

# Budget Review 2022-23

## City of Maywood Park



### INTRODUCTION & BACKGROUND

The City of Maywood Park is a triangular residential area of about three-square miles located at the intersection of Interstates 205 and 84.

It is an island surrounded by the City of Portland. Maywood Park serves about 340 homes and an estimated population of 750 (the population has decreased since the photo to the right was taken). It is home to a Mount Hood Community College campus.

The five-member council is elected at large to four-year terms. The council, from its membership, appoints the mayor and council president. The voters passed a permanent property taxing authority of \$1.9500 per thousand of assessed value in November 1998.

The city contracts with other districts for most services: Multnomah County for police, planning, and street maintenance and the City of Portland for water and fire protection service. Maywood Park does not have sanitary sewers; all sewage is processed on-site. Not surprisingly, the provision of sanitary sewers is the city's capital improvement focus.



Aaron Hockley | Flickr

City of Maywood Park	2018-19	2019-20	2020-21	2021-22
Assessed Value in Millions	\$68.6	\$70.7	\$73.1	\$75.4
Real Market Value (M-5) in Millions	\$122.7	\$126.0	\$127.5	\$163.1
Property Tax Rate Extended: Operations	\$1.9500	\$1.9500	\$1.9500	\$1.9500
Measure 5 Loss	\$-99	\$-97	\$-121	\$-123
Number of Employees (FTE's)	1	1	1	1

### STRATEGIC PLAN / PERFORMANCE OBJECTIVES

The City of Maywood Park does not have a strategic plan but has a work plan and three primary goals for the FY 23 budget.

- Sanitary Sewers. Most Maywood Park property owners are not connected to the City of Portland's wastewater collection system. Instead, sewage is handled by septic tanks and other onsite

systems. After many years of start and stop efforts, the city completed a planning study to update Maywood Park's wastewater management. The city aims to present the proposed Wastewater Facilities Plan with options and associated costs to the residents in FY 23 through several meetings. Once prospects are presented, and the city council receives public comment, the residents will vote on whether to continue with the citywide wastewater sewer project.

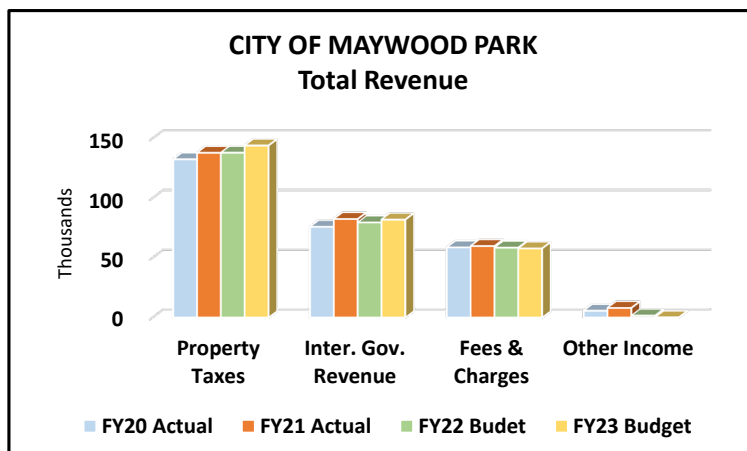
- Failing Street Property Development. This property is a city-owned property, Maywood Commons, that is being developed into a more usable outdoor public space.
- Continued public infrastructure improvements. The city will continue its ongoing projects to improve and replace catch basins and drywells for stormwater runoff, speed bumps and traffic signs, street repairs, and multi-use path maintenance and upgrades.

## BUDGET OVERVIEW

The total FY 23 budget for the City of Maywood Park is \$832,500, a decrease of \$63,600 or -7% over the current year budget. Reserves built up in past years were drawn down, as intended, for capital project spending.

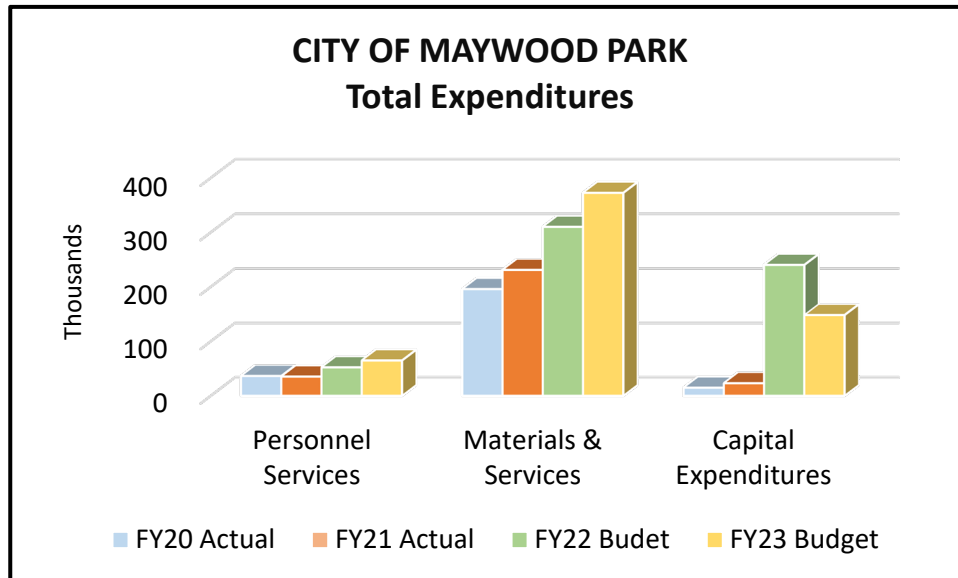
CITY OF MAYWOOD PARK				
Total Revenue vs. Total Requirements				
	2019-20	2020-21	2021-22	2022-23
	Actual	Actual	Budget	Budget
Revenue	272,747	288,241	277,700	283,900
Expenditures	246,459	288,790	601,900	584,900
Gain/Loss Percentage	9.6%	-0.2%	-116.7%	-106.0%

## RESOURCES



The revenues in FY 23 Approved Budget total \$283,900, and beginning fund balance is \$372,000 (45% of total resources). Primary revenue sources are consistent with previous years' resources, including state shared proceeds, state gasoline tax, franchise fees, and earned interest, with property taxes making up 51% of the revenue. All income except gas tax is received into the General Fund.

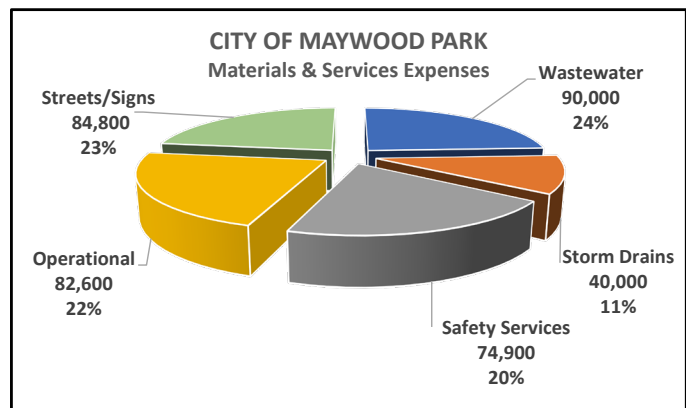
**REQUIREMENTS**



Year-over-year comparisons in the object code expenditures are shown in the chart above.

**Personnel Services:** the City of Maywood Park is small and has only 0.7 permanent FTE, the Finance Director and City Recorder. Both are part-time salaried positions.

**Materials & Services** are the most significant expense category at \$372,300. This category can be divided into five usage categories, as shown in the chart. Materials and services increased by \$62,400 in the FY 23 year as the city turned its attention to the wastewater system. They have budgeted \$90,000 for professional consulting services to explain and promote the wastewater system.



Safety Services include contracts with Multnomah County Sheriff's Office for patrols.

The cost for these services is \$43,400. Police and emergency medical services (BOEC 911 services) will cost \$21,000 in FY 23. Also included in this group are Community and Neighborhood Emergency Response Team (CERT/NERT) supplies and materials, and training costs. The street signs and maintenance expenditures are recorded in the State Tax Street Fund and paid for using Oregon Department of Transportation Highway Trust dollars.

Plans for new street speed bumps, berm irrigation line repairs, and the Maywood Park Commons Project drive **capital expenditures**.

## GENERAL FUND

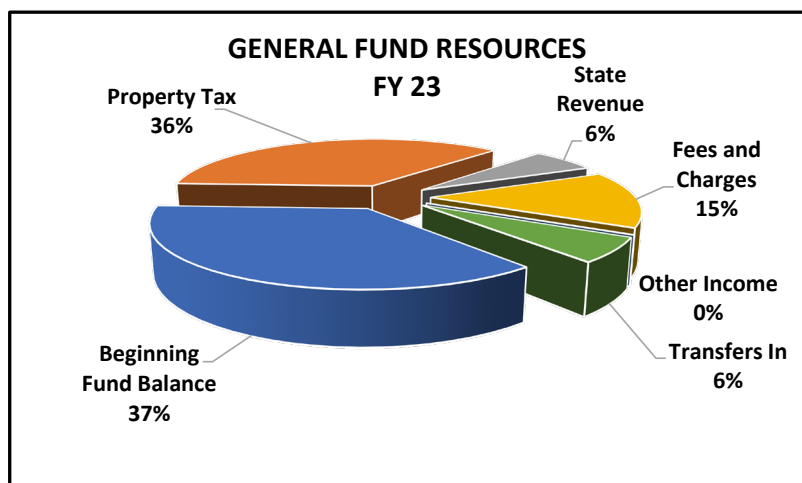
The General Fund is increasing by four percent. The beginning fund balance is \$44,000 more or 43% higher than the current year, mainly because of American Rescue Plan Act (ARPA) funds received in the current year. The city will use these funds to move forward with the next steps in the Wastewater Project. The public safety services expenditures have decreased by 9% as the city uses actual expenditures for the current year as a guide for FY 23 predictions.

Transfers from the General Fund total \$152,200. These dollars will go to Storm Drain Reserves Fund for repairs and maintenance, the State Tax Street Fund for capital projects, and the Wastewater System Reserves Fund for professional fees associated with the wastewater project.

## GENERAL FUND RESOURCES

**Property taxes** are Maywood Park's primary revenue source. To support the city operations, Maywood Park will continue to levy its total tax rate of \$1.9500 per \$1,000 AV in FY 23. The rate will result in \$144,000 in revenue.

Maywood Park receives \$57,800 in **fees and charges**. The **State Revenue** is from: State revenue sharing (\$8,700) and cigarette, liquor, and marijuana tax (\$13,300). **Other resources** include licenses, rebates, reimbursements, and miscellaneous sources.



**Transfers** into the General Fund come from the State Tax Street Fund, \$11,400, which covers the costs of administering the fund. In addition, the Failing Street Property Development Reserves Fund is transferring \$13,000 back to the General Fund.

## GENERAL FUND REQUIREMENTS

Maywood Park breaks the General Fund into three expenditure categories:

- Administration and Support Services include personnel services, fees for professional services such as auditors, city planning consultants and attorney fees, office supplies and expenses, and office and property management and maintenance. This expenditure is \$380,300.
- Providing Public Safety Services in FY 23 totals \$74,900. These dollars cover the inter-governmental agreement with the Multnomah County Sheriff's office for routine patrols for the city and three traffic speed control missions per year, the Bureau of Emergency Communications (BOEC) 911 emergency services charges and fire protection services, the bio-hazard camp cleanup cost, and Community/Neighborhood Response Team (CERT/NERT) materials and supplies and training costs.

- Unallocated Capital Expenditures are the third category and total \$17,000. The city has set aside \$2,000 for office furniture and computer equipment and \$15,000 to cover the remaining cost of upgrades to implement temperature control measures in the new storage unit used to hold the Community Emergency Response Team resources and other supplies for city events.

### **Personnel Services**

The city has only two permanent employees, a finance director and a city recorder. Both are part-time positions, have a fixed monthly salary with no benefits, and are equivalent to less than one full-time employee. The finance director resigned during the current year, and the city hired a replacement. The \$64,600 budget for personnel services is a 24% increase to cover an overlap between the current finance director, who has agreed to help with the transition, and the newly hired finance director. The additional amount also covers a cost-of-living adjustment for the city recorder and the finance director and an increase in the stipend paid to the mayor and council members for the increased workload and time on city projects. The budgeted amount also includes \$12,400 to cover a temporary grant writer position that will be filled on a project-by-project basis.

### **Materials & Services**

The materials and services in the General Fund for FY 23 total \$82,600, a 10% drop compared to the current year's expenditures in this category. The reduction is related entirely to the \$11,000 decrease in professional services for implementing the wastewater project. The cost for these services is now recorded in the Wastewater System Reserves Fund. Other line items remain consistent with the current year's expenditures.

Transfers account for 38% of the General Fund requirements. The \$152,200 in transfers are how Maywood Park pays for current and future public works projects. State Tax Street Fund will receive \$42,200 for projects, and Storm Drain Reserves Fund will receive \$20,000 to build reserves for repairs and maintenance. These reserves must be set aside to cover the cost should a storm drain fail and need replacement or repair. The Wastewater System Reserves Fund will receive \$90,000 from the General Fund to cover professional fees for moving forward with the wastewater project.

## **OTHER SIGNIFICANT BUDGET AREAS**

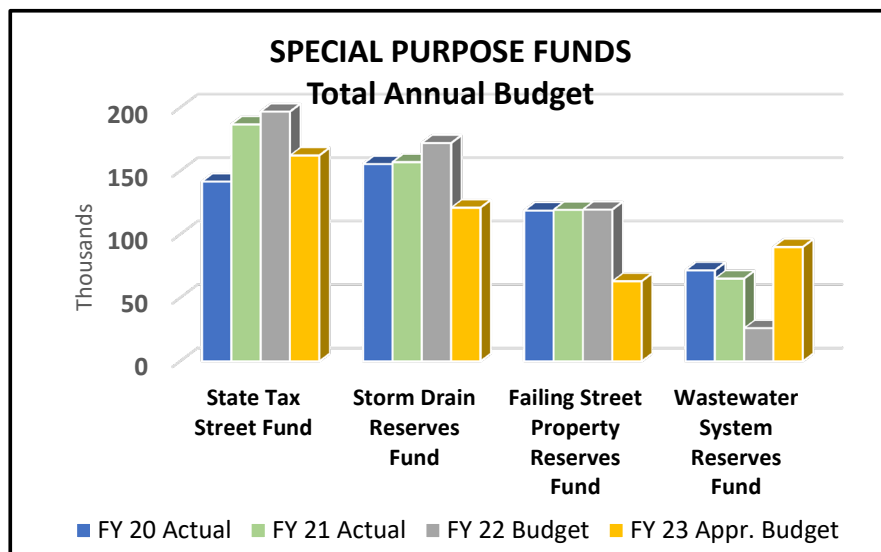
### **OTHER FUNDS**

Maywood Park has four additional funds. The State Tax Street Fund receives a share of the Oregon Department of Transportation (ODOT) highway tax. The other three funds are supported only by transfers from the General Fund.

- **State Tax Street Fund \$162,200**  
Expenditures in this fund are only used for street maintenance expenditures, multi-use paths, signs, lighting, and related capital projects.
- **Storm Water Reserves Fund \$121,000**  
This fund is used for Underground Injection Controls (drywells) to handle stormwater runoff.

- Failing Street Property Development Reserves Fund \$63,000**  
 The Failing Street Property is a city-owned site planned for a city commons /city hall facility.
- Wastewater System Reserves Fund \$90,000**  
 The City of Maywood Park does not have sanitary sewers, and this fund was used for planning expenditures for that future project. The plan has been completed. The city has budgeted \$90,000 for professional services for implementation of the project. They will ask PACE, (the firm who produced the initial study and conversion plan) and other firms to meet with the residents to discuss the plans and what it will take to move forward. City council members are hoping residents will get behind the program so they can move forward with this project.

Total requirements for each special fund are shown in the following chart.



State Tax Street Fund will receive \$58,000 from ODOT Highway Trust Fund. This revenue, along with the beginning fund balance of \$62,000 and a transfer of \$42,200, will meet the planned expenditures of \$162,200. The city will use the revenue in this fund for new street and speed limit signs throughout Maywood Park, speed bumps, painting curbs yellow for no parking zones, and berm irrigation upgrades. The landscape projects and maintenance make up the most significant expenditure in this fund at \$45,000.

Wastewater System Reserves Fund is used to plan and set aside resources for the sanitary wastewater collection system for Maywood Park. The contractor completed the plan for the project in 2020, but during the pandemic, only minimal work was done. With the additional ARPA funds, the project has become a priority for the city. The only expenditure is for professional and consulting services to explain to Maywood Park residents the necessity to convert to a sanitary waste removal system and promote moving forward with completing a citywide wastewater system (\$90,000).

Storm Drain Reserves Fund is used to set aside resources to repair and replace catch basins and dry wells within the city. This budget includes a transfer of \$20,000. These funds, along with the fund balance of \$101,000, will make it possible to meet \$40,000 in maintenance and repairs, set aside \$20,000 for Underground Injection Control (UIC) upgrades, and leave \$61,000 for future expenditures.

Failing Street Property Development Reserves Fund has a beginning fund balance of \$63,000 and will not need a transfer from the General Fund in FY 23. The fund balance will allow the city to use \$50,000 to build an ADA ramp bringing the Maywood Commons into compliance. Even considering other small projects, the council feels confident they will have adequate resources to complete these small projects in addition to the ADA ramp and transfer \$13,000 to the General Fund.

## DEBT STATUS

The City of Maywood Park has no debt.

## BUDGET/STRATEGIC PLAN ALIGNMENT

The city's budget is in line with its strategic plan. After many years of ongoing discussions, they have completed the study to move from septic systems to a citywide sanitary sewer system. The city council will now gauge the public support and ask the citizens to vote to move forward with this critical project. In addition, the Commons Development Project is moving forward with plans to enhance the public use area, investing \$50,000; and the infrastructure improvement projects to replace catch basins & drywells for stormwater runoff are also in this budget.

## HIGHLIGHTS

- The budget decreases by \$63,600 due to planned capital spending in the current year, reducing the carry over to FY 23.
- Capital expenditures decreased 38% from \$240,000 to \$148,000: \$50,000 will be used for the Commons Area renovation; \$61,000 for projects involving street improvement; \$20,000 for Underground Injection Control upgrades and \$17,000 for computers and storage unit upgrades.
- Maywood Park has finished the feasibility study of the Wastewater System Plan. The city will use American Rescue Plan Act resources to move forward with explaining and promoting the plan to the residents of Maywood Park. Council will gauge public support and determine next steps.

## BUDGET PROCESS & COMPLIANCE

Yes	No	Compliance Issue
X		Did the district meet publication requirements?
X		Do resources equal requirements in every fund?
N/A		Does the GO Debt Service Fund show only principal and interest payments?
X		Are contingencies shown only in operating funds?
X		Did the budget committee approve the budget?
X		Did the budget committee set the levy?
X		Does the audit show the district was in compliance with budget law?

### **LOCAL BUDGET LAW COMPLIANCE**

The FY 2022-23 Budget is in substantial compliance with local budget law. Estimates were judged to be reasonable for the purposes shown.

The audit report for FY 2020-21 notes no exceptions.

### **CERTIFICATION LETTER RECOMMENDATIONS & OBJECTIONS**

TSCC staff did not find any deficiencies in the district's FY 2022-2023 budget or budget process, and we recommend the Certification Letter contain no recommendations or objections.



# City of Maywood Park

## Approved Budget Summary Sheet

	2019-20 Actual	2020-21 Actual	2021-22 Rev Bud	2022-23 App Bud	Budget % Change
<b>SUMMARY OF ALL FUNDS</b>					
<b>Property Tax Breakdown:</b>					
Permanent Rate Property Taxes	130,762	135,260	138,000	144,000	4%
Prior Years Property Taxes	1,738	2,676	0	0	0%
<b>Total Property Taxes</b>	<b>132,500</b>	<b>137,936</b>	<b>138,000</b>	<b>144,000</b>	<b>4%</b>
<b>Resources:</b>					
Beginning Fund Balance	422,304	448,592	443,000	372,000	-16%
Property Taxes	132,500	137,936	138,000	144,000	4%
Intergovernmental Revenue	75,928	82,465	79,600	82,000	3%
Fees and Charges	58,679	59,810	58,500	57,800	-1%
Other Income	5,640	8,030	1,600	100	-94%
Transfers In	82,400	137,400	175,400	176,600	1%
<b>TOTAL RESOURCES</b>	<b>777,451</b>	<b>874,233</b>	<b>896,100</b>	<b>832,500</b>	<b>-7%</b>
<b>Requirements by Function:</b>					
Facilities Acquisition and Construction	0	0	94,500	50,000	-47%
Administrative Services	90,962	85,214	143,400	147,200	3%
Public Safety	57,384	61,712	82,500	74,900	-9%
Public Utilities Sewer System	25,878	40,761	70,000	150,000	114%
Streets Transportation and Parking	69,468	97,480	176,500	145,800	-17%
Capital Outlay Unallocated	2,767	3,623	35,000	17,000	-51%
Transfers Out	82,400	137,400	175,400	176,600	1%
Contingencies	0	0	10,000	10,000	0%
Ending Fund Balance	448,592	448,043	108,800	61,000	-44%
<b>TOTAL REQUIREMENTS</b>	<b>777,451</b>	<b>874,233</b>	<b>896,100</b>	<b>832,500</b>	<b>-7%</b>
<b>Requirements by Object:</b>					
Personnel Services	36,171	35,055	52,000	64,600	24%
Materials & Services	195,669	230,852	309,900	372,300	20%
Capital Outlay	14,619	22,883	240,000	148,000	-38%
Fund Transfers	82,400	137,400	175,400	176,600	1%
Contingencies	0	0	10,000	10,000	0%
Ending Fund Balance	448,592	448,043	108,800	61,000	-44%
<b>TOTAL REQUIREMENTS</b>	<b>777,451</b>	<b>874,233</b>	<b>896,100</b>	<b>832,500</b>	<b>-7%</b>
<b>SUMMARY OF BUDGET - BY FUND</b>					
General Fund	290,036	346,146	381,800	396,300	4%
State Tax Street Fund	141,603	186,714	196,800	162,200	-18%
Wastewater System Reserves Fund	71,619	65,110	26,000	90,000	246%
Storm Drain Reserve Fund	155,432	156,945	172,000	121,000	-30%
Failing Street Reserve Fund	118,761	119,318	119,500	63,000	-47%
<b>GRAND TOTAL ALL FUNDS</b>	<b>777,451</b>	<b>874,233</b>	<b>896,100</b>	<b>832,500</b>	<b>-7%</b>

## City of Maywood Park

continued

	2019-20	2020-21	2021-22	2022-23	Budget
	Actual	Actual	Rev Bud	App Bud	% Change
<b>DETAIL OF GENERAL FUND</b>					
<b>Resources:</b>					
Beginning Fund Balance	65,613	65,923	102,000	146,000	43%
Property Tax	132,500	137,936	138,000	144,000	4%
State Revenue	22,808	28,507	22,800	24,000	5%
Fees and Charges	58,679	59,810	58,500	57,800	-1%
Other Income	1,036	6,570	100	100	0%
Transfers In	9,400	47,400	60,400	24,400	-60%
<b>TOTAL FUND RESOURCES</b>	<b>290,036</b>	<b>346,146</b>	<b>381,800</b>	<b>396,300</b>	<b>4%</b>
<b>Requirements:</b>					
Administrative Services	90,962	85,214	143,400	147,200	3%
Public Safety	57,384	61,712	82,500	74,900	-9%
Capital Outlay Unallocated	2,767	3,623	35,000	17,000	-51%
Transfers Out	73,000	90,000	115,000	152,200	32%
Contingencies	0	0	5,000	5,000	0%
Ending Fund Balance	65,923	105,597	900	0	-100%
<b>TOTAL FUND REQUIREMENTS</b>	<b>290,036</b>	<b>346,146</b>	<b>381,800</b>	<b>396,300</b>	<b>4%</b>