. of Cleveland St	State/City			7,150,000				7,150,000
<b>Total State Fund Construction</b>		<b>6,000,000</b>		<b>9,260,000</b>				<b>15,260,000</b>
<b>Street &amp; Storm Construction</b>								
W. Hayes Street Improvements - Settlemier to Cascade	Street SDC/SFE/Street Fund/Storm SDC	3,500,000						3,500,000
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
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
Bridge Light Maintenance	Street Fund	250,000						
Miscellaneous Modifications:								-
A. Pedestrian Movements								
Safety Sidewalk Construction/ADA	Street Fund	50,000	25,000	25,000	25,000	25,000	25,000	175,000
B. Intersections								-
Settlemier/W. Lincoln	Street Fund		60,000					60,000
<b>Total Street &amp; Storm Construction</b>		<b>3,800,000</b>	<b>785,000</b>	<b>4,760,000</b>	<b>2,325,000</b>	<b>25,000</b>	<b>25,000</b>	<b>11,720,000</b>
<b>Storm Drain Construction</b>								
4th 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 Fund/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
TMDL Projects	Storm SDC	50,000						
Rehab Existing Collection System	Street Fund		500,000	500,000				1,000,000
Goose Creek Drainage Upgrades	Street Fund				1,000,000			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>1,085,000</b>	<b>1,382,000</b>	<b>1,230,000</b>	<b>150,000</b>	<b>-</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
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>300,000</b>	<b>185,000</b>	<b>260,000</b>	<b>150,000</b>	<b>160,000</b>	<b>1,055,000</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
Repaint Elevated Storage Tank	Water Cap Const	1,500,000						1,500,000
Parr Road Third Booster pump & SCADA upgrades	Water Fund		175,000					175,000
Country Club Rd to Elevated Tank transmission replacem	Water Fund			3,484,000				3,484,000
Parr Road Treatment Plant - New well & raw water piping	Water Fund/Water SDC	3,250,000						3,250,000
I-5 waterline crossing to serve SWIR Area	Water Fund/Water SDC/Dev	500,000	250,000	1,100,000				1,850,000
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	50,000	300,000	400,000	400,000	400,000	400,000	1,950,000
Fire Flow Improvements	Water Fund		150,000	336,800	336,800	336,800	336,800	1,497,200
Auxilliary Power for Wells #9, #11 & #14	Water Fund	50,000	75,000	75,000				200,000
<b>Total Water Systems Construction</b>		<b>5,380,000</b>	<b>1,185,000</b>	<b>5,525,800</b>	<b>766,800</b>	<b>766,800</b>	<b>766,800</b>	<b>14,391,200</b>

<b>Wastewater: Treatment Plant</b>								
POTW Phase 2A/Natural Treatment System	Sewer Fund	1,000,000		2,400,000	3,400,000			6,800,000
Wastewater Facilities Plan Update & SDC Rate Study	Sewer Fund	450,000						450,000
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	50,000	300,000	500,000	500,000			1,350,000
Septage RV Dump Station improvements	Sewer Fund				300,000			300,000
Poplar Tree Land Purchase	Sewer Fund				885,000			885,000
Primary Sedimentation - Convert WW Clarifiers	Sewer Fund			340,000	1,360,000			1,700,000
Filtration	Sewer Fund			380,000	1,520,000			1,900,000
Roof Replacement Section A - Sheet Metal Roof	Sewer Fund		40,000					40,000
Brick Veneer Repair - Digester	Sewer Fund	50,000						50,000
		<b>1,550,000</b>	<b>340,000</b>	<b>4,865,000</b>	<b>11,885,000</b>	<b>0</b>	<b>0</b>	<b>18,640,000</b>
<b>Wastewater: Collection System Construction</b>								
Pump Station Upgrades (Existing Upgrades - Reliability)	Sewer Fund	50,000						50,000
Collection System Piping Replacements	Sewer Fund	460,000	460,000	460,000	250,000	250,000	250,000	2,130,000
Young Street Pipeline Project	Sewer Fund	2,500,000						2,500,000
Rainier Lift Station - Force & Gravity sections	Sewer Fund				300,000			300,000
Front Street Pipeline Project	Sewer Fund	1,000,000	1,400,000					2,400,000
Lincoln Street Sewer rehab - Bryan to Mill Creek	Sewer Fund		500,000					500,000
Laurel Sanitary Sewer Project	Local Imprvmnt District				1,000,000			1,000,000
I-5 Pump Station & Force Main Upgrades Project, Phase 1	Sewer Fund/Sewer SDC	5,000,000						5,000,000
North Santiam Sewer Trunk Line from MCPS to Hazelnut Dr	Sewer SDC/Developer	200,000	700,000					900,000
Vanderbeck Pump Station Upgrades	Sewer SDC/Developer	200,000						200,000
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 proejct	Sewer Fund			255,000	1,200,000			1,455,000
<b>Total Sewer Construction</b>		<b>9,910,000</b>	<b>3,360,000</b>	<b>715,000</b>	<b>2,750,000</b>	<b>250,000</b>	<b>250,000</b>	<b>17,235,000</b>



# Appendices

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- ❖ Glossary
  
- ❖ Budget Policies & Fiscal Strategy
  
- ❖ Five-Year Forecast
  
- ❖ Wage Scales
  - Part-Time Wage Scale
  - AFSCME Wage Scale
  - Woodburn Police Association
  - Sergeant Wage Scale
  - Unrepresented Wage Scale
  
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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 2022/23 Financial Plan

#### Budget Policies, Fiscal Strategy & Five Year Forecast

**FY 2022/2023 Budget Goal.** Woodburn’s challenge will be associated with development-related service demands, maintaining a sound financial position in the face of changing community dynamics, and closing projected revenue over expense General Fund shortfalls while working to fully rebuild popular parks and recreational programming impacted by COVID-19.

1. The City will remain financially challenged for the immediate future. Working in the framework of the City Council’s FY 2022/23 Financial Plan and Oregon Budget Law, the City Administrator will present a balanced FY 2022/23 Budget, working to close projected General Fund revenue shortfalls over time while protecting cash balances to the greatest extent possible. The City will likely continue operating at reduced service levels pending a COVID-19 operational and financial recovery.
2. The City will seek to build cash reserves when possible with the understanding that startup costs may be required when starting or reestablishing COVID-19 impacted or related services and programs. Financial plans for reestablishing pre-COVID-19 programs will be presented to the City Council as appropriate.
3. In addition, it is also the goal of the City to prioritize existing resources on priority services such as public safety funding, continued community COVID-19 education, economic aid, and planning for the restoration of parks and recreation programming, including aquatics and library services.
4. Proposed uses of the second round of the American Recovery Plan Act Funding (ARPA) will be utilized in accordance with federal rules, maintaining or reestablishing levels of services, and other COVID related priorities established by the City Council. The City Administrator will include proposed uses of ARPA funds as part of the FY 2022/23 Budget Process.

#### **BUDGET POLICY**

- **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 the 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 as needed. 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 the 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 of 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 for 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 costs 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 cost savings from the current costs. No position compensation or increase will be provided beyond the 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 benefits 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 the 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 City of Woodburn’s Investment Policy is attached as Exhibit A.

- **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 to make any necessary recommendations 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 an 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, the reduction will be made proportional to the programs and services identified by the City Council.
- C. **Moderation When Possible.** If, as a result of a loss of a significant amount of discretionary resources, expenditure reductions become necessary they will be made on 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 savings 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 minimis 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.

## 5-Year Forecast

Woodburn City Council adopted the Five-Year Forecast on February 14, 2022. It is included here to add a long-term perspective to budget information.

# WOODBURN

O R E G O N  
Incorporated 1889



*Museum & Bungalow Theater Restoration Project*



## City of Woodburn, Oregon

and Woodburn Urban Renewal Agency

Five Year Forecast FY 2022-23 to 2026-27

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**City of Woodburn**  
**Five-Year Forecast**  
**FY 2022-23 - FY 2026-27**

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# Introduction

## City of Woodburn Background

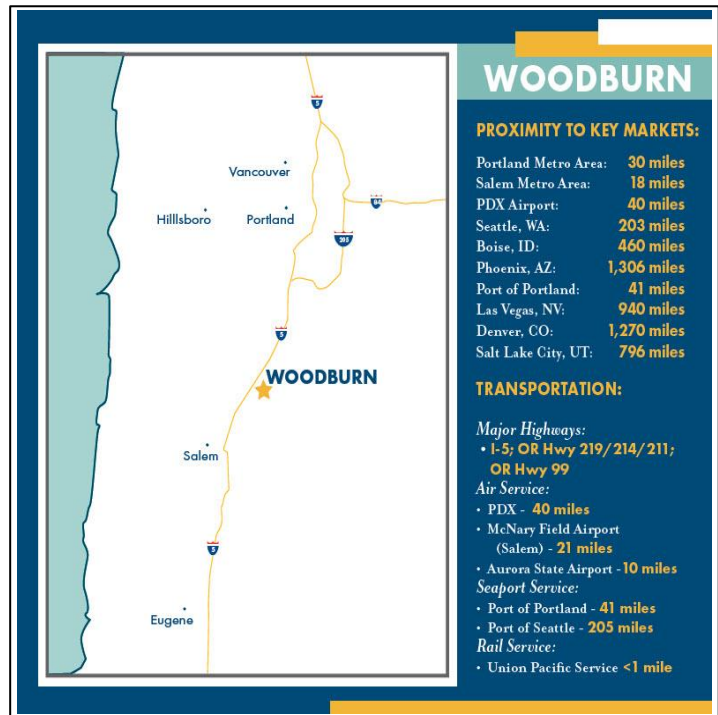
The City of Woodburn is a municipal corporation, which operates under a Council-Manager form of government. Policymaking and legislative authority are vested in the City Council, which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Administrator 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 1889, is located in the Willamette Valley halfway between the larger urban areas of Portland and Salem.

The City of Woodburn, with a population of 26,250<sup>2</sup>, is Oregon’s 23<sup>rd</sup> most populated city, and third most 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. Amazon is in the process of building a 3.8 million square foot fulfillment center in Woodburn that is the largest current construction project in the state. It is targeted to be complete in the summer of 2023.

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



<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)

population shifts into Woodburn. Marion County's adopted population projections indicate Woodburn will grow to 37,216 by 2030.

### **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 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 has permitted opportunities for future development, which will increase future demands on safety/security, water, sewers, streets, building activities, and recreational opportunities. Supplying the demand is expected from an estimated 3,000 housing units (a mixture of both single-family and multi-family) over the next five years. Employment needs will be met by the development of the newly annexed industrial areas (expected to provide an estimated 1 million additional square feet during this time.)
- 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 \$16,971,947<sup>4</sup> as of June 30, 2021. 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 \$16,979,947 is the City of Woodburn's net proportionate share of the Unfunded Actuarial Liability as of June 30, 2021. Oregon PERS' independently audited financial statement can be found at <http://www.oregon.gov/pers>

subsequent biennial PERS rates. Currently the unfunded liability of \$16.97 million has been amortized for repayment through 2035-36. 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 2036-37 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 an average 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. Higher inflation factors have been taken into account in the salary and benefits categories to match the CPI increases in these areas.

### **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 the remaining 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 has been on hold awaiting a decision from DEQ regarding the water quality limits for temperature. With that lawsuit finally resolved, work can begin on the project to update the Wastewater Facilities Plan and Rate Study, which will inform necessary facilities upgrades and the financial resources required to complete them.

**Streets**

The City has allowed the fund balance to grow in preparation for priority capital projects. Currently, the West Hayes Street improvement is the top capital improvement project.

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. The current *Keep Oregon Moving* report of revenue and expenditures is available on ODOT's website.

# General Fund

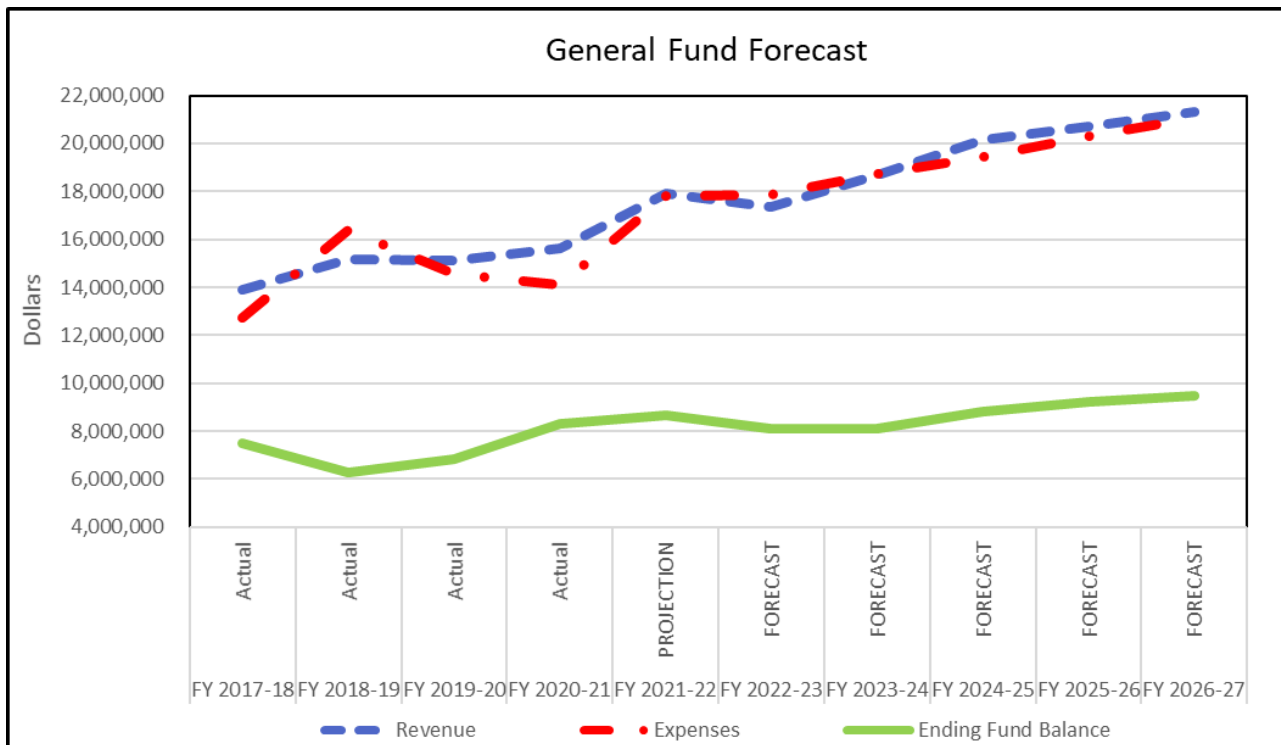
## Variances from Status Quo Assumptions

- None

## Key Assumptions

- Property tax revenue increase of 4.5 percent in FY 2022-23, 12 percent in FY 2023-24, 15 percent in FY 2024-25, and 3.5 percent FY 2025-26 through FY 2026-27
- PERS rate is 20.5 percent as of July 1, 2021, will increase to 22.5 percent two years later in FY 2023-24, and increase to 24.5 percent in FY 2025-26
- 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

## 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 an increase of 4.5 percent in FY 2022-23 from the housing permit activity in the last two fiscal years. An increase of 12 percent in FY 2023-24 and 15 percent in FY

2024-25 from the completion of the Amazon facility followed by a more conservative 3.5 percent growth in the remaining fiscal years as the construction of new housing units flattens out.

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. 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.

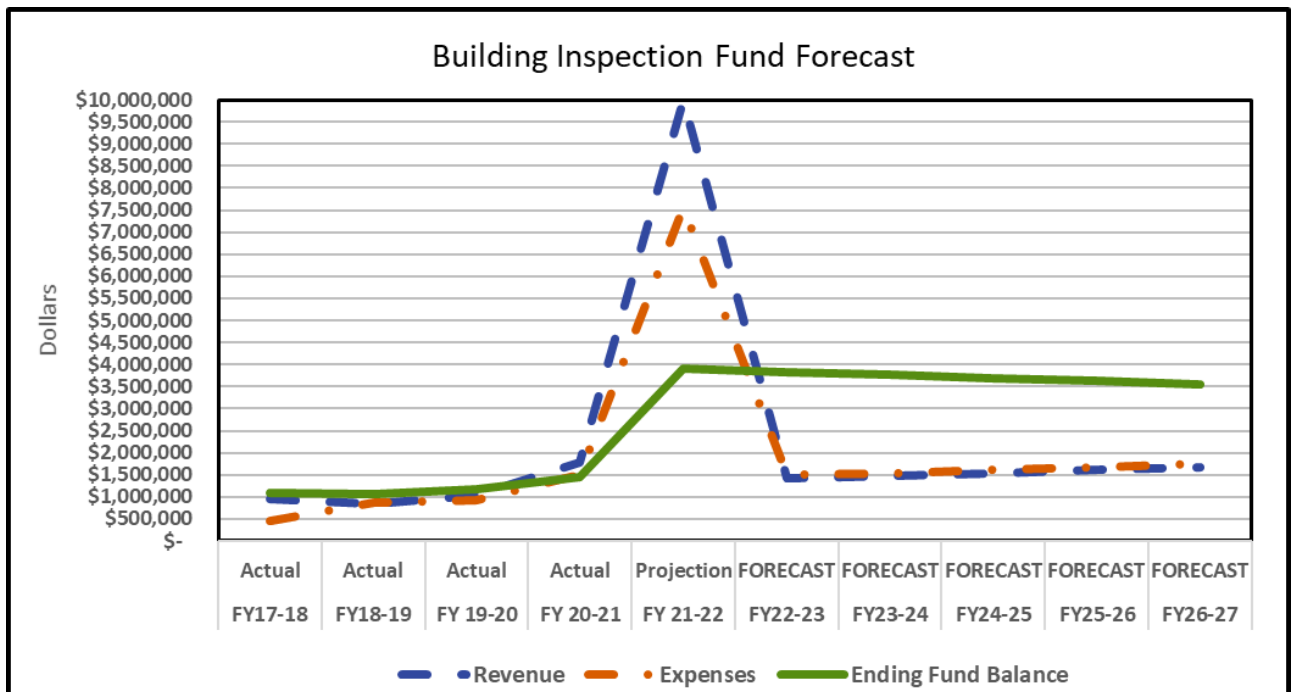
Engineering & Planning: Engineering & Planning division expenditures will be significantly impacted by new development within the Urban Growth Boundary expansion, and by the city as a whole. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary.

# Building Inspection Fund

## Variations from Status Quo Assumptions

- Permit revenues continue to increase due to large residential and commercial developments
- The FY 2021-22 spike is impacted by the new Amazon project
- 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

## Operating Position



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

## Potential Impacts and Issues

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

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

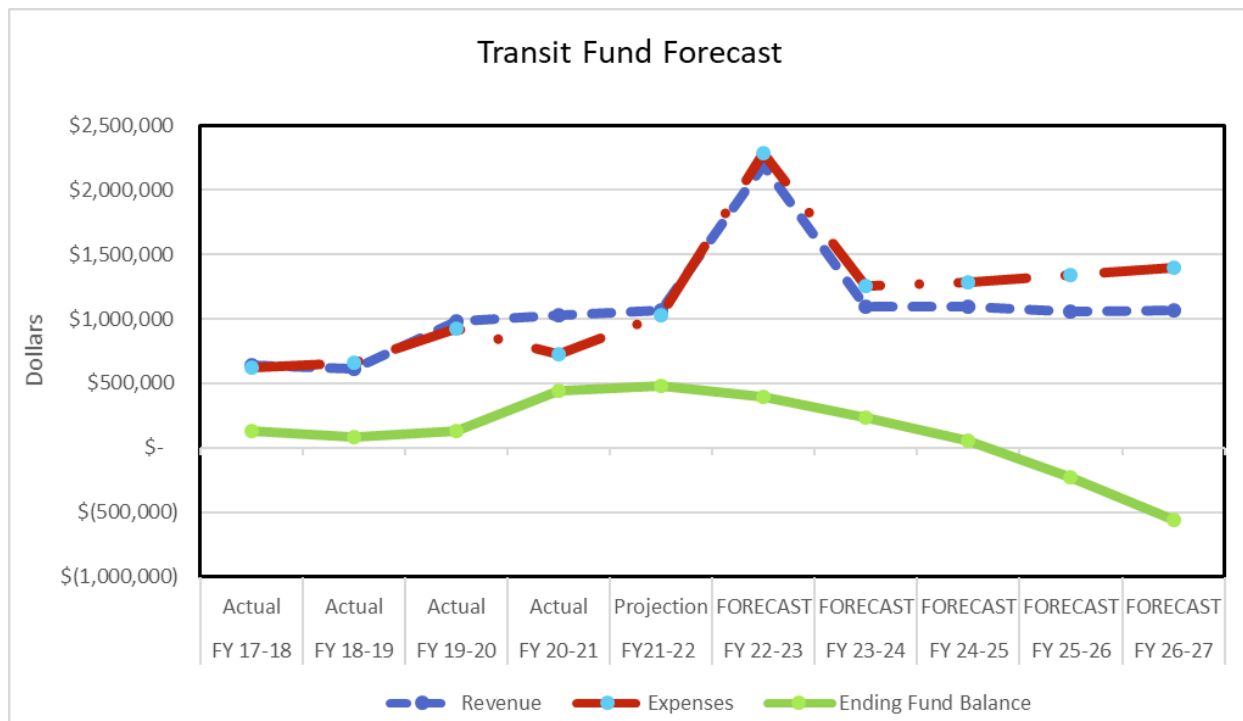


# Transit Fund

## Variations from Status Quo Assumptions

- 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.
- FY 2022-23 revenue and expenditure spikes reflect the purchase of six new vehicles

## 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 grant revenue and fares.

## 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 FY 2022-23 includes the purchase of six new vehicles, funded with grant revenue and one-time funding from Amazon for a new commuter route. Pandemic-related manufacturing and shipping delays resulted in a delay of planned vehicle purchase in FY 2021-22.

## Potential Impacts and Issues

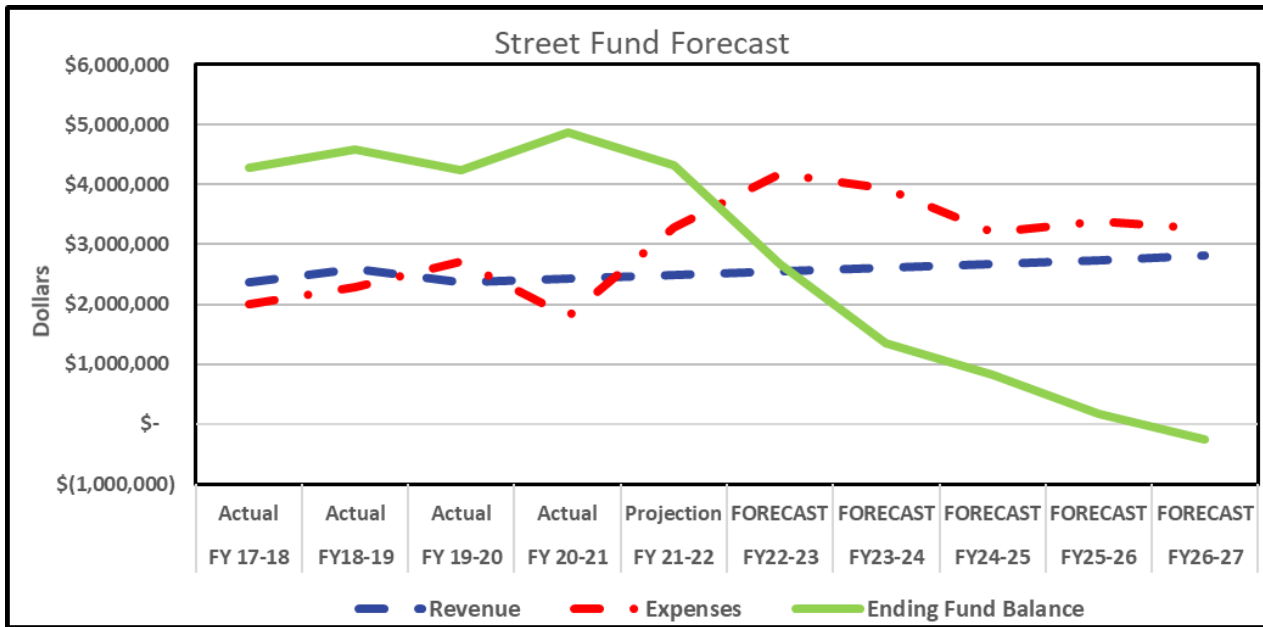
Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued, as replacement funding is not anticipated to be available from the General Fund.

# Street Fund

## Variances from Status Quo Assumptions

- None

## Operating Position



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

## Capital Projects — From Operating Revenues

The current major capital projects shown in the forecast period are West Hayes Street from Settlemier to Cascade and 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 be impacted by weather patterns.

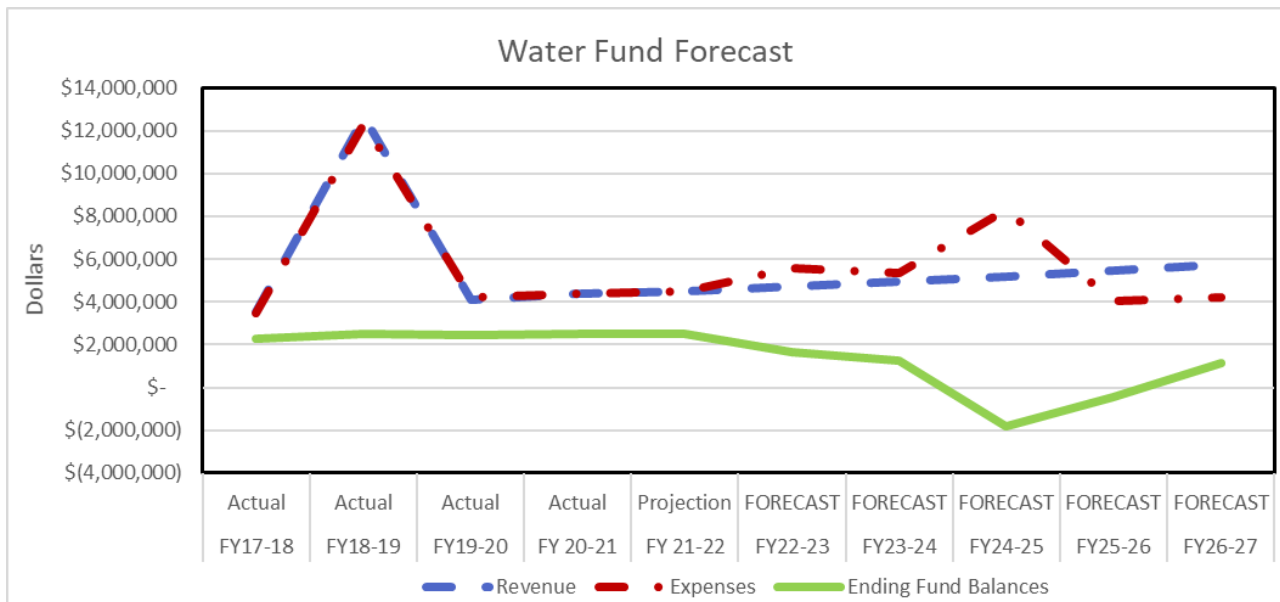
# Water Fund

## 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
- FY 2024-25 expenditure peak reflects the Country Club Road water line transmission replacement

## 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

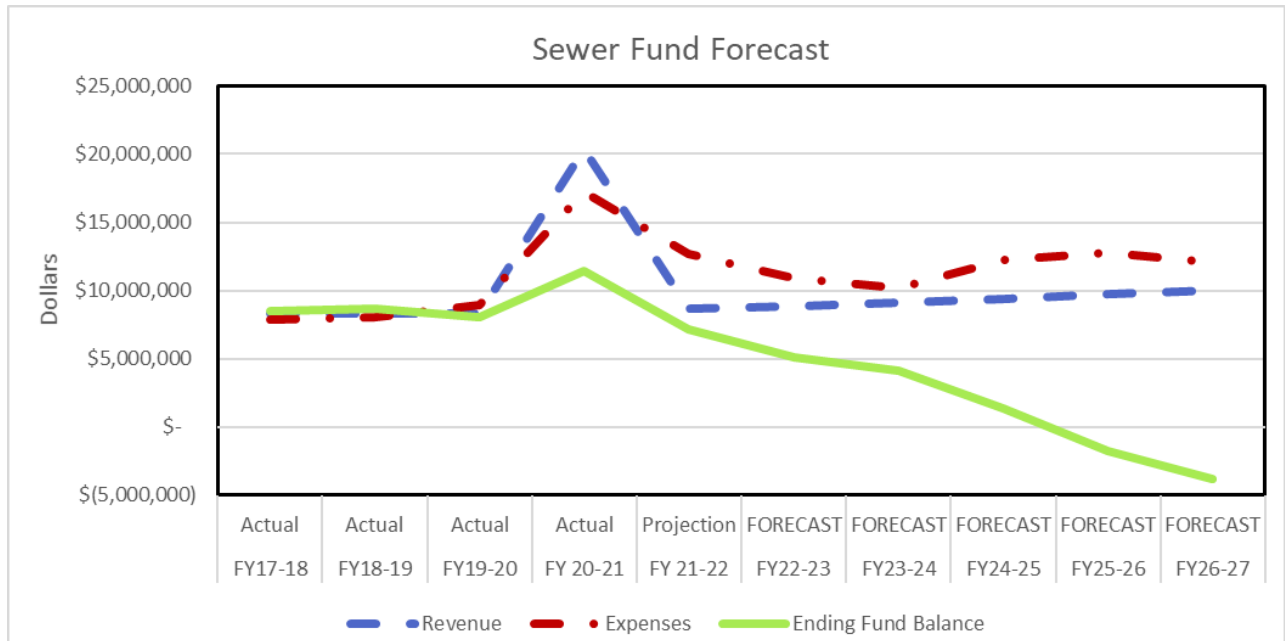
The Water Construction Fund 466 still carries a balance to cover most of the proposed projects for FY 2022-23. However, after that balance is spent the Water Fund will budget transfers for future water construction. While the forecast shows fund balance decreasing to zero, in reality the capital projects 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 January 2012, the final design plan for required wastewater treatment plant upgrades 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, including 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.

Recently, the legal challenges to TMDL standards have been resolved, which will allow DEQ to establish a water quality standard for the Pudding River and the development of the City’s updated National Pollutant Discharge Elimination System (NPDES) permit. To initiate this process, the City is undertaking an update to the Wastewater Facilities Master Plan & Rate Study, which will inform necessary upgrades to the treatment plant and collection systems, as well as the financial resources required to accomplish them.

## 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.

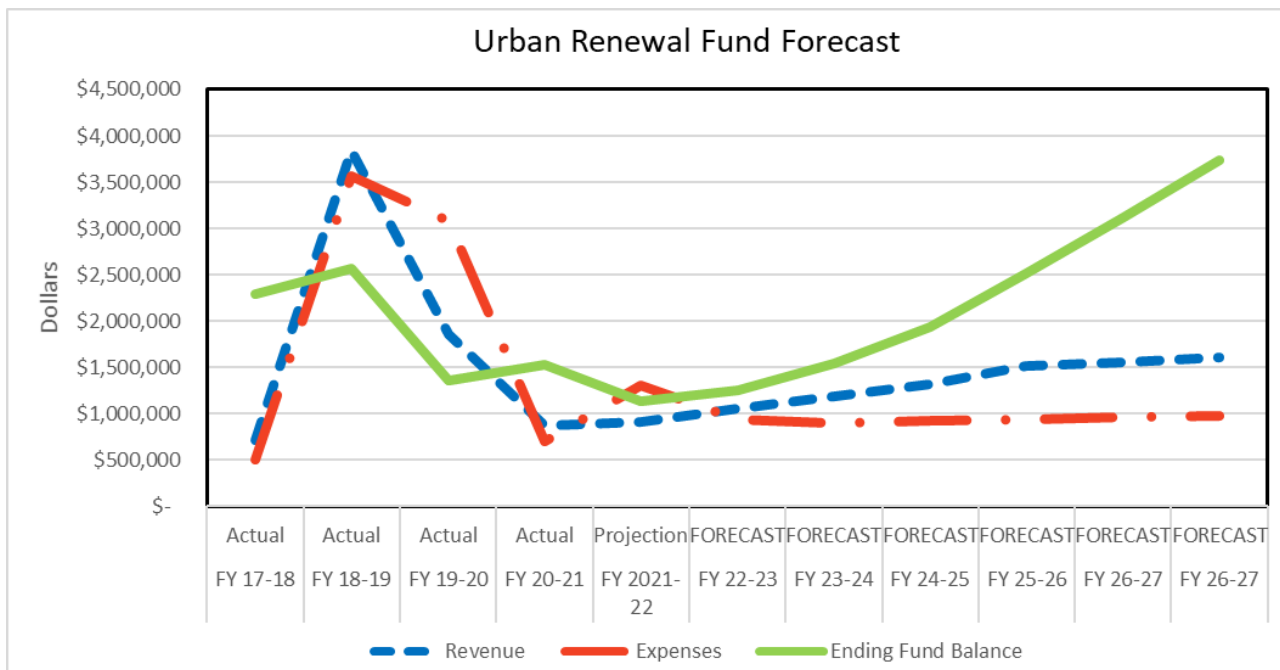
Urban Renewal Forecast is shown below

# Urban Renewal Fund

## Variances from Status Quo Assumptions

- Business grants were 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
- The building of two apartment complexes in the Urban Growth Area is expected to increase property tax revenue beginning in FY 2022-23 and, therefore, increase the Urban Renewal Fund's revenue

## Operating Position



## Potential Impacts and Issues

Future projects may be impacted by funding although, many grants are available and the staff has been successful in acquiring grants.

## Capital Projects — From Operating Revenues

Major projects include the completion of the Bungalow Theater and Museum, Historic Locomotive Shelter and the Public Arts and Mural program. With the increased operating revenues from the assessed valuations of new apartment complexes, new capital projects will be identified in the coming years to utilize the additional funds.

## 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:** Due to higher inflation in calendar year 2021, the potential for a higher COLA has been accounted for in the first year (FY 2022-23) of the five year forecast. Subsequent years have been forecast at the normal 3 percent increase. This is a conservative estimate, which takes into account bargaining agreements and merit increases.

<b>Bargaining Group</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
Woodburn Police Association – Officers (WPA) – contract end 6/2022	2.5%	N/A
Woodburn Police Association – Community Service Officers (WPA)	2.5%	N/A
American Federation of State, County, and Municipal Employees (AFSCME) – contract ends 6/2022	3%	N/A

- **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 06/27/2021 - Updated 12/17/2021									
Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A	Aquatics Coordinator	\$ 16.86	\$ 17.43	\$ 17.98	\$ 18.53	\$ 19.27	\$ 20.03	\$ 20.85	\$ 21.67
B		\$ 18.78	\$ 19.50	\$ 20.21	\$ 20.93	\$ 21.63	\$ 22.36	\$ 23.06	\$ 23.77
C	Accountant	\$ 21.75	\$ 22.58	\$ 23.41	\$ 24.23	\$ 25.06	\$ 25.87	\$ 26.71	\$ 27.50
	Recreation Supervisor								
D		\$ 22.84	\$ 23.71	\$ 24.58	\$ 25.45	\$ 26.30	\$ 27.19	\$ 28.03	\$ 28.91
E		\$ 23.98	\$ 24.90	\$ 25.78	\$ 26.72	\$ 27.65	\$ 28.52	\$ 29.45	\$ 30.34
F		\$ 25.17	\$ 26.14	\$ 27.11	\$ 28.03	\$ 29.00	\$ 29.97	\$ 30.91	\$ 31.83
G		\$ 26.43	\$ 27.42	\$ 28.44	\$ 29.45	\$ 30.46	\$ 31.45	\$ 32.46	\$ 33.45
H	Executive/Legal Assistant	\$ 27.77	\$ 28.83	\$ 29.89	\$ 30.92	\$ 31.98	\$ 33.03	\$ 34.09	\$ 35.14
	Management Analyst								
	Payroll Specialist								
I		\$ 29.13	\$ 30.25	\$ 31.36	\$ 32.48	\$ 33.58	\$ 34.69	\$ 35.80	\$ 36.91
J	Planner	\$ 30.60	\$ 31.76	\$ 32.93	\$ 34.09	\$ 35.26	\$ 36.41	\$ 37.57	\$ 38.73
	Senior Engineering Tech								
	Wastewater Supervisor/Operator III								
K		\$ 32.15	\$ 33.37	\$ 34.59	\$ 35.81	\$ 37.02	\$ 38.24	\$ 39.46	\$ 40.68
L		\$ 33.74	\$ 35.03	\$ 36.31	\$ 37.60	\$ 38.87	\$ 40.15	\$ 41.43	\$ 42.71
M	Police Support Services Manager	\$ 35.43	\$ 36.78	\$ 38.13	\$ 39.47	\$ 40.82	\$ 42.17	\$ 43.52	\$ 44.84
	Project Engineer								
	Senior Planner								
N		\$ 37.20	\$ 38.64	\$ 40.03	\$ 41.44	\$ 42.86	\$ 44.27	\$ 45.69	\$ 47.09
O		\$ 39.06	\$ 40.55	\$ 42.02	\$ 43.53	\$ 45.01	\$ 46.49	\$ 47.98	\$ 49.44

Part-Time Wage Scale

<b>Part-Time Wage Scale- Effective July 1, 2021</b>				
<b>Revised 9/22/2021; Effective 10/31/2021</b>				
		<b>RANGE</b>		
<b>Grade</b>	<b>Position</b>	<b>Entry</b>	<b>Mid</b>	<b>Max</b>
<b>1</b>	Intern	\$ 12.75	\$ 13.77	\$ 14.87
	Library Page	\$	\$	\$
	Office Assistant	\$	\$	\$
	Recreation Leader	\$	\$	\$
<b>2</b>	Vehicle Custodian	\$ 13.10	\$ 14.15	\$ 15.28
<b>3</b>		\$ 13.50	\$ 14.58	\$ 15.75
<b>4</b>	Recreation Specialist	\$ 13.91	\$ 15.02	\$ 16.22
	Fitness Instructor I	\$	\$	\$
<b>5</b>	Lifeguard	\$ 14.03	\$ 15.15	\$ 16.36
<b>6</b>	Medical Transportation Driver	\$ 14.33	\$ 15.48	\$ 16.71
<b>7</b>	Swim Instructor II	\$ 14.50	\$ 15.66	\$ 16.91
<b>8</b>	Community Relations Assistant	\$ 14.75	\$ 15.93	\$ 17.20
	Parks & Maintenance Worker	\$	\$	\$
<b>9</b>	Dial-a-Ride Transportation Driver	\$ 15.18	\$ 16.39	\$ 17.71
	Head Lifeguard			
	Swim Instruction II			
<b>10</b>	Utility Worker I	\$ 15.37	\$ 16.60	\$ 17.93
<b>11</b>	Transportation Bus Driver	\$ 16.14	\$ 17.43	\$ 19.53
	Library Assistant	\$	\$	\$
	Cashier	\$	\$	\$
<b>12</b>		\$ 16.95	\$ 18.31	\$ 20.12
<b>13</b>		\$ 17.79	\$ 19.57	\$ 20.72
<b>14</b>	Aquatics Shift Supervisor	\$ 18.00	\$ 19.44	\$ 21.34
<b>15</b>		\$ 18.25	\$ 19.71	\$ 21.98
<b>16</b>	Library Associate	\$ 18.50	\$ 19.98	\$ 22.64
<b>17</b>	IT Network Technician	\$ 19.61	\$ 21.58	\$ 23.73
	Pool Operator			
	Police Property & Evidence Technician	\$	\$	\$
<b>18</b>		\$ 20.59	\$ 22.65	\$ 24.92
<b>19</b>		\$ 21.62	\$ 23.79	\$ 26.16
<b>20</b>	Librarian	\$ 22.70	\$ 24.98	\$ 27.47
<b>21</b>	Plans Examiner/Bldg Inspector I	\$ 23.84	\$ 26.22	\$ 28.85
<b>22</b>		\$ 25.03	\$ 27.54	\$ 30.29
<b>23</b>	Plans Examiner/Bldg Inspector II	\$ 26.28	\$ 28.91	\$ 31.80
<b>24</b>	Court Bailiff	\$ 27.60	\$ 30.36	\$ 33.39
<b>25</b>		\$ 28.41	\$ 31.25	\$ 34.38
<b>26</b>		\$ 28.98	\$ 31.88	\$ 35.06
<b>27</b>		\$ 30.43	\$ 33.47	\$ 36.82
<b>28</b>	Plans Examiner/Building Inspector III	\$ 31.95	\$ 35.14	\$ 38.66
	Project Engineer	\$	\$	\$
<b>29</b>	Court Judge	Set rate per day/DOE		
	Police Background Investigator	Set rate per day/DOE		
<b>30</b>	Fitness Instructor II	\$ 17.00	\$ 21.00	\$ 25.00
<b>31</b>	Umpire/Referee/Coach	\$ 15.00	\$ 17.50	\$ 20.00

## AFSCME Wage Scale

Effective 6/27/2021									
Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
A		\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31	\$ 17.12	\$ 17.98	\$ 18.87	\$ 19.63
B		\$ 14.28	\$ 15.00	\$ 15.76	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.14	\$ 19.90
C		\$ 14.49	\$ 15.22	\$ 15.98	\$ 16.77	\$ 17.61	\$ 18.50	\$ 19.43	\$ 20.20
D		\$ 14.75	\$ 15.49	\$ 16.26	\$ 17.07	\$ 17.93	\$ 18.82	\$ 19.76	\$ 20.55
E		\$ 15.02	\$ 15.77	\$ 16.55	\$ 17.38	\$ 18.25	\$ 19.16	\$ 20.13	\$ 20.92
F	Custodial Worker I	\$ 15.31	\$ 16.08	\$ 16.88	\$ 17.73	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.33
	Parks & Maintenance Worker								
G	Custodial Worker II	\$ 15.64	\$ 16.42	\$ 17.24	\$ 18.10	\$ 19.01	\$ 19.95	\$ 20.96	\$ 21.81
H		\$ 16.00	\$ 16.79	\$ 17.64	\$ 18.51	\$ 19.44	\$ 20.41	\$ 21.43	\$ 22.29
I		\$ 16.42	\$ 17.24	\$ 18.11	\$ 19.02	\$ 19.97	\$ 20.96	\$ 22.01	\$ 22.90
J	Transportation Bus Driver	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52	\$ 21.54	\$ 22.62	\$ 23.53
K	Administrative Specialist	\$ 17.40	\$ 18.27	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31	\$ 24.25
	Cashier								
	Library Assistant								
L	Court Operations Clerk	\$ 17.95	\$ 18.84	\$ 19.79	\$ 20.78	\$ 21.82	\$ 22.91	\$ 24.05	\$ 25.02
	Transportation Lead Bus Driver								
	Permit Technician								
	Police Records Clerk								
	Utility Worker I								
M	Engineering Technician I	\$ 18.67	\$ 19.62	\$ 20.58	\$ 21.62	\$ 22.70	\$ 23.82	\$ 25.03	\$ 26.03
	IT Network Technician								
	Library Associate								
	Water Meter Reader								
N	Water Operator I	\$ 19.26	\$ 20.22	\$ 21.24	\$ 22.30	\$ 23.41	\$ 24.59	\$ 25.80	\$ 26.84
	Wastewater Operator I								
O	Accounting Assistant	\$ 19.63	\$ 20.60	\$ 21.63	\$ 22.71	\$ 23.85	\$ 25.05	\$ 26.30	\$ 27.35
	Administrative Analyst								
	Police Property & Evidence Technician								
P	Utility Worker II	\$ 20.02	\$ 21.03	\$ 22.07	\$ 23.19	\$ 24.34	\$ 25.55	\$ 26.83	\$ 27.90
Q	CAD Technician	\$ 21.26	\$ 22.32	\$ 23.43	\$ 24.62	\$ 25.84	\$ 27.13	\$ 28.49	\$ 29.62
	Wastewater Collections Operator I								
	Wastewater Operator II								
R	Fleet Maintenance Technician	\$ 21.83	\$ 22.92	\$ 24.06	\$ 25.26	\$ 26.52	\$ 27.85	\$ 29.24	\$ 30.41
	Water Operator II								
S	Engineering Technician II	\$ 23.16	\$ 24.32	\$ 25.52	\$ 26.81	\$ 28.15	\$ 29.56	\$ 31.04	\$ 32.27
	PW Crew Lead								
	Wastewater Collections Operator II								
T	Associate Planner	\$ 24.33	\$ 25.53	\$ 26.82	\$ 28.16	\$ 29.57	\$ 31.05	\$ 32.60	\$ 33.91
	GIS Technician								
	Economic Development Specialist								
	IT Network Administrator								
	IT Software Support Specialist								
	Librarian								
U	Plans Examiner/Inspector I	\$ 25.63	\$ 26.89	\$ 28.24	\$ 29.66	\$ 31.14	\$ 32.70	\$ 34.33	\$ 35.54
	Sewer Line Maintenance Technician								
	Wastewater Operator III								
V	Engineering Technician III	\$ 27.11	\$ 28.47	\$ 29.89	\$ 31.38	\$ 32.95	\$ 34.61	\$ 36.39	\$ 37.78
	Industrial Pre-treatment Coordinator								
	PW Maintenance Technician								
W	Engineering Associate	\$ 27.93	\$ 29.33	\$ 30.80	\$ 32.34	\$ 34.12	\$ 36.00	\$ 37.79	\$ 39.30
	IT Systems Administrator								
	Plans Examiner/Inspector II								
	Wastewater Laboratory Coordinator								
Y	Plans Examiner/Inspector III	\$ 34.77	\$ 36.00	\$ 37.26	\$ 38.56	\$ 40.29	\$ 42.11	\$ 44.00	\$ 45.76

## Woodburn Police Association (WPA) Wage Scale

Effective 6/27/2021												
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 6/27/2021						
	Step A	Step B	Step 1	Step 2	Step 3	Step 4	Step 5	
Supervisory Certification	\$42.71	\$43.99	\$47.36	\$48.78	\$50.30	\$51.81	\$53.36	

### Cert Pays

3% for basic language

7% for advanced language

4.5% for advanced DPSST, if no supervisory certification

### EFFECTIVE 6/27/2021

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	\$ 55.93	\$ 57.62	\$ 59.41

## 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.

REVENUE	Description	Classification
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
3211	Business License	Licenses and Permits
3213	RoW Utility 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
3221.105	Plan Check Fees	Licenses and Permits
3221.106	Fire Check Fees	Licenses and Permits
3221.108	M.C. Admin Fee	Licenses and Permits
3221.109	Plan Check--Mechanical	Licenses and Permits
3221.111	Demo Permits	Licenses and Permits
3221.120	CET Administrative Fee	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
3226.000	RoW Franchise Revenue	Franchise Fees
3226.001	RoW Franchise Revenue - Bullseye Telecom	Franchise Fees
3226.002	RoW Franchise Revenue - Consumer Cellular	Franchise Fees
3226.003	RoW Franchise Revenue - Dish Wireless	Franchise Fees
3226.004	RoW Franchise Revenue - Dishnet Wireline	Franchise Fees
3226.005	RoW Franchise Revenue - Granite Telecommunications	Franchise Fees
3226.006	RoW Franchise Revenue - LS Networks	Franchise Fees
3226.007	RoW Franchise Revenue - Mitel Cloud Services	Franchise Fees
3226.008	RoW Franchise Revenue - Working Assets Funding Services	Franchise Fees
3226.009	RoW Franchise Revenue - Electric Lightwave	Franchise Fees
3226.010	RoW Franchise Revenue - vCom QuantumShift	Franchise Fees
3226.011	RoW Franchise Revenue - Gabb Wireless	Franchise Fees
3226.012	RoW Franchise Revenue - Qwest	Franchise Fees
3226.013	RoW Franchise Revenue - CenturyLink	Franchise Fees
3226.014	RoW Franchise Revenue - Level3	Franchise Fees
3226.015	RoW Franchise Revenue - Windstream	Franchise Fees
3226.016	RoW Franchise Revenue - McLeod USA	Franchise Fees
3226.017	RoW Franchise Revenue - RingCentral	Franchise Fees
3226.018	RoW Franchise Revenue - Cricket	Franchise Fees
3226.019	RoW Franchise Revenue - AT&T	Franchise Fees
3226.020	RoW Franchise Revenue - New Cingular	Franchise Fees
3226.021	RoW Franchise Revenue - GreatCall	Franchise Fees
3226.022	RoW Franchise Revenue - Clear Rate Communications	Franchise Fees
3226.023	RoW Franchise Revenue - Calpine Energy	Franchise Fees
3226.024	RoW Franchise Revenue - Magna5	Franchise Fees
3226.025	RoW Franchise Revenue - Constellation New Energy	Franchise Fees
3226.026	RoW Franchise Revenue - DataVision Telecom	Franchise Fees
3226.027	RoW Franchise Revenue - DataVision Cable	Franchise Fees
3226.028	RoW Franchise Revenue - Spectrotel, Inc.	Franchise Fees
3226.029	RoW Franchise Revenue - MetTel	Franchise Fees
3226.030	RoW Franchise Revenue - Nextiva Inc	Franchise Fees
3226.031	RoW Franchise Revenue - iWireless	Franchise Fees
3226.032	RoW Franchise Revenue - Marconi	Franchise Fees
3226.033	RoW Franchise Revenue - Nuso	Franchise Fees
3226.034	RoW Franchise Revenue - Ooma	Franchise Fees
3226	RoW Franchise Revenue	Franchise Fees

3228.001	Franchise Fees	Franchise Fees
3228.002	LS Networks Franchise Fees	Franchise Fees
3228.003	PGE Franchise Fees	Franchise Fees
3228.004	NW Natural Franchise Fees	Franchise Fees
3228.005	CenturyLink Franchise Fees	Franchise Fees
3228.006	Republic Services Franchise Fees	Franchise Fees
3228.007	Wave Broadband Franchise Fees	Franchise Fees
3228.008	Woodburn Ambulance Franchise Fees	Franchise Fees
3228.009	DataVision - Gervais Telephone Franchise Fees	Franchise Fees
3228.010	Preferred LD Franchise Fees	Franchise Fees
3228.011	Matrix Franchise Fees	Franchise Fees
3228.012	Sprint Franchise Fees	Franchise Fees
3228.013	X5 OpCo LLC Franchise Fees	Franchise Fees
3228.014	Zayo Franchise Fees	Franchise Fees
3228.050	Other Small Franchises Franchise Fees	Franchise Fees
3228	Franchise Fees	Franchise Fees
3243.470	General Right of Way - Water	Franchise Fees
3243.472	General Right of Way - Sewer	Franchise Fees
3331	Federal Grants Direct	Intergovernmental
3332	Federal Grants	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
3333	Federal Grants Indirect	Intergovernmental
3341.601	STF Formula	Intergovernmental
3341.602	STF Discretionary	Intergovernmental
3341	State Grants	Intergovernmental
3345	Statewide Transit	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
3415.001	Sale of Bid Documents	Charges for Goods and Services
3415	Sale of 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
3421.001	Reimbursements School District	Charges for Goods and Services
3421.002	Reimbursements Hubbard	Charges for Goods and Services
3421.003	Reimbursements Mt Angel	Charges for Goods and Services
3421.004	Reimbursements Silvertown	Charges for Goods and Services
3421.005	Reimbursements Aurora FD	Charges for Goods and Services
3421.006	Reimbursements Monitor FD	Charges for Goods and Services
3421.007	Reimbursements Mt Angel FD	Charges for Goods and Services
3421.008	Reimbursement METCOM (Norcom)	Charges for Goods and Services
3421.009	Reimbursement Gervais	Charges for Goods and Services
3421.010	Reimbursement Woodburn Fire Dist	Charges for Goods and Services
3421.011	Reimbursement Stayton PD	Charges for Goods and Services
3421.012	Reimbursements Turner PD	Charges for Goods and Services
3421.013	Reimbursements Marion County	Charges for Goods and Services
3421.014	Reimbursements OEM	Charges for Goods and Services
3421.016	Reimbursement RMS Licensing	Charges for Goods and Services
3421.017	Reimbursements Aumsville PD	Charges for Goods and Services
3421.018	Reimbursements Monitor Fire District	Charges for Goods and Services
3421.019	Reimbursements Hubbard Fire Department	Charges for Goods and Services
3421	Police Reimbursements	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) Silvertown	Charges for Goods and Services
3422.007	Rec Mgmt (RMS) Mt Angel FD	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
3434.101	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
3434	Water 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
3435	Sewer Revenue	Charges for Goods and Services
3445	Dial a Ride Daily	Charges for Goods and Services
3446	Transit RHF Receipts	Charges for Goods and Services
3447.001	Transit System Fares	Charges for Goods and Services
3447.010	Transit Express Service Revenues	Charges for Goods and Services
3447.020	Transit Weekend Service Revenues	Charges for Goods and Services
3447	Transit System Fares	Charges for Goods and Services
3451	T&E Planning Develop Fee	Licenses and Permits
3456	Planning Fees	Licenses and Permits
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
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	Pool Sponsorships	Charges for Goods and Services
3471.106	Fitness Classes	Charges for Goods and Services
3471.107	Towels/Misc	Charges for Goods and Services
3471	Pool Program Revenues	Charges for Goods and Services
3472	Rural Readers' Fees	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	Recreation - Sponsorship Revenue	Charges for Goods and Services
3473.107	Teen Program Revenue	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
3473	Recreation Program Revenue	Charges for Goods and Services
3474.099	Fiesta Event Admissions	Charges for Goods and Services
3474	Event Admission	Charges for Goods and Services
3475	Museum Admission	Charges for Goods and Services
3476.099	Fiesta Event Sponsorships	Charges for Goods and Services
3476	Event Sponsorships	Charges for Goods and Services
3491	Rental Income	Charges for Goods and Services
3530	Court Fines from Other Jurisdictions	Fines and Forfeits
3531.101	Police Training Surcharge	Fines and Forfeits
3531	Court Fines	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
3614	Special Assessment-Intere	Miscellaneous Revenue
3616	Gain/Loss from Investments	Miscellaneous Revenue
3625	Facilities Rent	Miscellaneous Revenue
3631	Insurance Recoveries	Miscellaneous Revenue
3641	Annual Access Fee	Miscellaneous Revenue
3642.110	Small Business Loan	Miscellaneous Revenue



3651	Internal Rent Revenue	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
3652.720	IT Revenue - Urban Renewal	Miscellaneous Revenue
3654	Garage WO Revenue	Miscellaneous Revenue
3656.140	Engineering Svcs - Street	Intergovernmental
3656.470	Engineering Svcs - Water	Intergovernmental
3656.472	Engineering Svcs - Sewer	Intergovernmental
3656	Engineering Internal Project WO Revenue	Intergovernmental
3658.101	General Liability	Miscellaneous Revenue
3658.104	Workers Comp	Miscellaneous Revenue
3658.105	Employee Blanket Bond	Miscellaneous Revenue
3662	Interfund Rent	Miscellaneous Revenue
3671.109	Adopt a Park Donations	Miscellaneous Revenue
3671.111	T3 Intern Reimb Grant - Boys & Girls Club	Intergovernmental
3671	Donations-Parks	Miscellaneous Revenue
3672.001	Donations-Library - Music in the Park	Miscellaneous Revenue
3672.101	Gates Library Grant	Intergovernmental
3672	Donations-Library	Miscellaneous Revenue
3673	Donations-Police	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
3681.001	LID Alley	Miscellaneous Revenue
3681.002	LID Ben Halls	Miscellaneous Revenue
3681.003	LID Bradley	Miscellaneous Revenue
3681.004	LID Boones Ferry	Miscellaneous Revenue
3681.005	LID Cleveland	Miscellaneous Revenue
3681.006	LID Country Club	Miscellaneous Revenue
3681.007	LID Tout	Miscellaneous Revenue
3681.008	LID Hardcastle	Miscellaneous Revenue
3681.009	LID Parr Road	Miscellaneous Revenue
3681.010	LID West Lincoln	Miscellaneous Revenue
3681.011	LID Ironwood	Miscellaneous Revenue
3681	Special Assessment Princi	Miscellaneous Revenue
3691	Sale of Surplus Property	Miscellaneous Revenue
3692.101	Copies--Other	Miscellaneous Revenue
3692.311	Copies--Library	Miscellaneous Revenue
3692	Confiscated Cash	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
3698.102	Library	Miscellaneous Revenue
3698.103	Aquatics	Miscellaneous Revenue
3698.104	Recreation	Miscellaneous Revenue
3698.105	Parks & Fac Maint	Miscellaneous Revenue
3698.106	Comm Svcs Admin	Miscellaneous Revenue
3698	Cash Long and Short	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 Svcs Admin	Miscellaneous Revenue
3699.107	BUILDING MAINTENACE FEES	Miscellaneous Revenue
3699.472	PGE Energy Partner Program (WWTP)	Miscellaneous Revenue
3699	Other Miscellaneous Income	Miscellaneous Revenue
3811.376	Interfund Loan from 376	Other Financing Sources
3811.466	Interfund Loan From 466	Other Financing Sources
3812.001	Interfund Loan Repayment	Other Financing Sources
3824.000	Loan Payback 2000	Other Financing Sources
3824.009	Loan Payback 2009	Other Financing Sources
3824.010	Loan Payback 2010	Other Financing Sources
3824.087	Loan Payback 1987	Other Financing Sources

3824.088	Loan Payback 1988	Other Financing Sources
3824.089	Loan Payback 1989	Other Financing Sources
3824.095	Loan Payback 1995	Other Financing Sources
3824.096	Loan Payback 1996	Other Financing Sources
3824.097	Loan Payback 1997	Other Financing Sources
3824.098	Loan Payback 1998	Other Financing Sources
3824.099	Loan Payback 1999	Other Financing Sources
3825	URA Loan Fees	Other Financing Sources
3881.001	Reimbursement--Training	Miscellaneous Revenue
3881	Reimbursements	Miscellaneous Revenue
3891.059	Marion County Permits	Intergovernmental
3891.060	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
3891	Construction Excise Tax	Intergovernmental
3911	GO Bond Proceeds	Other Financing Sources
3916	Note Proceeds	Other Financing Sources
3918.105	OHCS Loan	Other Financing Sources
3918	Loan Proceeds	Other Financing Sources
3971.000	Transfer from Other Funds	Transfers In
3971.001	Transfer From General Fund	Transfers In
3971.110	Transfer From Transit	Transfers In
3971.123	Transfer From Building	Transfers In
3971.136	Transfer from American Rescue Plan Fund	Transfers In
3971.140	Transfer From Street	Transfers In
3971.358	Transfer From General Cap Const	Transfers In
3971.360	Transfer From Special Assessment Fund	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
3971.461	Transfer From Sewer Cap Improv	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
3971.720	Transfer from Urban Renewal	Transfers In
3971.901	Transfer from Payroll Clearing	Transfers In
3972	Interfund Loan Transfer	Transfers In

	Description	Classification
<b>EXPENSES</b>		
5111	Regular Wages	Personnel Services
5112.010	Youth Sports	Personnel Services
5112.011	Instruction Wages	Personnel Services
5112.012	Lifeguarding 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
5112.060	Arts & Culture Wages	Personnel Services
5112.070	Active Adult Wages	Personnel Services
5112	Part-Time Wages	Personnel Services
5121	Overtime	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
5214.001	Retirement	Personnel Services
5214.100	PERS - City	Personnel Services
5214.600	PERS 6%	Personnel Services
5214.800	DEFERED COMP - CITY	Personnel Services
5214	Retirement	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
5329.100	Events	Materials & Services
5329.200	Youth Sports	Materials & Services
5329.300	Adult Sports	Materials & Services
5329.400	Summer Day Camp	Materials & Services
5329.405	Fiesta Services	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
5329	Other Supplies	Materials & Services
5331	Construction Materials	Materials & Services
5332	Spare Parts	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
5342	Print Materials - Child	Materials & Services
5345.001	Audiovisual Materials - Child	Materials & Services
5345.002	Audiovisual Materials - Teen	Materials & Services
5345	Audiovisual Materials - Adult	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
5349	Periodicals - Adult	Materials & Services
5350	Periodicals - Child	Materials & Services

5351	Ammunition	Materials & Services
5352	Protective Clothing	Materials & Services
5361	Road Materials	Materials & Services
5362	Concrete	Materials & Services
5363	Signs	Materials & Services
5369	Other Street 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	Water/Sewer Supplies	Materials & Services
5384	Trees	Materials & Services
5385	Fertilizer	Materials & Services
5390	Merchandise	Materials & Services
5391	Inventory	Materials & Services
5400	Code Abatement	Materials & Services
5409.140	Garage Services	Materials & Services
5411.001	Engineering Support to General Fund	Materials & Services
5411.582	Engineering Support to PW Services Fund	Materials & Services
5411	Engineering & Architect	Materials & Services
5412	Legal	Materials & Services
5414	Accounting/Auditing	Materials & Services
5415	Computer	Materials & Services
5417	HR/Other Employee Expenses	Materials & Services
5419.003	US Gauging Station Fees	Materials & Services
5419.101	Contract Svcs Teen Center	Materials & Services
5419.201	ToT Grants	Materials & Services
5419.301	Business Resource Center	Materials & Services
5419.501	Testing/Lab	Materials & Services
5419.707	Educ Outreach	Materials & Services
5419.723	Rental Assistance Program	Materials & Services
5419	Other Professional Serv	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
5428	IT Support	Materials & Services
5429	Other Communication Serv	Materials & Services
5430	Red Light Camera Contract	Materials & Services
5432	Meals	Materials & Services
5433	Mileage	Materials & Services
5439	Travel	Materials & Services
5443	Office Equipment	Materials & Services
5444	Leases - Vehicle	Materials & Services
5445	Work Equipment	Materials & Services
5446	Software Licenses	Materials & Services
5448	Internal Rent	Materials & Services
5449	Leases - Other	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
5456	Street Lighting	Materials & Services
5459.001	CRC Expenses	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
5468	Deductible	Materials & Services

5469	Other Insurance Costs	Materials & Services
5471	Equipment Repair & Maint	Materials & Services
5472.001	Fixture Repair	Materials & Services
5472	Buildings Repairs & Maint	Materials & Services
5474	Structures Repair & Maint	Materials & Services
5475	Vehicle Repair & Maint	Materials & Services
5476	Laundry	Materials & Services
5477	Instrumentation & Calibra	Materials & Services
5478	Playground Repair & Maint	Materials & Services
5479	Other Repair & Maint	Materials & Services
5480	Accident Repair	Materials & Services
5481	Utility Assistance Program	Materials & Services
5482	Tree Maintenance	Materials & Services
5483	Sidewalks	Materials & Services
5484	Urban Forestry Program	Materials & Services
5485	Leadership Development	Materials & Services
5490	Refunds	Materials & Services
5491	Dues & Subscriptions	Materials & Services
5492	Registrations/Training	Materials & Services
5493	Printing/Binding	Materials & Services
5495	Court Costs	Materials & Services
5496	Filing/Recording	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
5498	Permits/Fees	Materials & Services
5499.001	Reg Lib Sv	Materials & Services
5499.101	Housing Rehab Loans	Materials & Services
5499.102	Business Assistance Loans	Materials & Services
5499.999	Debt 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
5521	ARPA Funded Internal Projects	Materials & Services
5522	ARPA Funded Community Projects	Materials & Services
5523	Personnel Costs	Materials & Services
5530	Design Services	Materials & Services
5611	Land	Capital Outlay
5622	Library - Capital	Capital Outlay
5623.001	Pool Resurfacing	Capital Outlay
5623.046	Pool Projects	Capital Outlay
5629	Buildings	Capital Outlay
5630	Public Art	Capital Outlay
5631	Streets/Alleys/Sidewalks	Capital Outlay
5634	Water - Capital	Capital Outlay
5635	Sewer	Capital Outlay
5636	Storm Drains	Capital Outlay
5637.009	Greenway	Capital Outlay
5637.042	Legion Park Playground	Capital Outlay
5637	Parks	Capital Outlay
5639	Other Improvements	Capital Outlay
5641	Office Furniture & Equip	Capital Outlay
5642	Passenger Vehicles	Capital Outlay
5644	Communications	Capital Outlay
5645.101	Network	Capital Outlay
5645	Computing	Capital Outlay
5648	Systems/Control Equip	Capital Outlay
5649	Other Equipment	Capital Outlay
5711	Bond Principal	Debt Service
5721	Bond Interest	Debt Service
5729	Interest for CET	Materials & Services
5811.000	Transfer to Other Funds	Transfers Out
5811.001	Transfer to General Fund	Transfers Out
5811.110	Transfer to Transit	Transfers Out

5811.132	Transfer to Asset Forfeiture	Transfers Out
5811.140	Transfer to Street	Transfers Out
5811.358	Transfer to General Cap Const Fund	Transfers Out
5811.360	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
5811.568	Transfer to Info Services	Transfers Out
5811.591	Transfer to Equipment Replace	Transfers Out
5811.693	Transfer to Reserve for PERS	Transfers Out
5811.695	Transfer To Lavelle Black Trust Fund	Transfers Out
5811	Transfer to Other Funds	Transfers Out
5841.376	Interfund Loan Transfer	Transfers Out
5841.466	Interfund Loan Transfer	Transfers Out
5921	Contingency	Contingencies and Unappropriated Balances
5981.002	Reserve--Buildings	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
5981.010	Reserve for Loan	Contingencies and Unappropriated Balances
5981.012	Reserve - SMR	Contingencies and Unappropriated Balances
5981.013	Reserve for Facilities	Contingencies and Unappropriated Balances
5981.014	Reserve - Cascade Dr. Maintenance	Contingencies and Unappropriated Balances
5981.101	Reserve for PERS	Contingencies and Unappropriated Balances
5991	Unappropriated Balance	Contingencies and Unappropriated Balances

## LB-1 Notice of Budget Hearing

Budget Resolution



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# Urban Renewal Agency (URA)



# Proposed Budget FY 2022-23

## Urban Renewal Agency – 720

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

### **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 2021-22 Accomplishments**

- Staffed the Public Arts and Mural Committee and worked with the Committee on projects
  - Lettering and paint color for water tower
  - Tile selected for Plaza foundation
- Urban Renewal Building Improvement Grants:
  - Trapala Restaurant
  - Historic City Hall-550 N First Street – Managed Oregon Main Street grant - \$200,000
- Urban Renewal Projects:
  - Downtown Tree Replacement - Front Street/Side Streets
  - 50/50 Sidewalk Program
  - Woodburn Museum and Bungalow Theatre Interior Remodel
  - Historic Locomotive Shelter
  - Downtown Water Fountain Improvements

### **Description of FY 2022-23 Urban Renewal Projects**

- Continue to staff the Public Arts and Mural Committee and work with the Committee on projects
- Continue Urban Renewal Building Improvement Grants: Trapala Restaurant
- Additional Projects:
  - Façade Make-Over Program
  - 50/50 Sidewalk Program
  - First and Cleveland Parking Lot
  - Downtown Banners and Lighting

- Police Department Peace Pole Project
- Library Park Stage Cover

**Performance Measures**

Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Goal
<b>Urban Renewal Building Improvement Grants</b>	13	4	2	5
<b>Urban Renewal Design Service Grant</b>	7	0	2	5
<b>Complete Public Arts – Murals Projects</b>	2	2	2	2

**Budget Summary**

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description	FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Urban Renewal Fund</b>						
Revenues						
1,354,312	136,616	1,214,310	Fund Balance	1,191,510	-	-
775,881	769,762	787,950	Taxes	961,590	-	-
1,040,152	77,846	-	Intergovernmental	-	-	-
42,546	16,085	90,000	Miscellaneous Revenue	92,700	-	-
2,900,000	-	-	Other Financing Sources	-	-	-
<b>6,112,892</b>	<b>1,000,310</b>	<b>2,092,260</b>	<b>Revenues Total</b>	<b>2,245,800</b>	-	-
Expenditures						
202,724	203,305	209,020	Personnel Services	285,670	-	-
166,466	54,474	202,640	Materials & Services	287,740	-	-
2,359,821	104,126	558,000	Capital Outlay	610,000	-	-
334,975	335,128	334,870	Debt Service	335,420	-	-
12,290	-	2,090	Transfers Out	2,860	-	-
-	-	785,640	Contingencies and Reserve	724,110	-	-
<b>3,076,276</b>	<b>697,032</b>	<b>2,092,260</b>	<b>Expenditures Total</b>	<b>2,245,800</b>	-	-
<b>3,036,616</b>	<b>303,278</b>	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
1.0	1.0	1.0	Full-Time Equivalent (FTE)	1.0		

The **Capital Outlay** budget of \$610,000 is for the following projects:

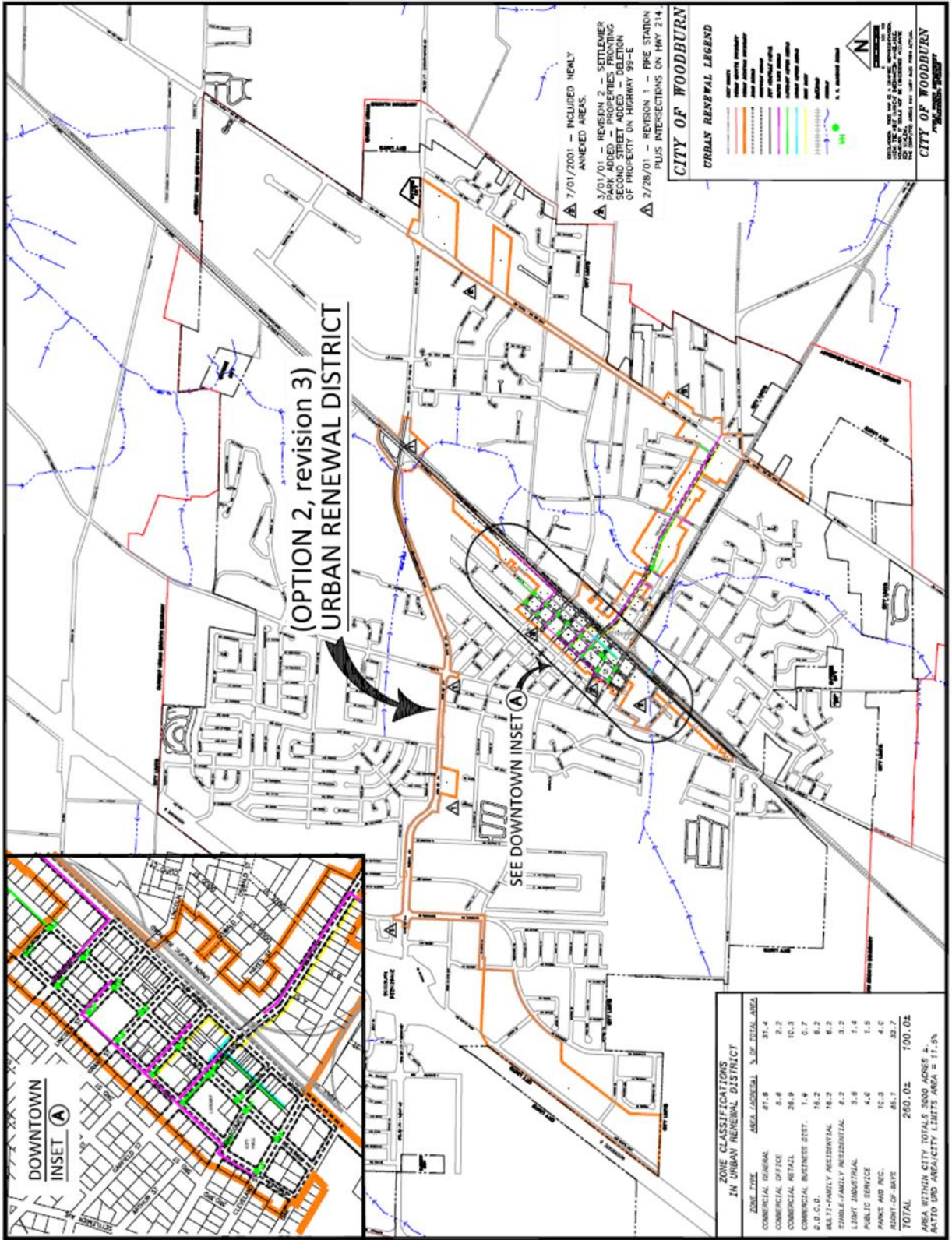
Project Name	Project Number	Urban Renewal Fund 720	Total
Water Tower Art (Public Arts and Murals) 22-23 Projects	CIUR1543	25,000	25,000
50/50 Sidewalk Program	CIST1165	50,000	50,000
1st & Cleveland Parking Lot	CIUR1598	100,000	100,000
Alley Maintenance	CIUR1541	10,000	10,000
Signage		5,000	5,000
Miscellaneous Projects		60,000	60,000
Downtown Banners/Lighting/Etc.		50,000	50,000
Police Department Peace Pole Project	CIUR1543	20,000	20,000
Bungalow Theater and Museum Restoration	CBUR1542	50,000	50,000
Library Park Stage Cover		45,000	45,000
Other Improvements		120,000	120,000
<b>Total Urban Renewal Projects</b>		<b>610,000</b>	<b>610,000</b>

## Budget Detail

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
<b>Fund:</b> 720 - Urban Renewal Fund							
<b>Department:</b> 000 - Revenue							
<u>Revenues</u>							
1,354,312	136,616	1,214,310	3081	Beginning Fund Balance	1,191,510	-	-
<b>1,354,312</b>	<b>136,616</b>	<b>1,214,310</b>	<b>Total - Fund Balance</b>		<b>1,191,510</b>	-	-
761,179	752,953	772,500	3111	Property Tax - Current	945,680	-	-
14,703	16,809	15,450	3112	Property Tax - Delinquent	15,910	-	-
<b>775,881</b>	<b>769,762</b>	<b>787,950</b>	<b>Total - Taxes</b>		<b>961,590</b>	-	-
1,000,000	-	-	3333.001	DoT Fund Exchange	-	-	-
40,152	77,846	-	3341	State Grants	-	-	-
-	-	-	3351	Grants	-	-	-
<b>1,040,152</b>	<b>77,846</b>	-	<b>Total - Intergovernmental</b>		-	-	-
42,546	14,905	15,000	3611	Interest from Investments	15,450	-	-
-	1,180	75,000	3699	Other Miscellaneous Income	77,250	-	-
<b>42,546</b>	<b>16,085</b>	<b>90,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>92,700</b>	-	-
2,900,000	-	-	3916	Note Proceeds	-	-	-
2,900,000	-	-	<b>Total - Other Financing Sources</b>		-	-	-
<b>3,212,892</b>	<b>1,000,310</b>	<b>2,092,260</b>	<b>Revenue Totals</b>		<b>2,245,800</b>	-	-

FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budget	Account Description		FY 2022-23 Proposed	FY 2022-23 Approved	FY 2022-23 Adopted
			<b>Department: 125 - Economic Development</b>				
			<b>Division: 7200 - Urban Renewal</b>				
			<u>Expenditures</u>				
135,829	133,294	136,980	5111	Regular Wages	188,170	-	-
853	181	-	5121	Overtime	-	-	-
31	29	20	5211	OR Workers' Benefit	30	-	-
10,460	10,125	10,790	5212	Social Security	14,650	-	-
19,332	22,893	23,670	5213	Med & Dent Ins	31,140	-	-
35,481	36,050	36,840	5214	Retirement	50,140	-	-
413	400	380	5215	Long Term Disability Ins	260	-	-
113	128	140	5216	Unemployment Insurance	1,130	-	-
212	205	200	5217	Life Insurance	150	-	-
<b>202,724</b>	<b>203,305</b>	<b>209,020</b>	<b>Total - Personnel Services</b>		<b>285,670</b>	-	-
2,040	2,472	3,000	5414	Accounting/Auditing	3,000	-	-
88,915	12,893	35,000	5419	Other Professional Serv	90,000	-	-
8,910	8,910	8,610	5428	IT Support	8,820	-	-
450	1,030	1,030	5448	Internal Rent	920	-	-
48,958	29,169	150,000	5520	Grant Program	175,000	-	-
17,194	-	5,000	5530	Design Services	10,000	-	-
<b>166,466</b>	<b>54,474</b>	<b>202,640</b>	<b>Total - Materials &amp; Services</b>		<b>287,740</b>	-	-
846	-	-	5611	Land	-	-	-
44,929	18,665	50,000	5630	Public Art	100,000	-	-
2,102,660	28,993	208,000	5631	Streets/Alleys/Sidewalks	225,000	-	-
211,386	56,468	300,000	5639	Other Improvements	285,000	-	-
<b>2,359,821</b>	<b>104,126</b>	<b>558,000</b>	<b>Total - Capital Outlay</b>		<b>610,000</b>	-	-
260,000	262,000	269,000	5711	Bond Principal	277,000	-	-
74,975	73,128	65,870	5721	Bond Interest	58,420	-	-
<b>334,975</b>	<b>335,128</b>	<b>334,870</b>	<b>Total - Debt Service</b>		<b>335,420</b>	-	-
			<b>Division: 9711 - Operating Transfer Out</b>				
12,290	-	2,090	5811.693	Transfer to Reserve for PERS	2,860	-	-
<b>12,290</b>	-	<b>2,090</b>	<b>Total - Operation Transfers Out</b>		<b>2,860</b>	-	-
-	-	115,640	5921	Contingency	54,110	-	-
-	-	670,000	5981.008	Reserve for URA Debt	670,000	-	-
-	-	<b>785,640</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>724,110</b>	-	-
<b>3,076,276</b>	<b>697,032</b>	<b>2,092,260</b>	<b>Expenditures Total</b>		<b>2,245,800</b>	-	-
<b>136,616</b>	<b>303,278</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

## UR-1 Notice of Budget Hearing



## Budget Resolution