

City of Maywood Park

Budget Document

FY 2022-2023

1. Budget Calendar
2. Budget Committee Members
3. Mayor's Budget Message
4. Budget Detailed Worksheets 2022.23 Adopted
5. Public Notice of Budget Committee Meeting
6. Budget Committee Meeting Minutes
7. TSCC Letter – Approved Budget Certification
8. LB 1 – Notice of Budget Hearing
9. Public Notice of Budget Hearing
10. Budget Hearing Meeting Minutes
11. Resolution 299 – Adopting Budget, Making Appropriation, Imposing the Tax, and Categorizing the Tax
12. Resolution 300 – Certifying Services Provided
13. Resolution 301 – Declaring the City's Election to Receive State Revenues
14. LB 50 – Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, or Charge on Property



CITY OF MAYWOOD PARK
BUDGET CALENDAR (Fiscal Year 2022-2023)

	<u>Date</u>
1. Appointment of Budget Officer (Wendy Irwin) by Council	February 7, 2022
2. Prepare & Adopt Budget Calendar	February 7, 2022
3. Send TSCC Copy of the Budget Calendar	February 28, 2022
4. Contact and Appoint Five Residents to Serve on Budget Committee	March 21, 2022
5. Prepare Proposed Budget and Budget Message	February-March 2022
6. Mail Notice of Budget Committee Meeting	April 1, 2022
7. Budget Committee Meeting	April 18, 2022
8. File Approved Budget with TSCC	May 2, 2022
9. Mail Notice of Budget Hearing	May 20, 2022
10. Budget Hearing	June 6, 2022
11. Enact Resolutions	June 6, 2022
12. File Adopted Budget with TSCC, Including Response to Certification Letter	June 20, 2022
13. Certify Levy with Assessor's Office and Complete DAS Survey/Resolution Response	June 30, 2022



CITY OF MAYWOOD PARK

BUDGET COMMITTEE (Fiscal Year 2022-2023)

BUDGET OFFICER (Appointed Annually):

Wendy Irwin

wirwin@cityofmaywoodpark.com

BUDGET COMMITTEE CHAIR:

Nathan Montross

BUDGET COMMITTEE MEMBERS:

City Council

Jim Akers

jakers@cityofmaywoodpark.com

Term Ends

Jan 2023

Miriam Berman

mberman@cityofmaywoodpark.com

Jan 2025

Michelle Montross

mmontross@cityofmaywoodpark.com

Jan 2023

Mike Reynolds

mreynolds@cityofmaywoodpark.com

Jan 2023

Robin Wisner

rwisner@cityofmaywoodpark.com

Jan 2025

Residents (3-year term)

Nathan Montross

Term Ends

Jun 2022

Katy Moyes

Jun 2023

Kelly Walker

Jun 2022

Jeff Williams

Jun 2023

New Member (2021)

Agnes Hall

Jun 2024



BUDGET MESSAGE
Annual Budget Committee Meeting – City of Maywood Park
Budget for July 1, 2022 to June 30, 2023

April 18, 2022

Under the laws of the State of Oregon, ORS 294.391, it is my duty as Mayor of the City of Maywood Park to deliver the Budget Message. The following is an overview of the revenues and expenditures for the funding year 2022/2023.

INTRODUCTION:

The purpose of this budget message is to give an overview of our City’s financial situation as we enter the budget process for our next fiscal year beginning July 1, 2022. After two years of lockdowns, mandates, and uncertainty due to the COVID 19 pandemic, we are beginning to get back to business as usual. However, we will continue to monitor the ongoing impact of the pandemic and continue to be in dialog with other city and state government agencies going forward into our next fiscal year.

GENERAL FUND:

RESOURCES (Page 1):

Given the information we have to date, it is anticipated that general fund resources will total about \$396,300 for the 2022/2023 budget year. This is about an 4% increase over the current year. Increases are noted as follows:

Beginning cash balance plus amounts transferred in from other funds total \$170,400. This amount is \$8,000 higher than the current budget. The increase includes a larger beginning cash fund balance due to the receipt of the first payout of the American Rescue Plan Act (ARPA) monies of \$94,288. The ARPA funds have been allocated to projects budgeted for 2022/2023 in the wastewater reserves fund. While beginning cash has increased, transfers in from other funds have decreased due to less available excess reserve funds being transferred back to the general fund.

The City’s estimated property tax revenue for the 2022/2023 budget is \$144,000, shown on line 32. This estimate is \$6,000 more than the current year’s budget and is based on the permanent tax rate levy of 1.950 less an allowance of 4.5% for uncollectible accounts. The allowance for uncollectible accounts is estimated to be lower than in previous year since most of the negative economic impact of the pandemic has subsided. The estimated property tax revenue amount was provided by the Tax Supervising and Conservation

Commission (TSCC) and is based on the assessed values of the properties located within the City of Maywood Park.

The remaining resources in the general fund that are included in the 2022/2023 budget are franchise fees of \$54,800, State of Oregon apportionments of \$24,000, and miscellaneous revenue of \$3,100. These budgeted resources remain relatively consistent with the current year's amounts.

EXPENDITURES (Pages 2 and 3):

The general fund is used for normal operating expenses. Amounts included in the 2022/2023 proposed budget are as follows:

Personnel Services (Page 2, Line 10) - Proposed budget of \$64,600

We are a small city without a need for a large staff. Therefore, we have less than one full time equivalent employee. The City's two permanent staff positions include the Finance Director and City Recorder which are both part-time, fixed monthly salary, with no benefits. At the end March 2022, our Finance Director submitted her resignation and the City is currently looking to hire a replacement for this position. We anticipate keeping the hours of the position consistent at 5-8 hours per week. The proposed budget for staff salaries and wages has been increased to cover an overlap between the current and new Finance Director position as well as a cost-of-living adjustment.

As in years past, also included in the personnel budget for the 2022/2023 year is \$12,400 for additional contracted administrative support services including grant writing, website development, and administrative/IT support as needed. The budget for this line item is for temporary contracted work which will be hired on a project-by-project basis as approved by the City Council.

As in previous year, we have also budgeted for an annual stipend for volunteer City Councilors. The total budget of \$14,400 includes \$2,000 per council member and \$4,200 each for the Mayor and Council President. This amount has increased from the current year's budget to cover the increased workload and time spent by the Council and especially by the Mayor and Council President on City projects.

Materials and Services (Page 2, Line 33) – Proposed budget of \$82,600

The decreased budget is primarily related to a decrease in the line item for legal and professional services, line 14. This line-item budget was decreased by \$11,000 as professional fees projected for the implementation of the wastewater project has been moved to the wastewater system reserve fund. Most of the remaining line items in the proposed budget for materials and services have remained relatively consistent to the current year, with small increases and decreases based on current expenditures and future projections for City operations.

Public Safety Services (Page 3, Line 8) – Proposed budget of \$74,900

The total proposed budget has been decreased from the current year's budget by 7,600. Line items budgeted for CERT/NERT supplies, extra sheriff patrols, and bio-hazard

camp cleanup have all been reduced as estimated costs are expected to be lower based on the current fiscal years' experience. The budget line items for contracted Multnomah Sheriff and BOEC 911 services have remained relatively consistent with current year expenditures.

Capital Outlays (Page 3, Line 14) – Proposed budget of \$17,000

Budget line item for office furniture and computer equipment has been reduced as no major purchases are planned for this coming budget year. Also, the budget for the storage unit upgrade at the end of Campaign St. has been decreased to \$15,000. The budgeted amount is to cover the remaining cost of upgrades for the build-out and implementation of temperature control measures in the new storage unit. The storage unit is used to hold most of our ongoing CERT/NERT supplies as well as items for city wide events.

Transfers to Other Funds (Page 3, Line 22) – Proposed budget of \$152,200

Transfers from year to year vary based on resources available and expected expenditures in other funds. The 2022/2023 proposed budget includes a transfer to the storm drain fund of \$20,000 for repairs/maintenance and to the street fund of \$42,200 for capital projects detailed in the street fund. The \$90,000 transfer to the wastewater system reserve fund is to cover professional fees associated with moving forward with the wastewater project and consist of the ARPA funds received in 2021.

STREET FUND:

RESOURCES (Page 4):

Given the information we have to date, it is anticipated that street fund resources will total about \$162,200 for the 2022/2023 budget year, which is a \$34,600 decrease from current year's budget. Decrease is due to a reduced beginning cash balance because funds were expended for capital projects in previous year. Also, less funds are being transferred in from the general fund as less resources are needed for capital projects for the 2022/2023 budget year. The City's estimated share of the Oregon Department of Transportation (ODOT) highway tax for 2022/2023 is \$58,000 which is relatively consistent with just a small increase over the current year's budget.

EXPENDITURES (Page 5):

The state tax street fund can only be used for streets, multiuse path, signs, lighting, and related capital projects. Amounts included in the 2022/2023 proposed budget are as follows:

Contractual Maintenance/Repair (Page 5, Line 4) – Proposed budget of \$25,000

The streets/diverters budget line item of \$23,000 includes amounts for street repairs, maintenance, street sweeping, and clean up. The \$2,000 budget for street signs is reserved for the repair/replacement of stop signs and street signs as needed throughout the City.

Maywood Berm/Multiuse Path Maint (Page 5, Line13) – Proposed budget of \$59,800
The maintenance landscape line item of \$45,000 makes up the largest part of the budget for this section and includes monthly maintenance and special landscape projects that vary from year to year such as trimming, removal of declining trees, and bark dust. The fountain repairs line item budget of \$4,500 is for repair of the artwork fountain which is located at the bump out on Maywood Place. Other budgeted line items under this section are consistent with the current year’s budget.

Capital Outlay (Page 5, Line 22) – Proposed budget of \$61,000
The capital outlay budget for 2022/2023 includes several proposed projects.

We have budgeted \$15,000 to repair/upgrade the City signage areas at Maywood Place and Prescott entrances. The budget also includes \$36,000 for the addition of six new speed bumps on Mason, Shaver, and at 96th/Skidmore so that speed bumps will be consistent throughout the neighborhood and hopefully help to slow traffic within the City. In addition, \$10,000 has been set aside in the budget for repair/upgrades to the berm irrigation lines as needed.

STORM DRAIN RESERVES FUND:

RESOURCES (Page 6):

It is anticipated that resources available will total about \$121,000 in the storm drain reserve fund for the 2022/2023 budget year, which is about a \$51,000 decrease over the current year. Resources include beginning cash balance, interest income, and transfers in from the general fund and are less than current year’s budget as funds have been expended for repairs and upgrades to the storm drains in previous years.

EXPENDITURES (Page 6):

The storm drain reserve fund is for the repair and replacement of the catch basins and dry wells located within the City of Maywood Park. Total expenditures included in the proposed budget are \$20,000 for UIC upgrades/replacements if a catch basin or dry well should fail as well as \$40,000 for annual clean out/maintenance/repairs. The remaining \$61,000 balance is set aside for future expenditures.

WASTEWATER SYSTEM RESERVES FUND:

RESOURCES (Page 7):

This fund was created to set aside resources to assess options and develop a plan for the City’s future wastewater system. The contracted consulting firm, PACE Engineers, completed the plan in 2020. For the current year, professional fees were paid through the general fund since minimal work was done during the pandemic. However, as the wastewater project has again become a priority for the City, funds have been transferred back to this fund from the general fund. The available resources of \$90,000 in the wastewater system reserve fund for budget year 2022/2023 include monies received by the City from the America Rescue Plan Act of 2021 (ARPA) as previously noted. ARPA funds are restricted to uses described in the ACT.

EXPENDITURES (Page 7):

The proposed budget of \$90,000 is for professional fees related to the City’s wastewater project. Now that the initial wastewater assessment and plan has been completed, the City Council will be moving forward with next steps in the project. Over this coming budget year, public presentations will be made by PACE Engineers and City residents will be given an opportunity to make comments and ask questions. Once options are presented and public comment is obtained, the residents will vote on whether to continue with the City-wide wastewater sewer project. If the majority of the residents vote to move forward with the project, then an IGA will be obtained with the City of Portland and funding options will be discussed. The proposed budget is for professional fees related to PACE and other consultants as needed for advice in moving forward with the project.

FAILING STREET PROPERTY DEVELOPMENT RESERVES FUND:

RESOURCES (Page 8):

The resources available in the Failing St. property development fund total \$63,000 for the 2022/2023 budget year. For several years, transfers were made from the general fund to the Failing Street property development fund as a reserve for future improvements to the lot owned by the City commonly referred to as Maywood Park Commons. Budgeted resources include beginning cash balance and interest income and have decreased as reserved funds have been expended in the current year for projects in the Commons.

EXPENDITURES (Page 8):

A budget for \$50,000 is proposed for 2022/2023 year. The primary project for the proposed budget is to build an ADA ramp into the park bringing the area into ADA compliance so that it can be accessed by all our residents. Smaller projects such as additional seating options, fencing, and landscape enhancements will also be considered as funds are available.

Since it appears we will not need the entire current fund balance, \$13,000 has been budgeted to be transferred back to the general fund for other City projects.

CONCLUSION:

Based upon the above information, the financial condition of the City of Maywood Park continues to be in a stable situation.

At this time, I will ask our Budget Officer to submit the budget document to the Budget Committee for deliberation and then for public comment. We anticipate having appropriate budget process steps taken in time for final adoption on June 6, 2022.

/s/ *Michelle Montross*
MICHELLE MONTROSS, MAYOR
CITY OF MAYWOOD PARK

**FORM
LB-20**

RESOURCES
General Fund
(Fund)

City of Maywood Park
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>						
1	65,613	65,923	102,000	1. Available cash on hand* (cash basis) or	146,000	146,000	146,000	1
2	1,738	2,676	0	2. Previously levied taxes est to be received	0	0	0	2
3	36	37	0	3. Interest	0	0	0	3
4	9,400	8,400	9,400	4. Transferred IN, from Street Fund	11,400	11,400	11,400	4
5	0	39,000	26,000	5. Transferred IN, from Wastewater Fund	0	0	0	5
6	0	0	25,000	6. Transferred IN, from Failing St Dev Fund	13,000	13,000	13,000	6
7	76,787	116,036	162,400	7. SUBTOTAL	170,400	170,400	170,400	7
8				8. OTHER RESOURCES				8
9				9. FRANCHISE FEES:				9
10	10,405	10,769	10,000	10. Northwest Natural Gas	11,700	11,700	11,700	10
11	520	617	600	11. Qwest/Century Link	600	600	600	11
12	25,938	27,532	27,600	12. PacifiCorp	25,000	25,000	25,000	12
13	11,352	10,676	10,700	13. Comcast	10,500	10,500	10,500	13
14	6,386	6,532	6,300	14. Heiberg Garbage & Recycling	7,000	7,000	7,000	14
15	54,601	56,126	55,200	15. SUBTOTAL	54,800	54,800	54,800	15
16				16. APPORTIONMENTS:				16
17	835	717	600	17. Oregon Cigarette Tax	600	600	600	17
18	12,048	15,888	13,800	18. Oregon Liquor Tax	13,800	13,800	13,800	18
19	1,276	3,119	900	19. Oregon Marijuana Tax	900	900	900	19
20	8,649	8,783	7,500	20. Revenue Sharing	8,700	8,700	8,700	20
21	22,808	28,507	22,800	21. SUBTOTAL	24,000	24,000	24,000	21
22				22.				22
23				23. OTHERS:				23
24	1,000	5,650	0	24. Intergovernmental Grants/Funds	0	0	0	24
25	977	787	500	25. Permits,Licenses, Fees	500	500	500	25
26	0	273	100	26. Multnomah County Alarm Rebates	100	100	100	26
27	0	610	0	27. Donations and Miscellaneous	0	0	0	27
28	3,101	2,897	2,800	28. Fire District 10 Reimbursement	2,500	2,500	2,500	28
29	5,078	10,217	3,400	29. SUBTOTAL	3,100	3,100	3,100	29
30				30				30
31	159,274	210,886	243,800	31. Total resources, except taxes to be levied	252,300	252,300	252,300	31
32			138,000	32. Taxes estimated to be received**	144,000	144,000	144,000	32
33	130,762	135,260		33. Taxes collected in year levied				33
34	290,036	346,146	381,800	34. TOTAL RESOURCES	396,300	396,300	396,300	34

**Budget Committee must approve tax rate levy amount at permanent rate (1.95), est. at \$151,264 x 95.5% = \$144,000 (calculation used for loss due to uncollectibles/rounded)

DETAILED REQUIREMENTS

FORM
LB-31

City of Maywood Park

General Fund

(Name of Organizational Unit - Fund)

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Budget for Next Year <u>2022-2023</u>			Line Item
	Actual		Adopted Budget This Year <u>2021-2022</u>			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>							
1				1. ADMINISTRATION AND SUPPORT SERVICES					1
2				2. Personnel Services					2
3	28,895	25,980	27,500	3. Staff Salaries & Wages	0.55	33,300	33,300	33,300	3
4	0	1,570	10,000	4. Office Admin & Contract Labor	0.1	12,400	12,400	12,400	4
5				5					5
6	4,800	6,252	10,500	6. Council Stipend		14,400	14,400	14,400	6
7	2,476	1,253	4,000	7. Payroll Tax Expense		4,500	4,500	4,500	7
9				9					9
10	36,171	35,055	52,000	10. SUBTOTAL, PERSONNEL SERVICES		64,600	64,600	64,600	10
11				11					11
12				12. MATERIALS AND SERVICES					12
13	9,000	9,600	10,300	13. Audit Services and State Filing Fee		11,000	11,000	11,000	13
14	0	3,166	20,000	14. Legal and Professional Services		9,000	9,000	9,000	14
15	5,430	1,697	6,000	15. Electronic Records Mgmt/ORMS		5,100	5,100	5,100	15
16	0	0	0	16		0	0	0	16
17	0	0	1,000	17. Elections/Public Hearings		1,000	1,000	1,000	17
18	4,293	4,537	6,000	18. Insurance and Bonding		5,000	5,000	5,000	18
19	150	150	500	19. Advertising, Public Notices, Filings		1,000	1,000	1,000	19
20	2,725	3,491	4,000	20. Operating Supplies and Services		4,500	4,500	4,500	20
21	1,037	303	500	21. Postage		1,500	1,500	1,500	21
22	3,755	606	4,000	22. Printing and Newsletters		4,000	4,000	4,000	22
23	4,903	7,371	7,500	23. Dues and Subscriptions		7,500	7,500	7,500	23
24	0	15	1,500	24. Conferences, Meetings, & Business Mileage		3,000	3,000	3,000	24
25	10,394	6,134	15,000	25. Community Events & Public Relations		16,000	16,000	16,000	25
26	1,788	2,609	3,000	26. Telephone & Internet		3,000	3,000	3,000	26
27	5,748	5,632	7,000	27. Rent and Utilities		6,000	6,000	6,000	27
28	0	0	0	28		0	0	0	28
29	5,568	4,848	5,000	29. Maint for Maywood Commons		5,000	5,000	5,000	29
30	0	0	100	30. Bank fees		0	0	0	30
31				31					31
32				32					32
33	54,791	50,159	91,400	33. SUBTOTAL, MATERIALS AND SERVICES		82,600	82,600	82,600	33

DETAILED REQUIREMENTS

FORM
LB-31

City of Maywood Park

General Fund

(Name of Organizational Unit - Fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>							
1				1. PUBLIC SAFETY SERVICES					1
2	38,695	39,895	43,000	2. Sheriff Patrols (Mult. County Sheriff's Office)		43,000	43,000	43,000	2
3	18,689	18,806	21,000	3. 911/Police/EMS (BOEC 911 Services)		21,000	21,000	21,000	3
4	0	2,965	5,000	4. CERT/NERT: Training/Materials		3,500	3,500	3,500	4
5	0	46	500	5. Park Watch		400	400	400	5
6	0	0	5,000	6. Traffic Missions/Extra Sheriff Patrols		2,000	2,000	2,000	6
7	0	0	8,000	7 Bio-Hazard / Camp Cleanup		5,000	5,000	5,000	7
8	57,384	61,712	82,500	8. SUBTOTAL, PUBLIC SAFETY SERVICES		74,900	74,900	74,900	8
9				9					9
10				10					10
11				11. CAPITAL OUTLAYS:					11
12	2,767	3,523	10,000	12. Office & Computer Equipment		2,000	2,000	2,000	12
13	0	100	25,000	13 Storage Unit Upgrade		15,000	15,000	15,000	13
14	2,767	3,623	35,000	14. SUBTOTAL, CAPITAL OUTLAYS		17,000	17,000	17,000	14
15				15					15
16				16					16
17				17. TRANSFER TO OTHER FUNDS					17
18	0	20,000	55,000	18. Transfer to Storm Drain Reserves Fund		20,000	20,000	20,000	18
19	22,200	70,000	60,000	19. Transfer to Street Fund		42,200	42,200	42,200	19
20	25,800	0	0	20. Transfer to Wastewater System Reserves Fund		90,000	90,000	90,000	20
21	25,000	0	0	21. Transfer to Failing St. Property Dev Res Fund		0	0	0	21
22	73,000	90,000	115,000	22. SUBTOTAL, TRANSFER TO OTHER FUNDS		152,200	152,200	152,200	22
23				23					23
24				24					24
25				25					25
26	0	0	5,000	26. OPERATING CONTINGENCY		5,000	5,000	5,000	26
27				27					27
28				28					28
29	224,113	240,549	380,900	29. TOTAL EXPENDITURES		396,300	396,300	396,300	29
30				30					30
31				31					31
32	65,923	105,597	900	32. UNAPPROPRIATED ENDING FUND BALANCE		0	0	0	32
33	290,036	346,146	381,800	33. TOTAL		396,300	396,300	396,300	33

**FORM
LB-20**

RESOURCES
State Tax Street Fund
(Fund)

City of Maywood Park
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>						
1	66,226	62,735	80,000	1. Available cash on hand* (cash basis) or	62,000	62,000	62,000	1
2				2. Net working capital (accrual basis)				2
3				3. Previously levied taxes est to be received				3
4	57	21	0	4. Interest	0	0	0	4
5	22,200	70,000	60,000	5. Transferred IN, from General Fund	42,200	42,200	42,200	5
6	88,483	132,756	140,000	6. SUBTOTAL	104,200	104,200	104,200	6
7				7				7
8				8				8
9				9				9
10				10. APPORTIONMENTS/OTHER:				10
11	53,120	53,958	56,800	11. ODOT/Highway Trust Fund	58,000	58,000	58,000	11
12	0	0	0	12 Miscellaneous	0	0	0	12
13				13				13
14	53,120	53,958	56,800	14 SUBTOTAL APPORTIONMENTS/OTHER	58,000	58,000	58,000	14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30	141,603	186,714	196,800	30. Total resources, except taxes to be levied	162,200	162,200	162,200	30
31				31. Taxes necessary to balance				31
32				32. Taxes collected in year levied				32
33	141,603	186,714	196,800	33. TOTAL RESOURCES	162,200	162,200	162,200	33

DETAILED REQUIREMENTS

**FORM
LB-31**

City of Maywood Park

State Tax Street Fund
(Name of Organizational Unit - Fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>							
1				1. CONTRACTUAL/MAINTENANCE/REPAIR:					1
2	11,421	17,954	23,500	2. Street, Diverters & Maint		23,000	23,000	23,000	2
3	1,064	2,150	2,000	3. Street Signs Repairs/Misc		2,000	2,000	2,000	3
4	12,485	20,104	25,500	4. SUBTOTAL, CONTRACTUAL/MAINT/REPAIR		25,000	25,000	25,000	4
5				5					5
6				6. BERM/MULTIUSE PATH MAINTENANCE:					6
7	37,330	50,930	50,000	7. Maintenance Landscape		45,000	45,000	45,000	7
8	140	0	100	8. Maintenance and Repair Street Lamps		100	100	100	8
9	0	113	200	9. Fountain Repairs/Maintenance		4,500	4,500	4,500	9
10	2,542	2,015	3,000	10. Electricity		3,000	3,000	3,000	10
11	0	0	1,200	11. Trash Can and Dispoz-A-Scoop		1,200	1,200	1,200	11
12	5,119	5,058	6,000	12. Irrigation/Water		6,000	6,000	6,000	12
13	45,131	58,116	60,500	13. SUBTOTAL, BERM/MULTIUSE PATH MAINT.		59,800	59,800	59,800	13
14				14					14
15				15. CAPITAL OUTLAY					15
16	0	0	25,500	16. Street Sign Additions/Maywood City Sign		15,000	15,000	15,000	16
17	11,852	14,265	30,000	17. Street Speed Bumps/Traffic Grids		36,000	36,000	36,000	17
18	0	995	0	18. City Street Lamps/Protection/Upgrades		0	0	0	18
19	0	0	10,000	19. Repair/Replace SE corner Skidmore/96th		0	0	0	19
20	0	4,000	0	20. Pave Shoulders/50% Grant Program		0	0	0	20
21	0	0	25,000	21. Berm Irrigation Upgrade Projects		10,000	10,000	10,000	21
22	11,852	19,260	90,500	22. SUBTOTAL, CAPITAL OUTLAY		61,000	61,000	61,000	22
23				23					23
24				24. TRANSFER TO OTHER FUNDS:					24
25	9,400	8,400	9,400	25. Transfer to General Fund for Admin Costs		11,400	11,400	11,400	25
26	9,400	8,400	9,400	26. SUBTOTAL, TRANSFER TO OTHER FUNDS		11,400	11,400	11,400	26
27				27					27
28	0	0	5,000	28. STREET FUND OPERATING CONTINGENCY		5,000	5,000	5,000	28
29				29					29
30	78,868	105,880	190,900	30. TOTAL EXPENDITURES		162,200	162,200	162,200	30
31	62,735	80,834	5,900	31. UNAPPROPRIATED ENDING FUND BALANCE		0	0	0	31
32				32					32
33	141,603	186,714	196,800	33. TOTAL		162,200	162,200	162,200	33

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number

268 on (date) April 22, 2019 for the following specified purpose:

Street Fund Money for Future Storm Drains

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2029-2030

Storm Drain Reserves Fund

City of Maywood Park

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>						
				RESOURCES				
1	152,713	136,112	116,000	1. Cash on hand* (cash basis) or	101,000	101,000	101,000	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes est to be received				3
4	2,719	833	1,000	4. Interest	0	0	0	4
5	0	20,000	55,000	5. Transferred IN, from General Fund	20,000	20,000	20,000	5
6	0	0	0	6. Repayment of Bank Fees	0	0	0	6
7				7				7
8				8				8
9	155,432	156,945	172,000	9. Total Resources, except taxes to be levied	121,000	121,000	121,000	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	155,432	156,945	172,000	12. TOTAL RESOURCES	121,000	121,000	121,000	12
				REQUIREMENTS				
13	0	0	0	13	0	0	0	13
14	0	0	0	14	0	0	0	14
15	19,320	40,761	50,000	15. Maintenance/Repairs	40,000	40,000	40,000	15
16				16				16
17				17. CAPITAL OUTLAY:				17
18	0	0	20,000	18. UIC Upgrades	20,000	20,000	20,000	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	19,320	40,761	70,000	27. TOTAL EXPENDITURES	60,000	60,000	60,000	27
28	136,112	116,184	102,000	28. RESERVED FOR FUTURE EXPENDITURE	61,000	61,000	61,000	28
29	155,432	156,945	172,000	29. TOTAL REQUIREMENTS	121,000	121,000	121,000	29

*Includes Unappropriated Balance budgeted last year

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number

206 on (date) July 15, 2013 for the following specified purpose:

General Fund Money for Future Sewers Project

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Wastewater System Reserves Fund

(Fund)

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2023-2024

City of Maywood Park

(Name of Municipal Corporation)

Budget for Next Year 2022-2023

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>						
				RESOURCES				
1	45,742	65,061	26,000	1. Cash on hand* (cash basis) or	0	0	0	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes est to be received				3
4	77	49	0	4. Interest and Miscellaneous	0	0	0	4
5	25,800	0	0	5. Transferred IN, from General Fund	90,000	90,000	90,000	5
6	0	0	0	6. Miscellaneous	0	0	0	6
7				7				7
8				8				8
9	71,619	65,110	26,000	9. Total Resources, except taxes to be levied	90,000	90,000	90,000	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	71,619	65,110	26,000	12. TOTAL RESOURCES	90,000	90,000	90,000	12
				REQUIREMENTS				
13	6,558	0	0	13. Wastewater Feasibility Study and Plan (PACE)	0	0	0	13
14	0	0	0	14. Professional Fees & Consulting	90,000	90,000	90,000	14
15				15				15
16				16				16
17				17				17
18				18. TRANSFER TO OTHER FUNDS:				18
19	0	39,000	26,000	19. Transfer TO General Fund	0	0	0	19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	6,558	39,000	26,000	27. TOTAL EXPENDITURES	90,000	90,000	90,000	27
28	65,061	26,110	0	28. RESERVED FOR FUTURE EXPENDITURE	0	0	0	28
29	71,619	65,110	26,000	29. TOTAL REQUIREMENTS	90,000	90,000	90,000	29

*Includes Unappropriated Balance budgeted last year

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number

207 on (date) August 5, 2013 for the following specified purpose:

General Fund Money for Future Development of Land/Building Costs

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Failing Street Property Development
Reserves Fund

(Fund)

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2023-2024

City of Maywood Park

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2022-2023</u>			
	Actual		Adopted Budget This Year <u>2021-2022</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2019-2020</u>	First Preceding Year <u>2020-2021</u>						
				RESOURCES				
1	92,010	118,761	119,000	1. Cash on hand* (cash basis) or	63,000	63,000	63,000	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes est to be received				3
4	1,751	557	500	4. Interest	0	0	0	4
5	25,000	0	0	5. Transferred IN, from General Fund	0	0	0	5
6				6				6
7				7				7
8				8				8
9	118,761	119,318	119,500	9. Total Resources, except taxes to be levied	63,000	63,000	63,000	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	118,761	119,318	119,500	12. TOTAL RESOURCES	63,000	63,000	63,000	12
				REQUIREMENTS				
13	0	0	94,500	13. Maywood Commons Development	50,000	50,000	50,000	13
14				14				14
15				15				15
16				16				16
17	0	0	25,000	17. Transfer TO General Fund	13,000	13,000	13,000	17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	0	0	119,500	27. TOTAL EXPENDITURES	63,000	63,000	63,000	27
28	118,761	119,318	0	28. RESERVED FOR FUTURE EXPENDITURE	0	0	0	28
29	118,761	119,318	119,500	29. TOTAL REQUIREMENTS	63,000	63,000	63,000	29

*Includes Unappropriated Balance budgeted last year

ATTACHMENT NO. 1
Adopted Budget

SALARY AND PAYROLL CASH EXPENSE ALLOCATIONS: 2022-2023

ADMINISTRATION DEPARTMENT:

Personnel Services

<u>Full Time Equivalent</u>	<u>Job Title</u>	<u>Budget Total</u>	<u>85%</u> <u>General Fund</u>	<u>15%</u> <u>Street Fund</u>
0.55	Staff Salaries & Wages	\$ 33,300	\$ 28,305	\$ 4,995
0.1	Consultant/Admin	12,400	10,540	1,860
	Council Stipend	14,400	12,240	2,160
	Total Personnel Services	\$ 60,100	\$ 51,085	\$ 9,015

Payroll Costs

Payroll Taxes	\$ 4,500	\$ 3,825	\$ 675
Insurance - Workers Comp	500	425	75
Total Payroll Costs	\$ 5,000	\$ 4,250	\$ 750

Materials and Services

Audit Services	\$ 11,000	\$ 9,350	\$ 1,650
TOTAL PERSONNEL/PAYROLL/AUDIT SERVICES	\$ 76,100	\$ 64,685	\$ 11,415

Other Revenue


Transfer from Street Fund: Personnel/Payroll Costs	\$ 9,765
Transfer from Street Fund: Materials and Services	1,650
	\$ 11,415
Rounded for Budget	\$ 11,400

AFFIDAVIT OF MAILING

I, MICHELLE MONTROSS, Mayor for the City of Maywood Park, regarding the 2022-2023 Budget, say:

On April 1, 2022, copies of the Notice of Budget Committee Meeting were mailed, via First Class mail, to each residence within the City of Maywood Park, with postage prepaid thereon, by depositing said copies of Notice in the U.S. Postal Service. A Copy of the Notice of Budget Committee Meeting is attached hereto.

DATED this 1st day of April 2022.


/s/ Michelle Montross
Michelle Montross, Mayor
City of Maywood Park



CITY OF MAYWOOD PARK
Public Notice of Budget Committee Meeting
Monday, April 18, 2022, 7:00pm

A public meeting of the Budget Committee of the City of Maywood Park, Multnomah County, State of Oregon, to discuss the budget for fiscal year beginning July 1, 2022, and ending June 30, 2023, will be held on Monday, April 18, 2022, at 7pm, in Room 125 of Mt. Hood Community College, Maywood Park Campus at 10100 NE Prescott St. Please enter the building on the SE Corner next to the City's Office. The meeting will also be available via Zoom meeting ID <https://us02web.zoom.us/j/81305967582>

The purpose of the meeting is to receive the Mayor's Budget Message and to receive comment from the public on the proposed budget for the fiscal year ended June 30, 2023.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after April 18, 2022, at the City of Maywood Park office, 10100 NE Prescott Street, Suite 147, by appointment. A copy of the proposed budget document will also be available on the City's website.

Please call the City office if you need assistance in accessing the meeting or have any questions. The office email is office@cityofmaywoodpark.com and phone number is (503) 255-9805. This notice has also been posted to our website at <https://cityofmaywoodpark.com/>

(Website Posting)



CITY OF
MAYWOOD PARK

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PUBLIC NOTICE BUDGET COMMITTEE MEETING

Announcements

Apr 5

Click the button below for the Budget Committee Meeting notice.

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[Message from the
Mayor, April 2022](#) >



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MINUTES OF BUDGET COMMITTEE MEETING
FOR THE CITY OF MAYWOOD PARK
18 APRIL 2022 7:15-8:30 PM

- BUDGET COMMITTEE MEETING -

In Attendance: Mayor Michelle Montross, Council President Mike Reynolds, Councilor Jim Akers, Councilor Miriam Berman, Councilor Robin Wisner
Staff Present: City Recorder Rene' Sanders, Finance Director Wendy Irwin, City Attorney Jeff Steffen
Budget Committee: Nathan Montross, Jeff Williams, Katy Moyse, Kelly Walker
Absent: Agnes Hall (excused)
Attendees: Kim Hutchinson, Mary Jo Steffen
Zoom: Tunie Betschart,

The Budget Committee Meeting was called to order at 7:16 pm.

City Financial Director Irwin thanked the Committee for serving. She gave a synopsis of how the meeting would proceed, then asked Mayor Montross to read the Budget Message.

Ms. Irwin noted that a copy of the budget document was available on the website under Announcements. She noted that the current proposed budget is in balance, so if you increase a line item, you must decrease something else. She then turned it over to Budget Committee Chair, Nathan Montross.

Mr. Montross asked the committee to review page 1, General Fund. Ms. Walker asked what line 28, Fire District 10 reimbursement was. Councilor Akers explained that the contract allows the City of Portland to service Maywood Park. As part of the agreement, they reimburse us 50% of what we get charged by BOEC for 911 fees. City Attorney Steffen explained that when Portland upgraded their 911 services 20-30 years ago, they decided to charge us large fees. He went to Fire District 10 to explain the inequity. They agreed to reimburse us for a good portion of the costs.

There were no more questions, so Mr. Montross directed the committee to page 2. Mr. Montross asked if we had allowed for enough hours for training the new finance director. Ms. Irwin replied yes.

Council President Reynolds asked about Line 23, Dues and Subscriptions. Ms. Irwin explained that it covers expenses such as the Mayor's and Recorder's associations dues, and the google suite, zoom, and QuickBooks online subscriptions.

Councilor Wisner asked about line 24, Conferences. He wondered if we had conferences. Mayor Montross said yes, she attends Mayors' conferences. Councilor Akers asked about line 4 and line 14, if office admin and contract labor was the same as legal and professional fees. Ms. Irwin explained that line 4 was administrative/grant writing/IT, rather than legal. Councilor Akers asked if \$9000 was enough if we do pursue the wastewater project. Ms. Irwin explained that funds for that would come from the grant money, a separate account.

Mr. Montross moved on to page 3. Ms. Irwin pointed out that there is an Operating Contingency fund on line 26 for emergencies. Councilor Akers asked about line 7, Bio-Hazard/Camp Cleanup, if \$5000.00 is enough. Mayor Montross said that we've been successful at limiting camping, and other agencies have provided cleanup. Mayor Montross reported that we spent \$400.00 for some biohazard cleanup this year. In addition, ODOT doesn't want us to arrange cleanup on their properties. She feels that \$5000 is enough. Resident Hutchinson asked about the

fence getting cut along the berm. He asked if that factored into any of it. Mayor Montross replied that the fence is ODOT's property.

There were no further questions, so Mr. Montross directed the committee to page 4. Ms. Irwin noted that this is the street fund, so these resources must be spent on the streets. Mr. Montross asked about repair to the south end of MP, where the street was getting rough. Mayor Montross said that the speed bumps were a priority, and any additional repairs would depend on available funds after the speed bumps were installed. There were no further questions on page 4.

Mr. Montross called up page 5. Mr. Hutchinson asked about line 21 Berm Irrigation Upgrade Projects. He asked why the budgeted amount went down. Ms. Irwin replied that it was a lower priority this fiscal year, so we put what we could into it. Council President Reynolds reported that we have found some alternatives to replacing the type of system that we have, which will cost less.

Councilor Wisner asked about line 20, Pave Shoulders/50% Grant Program. Ms. Irwin asked Mr. Steffen to explain. Mr. Steffen gave a brief outline of the program, which was instigated many years ago when the easements were not improved. Now we're at the point where probably 95% of the areas have been paved, so we did away with it.

Councilor Akers noted line item 9 Fountain Repairs/Maintenance of \$4500.00. The fountain can't be touched with that amount, so he questioned having any money budgeted for it. Council President Reynolds said that he didn't think the line item should be removed. Mayor Montross mentioned some alternate plans for the sculpture without maintaining it as a fountain. Councilor Wisner commented that he believed that had been decided at the work session. Ms. Irwin and Mayor Montross agreed. Mayor Montross elaborated that the Council had a discussion for the budget recommendation at the work session, but it wasn't voted on. Now it's in the budget to be voted on.

Mr. Hutchinson inquired about items 8 and 10, asking if we converted the streetlights to LEDs. Mayor Montross replied that ODOT did convert the lights to LEDs.

Mr. Montross called up page 6. Councilor Berman asked what UIC means. Councilor Akers answered "Underground Injection System". Mayor Montross mentioned that catch basins and dry wells are being maintained twice a year now. We're trying to stay on top of them. 99th and Campaign failed a year ago, and cost \$75,000.00 to replace. Mr. Montross asked if they had been mapped and scoped. Mayor said that they have been mapped, but it's very expensive for scoping, so we will only do that in an emergency. Council President Reynolds added that with regular maintenance, we'll avoid more costly repairs.

Councilor Akers at one time we were supposed to pay for our dry wells. Mayor Montross said that it will be paid and taken care of after the first of July when we go into the next budget cycle.

Mr. Montross called up page 7. Councilor Wisner asked about line 13. Ms. Irwin replied that this was monies allocated to PACE's initial plan, but now the funds are mostly in consulting which could include PACE or other vendors. There were no further questions.

Mr. Montross called up page 8. He asked if the ADA ramp install at the Commons would solve the tripping hazard in the street. Mayor Montross replied no, that is a separate issue. There were no further questions on page 8.

Ms. Irwin explained Attachment no. 1, which was a reallocation of funds to cover some overhead costs.

Ms. Irwin asked Ms. Sanders if there were any comments or questions from the public. There were none.

Councilor Berman asked if our election costs us to have something on a ballot, like the wastewater question. Mayor Montross said it does cost, but it will come out of the grant funds for the wastewater.

Mr. Montross asked if we were ready to vote. There were no further questions or comments, so Mr. Montross called for a motion to approve the General Fund with a total requirement of \$396,300.00 for 2022-2023 as proposed by the Budget Officer. Councilor Akers made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross called for a motion to approve the Street Fund with a total requirement of \$162,200.00 for 2022-2023 as proposed by the Budget Officer. Councilor Akers made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross called for a motion to approve the Storm Drain Reserve Fund with a total requirement of \$121,000.00 for 2022-2023 as proposed by the Budget Officer. Councilor Akers made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross called for a motion to approve the Wastewater Fund with a total requirement of \$90,000.00 for 2022-2023 as proposed by the Budget Officer. Councilor Berman made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross called for a motion to approve the Failing Street Reserve Fund with a total requirement of \$63,000.00 for 2022-2023 as proposed by the Budget Officer. Councilor Akers made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross called for a motion to approve the Permanent Tax Rate Levy at the maximum rate limit of 1.95% per \$1,000.00 for 2022-2023. Councilor Akers made the motion, and Mayor Montross seconded it. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Mr. Montross requested a motion to adjourn. The motion was made by Councilor Akers and seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Meeting was adjourned at 8:32 pm.



**Tax Supervising
and Conservation
Commission**

808 SW 3rd Ave, Suite 540
Portland, Oregon, 97204

(503) 988-3054

TSCC@multco.us

tscmultco.com

May 25, 2022

Mayor Michelle Montross and the City Council
City of Maywood Park
10100 NE Prescott St. Suite 147
Maywood Park, Oregon 97201

RE: City of Maywood Park Approved Budget Certification

Dear Mayor Montross and Council Members:

The Tax Supervising and Conservation Commission has completed its review and consideration of the 2022-23 Approved Budget for the City of Maywood Park. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the city.

The budget was submitted timely on May 2, 2022. Estimates were judged to be reasonable for the purposes shown and the document was found to be in substantial compliance with Local Budget Law. The Commission hereby certifies by a majority vote that it has no recommendation or objections to make with respect to the budget.

The budget estimates and levy amounts, as shown in the approved budget, were as follows:

City of Maywood Park			
Total FY 2022-2023 Approved Budget:		\$	832,500
	Appropriations	Unappropriated Fund Balance	Total Budget
General Fund	396,300	0	396,300
State Tax Street Fund	162,200	0	162,200
Wastewater System Reserves Fund	90,000	0	90,000
Storm Drain Reserve Fund	60,000	61,000	121,000
Failing Street Reserve Fund	63,000	0	63,000
Totals	771,500	61,000	832,500

Permanent Rate Tax Levy for 2021-22: \$1.9500 per \$1,000 AV

Oregon Revised Statutes require that the district file a complete copy of the Adopted Budget with the Commission no later than July 15, 2022. If extra time is needed for this, please request an extension in writing.

Yours truly,
TAX SUPERVISING & CONSERVATION COMMISSION

Allegra Willhite, Executive Director

NOTICE OF BUDGET HEARING

A public meeting of the **City of Maywood Park** will be held on **June 6, 2022 at 7:00 p.m.** in person at the Mt. Hood Community College Maywood Park Campus, 10100 NE Prescott St, Room 125, Portland, Oregon and via Zoom remote conferencing services. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the City of Maywood Park Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained by visiting the City's office at 10100 NE Prescott Street, Suite 147. Please schedule an appointment by contacting the City Finance Director at the telephone or email below. A copy of the budget may also be viewed on the City's website at www.cityofmaywoodpark.com. This budget is for an annual period. This budget was prepared on the cash basis of accounting which is the basis of accounting that is the same as used in the preceding year.

Contact: Wendy Irwin, Finance Director

Telephone: 503-255-9805

Email: wirwin@cityofmaywoodpark.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	448,592	443,000	372,000
Fees, Licenses, Permits, Fines, Assessments & Other Service	56,913	55,700	55,300
Federal, State and All Other Grants, Gifts, Allocations &	88,115	79,600	82,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	137,400	175,400	176,600
All Other Resources Except Property Taxes	5,277	4,400	2,600
Property Taxes Estimated to be Received	137,936	138,000	144,000
Total Resources	874,233	896,100	832,500

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	35,055	52,000	64,600
Materials and Services	230,852	309,900	372,300
Capital Outlay	22,883	240,000	148,000
Debt Service	0	0	0
Interfund Transfers	137,400	175,400	176,600
Contingencies	0	10,000	10,000
Unappropriated Ending Balance and Reserved for Future Expenditure	448,043	108,800	61,000
	874,233	896,100	832,500

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program FTE for that unit or program			
Name Administration	88,837	178,400	164,200
FTE	0.7	0.7	0.7
Name Public Safety	61,712	82,500	74,900
FTE	0.0	0.0	0.0
Name Public Works	138,241	341,000	345,800
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program	585,443	294,200	247,600
FTE			
Total Requirements	874,233	896,100	832,500
Total FTE	0.7	0.7	0.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Permanent Rate Levy (rate limit 1.95 per \$1,000)	\$1,9500	\$1,9500	\$1,9500
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings DEQ Loan		
Total	\$0	\$0

AFFIDAVIT OF MAILING

I, MICHELLE MONTROSS, Mayor for the City of Maywood Park regarding the 2022-2023 Budget, say:

On May 10, 2022, copies of the Notice of Budget Hearing (LB-1) were mailed, via First Class mail, to each residence within the City of Maywood Park, with postage prepaid thereon, by depositing said copies of Notice in the U.S. Postal Service by Ad-Mail. A Copy of the Notice of Budget Hearing (LB-1) is attached hereto.

DATED this 10th day of May 2022.

/s/ Michelle J. Montross
Michelle Montross, Mayor
City of Maywood Park



CITY OF
MAYWOOD PARK

ABOUT COMMUNITY GOVERNMENT

PERMITS & FORMS CONTACT

SEARCH

PUBLIC NOTICE of Budget Hearing

Announcements

May 11

The Budget Hearing for fiscal year 2022-2023 will be held on Monday, June 6, 2022 at 7:00 pm in Room 125 of MHCC.

[CLICK HERE FOR BUDGET HEARING NOTICE](#)

NOTICE OF BUDGET HEARING

A public meeting of the **City of Maywood Park** will be held on **June 6, 2022 at 7:00 p.m.** in person at the Mt. Hood Community College Maywood Park Campus, 10100 NE Prescott St, Room 125, Portland, Oregon and via Zoom remote conferencing services. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the City of Maywood Park Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained by visiting the City's office at 10100 NE Prescott Street, Suite 147. Please schedule an appointment by contacting the City Finance Director at the telephone or email below. A copy of the budget may also be viewed on the City's website at www.cityofmaywoodpark.com. This budget is for an annual period. This budget was prepared on the cash basis of accounting which is the basis of accounting that is the same as used in the preceding year.

Contact: Wendy Irwin, Finance Director

Telephone: 503-255-9805

Email: wirwin@cityofmaywoodpark.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
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MINUTES OF COUNCIL MEETING
FOR THE CITY OF MAYWOOD PARK
06 JUNE 2022 7:00-8:00 PM

- BUDGET HEARING -

In Attendance: Mayor Michelle Montross, Council President Mike Reynolds, Councilor Jim Akers, Councilor Miriam Berman, Councilor Robin Wisner
Absent:
Staff Present: Budget Officer Wendy Irwin, City Attorney Jeff Steffen, Finance Director Dalene Bloom
Residents present: Ed Charles, Joe Morgan, MaryJo Steffen

The Budget Hearing was called to order at 7:25 pm.

OPENING COMMENTS

Ms. Irwin handed out a revised document that had all the pages. Ms. Irwin reviewed the budget process and explained that the Budget Committee approved the proposed budget at the April 18, 2022, Budget Committee Meeting and that tonight's process will be the final steps for budget adoption. She stated that the council will review the budget worksheets by fund with opportunity to ask questions. For residents, she then noted that the agenda packet for tonight's meeting is on the City's website. Ms. Irwin also reported that she submitted all of the approved budget documents to TSCC (Tax Supervising and Conservation Commission), and that the commissioners reviewed our budget and sent us a letter of certification. A copy of their letter is included in the agenda packet. After tonight's meeting which includes adopting the budget and then approving the budget resolutions, she will submit everything back to TSCC for final review.

REVIEW OF APPROVED BUDGET WORKSHEETS

Beginning with the General Fund budget, pages 1 to 3, Ms. Irwin asked the Council to review the pages and asked if there were any questions or clarifications needed. As a reminder, she informed the Council that changes to the approved budget are limited to 10% of expenditures in any fund. In addition, the Council may not increase the property tax levy as approved by the Budget Committee. She stated that there were no changes from the proposed budget to the approved budget. The numbers in the adopted column on the worksheets will be the same if there are no changes after tonight's meeting. She asked if there were any questions on the General Fund budget. There were none from the Council.

Resident, Ed Charles, asked about administrative costs for the salary and office admin (Page 2, Line 3) and contract labor (Page 2, Line 4), and he also wanted clarification on the council stipend amount (Page 2, Line 6). Ms. Irwin explained about the office staff positions, that they were for part-time staff for the Recorder and Finance Director, which also included some overlap for her transition. The contract labor line item was for outside contractor services such as IT and other services for special projects to be approved by the Council. She explained that the stipends were for the Council members.

Jeff Steffen asked about the council stipend and clarified it was for city council members and not the city attorney.

Councilor Jim Akers asked what Page 2, Line 15, ORMS, was for. Ms. Irwin explained that we are required to keep records for certain amounts of time per Oregon statutes. Instead of accumulating paper, we have elected to use ORMS, which is an electronic record keeping system contracted with an outside company that meets the standards required by the State. Councilor Akers asked if it's an ongoing charge. Ms. Irwin clarified that it's an ongoing monthly charge of \$360 per month.

There were no further questions or changes for the General Fund.

Ms. Irwin asked the Council to review the Street Fund budget, Pages 4 and 5. Ms. Irwin asked if there were any questions or comments on the Street Fund pages. There were none. No one had any changes.

Ms. Irwin continued with Page 6, Storm Drain Reserves Fund budget. There were no questions and no changes.

Ms. Irwin asked the Council to review Page 7, Wastewater System Reserves Fund budget. There were no questions and no changes.

Ms. Irwin then asked the Council to review Page 8, Failing Street Property Development Reserves Fund budget, clarifying that this is for the Maywood Commons property. The Council had no questions and no changes.

Resident, Joe Morgan, asked about the Maywood Commons budget of \$50,000. What is the money budgeted for? Ms. Irwin and Council President Reynolds explained that the budget is for costs to install an ADA ramp. If there are funds left over, then there may be other projects such as electrical upgrades, irrigation expansion, play structure, and repair of the fence. The ADA ramp is the most important project so that the City's common area can be accessible to all residents and be in compliance with State requirements. Enhanced lighting to the property has been completed this current year.

There were no further questions or changes made to the Failing Street Fund.

Ms. Irwin then explained that Attachment 1 is included as the final page and shows the allocation for administrative costs shared between the Street Fund and the General Fund, with a transfer from the Street Fund to reimburse the General Fund for those expenses.

PUBLIC COMMENT

Ms. Irwin then asked if there were any further questions from the residents or the City Council.

There were no further questions on the budget worksheets.

ADOPTION OF 2022/2023 BUDGET & PROPERTY TAX RATE LEVY

Ms. Irwin requested a motion to be made adopting the General Fund budget as submitted for 2022-2023 in the amount of \$396,300. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin requested a motion to be made adopting the Street Fund budget as submitted for 2022-2023 in the amount of \$162,200. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin requested a motion to be made adopting the Storm Drain Reserves Fund budget as submitted for 2022-2023 in the amount of \$121,000. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin requested a motion to be made adopting the Wastewater System Reserves Fund budget as submitted for 2022-2023 in the amount of \$90,000. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin requested a motion to be made adopting the Failing Street Property Development Reserves Fund budget as submitted for 2022-2023 in the amount of \$63,000 Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin requested a motion to be made adopting the Property Tax Rate Levy for 2022-2023 at the permanent rate of \$1.95 per \$1,000 Assessed Value (AV). Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

APPROVAL OF 2022-2023 BUDGET RESOLUTIONS

Ms. Irwin presented Resolution #299 - Adopting the Budget & Tax Levy. Ms. Irwin asked if there were any questions on this resolution. Councilor Akers asked why there was a line item for parking on the budget resolution for the Street Fund. Ms. Irwin explained that the budget categories are meant to be broad so that we can have flexibility within the funds for what the City needs. Also, the Street Fund includes not only street and berm maintenance and repairs but also parking signs and curb painting to designate parking restrictions. Ms. Irwin asked if there were any further questions. There were none. Ms. Irwin requested a motion to be made to approve Resolution #299 - Adopting the Budget & Tax Levy. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin then presented Resolution #300 - Certifying Services Provided, which is governed under the Oregon Statute listed in Section 1 on the Resolution. She asked if there were any questions. There were none. Ms. Irwin requested a motion to be made to approve Resolution #300 - Certifying Services Provided. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin presented Resolution #301 - Election to Receive State Revenues and explained that each year the City needs to agree to receive its share of state tax revenues. There were no questions. Ms. Irwin requested a motion to be made to approve Resolution #301 - Election to Receive State Revenues. Councilor Akers made the motion, which was seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Ms. Irwin stated that that concludes the Budget Hearing and thanked everyone for a smooth budget process this year. She then called for motion to adjourn.

MOTION TO ADJOURN

The motion was made by Councilor Akers and seconded by Mayor Montross. Mayor Montross voted aye, Council President Reynolds voted aye, Councilor Akers voted aye, Councilor Berman voted aye, Councilor Wisner voted aye.

Meeting was adjourned at 7:50 pm.

RESOLUTION # 299

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Council Members of the City of Maywood Park hereby adopt the budget for fiscal year 2022-2023 in the total of \$832,500. This budget is now on file at the City office, in Maywood Park, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

	Appropriations	Unappropriated
General Fund		
Personnel Services	64,600	
Materials and Services	82,600	
Public Safety	74,900	
Capital Outlay Unallocated	17,000	
Contingencies	5,000	
Transfers Out	152,200	
Total Fund Appropriations	396,300	
Unappropriated ending fund balance		0
State Tax Street Fund		
Street Transportation and Parking	145,800	
Transfer Out	11,400	
Contingencies	5,000	
Total Fund Appropriations	162,200	
Unappropriated ending fund balance		0
Storm Drain Reserves Fund		
Public Works Sewer System	60,000	
Total Fund Appropriations	60,000	
Reserved for Future Expenditures		61,000
Wastewater System Reserves Fund		
Materials and Services	90,000	
Total Fund Appropriations	90,000	
Failing Street Property Development Fund		
Capital Outlay Maywood Commons	50,000	
Transfer Out	13,000	
Total Fund Appropriations	63,000	

Total Appropriations, All Funds	771,500	
Total Unappropriated, All Funds		61,000
Total Adopted Budget		832,500

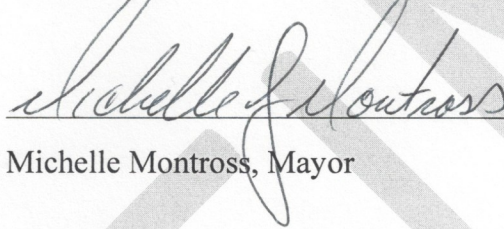
RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2022-2023 upon the assessed value of all taxable property within the City, at the rate of \$1.9500 per \$1,000 of assessed value for permanent rate tax.

RESOLUTION CATEGORIZING THE TAX


BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as general government limitation at the permanent rate of \$1.9500 per \$1,000 of assessed value of all taxable property within the City.

The above RESOLUTION statements were approved and declared adopted on this 6th day of June, 2022.



Michelle Montross, Mayor

ATTEST:



Dalene Bloom, Acting City Recorder

RESOLUTION # 300

RESOLUTION CERTIFYING SERVICES PROVIDED

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services

and

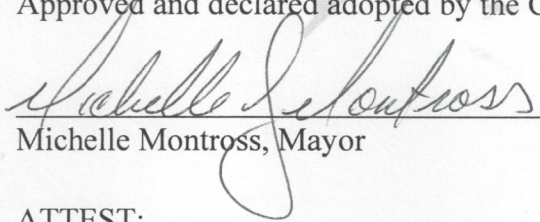
WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED, that the City of Maywood Park hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

<u>X</u>	Police protection	<u>Multnomah County Sheriff's Office</u>
<u>X</u>	Fire protection	<u>City of Portland BOEC/Multnomah Rural Fire District #10</u>
<u>X</u>	Street construction, maintenance and lighting	<u>City of Maywood Park</u>
	Sanitary Sewer	
<u>X</u>	Storm Sewers	<u>City of Maywood Park</u>
<u>X</u>	Planning, zoning and subdivision control	<u>Planning Commission and City Council</u>

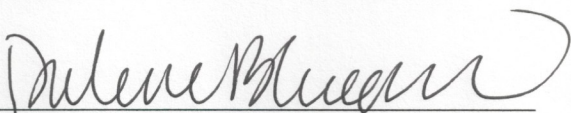
One or more utility services not checked off above: _____

Approved and declared adopted by the City of Maywood Park on this 6th day of June, 2022.



Michelle Montross, Mayor

ATTEST:



Dalene Bloom, Acting City Recorder

RESOLUTION # 301

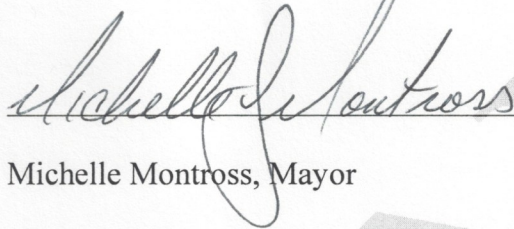
**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

BE IT RESOLVED that the City of Maywood Park ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2022-2023.

Passed by the City Council this 6th day of June, 2022.

Approved by the Mayor this 6th day of June, 2022.




Michelle Montross, Mayor

ATTEST:



Dalene Bloom, Acting City Recorder

I certify that a public hearing before the Budget Committee was held April 18, 2022, and a public hearing before the City Council was held on June 6, 2022, giving citizens an opportunity to comment on use of State Revenue Sharing.



Dalene Bloom, Acting City Recorder

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Multnomah County

**FORM LB-50
2022-2023**

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Maywood Park has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Multnomah County. The property tax, fee, charge or assessment is categorized as stated by this form.

10100 NE Prescott Street, Suite 147 Portland OR 97220 06/06/2022
Mailing Address of District City State ZIP code Date

Wendy Irwin Finance Director 503-255-9805 wirwin@cityofmaywoodpark.com
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
		Rate -or- Dollar Amount		
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	\$1.9500	
2.	Local option operating tax	2	0	
3.	Local option capital project tax	3	0	
4.	Levy for pension and disability obligations	4	0	
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		0
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		0
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	1.9500
7.	Election date when your new district received voter approval for your permanent rate limit	7	N/A
8.	Estimated permanent rate limit for newly merged/consolidated district	8	N/A

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.
The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

150-504-073-7 (Rev. 1-13) (see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than JULY 15, unless granted an extension in writing.