



## AGENDA

### Budget Committee Meeting

6:00 PM - Monday, May 10, 2021

Page

1. ZOOM MEETING INFORMATION

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/87828058467>

Or Telephone:

(253) 215-8782

Meeting ID: 878 2805 8467

If you do not have access to a computer or telephone and would like to take part in the meeting, please contact City Hall by Friday May 7th and arrangements will be made to facilitate your participation.

2. ROLL CALL

3. CONFLICTS OF INTEREST

4. APPROVAL OF MINUTES

4.1. Approval of Minutes

[Budget Committee - 03 May 2021 - Minutes - Pdf](#)

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5. PUBLIC COMMENT

The Budget Committee welcomes your comments at this time. Please see the instructions below:

- If you are participating online, click the "raise hand" button and wait to be recognized.
- If you are participating via telephone, dial \*9 to "raise your hand" and wait to be recognized.

[Click here to review comments received regarding the Aquatic Center.](#)

6. NEW BUSINESS

6.1. Biennium 2021-2023 Proposed Budget

- Consideration of Sandy Urban Renewal Agency proposed budget
- Consideration of City of Sandy proposed budget

[Biennium 2021-2023 Proposed Budget - Pdf](#)

[Staff Presentation Slides](#)

[Budget Message Presentation Slides](#)

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[Budget Committee Questions Memo 5-10](#)

7. ADJOURN



# MINUTES

## Budget Committee Meeting

6:00 PM - Monday, May 3, 2021

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The Budget Committee of the City of Sandy was called to order with the following members present:

**PRESENT:** Council President Jeremy Pietzold, Councilor Carl Exner, Councilor Don Hokanson, Councilor Kathleen Walker, Councilor Laurie Smallwood, Councilor Richard Sheldon, Mayor Stan Pulliam, Budget Committee Member Daniel Phipps, Budget Committee Member Fritz van Gent, Budget Committee Chair Linda Malone, Budget Committee Member Noah Mhyrum, Budget Committee Member Timothy Huber, and Budget Committee Member Jan Lee

**ABSENT:**

### 1. ROLL CALL

### 2. CONFLICTS OF INTEREST

#### 2.1.

**Committee Member Walker** declared a potential conflict of interest due to her spouse's employment as the City's Public Works Director.

### 3. APPROVAL OF MINUTES

#### 3.1. Approval of Minutes - April 26, 2021

**Committee Member Hokanson** indicated that the draft minutes should be amended to specify that discussion of the proposed Library budget included a suggestion to identify spending on services for city residents vs. non-residents.

**Stan Pulliam made a motion** Adopt the minutes as amended. **Don Hokanson seconded the motion. CARRIED. unanimously.**

### 4. PUBLIC COMMENT

#### 4.1.

The following individuals expressed support for reopening the Aquatic Center:

- Erin Findlay, 37616 Rachael Dr
- Grant Hayball, 17714 Loundree Dr
- Jan Sharman, 18635 Van Fleet Ave

### 5. NEW BUSINESS

### 5.1. Biennium 2021-2023 Proposed Budget

Staff delivered budget presentations for the following departments/funds. The presentation slides were included in the agenda packet.

- Parks, Buildings, and Grounds
- Planning
- Building
- Economic Development
- Non-Departmental
- IT
- Transit
- Aquatic/Recreation Center
- Parks Capital
- Sewer Bond Reserve
- Full Faith and Credit
- Operations Center IS
- Facility Maintenance IS
- Streets
- Water
- Sewer
- Stormwater
- Telecommunications (SandyNet)

Committee members discussed the following topics during the presentations:

- Parks, Buildings, and Grounds
  - Need for more park-related goals
  - Need for more funding for parks maintenance
  - Opportunities to increase biodiversity
- Planning / Building
  - Urgency of work related to recent and upcoming state legislation
  - Internal service methodology related to legal expenses
  - Importance of reserves for Building
  - Funding for TSP update
  - Whether fees sufficiently cover Planning expenses
  - Unfunded mandates from the state
  - Demands on staff time from records requests and real estate issues
  - Possible reimbursement of the General Fund if grant funding is secured
- Economic Development
  - Compensation expenses
  - SSCP and Tenant Improvement program spending
  - Funding for a market analysis
  - Activating chronically vacant C1 properties
  - Grant funding for tourism and economic development planning
- Non-Departmental
  - Urgency of identifying how to spend ARPA funds and General Fund surplus

- Timing of receiving ARPA funds
- Appropriateness of maintaining large contingency amounts
- Philosophy and advantages of Expenditure Control Budgeting
- Funding for employee recognition
- Whether to add a 'Reserve' line item
- Whether to establish a depreciation account
- IT
  - Cybersecurity risks and the importance of adequate insurance

To ensure the meeting could proceed in a timely manner, **Chair Malone** determined that further questions from committee members should wait until after the completion of the remaining staff presentations.

Additional questions were asked about the following topics:

- Acquisition of land adjacent to Tickle Creek Trail as indicated in the Parks Capital Fund
- Funds due from ODOT related to the jurisdiction transfer of Hwy 211 and the timing and urgency of ADA improvements
- Reimbursement of COVID-19 related costs due to remote work
- Funding for charging stations
- Plans for budget deliberations at the May 10th meeting
  - Whether to submit ideas to staff in advance for how to spend \$308,000 in General Fund surplus and \$2.3 million in ARPA funds and whether such ideas should be shared with all members
  - Whether deliberations should instead take place during an extended May 3rd meeting
  - Whether members should refrain from submitting ideas until after the urban renewal discussion on May 10th
  - Whether ARPA spending can be adequately directed at this time given the lack of Federal guidance

The consensus of the committee was that members should refrain from submitting ideas for spending General Fund surplus and ARPA funds in advance of the May 10th meeting, though general clarification questions of staff are welcome.

## 6. ADJOURN

- 6.1. **Stan Pulliam made a motion** Motion to adjourn **Laurie Smallwood seconded the motion. CARRIED. unanimously.**



## Staff Report

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**Meeting Date:** May 10, 2021

**From** Jordan Wheeler, City Manager

**SUBJECT:** Biennium 2021-2023 Proposed Budget

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### **BACKGROUND:**

The City of Sandy operates on a two year budget, as allowed by Oregon's Local Budget Law. The two year period is known as a biennium, and is made up of two fiscal years, running from July 1 through June 30. The City Manager is the budget officer and is responsible for the development and management of the overall budget, as well as presenting the budget message to the Budget Committee.

The attached budget is balanced, as required by ORS, meaning that revenues (resources) equal expenditures (requirements). The total budget for the City of Sandy is \$102,635,234. This amount includes \$2.3 million in American Rescue Plan Act (ARPA) funds, which have been placed in contingency until a formal plan can be adopted as to how these funds will be spent. Current legislation allows for revenue replacement related to COVID-19, covering COVID-19 expenditures, and infrastructure investment in water, sewer, and broadband services. Particular attention should be paid to the Budget Message, which outlines accomplishments, goals, and significant challenges for the upcoming biennium.

In addition to the City of Sandy's proposed budget, the Sandy Urban Renewal Agency's (SURA) proposed budget is attached. The total budget for the SURA is \$10,359,987.

During the April 26th and May 3rd meetings, the Budget Committee received the Budget Message and reviewed all portions of the proposed budget for the City of Sandy.

At this May 10th meeting, the committee will be joined by the SURA Board members for a presentation and consideration of the proposed Urban Renewal Agency Budget. This will be followed by committee deliberations on the proposed budget for the City of Sandy.

The City has received a number of comments from local residents through our website concerning the Aquatic Center; [these comments are available for review here](#).

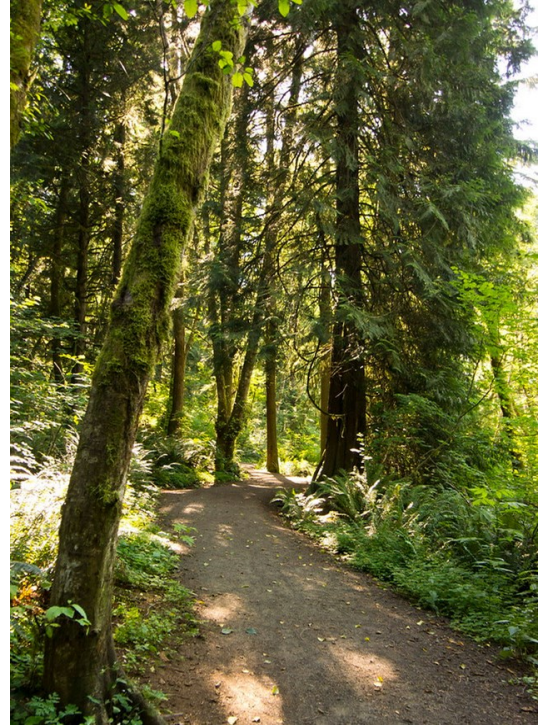
### **RECOMMENDATION:**

After reviewing the proposed budget and making any changes, the Budget Committee will need to approve the budget, as well as approve the property tax rate of \$4.1152 per \$1,000 of assessed value.

I would like to again thank the Budget Committee members who have volunteered their time to assist in this important process, as well as city staff for their work developing and presenting their budgets to the Committee.

**LIST OF ATTACHMENTS/EXHIBITS:**

- City of Sandy BN 2021-23 Proposed Budget
- Sandy Urban Renewal Agency BN 2021-23 Proposed Budget



# CITY OF SANDY, OREGON PROPOSED BUDGET BN 2021 - 2023



# 2021-2023 Proposed Budget

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# **BN 2021-23 Budget Message**

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April 21, 2021

Mayor Pulliam, Chair Malone, and Members of the Sandy Budget Committee:

I am pleased to submit the City of Sandy's Proposed Budget for the 2021-23 biennium. This is a budget developed during a time of historic challenges and strain caused by the coronavirus pandemic. But it also a budget that embodies the hope and optimism of economic recovery and resiliency as we emerge from this calamity and move the city forward with vital infrastructure projects and strategic investments. The total city-wide budget as proposed is \$102,635,234. The operating budget is \$59,645,565 and the capital budget is \$30,847,802. The remaining balance of \$12,141,867 is set aside as contingency funds.

The coronavirus pandemic is arguably the most disruptive event in a generation. For over a year, the city's workforce has adapted to providing services remotely, pivoting our program priorities to serving our vulnerable populations and those most impacted by the pandemic. We continuously operated in an environment of uncertainty and changing directives. It hasn't been an easy road.

Many of our community members and staff have spent the year working from home or in altered workplaces, facing loss of jobs or wages, enduring stress or loneliness, experiencing the loss of significant others, and managing concern about the impact of the virus on our elders or economically disadvantaged neighbors. Last year also challenged us with the emergence of our collective recognition of the prevalence of racial injustice and systemic racism in our society, and the vulnerability of our community to natural disasters such as the Clackamas wildfire. This is the context in which we have developed this budget, with an eye towards staying focused on the Council's goals and priorities to make Sandy a more resilient, welcoming, and thriving community for generations to come.

This budget reflects our investments in the future of Sandy, either through the continued updating of our master plans, constructing critical infrastructure improvements, or maintaining service levels to keep the quality of life our residents expect. The prioritized City Council goals drive this strategy and are incorporated and funded in this proposed budget: Plan and provide sustainable infrastructure; be proactive in managing and planning for growth; foster economic recovery and growth; maintain financial strength and sustainability; collaborate with regional and community partners to address homelessness; engage the community on community issues and in celebration; and expand recreation opportunities that align with community needs.

Finally, our optimism of an economic recovery is bolstered by the American Rescue Plan Act's (ARPA) direct funding for local governments and other potential grant and stimulus opportunities from our state and federal governments. Sandy's estimated share of the ARPA funds, approximately \$2.3 million, is included in the General Fund's contingency and will be a topic for discussion for the Budget Committee and City Council.

## **Proposed Budget Highlights and Changes**

Within the pages of this budget document you will find notes on Department or Fund highlights, changes, or significant expenditures that are proposed for this biennium.

## **BN 2021-23 Budget Message**

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Significantly, this proposed budget will:

- Implement the wastewater system facilities plan with continuation of the collection system work addressing inflow and infiltration, improvements at the existing wastewater treatment plant, and continued work on the planning and permitting for the next phases of the project. To fund the project, a \$15 million revenue bond is planned for 2021-22. Wastewater rate increases of 15% in year one and 14% in year two of the biennium are reflected in the wastewater revenue.
- Fund the update to the City's Comprehensive Plan. The Planning Department includes a one-time allocation of \$250,000 for this effort.
- Sustain the additional police staffing levels implemented in 2019 with the adoption of the safety fee at \$4.50 per residential household. Revenue from the fee is budgeted at \$557,000 for the biennium.
- Fund the construction of the City's priority transportation project, the extension of 362<sup>nd</sup> and Bell street.
- Provide funding for a new park as an implementation of the new parks master plan. The updated master plan will assist in determining the location of the new park.

Additional important notes include:

- The Water Fund reflects a large decrease in cash balance due to the water meter conversion project. The Water Master Plan will be completed next year which will include a new capital plan and rate model update for addressing the future water supply and treatment options.
- The budget maintains minimal maintenance at the Aquatic Center as the Council and community determine a future for the pool and an aquatics program in Sandy.
- The General Fund includes a reserve equal to 5% of the Fund's operating budget. The ARPA local government direct funding is also included in the General Fund's contingency to be allocated by 2024 per the Council's direction and in accordance with federal criteria.
- The total staffing reflects an increase of 2.62 FTE over the previous biennium.

Structurally, the budget includes one new department in the Wastewater Fund for tracking and accounting for the Wastewater System Improvements Project. We have also removed confusion in several funds by consolidating beginning fund balances in operations and capital departments so that only one fund balance is displayed for each Fund.

### **Financial Trends and Assumptions**

Last biennium, our goal was to address some of the structural issues with the city's budget while leveraging growth and new sources of revenue. We implemented the public safety fee to stabilize the Police Department's budget, restored the General Fund's reserve, and reduced expenses at the aquatic center through the closing of the pool while a sustainable plan is developed.

Then the coronavirus pandemic arrived which shifted our priorities, impacted revenues, and generated new one-time expenses. Fortunately, many of the added expenditures, such as emergency small business loans and public health measures, were abated by the Coronavirus Aid, Relief, and Economic Security Act (CARES) funding. But the mandated closures and restriction measures in response to the pandemic affected our Departments that provide in-person services to the public, fee-based programs, or collect volatile revenue such as gas taxes, citations, or transit taxes. To mitigate the effects, we

## **BN 2021-23 Budget Message**

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reduced staff and hours in our Community Services Department and Library and shifted our priorities to the essential services such as Meals on Wheels. The Proposed Budget reflects a gradual recovery with a return to reopened facilities, rentals, and baseline events and programming. Gas taxes and transit taxes have appeared to have rebounded and stabilized as well.

In the General Fund, the proverbial future crossing of the lines of expenditures and revenue is still the case in many of our departments. Like many local governments, we face a forecasted structural deficit in our operating budget. The policy of departments carrying over budget savings will provide a buffer to possible service cuts due to the structural imbalance, but the growing gap between ongoing revenues and expenditures in some of our operating departments will need to be addressed in the months ahead. Particularly, the Recreation, Seniors, and Parks Maintenance Departments are challenged by insufficient cost recovery or general revenue support to keep pace with ongoing expenses. The completion of the Parks Master Plan, and the City Council's goals around the community campus and the recreational needs of the community as well as revenue recovery, will provide the appropriate opportunity to address the financial sustainability of parks and recreation services.

The Planning & Building functions, while experiencing steady revenue from land use applications and permit fees, is also in need of an update to our fee schedule to ensure our revenue covers our costs and our fees are comparable to like-cities.

Other trends reflected in the budget include the following:

- The city continues to experience steady development activity, especially residential development. This activity is reflected in the growth in assessed value which has averaged 5% over the last five years. This translates to healthy growth in property tax collections. Property tax revenue is projected to increase 13% over the previous biennial budget. General revenue growth is predicted to be 8.85%.
- Our subscribership for SandyNet continues to grow with most of the city's households receiving state-of-the-art fiber internet service from the City of Sandy. Budgeted revenue from fiber to the home charges reflect an increase of 13% over the previous biennium. The contribution from the General Fund to the Telecommunications Fund has been reduced to \$60,000.
- The city's full-time-equivalent (FTE) per capita will remain steady at 6.75 per 1000 population by the second year of the biennium. Total FTE will increase slightly to 79.87 from 77.25. New positions include a new engineering position in Public Works, an additional Utility Worker for SandyNet (planned for year two of the biennium), and other small changes to part time staff in various departments.
- The city's largest expense, salaries and benefits, have increased 14% over the previous biennium. The major drivers for this increase are the implementation of the results of the pay equity and compensation study to bring the city in-line with our comparators, PERS contribution (\$496,815), and employee benefits (\$362,183). Outside of the Police labor agreement, which has a minimum cost of living adjustment of 2%, annual cost of living adjustments for non-represented staff follow the consumer price index (CPI-U) for the west region. The Bureau of Labor Statistics' CPI West Size Class B/C indicated the CPI as of January 2021 is 1.6%.
- Total debt for the city is projected to increase to \$37,684,124. This is due to loans and bonds for the wastewater system improvements project and a full faith and credit obligation that will

## **BN 2021-23 Budget Message**

provide financing for constructing the 362<sup>nd</sup> and Bell Street extension. Of the total debt, \$7,794,374 is Urban Renewal Agency debt that is paid for via transfers to the city.

### **Budget Committee and City Council Input**

Presenting the Proposed Budget is the first step towards adopting the City's financial plan for the next biennium. This process, which begins with City council goal setting and staff's work in aligning their goals with estimates of revenues and expenditures, continues with the thoughtful review from the Budget Committee and public.

As part of our staff's presentation to the Committee this year, we will be seeking input on the appropriation of general revenue over and above our General Fund reserve policy (5% of operations) and what was otherwise allocated to the direct service departments. We've held over \$308,000 of the prior year's surplus of general revenue for one-time appropriations as opposed to allocating the full amount to the direct service departments. The needs are many, and I'm sure that Budget Committee members and members of the public will have great ideas for prioritizing these funds.

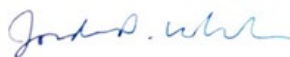
As mentioned previously, the American Rescue Plan Act will net the City of Sandy a total of \$2.3 million for coronavirus recovery and infrastructure investments. The funds have been budgeted in the City's general fund contingency as we learn more about the rules and criteria for expending the funds. Per the Act's language, the funds are to be used for responding to the public health emergency and its negative economic impacts, replacement of loss revenue due to the emergency, and to make investments in water, sewer, and broadband infrastructure. The Committee's input about the potential use of the funds would be welcomed.

### **Conclusion**

It has been an extremely difficult year for all of us, but we are optimistic that our community will recover stronger and better positioned for future challenges. The Council's goals and this budget's focus on infrastructure investments, strategic capital planning, and engaging with the community on how the city grows and manages important livability issues, will keep Sandy thriving for years to come.

I want to acknowledge and thank the City Council for their strong leadership and policy direction during this time of incredible challenges. I also want to thank our employees for their endurance and tireless commitment to serving the community through this period of unprecedented disruption and change. Finally, thank you to the city's management team and Tyler Deems for developing this budget during a time of difficult circumstances.

Respectfully submitted,



Jordan Wheeler

# Sandy, Oregon

## City Overview

The City of Sandy is the most eastern city in Clackamas County, beautifully situated as the gateway to Mt. Hood. Sandy has a thriving economic base, including many businesses serving visitors to the Mt. Hood Recreation Area. In the foothills of the Cascades, Sandy's elevation varies from 750 to over 1,000 feet. Mount Hood shelters the city from the storms experienced in the Columbia River gorge.

The climate is mild, but as with the rest of Oregon west of the Cascades, rain occurs frequently in the winter. This rain falls as snow on Mount Hood, and Sandy residents enjoy the convenient access to nearby opportunities for skiing, snowboarding, and snowshoeing. In other seasons, the beautiful and scenic pacific northwest outdoors provide nearby opportunities for hiking, camping, backpacking, and mountain biking adventures.

As one of the fastest growing cities in Oregon, Sandy offers the warmth of a small town with the services of a big city. The city operates its own fiber internet service and transit system, and provides police, parks and recreation, library, public works and utilities, and general government functions such as planning and building.

### Demographics & City Stats

Population	11,650
Incorporation	1911
Form of Government	Council/Manager
Households	4,075
Median Age	36.2
City Parks	14
Park Acreage	212
Miles of City Streets	35
Miles from Timberline Lodge	34
Miles from Portland International Airport	25

### Economic Indicators

Largest Employers	
Oregon Trail School District	434
Fred Meyer	206
City of Sandy	78
Johnson RV	72
Safeway	63
Unemployment Rate	6.2%
Median Household Income	\$73,443
Average market value of Residential homes	\$350,581
Average assessed value of residential homes	\$213,946

## City Council

The City of Sandy is governed by a seven-member City Council comprised of the Mayor and six City Council members. The Mayor serves a two-year term, and the Council members serve four-year terms. All members are elected at-large. Like most cities in Oregon, Sandy is a council-manager form of government. The City Council members are responsible for city policies, legislation, and adopting the city budget. The Council appoints a city manager who is then responsible for the day-to-day operation of the city consistent with the policy direction set by the Council.

#### 2021 City Council

Mayor Stan Pulliam  
Council President Jeremy Pietzold  
Councilor Laurie Smallwood  
Councilor Rich Sheldon  
Councilor Kathleen Walker  
Councilor Carl Exner  
Councilor Don Hokanson

#### Appointed Budget Committee Members

Daniel Phipps  
Frits van Gent  
Jan Lee  
Linda Malone, Chair  
Noah Myhrum  
Timothy Huber  
(vacant)

# Budget Process

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## Council Goals

Each year the City Council sets goals for the community and city government. These goals help direct the budget and work program for city staff. The Council adopted the following goals for the 2021-23 biennium:

**1. Plan and provide sustainable infrastructure.**

- Implement the next phase of the wastewater facilities plan and move forward with adequate funding
- Complete the alternatives discharge including the analysis of constructed wetlands and incorporate into the Wastewater Facilities Plan
- Continue progress on Bell Street/362nd road improvements
- Evaluate our current water suppliers relationships and adopt Water Master Plan
- Complete the transportation system plan and prioritize projects
- Continue to grow SandyNet to make it self-sufficient for the long-term
- Implement the Transit Master Plan

**2. Be proactive in managing and planning for growth.**

- Collaborate with the Planning Commission to develop policy and provide criteria for approving and/or recommending variances and zone changes
- Begin the update of the City's Comprehensive Plan
- Update the development code

**3. Foster economic recovery and growth.**

- Develop a COVID-19 community recovery plan (i.e. business recovery, utility payment assistance plan, etc.)
- Develop a long-term plan for economic development that provides clear direction for commercial, industrial, small business growth

**4. Update Council policies and rules.**

**5. Maintain financial strength and sustainability.**

- Diversify revenue sources, analyze new revenue streams, look at cost recovery where possible

**6. Collaborate with regional and community partners to address homelessness.**

- Appoint a homelessness task force
- Create a plan to address homelessness in Sandy

**7. Engage the community on community issues and in celebration.**

- Develop a strategy to engage and involve more people before decisions are made
- Celebrate Sandy's history and 110th anniversary

**8. Expand recreation opportunities that align with community needs**

- Appoint a committee to guide the next steps for the Community Campus and aquatics
- Complete the parks and trail master plan
- Develop a plan for the Community Campus
- Explore Council and community recreation services needs and determine how the organization can support this
- Incorporate biodiversity into our parks and green space

## **Budget Process**

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### **Oregon Budget Law & Budgeting in the City of Sandy**

The City of Sandy prepares and adopts a budget in accordance with its City Charter and ORS 249.305 through 294.565, the State’s local budget law. These statutes provide the legal standards for preparing, presenting, adopting, implementing, monitoring, and amending the budget. Amending the budget by less than 10% is accomplished via resolution, while changes greater than 10% require advance notice and a public hearing prior to the adoption of the budget amendment. Additionally, the city uses the modified accrual basis of accounting in both the budget and the annual financial report.

As the local budget officer, the city manager is responsible for the management of the overall city budget and maintaining budgetary controls at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the respective operating department directors.

### **Budget Committee**

As mandated by Oregon Budget law (ORS 294.336), Sandy has a budget committee consisting of the governing body (City Council) and an equal number of registered voters (citizen members) appointed by the City Council. Appointed members serve four-year terms. The budget committee reviews the City Manager’s proposed budget, receives public input, sets the tax rate, and approves a budget.

### **City of Sandy Budget Approach and Philosophy**

The City of Sandy’s budget management approach is “expenditure control budgeting,” which allows general fund departments the same budget authority and responsibility as the directors of enterprise funds. The chief features of this approach are that the general fund departments are allocated general revenues (property taxes, franchise fees, state shared revenues, etc.) and the departments can carry over budget savings from one biennium to the next. Allocating revenue and allowing departments to keep what they do not spend helps eliminate the “spend it or lose it” incentive and similar budget games apparent in other budget management approaches. Like the enterprise funds, general fund departments have more flexibility and ownership in the preparation of their budgets and in planning for one-time expenses (equipment and capital). Of course, any carryover balances also must be used in ways that are consistent with Council’s priorities and should not be used for ongoing commitments such as staff costs.

Unlike most local government budgets, Sandy’s budget explicitly shows the amount of general revenues that are allocated to departments in the General Fund. These revenue allocations are ultimately set by the City Council; the proposed budget started with the allocations approved in the 2019-21 budget multiplied by 8%, which is near the projected growth in general revenue.

The general fund departments also show internal fees for service which reflect the costs for administrative and overhead expenses such as payroll, finance, legal, technology, and other internal support functions. Usually such costs are hidden from sight in a city’s general fund budget, but to increase transparency and reflect the true cost of providing services, these internal charges are shown in the General Fund’s direct service departments. The administrative service departments then receive the charges as revenue in their budgets.



# Budget Process

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## Funds/Fund Structure

The City's budget is organized on the basis of self-balancing funds. These funds are classified as follows:

### *Governmental Funds*

- General Fund
  - 16 departments
- Street Fund
- Transit Fund
- Aquatic/Recreation Center Fund
- City FF&C Debt Service Fund
- Parks Capital Projects Fund

### *Proprietary Funds*

- Water Fund
- Sewer Fund
- Sewer Bond Reserve Fund
- Stormwater Fund
- Telecommunications Fund
- Operations Internal Service Fund
- Facilities Maintenance Internal Service Fund

## Budget Calendar

### **January 2021**

- Council goal setting workshop
- Interview and appoint budget committee members

### **February 2021**

- Department directors prepare their individual budgets

### **March 2021**

- City Manager prepares proposed budget

### **April 2021**

- Publish notice of budget committee meetings
- First budget committee meeting (April 26<sup>th</sup>)
  - Receive the budget message
  - Review the proposed budget
  - Receive public comment

### **May 2021**

- Second budget committee meeting (May 3<sup>rd</sup>)
- Third budget committee meeting (May 10<sup>th</sup> – if needed)
- Budget committee approves budget
- Publish budget summary and notice of budget hearing

### **June 2021**

- Hold budget hearing
- Council meeting to enact resolutions to adopt budget, make appropriations, and impose taxes
- Submit tax certification documents to County Assessor

### **July 2021**

- Submit copy of complete budget document to County Clerk

# Financial Trends

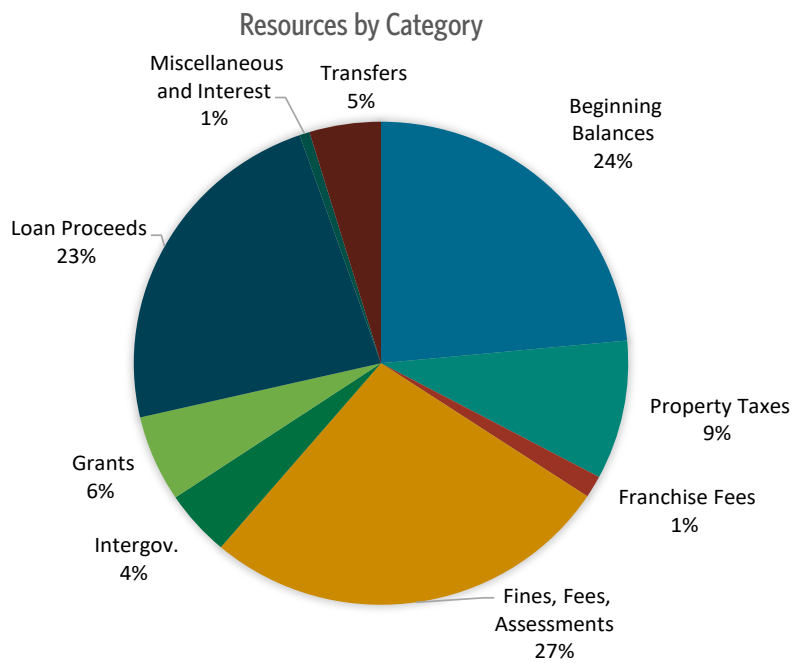
## Resources

The city's largest source of revenue are fines, fees, and assessments which includes utility fees and system development charges for sewer, water, stormwater, Sandynet, transit and gas taxes. The utility rates and SandyNet fees are set and approved by City Council resolution based on costs to provide services and invest in infrastructure. Revenue projections for fines, fees, and assessments are based on trend analysis, which property tax projections are calculated based on taxable value, which is provided by Clackamas County.

Beginning balances include reserves for future capital expenditures and paying down bonds, department carryovers, and fund contingencies.

Intergovernmental revenues include state shared revenues (liquor and cigarette taxes), state gas taxes, and the county library district funds.

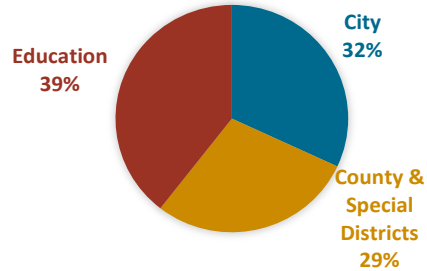
Grants include county, state, and federal grants for transit, police, and community services. Loan proceeds reflect a proposed Clean Water Revolving Loan Fund to complete the initial work identified in the Wastewater System Facilities Plan.



# Financial Trends

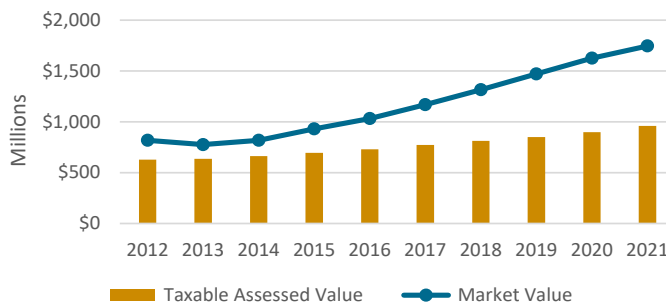
## Property Taxes

Property taxes are the largest source of revenue for the General Fund. The City's permanent tax rate is \$4.1152 per \$1,000 of assessed value. Taxes are calculated based on a property's assessed value. Assessed values can only increase for two reasons: an annual 3% increase if the assessed value is lower than its market value, or if improvements are made to the property that increases its value. Sandy's total taxable assessed value of \$960 million is about 55% of the total market value.



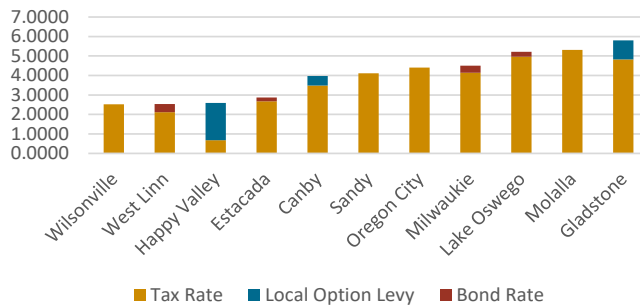
The City receives about 32% of a property's total tax bill. For a home with the average assessed value of \$213,000, the city receives about \$1,177.

Taxable Assessed vs. Market Value



In comparison to other cities within Clackamas County, Sandy's permanent tax rate is around average. The city does not currently have a local option levy for operations or any outstanding voter approved general obligation bonded debt.

Cities in Clackamas County Tax Rate Comparison

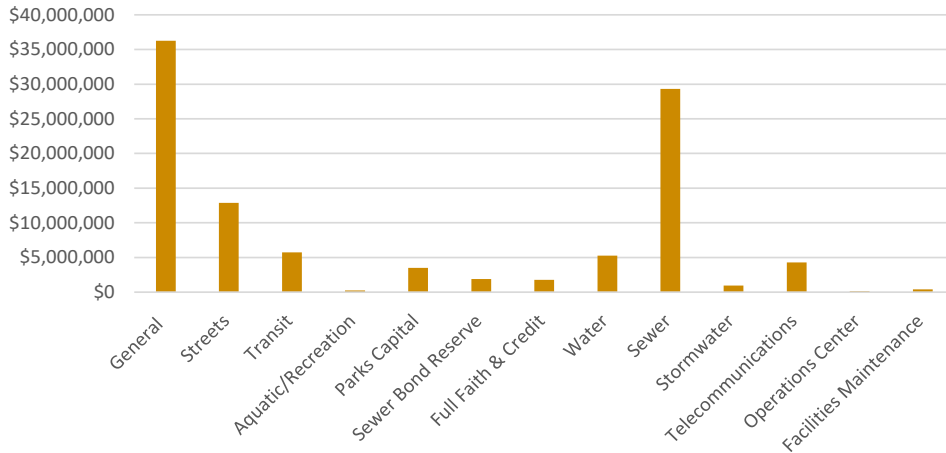


# Financial Trends

## Requirements

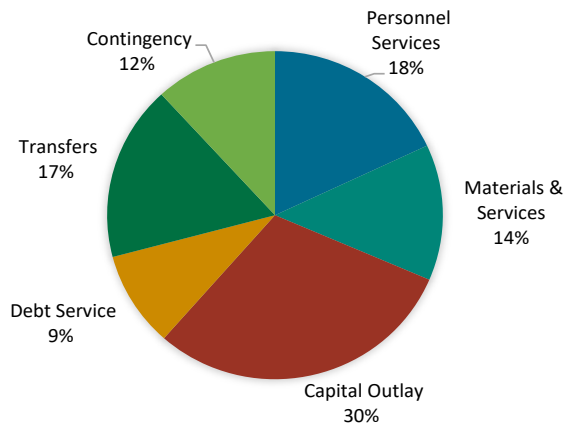
The total requirements citywide for the 2021-23 Biennium is \$102,635,234. The city's largest fund is the General Fund which includes general government services such as Police, Community Services, Planning, Library, and administrative services.

Requirements by Fund



The largest expenses for the city are personnel services and capital outlay. Personnel services include salaries and benefits for city employees. Materials and Services include contracted and professional services, supplies and equipment, repairs, and utility expenses. Transfers reflect charges for service between departments and funds.

Requirements by Category

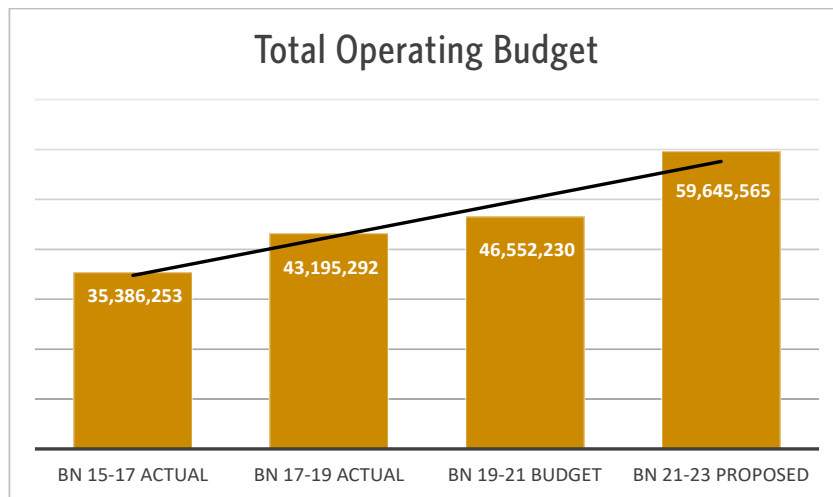


## Financial Trends

### Operating Budget

The operating budget reflects the ongoing costs to fund city services. These costs include personnel services, materials and services, transfers, and debt service. It is important to note that the transfers include the allocation of general revenue and internal charges for services.

Category	BN 21-23 Proposed
Personnel Services	18,507,200
Materials & Services	13,759,851
Debt Service	9,652,265
Transfers	17,726,249
<b>Total Operating</b>	<b>59,645,565</b>



Operating Budget by Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
General	22,263,229	25,567,097	26,989,743	32,075,032
Streets	1,679,473	1,720,940	1,832,727	2,976,880
Transit	2,330,065	3,602,922	3,998,356	4,347,649
Aquatic/Recreation	-	582,431	253,700	254,251
Parks Capital	9,996	35,360	204,687	149,433
Sewer Bond Reserve	-	-	-	1,875,957
Full Faith & Credit	-	1,657,640	1,775,634	1,775,634
Water	3,447,575	3,298,623	3,774,429	3,811,464
Sewer	2,580,402	2,893,031	3,301,748	7,337,598
Stormwater	455,359	559,189	820,920	844,990
Telecommunications	2,515,920	3,168,919	3,376,286	3,821,677
Operations Center	104,234	109,140	124,000	125,000
Facilities Maintenance	-	-	100,000	250,000
<b>Total Operating Budget</b>	<b>35,386,253</b>	<b>43,195,292</b>	<b>46,552,230</b>	<b>59,645,565</b>

# Debt Summary

## Citywide Debt Service

The city's total annual debt service (principal and interest payments) is just over \$6.4 million for the 2021-2023 biennium. Debt limitations for general obligation bonds are calculated at a rate of 3% of the real market value of property within city limits. The city currently has no general obligation bonds. The chart below reflects *existing* and *anticipated* debt service by fund as of July 1, 2021.

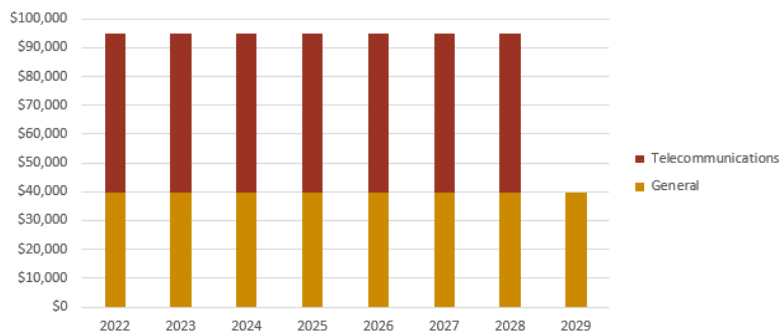
Annual Debt Service by Fund



## Interfund Loans

The Transit Fund has provided loans to the General Fund (for the Police Department) and Telecommunications Fund (for SandyNet capital construction).

Interfund Loans by Fund



## Budget Summaries

### Citywide Summary by Fund

	Beginning Balance	Revenues	Total Resources	Operating Expenditures	Capital Outlay	Contingency/ Reserve	Total Requirements
General	2,521,710	33,725,204	36,246,914	32,075,032	71,000	4,100,882	36,246,914
Streets	9,388,868	3,491,700	12,880,568	2,976,880	8,321,000	1,582,688	12,880,568
Transit	1,504,333	4,224,264	5,728,597	4,347,649	835,000	545,948	5,728,597
Aquatic/Recreation	93,624	162,000	255,624	254,251	-	1,373	255,624
Parks Capital	2,530,039	960,000	3,490,039	149,433	1,800,000	1,540,606	3,490,039
Sewer Bond Reserve	1,825,957	50,000	1,875,957	1,875,957	-	-	1,875,957
Full Faith & Credit	-	1,775,634	1,775,634	1,775,634	-	-	1,775,634
Water	970,470	4,305,096	5,275,566	3,811,464	293,096	1,171,006	5,275,566
Sewer	918,233	28,410,869	29,329,102	7,337,598	19,037,096	2,954,408	29,329,102
Stormwater	304,791	634,110	938,901	844,990	70,610	23,301	938,901
Telecommunications	125,638	4,178,464	4,304,102	3,821,677	420,000	62,425	4,304,102
Operations Center	-	125,000	125,000	125,000	-	-	125,000
Facilities Maintenance	299,230	110,000	409,230	250,000	-	159,230	409,230
<b>Total</b>	<b>20,482,893</b>	<b>82,152,341</b>	<b>102,635,234</b>	<b>59,645,565</b>	<b>30,847,802</b>	<b>12,141,867</b>	<b>102,635,234</b>

### Citywide Summary by Category

Resources	BN 21-23 Proposed
Beginning Balances	20,482,893
Property Taxes	8,110,000
Franchise Fees	1,290,000
Fines, Fees, Assessments	23,471,228
Inter-governmental	3,844,504
Interst	408,516
Grants	5,031,345
Transfers	4,076,446
Loans Proceeds	20,276,302
Miscellaneous	170,000
Indirect Service Revenue	2,359,000
General Revenue	13,115,000
<b>Total</b>	<b>102,635,234</b>

Requirements	BN 21-23 Proposed
Personnel Services	18,507,200
Materials & Services	13,759,851
Capital Outlay	30,847,802
Debt Service	9,652,265
Transfers	17,726,249
Contingency	12,141,867
<b>Total</b>	<b>102,635,234</b>

## Budget Summaries

### General Fund Summary

The General Fund is the city's general operating fund of the City and is used to account for financial activity not accounted for in other more specialized funds. The General Fund includes the general government services and the revenue and expenses for Police, Library, Community Services, Planning & Building, Municipal Court, Parks, and administrative services.

Since general revenues are accounted for twice in the budget (as general revenues into the General Fund – property taxes, franchise fees, etc., and then as resources into the direct service departments), the total budget number is inflated.

General Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	2,654,244	2,393,994	2,321,142	2,521,710
Property Taxes	6,016,107	6,703,250	7,140,500	8,110,000
Franchise Fees	1,163,414	1,272,344	1,275,000	1,290,000
Fines, Fees, & Assessments	2,299,874	2,085,146	2,367,580	2,471,200
Intergovernmental	3,997,667	4,103,620	3,611,000	3,844,504
Interest	70,142	113,407	72,400	75,000
Grants	282,354	415,035	326,000	2,598,000
Transfers	-	175,234	-	-
Loan Proceeds	260,310	758,752	-	25,000
Miscellaneous Revenue	64,655	192,724	71,700	57,500
Indirect Service Revenue	1,690,893	1,868,674	2,084,000	2,359,000
General Revenue	7,628,655	8,585,930	9,481,000	12,895,000
<b>Total Resources</b>	<b>26,128,315</b>	<b>28,668,109</b>	<b>28,750,322</b>	<b>36,246,914</b>
Personnel Services	9,846,399	10,766,645	12,098,424	13,645,500
Materials & Services	3,097,122	3,261,072	3,174,994	3,387,947
Capital Outlay	1,396,348	679,126	339,346	71,000
Debt Service	286,419	478,701	289,275	283,933
Transfers	9,033,289	11,060,679	11,427,050	14,757,652
Contingency	-	-	1,421,233	4,100,882
<b>Total Requirements</b>	<b>23,659,576</b>	<b>26,246,223</b>	<b>28,750,322</b>	<b>36,246,914</b>



## Budget Summaries

### General Fund Summary by Department

General Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
General Revenue	8,328,779	9,535,374	9,791,000	13,115,000
Mayor & Council	48,494	67,916	87,980	119,799
Administration	499,981	487,978	487,961	714,101
Legal	242,849	215,689	207,414	250,000
Municipal Court	173,063	246,674	196,026	172,764
Finance	634,076	707,259	772,100	853,350
Library	3,089,887	3,222,092	3,249,693	3,407,738
Police	5,703,779	6,522,097	6,700,388	7,269,500
Code Enforcement	156,632	-	-	-
Recreation	940,919	955,358	1,000,614	977,619
Seniors	986,125	1,265,670	1,288,054	1,321,892
Parks, Buildings, & Grounds	671,854	821,055	907,298	923,439
Planning	645,037	853,713	781,783	1,168,134
Building	1,269,482	1,348,517	1,157,665	959,677
Economic Development	240,680	387,500	250,344	286,321
Non-Departmental	2,035,315	1,514,163	1,286,189	4,173,458
Information Technology	461,363	517,055	585,813	534,122
<b>Total Resources</b>	<b>26,128,315</b>	<b>28,668,109</b>	<b>28,750,322</b>	<b>36,246,914</b>
General Revenue	7,778,655	8,995,496	9,791,000	13,115,000
Mayor & Council	58,759	55,986	87,980	119,799
Administration	437,464	475,041	487,961	714,101
Legal	180,761	219,993	207,414	250,000
Municipal Court	110,776	155,298	196,026	172,764
Finance	525,251	604,848	772,100	853,350
Library	2,862,666	3,134,512	3,249,693	3,407,738
Police	5,800,338	6,666,523	6,700,388	7,269,500
Code Enforcement	145,109	-	-	-
Recreation	691,199	697,362	1,000,614	977,619
Seniors	958,145	1,008,599	1,288,054	1,321,892
Parks, Buildings, & Grounds	606,074	748,380	907,298	923,439
Planning	443,327	548,602	781,783	1,168,134
Building	678,440	780,614	1,157,665	959,677
Economic Development	235,460	357,905	250,344	286,321
Non-Departmental	1,725,857	1,384,159	1,286,189	4,173,458
Information Technology	421,295	412,903	585,813	534,122
<b>Total Requirements</b>	<b>23,659,576</b>	<b>26,246,223</b>	<b>28,750,322</b>	<b>36,246,914</b>

## Fund Balances

### Beginning Balances and Contingencies by Fund/Department

Fund/Department	Beginning Balance	Contingency
General Revenue	374,500	-
Mayor & Council	12,799	6,139
Administration	18,101	37,601
Legal	-	-
Municipal Court	69,764	21,374
Finance	79,350	60,000
Library	131,534	52,754
Police	-	34,365
Recreation	221,719	17,500
Seniors	226,892	60,958
Parks, Buildings, & Grounds	72,439	15,122
Planning	232,034	63,106
Building	360,677	147,472
Economic Development	62,321	24,311
Non-Departmental	633,458	3,558,258
Information Technology	26,122	1,922
<b>General Fund</b>	<b>2,521,710</b>	<b>4,100,882</b>
Streets	9,388,868	932,688
Transit	1,504,333	545,948
Aquatic/Recreation	93,624	1,373
Parks Capital	2,530,039	1,540,606
Sewer Bond Reserve	1,825,957	-
Full Faith & Credit	-	-
Water	970,470	1,171,006
Sewer	918,233	2,954,408
Stormwater	304,791	23,301
Telecommunications	125,638	62,425
Operations Center	-	-
Facilities Maintenance	299,230	159,230
<b>Subtotal Other Funds</b>	<b>17,961,183</b>	<b>7,390,985</b>
<b>City Total</b>	<b>20,482,893</b>	<b>11,491,867</b>

### BN 2021-23 Budget Notes

- General Revenue category reflects more revenue estimated to be received into the general fund than budgeted in the BN 19-21.
- The Non-Department contingency is the General Fund's reserves which is budgeted at 5% of the fund's operations, plus \$2.3 million in American Rescue Plan Act funds for future use.
- The decrease in utility fund balances reflect spending on capital projects.

# General Revenue

## Overview

The General Fund receives several ongoing, unrestricted resources that are allocated out to the general fund direct service departments. These sources of revenue include:

- Property Taxes
- Franchise Fees
- Business and Liquor License Fees
- State Shared Revenue (Liquor Tax, Cigarette Tax)
- Other miscellaneous revenue

The allocation of general revenues is shown explicitly as transfers to specific direct service departments (City Council, Municipal Court, Library, Police, Recreation, Seniors, Parks, Buildings, & Grounds, Planning, Economic Development, Non-Departmental); as well as to the Aquatic/Recreation Center Fund and Telecommunications Fund.

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	234,865	550,124	395,000	374,500
Property Taxes	6,016,107	6,703,250	7,140,500	8,110,000
Franchise Fees	1,163,414	1,272,344	1,275,000	1,290,000
Fines, Fees, & Assessments	256,399	233,302	215,500	222,500
Intergovernmental	562,393	590,780	685,000	738,000
Interest	70,142	110,984	70,000	70,000
Grants	-	-	-	2,300,000
Miscellaneous	25,459	74,590	10,000	10,000
<b>Total Resources</b>	<b>8,328,779</b>	<b>9,535,374</b>	<b>9,791,000</b>	<b>13,115,000</b>

### General Revenue Distribution:

Council	39,604	47,181	73,000	107,000
Administration	-	-	-	129,000
Court	162,347	176,315	100,000	93,000
Library	286,794	311,292	339,000	339,000
Police	3,831,956	4,580,030	5,660,000	6,063,000
Code Enforcement	160,068	-	-	-
Recreation	601,461	546,938	563,000	605,000
Seniors	532,964	683,047	740,000	760,000
Parks, Buildings, & Grounds	634,475	688,387	743,000	795,000
Planning	238,384	258,145	130,000	547,000
Economic Development	215,459	343,680	242,000	224,000
Non-Departmental	925,143	950,915	891,000	3,233,000
SandyNet	150,000	162,817	150,000	60,000
Aquatic/Recreation Center	-	241,179	160,000	160,000
Parks Capital	-	5,570	-	-
<b>Total Requirements</b>	<b>7,778,655</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>13,115,000</b>

### BN 21-23 Budget Notes

- Non-Departmental distribution includes \$2.3 million from the American Rescue Plan Act (ARPA) to be used as allowed by federal guidelines not later than December 31, 2024.

# General Revenue

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23
		Actual	Actual	Budget	Proposed
110-000-401000	Beginning Balance	234,865	550,124	395,000	374,500
110-000-410100	Current Year Property Tax	5,908,510	6,523,419	7,040,500	8,010,000
110-000-410200	Prior Years Property Tax	107,597	179,831	100,000	100,000
110-000-411100	Transient Room Tax	76,737	70,577	70,000	70,000
110-000-431001	Franchise Fee Electricity	693,420	751,911	740,000	775,000
110-000-431002	Franchise Fee Telephone	40,960	47,744	70,000	40,000
110-000-431003	Franchise Fee Garbage	75,705	108,592	90,000	125,000
110-000-431004	Franchise Fee Television	99,615	94,445	95,000	60,000
110-000-431005	Franchise Fee Gas	253,714	269,651	280,000	290,000
110-000-431120	Telephone ROW Privilege Tax	2,833	4,502	4,000	5,000
110-000-432100	Business Licenses	108,771	108,201	100,000	110,000
110-000-432400	Liquor Licenses	3,875	4,609	4,000	4,000
110-000-434300	School Excise Administration Fee	3,188	3,790	1,500	3,000
110-000-440300	Federal Grants	-	-	-	2,300,000
110-000-441110	State Shared - Liquor	294,998	352,086	420,000	440,000
110-000-441120	State Shared - Revenue Share	240,474	212,870	240,000	280,000
110-000-441130	State Shared - Cigarette Tax	26,921	25,825	25,000	18,000
110-000-454400	Erosion Control Plan Review Fee	7,565	11,998	5,000	-
110-000-454500	City Administration Fee	6,711	2,985	2,500	-
110-000-455100	Lien Search Fee	33,640	22,950	25,000	25,000
110-000-471100	Interest	70,142	110,984	70,000	70,000
110-000-478000	Miscellaneous	25,459	72,090	10,000	10,000
110-000-478150	PEG Fees	12,353	3,302	3,000	5,000
110-000-478300	Garage Sale Sign Revenue	726	387	500	500
110-000-479000	Surplus Property	-	2,500	-	-
<b>Total Resources</b>		<b>8,328,779</b>	<b>9,535,374</b>	<b>9,791,000</b>	<b>13,115,000</b>
110-000-911024	Revenue Distribution - Council	39,604	47,181	73,000	107,000
110-000-911025	Revenue Distribution - Admin	-	-	-	129,000
110-000-911027	Revenue Distribution - Court	162,347	176,315	100,000	93,000
110-000-911029	Revenue Distribution - Library	286,794	311,292	339,000	339,000
110-000-911030	Revenue Distribution - Police	3,831,956	4,580,030	5,660,000	6,063,000
110-000-911031	Revenue Distribution - Code	160,068	-	-	-
110-000-911033	Revenue Distribution - Recreation	601,461	546,938	563,000	605,000
110-000-911034	Revenue Distribution - Seniors	532,964	683,047	740,000	760,000
110-000-911035	Revenue Distribution - Parks	634,475	688,387	743,000	795,000
110-000-911036	Revenue Distribution - Planning	238,384	258,145	130,000	547,000
110-000-911038	Revenue Distribution - Economic Development	215,459	343,680	242,000	224,000
110-000-911039	Revenue Distribution - Non-Departmental	925,143	950,915	891,000	3,233,000
110-000-911056	Revenue Distribution - SandyNet	150,000	162,817	150,000	60,000
110-000-911280	Revenue Distribution - Aquatic/Rec. Ctr Fund	-	241,179	160,000	160,000
110-000-911350	Revenue Distribution - Parks Cap. Proj. Fund	-	5,570	-	-
<b>Total Requirements</b>		<b>7,778,655</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>13,115,000</b>

# Mayor & Council

## Department Overview

The Mayor & Council Department accounts for expenditures related to City Council business. All Council members are volunteers, elected by the citizens of Sandy; the Mayor serves a term of two years, while all Councilors serve four-year terms. The Council sets policies and direction for the city, which is then implemented and carried out by city staff.

## 2019-21 Accomplishments and Highlights

- Successfully transitioned to conducting City Council Meetings virtually beginning in April 2020 in response to the COVID-19 pandemic.

## Goals

- See Council Goals listed earlier in this document.

## Budget Summary & Detail

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	1,038	(10,265)	14,980	12,799
Miscellaneous	717	-	-	-
General Revenue	39,604	47,181	73,000	107,000
Indirect Service Revenue	7,135	31,000	-	-
<b>Total Resources</b>	<b>48,494</b>	<b>67,916</b>	<b>87,980</b>	<b>119,799</b>
Materials & Services	34,650	28,479	55,500	59,300
Capital Outlay	113	3,070	1,000	-
Transfers	23,996	24,436	29,762	54,360
Contingency	-	-	1,718	6,139
<b>Total Requirements</b>	<b>58,759</b>	<b>55,986</b>	<b>87,980</b>	<b>119,799</b>

## BN 21-23 Budget Notes

- Transfers increased to account for updated indirect support cost methodology, which includes legal fees and general administrative support.

## Mayor & Council

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-024-401100	Beginning Balance	1,038	(10,265)	14,980	12,799
110-024-478200	Reimbursement	717	-	-	-
110-024-491110	General Revenue	39,604	47,181	73,000	107,000
110-024-492110	Indirect Service Revenue	7,135	31,000	-	-
<b>Total Resources</b>		<b>48,494</b>	<b>67,916</b>	<b>87,980</b>	<b>119,799</b>
110-024-601100	Supplies	1,150	1,818	1,000	2,500
110-024-601200	Postage	2,054	183	500	100
110-024-601300	Printing	23	162	500	100
110-024-601400	Copier Charges	127	425	500	100
110-024-601401	Branding & Marketing	-	2,197	2,000	2,000
110-024-601600	Organizational Fees	-	2,500	7,000	7,000
110-024-601700	Memberships	132	280	4,000	7,000
110-024-602200	Conferences	16,564	2,709	17,000	15,000
110-024-602300	Training & Professional Advancement	40	-	-	1,000
110-024-602500	Meetings & Meals	1,402	(132)	2,000	2,000
110-024-603100	Mileage Reimbursement	721	948	2,000	-
110-024-604100	Repairs & Maintenance	-	21	-	-
110-024-607100	Utilities	8,482	10,322	10,000	12,000
110-024-624100	Clackamas Cities Dinners	1,171	995	4,000	4,000
110-024-624200	Council Work Sessions	158	3,517	1,000	2,000
110-024-624300	Mayor and Council Expense	92	1,029	3,000	2,000
110-024-624600	Volunteer Recognition	2,533	1,506	1,000	2,500
110-024-740000	Furniture & Office Equipment	113	3,070	1,000	-
110-024-910670	Transfer to Op Center IS Fund	-	730	888	888
110-024-911110	Indirect Support Cost	23,996	23,706	28,874	53,472
110-024-951000	Contingency	-	-	1,718	6,139
<b>Total Requirements</b>		<b>58,759</b>	<b>55,986</b>	<b>87,980</b>	<b>119,799</b>

# Administration

## Department Overview

The Administration Department includes the city manager, assistant to the city manager/city recorder, and portions of various support staff. In the Council-Manager form of government, the city manager is appointed by the City Council to implement council policies and manage the day-to-day operations of the city. This work includes overseeing all city departments and employees, managing the city budget as approved by the Council, working with elected officials and members of the community, and keeping the Council informed of city business.

## 2019-21 Accomplishments and Highlights

- Hired an Assistant to the City Manager / City Recorder to assist with public meetings, communications, and general administrative duties.
- Completed a condition assessment and space needs analysis for city facilities.
- Completed and implemented city-wide pay equity and compensation analysis.
- Developed a city e-newsletter to enhance public communications.
- Updated the city website to be more user friendly and ADA accessible.

## Goals

- Implement City Council Goals.
- Identify and implement ways to continue improve public engagement.
- Continue to move forward with diversity, equity, and inclusion work.
- Continue implementation of the Resiliency Plan for City Operations and participation in the county-wide Climate Action Plan.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	<b>1.89</b>	<b>1.53</b>	<b>1.56</b>	<b>2.01</b>

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	105,565	62,517	7,961	18,101
Miscellaneous Revenue	461	66	-	-
General Revenue	-	-	-	129,000
Indirect Service Revenue	393,955	425,395	480,000	567,000
<b>Total Resources</b>	<b>499,981</b>	<b>487,978</b>	<b>487,961</b>	<b>714,101</b>
Personal Services	415,704	437,647	415,500	644,500
Materials & Services	18,344	31,829	41,000	32,000
Capital Outlay	3,417	5,565	8,000	-
Contingency	-	-	23,461	37,601
<b>Total Requirements</b>	<b>437,464</b>	<b>475,041</b>	<b>487,961</b>	<b>714,101</b>

## BN 21-23 Budget Notes

- General Revenue accounts for 50% of the Assistant to the City Manager/City Recorder position.

# Administration

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-025-401100	Beginning Balance	105,565	62,517	7,961	18,101
110-025-478000	Miscellaneous Revenue	-	66	-	-
110-025-478200	Reimbursement	461	-	-	-
110-025-491110	General Revenue	-	-	-	129,000
110-025-492110	Indirect Service Revenue	393,955	425,395	480,000	567,000
<b>Total Resources</b>		<b>499,981</b>	<b>487,978</b>	<b>487,961</b>	<b>714,101</b>
110-025-511100	Salaries	296,703	316,372	302,000	451,000
110-025-511200	Overtime	268	4,425	-	3,000
110-025-521100	Insurance Benefits	37,654	21,264	8,000	27,000
110-025-521200	FICA Taxes	22,712	24,112	24,000	35,000
110-025-521300	PERS	48,638	61,356	72,000	119,000
110-025-521360	Other Benefits	6,645	7,248	6,000	-
110-025-521400	Life Insurance	155	-	-	-
110-025-521500	Workers' Benefit Fund	121	178	500	500
110-025-521600	Unemployment Insurance	295	322	500	500
110-025-521800	Workers' Comp Insurance	760	434	500	5,500
110-025-521900	Transit Tax	1,729	1,935	2,000	3,000
110-025-522100	FSA Fee	24	-	-	-
110-025-601100	Supplies	1,006	3,103	3,000	6,000
110-025-601200	Postage	2,262	252	2,000	500
110-025-601300	Printing	67	354	-	-
110-025-601400	Copier Charges	125	120	1,000	500
110-025-601401	Branding & Marketing	-	180	-	-
110-025-601700	Memberships	2,821	11,009	10,000	5,000
110-025-601800	Books and Subscriptions	835	-	-	-
110-025-602100	Employee Recruitment	11	851	3,000	500
110-025-602200	Conferences	7,535	5,701	15,000	15,000
110-025-602300	Training & Professional Advancement	150	4,719	2,000	2,000
110-025-602500	Meetings & Meals	1,304	989	2,000	2,000
110-025-603100	Mileage Reimbursement	1,283	36	1,000	500
110-025-605100	Contractual Services	18	2,915	-	-
110-025-607100	Utilities	927	1,529	2,000	-
110-025-639100	Program - Youth Council	-	73	-	-
110-025-740000	Furniture & Office Equipment	1,263	3,125	3,000	-
110-025-740100	Computer Equipment	2,154	2,440	5,000	-
110-025-951000	Contingency	-	-	23,461	37,601
<b>Total Requirements</b>		<b>437,464</b>	<b>475,041</b>	<b>487,961</b>	<b>714,101</b>



# Legal

## Department Overview

The Legal Department accounts for the legal representation and services for the City Council, Sandy Urban Renewal Agency, city manager and all city departments/funds. The revenue source is a transfer from departments and funds that utilize legal services.

The city has a professional services agreement with Beery Elsner & Hammond, LLP to provide general and specialized municipal legal services. The base contract calls for attendance at council and planning commission meetings. Additional time is billed on an hourly basis.

Legal services include developing city ordinances and resolutions, enforcement of city codes, defense against lawsuits, and legal advice to the City Council and staff.

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	39,145	62,088	7,414	-
Indirect Service Revenue	203,704	153,601	200,000	250,000
<b>Total Resources</b>	<b>242,849</b>	<b>215,689</b>	<b>207,414</b>	<b>250,000</b>
Materials & Services	180,761	219,993	207,414	250,000
<b>Total Requirements</b>	<b>180,761</b>	<b>219,993</b>	<b>207,414</b>	<b>250,000</b>

## BN 21-23 Budget Notes

- The budget reflects an anticipated increase in legal fees due to both a slight increase in the hourly rate of our counsel, as well as a need for additional legal services related to many of the large-scale projects and anticipated land use cases in this biennium.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-026-401100	Beginning Balance	39,145	62,088	7,414	-
110-026-492110	Indirect Service Revenue	203,704	153,601	200,000	250,000
<b>Total Resources</b>		<b>242,849</b>	<b>215,689</b>	<b>207,414</b>	<b>250,000</b>
110-026-601200	Postage	0	-	-	-
110-026-608102	City Attorneys	180,760	219,993	207,414	250,000
<b>Total Requirements</b>		<b>180,761</b>	<b>219,993</b>	<b>207,414</b>	<b>250,000</b>

# Municipal Court

## Department Overview

The Municipal Court Department is the judicial branch of city government. The Municipal Court Judge is appointed by the Council. The court is committed to resolving cases in a manner that is fair and impartial, and to treating all defendants, officers, and witnesses with respect, as we provide services that are efficient, timely, and accurate. The Judge determines the judicial philosophy for the court and creates rules to ensure consistent service is provided to all defendants involved in Sandy's judicial system.

## 2019-21 Accomplishments and Highlights

- Continued to improve processes and become more efficient while also reducing the amount of paper documents.
- Implemented additional features on our website to allow customers to set up automatic payments.

## Goals

- Finalize the implementation of the e-filing system with DMV.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	0.48	0.80	0.63	0.65

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	7,031	62,288	91,026	69,764
Fines, Fees, & Assessments	3,685	8,035	5,000	10,000
Miscellaneous Revenue	-	36	-	-
General Revenue	162,347	176,315	100,000	93,000
<b>Total Resources</b>	<b>173,063</b>	<b>246,674</b>	<b>196,026</b>	<b>172,764</b>
Personnel Services	56,541	95,912	109,700	96,300
Materials & Services	23,904	36,052	28,600	32,550
Capital Outlay	3,891	2,324	6,000	-
Transfers	26,440	21,010	24,949	22,540
Contingency	-	-	26,777	21,374
<b>Total Requirements</b>	<b>110,776</b>	<b>155,298</b>	<b>196,026</b>	<b>172,764</b>

## BN 21-23 Budget Notes

- Fines, Fees, & Assessments includes revenue from payment plans and license suspensions.
- 37% of Materials & Services reflects the expenses associated with the Judge.

# Municipal Court

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-027-401100	Beginning Balance	7,031	62,288	91,026	69,764
110-027-477000	Court Fees	3,685	8,035	5,000	10,000
110-027-478000	Miscellaneous Revenue	-	36	-	-
110-027-491110	General Revenue	162,347	176,315	100,000	93,000
<b>Total Resources</b>		<b>173,063</b>	<b>246,674</b>	<b>196,026</b>	<b>172,764</b>
110-027-511100	Salaries	36,673	60,379	66,000	70,000
110-027-511200	Overtime	65	796	-	-
110-027-521100	Insurance Benefits	11,888	15,206	21,000	1,000
110-027-521200	FICA Taxes	2,813	4,688	5,000	5,500
110-027-521300	PERS	4,152	12,088	16,000	19,000
110-027-521360	Other Benefits	526	2,162	500	-
110-027-521400	Life Insurance	37	-	-	-
110-027-521500	Workers' Benefit Fund	30	60	100	100
110-027-521600	Unemployment Insurance	36	62	100	100
110-027-521800	Workers' Comp Insurance	115	103	500	100
110-027-521900	Transit Tax	204	368	500	500
110-027-601100	Supplies	5,371	20,475	10,000	15,000
110-027-601200	Postage	1,365	681	1,000	1,000
110-027-601300	Printing	60	-	250	-
110-027-601400	Copier Charges	42	71	100	100
110-027-601401	Branding & Marketing	-	199	500	250
110-027-601700	Memberships	300	300	500	250
110-027-601800	Books and Subscriptions	347	7	250	250
110-027-602100	Employee Recruitment	488	-	-	-
110-027-602200	Conferences	370	160	500	500
110-027-602300	Training & Professional Advancement	74	1,938	2,000	1,000
110-027-602500	Meetings & Meals	157	83	250	100
110-027-603100	Mileage Reimbursement	50	108	250	100
110-027-605100	Contractual Services	3,181	180	1,000	-
110-027-608100	Professional Services	-	2,150	2,000	2,000
110-027-608300	Municipal Court Judge	12,100	9,700	10,000	12,000
110-027-740000	Furniture & Office Equipment	895	210	5,000	-
110-027-740100	Computer Equipment	2,996	2,114	1,000	-
110-027-911110	Indirect Support Cost	26,440	21,010	24,949	22,540
110-027-951000	Contingency	-	-	26,777	21,374
<b>Total Requirements</b>		<b>110,776</b>	<b>155,298</b>	<b>196,026</b>	<b>172,764</b>

# Finance

## Department Overview

The Finance Department serves the public and internal customers in a variety of ways. This includes receipting and disbursing financial resources, accurate and timely recording of all financial activity, accounting for fixed assets, monitoring financial compliance with various requirements, and providing support in financial management. General responsibilities of the department include utility billing, accounts receivable and payable, payroll, human resources, budgeting, auditing, and financial reporting.

## 2019-21 Accomplishments & Highlights

- Submitted the budget document and received the Distinguished Budget Presentation Award through the Government Finance Officers Association (GFOA) for the first time in sixteen years.
- Created, submitted, and received the city’s first Popular Annual Financial Report Award from the GFOA.
- Completed and implemented a pay equity and compensation study for general service staff.
- Developed and implemented policies related to the COVID-19 pandemic (leave policy, telecommuting policy, etc.).

## Goals

- Continue to find creative ways to increase transparency and understanding of the city’s finances, including budgets and audits.
- Continue to work with departments to increase financial stability for the city as a whole.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.06	2.40	2.55	2.67

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	79,261	108,824	100,600	79,350
Miscellaneous Revenue	4,022	1,841	1,500	2,000
Indirect Service Revenue	550,793	596,593	670,000	772,000
<b>Total Resources</b>	<b>634,076</b>	<b>707,259</b>	<b>772,100</b>	<b>853,350</b>
Personnel Services	417,787	473,084	575,500	651,500
Materials & Services	102,719	122,097	141,600	141,850
Capital Outlay	4,745	9,666	15,000	-
Contingency	-	-	40,000	60,000
<b>Total Requirements</b>	<b>525,251</b>	<b>604,848</b>	<b>772,100</b>	<b>853,350</b>

## BN 21-23 Budget Notes

- 73% of Materials & Services is directly related to cost of conducting the annual audit.

## Finance

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-028-401100	Beginning Balance	79,261	108,824	100,600	79,350
110-028-478000	Miscellaneous Revenue	4,022	1,841	1,500	2,000
110-028-492110	Indirect Service Revenue	550,793	596,593	670,000	772,000
<b>Total Resources</b>		<b>634,076</b>	<b>707,259</b>	<b>772,100</b>	<b>853,350</b>
110-028-511100	Salaries	299,238	337,524	404,000	480,000
110-028-511200	Overtime	25	2,645	-	-
110-028-521100	Insurance Benefits	17,782	5,760	3,500	4,000
110-028-521200	FICA Taxes	22,511	26,191	31,000	37,000
110-028-521300	PERS	59,497	69,223	97,000	126,000
110-028-521360	Other Benefits	15,525	28,874	36,000	-
110-028-521400	Life Insurance	208	-	-	-
110-028-521500	Workers' Benefit Fund	122	231	500	500
110-028-521600	Unemployment Insurance	292	342	500	500
110-028-521800	Workers' Comp Insurance	739	240	500	500
110-028-521900	Transit Tax	1,758	2,054	2,500	3,000
110-028-522100	FSA Fee	90	-	-	-
110-028-601100	Supplies	3,294	13,927	12,000	20,000
110-028-601200	Postage	1,597	1,855	2,500	1,500
110-028-601300	Printing	-	30	500	500
110-028-601400	Copier Charges	183	849	1,000	250
110-028-601401	Branding & Marketing	-	1,236	1,000	1,000
110-028-601500	Public Notices	-	693	1,000	1,000
110-028-601600	Organizational Fees	3,753	2,185	2,000	2,000
110-028-601700	Memberships	797	895	1,000	2,000
110-028-601800	Books and Subscriptions	974	1,552	1,000	-
110-028-602100	Employee Recruitment	30	20	-	-
110-028-602200	Conferences	11,198	2,807	3,000	2,500
110-028-602300	Training & Professional Advancement	5,861	2,472	15,000	10,000
110-028-602500	Meetings & Meals	345	376	1,000	500
110-028-603100	Mileage Reimbursement	1,007	428	500	500
110-028-605100	Contractual Services	73,650	90,588	100,000	100,000
110-028-607100	Utilities	5	2,175	-	-
110-028-628100	Bank Charges	25	10	100	100
110-028-740000	Furniture & Office Equipment	937	5,372	10,000	-
110-028-740100	Computer Equipment	3,808	4,294	5,000	-
110-028-951000	Contingency	-	-	40,000	60,000
<b>Total Requirements</b>		<b>525,251</b>	<b>604,848</b>	<b>772,100</b>	<b>853,350</b>

# Library

## Department Overview

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world. The department delivers on its mission by offering traditional library services including reference assistance and materials for entertainment



and study, as well as high speed internet access, downloadable e-books and e-audiobooks, databases, the ability to receive and send information online (such as tax forms, job applications, and photos), and staff to assist customers in using technology. Community members enjoy library space to sit quietly and read or study. The library offers space for programs such as English language and reading tutoring, book clubs, story times, classes, musical performers, and community meetings.

During the COVID-19 pandemic the department introduced innovative ways to deliver services to the public, including asynchronous virtual story times and early learning crafts, online books, discussion groups, live virtual programs, take and make craft and STEM kits, and curbside service.

## 2019-21 Accomplishments & Highlights

- Increased the number of parents who know the Five Practices (talking, singing, reading, writing, and playing) by 2.4%; 74% of parents say the Five Practices significantly contribute to their child’s learning abilities.
- Increased the number of library patrons who attended programs and utilized other Library services.
- 75% of those who attended English classes reported that their English language skills have become ‘better’ or ‘much better;’ 81% of class attendees reported they use the library to continue to improve or maintain their skills.

## Goals

- Assist in improving the reading and writing skills of kids and teens.
- Assist in improving the English language skills and community bonds of both native English speakers and non-English speakers.
- Provide information to teens and adults on how local, state, and national governments work and ensure the same groups are or become informed voters.
- Provide assistance to seniors to ensure they have email accounts and feel more confident and less frustrated navigating information systems.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	13.49	13.82	13.34	13.33

# Library

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	345,985	227,221	122,893	131,534
Intergovernmental	2,338,538	2,578,032	2,696,000	2,875,504
Fines, Fees, & Assessments	93,831	70,580	63,800	37,700
Grants	9,575	5,295	10,000	10,000
Miscellaneous Revenue	15,164	29,671	18,000	14,000
General Revenue	286,794	311,292	339,000	339,000
<b>Total Resources</b>	<b>3,089,887</b>	<b>3,222,092</b>	<b>3,249,693</b>	<b>3,407,738</b>
Personnel Services	1,890,700	2,238,459	2,301,500	2,535,500
Materials & Services	426,429	468,809	447,100	411,500
Capital Outlay	170,207	31,685	15,000	11,000
Debt Service	89,100	91,874	94,468	95,000
Transfers	286,230	303,686	341,372	301,984
Contingency	-	-	50,253	52,754
<b>Total Requirements</b>	<b>2,862,666</b>	<b>3,134,512</b>	<b>3,249,693</b>	<b>3,407,738</b>

### BN 21-23 Budget Notes

- Intergovernmental accounts for revenue from the Clackamas County Library District for both the Sandy and Hoodland service areas.
- Debt Service reflects the principal and interest payments on the library construction loan.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-029-401100	Beginning Balance	345,985	227,221	122,893	131,534
110-029-441210	State Grants	9,575	5,295	10,000	10,000
110-029-442400	District Funding	2,338,538	2,578,032	2,696,000	2,875,504
110-029-442500	Other Agencies	13,014	-	-	-
110-029-463100	Fines	56,530	46,762	44,000	18,000
110-029-475000	Donations/Other	16,824	12,156	13,000	13,000
110-029-477100	Miscellaneous Revenue	15,164	29,671	18,000	14,000
110-029-477110	Lost/Paid Fees	6,521	6,722	6,800	6,700
110-029-478200	Reimbursement	942	4,940	-	-
110-029-491110	General Revenue	286,794	311,292	339,000	339,000
<b>Total Resources</b>		<b>3,089,887</b>	<b>3,222,092</b>	<b>3,249,693</b>	<b>3,407,738</b>

Requirements are listed on the following page.

## Library

110-029-511100	Salaries	1,344,569	1,551,874	1,528,500	1,682,000
110-029-511200	Overtime	1,207	3,761	-	-
110-029-521100	Insurance Benefits	151,932	172,538	231,500	248,000
110-029-521200	FICA Taxes	102,952	119,302	117,000	129,000
110-029-521300	PERS	226,756	323,958	385,000	461,000
110-029-521360	Other Benefits	45,494	50,308	25,000	-
110-029-521400	Life Insurance	625	-	-	-
110-029-521500	Workers' Benefit Fund	870	1,478	1,500	1,500
110-029-521600	Unemployment Insurance	1,333	1,560	1,500	2,000
110-029-521800	Workers' Comp Insurance	6,928	4,324	2,000	2,000
110-029-521900	Transit Tax	7,972	9,357	9,500	10,000
110-029-522100	FSA Fee	60	-	-	-
110-029-601100	Supplies	21,575	20,625	18,000	18,000
110-029-601200	Postage	648	257	500	1,000
110-029-601300	Printing	851	1,906	1,500	600
110-029-601400	Copier Charges	1,707	5,213	6,000	5,000
110-029-601401	Branding & Marketing	-	475	500	1,000
110-029-601600	Organizational Fees	350	65	100	100
110-029-601700	Memberships	386	775	1,000	100
110-029-601800	Books and Subs. (NOT LIBR)	576	761	1,000	700
110-029-602100	Employee Recruitment	182	-	-	-
110-029-602200	Conferences	1,398	1,731	1,500	1,000
110-029-602300	Training & Professional Advancement	2,998	2,807	3,000	2,000
110-029-602500	Meetings & Meals	1,897	482	500	200
110-029-603100	Mileage Reimbursement	115	441	500	-
110-029-604100	Repairs & Maintenance	18,206	26,324	10,000	10,000
110-029-605100	Contractual Services	69,360	54,843	49,000	50,000
110-029-606120	Building Rent	42,498	42,636	45,000	44,000
110-029-607100	Utilities	37,976	43,506	42,000	39,000
110-029-608100	Professional Services	678	1,968	2,000	2,000
110-029-609100	Insurance	13,043	13,815	18,000	13,000
110-029-629101	Library Books	80,314	72,979	70,000	67,200
110-029-629102	Library Magazines	8,542	6,593	6,500	6,500
110-029-629103	Videos/DVD's	16,123	21,050	16,000	15,400
110-029-629104	Acquisition Database	2,590	21,589	21,500	22,000
110-029-629105	Video Games	1,767	3,075	2,000	1,900
110-029-629106	CD Music	3,460	3,351	3,000	1,200
110-029-629107	Audio Books	9,686	10,159	9,000	8,600
110-029-629108	Program Story Time	48	230	-	-
110-029-629109	Reference Databases	13,142	17,787	12,500	6,800
110-029-629110	Digital	8,854	21,234	27,000	27,500
110-029-629120	Supplies-Hood	126	-	-	-
110-029-629121	Library Books-Hood	18,432	15,050	15,000	14,400
110-029-629122	Library Magazines-Hood	3,460	2,288	2,500	2,500
110-029-629123	Videos/DVD's-Hood	8,293	9,082	8,000	7,700
110-029-629126	CD Music-Hood	2,289	2,874	1,500	800
110-029-629127	Audio Books-Hood	4,902	4,244	3,500	3,300
110-029-629129	Reference Databases-Hood	2,758	3,414	3,000	1,400
110-029-629130	Digital-Hood	1,914	4,221	5,500	5,600
110-029-629200	Program - Child. State Library	7,712	7,422	10,000	10,000
110-029-629300	Program - Summer Reading	3,837	5,481	4,500	1,000
110-029-629350	Program - General	13,737	18,059	26,000	20,000
110-029-722101	Library Expansion Project	89,720	-	-	-
110-029-740000	Furniture & Office Equipment	3,846	2,128	5,000	-
110-029-740100	Computer Equipment	13,576	16,012	10,000	5,000
110-029-740200	Library Equipment	63,065	13,545	-	6,000
110-029-812100	Loan Principal	50,032	53,355	59,179	60,000
110-029-832903	Loan Interest	39,068	38,518	35,289	35,000
110-029-911110	Indirect Support Cost	286,230	303,686	341,372	301,984
110-029-951000	Contingency	-	-	50,253	52,754
<b>Total Requirements</b>		<b>2,862,666</b>	<b>3,134,512</b>	<b>3,249,693</b>	<b>3,407,738</b>



# Police

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## Department Overview

The Sandy Police Department's mission is to fulfill the law enforcement needs of the people with the highest degree of fairness, professionalism, and integrity, and to protect the inherent rights of the people to live in freedom and safety. The department is committed to protecting the lives of our community members, ensuring a safe community, and reducing crime and the fear of crime. Our mission is to ensure that our community members feel safe to walk our streets and to picnic in our parks with their families. The department conducts police activities that help to achieve the mission, while ensuring that all people are treated with dignity and respect, without regard for a person's gender, ethnicity, race, religion, color, or sexual orientation.

## 2019-21 Accomplishments & Highlights

- Implemented the Public Safety Fee to provide stable funding to the department and allowed for the hiring of two additional positions.
- Received the “Re-Accreditation Award” from the Oregon Accreditation Alliance, ensuring that the department is operating under the best professional practices through policies and procedures in accordance with state law.
- Provided emergency management response and communication with agency partners during the Clackamas River wildfire event and throughout the COVID-19 pandemic.

## Goals

- Continue to carry out the mission of the department with the utmost professionalism.
- Complete recruitment process and fully staff department.
- Explore and implement scheduling options for officers that will improve health and wellness.
- Continue to explore adoption of new technology within the department to increase efficiencies and public service as funding allows. This includes in-car video systems and body cameras.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	19.00	19.94	19.31	19.88

# Police

## Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
Beginning Balance	222,820	(159,780)	(157,012)	-
Fines, Fees, & Assessment	469,489	312,343	870,000	960,500
Interest	-	2,423	2,400	5,000
Intergovernmental	1,096,737	934,808	230,000	231,000
Grants	-	96,942	75,000	-
Loan Process	69,225	736,239	-	-
Miscellaneous Revenue	13,552	19,093	20,000	10,000
General Revenue	3,831,956	4,580,030	5,660,000	6,063,000
<b>Total Resources</b>	<b>5,703,779</b>	<b>6,522,097</b>	<b>6,700,388</b>	<b>7,269,500</b>
Personnel Services	4,306,127	4,631,924	5,089,000	5,653,000
Materials & Services	784,295	836,508	724,300	795,675
Capital Outlay	122,246	455,781	43,046	-
Debt Service	161,873	227,376	185,801	171,228
Transfers	425,797	514,934	658,241	615,232
Contingency	-	-	-	34,365
<b>Total Requirements</b>	<b>5,800,338</b>	<b>6,666,523</b>	<b>6,700,388</b>	<b>7,269,500</b>

Code Enforcement Budget consolidated with Police Budget in BN 17-19

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments includes the Public Safety Fee.
- Intergovernmental includes revenue from Oregon Trail School District to provide School Resource Officer (SRO) functions.
- Transfers includes the interfund loan payment to the Transit Fund.

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
110-030-401100	Beginning Balance	222,820	(159,780)	(157,012)	-
110-030-440300	Federal Grants	-	96,942	75,000	-
110-030-441160	State Shared - Marijuana Tax	-	31,716	-	-
110-030-442500	Other Agencies	1,014,823	724,381	-	-
110-030-442701	Oregon Trail SD SRO	31,750	123,750	180,000	191,000
110-030-443000	Public Safety Fee	-	-	520,000	557,000
110-030-456100	Police Reports	6,165	4,292	4,000	5,000
110-030-456300	Fingerprinting	2,790	495	20,000	15,000
110-030-456400	Vehicle Impound	11,172	5,767	4,500	5,000
110-030-456500	Police Witness Fees	526	-	500	500
110-030-456600	Police Range Rent	605	-	-	-
110-030-456605	Alarm Program	13,187	12,032	11,000	25,000
110-030-456800	Police Asset Forfeiture	25,704	1,564	-	-
110-030-466100	Municipal Court Fines	409,335	284,992	310,000	350,000
110-030-466200	Other Jurisdiction Court Fines	50,164	54,961	50,000	40,000
110-030-471101	Collection Interest	-	2,423	2,400	5,000
110-030-478030	Miscellaneous Revenue	13,552	19,093	20,000	10,000
110-030-479030	Surplus Property	5	3,200	-	3,000
110-030-491110	General Revenue	3,831,956	4,580,030	5,660,000	6,063,000
110-030-495300	Interfund Loan Proceeds	-	356,272	-	-
110-030-495400	Loan Proceeds	69,225	379,967	-	-
<b>Total Resources</b>		<b>5,703,779</b>	<b>6,522,097</b>	<b>6,700,388</b>	<b>7,269,500</b>

Requirements are listed on the following page.

## Police

110-030-511100	Salaries	2,623,536	2,696,138	2,929,000	3,152,000
110-030-511200	Overtime	182,413	247,477	200,000	250,000
110-030-511210	Overtime - Estacada	38,627	23,129	-	-
110-030-521100	Insurance Benefits	463,203	487,805	651,000	785,000
110-030-521200	FICA Taxes	217,383	227,459	241,000	260,000
110-030-521300	PERS	578,424	738,248	901,000	1,036,000
110-030-521350	City Pd. PERS 6%	13,746	-	-	-
110-030-521360	Other Benefits	66,594	106,462	34,000	17,000
110-030-521400	Life Insurance	2,143	-	-	-
110-030-521500	Workers' Benefit Fund	1,211	2,020	3,000	3,000
110-030-521600	Unemployment Insurance	2,806	2,951	3,000	3,000
110-030-521800	Workers' Comp Insurance	99,353	82,378	108,000	126,000
110-030-521900	Transit Tax	16,448	17,856	19,000	21,000
110-030-521901	Other - Drug Tests	-	-	-	-
110-030-522100	FSA Fee	240	-	-	-
110-030-601100	Supplies	32,412	15,186	16,000	14,000
110-030-601200	Postage	2,465	1,805	1,200	1,500
110-030-601300	Printing	4,031	1,283	1,800	1,000
110-030-601400	Copier Charges	378	478	700	600
110-030-601401	Branding & Marketing	-	242	-	250
110-030-601500	Public Notices	-	84	100	100
110-030-601700	Memberships	1,708	1,502	1,300	1,500
110-030-601800	Books and Subscriptions	1,972	-	500	500
110-030-601900	Uniforms	27,626	7,909	10,000	12,000
110-030-602000	Uniform Cleaning	2,270	2,459	2,400	500
110-030-602100	Employee Recruitment	1,437	822	-	-
110-030-602200	Conferences	3,254	2,967	2,500	2,500
110-030-602300	Training & Professional Advancement	6,693	14,977	12,000	17,000
110-030-602500	Meetings & Meals	1,861	2,077	1,500	1,700
110-030-603100	Mileage Reimbursement	295	385	300	300
110-030-603200	Vehicle Fuel	69,747	83,163	75,000	60,000
110-030-603400	Vehicle Reg/Licenses	420	115	500	225
110-030-603500	Vehicle Repair & Maintenance	49,321	49,508	40,000	35,000
110-030-604100	Repairs & Maintenance	16,036	17,306	20,000	17,000
110-030-605100	Contractual Services	29,880	48,087	16,000	65,000
110-030-606100	Equipment Rental	819	-	-	-
110-030-607100	Utilities	59,120	54,675	50,000	50,000
110-030-608100	Professional Services	66,606	103,353	50,000	58,000
110-030-609100	Insurance	96,208	107,506	122,500	152,000
110-030-610200	Fees	-	3,072	3,000	4,500
110-030-628100	Bank Finance Charges	70	-	-	-
110-030-630100	Ammunition/Range Practice	6,965	8,779	8,500	8,500
110-030-630300	Police County Dispatch	277,890	280,906	265,000	275,000
110-030-630350	Equipment	18,985	23,721	20,000	17,000
110-030-630700	Investigation	1,009	1,267	-	-
110-030-630750	Police Detoxification	2,395	2,460	2,500	-
110-030-630800	Police Reserves	2,421	415	1,000	-
110-030-740000	Furniture & Office Equipment	1,062	340	-	-
110-030-740100	Computer Equipment	9,386	99,125	3,046	-
110-030-740120	800 MHz Radio System	42,222	70,686	40,000	-
110-030-750000	Vehicles	69,575	285,631	-	-
110-030-812100	Loan Principal	151,860	223,426	185,232	171,228
110-030-812200	Interfund Loan Principal	-	-	65,940	68,496
110-030-830001	Interfund Loan Interest	-	-	13,054	10,498
110-030-832903	Loan Interest	10,014	3,950	569	-
110-030-910670	Transfer to Op Center IS Fund	-	5,813	7,163	7,163
110-030-911110	Indirect Support Cost	425,797	509,121	572,084	529,075
110-030-951000	Contingency	-	-	-	34,365
<b>Total Requirements</b>		<b>5,800,338</b>	<b>6,666,523</b>	<b>6,700,388</b>	<b>7,269,500</b>

# Code Enforcement

## Department Overview

The Code Enforcement Department consolidated into the Police Department in the beginning of the 2017 - 2019 biennium. Previously, the department accounted for the code enforcement activities that included enforcement of the city's municipal code, as well as animal control and other tasks required by city departments and citizen requests.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	0.80	-	-	-

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	(3,436)	-	-	-
General Revenue	160,068	-	-	-
<b>Total Resources</b>	<b>156,632</b>	-	-	-
Personnel Services	134,196	-	-	-
Transfers	10,913	-	-	-
<b>Total Requirements</b>	<b>145,109</b>	-	-	-

Code Enforcement Budget consolidated with Police Budget in BN 17-19

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-031-401100	Beginning Balance	(3,436)	-	-	-
110-031-491110	General Revenue	160,068	-	-	-
<b>Total Resources</b>		<b>156,632</b>	-	-	-
110-031-511100	Salaries	85,646	-	-	-
110-031-511200	Overtime	211	-	-	-
110-031-521100	Insurance Benefits	15,113	-	-	-
110-031-521200	FICA Taxes	6,553	-	-	-
110-031-521300	PERS	16,980	-	-	-
110-031-521360	Other Benefits	4,817	-	-	-
110-031-521400	Life Insurance	91	-	-	-
110-031-521500	Workers' Benefit Fund	44	-	-	-
110-031-521600	Unemployment Insurance	84	-	-	-
110-031-521800	Workers' Comp Insurance	4,096	-	-	-
110-031-521900	Transit Tax	512	-	-	-
110-031-522100	FSA Fee	48	-	-	-
110-031-911110	Indirect Support Cost	10,913	-	-	-
<b>Total Requirements</b>		<b>145,109</b>	-	-	-

# Recreation

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## Department Overview

The Recreation Department provides comprehensive recreation programs and special events designed to enhance quality of life, boost physical and mental health, and provide important social connections. The department works to keep programs affordable so all community members can access opportunities regardless of their socioeconomic status.

Diverse program opportunities are displayed three times each year in the Community & Recreation Guide, and are marketed through electronic newsletters, social media, traditional media, and signage.

While offerings have been curtailed during the COVID-19 health emergency, during normal operations staff work with recreation providers throughout the area to provide programming and share resources, and partner with organizations and businesses on projects that can enhance community opportunities. For example, Mountain Storm Youth Basketball and the Adult co-ed softball league are made possible by utilizing the Oregon Trail School District facilities.

Special Events prove popular with locals and draw many visitors from out of town with events including Sandy/Boring Corn Cross, Noah's Quest Walk/Run, and Dogs Day Out. Events such as Sandy Summer Sounds & Starlight Cinema; Solv-it Sandy; Longest Day Parkway; Teen Flashlight Egg Hunt; and the Mountain Festival Kids Parade, Bike Derby, and Pet Show; ensure that all families, regardless of income, can enjoy recreation and entertainment opportunities in a unique setting.

Investing in our community's parks and recreation programs is an investment in the continued health, vitality, and resiliency of the people who live in and around the City of Sandy.

## 2019-21 Accomplishments & Highlights

- Expanded programming in music, theater, and science.
- Increased resident database to expand outreach and to provide timely marketing and communications.
- Utilized social media tools for marketing and community outreach.
- Collaborated with new Recreation Providers to offer more diverse opportunities.
- Updated and branded the Community and Recreation Guide.
- Supported essential services of the Community Services Department during COVID-19.

## Goals

- Recover programming and revenue post-COVID-19.
- Establish additional contract relationships with independent recreation providers to streamline and control costs.
- Build more program offerings for teens, specifically to support inclusion; collaborate with the Library Department and local teen groups.
- Expand outdoor programming for older adults wanting to stay active.
- Acquire an additional vehicle (or alternatives) to expand transportation services for community/recreation programs for all age levels.
- Add value and revenue by collaborating with community groups and youth organizations to utilize the existing outdoor spaces at the Community Campus for leagues, events, and other community use.
- Assist in the implementation of the Parks Master Plan and park development. Encourage Universal Design and Nature Play in new park planning.

# Recreation

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.32	2.40	3.08	3.33

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	123,020	249,720	248,814	221,719
Fines, Fees, & Assessment	216,438	158,700	188,800	150,900
General Revenue	601,461	546,938	563,000	605,000
<b>Total Resources</b>	<b>940,919</b>	<b>955,358</b>	<b>1,000,614</b>	<b>977,619</b>
Personnel Services	364,058	427,592	620,500	727,000
Materials & Services	252,074	194,130	220,700	157,272
Capital Outlay	14,448	8,821	18,000	-
Transfers	60,619	66,820	75,025	75,847
Contingency	-	-	66,389	17,500
<b>Total Requirements</b>	<b>691,199</b>	<b>697,362</b>	<b>1,000,614</b>	<b>977,619</b>

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments has decreased because of the COVID-19 pandemic and the time it will take to recover program.
- Materials & Services has decreased for the same reason noted above.

## Recreation

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23
		Actual	Actual	Budget	Proposed
110-033-401100	Beginning Balance	123,020	249,720	248,814	221,719
110-033-436100	Recreation Fees	174,156	79,298	100,000	72,500
110-033-436110	Youth Basketball Fees	33,257	36,069	36,000	32,000
110-033-436120	Special Events	-	31,907	26,000	22,000
110-033-436130	Adult Softball	-	3,114	21,000	20,000
110-033-442500	Other Agencies	-	-	-	-
110-033-474000	Community Garden Rental	1,060	1,845	1,800	2,400
110-033-475601	Concert Revenue	7,965	6,327	4,000	2,000
110-033-478000	Miscellaneous Revenue	-	141	-	-
110-033-491110	General Revenue	601,461	546,938	563,000	605,000
<b>Total Resources</b>		<b>940,919</b>	<b>955,358</b>	<b>1,000,614</b>	<b>977,619</b>
110-033-511100	Salaries	260,713	291,410	380,000	465,000
110-033-511101	Salaries - Seasonal/On-Call	-	-	33,000	28,000
110-033-511200	Overtime	123	186	-	-
110-033-521100	Insurance Benefits	28,006	30,129	44,000	41,000
110-033-521200	FICA Taxes	19,953	22,421	32,000	38,000
110-033-521300	PERS	40,841	65,828	110,000	140,000
110-033-521360	Other Benefits	6,127	8,913	10,000	-
110-033-521400	GFrec Life Insurance	156	-	-	-
110-033-521500	Workers' Benefit Fund	128	216	500	500
110-033-521600	Unemployment Insurance	258	289	500	500
110-033-521800	Workers' Comp Insurance	6,168	6,473	8,000	11,000
110-033-521900	Transit Tax	1,526	1,729	2,500	3,000
110-033-522100	FSA Fee	58	-	-	-
110-033-601100	Supplies	4,184	4,051	4,000	3,500
110-033-601200	Postage	523	101	1,000	500
110-033-601300	Printing	5,334	5,249	5,800	1,000
110-033-601400	Copier Charges	1,078	1,935	1,500	1,162
110-033-601401	Branding & Marketing	-	721	1,000	4,000
110-033-601700	Memberships	1,056	755	1,000	1,000
110-033-601900	Uniforms	-	-	500	100
110-033-602100	Employee Recruitment	119	9	100	-
110-033-602200	Conferences	2,331	981	4,000	1,000
110-033-602300	Training & Professional Advancement	65	734	100	300
110-033-602500	Meetings & Meals	602	77	500	250
110-033-603100	Mileage Reimbursement	110	146	500	500
110-033-603200	Vehicle - Fuel	-	208	1,000	1,300
110-033-603500	Vehicle Repair & Maintenance	544	121	-	-
110-033-604100	Repairs & Maintenance	1,462	540	5,500	5,000
110-033-604110	Elevator Maintenance	4,962	292	5,000	1,000
110-033-605100	Contractual Services	1,698	11,790	9,000	9,000
110-033-607100	Utilities	19,821	15,261	15,000	15,000
110-033-609100	Insurance	6,192	5,583	9,000	4,500
110-033-633100	Program - Recreation	133,615	57,461	76,500	54,460
110-033-633200	Program - Youth Basketball	21,616	17,350	14,000	15,500
110-033-633300	Program - Adult Softball	-	(63)	13,200	13,200
110-033-633400	Program - Concerts in Park	38,211	35,195	22,500	4,000
110-033-633500	Program - Movies in Park	8,551	8,847	9,000	6,000
110-033-633700	Program - Special Events	-	26,765	21,000	10,000
110-033-633800	Program - Community Garden	-	-	-	5,000
110-033-639100	Cash Over/Short	-	22	-	-
110-033-715000	Building Improvemets	-	-	10,000	-
110-033-720000	Buildings	3,720	-	-	-
110-033-740000	Furniture & Office Equipment	6,361	1,094	2,000	-
110-033-740100	Computer Equipment	1,503	4,342	2,000	-
110-033-740101	Software	2,864	3,384	4,000	-
110-033-911110	Indirect Support Cost	60,619	66,820	75,025	75,847
110-033-951000	Contingency	-	-	66,389	17,500
<b>Total Requirements</b>		<b>691,199</b>	<b>697,362</b>	<b>1,000,614</b>	<b>977,619</b>

# Senior Services

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## Department Overview

The Senior Services Department is the centralized location for providing information, resources, nutrition, transportation, and social services for adults 60 years and better residing within the Oregon Trail School District (exclusive of the Hoodland area).

The need for client service coordination has continued to increase as Baby Boomers age, and because of the COVID-19 pandemic. Increased issues surrounding the isolation of seniors in rural areas, nutritional risk, access to online resources, and the need for mental health services are a priority. Many clients request aid for personal issues, and assistance for adult children is needed to navigate the complex system of care for their aging parents.

Along with staff focusing efforts on programming for participants, many challenges exist related to coordinating the use and maintenance of the building itself. Though restrictions have been implemented during the COVID-19 health emergency, during normal operations various community groups use the facility on an ongoing basis, including AA, Al-Anon, scout groups, sports teams, volunteer boards for sports leagues, supervised visitations, neighborhood associations, and fundraising committees. In addition, the building is regularly rented after regular hours of operations and weekends to private individuals for birthday parties, weddings, baptisms, showers, and funeral gatherings.

## 2019-21 Accomplishments & Highlights

- Increased communication throughout the COVID-19 pandemic to provide assistance, information, and case management services to senior citizens and other low-income individuals seeking support to assist clients in maintaining their independence.
- Provided uninterrupted delivery service of hot meals to homebound individuals throughout the COVID-19 pandemic, wildfires, and ice storm.
- Painted interior rooms of the building; constructed Sandy Style overhang to provide additional coverage for seniors; installed gated area around garbage containers, new exterior lighting, and new commercial grade exterior door.
- Receive PGE Grant for installation of an EV charger and an Electric vehicle for Community Services. The grant promotes the usage of EV vehicles by seniors and will implement a car share program in the next biennium.

## Goals

- Use information gathered during pandemic to provide opportunities for programming, information, and services in gaps which have been identified.
- Create a recruitment, onboarding, and training process for volunteers in various areas of Community Services.
- Identify and apply for various scholarships, grants, funding opportunities to assist in cost recovery and fill identified gaps of services including mental health.
- Integrate increased program/service collaboration with community business partners and various organizations to expand programs and services and fill identified gaps.



## Senior Services

### Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	3.55	3.62	4.78	4.96

### Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	89,984	27,979	207,054	226,892
Fines, Fees, & Assessments	103,618	105,621	97,000	78,000
Grants	259,558	272,810	240,000	257,000
Miscellaneous Revenue	-	978	4,000	-
Transfers	-	175,234	-	-
General Revenue	532,964	683,047	740,000	760,000
<b>Total Resources</b>	<b>986,125</b>	<b>1,265,670</b>	<b>1,288,054</b>	<b>1,321,892</b>
Personnel Services	637,926	663,339	867,500	956,500
Materials & Services	223,938	244,293	245,100	193,750
Capital Outlay	7,086	10,655	48,800	-
Transfers	89,196	90,312	101,650	110,684
Contingency	-	-	25,004	60,958
<b>Total Requirements</b>	<b>958,145</b>	<b>1,008,599</b>	<b>1,288,054</b>	<b>1,321,892</b>

### BN 21-23 Budget Notes

- Grants includes both federal and state grants received on a reimbursement basis from Clackamas County to aid in the cost of delivering services.
- Materials & Services is reduced due to a decrease in certain services because of the COVID-19 pandemic and subsequent recovery.

## Senior Services

Account Number	Account Name	BN15-17	BN17-19	BN19-21	BN21-23
		Actual	Actual	Budget	Proposed
110-034-401100	Beginning Balance	89,984	27,979	207,054	226,892
110-034-437100	Class & Activity Revenue	47,077	20,039	4,000	2,500
110-034-437101	Trip Revenue	-	-	15,000	2,500
110-034-440300	Federal Grants	-	182,066	150,000	174,000
110-034-441450	State Grants	-	87,245	90,000	83,000
110-034-442200	County Senior Citizens Grant	243,763	3,500	-	-
110-034-442210	County Senior Disabled Grant	15,795	-	-	-
110-034-474200	Building Rent	-	18,237	15,000	10,000
110-034-475100	Nutrition Program	56,541	67,345	63,000	63,000
110-034-478000	Miscellaneous Revenue	-	978	4,000	-
110-034-490139	Transfer from Non-Dept.	-	175,234	-	-
110-034-491110	General Revenue	532,964	683,047	740,000	760,000
<b>Total Resources</b>		<b>986,125</b>	<b>1,265,670</b>	<b>1,288,054</b>	<b>1,321,892</b>
110-034-511100	Salaries	388,287	392,007	532,000	543,000
110-034-511103	Salary - Nutrition	40,275	43,275	-	50,000
110-034-511104	Salary - Alzh	-	14,077	-	17,000
110-034-511105	Salaries - On-Call	-	-	31,000	21,000
110-034-511200	Overtime	123	750	-	-
110-034-521100	Insurance Benefits	69,248	74,521	104,000	86,000
110-034-521200	FICA Taxes	32,798	34,728	43,000	48,000
110-034-521300	PERS	90,566	90,179	142,000	173,000
110-034-521360	Other Benefits	5,849	3,484	-	-
110-034-521400	GFsen Life Insurance	250	-	-	-
110-034-521500	Workers' Benefit Fund	199	429	500	500
110-034-521600	Unemployment Insurance	425	445	500	1,000
110-034-521800	Workers' Comp Insurance	7,414	6,767	11,000	13,000
110-034-521900	Transit Tax	2,431	2,677	3,500	4,000
110-034-522100	FSA Fee	62	-	-	-
110-034-601100	Supplies	4,854	5,680	5,000	6,000
110-034-601200	Postage	946	1,220	1,000	1,000
110-034-601300	Printing	467	145	500	300
110-034-601400	Copier Charges	1,127	1,355	1,500	1,500
110-034-601401	Branding & Marketing	-	1,086	1,000	-
110-034-601700	Memberships	146	668	500	1,000
110-034-601800	Books and Subscriptions	66	50	100	50
110-034-602100	Employee Recruitment	200	379	200	-
110-034-602200	Conferences	742	2,270	4,000	2,000
110-034-602300	Training & Professional Advancement	192	1,697	1,500	500
110-034-602500	Meetings & Meals	883	368	500	300
110-034-603100	Mileage Reimbursement	1,179	505	1,500	1,000
110-034-603200	Vehicle -Fuel	5,145	8,941	8,000	7,000
110-034-603500	Vehicle Repair & Maintenance	4,718	8,623	9,000	13,000
110-034-604100	Repairs & Maintenance	10,069	12,479	8,000	10,000
110-034-604110	Elevator Maintenance	5,245	1,647	5,000	2,000
110-034-605100	Contractual Services	3,579	17,963	15,000	16,000
110-034-607100	Utilities	5,668	15,880	15,000	15,000
110-034-609100	Insurance	3,666	5,583	9,000	4,500
110-034-634100	Program - Senior Activities	104,609	80,999	7,000	4,000
110-034-634200	Program - Alzheimers	700	1,766	1,800	1,500
110-034-634400	Program - Nutrition	69,737	74,963	70,000	46,000
110-034-634500	Program - Trips	-	-	5,000	1,100
110-034-634600	Program - Transportation	-	-	75,000	60,000
110-034-639100	Cash Over/Short	-	28	-	-
110-034-715000	Improvements	-	-	36,800	-
110-034-740000	Furniture & Office Equipment	4,719	3,020	8,000	-
110-034-740100	Computer Equipment	1,503	4,264	2,000	-
110-034-740101	Software	864	3,371	2,000	-
110-034-911110	Indirect Support Cost	89,196	90,312	101,650	110,684
110-034-951000	Contingency	-	-	25,004	60,958
<b>Total Requirements</b>		<b>958,145</b>	<b>1,008,599</b>	<b>1,288,054</b>	<b>1,321,892</b>

# Parks, Buildings, & Grounds

## Department Overview

The Parks, Buildings, & Grounds Department maintains and makes minor improvements to the city's parks, open spaces, public spaces, and public buildings. These activities are funded primarily out of the General Fund. Three full time employees and a seasonal worker are responsible for nine city buildings and one rental dwelling; eleven developed parks and public spaces totaling approximately 40 acres; five undeveloped parks and various open space tracts comprising approximately 185 acres; the popular Tickle Creek Trail; as well as various pedestrian paths, stairways, walkways, and trails. This program also utilizes local landscape contractors to perform regular maintenance at certain city facilities and public areas.

## 2019-21 Accomplishments & Highlights

- Removed overgrown, mature landscaping around the rental property in Bornstedt Park with more appropriate materials to improve visibility and reduce vandalism.
- In conjunction with Parks administrative staff, developed herbicide use procedures, policies, and record-keeping practices to reduce reliance on herbicide use in parks and grounds maintenance.
- Installed and maintained COVID-19 signage and noticing in all City parks.
- Repaired, rested, and overseeded worn and damaged turf in Sandy Bluff Dog Park during a short closure each spring.
- Added a full-time Parks Maintenance Worker position to help with upkeep and improvement of parks buildings and grounds.

## Goals

- Implement herbicide use policy.
- Expand opportunities to increase biodiversity in parks and open spaces.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.28	2.28	3.13	3.18

# Parks, Buildings, & Grounds

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	(7,440)	65,779	108,798	72,439
Fines, Fees, & Assessments	44,719	46,798	54,500	55,500
Miscellaneous Revenue	100	20,090	1,000	500
General Revenue	634,475	688,387	743,000	795,000
<b>Total Resources</b>	<b>671,854</b>	<b>821,055</b>	<b>907,298</b>	<b>923,439</b>
Personnel Services	411,297	453,343	532,000	661,000
Materials & Services	137,976	186,818	225,400	151,450
Capital Outlay	2,713	43,449	65,500	5,000
Debt Service	-	-	-	8,505
Transfers	54,088	64,770	73,351	82,362
Contingency	-	-	11,047	15,122
<b>Total Requirements</b>	<b>606,074</b>	<b>748,380</b>	<b>907,298</b>	<b>923,439</b>

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments includes revenue from both the rental property in Bornstedt Park and fees to reserve the gazebo in Meinig Park.
- Debt Service includes the monthly lease payments for the vehicle that was leased in BN 19-21.

## Parks, Buildings, & Grounds

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23
		Actual	Actual	Budget	Proposed
110-035-401100	Beginning Balance	(7,440)	65,779	108,798	72,439
110-035-474000	Property Rental Revenue	37,819	46,632	50,000	55,000
110-035-475010	Gazebo Rental Revenue	3,700	(100)	4,000	500
110-035-478000	Miscellaneous Revenue	100	20,090	1,000	500
110-035-479030	Surplus Property	3,200	267	500	-
110-035-491110	General Revenue	634,475	688,387	743,000	795,000
<b>Total Resources</b>		<b>671,854</b>	<b>821,055</b>	<b>907,298</b>	<b>923,439</b>
110-035-511100	Salaries	262,647	289,615	330,000	369,000
110-035-511200	Overtime	629	1,496	-	1,500
110-035-521100	Insurance Benefits	54,809	64,045	77,000	132,000
110-035-521200	FICA Taxes	20,155	22,283	25,000	28,000
110-035-521300	PERS	60,419	63,919	83,000	106,000
110-035-521360	Other Benefits	30	929	-	-
110-035-521400	GFpkm Life Insurance	226	-	-	-
110-035-521500	Workers' Benefit Fund	143	300	500	500
110-035-521600	Unemployment Insurance	261	290	500	500
110-035-521800	Workers' Comp Insurance	10,493	8,727	14,000	21,000
110-035-521900	Transit Tax	1,426	1,740	2,000	2,500
110-035-522100	FSA Fee	60	-	-	-
110-035-601100	Supplies	11,098	17,674	35,000	13,000
110-035-601200	Postage	15	1	50	50
110-035-601300	Printing	-	-	50	-
110-035-601400	Copier Charges	2	1	50	-
110-035-601401	Branding & Marketing	-	337	-	-
110-035-601700	Memberships	500	250	1,000	1,000
110-035-601900	Uniforms	1,194	1,122	1,500	1,750
110-035-602100	Employee Recruitment	616	308	300	200
110-035-602300	Training & Professional Advancement	82	1,950	2,500	1,500
110-035-602500	Meetings & Meals	308	822	1,200	-
110-035-603100	Mileage Reimbursement	206	101	200	150
110-035-603200	Vehicle - Fuel	6,877	10,367	10,000	9,000
110-035-603500	Vehicle Repair & Maintenance	2,079	3,611	5,000	2,500
110-035-604100	Repairs & Maintenance	19,397	26,156	25,000	30,000
110-035-605100	Contractual Services	9,844	1,734	16,000	11,600
110-035-606100	Equipment Rental	4,935	5,717	5,000	2,500
110-035-607100	Utilities	38,677	54,266	67,500	50,000
110-035-608100	Professional Services	29,766	41,525	35,300	10,000
110-035-609100	Insurance	11,716	14,679	13,000	18,000
110-035-610200	Fees	-	5,610	6,000	-
110-035-650300	Regulatory Fees	665	588	750	200
110-035-715000	Improvements	-	28,868	45,000	-
110-035-715010	Meinig Park	-	2,466	20,000	-
110-035-740000	Furniture & Office Equipment	675	-	500	-
110-035-760000	Machinery & Equipment	2,038	12,115	-	5,000
110-035-812100	Loan Principal	-	-	-	8,505
110-035-910670	Transfer to Op Center IS Fund	-	6,554	8,075	8,075
110-035-911110	Indirect Support Cost	54,088	58,216	65,276	74,287
110-035-951000	Contingency	-	-	11,047	15,122
<b>Total Requirements</b>		<b>606,074</b>	<b>748,380</b>	<b>907,298</b>	<b>923,439</b>

# Planning

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## Department Overview

The Planning Department is responsible for reviewing development proposals and completing long-range planning projects such as municipal code updates, and relevant long-range studies identified by Council such as the Comprehensive Plan. The department is committed to serving existing and future residents with wide-ranging planning services in the belief that a growing community can remain livable and meet the needs of all community members through thoughtful and inclusive community involved planning.

## 2019-21 Accomplishments & Highlights

- Modified the parking chapter of the development code to allow for additional flexibility in site design and accommodate growth in the downtown area for small lots.
- Increased transparency by creating YouTube videos for complicated land use matters and worked closely with Administration to increase the presence on social media and the city website.
- Secured a Transportation and Growth Management grant from the Oregon Department of Transportation for the Transportation System Plan update. Begin the update of the Plan.
- Process several large residential development and commercial development applications including Shaylee Meadows, Bull Run Terrace, The Views Planned Development, Space Age Fuel, Tractor Supply, and Dutch Bros.

## Goals

- Complete Pleasant Street Master Plan, Downtown Walkability Plan, and Transportation System Plan; prioritize projects associated with these plans.
- Support the City Council in their goal to be proactive in managing and planning for growth.
- Begin the update to the Comprehensive Plan.
- Work with the Planning Commission and City Council to revise the Development Code.
- Complete a review of the department's fees and fee structure in support of the Council's goals to remain financial sustainability and increase cost recovery.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	1.75	1.76	2.86	2.76

# Planning

## Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
Beginning Balance	155,743	201,710	247,433	232,034
Fines, Fees, & Assessments	249,761	392,293	253,250	357,100
Grants	1,050	1,487	1,000	31,000
Miscellaneous Revenue	99	78	100	1,000
<b>General Revenue</b>	<b>238,384</b>	<b>258,145</b>	<b>280,000</b>	<b>547,000</b>
<b>Total Resources</b>	<b>645,037</b>	<b>853,713</b>	<b>781,783</b>	<b>1,168,134</b>
Personnel Services	336,193	391,466	548,000	638,500
Materials & Services	37,572	68,896	78,100	309,500
Capital Outlay	8,725	16,159	9,000	-
Transfers	60,837	72,082	84,406	157,028
Contingency	-	-	62,277	63,106
<b>Total Requirements</b>	<b>443,327</b>	<b>548,602</b>	<b>781,783</b>	<b>1,168,134</b>

### BN 21-23 Budget Notes

- Grants include an anticipated one-time grant from the Department of Land Conservation and Development for \$30,000 to assist in the expenses associated with the Comprehensive Plan update.
- General Revenue includes a one-time allocation of \$250,000 to assist in the expenses associated with the Comprehensive Plan update.
- Materials & Services reflect \$250,000 in expenses related to contractual services for updating the Comprehensive Plan.

# Planning

Account Number	Account Name	BN15-17	BN17-19	BN19-21	BN 21-23
		Actual	Actual	Budget	Proposed
110-036-401100	Beginning Balance	155,743	201,710	247,433	232,034
110-036-434200	Permit Administration Fee	73,788	72,872	55,000	100,000
110-036-441200	State Grants	-	-	-	30,000
110-036-454100	Planning & Sign Fees	121,063	266,368	160,000	200,000
110-036-454200	EC Permit 1&2 Family	19,088	15,147	10,000	20,000
110-036-454300	Zoning Administration Fee	20,355	27,940	20,000	25,000
110-036-454400	EC Plan Check	7,920	9,525	7,000	10,000
110-036-454500	Urban Forest Fees/Grants	1,050	1,487	1,000	1,000
110-036-458005	Plaza Rent Revenue	11,125	2,225	3,200	2,000
110-036-466100	Refunds	(3,800)	(1,826)	(2,000)	-
110-036-478000	Miscellaneous Revenue	99	78	100	1,000
110-036-478100	Document/Copy Fees	223	43	50	100
110-036-491110	General Revenue	238,384	258,145	280,000	547,000
<b>Total Resources</b>		<b>645,037</b>	<b>853,713</b>	<b>781,783</b>	<b>1,168,134</b>
110-036-511100	Salaries	232,655	270,537	375,000	427,000
110-036-511200	Overtime	230	1,531	-	-
110-036-521100	Insurance Benefits	29,803	27,455	40,000	59,000
110-036-521200	FICA Taxes	17,795	20,920	29,000	33,000
110-036-521300	PERS	42,962	53,970	90,000	112,000
110-036-521360	Other Benefits	7,916	11,846	7,500	-
110-036-521400	GFplng Life Insurance	130	-	-	-
110-036-521500	Workers' Benefit Fund	101	224	500	500
110-036-521600	Unemployment Insurance	231	274	500	500
110-036-521800	Workers' Comp Insurance	3,043	3,068	3,000	3,500
110-036-521900	Transit Tax	1,327	1,641	2,500	3,000
110-036-601100	Supplies	3,009	5,607	5,000	8,000
110-036-601200	Postage	1,458	2,663	3,000	5,000
110-036-601300	Printing	248	331	500	1,000
110-036-601400	Copier Charges	398	1,931	1,800	1,800
110-036-601401	Branding & Marketing	-	134	1,000	600
110-036-601500	Public Notices	1,040	2,566	2,500	5,000
110-036-601700	Memberships	1,580	263	800	800
110-036-601800	Books and Subscriptions	-	521	500	500
110-036-602100	Employee Recruitment	70	120	500	500
110-036-602200	Conferences	4,677	1,581	8,000	8,000
110-036-602300	Training & Professional Advancement	643	204	-	-
110-036-602500	Meetings & Meals	92	351	1,000	800
110-036-603100	Mileage Reimbursement	185	-	500	500
110-036-604100	Repairs & Maintenance	588	-	-	-
110-036-607100	Utilities	120	1,247	2,000	1,000
110-036-608200	Professional Services - Engineering	9,479	14,829	12,000	20,000
110-036-608500	Contract Services - Planning	10,143	29,068	30,000	250,000
110-036-628200	Credit Card Merchant Fee	144	-	-	-
110-036-637100	Planning Commission	1,803	1,748	3,000	2,000
110-036-639610	Tree City USA	1,896	5,730	6,000	4,000
110-036-740000	Furniture & Office Equipment	1,590	8,539	4,000	-
110-036-740100	Computer Equipment	7,135	7,620	5,000	-
110-036-911110	Indirect Support Cost	60,837	72,082	84,406	157,028
110-036-951000	Contingency	-	-	62,277	63,106
<b>Total Requirements</b>		<b>443,327</b>	<b>548,602</b>	<b>781,783</b>	<b>1,168,134</b>



# Building

## Department Overview

The Building Department is committed to serving existing and future community members with comprehensive administration of building, plumbing, mechanical, and fire/life/safety codes as required by the State of Oregon. This division ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools are constructed in conformance with all regulatory codes to ensure continued safety and well-being for all people. Administrative staff also manage the business licensing program and other miscellaneous duties.

## 2019-21 Accomplishments & Highlights

- Implemented new state ePermitting software.
- Increased plan reviews and inspections in conjunction with Sandy Fire District.

## Goals

- Increase the services provided with the state ePermitting software, such as electronic plan submittal and review.
- Evaluate fees to ensure developers are paying an equitable share of the expenses associated with providing building permitting and inspection services.
- Create a more accessible punch list for business owners and new homeowners.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.47	2.70	3.03	2.50

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	407,549	591,042	537,935	360,677
Fines, Fees, & Assessments	861,933	757,475	619,730	599,000
<b>Total Resources</b>	<b>1,269,482</b>	<b>1,348,517</b>	<b>1,157,665</b>	<b>959,677</b>
Personnel Services	484,600	576,046	652,500	614,000
Materials & Services	77,426	87,189	90,080	85,100
Capital Outlay	6,925	13,540	11,000	-
Transfers	109,489	103,839	123,297	113,105
Contingency	-	-	280,788	147,472
<b>Total Requirements</b>	<b>678,440</b>	<b>780,614</b>	<b>1,157,665</b>	<b>959,677</b>

## BN 21-23 Budget Notes

- The department is fully funded through permit fees and receives no general revenue funding.

# Building

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
110-037-401100	Beginning Balance	407,549	591,042	537,935	360,677
110-037-433110	Permits - Building	326,813	319,353	260,000	290,000
110-037-433120	Permits - Plumbing	121,341	142,637	120,000	110,000
110-037-433130	Permits - Mechanical	53,845	39,385	40,000	44,000
110-037-433140	Permits - Fire Life & Safety	34,400	33,865	30,000	8,000
110-037-433400	Permits - Other Building	14,890	17,449	14,000	10,000
110-037-433910	Permits - State %	60,016	57,538	55,680	55,000
110-037-433920	Permits - State M H Fee	150	60	50	-
110-037-434100	Plan Check Fee	250,380	146,621	100,000	80,000
110-037-434150	Building Administration Fee	100	550	-	2,000
110-037-491110	General Revenue	-	17	-	-
<b>Total Resources</b>		<b>1,269,482</b>	<b>1,348,517</b>	<b>1,157,665</b>	<b>959,677</b>
110-037-511100	Salaries	333,223	384,329	430,000	378,000
110-037-511200	Overtime	123	9,046	-	-
110-037-521100	Insurance Benefits	59,517	63,619	74,000	100,000
110-037-521200	FICA Taxes	25,511	30,238	33,000	29,000
110-037-521300	PERS	55,245	75,106	103,000	100,000
110-037-521360	Other Benefits	3,978	6,235	4,000	-
110-037-521400	GFbldg Life Insurance	245	-	-	-
110-037-521500	Workers' Benefit Fund	153	303	500	500
110-037-521600	Unemployment Insurance	330	396	500	500
110-037-521800	Workers' Comp Insurance	4,338	4,403	4,500	3,500
110-037-521900	Transit Tax	1,925	2,372	3,000	2,500
110-037-522100	FSA Fee	12	-	-	-
110-037-601100	Supplies	3,106	3,860	4,000	7,000
110-037-601200	Postage	288	548	300	300
110-037-601300	Printing	355	189	300	1,000
110-037-601400	Copier Charges	199	1,139	1,000	1,200
110-037-601401	Branding & Marketing	-	36	300	500
110-037-601600	Organizational Fees	295	-	-	-
110-037-601700	Memberships	965	1,555	1,600	1,600
110-037-601800	Books and Subscriptions	2,077	4,035	4,000	3,000
110-037-601900	Uniforms	120	398	2,000	1,000
110-037-602200	Conferences	-	275	4,500	3,000
110-037-602300	Training & Professional Advancement	(51)	2,188	-	-
110-037-602500	Meetings & Meals	43	149	800	500
110-037-603100	Mileage Reimbursement	4,401	-	-	-
110-037-604100	Repairs & Maintenance	1,175	-	-	-
110-037-605100	Contractual Services	125	336	10,000	4,000
110-037-605101	Contractual Services - Planning	-	470	-	-
110-037-605103	Contractual Services - Plumbing	-	3,150	-	-
110-037-607100	Utilities	1,260	2,887	2,600	2,000
110-037-608200	Professional Services - Engineering	71	-	1,000	1,000
110-037-608500	Contract Services - Planning	-	4,074	-	-
110-037-628200	Credit Card Merchant Fee	-	1,825	2,000	4,000
110-037-637200	State Bldg Fee Surcharge	62,998	60,075	55,680	55,000
110-037-740000	Furniture & Office Equipment	1,830	8,512	6,000	-
110-037-740100	Computer Equipment	5,095	5,027	5,000	-
110-037-911110	Indirect Support Cost	109,489	103,839	123,297	113,105
110-037-951000	Contingency	-	-	280,788	147,472
<b>Total Requirements</b>		<b>678,440</b>	<b>780,614</b>	<b>1,157,665</b>	<b>959,677</b>

# Economic Development

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## Department Overview

The Economic Development Department fills the role of liaison between the business community and City Hall. The overall goal of this division is to facilitate growth and development of the local business community through business recruitment and retention, site acquisition, assistance with business financing, tourism development, development and management of grant programs targeting specific types of businesses, and the overall improvement/development of the downtown commercial area to attract and retain businesses.

## 2019-21 Accomplishments & Highlights

- Provided over \$40,000 in grant funding to local agencies via the Special Service Contract Program (SSCP).
- Supported creation and staffing of the new Economic Development Committee.
- Provided business assistance and support through the COVID-19 pandemic including the administration of emergency grant programs to local small businesses.
- The Economic Development Department was reorganized to be placed under Administration.

## Goals

- Develop a long-term plan for economic development that provides clear direction for commercial, industrial, and small business growth.
- Continue to staff and work with the Economic Development Committee on new and ongoing initiatives.
- Increase business recruitment for brewery/distillery and hotel concepts.
- Develop a plan to incentivize commercial development and activate chronically vacant commercial buildings in the C-1 zone.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	0.90	0.80	0.50	0.58

# Economic Development

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	12,970	5,220	8,244	62,321
Grants	12,170	38,500	-	-
Miscellaneous Revenue	81	100	100	-
General Revenue	215,459	343,680	242,000	224,000
<b>Total Resources</b>	<b>240,680</b>	<b>387,500</b>	<b>250,344</b>	<b>286,321</b>
Personnel Services	139,507	147,733	105,200	138,200
Materials & Services	69,254	174,823	99,100	99,300
Capital Outlay	4,670	2,833	2,000	-
Transfers	22,029	32,517	38,997	24,510
Contingency	-	-	5,047	24,311
<b>Total Requirements</b>	<b>235,460</b>	<b>357,905</b>	<b>250,344</b>	<b>286,321</b>

### BN 21-23 Budget Notes

- Materials & Services includes \$85,000 in various grant programs, including SSCP and Tenant Improvement (TI).

## Economic Development

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
110-038-401100	Beginning Balance	12,970	5,220	8,244	62,321
110-038-441450	County Grants	-	38,500	-	-
110-038-442500	Other Agencies	12,170	-	-	-
110-038-478000	Miscellaneous Revenue	81	100	100	-
110-038-491110	General Revenue	215,459	343,680	242,000	224,000
<b>Total Resources</b>		<b>240,680</b>	<b>387,500</b>	<b>250,344</b>	<b>286,321</b>
110-038-511100	Salaries	98,440	103,218	70,000	93,000
110-038-511200	Overtime	-	236	-	-
110-038-521100	Insurance Benefits	15,107	13,066	10,000	12,000
110-038-521200	FICA Taxes	7,535	8,016	6,000	7,000
110-038-521300	PERS	15,983	19,872	17,000	25,000
110-038-521360	Other Benefits	1,232	2,330	1,000	-
110-038-521400	GF MS Life Insurance	94	-	-	-
110-038-521500	Workers' Benefit Fund	55	83	100	100
110-038-521600	Unemployment Insurance	98	105	100	100
110-038-521800	Workers' Comp Insurance	319	178	500	500
110-038-521900	Transit Tax	591	629	500	500
110-038-522100	FSA Fee	54	-	-	-
110-038-601100	Supplies	618	713	1,000	3,000
110-038-601200	Postage	15	178	500	100
110-038-601300	Printing	119	57	100	-
110-038-601400	Copier Charges	43	97	200	200
110-038-601401	Branding & Marketing	-	-	500	1,000
110-038-601700	Memberships	5,080	2,405	2,500	2,500
110-038-601800	Books and Subscriptions	88	-	-	-
110-038-602200	Conferences	3,940	1,399	2,500	2,500
110-038-602300	Training & Professional Advancement	270	1,902	-	500
110-038-602500	Meetings & Meals	187	234	500	500
110-038-603100	Mileage Reimbursement	1,137	1,028	1,200	1,000
110-038-604100	Repairs & Maintenance	-	89	100	-
110-038-605100	Contractual Services	14,420	2,588	5,000	3,000
110-038-606120	Building Rent	2,730	-	-	-
110-038-607100	Utilities	647	645	-	-
110-038-639607	Downtown Flower Baskets	39,571	52,760	-	-
110-038-639608	Program - Contributions SSCP	-	50,000	60,000	60,000
110-038-639609	Program - Tenant Improvements	-	32,227	25,000	25,000
110-038-639610	Program - County Grants	-	28,500	-	-
110-038-639611	Main Street Program	34	-	-	-
110-038-639613	First Fridays Program	354	-	-	-
110-038-740000	Furniture & Office Equipment	4,670	2,833	2,000	-
110-038-911110	Indirect Support Cost	22,029	32,517	38,997	24,510
110-038-951000	Contingency	-	-	5,047	24,311
<b>Total Requirements</b>		<b>235,460</b>	<b>357,905</b>	<b>250,344</b>	<b>286,321</b>

## Non-Departmental

### Department Overview

The Non-Departmental Department includes expenditures that do not apply to a single department, and miscellaneous expenses that are not associated with any of the operating departments. Additionally, this department is responsible for expenses related to the city such as memberships and association fees. The department includes the general fund (i.e., not allocated to specific programs) contingency account.

### 2019-21 Accomplishments & Highlights

- Developed reserve policy and increased General Fund's contingency to 5% of operating costs within the general fund.

### Goals

- Continue to increase the overall contingency for the city to use as a rainy-day fund for unexpected expenditures.

### Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	0.40	0.40	-	-

### Budget Summary & Detail

	BN15-17 Actual	BN 17-19 Actual	BN 19- 21 Budget	BN 21- 23 Proposed
Beginning Balance	807,264	309,457	269,189	633,458
Loan Proceeds	124,088	22,513	-	25,000
Miscellaneous Revenue	5,000	46,180	17,000	20,000
Indirect Service Revenue	173,820	185,098	259,000	262,000
General Revenue	925,143	950,915	741,000	3,233,000
<b>Total Resources</b>	<b>2,035,315</b>	<b>1,514,163</b>	<b>1,286,189</b>	<b>4,173,458</b>
Personnel Services	12,172	-	-	-
Materials & Services	652,758	439,105	365,500	496,000
Capital Outlay	975,927	50,272	22,000	25,000
Debt Service	-	124,006	9,006	9,200
Transfers	85,000	770,777	85,000	85,000
Contingency	-	-	804,683	3,558,258
<b>Total Requirements</b>	<b>1,725,857</b>	<b>1,384,159</b>	<b>1,286,189</b>	<b>4,173,458</b>

### BN 21-23 Budget Notes

- Loan Proceeds includes the value of the lease for a pool car to be used by staff on official city business.
- Contingency maintained at 5% of general fund operating costs, as well as approximately \$2.3 million in American Rescue Plan Act (ARPA) funds to spend on future projects.

## Non-Departmental

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
110-039-401100	Beginning Balance	807,264	309,457	269,189	633,458
110-039-477000	Merchandise	-	242	-	-
110-039-478000	Miscellaneous Revenue	-	24,559	-	-
110-039-478200	Reimbursement	5,000	21,112	17,000	20,000
110-039-479000	Surplus Property	-	267	-	-
110-039-491110	General Revenue	925,143	950,915	741,000	3,233,000
110-039-492110	Indirect Service Revenue	173,820	185,098	259,000	262,000
110-039-495400	Loan Proceeds	124,088	22,513	-	25,000
<b>Total Resources</b>		<b>2,035,315</b>	<b>1,514,163</b>	<b>1,286,189</b>	<b>4,173,458</b>

Requirements listed on the following page.

## Non-Departmental

110-039-511100	Salaries	10,369	-	-	-
110-039-521100	Insurance Benefits	379	-	-	-
110-039-521200	FICA Taxes	797	-	-	-
110-039-521300	PERS	339	-	-	-
110-039-521360	Other Benefits	54	-	-	-
110-039-521400	GF MS Life Insurance	0	-	-	-
110-039-521500	Workers' Benefit Fund	-	-	-	-
110-039-521600	Unemployment Insurance	10	-	-	-
110-039-521800	Workers' Comp Insurance	165	-	-	-
110-039-521900	Transit Tax	59	-	-	-
110-039-522100	FSA Fee	0	-	-	-
110-039-601100	Supplies	33,383	24,897	30,000	40,000
110-039-601200	Postage	8,409	3,396	2,500	2,000
110-039-601300	Printing	610	173	1,000	1,000
110-039-601400	Copier Charges	1,673	902	2,000	2,000
110-039-601401	Branding & Marketing	-	12,271	8,000	5,000
110-039-601500	Public Notices	1,550	143	1,000	1,000
110-039-601600	Organizational Fees	2,258	11,706	22,000	20,000
110-039-601700	Memberships	19,564	9,785	1,000	1,000
110-039-601800	Books and Subscriptions	2,649	323	-	1,000
110-039-602300	Training & Professional Advancement	325	1,163	-	-
110-039-602500	Meetings & Meals	642	60	-	-
110-039-603100	Mileage Reimbursement	14	-	-	-
110-039-603200	Vehicle - Fuel	775	2,347	1,000	500
110-039-603500	Vehicle Repair & Maintenance	-	937	1,000	1,000
110-039-604100	Repairs & Maintenance	8,132	11,118	9,000	15,000
110-039-605100	Contractual Services	34,464	51,332	50,000	75,000
110-039-607100	Utilities	54,716	58,721	60,000	60,000
110-039-608100	Professional Services	242,424	60,092	20,000	45,000
110-039-609100	Insurance	46,953	69,603	75,000	154,000
110-039-610200	Fees	4,776	7,602	7,000	1,000
110-039-624400	Election Expenses	160	53	500	500
110-039-628200	Credit Card Merchant Fee	17,982	6,728	7,000	8,000
110-039-639100	Cash Over/Short	394	(137)	500	-
110-039-639201	Cable Programming	25,764	22,101	25,000	20,000
110-039-639202	Program - Web Site	-	729	1,000	3,000
110-039-639301	Program - Mountain Festival	6,345	2,861	5,000	10,000
110-039-639302	Program - Spring Cleanup	524	-	-	-
110-039-639401	Program - Employee Recognition	8,811	9,927	10,000	10,000
110-039-639402	Program - Wellnes Program	-	339	-	-
110-039-639403	Program - Gym Fees	44,244	44,597	-	-
110-039-639500	Program - Neighborhd Assns.	786	2,032	1,000	-
110-039-639505	Program - Safety Meetings	474	722	-	-
110-039-639604	Program -Tourism Promotion	-	80	-	-
110-039-639700	Program - Contributions	56,000	-	-	-
110-039-639701	Program - Sandy Recreation Center	751	-	-	-
110-039-639703	Program - Fireworks Display	17,500	17,040	17,000	20,000
110-039-639806	Program - Park District	9,708	-	-	-
110-039-639810	Program - Arts Commission	-	5,464	8,000	-
110-039-715008	Land	575,000	-	-	-
110-039-721000	City Hall Improvements -Structural	49,650	225	-	-
110-039-721003	City Hall Improvements - Security	289	-	-	-
110-039-740000	Furniture & Office Equipment	1,110	-	-	-
110-039-740100	Computer Equipment	7,128	6,126	7,000	-
110-039-740101	Archive Equipmnt/Software	201,612	10,278	15,000	-
110-039-750000	Transportation Equipment	54,750	-	-	-
110-039-760000	Machinery & Equipment	4,294	33,643	-	25,000
110-039-780100	Fiber Extension	82,094	-	-	-
110-039-812100	Principal	-	124,006	9,006	9,200
110-039-910125	Transfer to Administration	-	-	-	-
110-039-910126	Transfer to Legal	-	18,275	-	-
110-039-910130	Transfer to Police	-	100,000	-	-
110-039-910134	Transfer to Senior Center	-	175,234	-	-
110-039-910280	Transfer to Aquatic/Rec Fund	-	350,000	-	-
110-039-910350	Transfer to Parks Cap. Project Fund	-	42,268	-	-
110-039-910670	Transfer to Facilities Maint. Fund	85,000	85,000	85,000	85,000
110-039-955000	Contingency	-	-	804,683	3,558,258
<b>Total Requirements</b>		<b>1,713,685</b>	<b>1,384,159</b>	<b>1,286,189</b>	<b>4,173,458</b>



# Information Technology

## Department Overview

The Information Technology (IT) department is responsible for supporting all city departments with the implementation and maintenance of technology needs. Infrastructure supported includes computer systems, Voice over IP (VOIP) phone system, and IP networks at each city facility, optically connecting all city facilities.

## 2019-21 Accomplishments & Highlights

- Planned and implemented a new hyper-converge virtual server environment.
- Upgraded core city network to new equipment.
- Brought our Windows licensing model into compliance and upgraded for the next eight to ten years.

## Goals

- Plan and implement a backup and disaster recovery plan for business-critical applications and data.
- Plan and begin back-end upgrade of city phone system.
- Focus on further securing systems and information to prevent security breaches.
- Integrate systems between departments to reduce busy and paper workload.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	1.18	1.30	1.30	1.30

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	32,880	40,068	110,813	26,122
Loans Proceeds	66,997	-	-	-
Indirect Service Revenue	361,486	476,987	475,000	508,000
<b>Total Resources</b>	<b>461,363</b>	<b>517,055</b>	<b>585,813</b>	<b>534,122</b>
Personnel Services	239,594	230,100	281,524	329,500
Materials & Services	75,023	122,051	205,500	172,700
Capital Outlay	71,233	25,306	75,000	30,000
Debt Service	35,446	35,446	-	-
Contingency	-	-	23,789	1,922
<b>Total Requirements</b>	<b>421,295</b>	<b>412,903</b>	<b>585,813</b>	<b>534,122</b>

## BN 21-23 Budget Notes

- Materials & Services decreased to account of a reduction in expenses related to the IT needs this biennium.
- Capital Outlay decreased as a result completion of numerous updated to servers in BN 19-21.

## Information Technology

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23
		Actual	Actual	Budget	Proposed
110-040-401100	Beginning Balance	32,880	40,068	110,813	26,122
110-040-492110	Indirect Service Revenue	361,486	476,987	475,000	508,000
110-040-495400	Loan Proceeds	66,997	-	-	-
<b>Total Resources</b>		<b>461,363</b>	<b>517,055</b>	<b>585,813</b>	<b>534,122</b>
110-040-511100	Salaries	169,580	163,111	186,972	200,000
110-040-511200	Overtime	536	16	-	-
110-040-521100	Insurance Benefits	20,658	27,372	28,222	52,000
110-040-521200	FICA Taxes	13,369	12,605	14,303	16,000
110-040-521300	PERS	27,599	24,429	44,631	52,000
110-040-521360	Other Benefits	6,023	1,026	-	-
110-040-521400	GF IT Life Insurance	92	-	-	-
110-040-521500	Workers' Benefit Fund	70	132	151	500
110-040-521600	Unemployment Insurance	174	165	188	500
110-040-521800	Workers' Comp Insurance	459	257	5,935	7,000
110-040-521900	Transit Tax	1,035	989	1,122	1,500
110-040-601100	Supplies	6,935	5,172	5,500	3,000
110-040-602100	Employee Recruitment	-	828	500	500
110-040-602200	Conferences	-	-	5,000	3,000
110-040-602300	Training & Professional Advancement	20	6,400	10,000	2,000
110-040-602500	Meetings & Meals	96	589	500	200
110-040-603100	Mileage Reimbursement	2,224	399	2,000	-
110-040-604100	Repairs & Maintenance	3,908	8,122	10,000	8,000
110-040-605100	Contactual Services	54,709	92,592	150,000	150,000
110-040-607100	Utilities	3,502	2,535	18,000	2,000
110-040-639202	Web Site	3,631	5,415	4,000	4,000
110-040-740000	Furniture & Office Equipment	2,877	5,068	4,000	-
110-040-740100	Computer Equipment	55,801	19,972	60,000	30,000
110-040-740201	Phone Equipment	12,555	266	11,000	-
110-040-812100	Loan Principal	32,973	34,025	-	-
110-040-832903	Loan Interest	2,473	1,421	-	-
110-040-951000	Contingency	-	-	23,789	1,922
<b>Total Requirements</b>		<b>421,295</b>	<b>412,903</b>	<b>585,813</b>	<b>534,122</b>

# Street Fund

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## Fund Overview

The Street Fund accounts for all things related to streets and transportation within the city limits. The fund is split into two departments: operations and capital improvements.

### Operations

The Street Fund repairs and maintains more than 40 centerline miles of streets within the city limits. Street operating costs include power costs for street lighting and traffic signals (although ODOT is responsible for managing and maintain traffic signals). Major maintenance activities in Street Operations include traffic line painting (by contract) and parking lot stall striping, traffic control sign repair and installation, weed control in rights-of-way, snow and ice control, pothole patching, and street sweeping (by contract). In addition, Street Operations manages the city's traffic calming program, provides transportation-related comments on land use applications, and reviews street improvement plans for new development. Funding comes primarily from federal, state, and local fuel taxes.

The city uses Pavement Management System software to prioritize street maintenance projects based on a condition survey performed every five years. Using Local Option Fuel Tax revenue, the city strives to complete approximately \$250,000 worth of street maintenance (asphalt overlays and surface treatments) projects annually. The annual amount of pavement maintenance work, (in miles or square feet for example) is difficult to quantify because some years may involve more costly maintenance over a smaller number of street sections, while other years may include relatively inexpensive treatments covering many streets. The goal of the program is to keep the Pavement Condition Index (PCI) at 80 or better. The first paving season in the 21-23 biennium includes surface treatments, rehabilitation, and overlays on over 336,000 square feet of street surface.

### Capital Improvements

New streets, street widening, intersection improvements, and other street capital projects are funded through system development charges from new development, cash contributions from developers, state and federal fuel taxes, loans, and grants. The top transportation project priority and council goal is the 362<sup>nd</sup> / Bell Street Extension Project. This will be funded with the proceeds from a \$5.4M full faith and credit obligation. Debt service for the bond issue will be covered with proceeds from the Clackamas County Vehicle Registration Fee (VRF) and a portion of the proceeds from the new \$0.06/gallon statewide fuel tax passed with HB 2017. The Transportation System Plan (TSP), adopted in the 2011-13 biennium, identifies the long-term project needs for motor vehicles, bicycles, and pedestrians. An update to the current TSP is being managed by the Planning Department and began in 2021.

## 2019-21 Accomplishments & Accomplishments

- Completed street surface condition assessment and recommended pavement preservation plan.
- Converted approximately 1,000 city-owned streetlights to LED technology with web-based controls.
- Ten Eyck / Vista Loop pedestrian improvement project designed, right-of-way acquisition completed, will be put out for bid in October 2021.
- Engaged design consultant for 362<sup>nd</sup> / Bell Street project, selected preferred alignment, 30% design completed, right-of-way acquisition and bid process scheduled for summer 2021.
- Used \$168K in Community Development Block Grant funding and \$47K of in-kind services

## Street Fund

to replace 31 non-compliant ADA ramps in SE quadrant of the City.

- Jurisdiction transfer from ODOT to City completed for OR-211 inside Urban Growth Boundary.

### Goals

- Complete scheduled pavement maintenance projects (slurry seal and paving) planned for 2021 and 2022.
- Complete design and right-of-way acquisition for the 362<sup>nd</sup> and Bell Street project, put project out for bid in 2021, and complete in 2022.
- Secure Block Grant funding for Phase II of ADA ramp replacement project.

### Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.30	2.61	2.51	2.79

### Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	294,298	709,334	905,803	1,723,795
Fines, Fees, & Assessments	1,980,258	2,148,812	2,215,000	2,370,000
Interest	10,234	164,122	70,000	75,000
Loan Proceeds	-	11,653	12,500	36,000
Miscellaneous	21,181	55,825	15,300	10,500
<b>Operations Total</b>	<b>2,305,971</b>	<b>3,089,747</b>	<b>3,218,603</b>	<b>4,215,295</b>
Beginning Balance	2,182,789	2,458,567	3,295,053	7,665,073
Fines, Fees, & Assessments	604,143	1,250,920	1,340,000	1,000,000
Interest	34,673	977	1,000	200
<b>Capital Total</b>	<b>2,821,605</b>	<b>3,710,463</b>	<b>4,636,053</b>	<b>8,665,273</b>
<b>Total Resources</b>	<b>5,127,575</b>	<b>6,800,211</b>	<b>7,854,656</b>	<b>12,880,568</b>
<b>REQUIREMENTS</b>				
Personnel Services	405,295	496,231	489,000	608,000
Materials & Services	1,033,767	992,547	1,161,050	1,334,550
Capital Outlay	38,476	61,510	506,500	271,000
Debt Service	-	4,662	4,662	31,580
Transfers	119,097	106,230	117,357	118,723
Contingency	-	-	1,575,429	932,688
<b>Operations Total</b>	<b>1,596,636</b>	<b>1,661,179</b>	<b>3,853,998</b>	<b>3,296,541</b>
Capital Outlay	241,725	1,856	3,940,000	8,050,000
Debt Service	121,313	121,271	60,658	884,027
Contingency	-	-	-	650,000
<b>Capital Total</b>	<b>363,038</b>	<b>123,127</b>	<b>4,000,658</b>	<b>9,584,027</b>
<b>Total Requirements</b>	<b>1,959,674</b>	<b>1,784,306</b>	<b>7,854,656</b>	<b>12,880,568</b>

## Street Fund

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments (Operations) includes both state and local gas tax revenue.
- Beginning Balance (Capital) includes proceeds from the Full Faith & Credit Obligations, Series 2021 that were not spent in BN 19-21.
- Capital Outlay includes the construction of various capital improvement projects, including the 362<sup>nd</sup> / Bell Street extension, as well as \$250,000 towards engineering work for the future Gunderson Rd/Why 211 connection.
- Capital Contingency includes \$250,000 towards the future Gunderson Rd/Why 211 connection.

Account Number	Account Name	BN15-17 Actual	BN 17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
240-054-401000	Beginning Balance	294,298	709,334	905,803	1,723,795
240-054-423000	AFRD	25,754	-	-	-
240-054-441150	State Shared - Gas Tax	1,240,064	1,496,278	1,600,000	1,750,000
240-054-441190	City Gas Tax	699,266	625,637	600,000	600,000
240-054-442500	Other Agencies	-	-	-	-
240-054-457100	Engineering Fees	15,174	26,847	15,000	20,000
240-054-471100	Interest	10,234	164,122	70,000	75,000
240-054-471104	Res. Sidewalk Repair	-	50	-	-
240-054-478000	Miscellaneous Revenue	16,731	55,558	15,000	10,000
240-054-479030	Surplus Property	4,450	267	300	500
240-054-495400	Loan Proceeds	-	11,653	12,500	36,000
<b>Operations Total</b>		<b>2,305,971</b>	<b>3,089,747</b>	<b>3,218,603</b>	<b>4,215,295</b>
240-154-401000	Beginning Balance	2,182,789	2,458,567	3,295,053	7,665,073
240-154-423000	AFRD Reimbursement	31,332	1,881	-	-
240-154-433540	Streets SDC	548,217	1,199,207	600,000	600,000
240-154-433545	Sandy Bluff 4/5/6 SDCs	13,806	-	30,000	-
240-154-441140	VRP Funds	-	-	-	400,000
240-154-441434	ODOT STP Funds	-	28,108	700,000	-
240-154-459001	Payment In Lieu Street Improvement Fees	10,787	21,724	10,000	-
240-154-471100	Interest	34,673	977	1,000	200
240-154-495400	Loan Proceeds	-	-	-	-
<b>Capital Total</b>		<b>2,821,605</b>	<b>3,710,463</b>	<b>4,636,053</b>	<b>8,665,273</b>
<b>Total Resources</b>		<b>5,127,575</b>	<b>6,800,211</b>	<b>7,854,656</b>	<b>12,880,568</b>

Requirements are listed on the following page.

# Street Fund

REQUIREMENTS					
240-054-511100	Salaries	254,700	299,160	299,000	380,000
240-054-511200	Overtime	7,334	14,947	-	-
240-054-521100	Insurance Benefits	48,725	53,752	62,000	74,000
240-054-521200	FICA Taxes	20,080	24,129	24,000	29,000
240-054-521300	PERS	47,289	66,595	78,000	101,000
240-054-521360	Other Benefits	3,493	6,269	4,000	-
240-054-521400	SF Life Insurance	208	-	-	-
240-054-521500	Workers' Benefit Fund	115	229	500	500
240-054-521600	Unemployment Insurance	256	316	500	500
240-054-521800	Workers' Comp Insurance	21,548	28,941	19,000	21,000
240-054-521900	Transit Tax	1,528	1,893	2,000	2,000
240-054-522100	FSA Fee	19	-	-	-
240-054-601100	Supplies	28,226	39,075	40,000	40,000
240-054-601200	Postage	71	136	150	100
240-054-601300	Printing	-	108	100	100
240-054-601400	Copier Charges	14	210	250	100
240-054-601401	Branding & Marketing	-	253	-	-
240-054-601500	Public Notices	-	-	50	50
240-054-601600	Organizational Fees	5	-	50	100
240-054-601700	Memberships	-	15	200	100
240-054-601800	Books and Subscriptions	50	56	100	100
240-054-601900	Uniforms	801	925	1,200	2,000
240-054-602100	Employee Recruitment	617	282	200	100
240-054-602200	Conferences	623	-	1,000	1,000
240-054-602300	Training & Professional Advancement	51	1,998	2,500	1,000
240-054-602500	Meetings & Meals	273	207	250	250
240-054-603100	Mileage Reimbursement	18	6	50	50
240-054-603200	Vehicle - Fuel	5,764	7,249	8,500	8,500
240-054-603400	Vehicle Reg/Licenses	-	-	50	-
240-054-603500	Vehicle Repair & Maintenance	12,209	10,250	13,500	15,000
240-054-604100	Repairs & Maintenance	25,524	63,383	50,000	50,000
240-054-604500	Street Maintenance Program	402,812	254,243	600,000	600,000
240-054-605100	Contractual Services	247,171	275,750	250,000	350,000
240-054-606100	Equipment Rental	2,373	17,555	20,000	10,000
240-054-607100	Utilities	248,814	278,882	100,000	180,000
240-054-608100	Professional Services	39,294	6,358	40,000	30,000
240-054-608200	Professional Services - Engineering	11,490	24,822	20,000	30,000
240-054-609100	Insurance	7,188	8,988	10,000	15,000
240-054-610200	Fees	-	692	900	1,000
240-054-628200	Credit Card Merchant Fee	39	989	1,500	-
240-054-650300	Regulatory Fees	341	113	500	-
240-054-734000	Improvements	160	-	5,000	35,000
240-054-734800	Sidewalk/Bike Path Improvements	16,790	30,154	150,000	50,000
240-054-740000	Furniture & Office Equipment	-	-	-	-
240-054-740100	Computer Equipment	1,976	796	1,500	-
240-054-760000	Machinery & Equipment	-	27,560	100,000	36,000
240-054-770000	Major Repairs & Maintenance	19,550	3,000	250,000	150,000
240-054-812100	Loan Principal	-	4,662	4,662	31,580
240-054-910110	Transfer to General Fund	104,520	91,536	100,219	101,585
240-054-910370	Transfer to Facilities Maint. Fund	-	3,239	3,200	3,200
240-054-910670	Transfer to Op Ctr ISF	14,577	11,455	13,938	13,938
240-054-950000	Contingency	-	-	1,575,429	932,688
<b>Operations Total</b>		<b>1,596,636</b>	<b>1,661,179</b>	<b>3,853,998</b>	<b>3,296,541</b>
240-154-734000	Improvements	28,108	-	3,000,000	8,050,000
240-154-734500	Improvements	-	-	900,000	-
240-154-734507	LED Streetlight Conversion	-	-	-	-
240-154-785117	AFRD Reimbursement	68,520	1,856	40,000	-
240-154-785140	Sandy Bluff 4/5/6 SDC Reimbursement	145,097	-	-	-
240-154-812903	Bond Principal	108,620	114,424	59,486	420,000
240-154-832902	Bond Interest	12,693	6,846	1,172	464,027
240-154-950000	Contingency	-	-	-	650,000
<b>Capital Total</b>		<b>363,038</b>	<b>123,127</b>	<b>4,000,658</b>	<b>9,584,027</b>
<b>Total Requirements</b>		<b>1,959,674</b>	<b>1,784,306</b>	<b>7,854,656</b>	<b>12,880,568</b>

# Transit Fund

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## Fund Overview

The Transit Fund provides safe, reliable transportation options for Sandy residents through the utilization of several types of service. For improved connectivity, Sandy Area Metro (SAM) provides a critical link between Sandy and Gresham, as well as Sandy and Estacada with fixed route service. Each SAM route provides a quick and easy transfer with timed connections to TriMet in Gresham and Estacada and timed connections to Mt. Hood Express at the Sandy Transit Center.



For in-town travel, SAM offers a fixed route on Hwy 26, and the popular Shopper Shuttle began operation in late 2016. The Transit Department also operates a dial-a-ride service, known as *SAM rides*. The dial-a-ride is an origin-to-destination service that is available to any Sandy community member and those living within a 3-mile radius of the center of town upon availability. *SAM rides* also provides complementary ADA service for qualified individuals who cannot access the fixed route.

Additionally, Transit operates a non-emergency medical ride program for Sandy community members who qualify. This program provides rides for persons with a disability and the frail elderly to medical appointments for services that are not available in the general Sandy area.

## 2019-21 Accomplishments & Highlights

- Completed Transit Master Plan and developed a service enhancement plan.
- Procured seven new transit vehicles providing all new vehicles for peak transit services.
- Completed construction of two new bus barns at the Operations Center for housing and protection twelve transit vehicles.
- Renovated the bus wash at the Operations Center to maintain the fleet in a “state of good repair” as required by many of the federal grant agreements.
- Added evening runs to three routes for better connectivity.
- Improved technology on buses and in bus shelters; updated technology for collecting transit tax.
- Secured \$650,000 in additional funding from federal CARES Act funds for CODID-19 pandemic response.

## Goals

- Improve dial-a-ride services through technological advances.
- Improve and enhance transit intelligence services for the entire fleet, including dial-a-ride services, and partnerships Mt. Hood Express and other transit providers within Clackamas County.
- Continue the development of a Capacity Plan for expansion and improvements of the Operations Center and identify funding sources.
- Procure three new vehicles to replace aging vehicles in the current fleet.
- Collaborate with Clackamas County providers to identify an e-fares and/or fare sharing implementation plan and the development of an integrated webpage for planning cross-county travel.
- Identify and implement route improvements as identified in the Transit Master Plan.

# Transit Fund

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	1.80	1.80	3.00	2.80

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	1,406,207	2,064,458	1,659,476	1,504,333
Fines, Fees, & Assessments	1,479,505	1,709,308	1,790,682	1,517,564
Interest	27,496	75,499	51,000	41,000
Grants	1,471,742	1,583,594	1,406,466	1,852,345
Transfers	-	55,431	160,258	189,855
Miscellaneous	11,827	7,558	11,000	42,500
<b>Operations Total</b>	<b>4,396,776</b>	<b>5,495,847</b>	<b>5,078,882</b>	<b>5,147,597</b>
Beginning Balance	77,034	(183,030)	(45,887)	-
Grants	465,304	228,988	1,825,542	581,000
Miscellaneous	19,900	-	-	-
Transfers	-	-	838,345	-
<b>Capital Total</b>	<b>562,238</b>	<b>45,958</b>	<b>2,618,000</b>	<b>581,000</b>
<b>Total Resources</b>	<b>4,959,014</b>	<b>5,541,805</b>	<b>7,696,882</b>	<b>5,728,597</b>
<b>REQUIREMENTS</b>				
Personnel Services	327,716	488,616	614,000	668,500
Materials & Services	1,823,560	2,089,600	2,353,078	3,463,226
Capital Outlay	2,253	2,482	51,000	20,000
Debt Service	-	856,272	-	-
Transfers	178,789	168,434	1,031,278	215,923
Contingency	-	-	1,029,526	545,948
<b>Operations Total</b>	<b>2,332,318</b>	<b>3,605,404</b>	<b>5,078,882</b>	<b>4,913,597</b>
Capital Outlay	745,268	90,745	2,618,000	815,000
<b>Capital Total</b>	<b>745,268</b>	<b>90,745</b>	<b>2,618,000</b>	<b>815,000</b>
<b>Total Requirements</b>	<b>3,077,586</b>	<b>3,696,149</b>	<b>7,696,882</b>	<b>5,728,597</b>

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments includes the 0.06% Transit Tax for all business operating within city limits.
- Grants includes federal and state grant proceeds to assist in the operations and capital expenses associated with providing transit services.
- Capital Outlay includes the purchase of three new transit vehicles.
- Consolidated Operations and Capital beginning fund balance into one total, listed in Operations.



## Transit Fund

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
270-070-401000	Beginning Balance	1,406,207	2,064,458	1,659,476	1,504,333
270-070-411300	Employer Transit Tax	1,248,076	1,346,479	1,200,000	1,000,000
270-070-440300	Federal Grants	1,218,869	1,333,657	1,149,031	1,587,187
270-070-441450	State Grants	252,873	249,937	257,435	265,158
270-070-441470	STIF Revenue	-	57,709	276,282	279,444
270-070-442500	Other Agencies	-	115,600	110,000	122,640
270-070-459100	Transit Farebox Revenues	164,802	135,684	140,000	48,048
270-070-459101	Transit Fare Media	47,826	36,863	40,000	6,552
270-070-459110	Revenue Other Districts	18,800	-	10,000	10,000
270-070-471100	Interest	27,496	75,499	50,000	40,000
270-070-471101	Interest - STIF	-	-	1,000	1,000
270-070-474200	Facility & Vehicle Fees	-	16,973	14,400	50,880
270-070-478040	Miscellaneous Revenue	807	(2,667)	-	-
270-070-478200	Reimbursements	11,019	10,224	11,000	42,500
270-070-495355	Interfund Loan Payments	-	55,431	160,258	189,855
<b>Operations Total</b>		<b>4,396,776</b>	<b>5,495,847</b>	<b>5,078,882</b>	<b>5,147,597</b>
270-170-401000	Beginning Balance	77,034	(183,030)	(45,887)	-
270-170-440300	Federal Grants	465,304	228,988	1,719,542	521,000
270-170-440400	State Revenue	-	-	106,000	60,000
270-170-479000	Surplus Property	19,900	-	-	-
270-170-490000	Transfer from Transit Operations	-	-	838,345	-
<b>Capital Total</b>		<b>562,238</b>	<b>45,958</b>	<b>2,618,000</b>	<b>581,000</b>
<b>Total Resources</b>		<b>4,959,014</b>	<b>5,541,805</b>	<b>7,696,882</b>	<b>5,728,597</b>

Requirements are listed on the following page.

# Transit Fund

REQUIREMENTS					
270-070-511100	Salaries	215,721	326,730	404,000	447,000
270-070-511200	Overtime	-	-	-	-
270-070-521100	Insurance Benefits	56,615	69,608	78,000	65,000
270-070-521200	FICA Taxes	16,514	25,259	31,000	34,000
270-070-521300	PERS	36,196	60,909	97,000	118,000
270-070-521360	Other Benefits	278	3,168	-	-
270-070-521400	TR Life Insurance	192	-	-	-
270-070-521500	Workers' Benefit Fund	110	275	500	500
270-070-521600	Unemployment Insurance	213	330	500	500
270-070-521800	Workers' Comp Insurance	647	356	500	500
270-070-521900	Transit Tax	1,230	1,981	2,500	3,000
270-070-601100	Supplies	4,170	2,671	3,000	5,000
270-070-601200	Postage	2,994	3,967	3,000	4,000
270-070-601300	Printing	8,669	6,637	10,000	10,000
270-070-601400	Copier Charges	26	209	200	500
270-070-601401	Branding & Marketing	11,108	10,191	15,000	15,000
270-070-601500	Public Notices	-	-	-	500
270-070-601700	Memberships	3,049	3,884	4,000	4,000
270-070-602100	Employee Recruitment	100	69	500	1,000
270-070-602200	Conferences	5,838	7,964	9,000	10,000
270-070-602300	Training & Professional Advancement	939	4,699	5,000	5,000
270-070-602500	Meetings & Meals	4,033	2,516	3,000	3,000
270-070-603100	Mileage Reimbursement	2,554	2,576	3,000	3,000
270-070-603200	Vehicle - Fuel	186,795	245,041	350,000	350,000
270-070-603400	Vehicle Reg/Licenses	327	195	1,600	600
270-070-603500	Vehicle Repair & Maintenance	179,530	209,991	190,000	350,000
270-070-603510	Vehicle Repair & Maintenance - MHX	-	-	-	42,500
270-070-604100	Vehicle Accessory Equipment	2,900	2,663	8,800	50,000
270-070-604200	Bus Shelter Maintenance	14,807	16,794	16,000	16,000
270-070-605100	Contractual Services	891,023	1,002,808	1,068,400	1,621,555
270-070-05110	Contractual Services - MHX	-	-	-	-
270-070-605300	Administrative Contracts	-	14,198	50,000	10,000
270-070-607100	Utilities	4,839	4,589	11,000	6,000
270-070-608200	Bus Shelters	829	6,596	11,200	8,000
270-070-609100	Insurance	81,074	111,788	95,000	36,000
270-070-610200	Fees	700	645	900	1,000
270-070-636100	Program - E&D	417,256	428,950	494,478	910,571
270-070-639100	Cash Over/Short	-	(39)	-	-
270-070-740000	Furniture & Office Equipment	690	-	1,000	-
270-070-740100	Computer Equipment	1,563	2,482	50,000	20,000
270-070-812200	Interfund Loan Principal	-	856,272	-	-
270-070-910030	Transfer to GF Police	-	-	-	-
270-070-910110	Transfers to General Fund	127,249	113,850	127,608	150,598
270-070-910270	Transfer to Transit Capital	-	-	838,345	-
270-070-910370	Transfer to Facilities Maint. Fund	-	12,043	12,200	12,200
270-070-910560	Transfer to Telecom Fund	-	-	-	-
270-070-910670	Transfer to Op Ctr ISF	51,540	42,541	53,125	53,125
270-070-950000	Contingency	-	-	1,029,526	545,948
<b>Operations Total</b>		<b>2,332,318</b>	<b>3,605,404</b>	<b>5,078,882</b>	<b>4,913,597</b>
270-170-723400	Transit Center	-	-	300,000	-
270-170-734600	Bus Barn	-	-	810,000	-
270-170-735000	Capacity Improvements	-	-	106,000	15,000
270-170-750000	Transportation Equipment	745,268	90,745	1,402,000	800,000
270-170-750100	Bus Shelters	-	-	-	-
<b>Capital Total</b>		<b>745,268</b>	<b>90,745</b>	<b>2,618,000</b>	<b>815,000</b>
<b>Total Requirements</b>		<b>3,077,586</b>	<b>3,696,149</b>	<b>7,696,882</b>	<b>5,728,597</b>

# Aquatic/Recreation Center Fund

## Fund Overview

The Aquatic/Recreation Center, also known as the Sandy Community Campus, is the site of the old Cedar Ridge Middle School, previously owned by the Oregon Trail School District. The city purchased the property from the district in March 2017 for \$3 million. Urban renewal funds were used to purchase the property. The Olin Bignal Aquatic Center began renovations in March 2018, and the pool opened under city management on July 7, 2018. The pool closed on May 31, 2019 pending further planning for the Community Campus. The Fund also accounts for the utility and building maintenance expenses related to the other buildings on the property.

## 2019-21 Accomplishments & Highlights

- Maintained minimal needed operations of Aquatic Center without extensive repairs or maintenance while preserving the integrity of the pool shell and pool pump room systems.
- Developed contractual agreements with youth sports organizations to utilize sports fields at the community campus for various youth sports activities.

## Goals

- Support the development of a plan for the Community Campus including the decision about ongoing operation of the Aquatic Center.
- Support a committee to guide the next steps for the Community Campus and aquatics.
- Work with the committee, Council, community, and staff to explore funding sources for the aquatic facility to cover operational expenses.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	-	-	0.30	0.25

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	-	-	133,482	93,624
Fines, Fees, & Assessments	-	110,752	-	-
Interest	-	455	-	2,000
Transfers	-	350,000	-	-
General Revenue	-	241,179	160,000	160,000
<b>Total Resources</b>	-	<b>702,385</b>	<b>293,482</b>	<b>255,624</b>
Personnel Services	-	353,362	47,700	58,700
Materials & Services	-	229,069	206,000	182,600
Capital Outlay	-	5,909	-	-
Transfers	-	-	-	12,951
Contingency	-	-	39,782	1,373
<b>Total Requirements</b>	-	<b>588,340</b>	<b>293,482</b>	<b>255,624</b>

## BN 21-23 Budget Notes

- 90% of Materials & Services is utilities and insurance costs.

## Aquatic/Recreation Center Fund

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23
		Actual	Actual	Budget	Proposed
280-000-401000	Beginning Balance	-	-	133,482	93,624
280-000-451000	Building Rental	-	7,200	-	-
280-000-451100	Memberships	-	5,270	-	-
280-000-451200	Aquatic Facility Rentals	-	25,332	-	-
280-000-451300	Merchandise	-	817	-	-
280-000-451400	Swimming Lessons	-	50,598	-	-
280-000-451500	Water Exercise	-	5,459	-	-
280-000-451600	Open Recreation	-	16,076	-	-
280-000-471100	Interest	-	455	-	2,000
280-000-478000	Miscellaneous Revenue	-	-	-	-
280-000-491000	Transfer from Non-Departmental	-	350,000	-	-
280-000-491110	General Revenue	-	241,179	160,000	160,000
<b>Total Resources</b>		-	<b>702,385</b>	<b>293,482</b>	<b>255,624</b>
280-000-511100	Salaries	-	123,202	31,000	33,000
280-000-511101	Salaries - Guest Services	-	27,130	-	-
280-000-511102	Salaries - Lifeguards	-	83,279	-	-
280-000-511103	Salaries - Swim Instructors	-	35,038	-	-
280-000-511104	Salaries - Water Exercise Instructors	-	5,627	-	-
280-000-511200	Overtime	-	314	-	-
280-000-521100	Insurance Benefits	-	13,211	7,000	12,000
280-000-521200	FICA Taxes	-	20,991	3,000	3,000
280-000-521300	PERS	-	37,792	5,000	8,000
280-000-521360	Other Benefits	-	4,314	-	-
280-000-521500	Workers' Benefit Fund	-	445	100	100
280-000-521600	Unemployment Insurance	-	288	100	100
280-000-521800	Workers' Comp Insurance	-	-	1,000	2,000
280-000-521900	Transit Tax	-	1,730	500	500
280-000-601100	Supplies	-	55,705	10,000	1,000
280-000-601101	Supplies - Pool Chemicals	-	9,661	26,000	4,000
280-000-601102	Supplies - Safety	-	1,961	-	-
280-000-601103	Supplies - Swim Lessons	-	530	-	-
280-000-601104	Supplies - Water Exercise	-	130	-	-
280-000-601200	Postage	-	49	-	-
280-000-601400	Copier Charges	-	116	-	-
280-000-601401	Branding & Marketing	-	196	-	-
280-000-601402	Merchandise	-	815	-	-
280-000-601700	Membership	-	134	500	-
280-000-601900	Uniforms	-	646	-	-
280-000-602100	Employee Recruitment	-	69	-	-
280-000-602300	Training & Professional Advancement	-	428	500	500
280-000-602500	Meetings & Meals	-	730	-	-
280-000-603100	Mileage Reimbursement	-	105	-	100
280-000-604100	Repairs & Maintenance	-	24,074	20,000	10,000
280-000-605100	Contractual Services	-	16,286	10,000	-
280-000-606100	Equipment Rental	-	107	-	2,000
280-000-607100	Utilities	-	116,205	120,000	110,000
280-000-609100	Insurance	-	-	18,000	54,000
280-000-610200	Fees	-	1,123	1,000	1,000
280-000-639100	Cash Over/Short	-	34	-	-
280-000-740100	Computer Equipment	-	4,944	-	-
280-000-760000	Machinery & Equipment	-	965	-	-
280-000-910110	Transfer to General Fund	-	-	-	12,951
280-000-951000	Contingency	-	-	39,782	1,373
<b>Total Requirements</b>		-	<b>588,374</b>	<b>293,482</b>	<b>255,624</b>

# Parks Capital Fund

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## Fund Overview

The Parks Capital Fund accounts for all capital projects related to parks within the city. The fund receives money from developers via payments in lieu of land or parks systems development charges (SDCs). The fund is split into three departments: land, operations, and SDCs. The volunteer Parks and Trails Advisory Board meets monthly to discuss current park issues and to provide input to Council and staff on plans for future park improvements.

### Land

Residential developers are required to either dedicate land for parks or pay a fee in lieu of land dedication. The city decides whether to require land dedication or fee payment based on the proximity of existing parks to the development site or the size or quality of land available on the development site. The land area requirement is based on a formula and national standards for park land area per capita. The fee amount is based on the value of residential land in Sandy. These components are reviewed periodically.

### Operations

This department was created in BN 17-19 to account for expenses incurred by staffing and supporting the Parks Advisory Board. During that biennium there was a small transfer to this department from the General Fund to cover the costs of an associate planner to assist with parks planning.

### System Development Charges (SDC)

SDCs are fees that are collected when new development occurs in the city and used to fund new or expansion of parks, which includes trail expansion and park facilities. In addition, the city actively seeks grant money to fund parks projects.

## 2019-21 Accomplishments & Highlights

- Completed the Updated Parks & Trails Master Plan.
- Constructed the covered picnic shelter at Bornstedt Park.
- Transitioned Recreation Manager as Staff Liaison to the Parks and Trails Advisory Board.
- Purchased property adjacent to Tickle Creek Trail from the Sandy Place Apartments property owner.

## Goals

- Implement the completed Parks & Trails Master Plan.
- Purchase additional land within the city to develop more parks and open spaces.
- Construct a park which is on the Capital Improvement Plan in the updated Parks & Trails Master Plan.

# Parks Capital Fund

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	41,436	151,396	721,396	1,133,431
Fines, Fees, & Assessments	579,274	670,846	300,000	300,000
Interest	3,276	18,393	20,000	30,000
Grants	-	-	-	-
Miscellaneous Revenue	-	-	-	-
<b>Land Total</b>	<b>623,986</b>	<b>840,636</b>	<b>1,041,396</b>	<b>1,463,431</b>
Beginning Balance	-	(9,996)	4,687	49,433
Interest	-	43,161	-	-
Transfers	-	42,268	-	-
Miscellaneous Revenue	-	3,800	-	-
General Revenue	-	5,570	-	-
<b>Operations Total</b>	<b>-</b>	<b>84,803</b>	<b>4,687</b>	<b>49,433</b>
Beginning Balance	-	263,478	1,013,478	1,347,175
Fines, Fees, & Assessments	-	751,927	400,000	600,000
Interest	-	-	20,000	30,000
Grants	-	-	-	-
<b>SDC Total</b>	<b>-</b>	<b>1,015,405</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Resources</b>	<b>623,986</b>	<b>1,940,844</b>	<b>2,479,561</b>	<b>3,490,039</b>
<b>REQUIREMENTS</b>				
Capital Outlay	-	-	500,000	500,000
Contingency	-	-	541,396	963,431
<b>Land Total</b>	<b>-</b>	<b>-</b>	<b>1,041,396</b>	<b>1,463,431</b>
Personnel Services	-	34,531	-	-
Materials & Services	9,996	788	4,687	49,433
Capital Outlay	209,112	51	-	-
<b>Operation Total</b>	<b>219,108</b>	<b>35,370</b>	<b>4,687</b>	<b>49,433</b>
Materials & Services	-	41	200,000	100,000
Capital Outlay	-	-	750,000	1,300,000
Contingency	-	-	483,478	577,175
<b>SDC Total</b>	<b>-</b>	<b>41</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Requirements</b>	<b>219,108</b>	<b>35,411</b>	<b>2,479,561</b>	<b>3,490,039</b>

### BN 21-23 Budget Notes

- Capital Outlay in the SDC department is for the construction of a new park (location to be determined based on the Parks Master Plan).

# Parks Capital Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
350-000-401000	Beginning Balance	41,436	151,396	721,396	1,133,431
350-000-433420	Park Payment In Lieu of Land	203,396	670,846	300,000	300,000
350-000-433510	Park SDCs	353,978	-	-	-
350-000-433511	Deer Pointe SDC's	3,175	-	-	-
350-000-433610	Sandy Bluff Park SDC	18,725	-	-	-
350-000-440990	Grants	-	-	-	-
350-000-471100	Interest	3,276	18,393	20,000	30,000
350-000-474000	Property Rental Revenue	-	-	-	-
<b>Land Total</b>		<b>623,986</b>	<b>840,636</b>	<b>1,041,396</b>	<b>1,463,431</b>
350-099-401000	Beginning Balance	-	(9,996)	4,687	49,433
350-099-471100	Interest	-	43,161	-	-
350-099-475010	Gazebo Rental Revenue	-	3,800	-	-
350-099-490139	Transfer from Non-Dept.	-	42,268	-	-
350-099-491110	General Revenue	-	5,570	-	-
<b>Operations Total</b>		<b>-</b>	<b>84,803</b>	<b>4,687</b>	<b>49,433</b>
350-135-401000	Beginning Balance	-	263,478	1,013,478	1,347,175
350-135-433510	Park SDCs	-	751,927	400,000	600,000
350-135-440990	Grants	-	-	-	-
350-135-471100	Interest	-	-	20,000	30,000
<b>SDC Total</b>		<b>-</b>	<b>1,015,405</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Resources</b>		<b>623,986</b>	<b>1,940,844</b>	<b>2,479,561</b>	<b>3,490,039</b>
<b>REQUIREMENTS</b>					
350-000-715008	Land	-	-	500,000	500,000
350-000-950000	Contingency	-	-	541,396	963,431
<b>Land Total</b>		<b>-</b>	<b>-</b>	<b>1,041,396</b>	<b>1,463,431</b>
350-099-511100	Salaries	-	25,744	-	-
350-099-511200	Overtime	-	502	-	-
350-099-521100	Insurance Benefits	-	2,492	-	-
350-099-521200	FICA Taxes	-	2,016	-	-
350-099-521300	PERS	-	3,136	-	-
350-099-521360	Other Benefits	-	431	-	-
350-099-521500	Workers' Benefit Fund	-	26	-	-
350-099-521600	Unemployment Insurance	-	26	-	-
350-099-521800	Workers' Comp Insurance	-	-	-	-
350-099-521900	Transit Tax	-	158	-	-
350-099-601100	Supplies	685	715	-	-
350-099-602500	Meetings & Meals	176	34	-	-
350-099-603100	Mileage Reimbursement	-	-	-	-
350-099-608100	Professional Services	9,135	-	4,687	49,433
350-099-628200	Credit Card Merchant Fee	-	39	-	-
350-099-715008	Land	52,000	-	-	-
350-099-715072	Sandy River Park	16,834	-	-	-
350-099-715090	Bornstedt Park	53,879	-	-	-
350-099-715900	Future Parks Projects	86,399	51	-	-
350-099-785111	Deer Pointe SDC Reimbursement	-	-	-	-
<b>Operation Total</b>		<b>219,108</b>	<b>35,370</b>	<b>4,687</b>	<b>49,433</b>
350-135-608100	Professional Services	-	41	200,000	100,000
350-135-715071	Tickle Creek Bike Path	-	-	-	-
350-135-715090	Bornstedt Park	-	-	150,000	-
350-135-715900	Future Parks Projects	-	-	600,000	1,300,000
350-135-950000	Contingency	-	-	483,478	577,175
<b>SDC Total</b>		<b>-</b>	<b>41</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Requirements</b>		<b>219,108</b>	<b>35,411</b>	<b>2,479,561</b>	<b>3,490,039</b>

## Sewer Bond Reserve Fund

### Fund Overview

The Sewer Bond Reserve Fund is a debt service reserve fund. The fund was created to retire the debt from the existing wastewater treatment plant which was financed with a 40-year USDA Rural Development loan. Funds are transferred in from the Sewer Fund.

### Goals

- Retire existing United States Department of Agriculture Rural Development (USDARD) loan in Summer 2021.

### Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	756,116	1,288,434	1,665,166	1,825,957
Interest	11,927	59,589	45,000	50,000
Transfers	520,391	284,415	303,999	-
<b>Total Resources</b>	<b>1,288,434</b>	<b>1,632,438</b>	<b>2,014,165</b>	<b>1,875,957</b>
Transfers	-	-	-	1,875,957
Reserve for Future Expenditure	-	-	2,014,165	-
<b>Total Requirements</b>	<b>-</b>	<b>-</b>	<b>2,014,165</b>	<b>1,875,957</b>

### BN 21-23 Budget Notes

- Transfer accounts for a one-time transfer to the Sewer Fund to pay off the USDARD loan in full.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
440-000-401000	Beginning Balance	756,116	1,288,434	1,665,166	1,825,957
440-000-471100	Interest	11,927	59,589	45,000	50,000
440-000-490440	Transfer From Sewer Fund	100,000	50,000	200,000	-
440-000-495355	Interfund Loan Payments	420,391	234,415	103,999	-
<b>Total Resources</b>		<b>1,288,434</b>	<b>1,632,438</b>	<b>2,014,165</b>	<b>1,875,957</b>
440-098-910570	Loan to Telecom Fund	-	-	-	-
440-098-910530	Transfer to Sewer Fund	-	-	-	1,875,957
440-098-980100	Reserve for Future Payment	-	-	2,014,165	-
<b>Total Requirements</b>		<b>-</b>	<b>-</b>	<b>2,014,165</b>	<b>1,875,957</b>



# Full Faith & Credit Fund

## Fund Overview

The Full Faith & Credit Fund is a debt service fund. The fund was created to account for all debt service related to long-term debt issued to the Sandy Urban Renewal Agency (SURA). Funds are transferred in from the Urban Renewal Fund.

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Transfers	-	1,657,640	1,775,634	1,775,634
<b>Total Resources</b>	<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>
Debt Service	-	1,657,640	1,775,634	1,775,634
<b>Total Requirements</b>	<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>

### BN 21-23 Budget Notes

- Transfers reflects the exact amount of money needed to pay for principal and interest on the 2017 Bond.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
450-000-490272	Transfer from URA	-	1,657,640	1,775,634	1,775,634
<b>Total Resources</b>		<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>
450-000-814100	Bond Principal	-	1,290,888	1,345,813	1,412,290
450-000-834100	Bond Interest	-	366,751	429,821	363,344
<b>Total Requirements</b>		<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>

# Water Fund

## Fund Overview

The Water Fund accounts for all activities for supplying residents with clean and safe water for domestic use and fire protection. The fund is split into two departments: operations and capital.

### Operations

The water fund operates, maintains, and improves the water treatment, transmission, and distribution systems. These functions entail everything from water treatment to meter reading and billing. The treatment system consists of a 2.6 million gallons per day (MGD) rapid sand filtration plant and a springs source rated at 0.5 MGD. In addition to these sources the city purchases 500,000 gallons of water per day from the Portland Water Bureau (with capacity to deliver up to 3.0 MGD from this source). The city contracts for operations, maintenance, and management of the treatment plant, springs source, and pump stations with Veolia Water. The transmission and storage system is comprised of three finished water pumping stations, four reservoirs (totaling 4.75 million gallons of storage), and twelve miles of 16” through 24” pipe. The distribution system contains more than 29 miles of 4” through 12” pipe, more than 4,000 customer meters, twelve pressure regulating stations, and over 380 fire hydrants. We also serve 106 residences and businesses outside the City and two wholesale customers located along the transmission lines.

### Capital Improvements

Capital Improvement projects planned for the water system during this biennium include the Water Master Plan Update and Water Treatment Plant instrumentation and control upgrades.

## 2019-21 Accomplishments & Highlights

- During 2020 more than 424,000,000 gallons of water were produced and delivered to over 4,000 residential, commercial, and industrial accounts and two wholesale customers.
- Completed conversion of more than 4,000 customer meters to ‘smart’ technology that provides on demand readings and eliminated a meter reading contract at a savings of over \$32,000 per year. Many of these meters were over 20 years old and less accurate than new meters. The BN 21-23 budget assumes up to \$100,000 in increased annual rate revenue resulting from improved meter accuracy.

## Goals

- Complete Water Master Plan upgrade and present alternatives to Council for options for water purchased from Portland Water Bureau.
- Complete upgrade to controls and instrumentation at Alder Creek Water Treatment Plant.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.43	2.76	2.65	2.91

# Water Fund

## Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,873,938	3,644,973	4,664,708	970,470
Fines, Fees, & Assessments	2,781,306	3,178,847	3,312,000	3,684,000
Interest	27,223	78,545	25,000	70,000
Grants	15,640	-	-	-
Loan Proceeds	-	11,653	-	67,596
Miscellaneous	79,820	80,713	20,500	50,500
<b>Operations Total</b>	<b>5,777,927</b>	<b>6,994,731</b>	<b>8,022,208</b>	<b>4,842,566</b>
Beginning Balance	(613,959)	(1,683,320)	(2,655,338)	-
Fines, Fees, & Assessments	316,333	482,307	332,500	433,000
Interest	9,854	9,250	6,500	-
Loan Proceeds	8,517	-	-	-
Miscellaneous	16,872	-	5,000	-
<b>Capital Total</b>	<b>(262,383)</b>	<b>(1,191,763)</b>	<b>(2,311,338)</b>	<b>433,000</b>
<b>Total Resources</b>	<b>5,515,544</b>	<b>5,802,968</b>	<b>5,710,870</b>	<b>5,275,566</b>
<b>REQUIREMENTS</b>				
Personnel Services	430,593	517,715	534,000	654,500
Materials & Services	1,477,466	1,471,871	1,903,850	1,729,550
Capital Outlay	88,775	29,035	234,000	143,096
Debt Service	-	4,662	4,662	54,957
Transfers	118,579	120,058	133,025	176,307
Contingency	-	-	1,452,441	971,006
<b>Operations Total</b>	<b>2,115,413</b>	<b>2,143,340</b>	<b>4,261,978</b>	<b>3,729,416</b>
Materials & Services	5,520	800	-	-
Capital Outlay	-	71,040	250,000	150,000
Debt Service	1,415,417	1,183,517	1,198,892	1,196,150
Contingency	-	-	-	200,000
<b>Capital Total</b>	<b>1,420,937</b>	<b>1,255,357</b>	<b>1,448,892</b>	<b>1,546,150</b>
<b>Total Requirements</b>	<b>3,536,350</b>	<b>3,398,697</b>	<b>5,710,870</b>	<b>5,275,566</b>

### BN 21-23 Budget Notes

- Beginning Balance is significantly lower from previous years due to cash funding 67% of the Automated Meter Reading installation project (the other 33% was funded through the Sewer Fund).
- Fines, Fees, & Assessments includes an 8% rate increase.
- Materials & Services includes expense associated with contracting for treatment plant services from Veolia Water.
- Consolidated Operations and Capital beginning fund balance into one total, listed in Operations.

# Water Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
520-052-401000	Beginning Balance	2,873,938	3,644,973	4,664,708	970,470
520-052-441450	State Grants	15,640	-	-	-
520-052-451100	Water Charges	2,770,159	3,152,300	3,300,000	3,664,000
520-052-457100	Engineering Fees	11,147	26,547	12,000	20,000
520-052-471100	Interest	27,223	78,545	25,000	70,000
520-052-478000	Miscellaneous Revenue	79,070	79,963	20,000	50,000
520-052-479030	Surplus Property	750	750	500	500
520-052-495400	Loan Proceeds	-	11,653	-	67,596
<b>Operations Total</b>		<b>5,777,927</b>	<b>6,994,731</b>	<b>8,022,208</b>	<b>4,842,566</b>
520-152-401000	Beginning Balance	(613,959)	(1,683,320)	(2,655,338)	-
520-152-433520	Water SDC	316,333	478,028	330,000	433,000
520-152-459001	Payment in Lieu Water Improvement Fees	-	4,279	2,500	-
520-152-471100	Interest	9,854	9,250	6,500	-
520-152-478000	Miscellaneous Revenue	16,872	-	5,000	-
520-152-495400	Loan Proceeds	8,517	-	-	-
<b>Capital Total</b>		<b>(262,383)</b>	<b>(1,191,763)</b>	<b>(2,311,338)</b>	<b>433,000</b>
<b>Total Resources</b>		<b>5,515,544</b>	<b>5,802,968</b>	<b>5,710,870</b>	<b>5,275,566</b>

Requirements are listed on the following page.

# Water Fund

REQUIREMENTS					
520-052-511100	Salaries	277,335	323,633	326,000	409,000
520-052-511200	Overtime	7,458	15,484	-	-
520-052-521100	Insurance Benefits	57,154	61,769	71,000	81,000
520-052-521200	FICA Taxes	21,783	26,046	26,000	32,000
520-052-521300	PERS	52,220	73,060	86,000	110,000
520-052-521360	Other Benefits	4,055	7,449	4,000	-
520-052-521400	WF Life Insurance	241	-	-	-
520-052-521500	Workers' Benefit Fund	128	240	500	500
520-052-521600	Unemployment Insurance	278	341	500	500
520-052-521800	Workers' Comp Insurance	8,250	7,650	18,000	19,000
520-052-521900	Transit Tax	1,654	2,043	2,000	2,500
520-052-521901	Other - Drug Tests	-	-	-	-
520-052-522100	FSA Fee	37	-	-	-
520-052-601100	Supplies	132,589	110,842	125,000	125,000
520-052-601200	Postage	2,248	4,431	5,000	2,000
520-052-601300	Printing	12	80	50	100
520-052-601400	Copier Charges	117	797	850	100
520-052-601401	Branding & Marketing	-	253	-	-
520-052-601500	Public Notices	2,207	3,541	3,000	1,000
520-052-601600	Organizational Fees	12,137	12,490	19,000	20,000
520-052-601700	Memberships	1,475	1,540	2,000	1,000
520-052-601800	Books and Subscriptions	50	495	420	100
520-052-601900	Uniforms	800	895	1,200	2,000
520-052-602100	Employee Recruitment	281	221	200	100
520-052-602200	Conferences	962	828	1,000	1,000
520-052-602300	Training & Professional Advancement	1,652	3,592	3,000	2,000
520-052-602500	Meetings & Meals	488	205	250	200
520-052-603100	Mileage Reimbursement	18	6	10	100
520-052-603200	Vehicle -Fuel	5,764	7,554	7,500	7,700
520-052-603400	Vehicle Reg/Licenses	-	-	100	100
520-052-603500	Vehicle Repair & Maintenance	5,202	11,342	13,500	7,000
520-052-604100	Repairs & Maintenance	114,469	80,872	125,000	100,000
520-052-605100	Contractual Services	53,521	32,254	55,000	35,000
520-052-605300	Contractual Services - Water	576,447	456,080	425,000	480,750
520-052-605350	Contractual Servies - Utility Billing	19,936	13,931	15,000	11,000
520-052-606100	Equipment Rental	24,415	3,668	20,000	12,000
520-052-607100	Utilities	88,751	203,005	192,000	240,000
520-052-608100	Professional Services	32,434	22,630	50,000	35,000
520-052-608102	City Attorneys	-	16,132	70,000	25,000
520-052-608200	Professional Services - Engineering	55,074	36,290	50,000	45,000
520-052-609100	Insurance	30,768	14,205	570	11,000
520-052-610200	Fees	674	24,856	26,000	35,000
520-052-628200	Credit Card Merchant Fee	18,828	-	10,000	8,300
520-052-650100	Chemicals	-	480	2,500	3,000
520-052-650201	Program - Water Conservation	-	9,503	10,000	10,000
520-052-650300	Regulatory Fees	3,369	13,067	15,000	19,000
520-052-650500	Water Testing	17,030	299,671	355,700	400,000
520-052-650505	Purchased Water	275,749	86,114	300,000	90,000
520-052-732000	Water System Improvements	-	-	100,000	25,500
520-052-732003	Water Automated Meter Reader	-	-	-	-
520-052-740100	Computer Equipment	2,111	2,022	19,000	-
520-052-760000	Machinery & Equipment	-	12,739	55,000	67,596
520-052-772000	Major Repairs Water System	86,663	14,274	60,000	50,000
520-052-812100	Loan Principal	-	4,662	4,662	54,957
520-052-910110	Transfer to General Fund	104,000	105,363	115,887	159,169
520-052-910370	Transfer to Facilities Maint. Fund	-	3,240	3,200	3,200
520-052-910670	Transfer to Op Ctr ISF	14,579	11,455	13,938	13,938
520-052-950000	Contingency	-	-	1,452,441	971,006
<b>Operations Total</b>		<b>2,115,413</b>	<b>2,143,340</b>	<b>4,261,978</b>	<b>3,729,416</b>
520-152-608100	Professional Services	5,520	800	-	-
520-152-732000	Water System Improvements	-	71,040	250,000	150,000
520-152-812150	Loan Principal	551,316	582,282	614,984	649,523
520-152-812303	State Revolving Loan Principal	218,885	224,203	248,097	252,282
520-152-832303	State Revolving Loan Interest	17,801	20,124	11,607	4,683
520-152-832910	Loan Interest	627,415	356,909	324,204	289,662
520-152-950000	Contingency	-	-	-	200,000
<b>Capital Total</b>		<b>1,420,937</b>	<b>1,255,357</b>	<b>1,448,892</b>	<b>1,546,150</b>
<b>Total Requirements</b>		<b>3,536,350</b>	<b>3,398,697</b>	<b>5,710,870</b>	<b>5,275,566</b>

# Sewer Fund

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## Department Overview

The Sewer Fund is accounts for all activities related to wastewater collection, conveyance, and treatment. The fund is split into two departments: operations and capital.

### Operations

The Sewer Fund operates, maintains, and improves the wastewater treatment, collection, conveyance and pumping systems. The treatment system consists of a 1.25 million gallons per day (MGD) advanced tertiary treatment plant. The city contracts with Veolia Water for operation and maintenance services at the treatment plant. Ultraviolet disinfection is used on the treated effluent to eliminate chlorinated discharges to Tickle Creek. An innovative and award winning land application system is used to dispose of treated effluent at a local nursery from May through October thus keeping treated wastewater out of Tickle Creek during low flow periods.

The collection system is comprised of over 41 miles of 4” through 21” pipe and six pump stations. During rainfall events the collection system lets in a great deal of rainwater and shallow groundwater (inflow and infiltration) which significantly impacts treatment system capacity. Past efforts at reducing inflow and infiltration have focused on public lines in the right-of-way with no noticeable reduction. Future efforts will also be directed toward finding and fixing lines on private property.

### Capital Improvements

Significant capital improvement projects for the existing wastewater treatment plant and collection system are underway in the current biennium as phase 1A of the wastewater system improvements project. These projects will continue and conclude during BN 21-23. Additional capital expenditures include work on the additional phases of the wastewater system improvement project including permitting and design work on the new treatment plant and proposed Sandy River discharge.

## 2019-21 Accomplishments & Highlights

- Purchased and installed five flow meters in collection system to identify inflow and infiltration sources and monitor effectiveness of inflow and infiltration reduction program.
- Filled new staff position with responsibility for Fats, Oil and Grease (F.O.G.) reduction and collection system flow monitoring programs.
- Updated sewer system development charges and rates.
- Completed Detailed Discharge Alternatives Evaluation for Sandy River discharge.
- Selected design consultants and contractors for the Existing Wastewater Treatment Plant Condition Assessment Improvements Project and Basins 2 and 8 Inflow and Infiltration Reduction and began construction.
- Cleaned 10,000 lineal feet of 8”, 10” and 12” sanitary sewer lines and conducted smoke testing in basins 2, 5 and 8.

## Goals

- Continue implementation of the Wastewater System Facilities Plan and progress on the wastewater system improvements project.
- Complete Existing Wastewater Treatment Plant Condition Assessment Improvements Project and Basins 2 and 8 Inflow and Infiltration Reduction Project.

## Sewer Fund

- Conduct smoke testing in basins 1, 3, 6, 7, and 10. Rehabilitate public and private sewer lines in basin 6.
- Select consultants from NPEDS permit application process for new WWTP discharge.
- Complete WIFIA loan application process and successfully close on loan.
- Clean 10,000 lineal feet of collection system piping annually.
- Implement residential F.O.G. program and best practices.
- Connect three pump stations to city fiber network.

### Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	2.43	2.76	3.15	3.41

### Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	245,742	344,122	280,325	918,233
Fines, Fees, & Assessments	2,447,113	2,907,632	2,970,000	6,020,000
Interest	6,645	20,728	2,000	20,000
Loan Proceeds	-	11,653	16,000	87,096
Miscellaneous	47,637	65,120	5,500	5,000
<b>Operations Total</b>	<b>2,747,137</b>	<b>3,349,255</b>	<b>3,273,825</b>	<b>7,050,329</b>
Beginning Balance	200,503	125,523	15,601	-
Fines, Fees, & Assessments	354,524	455,188	650,000	400,000
Interest	645	594	500	2,816
Transfers In	-	-	-	1,875,957
Loan Proceeds	-	128,760	6,250,000	20,000,000
<b>Capital Total</b>	<b>555,672</b>	<b>710,065</b>	<b>6,916,101</b>	<b>22,278,773</b>
<b>Total Resources</b>	<b>3,302,809</b>	<b>4,059,320</b>	<b>10,189,926</b>	<b>29,329,102</b>
<b>REQUIREMENTS</b>				
Personnel Services	428,010	515,827	621,500	763,000
Materials & Services	1,585,860	1,861,196	1,910,145	2,304,935
Capital Outlay	113,107	133,360	187,000	537,096
Debt Service	-	4,662	4,662	30,743
Transfers	132,110	126,925	140,808	170,979
Contingency	-	-	200,000	2,954,408
<b>Operations Total</b>	<b>2,259,087</b>	<b>2,641,970</b>	<b>3,064,115</b>	<b>6,761,161</b>
Capital Outlay	46,011	469,230	6,326,178	-
Debt Service	334,422	334,422	424,633	4,067,941
Transfers	100,000	50,000	200,000	-
<b>Capital Total</b>	<b>480,433</b>	<b>853,652</b>	<b>6,950,811</b>	<b>4,067,941</b>
Capital Outlay	-	-	-	18,500,000
<b>WWSI Project Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,500,000</b>
<b>Total Requirements</b>	<b>2,739,520</b>	<b>3,495,622</b>	<b>10,014,926</b>	<b>29,329,102</b>

## Sewer Fund

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments includes a 15% rate increase in year one, and a 14% rate increase in year two.
- Loan proceeds includes the proceeds from two financings: a projected \$15 million revenue bond and \$5 million DEQ SRF loan.
- Materials & Services includes expenses associated with contracting for treatment plant services from Veolia Water.
- Consolidated Operations and Capital beginning fund balance into one total, listed in Operations.
- Added a new Department, Wastewater System Improvements Project, in the Sewer Fund to separately track and account for expenses related to the capital project.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
530-053-401000	Beginning Balance	245,742	344,122	280,325	918,233
530-053-452100	Sewer Charges	2,437,288	2,866,484	2,950,000	6,000,000
530-053-457100	Engineering Fees	9,825	41,148	20,000	20,000
530-053-471100	Interest	6,645	20,728	2,000	20,000
530-053-478000	Miscellaneous Revenue	45,737	64,170	5,000	5,000
530-053-479030	Surplus Property	1,900	950	500	-
530-053-495400	Loan Proceeds	-	11,653	16,000	87,096
<b>Operations Total</b>		<b>2,747,137</b>	<b>3,349,255</b>	<b>3,273,825</b>	<b>7,050,329</b>
530-153-401000	Beginning Balance	200,503	125,523	15,601	-
530-153-428303	AFRD Due CoS Bluff Est I	-	44,175	-	-
530-153-433530	Sewer SDC	323,427	405,796	650,000	400,000
530-153-433535	North Bluff Sewer SDCs	31,097	5,217	-	-
530-153-471100	Interest	645	594	500	2,816
530-153-940440	Transfer from Sewer Bond Reserve Fund	-	-	-	1,875,957
530-153-495200	Bond Proceeds	-	-	-	15,000,000
530-153-495400	Loan Proceeds	-	128,760	6,250,000	5,000,000
<b>Capital Total</b>		<b>555,672</b>	<b>710,065</b>	<b>6,916,101</b>	<b>22,278,773</b>
<b>Total Resources</b>		<b>3,302,809</b>	<b>4,059,320</b>	<b>10,189,926</b>	<b>29,329,102</b>

Requirements are listed on the following page.



# Sewer Fund

REQUIREMENTS					
530-053-511100	Salaries	278,412	323,633	375,000	488,000
530-053-511200	Overtime	7,458	15,484	-	-
530-053-521100	Insurance Benefits	57,481	61,769	90,000	81,000
530-053-521200	FICA Taxes	21,866	26,045	29,000	37,000
530-053-521300	PERS	52,543	73,060	97,000	128,000
530-053-521360	Other Benefits	4,055	7,449	5,000	-
530-053-521400	SF Life Insurance	243	-	-	-
530-053-521500	Workers' Benefit Fund	128	240	500	500
530-053-521600	Unemployment Insurance	279	340	500	500
530-053-521800	Workers' Comp Insurance	3,849	5,763	22,000	25,000
530-053-521900	Transit Tax	1,659	2,043	2,500	3,000
530-053-522100	FSA Fee	37	-	-	-
530-053-601100	Supplies	19,917	31,695	40,000	40,000
530-053-601200	Postage	1,199	3,335	3,200	1,000
530-053-601300	Printing	12	80	50	1,000
530-053-601400	Copier Charges	237	195	300	2,500
530-053-601401	Branding & Marketing	-	253	-	-
530-053-601500	Public Notices	311	120	300	2,500
530-053-601600	Organizational Fees	185	1,070	1,200	900
530-053-601700	Memberships	772	540	500	550
530-053-601800	Books and Subscriptions	50	56	100	100
530-053-601900	Uniforms	801	900	1,000	2,000
530-053-602100	Employee Recruitment	289	196	200	100
530-053-602200	Conferences	623	198	1,000	1,000
530-053-602300	Training & Professional Advancement	740	3,049	3,000	1,200
530-053-602500	Meetings & Meals	303	699	250	50
530-053-603100	Mileage Reimbursement	18	6	25	10
530-053-603200	Vehicle - Fuel	5,764	7,554	9,000	8,000
530-053-603500	Vehicle Repair & Maintenance	4,963	11,922	15,000	7,500
530-053-604100	Repairs & Maintenance	86,235	214,079	200,000	300,000
530-053-605100	Contractual Services	48,364	61,217	50,000	50,000
530-053-605300	Contractual Services - Sewer	1,239,256	1,025,400	1,150,000	1,354,525
530-053-605350	Contractual Services - Utility Billing	17,441	12,884	20,000	12,000
530-053-606100	Equipment Rental	1,110	10,471	10,000	30,000
530-053-607100	Utilities	35,148	241,963	250,000	270,000
530-053-608100	Professional Services	-	5,741	5,000	32,000
530-053-608200	Professional Services - Engineering	23,200	43,608	39,450	20,000
530-053-609100	Insurance	64,302	79,643	85,000	33,000
530-053-610200	Fees	630	12,044	570	15,000
530-053-628200	Credit Card Merchant Fee	18,503	23,651	25,000	40,000
530-053-650100	Chemicals	-	-	-	70,000
530-053-650300	Regulatory Fees	15,488	68,627	-	10,000
530-053-733000	Sewer System Improvements	143,938	149,391	175,000	200,000
530-053-740000	Furniture & Office Equipment	-	-	-	-
530-053-740100	Computer Equipment	2,111	1,006	2,000	-
530-053-760000	Machinery & Equipment	10,218	23,939	50,000	87,096
530-053-773000	Major Repairs - Sewer	59,166	8,576	35,000	30,000
530-053-780000	Oversizing/Special Proj.	41,612	99,840	100,000	220,000
530-053-812100	Loan Principal	-	4,662	4,662	30,743
530-053-910110	Transfers to General Fund	117,532	112,231	123,670	153,841
530-053-910370	Transfer to Facilities Maint. Fund	-	3,239	3,200	3,200
530-053-910670	Transfer to Op Ctr ISF	14,578	11,455	13,938	13,938
530-053-950000	Contingency	-	-	200,000	2,954,408
<b>Operations Total</b>		<b>2,403,025</b>	<b>2,791,361</b>	<b>3,239,115</b>	<b>6,761,161</b>
530-153-733000	Sewer System Improvements	-	422,544	6,326,178	-
530-153-773020	North Bluff Sewer SDC Reim	46,011	2,511	-	-
530-153-773025	AFRD Reimbursement	-	44,175	-	-
530-153-812302	USDA Principal	112,443	123,379	135,379	1,992,879
530-153-812303	DEQ Principal	-	-	82,177	391,888
530-153-812803	Full Faith & Credit Principal	-	-	-	115,000
530-153-812903	Revenue Bond Principal	-	-	-	550,000
530-153-832302	USDA Interest	221,979	211,043	199,044	47,331
530-153-832303	DEQ Interest	-	-	8,033	278,747
530-153-832802	Full Faith & Credit Interest	-	-	-	138,721
530-153-832902	Revenue Bond Interest	-	-	-	525,000
530-153-870000	Paying Agent Fees	-	-	-	28,375
530-153-910440	Transfer to Bond Reserve Fund	100,000	50,000	200,000	-
<b>Capital Total</b>		<b>480,433</b>	<b>853,652</b>	<b>6,950,811</b>	<b>4,067,941</b>
530-353-733000	Wastewater System Improvement Project	-	-	-	18,500,000
<b>Wastewater System Improvement Project Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>18,500,000</b>
<b>Total Requirements</b>		<b>2,883,458</b>	<b>3,645,013</b>	<b>10,189,926</b>	<b>29,329,102</b>

# Stormwater Fund

## Fund Overview

The Stormwater Fund accounts for expenses related to the operating and maintaining of the city's stormwater system. The fund is split into two departments: operations and capital. In order to balance the stormwater budget for the upcoming biennium a \$0.25/month increase in the stormwater rate per ERU is assumed. The monthly charge per Equivalent Residential Unit (2,750 sq. ft. of impervious surface roughly equal to the impervious surface on a typical single-family dwelling site) would increase from \$3.25/month to \$3.50/month. The budget also assumes that the Stormwater Fund would pay for 30% of the annual lease cost for a new vacuum / pressure jet truck to replace the existing 2009 unit.

### Operations

The Stormwater Fund operates and maintains the stormwater system which consists of catch basins, manholes, pipes, culverts, ponds, swales and open channels. Previously, stormwater maintenance was funded out of the Street Fund or was ignored until there was a problem.

As 'soft path' stormwater management techniques become more common, stormwater facility maintenance becomes more labor-intensive. Swales, detention ponds and basins are now elaborately landscaped - for aesthetics and for stormwater treatment. Regular site visits and semi-annual pruning and weeding of these facilities are required.

### Capital Improvements

We do not have a System Development Charge (SDC) for Stormwater. Since all new development must detain and treat any runoff greater than the pre-development condition nearly all stormwater improvements are intended to deal with runoff from property developed prior to detention and treatment requirements. SDCs may not be used for repairs to existing facilities or to address issues related to existing development. As a result, any stormwater SDC would be very small. Nearly all of the stormwater revenue over and above operation and maintenance expenses is used for debt service on the Meinig Park stormwater detention basin project (\$120,000 annually).

## 2019-21 Accomplishments & Highlights

- Removed overgrown and invasive vegetation from stormwater detention basins.
- Cleaned over 50% of all catch basins and over 50,000 lineal feet of storm line each year.

## Goals

- Continue to clean all catch basins, filters, and treatment structures every two years.
- Manage vegetation (using hand trimming, pruning and removal) in stormwater treatment facilities for enhanced flow and aesthetics.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	1.19	1.52	2.37	2.35

# Stormwater Fund

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	691,719	782,873	839,518	304,791
Fines, Fees, & Assessments	471,176	504,925	520,000	557,000
Interest	8,659	20,294	12,500	12,500
Loan Proceeds	-	11,653	-	60,610
Miscellaneous	3,239	2,900	2,500	4,000
<b>Operations Total</b>	<b>1,174,793</b>	<b>1,322,645</b>	<b>1,374,518</b>	<b>938,901</b>
Beginning Balance	(136,307)	(255,567)	(415,427)	-
<b>Capital Total</b>	<b>(136,307)</b>	<b>(255,567)</b>	<b>(415,427)</b>	<b>-</b>
<b>Total Resources</b>	<b>1,038,486</b>	<b>1,067,078</b>	<b>959,091</b>	<b>938,901</b>
<b>REQUIREMENTS</b>				
Personnel Services	199,886	262,887	449,000	481,000
Materials & Services	102,431	129,608	160,000	156,300
Capital Outlay	2,111	16,522	102,000	70,610
Debt Service	-	4,662	4,662	7,211
Transfers	33,782	42,173	47,578	81,234
Contingency	-	-	1,171	23,301
<b>Operations Total</b>	<b>338,210</b>	<b>455,852</b>	<b>764,411</b>	<b>819,656</b>
Materials & Services	-	-	40,000	-
Capital Outlay	-	-	35,000	-
Debt Service	119,260	119,860	119,680	119,245
<b>Capital Total</b>	<b>119,260</b>	<b>119,860</b>	<b>194,680</b>	<b>119,245</b>
<b>Total Requirements</b>	<b>457,470</b>	<b>575,712</b>	<b>959,091</b>	<b>938,901</b>

### BN 21-23 Budget Notes

- Fines, Fees, & Assessments reflects a \$0.25 per month increase in utility rates.
- Consolidated Operations and Capital beginning balance into one total, listed in Operations.

# Stormwater Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
550-055-401000	Beginning Balance	691,719	782,873	839,518	304,791
550-055-452500	Stormwater Charges	463,692	478,778	500,000	540,000
550-055-457100	Engineering Fees	7,483	26,147	20,000	17,000
550-055-471100	Interest	8,659	20,294	12,500	12,500
550-055-478000	Miscellaneous Revenue	2,489	2,900	2,500	4,000
550-055-479030	Surplus Property	750	-	-	-
550-055-495400	Loan Proceeds	-	11,653	-	60,610
<b>Operations Total</b>		<b>1,174,793</b>	<b>1,322,645</b>	<b>1,374,518</b>	<b>938,901</b>
550-155-401000	Beginning Balance	(136,307)	(255,567)	(415,427)	-
<b>Capital Total</b>		<b>(136,307)</b>	<b>(255,567)</b>	<b>(415,427)</b>	<b>-</b>
<b>Total Resources</b>		<b>1,038,486</b>	<b>1,067,078</b>	<b>959,091</b>	<b>938,901</b>

Requirements are listed on the following page.

## Stormwater Fund

REQUIREMENTS					
550-055-511100	Salaries	129,084	164,768	273,000	300,000
550-055-511200	Overtime	3,208	8,872	-	-
550-055-521100	Insurance Benefits	30,999	34,516	62,000	58,000
550-055-521200	FICA Taxes	10,116	13,327	21,000	23,000
550-055-521300	PERS	22,241	34,164	69,000	78,000
550-055-521360	Other Benefits	1,349	3,346	4,000	-
550-055-521400	SW Life Insurance	119	-	-	-
550-055-521500	Workers' Benefit Fund	68	143	500	1,000
550-055-521600	Unemployment Insurance	129	174	500	1,000
550-055-521800	Workers' Comp Insurance	1,789	2,533	17,000	18,000
550-055-521900	Transit Tax	761	1,044	2,000	2,000
550-055-521901	Other - Drug Tests	-	-	-	-
550-055-522100	FSA Fee	22	-	-	-
550-055-601100	Supplies	21,123	18,150	25,000	25,000
550-055-601200	Postage	1,238	1,385	1,000	800
550-055-601400	Copier Charges	1	179	200	100
550-055-601401	Branding & Marketing	-	253	-	-
550-055-601500	Public Notices	-	-	50	100
550-055-601600	Organizational Fees	5	370	500	400
550-055-601700	Memberships	21	15	250	400
550-055-601800	Books and Subscriptions	50	86	150	100
550-055-601900	Uniforms	801	894	1,200	2,000
550-055-602100	Employee Recruitment	252	372	400	100
550-055-602200	Conferences	623	-	900	1,000
550-055-602300	Training & Professional Advancement	51	788	1,000	500
550-055-602500	Meetings & Meals	317	127	200	100
550-055-603100	Mileage Reimbursement	18	6	50	100
550-055-603200	Vehicle - Fuel	5,764	7,554	8,500	7,000
550-055-603400	Vehicle Reg/License	-	-	100	100
550-055-603500	Vehicle Repair & Maintenance	6,098	10,233	15,000	7,000
550-055-604100	Repairs & Maintenance	12,136	15,664	25,000	35,000
550-055-605100	Contractual Services	3,727	1,231	1,500	2,500
550-055-605350	Contractual Services - Utility Billing	15,526	13,098	15,000	11,000
550-055-606100	Equipment Rental	8,001	6,536	7,500	2,000
550-055-607100	Utilities	2,024	2,584	2,500	3,000
550-055-608100	Professional Services	900	450	2,500	2,500
550-055-608200	Professional Services - Engineering	7,657	12,857	12,500	10,000
550-055-610200	Fees	638	13,725	12,500	14,000
550-055-628200	Credit Card Merchant Fee	15,390	23,050	25,000	30,000
550-055-650300	Regulatory Fees	71	-	1,500	1,500
550-055-732000	Improvements	-	-	50,000	10,000
550-055-740000	Furniture & Office Equipment	-	-	-	-
550-055-740100	Computer Equipment	2,111	896	2,000	-
550-055-760000	Machinery & Equipment	-	15,626	50,000	60,610
550-055-812100	Loan Principal	-	4,662	4,662	7,211
550-055-910110	Transfer to General Fund	19,378	27,479	30,440	64,096
550-055-910370	Transfer to Facilities Maint. Fund	-	3,239	3,200	3,200
550-055-910670	Transfer to Op Ctr ISF	14,404	11,455	13,938	13,938
550-055-950000	Contingency	-	-	1,171	23,301
<b>Operations Total</b>		<b>338,210</b>	<b>455,852</b>	<b>764,411</b>	<b>819,656</b>
550-155-608200	Professional Services - Engineering	-	-	40,000	-
550-155-732000	Improvements	-	-	35,000	-
550-155-812300	Bond Principal	65,000	70,000	75,000	80,000
550-155-836900	Bond Interest	54,260	49,860	44,680	39,245
<b>Capital Total</b>		<b>119,260</b>	<b>119,860</b>	<b>194,680</b>	<b>119,245</b>
<b>Total Requirements</b>		<b>457,470</b>	<b>575,712</b>	<b>959,091</b>	<b>938,901</b>

# Telecommunications Fund

## Fund Overview

The Telecommunications Fund accounts for the operating and maintaining of the city’s SandyNet utility, which includes the fiber-to-the-home network. The fund is split into two departments: operations and capital.



### Operations

SandyNet is the city’s municipal internet service utility. The purpose of SandyNet is to provide fast, reliable, and affordable internet connectivity to the community members and businesses in the Sandy area. This is accomplished by using a variety of technologies including wireless, fiber optic, and copper networks.

### Capital

Capital improvements planned for in this budget include the expansion of the SandyNet Fiber network into new developments as well as replacing datacenter and in-home electronics to support today’s higher demands. Network infrastructure upgrades are also forecasted.

## 2019-21 Accomplishments & Highlights

- Phased out and shut down WiFi network in business district.
- Ramped up connection efforts during the COVID-19 pandemic to meet the needs of community members, businesses, and students.
- Upgraded 50% of existing wireless customers from 5 and 10Mbps packages to 25 and 50Mbps.
- Partnered with other agencies in pilot project to provide fiber optic service to underserved area.
- Worked with Oregon Trail School District and Clackamas County to provide hotspots and ISP connectivity to underserved students.

## Goals

- Keep up with service demand as new developments are constructed.
- Work with rental companies and deploy G.Fast and PON technologies to multiple-dwelling-units.
- Work with other entities to help eliminate the “digital divide” in and around Sandy.
- Explore additional over the top services to fiber customers (i.e. home network smartphone application, parental controls, network protection, etc.).

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	3.81	6.10	6.09	7.00

# Telecommunications Fund

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	292,723	1,089,660	2,583,653	125,638
Fines, Fees, & Assessments	2,382,450	3,048,366	3,692,500	4,068,464
Interest	(10,972)	667	-	-
Miscellaneous Revenue	42,487	142,479	-	-
General Revenue	150,000	162,817	150,000	60,000
<b>Operations Total</b>	<b>2,856,688</b>	<b>4,443,988</b>	<b>6,426,153</b>	<b>4,254,102</b>
Beginning Balance	(213,471)	(1,750,479)	(2,889,526)	-
Fines, Fees, & Assessments	61,240	72,070	50,000	50,000
Interest	-	548	-	-
Loan Proceeds	124,363	796,457	32,843	-
<b>Capital Total</b>	<b>(27,868)</b>	<b>(881,404)</b>	<b>(2,806,683)</b>	<b>50,000</b>
<b>Total Resources</b>	<b>2,828,820</b>	<b>3,562,584</b>	<b>3,619,470</b>	<b>4,304,102</b>
<b>REQUIREMENTS</b>				
Personnel Services	933,073	1,084,612	1,308,015	1,628,000
Materials & Services	563,382	610,137	527,070	676,310
Capital Outlay	4,999	6,512	-	-
Transfers	57,335	105,732	112,326	205,662
Contingency	-	-	10,341	62,425
<b>Operations Total</b>	<b>1,558,789</b>	<b>1,806,992</b>	<b>1,957,752</b>	<b>2,572,397</b>
Capital Outlay	760,481	706,630	232,843	420,000
Debt Service	686,139	1,071,879	1,211,934	1,200,844
Transfers	275,991	296,560	216,941	110,861
<b>Capital Total</b>	<b>1,722,611</b>	<b>2,075,069</b>	<b>1,661,718</b>	<b>1,731,705</b>
<b>Total Requirements</b>	<b>3,281,400</b>	<b>3,882,062</b>	<b>3,619,470</b>	<b>4,304,102</b>

### BN 21-23 Budget Notes

- Operations Fines, Fees, & Assessments includes charges for SandyNet services (WiFi, fiber, Voice, etc.).
- Capital Fines, Fees, & Assessments includes installation charges for new customers.
- Personnel Services includes the addition of one full time Telecom Utility Worker in year two.
- Capital Transfers includes principal and interest payments for the interfund loan to the Transit Fund.
- Consolidated Operations and Capital beginning fund balance into one total, listed in Operations.

## Telecommunications Fund

Account Number	Account Name	BN15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
560-056-401000	Beginning Balance	292,723	1,089,660	2,583,653	125,638
560-056-451500	FTTH Charges	1,753,056	2,427,003	2,910,000	3,300,000
560-056-451510	Voice Charges	56,930	94,254	95,000	110,000
560-056-451520	Video Charges	193	2,209	2,500	2,000
560-056-451530	Rural Fiber	-	-	-	16,464
560-056-451700	Wireless Charges	130,280	49,697	20,000	90,000
560-056-451800	Business Charges	239,642	315,024	450,000	400,000
560-056-451900	BIP Rural Charges	189,841	170,179	215,000	150,000
560-056-457000	Equipment Sales	2,508	-	-	-
560-056-457200	Software Licensing Fees	10,000	(10,000)	-	-
560-056-471100	Interest	(10,972)	667	-	-
560-056-478000	Miscellaneous Revenue	42,487	142,479	-	-
560-056-490110	General Revenue	150,000	162,817	150,000	60,000
<b>Operations Total</b>		<b>2,856,688</b>	<b>4,443,988</b>	<b>6,426,153</b>	<b>4,254,102</b>
560-156-401000	Beginning Balance	(213,471)	(1,750,479)	(2,889,526)	-
560-156-451530	Fiber Installation Charges	61,240	72,070	50,000	50,000
560-156-471100	Interest	-	548	-	-
560-156-495300	Loan Proceeds	124,363	296,457	32,843	-
560-156-495644	Interfund Loan Proceeds	-	500,000	-	-
<b>Capital Total</b>		<b>(27,868)</b>	<b>(881,404)</b>	<b>(2,806,683)</b>	<b>50,000</b>
<b>Total Resources</b>		<b>2,828,820</b>	<b>3,562,584</b>	<b>3,619,470</b>	<b>4,304,102</b>

Requirements are listed on the following page.



# Telecommunications Fund

## REQUIREMENTS

560-056-511100	Salaries	649,317	703,437	808,065	963,000
560-056-511200	Overtime	3,976	11,936	11,000	-
560-056-521100	Insurance Benefits	111,476	151,864	202,885	294,000
560-056-521200	FICA Taxes	49,620	55,455	61,819	77,000
560-056-521300	PERS	86,006	138,687	192,888	253,000
560-056-521360	Other Benefits	15,570	5,533	593	-
560-056-521400	TC Life Insurance	420	-	-	-
560-056-521500	Workers' Benefit Fund	324	558	707	1,000
560-056-521600	Unemployment Insurance	644	722	809	1,000
560-056-521800	Workers' Comp Insurance	11,897	12,071	24,401	33,000
560-056-521900	Transit Tax	3,803	4,349	4,848	6,000
560-056-522100	FSA Fee	18	-	-	-
560-056-601100	Supplies	46,858	42,258	50,000	50,000
560-056-601200	Postage	1,437	2,548	800	800
560-056-601300	Printing	106	-	-	-
560-056-601400	Copier Charges	161	98	150	150
560-056-601401	Branding & Marketing	-	442	-	-
560-056-601600	Organizational Fees	154	150	200	200
560-056-601800	Books and Subscriptions	2,398	1,834	2,500	2,500
560-056-601900	Uniforms	4,195	1,523	2,000	3,000
560-056-602100	Employee Recruitment	276	888	1,000	1,000
560-056-602200	Conferences	6,833	8,787	10,000	10,000
560-056-602300	Training & Professional Advancement	-	488	5,000	5,000
560-056-602500	Meetings & Meals	3,809	2,688	2,000	2,000
560-056-603100	Mileage Reimbursement	3,867	534	-	-
560-056-603200	Vehicle - Fuel	6,689	9,376	10,000	10,000
560-056-603500	Vehicle Repair & Maintenance	10,857	7,688	-	10,000
560-056-604100	Repairs & Maintenance	11,416	64,085	50,000	50,000
560-056-605100	Contractual Services	73,601	84,999	82,670	100,000
560-056-605350	Contractual Services - Utility Billing	9,028	9,076	8,500	9,000
560-056-606100	Equipment Rental	2,746	2,833	3,000	3,000
560-056-606110	Leased Lines	2,514	295	-	-
560-056-606120	Building Rent	18,810	14,300	9,600	-
560-056-606200	Wireless Customer Equip.	28,348	1,867	-	-
560-056-606210	Internet Access Fees	235,018	222,271	165,000	220,010
560-056-607100	Utilities	17,974	25,117	25,000	20,000
560-056-607170	Hosted Voice Charges	50,668	69,743	75,000	100,000
560-056-609100	Insurance	6,278	6,449	6,000	22,500
560-056-609200	Advertising	8,841	7,380	-	15,000
560-056-610200	Fees	346	9,207	6,500	12,000
560-056-628200	Credit Card Merchant Fee	9,953	13,111	12,000	30,000
560-056-650300	Regulatory Fees	200	100	150	150
560-056-740100	Computer Equipment	1,067	1,236	-	-
560-056-740202	FTTH Equipment	3,932	5,276	-	-
560-056-910110	Transfer to General Fund	57,335	99,732	112,326	205,662
560-056-910670	Transfer to Op Center IS Fund	-	6,000	-	-
560-056-950000	Contingency	-	-	10,341	62,425
<b>Operations Total</b>		<b>1,558,789</b>	<b>1,806,992</b>	<b>1,957,752</b>	<b>2,572,397</b>
560-156-740100	Computer Equipment	7,714	8,444	10,000	10,000
560-156-740200	Telecom Equipment	792	183,631	-	40,000
560-156-740202	FTTH Equipment	464,204	233,124	75,000	200,000
560-156-740300	Wireless Network	6,317	10,013	15,000	25,000
560-156-750000	Vehicles	181,341	115,562	32,843	20,000
560-156-780120	Fiber Project	100,114	155,856	100,000	125,000
560-156-812100	Loan Principal	33,071	172,743	167,160	108,404
560-156-812200	Interfund Loan Principal	254,801	276,127	196,541	97,974
560-156-816005	Revenue Bond Principal	70,000	320,000	485,000	575,000
560-156-830001	Interfund Loan Interest	21,190	20,433	20,400	12,887
560-156-832903	Loan Interest	5,493	6,343	2,124	190
560-156-836902	Revenue Bond Interest	575,575	571,794	555,650	515,050
560-156-870000	Paying Agent Fees	2,000	1,000	2,000	2,200
<b>Capital Total</b>		<b>1,722,611</b>	<b>2,075,069</b>	<b>1,661,718</b>	<b>1,731,705</b>
<b>Total Requirements</b>		<b>3,281,400</b>	<b>3,882,062</b>	<b>3,619,470</b>	<b>4,304,102</b>

# Operations Center Internal Service Fund

## Fund Overview

The Operations Center Internal Service Fund accounts for all resources and requirements related to the Operations Center building, which houses the Transit and Public Works departments. Each fund pays into the internal service fund based of the number of square feet that is occupied by its various users.

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	(847)	239	-	-
Interest	2,169	1,444	1,000	-
Grants	7,500	-	-	-
Transfers	105,936	107,458	125,000	125,000
<b>Operations Total</b>	<b>114,758</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>
Beginning Balance	110,000	-	-	-
Transfers	110,000	-	-	-
<b>Capital Total</b>	<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>334,758</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>
<b>REQUIREMENTS</b>				
Materials & Services	104,234	109,140	124,000	125,000
Capital Outlay	10,286	-	2,000	-
<b>Total Requirements</b>	<b>114,520</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>

### BN 21-23 Budget Notes

- In BN 17-19 the capital department of this fund was moved to its own fund (680 – Facilities Maintenance Internal Service Fund).
- Materials & Services reflects all costs associated with the operations center building.

# Operations Center Internal Service Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>					
670-000-401000	Beginning Balance	(847)	239	-	-
670-000-442500	Other Agencies	7,500	-	-	-
670-000-471100	Interest	2,169	1,444	1,000	-
670-000-490024	Transfer from GF City Council	-	730	885	885
670-000-490035	Transfer from GF Parks, Building & Grounds	-	6,554	7,163	7,163
670-000-490110	Transfer from GF Police	21,257	5,813	8,075	8,075
670-000-490240	Transfer from Street Fund	11,339	11,455	13,938	13,938
670-000-490270	Transfer from Transit Fund	39,497	42,541	53,125	53,125
670-000-490520	Transfer from Water Fund	11,339	11,455	13,938	13,938
670-000-490530	Transfer from Sewer Fund	11,339	11,455	13,938	13,938
670-000-490550	Transfer from Stormwater Fund	11,165	11,455	13,938	13,938
670-000-490560	Transfer from SandyNet	-	6,000	-	-
<b>Operations Total</b>		<b>114,758</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>
670-167-401000	Beginning Balance	110,000	-	-	-
670-167-490110	Transfer from General Fund	85,000	-	-	-
670-167-490240	Transfer from Street Fund	3,239	-	-	-
670-167-490270	Transfer from Transit Fund	12,043	-	-	-
670-167-490520	Transfer from Water Fund	3,240	-	-	-
670-167-490530	Transfer from Sewer Fund	3,239	-	-	-
670-167-490550	Transfer from Stormwater Fund	3,239	-	-	-
<b>Capital Total</b>		<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>		<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUIREMENTS</b>					
670-099-601100	Supplies	6,559	5,919	7,000	10,000
670-099-604100	Repairs & Maintenance	13,186	14,333	15,000	20,000
670-099-605100	Contractual Services	19,346	18,791	23,000	30,000
670-099-607100	Utilities	55,385	59,705	65,000	60,000
670-099-609100	Insurance	9,759	10,392	14,000	5,000
670-099-760000	Machinery & Equipment	-	-	2,000	-
670-099-770000	Major Repairs & Maintenance	10,286	-	-	-
<b>Total Resources</b>		<b>114,520</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>

## Facilities Maintenance Internal Service Fund

### Fund Overview

The Facilities Maintenance Internal Service Fund accounts for repairs, maintenance, and replacement of city owned buildings. Transfers are received from other city funds whose departments are housed in city buildings that are open to the public. Contributions are based on a percentage of the department's budget.

### Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	-	220,000	330,000	299,230
Transfers	-	110,000	110,000	110,000
<b>Total Resources</b>	-	<b>330,000</b>	<b>440,000</b>	<b>409,230</b>
Materials & Services	-	-	100,000	250,000
Contingency	-	-	340,000	159,230
<b>Total Requirements</b>	-	-	<b>440,000</b>	<b>409,230</b>

### BN 21-23 Budget Notes

- Materials & Services includes minor repairs and maintenance of various city facilities as identified in the facilities assessment that was conducted in BN 19-21.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
680-068-401000	Beginning Balance	-	220,000	330,000	299,230
680-068-490110	Transfer from General Fund	-	85,000	85,000	85,000
680-068-490240	Transfer from Street Fund	-	3,239	3,200	3,200
680-068-490270	Transfer from Transit Fund	-	12,043	12,200	12,200
680-068-490520	Transfer from Water Fund	-	3,240	3,200	3,200
680-068-490530	Transfer from Sewer Fund	-	3,239	3,200	3,200
680-068-490550	Transfer from Stormwater Fund	-	3,239	3,200	3,200
<b>Total Resources</b>		-	<b>330,000</b>	<b>440,000</b>	<b>409,230</b>
680-068-605100	Contractual Services	-	-	100,000	250,000
680-068-950000	Contingency	-	-	340,000	159,230
<b>Total Requirements</b>		-	-	<b>440,000</b>	<b>409,230</b>

# Capital Improvement Projects

## 2021-2023 Budgeted Capital Improvement Projects

The city's budgeted capital improvement projects for the 2021-2023 is listed below. The total for the biennium is approximately \$30.8 million. Capital expenditures are defined as assets with an initial, individual cost of \$5,000 or more, and have a useful life extending beyond a single reporting period.

The five-year capital plan incorporates the capital improvement plans from the City's utility master plans. Several plans are currently being updated and will be completed in the next biennium: Transportation System Plan, Water Master Plan, and the Parks Master Plan. The five-year Capital Improvement Plan will be updated once the Master Plans are completed.

Five Year Capital Improvement Plan							
Fund	Project	Funding Source	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
General	Computer equipment	General Fund	26,000	15,000	-	-	-
	Machinery and equipment	General Fund	30,000	-	-	-	35,000
Street	General street maintenance	Local gas tax	150,000	121,000	-	-	-
	General street improvements	Local gas tax	250,000	250,000	-	-	-
	Bell Street/362nd extension	VRP/gas tax	6,400,000	-	-	-	-
	Vista Loop/Ten Eyck pedestrian improvements	SDC/ODOT STP funds	900,000	-	-	-	-
	Gunderson Rd/Highway 211 connection	Developer contribution/SDCs	-	250,000	250,000	1,800,000	-
Transit	Computer and office equipment	Local transit tax	20,000	-	-	-	-
	Transportation equipment	Grants/local transit tax	600,000	200,000	500,000	-	-
	Facility and equipment capacity improvements	Grants/local transit tax	15,000	-	-	-	-
	Maintenance building	Grants/local transit tax	-	-	2,000,000	-	-
	Administration building expansion	Grants/local transit tax	-	-	2,000,000	3,000,000	-
Parks Capital	Land purchase (tbd)	Payment in lieu of land	500,000	-	-	-	-
	Park and trail development (tbd)	SDC	1,300,000	-	850,000	-	-
Water	Water Master Plan update	Service charges	150,000	-	-	-	-
	System updates and maintenance	Service charges	50,000	25,500	-	-	-
	Equipment and vehicles	Loans/service charges	67,596	-	-	-	67,000
Sewer	General system maintenance	Service charges	250,000	200,000	-	-	-
	Equipment and vehicles	Service charges	87,096	-	-	-	87,000
	Collection system basins updates	Loans/bonds/service charges	7,100,000	1,100,000	-	-	-
	Treatment plant improvements (existing)	Loans/bonds/service charges	4,600,000	-	-	-	-
	MBR treatment plant facility (new)	Loans/bonds/service charges	2,600,000	1,000,000	2,000,000	13,500,000	6,800,000
	Sandy River outfall	Loans/bonds/service charges	1,300,000	800,000	1,100,000	8,100,000	3,500,000
	Roslyn Lake wetlands	Loans/bonds/service charges	-	-	-	-	9,000,000
Stormwater	System updates and maintenance	Service charges	5,000	5,000	-	-	-
	Equipment and vehicles	Loans/service charges	60,610	-	-	-	65,000
Telecom	Fiber installations and equipment	Service charges	210,000	210,000	250,000	250,000	250,000
<b>Total Cost of Capital Improvements Projects</b>			<b>26,671,302</b>	<b>4,176,500</b>	<b>8,950,000</b>	<b>26,650,000</b>	<b>19,804,000</b>

Additional information on the budgeted capital projects can be found within the department summaries or fund overviews in this document.

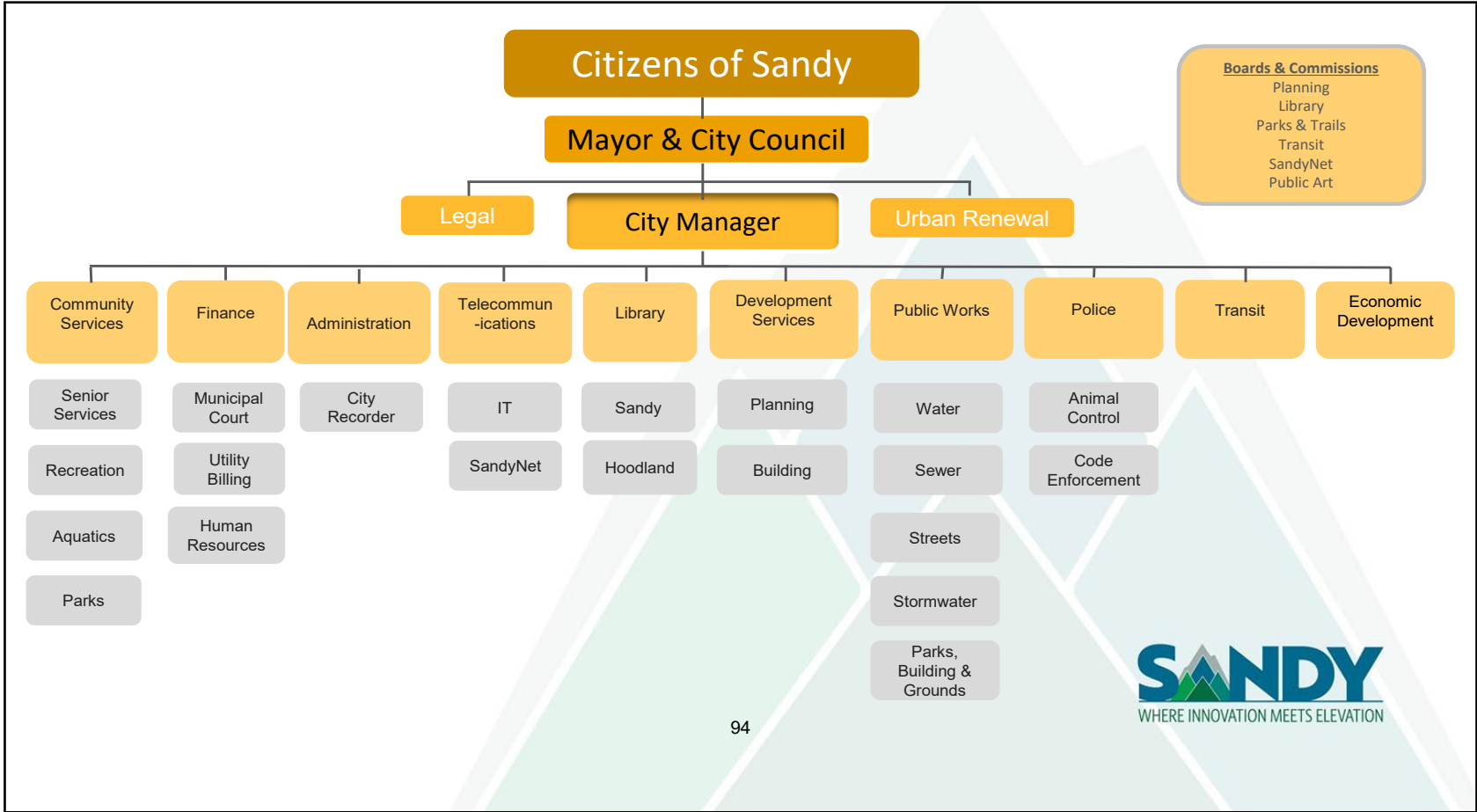
# Appendix

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2021-2023 Proposed Budget

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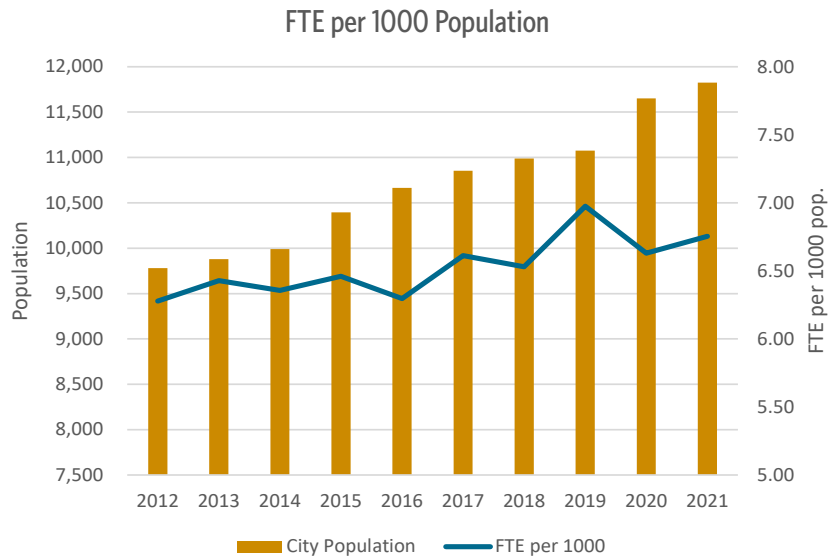
City of Sandy, Oregon



## FTE Summary

The city's total full-time equivalent (FTE) for the 2021-23 biennium is 79.87. A summary of the changes is included on the following page.

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	<b>67.15</b>	<b>71.77</b>	<b>77.25</b>	<b>79.87</b>



### Summary of Changes

The City's total FTE has increased by 2.61 FTE over the prior budget. Changes are identified below:



## FTE Summary

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Full Time Equivalent (FTE) Changes	
Position	BN 21-23 Changes
Assistant to City Manager/City Recorder	1.00
Assitant Public Works Director/City Engineer	1.00
Telecom Utility Worker	1.00
Event Coordinator	0.37
Driver	0.30
Food Services	(0.09)
Building Monitor	(0.17)
Permit Technician	(0.18)
Administrative Assistant - Transit	(0.25)
Administrative Assistant - Dev Services	(0.37)
<b>Total Changes</b>	<b>2.61</b>

## FTE Summary

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
City Manager	110	25	Administration	0.93	0.93	0.90	0.90
Assistant to City Manager/City Recorder	110	25	Administration	-	-	-	0.90
Accounting Clerk	110	25	Administration	0.41	0.30	0.40	-
Permit Technician I	110	25	Administration	0.20	0.20	0.10	0.15
Planning Assistant	110	25	Administration	-	-	0.10	-
Administrative Assistant	110	25	Administration	-	-	0.06	0.06
Economic Development Manager	110	25	Administration	0.10	0.10	-	-
Court Clerk	110	25	Administration	0.05	-	-	-
Utility Clerk	110	25	Administration	0.20	-	-	-
<b>Total</b>				<b>1.89</b>	<b>1.53</b>	<b>1.56</b>	<b>2.01</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Court Clerk	110	27	Municipal Court	0.45	0.50	0.50	0.50
Code Enforcement Officer	110	27	Municipal Court	-	-	0.04	-
Accounting Clerk	110	27	Municipal Court	0.03	0.10	0.04	0.10
Utility Clerk	110	27	Municipal Court	-	0.20	0.05	0.05
<b>Total</b>				<b>0.48</b>	<b>0.80</b>	<b>0.63</b>	<b>0.65</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Deputy City Manager/Finance Director	110	28	Finance	-	-	-	0.90
Finance Director	110	28	Finance	1.00	1.00	1.00	-
Assistant to City Manager/City Recorder	110	28	Finance	-	-	-	0.10
Human Resources Manager	110	28	Finance	-	-	1.00	1.00
Accountant/HR Analyst	110	28	Finance	1.00	1.00	-	-
Accounting/Recording Clerk	110	28	Finance	0.06	0.40	0.40	0.62
Utility Clerk	110	28	Finance	-	-	0.15	0.05
<b>Total</b>				<b>2.06</b>	<b>2.40</b>	<b>2.55</b>	<b>2.67</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Library Director	110	29	Library	1.00	1.00	1.00	1.00
Assistant Library Director	110	29	Library	0.88	0.93	1.00	1.00
Librarian	110	29	Library	2.00	2.60	2.75	2.75
Library Clerk	110	29	Library	0.56	4.09	3.94	4.65
Library Assistant	110	29	Library	3.40	3.43	3.83	3.83
Shelver	110	29	Library	0.83	0.78	0.82	0.10
Aide	110	29	Library	4.82	1.00	-	-
<b>Total</b>				<b>13.49</b>	<b>13.82</b>	<b>13.34</b>	<b>13.33</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Police Chief	110	30	Police	1.00	1.00	1.00	1.00
Lieutenant	110	30	Police	-	1.00	0.50	1.00
Sergeant	110	30	Police	2.00	2.00	2.00	2.00
Officer	110	30	Police	13.00	12.00	12.00	12.00
Code Enforcement Officer	110	30	Police	-	0.94	0.81	0.88
Office Manager	110	30	Police	1.00	1.00	1.00	1.00
Records Specialist	110	30	Police	2.00	2.00	2.00	2.00
<b>Total</b>				<b>19.00</b>	<b>19.94</b>	<b>19.31</b>	<b>19.88</b>

## FTE Summary

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Code Enforcement Officer	110	31	Code Enforcement	0.80	-	-	-
<b>Total</b>				<b>0.80</b>	<b>-</b>	<b>-</b>	<b>-</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Community Services Director	110	33	Recreation	0.20	0.40	0.45	0.48
Recreation Manager	110	33	Recreation	0.80	0.80	1.00	0.95
Administrative Assistant	110	33	Recreation	0.50	0.50	0.50	0.50
Custodian/Driver	110	33	Recreation	0.27	-	-	-
Events Coordinator	110	33	Recreation	0.25	0.40	0.63	-
Recreation Program Coordinator	110	33	Recreation	-	-	-	0.90
Summer Program	110	33	Recreation	0.30	0.30	0.50	0.50
<b>Total</b>				<b>2.32</b>	<b>2.40</b>	<b>3.08</b>	<b>3.33</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Community Services Director	110	34	Seniors	0.70	0.50	0.45	0.48
Recreation Manager	110	34	Seniors	0.20	0.20	-	-
Senior Services Manager	110	34	Seniors	-	-	1.00	1.00
Client Services Coordinator	110	34	Seniors	1.00	1.00	1.00	1.00
Administrative Assistant	110	34	Seniors	0.50	0.50	0.50	0.50
Food Services Coordinator	110	34	Seniors	0.58	0.58	0.63	0.55
Custodian/Driver	110	34	Seniors	0.32	0.59	-	-
Driver	110	34	Seniors	-	-	0.50	0.80
Respite Program Coordinator	110	34	Seniors	0.25	0.25	0.20	0.20
Recreation Program Coordinator	110	34	Seniors	-	-	-	0.10
Building Monitors	110	34	Seniors	-	-	0.50	0.33
<b>Total</b>				<b>3.55</b>	<b>3.62</b>	<b>4.78</b>	<b>4.96</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Parks Crew Leader	110	35	Parks, Buildings, & Grounds	1.00	1.00	1.00	1.00
Parks Maintenance Worker	110	35	Parks, Buildings, & Grounds	1.00	1.00	1.00	1.80
Maintenance Technician	110	35	Parks, Buildings, & Grounds	-	-	0.75	-
Parks Seasonal	110	35	Parks, Buildings, & Grounds	0.18	0.18	0.33	0.33
Community Services Director	110	35	Parks, Buildings, & Grounds	0.10	0.10	0.05	-
Recreation Manager	110	35	Parks, Buildings, & Grounds	-	-	-	0.05
<b>Total</b>				<b>2.28</b>	<b>2.28</b>	<b>3.13</b>	<b>3.18</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Development Services Director	110	36	Planning	0.45	0.55	0.50	0.55
Associate Planner	110	36	Planning	0.60	0.60	1.40	0.85
Senior Planner	110	36	Planning	-	-	-	0.75
Planning Assistant	110	36	Planning	0.50	0.38	0.36	-
Engineering Technician	110	36	Planning	0.20	0.20	0.20	0.10
Economic Development Manager	110	36	Planning	-	-	0.05	-
Code Enforcement Officer	110	36	Planning	-	0.03	0.06	0.06
Permit Technician I	110	36	Planning	-	-	0.10	0.26
Administrative Assistant	110	36	Planning	-	-	0.19	0.19
<b>Total</b>				<b>1.75</b>	<b>1.76</b>	<b>2.86</b>	<b>2.76</b>

## FTE Summary

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Development Services Director	110	37	Building	0.20	0.25	0.25	0.20
Building Official	110	37	Building	1.00	1.00	1.00	1.00
Associate Planner	110	37	Building	0.20	0.30	0.40	0.05
Senior Planner	110	37	Building	-	-	-	0.10
Permit Technician I	110	37	Building	-	-	-	0.89
Permit Technician II	110	37	Building	0.74	0.74	0.74	-
Planning Assistant	110	37	Building	0.13	0.38	0.20	-
Code Enforcement Officer	110	37	Building	0.20	0.03	0.06	0.03
Administrative Assistant	110	37	Building	-	-	0.38	0.23
<b>Total</b>				<b>2.47</b>	<b>2.70</b>	<b>3.03</b>	<b>2.50</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Economic Development Manager	110	38	Economic Development	0.90	0.80	0.40	0.45
Development Services Director	110	38	Economic Development	-	-	0.05	0.05
Associate Planner	110	38	Economic Development	-	-	0.05	-
Senior Planner	110	38	Economic Development	-	-	-	0.05
Administrative Assistant	110	38	Economic Development	-	-	-	0.03
<b>Total</b>				<b>0.90</b>	<b>0.80</b>	<b>0.50</b>	<b>0.58</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Intern	110	39	Non-Departmental	0.40	0.40	-	-
<b>Total</b>				<b>0.40</b>	<b>0.40</b>	<b>-</b>	<b>-</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
IT Director/SandyNet General Manager	110	40	Information Technology	0.50	0.20	0.20	0.20
Systems Administrator	110	40	Information Technology	0.30	1.00	1.00	1.00
Network Engineer	110	40	Information Technology	0.38	0.10	0.10	0.10
<b>Total</b>				<b>1.18</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Public Works Director	240	54	Streets	0.31	0.31	0.31	0.31
Assitant Public Works Director/City Engineer	240	54	Streets	-	-	-	0.31
Public Works Crew Leader	240	54	Streets	0.25	0.25	0.25	0.25
Public Works Utility Worker	240	54	Streets	1.24	1.49	1.38	1.25
Collection Specialist	240	54	Streets	-	-	-	0.13
Engineering Technician	240	54	Streets	0.20	0.20	0.20	0.23
Public Works - Seasonal	240	54	Streets	0.25	0.25	0.25	0.25
Transit Administrative Assistant	240	54	Streets	0.05	0.05	0.06	0.05
Administrative Assistant	240	54	Streets	-	-	-	0.02
Planning Assistant	240	54	Streets	-	0.06	0.06	-
<b>Total</b>				<b>2.30</b>	<b>2.61</b>	<b>2.51</b>	<b>2.79</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Transit Director	270	70	Transit	-	1.00	1.00	1.00
Transit Manager	270	70	Transit	1.00	-	-	-
Transit Program Administrator	270	70	Transit	-	-	1.00	1.00
Transit Administrative Assistant	270	70	Transit	0.80	0.80	1.00	0.80
<b>Total</b>				<b>1.80</b>	<b>1.80</b>	<b>3.00</b>	<b>2.80</b>

## FTE Summary

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Community Services Director	280	0	Aquatic/Recreation	-	-	0.05	0.05
Parks Maintenance Worker	280	0	Aquatic/Recreation	-	-	-	0.20
Maintenance Technician	280	0	Aquatic/Recreation	-	-	0.25	-
<b>Total</b>				-	-	<b>0.30</b>	<b>0.25</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Public Works Director	520	52	Water	0.31	0.31	0.31	0.31
Assitant Public Works Director/City Engineer	520	52	Water	-	-	-	0.31
Public Works Crew Leader	520	52	Water	0.25	0.25	0.25	0.25
Public Works Utility Worker	520	52	Water	1.24	1.49	1.38	1.25
Collection Specialist	520	52	Water	-	-	-	0.13
Engineering Technician	520	52	Water	0.20	0.20	0.20	0.23
Utility Clerk	520	52	Water	0.20	0.20	0.20	0.23
Court Clerk	520	52	Water	0.12	0.12	0.12	-
Administrative Assistant	520	52	Water	-	-	-	0.02
Planning Assistant	520	52	Water	-	0.06	0.06	-
Accounting Clerk	520	52	Water	0.03	0.05	0.04	0.07
Transit Administrative Assistant	520	52	Water	0.05	0.05	0.06	0.05
Permit Technician I	520	52	Water	0.03	0.03	0.03	0.08
<b>Total</b>				<b>2.43</b>	<b>2.76</b>	<b>2.65</b>	<b>2.91</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Public Works Director	530	53	Sewer	0.31	0.31	0.31	0.31
Assitant Public Works Director/City Engineer	530	53	Sewer	-	-	-	0.31
Public Works Crew Leader	530	53	Sewer	0.25	0.25	0.25	0.25
Public Works Utility Worker	530	53	Sewer	1.24	1.49	1.88	1.25
Collection Specialist	530	53	Sewer	-	-	-	0.63
Engineering Technician	530	53	Sewer	0.20	0.20	0.20	0.23
Utility Clerk	530	53	Sewer	0.20	0.20	0.20	0.23
Court Clerk	530	53	Sewer	0.12	0.12	0.12	-
Administrative Assistant	530	53	Sewer	-	-	-	0.02
Planning Assistant	530	53	Sewer	-	0.06	0.06	-
Accounting Clerk	530	53	Sewer	0.03	0.05	0.04	0.07
Transit Administrative Assistant	530	53	Sewer	0.05	0.05	0.06	0.05
Permit Technician I	530	53	Sewer	0.03	0.03	0.03	0.08
<b>Total</b>				<b>2.43</b>	<b>2.76</b>	<b>3.15</b>	<b>3.41</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
Public Works Director	550	55	Stormwater	0.07	0.07	0.07	0.07
Assitant Public Works Director/City Engineer	550	55	Stormwater	-	-	-	0.07
Public Works Crew Leader	550	55	Stormwater	0.25	0.25	0.25	0.25
Public Works Utility Worker	550	55	Stormwater	0.28	0.53	1.38	1.25
Collection Specialist	550	55	Stormwater	-	-	-	0.13
Engineering Technician	550	55	Stormwater	0.20	0.20	0.20	0.23
Utility Clerk	550	55	Stormwater	0.20	0.20	0.20	0.23
Court Clerk	550	55	Stormwater	0.11	0.11	0.11	-
Administrative Assistant	550	55	Stormwater	-	-	-	0.02
Planning Assistant	550	55	Stormwater	-	0.06	0.06	-
Accounting Clerk	550	55	Stormwater	0.03	0.05	0.04	0.07
Transit Administrative Assistant	550	55	Stormwater	0.05	0.05	0.06	0.05
<b>Total</b>				<b>1.19</b>	<b>1.52</b>	<b>2.37</b>	<b>2.35</b>

## FTE Summary

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
IT Director/SandyNet General Manager	560	56	Telecommunications	0.50	0.80	0.80	0.80
Network Engineer	560	56	Telecommunications	-	-	-	0.90
Network Technician	560	56	Telecommunications	-	1.00	1.00	1.00
Systems Developer	560	56	Telecommunications	1.38	0.90	0.90	-
Telecom Crew Leader	560	56	Telecommunications	-	-	-	1.00
Telecom Utility Worker	560	56	Telecommunications	-	3.00	3.00	3.00
Utility Clerk	560	56	Telecommunications	0.20	0.20	0.20	0.23
Court Clerk	560	56	Telecommunications	0.15	0.15	0.15	-
Accounting Clerk	560	56	Telecommunications	0.03	0.05	0.04	0.07
IT Intern	560	56	Telecommunications	0.85	-	-	-
Network Administrator	560	56	Telecommunications	0.70	-	-	-
<b>Total</b>				<b>3.81</b>	<b>6.10</b>	<b>6.09</b>	<b>7.00</b>

Title	Fund	Dept	Department Name	15-17	17-19	19-21	21-23
City Manager	720	72	Urban Renewal	0.07	0.07	0.10	0.10
Deputy City Manager/Finance Director	720	72	Urban Renewal	-	-	-	0.10
Development Services Director	720	72	Urban Renewal	0.35	0.20	0.20	0.20
Associate Planner	720	72	Urban Renewal	0.20	0.10	0.15	0.10
Senior Planner	720	72	Urban Renewal	-	-	-	0.10
Economic Development Manager	720	72	Urban Renewal	-	0.10	0.55	0.55
Administrative Assistant	720	72	Urban Renewal	-	-	-	0.04
Planning Assistant	720	72	Urban Renewal	-	-	0.10	-
Code Enforcement Officer	720	72	Urban Renewal	-	-	0.03	0.03
<b>Total</b>				<b>0.62</b>	<b>0.47</b>	<b>1.13</b>	<b>1.22</b>

<b>Total FTEs</b>				<b>67.15</b>	<b>71.77</b>	<b>77.25</b>	<b>79.87</b>
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# Indirect Service Cost Allocation

Indirect Service Cost Allocation								
Support Service	025 Admin <sup>1</sup>	026 Legal <sup>1</sup>	028 Finance <sup>1</sup>	040 IT <sup>1</sup>	067 Ops Center <sup>2</sup>	039 Non-Dept <sup>3</sup>	Indirect Total	
<b>Direct Services</b>								
024 City Council	4,471	30,044	6,088	4,006	888	8,863	54,360	
027 Municipal Court	3,933	867	5,354	3,523	-	8,862	22,540	
029 Library	80,801	17,813	110,015	72,393	-	20,960	301,984	
030 Police	135,543	52,543	184,549	121,439	7,163	35,000	536,238	
033 Recreation	20,298	4,475	27,637	18,186	-	5,251	75,847	
034 Seniors	29,617	6,529	40,325	26,535	-	7,677	110,684	
035 Parks Maintenance	19,717	4,951	26,846	17,665	8,075	5,108	82,362	
036 Planning	17,575	60,361	23,930	15,747	-	39,416	157,028	
037 Building	19,647	4,331	26,750	17,602	-	44,775	113,105	
038 Economic Development	4,153	916	5,655	3,721	-	10,066	24,510	
054 Street	26,396	8,849	35,940	23,650	13,938	6,751	115,523	
070 Transit	40,347	8,895	54,934	36,148	53,125	10,274	203,723	
000 Aquatic/Recreation	3,469	765	4,724	3,108	-	886	12,952	
052 Water	41,838	12,253	56,964	37,484	13,938	10,630	173,107	
053 Sewer	40,402	11,937	55,009	36,198	13,938	10,296	167,779	
055 Stormwater	16,344	6,633	22,253	14,643	13,938	4,223	78,034	
056 SandyNet	54,332	14,732	73,976	48,679	-	13,943	205,662	
072 Urban Renewal	8,116	3,106	11,051	7,272	-	19,018	48,563	
<b>Totals</b>	<b>567,000</b>	<b>250,000</b>	<b>772,000</b>	<b>508,000</b>	<b>125,000</b>	<b>262,000</b>	<b>2,484,000</b>	

NOTES:

- 1 Allocated based on a combination of staff and operating budget of direct service programs
- 2 Operation Center costs allocated based on square footage used by various departments, adjusted for administrative oversight.
- 3 Half of all City Hall costs (utilities, etc.) allocated only to departments in City Hall; half allocated to all direct service programs.

# Financial Policies

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## CAPITAL ASSETS POLICY

This policy provides guidelines to ensure that items are capitalized and depreciated in a consistent manner and adheres to the Generally Accepted Accounting Principles. The prime purpose is to maintain physical accountability over the assets owned by the City.

1. This policy applies to all Departments of the City of Sandy.
2. Capital assets are assets that 1) are used in operations and 2) have an initial useful life more than one (1) year.
3. *a. Purchases:* An original unit cost greater than or equal to \$5,000, including ancillary costs necessary to place the asset into its intended location and condition of use.  
*b. Leases:* An original unit cost greater than or equal to \$25,000, including ancillary costs necessary to place the asset into its intended location and condition of use.
4. Assets acquired for sale or investment do not qualify as capital assets.
5. All assets are recorded at historical cost as of the date acquired or put in operational use.
6. Repair and maintenance are costs incurred to keep an asset in its normal operating condition and the life of the asset is not exceeded.
7. Asset Classes:
  - i. Land
  - ii. Buildings
  - iii. Improvements
  - iv. Infrastructure
  - v. Vehicles
  - vi. Furniture and equipment
  - vii. Other capital assets (intangible)
  - viii. Construction in progress
8. Depreciation Method: The City will utilize the straight-line method for depreciation. Equal periodic depreciation charge is therefore recognized over the life of the capital asset.
9. Useful Life: The Finance Department will use the estimated useful life of assets as follows:

• Land	N/A
• Buildings	40 years
• Improvements	7 - 20 years
• Infrastructure	10 - 50 years
• Vehicles	5 - 10 years
• Furniture and equipment	5 - 20 years
• Other capital assets (intangible)	5 - 10 years
• Construction in progress	N/A

## FUND BALANCE POLICY

In accordance with GASB 54, balances within funds are categorized as follows:

1. Non-spendable: A portion of net resources that cannot be spent because of their form and/or cannot be spent because they must be maintained intact.



## Financial Policies

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2. Restricted: Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments. Limitations may also be imposed by law through constitutional provisions or enabling legislation.
3. Committed: Limitation imposed at the highest level of decision making that required formal action at the same level to remove.
4. Assigned: City Council has designated decision making authority to some other body designated for that purpose or by official designated for that purpose. Less formality is necessary in the case of assigned fund balance.
5. Unassigned: For the general fund, this classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. The total fund balance in the general fund in excess of other categories is known as surplus. In other funds, if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance, or deficit.
6. Order of spending resources: When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed. When unrestricted resources are available for use it is the City's policy to use committed resources first, then assigned, and then unassigned as they are needed.

### GENERAL FUND RESERVE POLICY

The General Fund shall have a reserve balance of at least five percent (5%) of operations. This reserve will be accounted for in the Non-Departmental departmental. The intent of this reserve is to:

1. Retain adequate reserves for operational purposes for a period of two months, and
2. Generate interest income; and
3. Reduce the need for any short-term borrowing.

### INVESTMENT POLICY

1. City of Sandy's funds will be invested in accordance with the provisions of, but not limited to, all current and future applicable Oregon Statutes. The City will conform to all federal, state, and other legal requirements.
2. City of Sandy's invest objectives are as follows:
  - i. Preservation of capital and protection of investment principal by mitigating credit risk and interest rate risk.
  - ii. Maintenance of sufficient liquidity to meet operating requirements that are reasonably anticipated by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
  - iii. Diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.
  - iv. Attainment of a market value rate of return throughout budgetary and economic cycles.

## Glossary

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**Adopted Budget** - The final budget appropriations approved by the City Council, which becomes the budget of the City.

**Accrual basis** - A method of timing in the recognition of transactions and events. Please see Modified accrual basis for the alternative method. Accrual basis records revenue when earned and expenses as soon as a liability is incurred.

**Approved Budget** – The budget recommended by the Budget Committee for adoption by the City Council.

**Appropriation** - Authorization to spend a specific amount of money. The City Council gives appropriation authority by adopting the budget.

**Assessed value** - The value set on real and personal property as a basis for imposing taxes. Assessed values are determined by Clackamas County.

**Biennial** – A time frame of two years. This is the length of time that the City budgets for, which includes two fiscal years.

**Budget** – A plan of financial operation embodying an estimate of proposed expenditures for a given purpose and/or period. The budget is the financial plan of the City's allocations of the resources to provide services, and to accomplish the City's objectives.

**Budget Calendar** – Key dates or events which a government follows in the preparation and adoption of the budget.

**Budget Committee** - A committee required by Oregon Local Budget Law (ORS 294.305) which must recommend a budget and approve the maximum tax levy.

**Budget Message** – A written explanation of the budget and the City's financial priorities presented to the Budget Committee by the City Manager which is required by Oregon Local Budget Law, ORS 294.

**Budget Officer** - The City Manager or other person appointed by the City Council to prepare the proposed budget. This designation is required by Oregon Local Budget Law (ORS 294.305)

**CAFR** - The Comprehensive Annual Financial Report, the audited report of the City's finances for the fiscal year.

**Capital Lease** - Lease of a capital asset. The lease may or may not result in the City's ownership of the item at the end of the lease term.

**Capital Assets** - Items which have a useful life of at least one year and a cost of \$5,000 or more. These include land, infrastructure, buildings, improvements other than buildings, vehicles, and certain furniture and equipment.

**Capital Improvement Plan (CIP)** - A schedule of planned capital projects and their costs, for three or more years.

**Capital Outlay** - Expenditures for capital assets. Includes all purchased capital assets. Expenditures for constructed capital projects appear in capital outlay, materials and services, and reimbursements, depending on the nature of the expenditure.

**Capital Projects** – Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**Contingency** – An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget.

## Glossary

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**Debt Service** - Principal and interest payments on long-term debt.

**Department** – Units within a division consisting of one or more.

**Enterprise Funds** - A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. The City's enterprise funds are the Water, Sewer, Stormwater and Telecommunications funds.

**Fiscal Year** - A twelve month period which runs from July 1 through June 30.

**Franchise Fee** – Fees charged to utilities for the use of public right-of-way. Examples include electricity and natural gas.

**FTE** - Full-Time Equivalent - A part-time position converted to the decimal equivalent of a fulltime position based on 2,080 hours per year.

**Fund** - A fiscal and accounting entity, segregating resources for the purpose of carrying on specific activities in accordance with legal restrictions.

**Fund Balance** - The amount of available, spendable, financial resources in any given fund at a specified date.

**GASB** - The Governmental Accounting Standards Board, the body that defines generally accepted accounting principles for governments.

**General Fund** – The City's primary operating fund. There are no restrictions as to the purpose in which the revenues in this fund can be used.

**Goal** – A statement of direction, purpose or intent based on the needs of the community, generally to be completed in a specified amount of time.

**Grant** – A donation or contribution by one government unit or organization to another. This is usually made to aid a specified purpose.

**Infrastructure** - Infrastructure are assets that are immovable and of value only to the City. It includes roads, curbs and gutters, sidewalks, drainage systems, and water and sewer systems.

**Interfund Loan** - A loan made by one fund to another and authorized by the City Council.

**Materials and Services** – Expendable items purchased for delivery of services. This includes supplies, repairs, maintenance and replacement parts that are not of capital nature.

**Modified Accrual** - A method of timing in the recognition of transactions and events. Please see Accrual basis for the alternative method. Modified accrual basis records revenue when earned, if they are collectible within the period or soon enough afterwards to be used to pay liabilities of the period. Expenditures are recorded when a liability is incurred except that debt service payments and other specific accrued liabilities are recognized only when payment is due.

**Operating Budget** - Sources and uses necessary for day-to-day operations.

**Ordinance** – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**ORS** - Oregon Revised Statutes, laws of the State of Oregon.

**Performance Measure** – Data collected to determine how effective or efficient a program is in achieving its objectives.

**PERS** – Acronym for Public Employees Retirement System. A State of Oregon defined benefit pension plan to which both employees and employer contribute.

## Glossary

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**Personnel Services** - Expenditures for payroll, payroll taxes, and employee benefits.

**Project** - Projects are distinct, with a definable result, process, and beginning and end. Projects are capital or operating.

**Property Tax Levy** – Based upon the assessed value of property and is used as the source of monies to pay general obligation debts and to support the general fund.

**Reserved for Future Use** – An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years.

**Resolution** – An action by the governing body which requires less formality and has a lower legal status than an ordinance.

**Resources** - Financial resources that are or will be available for expenditure during the fiscal year.

**Revenue** – The gross receipts and receivables that the City receives such as: tax payments, licenses, fines and forfeitures, grants and interest income.

**System Development Charges (SDC)** - Fees charged upon issuance of building permits to offset the cost of infrastructure improvements that are or will be required to provide capacity to serve the development. SDC's are charged for parks, water, sewer, storm, and streets.

**Supplemental Budget** – Appropriations established to meet the needs not anticipated at the time the budget was adopted.

**Transfers** - Amounts moved from one fund to finance activities in another fund, with no requirement of repayment.

**Unrestricted Revenue** - Revenue that may be used for any legitimate City purpose. See "Financial Policies."

**URA** - The City of Sandy Urban Renewal Agency. The Agency is a municipal corporation distinct from the City. The Sandy City Council serves as the Board of Directors for the URA, as well as a member of the Sandy Area Chamber of Commerce and the Sandy Fire District. Its' budget may be obtained from the City of Sandy.

**User Fees** - Fees charged for services to a person who directly benefits from the service.

**Uses** - The ways in which financial resources will be used during the fiscal year.

# SANDY URBAN RENEWAL AGENCY PROPOSED BUDGET BN 2021 - 2023



# **2021-2023 Proposed Budget**

## Table of Contents

Overview	1
Debt Service Summary	3
Urban Renewal Fund	4

# **Sandy Urban Renewal Agency Budget**

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## **Overview**

The Sandy Urban Renewal Agency (SURA) was established by the City of Sandy in 1998. The Agency Board is comprised of the Sandy City Council and a representative of the Sandy Fire District and Sandy Chamber of Commerce. The Sandy Urban Renewal Plan was adopted by the City of Sandy in 1998.

The general objectives of the plan are to:

1. Improve the vitality of Sandy’s downtown core.
2. Make productive use of land in the urban renewal area.
3. Create opportunities for new development within the renewal area.
4. Enhance public safety in the renewal area.
5. Provide new public amenities and open spaces in the renewal area.
6. Make improvements to infrastructure in the renewal area.
7. Implement the goals and objectives of Sandy’s Comprehensive Plan.

The Sandy Urban Renewal Plan (Plan) has been amended five times since 1998. The amendments increased maximum indebtedness and added projects to the original plan.

Urban renewal projects and activities are funded by tax increment financing. When the Plan was adopted, the assessed value of the urban renewal area at the time of adoption became the “frozen base.” Whatever property tax revenue overlapping jurisdictions receive from the frozen base is the same amount they will receive annually until the urban renewal district is terminated. As property values increase above the frozen base in the district, the urban renewal district receives that increase as the tax increment. The increment is used to pay back the capital improvement costs, usually through bonds, to complete the projects in the plan. When the district expires and the bonds are fully paid off, the taxing districts benefit from the increased assessed values that the urban renewal district provided.

The plan identifies the limit on the total debt that will be incurred by the urban renewal agency to complete the projects. The maximum indebtedness established in 2015 for the Sandy Urban Renewal Plan is \$67,000,000. The maximum indebtedness is the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan.

## **Urban Renewal Plan Activities and Projects**

The plan includes projects and activities that address blight and deterioration in the Sandy Urban Renewal Area.

- A. Public Improvements
  - a. Traffic Signalization
  - b. Public Parking Facilities
  - c. Public Open Spaces
  - d. Street, Curb, and Sidewalk Improvements
  - e. Fire Protection Improvements
  - f. Streetscape and Civic Area Projects
  - g. Street Lighting

# Sandy Urban Renewal Agency Budget

- h. Placing Utilities Underground
- i. Pedestrian, Bike, and Transit Connectivity
- j. Aquatic/Recreation Center
- k. 362nd Extension North of Highway 26
- l. City Hall
- B. Preservation, Rehabilitation, Development and Redevelopment
- C. Property Acquisition and Disposition
- D. Design Plans
- E. Plan Administration

## BN 2021-2023 Highlights

The urban renewal agency is estimating to receive \$4,000,000 in property taxes in the proposed biennium. This tax increment is used to fund the active projects and activities in the urban renewal plan through debt financing and tax increment excess.

The proposed projects in the next biennium include the Sandy Community Campus, the façade and tenant improvement matching grant programs, and setting aside a small amount for streetscape and beautification projects in the urban renewal area.

Major Projects/Programs	BN 21-23 Proposed
Sandy Community Campus	3,000,000
Streetscape and Civic Areas	100,000
Façade and Tenant Improvement Program	450,000

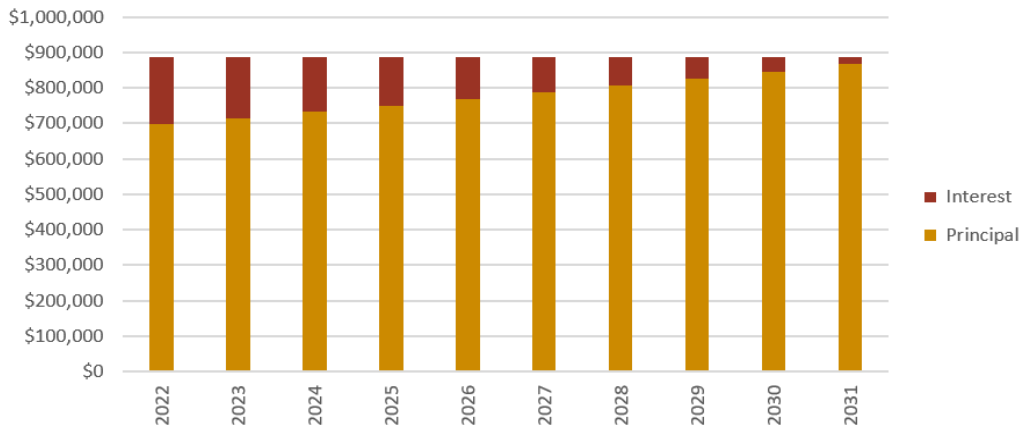
The budget also includes staff expenses for administering the plan and managing the projects.



## Debt Service Summary

The Urban Renewal Fund transfers funds to the City of Sandy's Full Faith & Credit fund to pay debt service on bonds issued for urban renewal projects. The outstanding bonds include the 2017 bond issue for the purchase of the Cedar Ridge property, fire station improvements, and the community campus.

### Annual Debt Service - Urban Renewal Agency



### Schedule of Future Principal & Interest Payments Due

Fiscal Year Ended	Principal	Interest	Total
June 30, 2022	697,634	190,183	887,817
June 30, 2023	714,656	173,160	887,816
June 30, 2024	732,094	155,723	887,817
June 30, 2025	749,957	137,860	887,817
June 30, 2026	768,256	119,561	887,817
June 30, 2027	787,001	100,815	887,816
June 30, 2028	806,204	81,613	887,817
June 30, 2029	825,875	61,941	887,816
June 30, 2030	846,027	41,790	887,817
June 30, 2031	866,670	21,147	887,817
<b>Total</b>	<b>7,794,374</b>	<b>1,083,793</b>	<b>8,878,167</b>

# Urban Renewal Fund

## Fund Overview

The Urban Renewal Fund reflects all business that is carried out by the Sandy Urban Renewal Agency (SURA). The agency was created in 1998 and is in place to complete improvements in the downtown and commercial areas of the city. The SURA Board consists of all the members of the City Council, as well as a member from the Sandy Area Chamber of Commerce and the Sandy Fire District.

## 2019-21 Accomplishments & Highlights

- Provided grant funding to numerous businesses to improve the façade of their buildings, as well as other infrastructure improvements.
- Developed an outdoor covered patios grant program to provide assistance to businesses in response to the COVID-19 pandemic.

## Goals

- Finalize a plan for the Sandy Community Campus and begin implementing phase one.
- Continue to provide economic support for business within the District via grant programs.
- Update tax increment financing projections, financial plan, and work with the SURA Board to develop a prioritized project plan.

## Staffing

	15-17	17-19	19-21	21-23
<b>Total FTE</b>	0.62	0.47	1.13	1.22

## Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	1,493,848	8,130,114	5,089,533	6,259,987
Property Taxes	2,999,792	3,081,900	3,620,000	4,000,000
Interest	69,215	27,000	75,000	100,000
Loan Proceeds	10,000,000	-	-	-
<b>Total Resources</b>	<b>14,562,855</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>
Personnel Services	159,545	120,470	247,200	297,000
Materials & Services	25,151	101,550	162,720	154,600
Capital Outlay	4,334,930	8,033,956	3,960,000	3,550,000
Debt Service	1,753,445	1,868,490	-	-
Transfers	12,503	18,899	1,793,540	1,824,197
Contingency	-	1,095,649	2,621,073	4,534,190
<b>Total Requirements</b>	<b>6,285,575</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>

## BN 21-23 Budget Notes

- Personnel Services reflects the reallocation of City of Sandy FTE who aide in the execution of the SURA plan.
- Capital Outlay includes various infrastructure and improvement projects (Community Campus and grant programs for business located within the District).

## Urban Renewal Fund

- Transfers account for all debt service payments which are paid via the Full Faith & Credit Fund.

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
720-000-401000	Beginning Balance	1,493,848	8,130,114	5,089,533	6,259,987
720-000-410100	Current Year Property Tax	2,945,679	3,041,900	3,570,000	3,950,000
720-000-410200	Prior Year Property Tax	54,113	40,000	50,000	50,000
720-000-471100	Interest	69,215	27,000	75,000	100,000
720-000-495400	Loan Proceeds	10,000,000	-	-	-
<b>Total Resources</b>		<b>14,562,855</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>
720-072-511100	Salaries	110,591	81,375	171,000	224,000
720-072-511200	Overtime	48	-	-	-
720-072-521100	Insurance Benefits	12,797	11,193	17,000	23,000
720-072-521200	FICA Taxes	8,447	6,227	13,000	17,000
720-072-521300	PERS	22,181	18,835	41,000	29,000
720-072-521360	Other Benefits	3,072	1,437	3,000	-
720-072-521400	UR Life Insurance	64	-	-	-
720-072-521500	Workers' Benefit Fund	34	58	100	250
720-072-521600	Unemployment Insurance	109	82	100	250
720-072-521800	Workers' Comp Insurance	1,584	775	1,000	2,000
720-072-521900	Transit Tax	618	488	1,000	1,500
720-072-601100	Supplies	952	950	1,000	1,000
720-072-601200	Postage	-	-	600	250
720-072-601300	Printing	-	-	200	250
720-072-601400	Copier Charges	13	-	20	100
720-072-601500	Public Notices	93	600	300	1,000
720-072-601600	Organizational Fees	475	-	600	2,000
720-072-605100	Contractual Services	-	100,000	160,000	100,000
720-072-608100	Professional Services	23,618	-	-	50,000
720-072-716000	Improvements	606,396	-	-	-
720-072-716010	City Hall Improvements	-	200,000	400,000	-
720-072-722510	Community Center/Aquatic Facility	2,201,228	4,135,898	3,000,000	3,000,000
720-072-731000	Infrastructure	-	50,000	200,000	100,000
720-072-760500	Fire Equipment & Improvements	1,437,554	3,048,058	-	-
720-072-784003	Building Improvement	89,753	600,000	360,000	450,000
720-072-812100	Loan Principal	540,355	-	-	-
720-072-812200	Interfund Loan Principal	140,000	80,000	-	-
720-072-814100	Bond Principal	875,194	1,290,889	-	-
720-072-830001	Interfund Loan Interest	4,400	1,600	-	-
720-072-832903	Loan Interest	59,644	-	-	-
720-072-834100	Bond Interest	70,852	496,001	-	-
720-072-870000	Paying Agent Fees	63,000	-	-	-
720-072-910110	Transfer to General Fund	12,503	18,899	17,906	48,563
720-072-910450	Transfer to FFC Fund	-	-	1,775,634	1,775,634
720-072-950000	Contingency	-	1,095,649	2,621,073	4,534,190
<b>Total Requirements</b>		<b>6,285,575</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>



**Biennium 2021 - 2023  
Proposed Budget Presentation  
April 26, 2021**

# Agenda

## April 26th

- Budget Message
- Department Budgets
- Public Comment

## May 3rd

- Department Budgets continued
- Urban Renewal Agency Budget
- Budget Approval

## May 10th (if needed)



# Department Budgets

- General Fund
- Transit Fund
- Aquatic/Recreation Center Fund
- Parks Capital Fund
- Full Faith & Credit Fund
- Sewer Bond Reserve Fund
- Operations Center IS Fund
- Facilities Maintenance IS Fund



# Department Budgets

# Mayor & Council



# Mayor and Council

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	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	1,038	(10,265)	14,980	12,799
Miscellaneous	717	-	-	-
General Revenue	39,604	47,181	73,000	107,000
Indirect Service Revenue	7,135	31,000	-	-
<b>Total Resources</b>	<b>48,494</b>	<b>67,916</b>	<b>87,980</b>	<b>119,799</b>
Materials & Services	34,650	28,479	55,500	59,300
Capital Outlay	113	3,070	1,000	-
Transfers	23,996	24,436	29,762	54,360
Contingency	-	-	1,718	6,139
<b>Total Requirements</b>	<b>58,759</b>	<b>55,986</b>	<b>87,980</b>	<b>119,799</b>



WHERE INNOVATION MEETS ELEVATION

# Administration

# Administration

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	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	105,565	62,517	7,961	18,101
Miscellaneous Revenue	461	66	-	-
General Revenue	-	-	-	129,000
Indirect Service Revenue	393,955	425,395	480,000	567,000
<b>Total Resources</b>	<b>499,981</b>	<b>487,978</b>	<b>487,961</b>	<b>714,101</b>
Personal Services	415,704	437,647	415,500	644,500
Materials & Services	18,344	31,829	41,000	32,000
Capital Outlay	3,417	5,565	8,000	-
Contingency	-	-	23,461	37,601
<b>Total Requirements</b>	<b>437,464</b>	<b>475,041</b>	<b>487,961</b>	<b>714,101</b>



# Administration

## BN 19-21 Accomplishments

Total FTE: 2.01

- Hired an Assistant to the City Manager/City Recorder to assist with communications and public meetings.
- Updated the city website to a new provider to be more user friendly

## BN 21-23 Goals

- Implement City Council Goals
- Continue to identify and implement ways to improve public engagement.
- Continue to move forward with diversity, equity, and inclusion work.



# Legal

# Legal

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	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	39,145	62,088	7,414	-
Indirect Service Revenue	203,704	153,601	200,000	250,000
<b>Total Resources</b>	<b>242,849</b>	<b>215,689</b>	<b>207,414</b>	<b>250,000</b>
Materials & Services	180,761	219,993	207,414	250,000
<b>Total Requirements</b>	<b>180,761</b>	<b>219,993</b>	<b>207,414</b>	<b>250,000</b>

# Municipal Court

# Municipal Court

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	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	7,031	62,288	91,026	69,764
Fines, Fees, & Assessments	3,685	8,035	5,000	10,000
Miscellaneous Revenue	-	36	-	-
General Revenue	162,347	176,315	100,000	93,000
<b>Total Resources</b>	<b>173,063</b>	<b>246,674</b>	<b>196,026</b>	<b>172,764</b>
Personnel Services	56,541	95,912	109,700	96,300
Materials & Services	23,904	36,052	28,600	32,550
Capital Outlay	3,891	2,324	6,000	-
Transfers	26,440	21,010	24,949	22,540
Contingency	-	-	26,777	21,374
<b>Total Requirements</b>	<b>110,776</b>	<b>155,298</b>	<b>196,026</b>	<b>172,764</b>





# Municipal Court

Total FTE: 0.65

## BN 19-21 Accomplishments

- Improved processes and became more efficient with also reducing the Court's dependency on paper.
- Implemented additional features on website to allow more self service options.
- Estimated 1,950 citations processed by the Court in BN 19-21.
- Continued to provide court services throughout the pandemic, only cancelling trials for the first two months.

## BN 21-23 Goals

- Finalize implementation of the e-filing system with DMV.



# Finance

# Finance

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	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	79,261	108,824	100,600	79,350
Miscellaneous Revenue	4,022	1,841	1,500	2,000
Indirect Service Revenue	550,793	596,593	670,000	772,000
<b>Total Resources</b>	<b>634,076</b>	<b>707,259</b>	<b>772,100</b>	<b>853,350</b>
Personnel Services	417,787	473,084	575,500	651,500
Materials & Services	102,719	122,097	141,600	141,850
Capital Outlay	4,745	9,666	15,000	-
Contingency	-	-	40,000	60,000
<b>Total Requirements</b>	<b>525,251</b>	<b>604,848</b>	<b>772,100</b>	<b>853,350</b>

# Finance

Total FTE: 2.67

## BN 19-21 Accomplishments

- Received Distinguished Budget Award for the first time in 16 years; received the Popular Annual Financial report for the first time ever.
- Developed and implemented numerous COVID-19 policies and procedures.
- Completed and implemented pay equity and compensation study.
- Affirmed city's AA- bond rating.

## BN 21-23 Goals

- Continue to find creative ways to increase transparency and understanding of the city's finances.
- Work with Council and departments to increase financial stability.



# Finance

## Budget Highlights

- 73% of materials and services is related to the annual audit
- RFP for new auditor out this week; New auditors in place prior to June 30, 2021



# Library

# Library

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	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	345,985	227,221	122,893	131,534
Intergovernmental	2,338,538	2,578,032	2,696,000	2,875,504
Fines, Fees, & Assessments	93,831	70,580	63,800	37,700
Grants	9,575	5,295	10,000	10,000
Miscellaneous Revenue	15,164	29,671	18,000	14,000
General Revenue	286,794	311,292	339,000	339,000
<b>Total Resources</b>	<b>3,089,887</b>	<b>3,222,092</b>	<b>3,249,693</b>	<b>3,407,738</b>
Personnel Services	1,890,700	2,238,459	2,301,500	2,535,500
Materials & Services	426,429	468,809	447,100	411,500
Capital Outlay	170,207	31,685	15,000	11,000
Debt Service	89,100	91,874	94,468	95,000
Transfers	286,230	303,686	341,372	301,984
Contingency	-	-	50,253	52,754
<b>Total Requirements</b>	<b>2,862,666</b>	<b>3,134,512</b>	<b>3,249,693</b>	<b>3,407,738</b>



# Library

## BN 19-21 Accomplishments

Total FTE: 13.33

- By September 30th, 2019, 60% of parents surveyed will say that the 5 practices contribute to their child's learning abilities. [72.39% said that the 5 practices significantly contribute to their child's learning abilities](#)
- By June 30th, 2020, 75% of people who attended programs when surveyed will report that they view the library as a resource for programming to enhance their leisure time. [70.91% said library programs significantly enhance their leisure time and 29.9% said it somewhat enhances their leisure time](#)
- By June 30th, 2021, 200 Non-English speakers will have attended programs at the library, 50% of these people when surveyed will report feeling more a part of the community. [Total # latinos attended programs in FY 2017- 2018: 1603, 2018-2019: 1351, 2019-2020: 815 \(programs ended in March because of the pandemic\), 75% of those surveyed reported that they feel more a part of the community.](#)

## BN 21-23 Goals

- Kids and Teens will have improved reading and writing skills.
- Senior Citizens will have email accounts and feel more confident and less frustrated navigating information systems.
- Extend (because of the pandemic) or create a new Strategic Plan. Current plan is set to expire in 2022.





# Library

## Budget Highlights

- In 2008, voters in Clackamas County approved a Library District w/ permanent tax rate of \$ 0.3974 per thousand of assessed value
- Reduced fine revenue (BN19-21 due to COVID-19 and BN21-23)
  - LINCC has not charged or collected fines since April 2020
  - Fines are a barrier to service for disadvantaged populations
- Increased personnel costs with fewer benefitted FTE
- Shifted money from physical formats to digital formats (BN19-21 and BN21-23)
  - Exception: Discontinued databases that were not well used
- Money for city-wide programs
- Clackamas County Taskforce to look at library services and funding county-wide



# Police

# Police

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	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	222,820	(159,780)	(157,012)	-
Fines, Fees, & Assessment	469,489	312,343	870,000	960,500
Interest	-	2,423	2,400	5,000
Intergovernmental	1,096,737	934,808	230,000	231,000
Grants	-	96,942	75,000	-
Loan Process	69,225	736,239	-	-
Miscellaneous Revenue	13,552	19,093	20,000	10,000
General Revenue	3,831,956	4,580,030	5,660,000	6,063,000
<b>Total Resources</b>	<b>5,703,779</b>	<b>6,522,097</b>	<b>6,700,388</b>	<b>7,269,500</b>
Personnel Services	4,306,127	4,631,924	5,089,000	5,653,000
Materials & Services	784,295	836,508	724,300	795,675
Capital Outlay	122,246	455,781	43,046	-
Debt Service	161,873	227,376	185,801	171,228
Transfers	425,797	514,934	658,241	615,232
Contingency	-	-	-	34,365
<b>Total Requirements</b>	<b>5,800,338</b>	<b>6,666,523</b>	<b>6,700,388</b>	<b>7,269,500</b>

*Code Enforcement Budget consolidated with Police Budget in BN 17-19*



# Police

Total FTE: 19.88

## BN 19-21 Accomplishments

- The implementation of the Public Safety fee during the 19-21 biennium allowed the police department to hire two patrol officers. Both positions were filled last year. Both officers recently completed field training and are now in a patrol capacity.
- The Sandy Police Department is a fully accredited agency. In January of 2020, our agency was issued the Reaccreditation award through the Oregon Accreditation Alliance following an extensive audit of our agencies policies and best practices.
- A new policy and focus on Officer wellness. The department was able to create a fitness room for officers here at the police department. Created a library of materials for officers with topics such as mental and physical fitness and training materials.
- The police department also launched our first Facebook page that has been extremely successful in getting out information and improving transparency.

## BN 21-23 Goals

- Be fully staffed by the end of 2021. The police department currently has three open positions. Two of those are tentatively filled and one is currently vacant. A process has begun to fill that position.
- Complete the process of updating the City of Sandy's Emergency Operations Plan, including training for relevant personnel and exploring the need for an emergency manager for the city.
- Increase training opportunities related to incidents involving behavioral health.



# Police

## Budget Highlights

- The Public Safety Fee only covers the personnel cost (salary and benefits) for each of the two officers. The fee does not include equipment and ongoing training expenses.
- The 21-23 biennium did not allow for the implementation of body worn cameras and the remaining in car video systems. Currently, half of our patrol fleet does not have these systems. The quoted price for both systems was \$70,120.
- Also not supported in this budget were three patrol vehicles at a cost during this biennium of \$66,618.
- The COVID-19 pandemic did have an effect on our citation revenue. Officer initiated traffic stops were suspended by me for a short period of time during the initial phase of the pandemic, resulting in a loss of revenue overall. Most other expenses such as PPE and equipment were covered expenses and therefore did not impact our budget substantially.



# Recreation

The background is a solid teal color. It features several white, stylized mountain-like shapes composed of simple lines. These shapes are arranged in a way that suggests a range of mountains, with some peaks higher than others. The lines are thin and white, creating a minimalist, graphic look.

# Recreation

page 36

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	123,020	249,720	248,814	221,719
Fines, Fees, & Assessment	216,438	158,700	188,800	150,900
General Revenue	601,461	546,938	563,000	605,000
<b>Total Resources</b>	<b>940,919</b>	<b>955,358</b>	<b>1,000,614</b>	<b>977,619</b>
Personnel Services	364,058	427,592	620,500	727,000
Materials & Services	252,074	194,130	220,700	157,272
Capital Outlay	14,448	8,821	18,000	-
Transfers	60,619	66,820	75,025	75,847
Contingency	-	-	66,389	17,500
<b>Total Requirements</b>	<b>691,199</b>	<b>697,362</b>	<b>1,000,614</b>	<b>977,619</b>



# Recreation

Total FTE: 3.33

## BN 19-21 Accomplishments

- Collaborated with new Recreation Providers to offer more diverse opportunities to include expanded programming in music, theater, and science.
- Increased resident database to expand outreach and to provide timely marketing and communications.
- Utilized social media tools for marketing, community outreach, and updated the branding of Community and Recreation Guide.
- Supported essential services of the Community Services Department during COVID-19.

## BN 21-23 Goals

- Focus efforts on recover programming and revenue post-COVID-19.
- Collaborate with community groups, school district, and youth organizations to utilize the existing outdoor spaces at the Community Campus for leagues, events, and other community use.
- Expand program offerings for teens and outdoor programming for Active Older Adults which support inclusion and diversity.
- Assist in the implementation of the Parks Master Plan and park development.





# Recreation

## Budget Highlights

- Revenue lower than projected due to COVID.
- Staff reduction of hours and shifted to essential services.
- Time needed to rebuild programs and recover revenue.
- Additional FTE
- Acquire additional vehicle to expand program offerings.

# Senior Services

# Senior Services

page 39

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	89,984	27,979	207,054	226,892
Fines, Fees, & Assessments	103,618	105,621	97,000	78,000
Grants	259,558	272,810	240,000	257,000
Miscellaneous Revenue	-	978	4,000	-
Transfers	-	175,234	-	-
General Revenue	532,964	683,047	740,000	760,000
<b>Total Resources</b>	<b>986,125</b>	<b>1,265,670</b>	<b>1,288,054</b>	<b>1,321,892</b>
Personnel Services	637,926	663,339	867,500	956,500
Materials & Services	223,938	244,293	245,100	193,750
Capital Outlay	7,086	10,655	48,800	-
Transfers	89,196	90,312	101,650	110,684
Contingency	-	-	25,004	60,958
<b>Total Requirements</b>	<b>958,145</b>	<b>1,008,599</b>	<b>1,288,054</b>	<b>1,321,892</b>



# Senior Services

Total FTE: 4.96

## BN 19-21 Accomplishments

- Provided uninterrupted delivery service of hot meals to homebound individuals.
- Increased communication throughout the COVID-19 pandemic to provide assistance, information, and case management services.
- Improvements to Community Center.
- Receive PG&E grant to promote education and the use of EV vehicles.

## BN 21-23 Goals

- Use information gathered during pandemic to provide opportunities for programming, information, and services in gaps.
- Create a strategy for an active recruitment, onboarding, and training process for volunteers.
- Identify and apply for various scholarships, grants, funding opportunities.
- Integrate increased program/service collaboration with community business partners and various organizations.



# Senior Services

## Budget Highlights

- Clackamas County grant includes both federal and state reimbursement for services provided.
- Senior Services Manager rehire.
- Layoffs and reduction of hours for staff.
- COVID guidelines do not allow the center to reopen at any risk level.





# **Biennium 2021 - 2023 Budget Presentation May 3, 2021**

# Agenda

## May 3rd, 6 p.m.

- Response to Prior Meeting's Questions
- Department Budgets (continued)
- Budget Committee Deliberations
- Budget Approval

## May 10th, 6 p.m.

- Urban Renewal Agency Budget
- Budget Committee Deliberations
- Budget Approval



# Parks, Buildings, & Grounds



# Parks, Buildings, & Grounds

page 42

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	(7,440)	65,779	108,798	72,439
Fines, Fees, & Assessments	44,719	46,798	54,500	55,500
Miscellaneous Revenue	100	20,090	1,000	500
General Revenue	634,475	688,387	743,000	795,000
<b>Total Resources</b>	<b>671,854</b>	<b>821,055</b>	<b>907,298</b>	<b>923,439</b>
Personnel Services	411,297	453,343	532,000	661,000
Materials & Services	137,976	186,818	225,400	151,450
Capital Outlay	2,713	43,449	65,500	5,000
Debt Service	-	-	-	8,505
Transfers	54,088	64,770	73,351	82,362
Contingency	-	-	11,047	15,122
<b>Total Requirements</b>	<b>606,074</b>	<b>748,380</b>	<b>907,298</b>	<b>923,439</b>



# Parks, Buildings, & Grounds

## BN 19-21 Accomplishments

Total FTE: 3.18

- Removed overgrown, mature landscaping around the rental property in Bornstedt Park with more appropriate materials to improve visibility and reduce vandalism.
- In conjunction with Parks administrative staff developed herbicide use procedures, policies, and record-keeping practices, to reduce reliance on herbicide use in parks and grounds maintenance.
- Repaired, rested and overseeded worn and damaged turf in Sandy Bluff Dog Park during a short closure each spring.
- Added a full-time Parks Maintenance Worker position to help with the upkeep and improvement of parks buildings and grounds.

## BN 21-23 Goals

- Implement herbicide use policy



# Development Services: Planning Division

# Planning Division

page 45

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	155,743	201,710	247,433	232,034
Fines, Fees, & Assessments	249,761	392,293	253,250	357,100
Grants	1,050	1,487	1,000	31,000
Miscellaneous Revenue	99	78	100	1,000
General Revenue	238,384	258,145	280,000	547,000
<b>Total Resources</b>	<b>645,037</b>	<b>853,713</b>	<b>781,783</b>	<b>1,168,134</b>
Personnel Services	336,193	391,466	548,000	638,500
Materials & Services	37,572	68,896	78,100	309,500
Capital Outlay	8,725	16,159	9,000	-
Transfers	60,837	72,082	84,406	157,028
Contingency	-	-	62,277	63,106
<b>Total Requirements</b>	<b>443,327</b>	<b>548,602</b>	<b>781,783</b>	<b>1,168,134</b>



# Planning Division

Total FTE: 2.76

## BN 19-21 Accomplishments

- Annexed the Cedar Ridge parkland property via voter approval.
- Accomplished business recruitment of a brewery (i.e. Boring Brewery).
- Modified the parking chapter of the Sandy Development Code.
- Instituted additional planning transparency with planning videos, additional mapping, and a website database regarding applications.

## BN 21-23 Goals

- Finish the Pleasant Street Master Plan and Downtown Walkability Plan.
- Begin the update to the City's Comprehensive Plan.
- Complete the TSP and prioritize projects in the CIP.
- Revise chapters of the Development Code.



# Planning Division

## Budget Highlights

- The Division has limited contingency reserve to carry into the next biennium. The Division needs to evaluate fees to determine a more equitable approach for development paying for itself and making sure the Division can operate through a slowdown in construction activity.
- The Division will explore ways to recover long range planning costs on all planning related permits.
- The Comprehensive Plan project will be expensive (\$230k budgeted), but so will the resultant Development Code changes based on the Comp. Plan and House Bill 2003 assistance needed in BN 23-25.



# Development Services: Building Division

# Building Division

page 48

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	407,549	591,042	537,935	360,677
Fines, Fees, & Assessments	861,933	757,475	619,730	599,000
<b>Total Resources</b>	<b>1,269,482</b>	<b>1,348,517</b>	<b>1,157,665</b>	<b>959,677</b>
Personnel Services	484,600	576,046	652,500	614,000
Materials & Services	77,426	87,189	90,080	85,100
Capital Outlay	6,925	13,540	11,000	-
Transfers	109,489	103,839	123,297	113,105
Contingency	-	-	280,788	147,472
<b>Total Requirements</b>	<b>678,440</b>	<b>780,614</b>	<b>1,157,665</b>	<b>959,677</b>



# Building Division

Total FTE: 2.50

## BN 19-21 Accomplishments

- Implemented the State ePermitting software (Accela) in late 2019. The new cloud based software replaces a legacy system from the mid-90s and allows users (i.e. contractors) more accessibility to inspection requests/results.
- Instituted a more robust and coordinated review of plans and inspections by working closely with Fire Marshal, Gary Boyles.

## BN 21-23 Goals

- Implement an annual Business Fire/Life/Safety Inspection Program.
- Evaluate revenue (i.e. fees) to make development pay a more equitable share of Building Division expenses.
- Create accessible punch lists for business owners and new homeowners.



# Building Division

## Budget Highlights

- Due to rising costs associated with salary, PERS, and insurance the Division will not be replacing a vacant position upon retirement in September.
- The Building Division relies solely on fees from building, plumbing, and mechanical for all revenue. This Division does not get any funding from property taxes. Due to limited revenue sources this Division is dependent on a solid economy, but could be dramatically impacted by a recession. Staff will be proposing fee increases to help the Division operate through a slowdown in construction activity, and to fill the vacant position.



# Economic Development

# Economic Development

page 50

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	12,970	5,220	8,244	62,321
Grants	12,170	38,500	-	-
Miscellaneous Revenue	81	100	100	-
General Revenue	215,459	343,680	242,000	224,000
<b>Total Resources</b>	<b>240,680</b>	<b>387,500</b>	<b>250,344</b>	<b>286,321</b>
Personnel Services	139,507	147,733	105,200	138,200
Materials & Services	69,254	174,823	99,100	99,300
Capital Outlay	4,670	2,833	2,000	-
Transfers	22,029	32,517	38,997	24,510
Contingency	-	-	5,047	24,311
<b>Total Requirements</b>	<b>235,460</b>	<b>357,905</b>	<b>250,344</b>	<b>286,321</b>



# Economic Development

Total FTE: 0.58

## BN 19-21 Accomplishments & Highlights

- Supported the creation and staffing of the Economic Development Committee
- Provided business assistance and support through the pandemic including administration of emergency small business grants.
- Provided \$40,000+ in special service contract program grants.

## BN 21-23 Goals

- Develop a long term plan for economic development that provides clear direction for commercial, industrial, and small business growth (Council goal).
- Continue to work with and support Economic Development Committee. Activate chronically vacant C-1 properties.
- Manage SSCP and TI programs.



# Non-Departmental

# Non-Departmental

page 53

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	807,264	309,457	269,189	633,458
Loan Proceeds	124,088	22,513	-	25,000
Miscellaneous Revenue	5,000	46,180	17,000	20,000
Indirect Service Revenue	173,820	185,098	259,000	262,000
General Revenue	925,143	950,915	741,000	3,233,000
<b>Total Resources</b>	<b>2,035,315</b>	<b>1,514,163</b>	<b>1,286,189</b>	<b>4,173,458</b>
Personnel Services	12,172	-	-	-
Materials & Services	652,758	439,105	365,500	496,000
Capital Outlay	975,927	50,272	22,000	25,000
Debt Service	-	124,006	9,006	9,200
Transfers	85,000	770,777	85,000	85,000
Contingency	-	-	804,683	3,558,258
<b>Total Requirements</b>	<b>1,725,857</b>	<b>1,384,159</b>	<b>1,286,189</b>	<b>4,173,458</b>



# Non-Departmental

## BN 19-21 Accomplishments

- Developed reserve policy and increased General Fund contingency to 5% of operating costs

## BN 21-23 Goals

- Maintain and look for opportunities to increase city reserves





# Non-Departmental

## Budget Highlights

- Contingency contains \$3.2 million in American Rescue Plan Act funds, as well as \$308,000 undesignated fund balance.



# Information Technology

# Information Technology

page 56

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	32,880	40,068	110,813	26,122
Loans Proceeds	66,997	-	-	-
Indirect Service Revenue	361,486	476,987	475,000	508,000
<b>Total Resources</b>	<b>461,363</b>	<b>517,055</b>	<b>585,813</b>	<b>534,122</b>
Personnel Services	239,594	230,100	281,524	329,500
Materials & Services	75,023	122,051	205,500	172,700
Capital Outlay	71,233	25,306	75,000	30,000
Debt Service	35,446	35,446	-	-
Contingency	-	-	23,789	1,922
<b>Total Requirements</b>	<b>421,295</b>	<b>412,903</b>	<b>585,813</b>	<b>534,122</b>



# Information Technology

## BN 19-21 Accomplishments

Total FTE: 1.30

- Upgraded core network for the next 5-8 years
- Planned and implemented new hyper-converge virtual server environment
- Brought our Windows licensing model into compliance

## BN 21-23 Goals

- Switch city phone provider to SIP/vPRI
- Plan and implement disaster recovery plan for business critical applications
- Develop and implement strong security policy across the city



# Information Technology

## Budget Highlights

- Adjust expenses for continuation and future Work-From-Home needs (hardware, software, licenses, etc)
- Increased need for video surveillance around public facilities and locations
- Securing the city as phishing and cyber attacks increase

# Transit Fund

# Transit

page 62

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
<b>RESOURCES</b>				
Beginning Balance	1,406,207	2,064,458	1,659,476	1,504,333
Fines, Fees, & Assessments	1,479,505	1,709,308	1,790,682	1,517,564
Interest	27,496	75,499	51,000	41,000
Grants	1,471,742	1,583,594	1,406,466	1,852,345
Transfers	-	55,431	160,258	189,855
Miscellaneous	11,827	7,558	11,000	42,500
<b>Operations Total</b>	<b>4,396,776</b>	<b>5,495,847</b>	<b>5,078,882</b>	<b>5,147,597</b>
Beginning Balance	77,034	(183,030)	(45,887)	-
Grants	465,304	228,988	1,825,542	581,000
Miscellaneous	19,900	-	-	-
Transfers	-	-	838,345	-
<b>Capital Total</b>	<b>562,238</b>	<b>45,958</b>	<b>2,618,000</b>	<b>581,000</b>
<b>Total Resources</b>	<b>4,959,014</b>	<b>5,541,805</b>	<b>7,696,882</b>	<b>5,728,597</b>
<b>REQUIREMENTS</b>				
Personnel Services	327,716	488,616	614,000	668,500
Materials & Services	1,823,560	2,089,600	2,353,078	3,463,226
Capital Outlay	2,253	2,482	51,000	20,000
Debt Service	-	856,272	-	-
Transfers	178,789	168,434	1,031,278	215,923
Contingency	-	-	1,029,526	545,948
<b>Operations Total</b>	<b>2,332,318</b>	<b>3,605,404</b>	<b>5,078,882</b>	<b>4,913,597</b>
Capital Outlay	745,268	90,745	2,618,000	815,000
<b>Capital Total</b>	<b>745,268</b>	<b>90,745</b>	<b>2,618,000</b>	<b>815,000</b>
<b>Total Requirements</b>	<b>3,077,586</b>	<b>3,696,149</b>	<b>7,696,882</b>	<b>5,728,597</b>



# Transit

Total FTE: 2.80

## BN 19-21 Accomplishments

- Constructed 2 bus barns, renovated bus wash and procured 7 new vehicles
- Completed Transit Master Plan, approved by City Council April 2020
- Developed a Service Enhancement Plan which added evening runs to 3 routes, utilizing HB 2017 funds.
- Procured bus, bus stop and administrative improvements including: on board WIFI for 4 transit vehicles; new bus stop signs; a new bus stop shelter; updated solar light panels on bus shelters; new computers and monitors, new dispatch software, new transit tax collection software all from HB 2017 funds and Service Enhancement Plan

## BN 21-23 Goals

- Procure 3 new vehicles: one large, heavy duty transit vehicle, one small cut-a-way dial-a-ride vehicle, one 4 wheel drive service vehicle
- Develop Implementation Plan, including identifying a timeline and funding sources, for the new route to Clackamas Town Center as identified in the Transit Master Plan and the Clackamas County Transit Development Plan
- Improve and enhance transit intelligence services (tablets, GPS, data collection) for entire fleet, including dial-a-ride services





# Transit

## Budget Highlights

- New contractor and COVID expenses have increased operations and capital costs
- Local source of revenue (business payroll tax) expected to decrease
- Grant sources have been secured to offset the decrease in local revenue (slightly increased Federal funding and new CARES ACT funds)
- More Federal funding is expected from the American Rescue Plan Act, although exact amounts are currently unknown.



# Aquatic/Recreation Center Fund

# Aquatic/Recreation Center

page 66

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	-	-	133,482	93,624
Fines, Fees, & Assessments	-	110,752	-	-
Interest	-	455	-	2,000
Transfers	-	350,000	-	-
General Revenue	-	241,179	160,000	160,000
<b>Total Resources</b>	-	<b>702,385</b>	<b>293,482</b>	<b>255,624</b>
Personnel Services	-	353,362	47,700	58,700
Materials & Services	-	229,069	206,000	182,600
Capital Outlay	-	5,909	-	-
Transfers	-	-	-	12,951
Contingency	-	-	39,782	1,373
<b>Total Requirements</b>	-	<b>588,340</b>	<b>293,482</b>	<b>255,624</b>



# Aquatic/Recreation Center

Total FTE: 0.25

## BN 19-21 Accomplishments

- Maintained minimal needed operations of Aquatic Center without extensive repairs or maintenance.
- Completed several surveys to community to look at the viability of creation of special district.

## BN 21-23 Goals

- Support the development of a plan for the Community Campus including the decision about ongoing operation of the Aquatic Center.
- Support a committee to guide the next steps for the Community Campus and aquatics.
- Work with Pool Exploratory Task Force, Council, community, and staff to explore funding sources for the aquatic facility to cover operational expenses.
- Complete findings from Energy Trust on possible funding sources for energy improvements to the aquatic facility.



# Aquatic/Recreation Center

## Budget Highlights

- 90% of Materials & Services is utilities and insurance costs.
- Needed repairs to continue to maintain minimal level of operations.
- Anticipated that mechanical system & pool pump repairs needed prior to being open to the public.

# Parks Capital Fund

# Parks Capital

page 68

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	41,436	151,396	721,396	1,133,431
Fines, Fees, & Assessments	579,274	670,846	300,000	300,000
Interest	3,276	18,393	20,000	30,000
Grants	-	-	-	-
Miscellaneous Revenue	-	-	-	-
<b>Land Total</b>	<b>623,986</b>	<b>840,636</b>	<b>1,041,396</b>	<b>1,463,431</b>
Beginning Balance	-	(9,996)	4,687	49,433
Interest	-	43,161	-	-
Transfers	-	42,268	-	-
Miscellaneous Revenue	-	3,800	-	-
General Revenue	-	5,570	-	-
<b>Operations Total</b>	<b>-</b>	<b>84,803</b>	<b>4,687</b>	<b>49,433</b>
Beginning Balance	-	263,478	1,013,478	1,347,175
Fines, Fees, & Assessments	-	751,927	400,000	600,000
Interest	-	-	20,000	30,000
Grants	-	-	-	-
<b>SDC Total</b>	<b>-</b>	<b>1,015,405</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Resources</b>	<b>623,986</b>	<b>1,940,844</b>	<b>2,479,561</b>	<b>3,490,039</b>
<b>REQUIREMENTS</b>				
Capital Outlay	-	-	500,000	500,000
Contingency	-	-	541,396	963,431
<b>Land Total</b>	<b>-</b>	<b>-</b>	<b>1,041,396</b>	<b>1,463,431</b>
Personnel Services	-	34,531	-	-
Materials & Services	9,996	788	4,687	49,433
Capital Outlay	209,112	51	-	-
<b>Operation Total</b>	<b>219,108</b>	<b>35,370</b>	<b>4,687</b>	<b>49,433</b>
Materials & Services	-	41	200,000	100,000
Capital Outlay	-	-	750,000	1,300,000
Contingency	-	-	483,478	577,175
<b>SDC Total</b>	<b>-</b>	<b>41</b>	<b>1,433,478</b>	<b>1,977,175</b>
<b>Total Requirements</b>	<b>219,108</b>	<b>35,411</b>	<b>2,479,561</b>	<b>3,490,039</b>



# Parks Capital

## BN 19-21 Accomplishments

- Parks & Trails Master Plan is close to completion and adoption.
- Constructed the covered picnic shelters at Bornstedt Park.
- Transitioned Recreation Manager as Staff Liaison to the Parks & Trails Advisory Board.
- Purchased property adjacent to Tickle Creek Trail from the Sandy Place Apartments property owner.

## BN 21-23 Goals

- Begin to implement the completed Parks & Trails Master Plan.
- Construct a park on the CIP.
- Purchase additional land within city as it becomes available.





# Parks Capital

## Budget Highlights

- Capital Outlay in the SDC department is for the construction of a new park (location to be determined based on the Parks Master Plan).



# Sewer Bond Reserve Fund

# Sewer Bond Reserve

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	756,116	1,288,434	1,665,166	1,825,957
Interest	11,927	59,589	45,000	50,000
Transfers	520,391	284,415	303,999	-
<b>Total Resources</b>	<b>1,288,434</b>	<b>1,632,438</b>	<b>2,014,165</b>	<b>1,875,957</b>
Transfers	-	-	-	1,875,957
Reserve for Future Expenditure	-	-	2,014,165	-
<b>Total Requirements</b>	<b>-</b>	<b>-</b>	<b>2,014,165</b>	<b>1,875,957</b>

# Full Faith & Credit Fund

# Full Faith & Credit

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Transfers	-	1,657,640	1,775,634	1,775,634
<b>Total Resources</b>	<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>
Debt Service	-	1,657,640	1,775,634	1,775,634
<b>Total Requirements</b>	<b>-</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>

# Operations Center IS Fund

# Operations Center IS

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	(847)	239	-	-
Interest	2,169	1,444	1,000	-
Grants	7,500	-	-	-
Transfers	105,936	107,458	125,000	125,000
<b>Operations Total</b>	<b>114,758</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>
Beginning Balance	110,000	-	-	-
Transfers	110,000	-	-	-
<b>Capital Total</b>	<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>334,758</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>
<b>REQUIREMENTS</b>				
Materials & Services	104,234	109,140	124,000	125,000
Capital Outlay	10,286	-	2,000	-
<b>Total Requirements</b>	<b>114,520</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>



# Facilities Maintenance IS Fund



# Facilities Maintenance IS

	BN 15-17	BN 17-19	BN 19-21	BN 21-23
	Actual	Actual	Budget	Proposed
Beginning Balance	-	220,000	330,000	299,230
Transfers	-	110,000	110,000	110,000
<b>Total Resources</b>	<b>-</b>	<b>330,000</b>	<b>440,000</b>	<b>409,230</b>
Materials & Services	-	-	100,000	250,000
Contingency	-	-	340,000	159,230
<b>Total Requirements</b>	<b>-</b>	<b>-</b>	<b>440,000</b>	<b>409,230</b>

# Public Comment

# **Budget Committee Questions, Requests for Information, and Deliberations**

# Upcoming Meeting Agendas

## May 3rd, 6 p.m.

- Urban Renewal Agency Budget
- Department Budgets continued (Utility Funds)
- Budget Committee Deliberations
- Budget Approval

## May 10th, 6 p.m. (if needed)

- Budget Committee Deliberations and Approval





# Streets

# Streets

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	294,298	709,334	905,803	1,723,795
Fines, Fees, & Assessments	1,980,258	2,148,812	2,215,000	2,370,000
Interest	10,234	164,122	70,000	75,000
Loan Proceeds	-	11,653	12,500	36,000
Miscellaneous	21,181	55,825	15,300	10,500
<b>Operations Total</b>	<b>2,305,971</b>	<b>3,089,747</b>	<b>3,218,603</b>	<b>4,215,295</b>
Beginning Balance	2,182,789	2,458,567	3,295,053	7,665,073
Fines, Fees, & Assessments	604,143	1,250,920	1,340,000	1,000,000
Interest	34,673	977	1,000	200
<b>Capital Total</b>	<b>2,821,605</b>	<b>3,710,463</b>	<b>4,636,053</b>	<b>8,665,273</b>
<b>Total Resources</b>	<b>5,127,575</b>	<b>6,800,211</b>	<b>7,854,656</b>	<b>12,880,568</b>
<b>REQUIREMENTS</b>				
Personnel Services	405,295	496,231	489,000	608,000
Materials & Services	1,033,767	992,547	1,161,050	1,334,550
Capital Outlay	38,476	61,510	506,500	271,000
Debt Service	-	4,662	4,662	31,580
Transfers	119,097	106,230	117,357	118,723
Contingency	-	-	1,575,429	932,688
<b>Operations Total</b>	<b>1,596,636</b>	<b>1,661,179</b>	<b>3,853,998</b>	<b>3,296,541</b>
Capital Outlay	241,725	1,856	3,940,000	8,050,000
Debt Service	121,313	121,271	60,658	884,027
Contingency	-	-	-	650,000
<b>Capital Total</b>	<b>363,038</b>	<b>123,127</b>	<b>4,000,658</b>	<b>9,584,027</b>
<b>Total Requirements</b>	<b>1,959,674</b>	<b>1,784,306</b>	<b>7,854,656</b>	<b>12,880,568</b>



# Streets

Total FTE: 2.79

## BN 19-21 Accomplishments

- Completed street surface condition assessment and recommended pavement preservation plan.
- Converted approximately 1,000 city-owned streetlights to LED technology with web-based controls.
- Ten Eyck - Vista Loop pedestrian improvement project designed, right-of-way acquisition completed, will be let for bid in October, 2021.
- Engaged design consultant for 362<sup>nd</sup>-Bell St. project, selected preferred alignment, 30% design completed, right-of-way acquisition and bid letting scheduled for summer, 2021.
- Used \$168K in Community Development Block Grant funding and \$47K of in-kind services to replace 31 non-compliant ADA ramps in SE quadrant of the City.
- Jurisdiction transfer of OR-211 inside Urban Growth Boundary from ODOT to City completed.





# Streets

## BN 21-23 Goals

- Complete scheduled pavement maintenance projects (slurry seal and paving) planned for 2021 and 2022.
- Shift fuel tax funds from capital to pavement maintenance budget or seek new revenue to keep Pavement Condition Index (PCI) over 80
- Complete design and right-of-way acquisition for the 362<sup>nd</sup> and Bell street project and let project for bid in 2021 and complete in 2022.
- Secure Block Grant funding for Phase II of ADA ramp replacement project.

# Streets

## Budget Highlights

- Challenge - most recent condition survey shows PCI dropping below 80 in 2022 unless additional funding is secured for pavement management program

Figure 6. Summary of Results from Scenario 2 — Current Investment Level



# Water Fund

# Water

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,873,938	3,644,973	4,664,708	970,470
Fines, Fees, & Assessments	2,781,306	3,178,847	3,312,000	3,684,000
Interest	27,223	78,545	25,000	70,000
Grants	15,640	-	-	-
Loan Proceeds	-	11,653	-	67,596
Miscellaneous	79,820	80,713	20,500	50,500
<b>Operations Total</b>	<b>5,777,927</b>	<b>6,994,731</b>	<b>8,022,208</b>	<b>4,842,566</b>
Beginning Balance	(613,959)	(1,683,320)	(2,655,338)	-
Fines, Fees, & Assessments	316,333	482,307	332,500	433,000
Interest	9,854	9,250	6,500	-
Loan Proceeds	8,517	-	-	-
Miscellaneous	16,872	-	5,000	-
<b>Capital Total</b>	<b>(262,383)</b>	<b>(1,191,763)</b>	<b>(2,311,338)</b>	<b>433,000</b>
<b>Total Resources</b>	<b>5,515,544</b>	<b>5,802,968</b>	<b>5,710,870</b>	<b>5,275,566</b>
<b>REQUIREMENTS</b>				
Personnel Services	430,593	517,715	534,000	654,500
Materials & Services	1,477,466	1,471,871	1,903,850	1,729,550
Capital Outlay	88,775	29,035	234,000	143,096
Debt Service	-	4,662	4,662	54,957
Transfers	118,579	120,058	133,025	176,307
Contingency	-	-	1,452,441	971,006
<b>Operations Total</b>	<b>2,115,413</b>	<b>2,143,340</b>	<b>4,261,978</b>	<b>3,729,416</b>
Materials & Services	5,520	800	-	-
Capital Outlay	-	71,040	250,000	150,000
Debt Service	1,415,417	1,183,517	1,198,892	1,196,150
Contingency	-	-	-	200,000
<b>Capital Total</b>	<b>1,420,937</b>	<b>1,255,357</b>	<b>1,448,892</b>	<b>1,546,150</b>
<b>Total Requirements</b>	<b>3,536,350</b>	<b>3,398,697</b>	<b>5,710,870</b>	<b>5,275,566</b>



# Water

Total FTE: 3.41

## BN 19-21 Accomplishments

- During CY 2020 more than 424,000,000 gallons of water were produced and delivered to over 4,000 residential, commercial and industrial accounts and two wholesale customers.
- Completed conversion of more than 4,000 customer meters to 'smart' technology that provides on demand readings and eliminated a meter reading contract at a savings of over \$32,000 per year. Many of these meters were over 20 years old and less accurate than new meters. The FY 21-23 budget assumes up to \$100,000 in increased annual rate revenue resulting from improved meter accuracy.

## BN 21-23 Goals

- Complete Water Master Plan upgrade and present alternatives to Council for options for water purchased from Portland Water Bureau.
- Complete upgrade to controls and instrumentation at Alder Creek Water Treatment Plant.



# Sewer Fund

# Sewer

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	245,742	344,122	280,325	918,233
Fines, Fees, & Assessments	2,447,113	2,907,632	2,970,000	6,020,000
Interest	6,645	20,728	2,000	20,000
Loan Proceeds	-	11,653	16,000	87,096
Miscellaneous	47,637	65,120	5,500	5,000
<b>Operations Total</b>	<b>2,747,137</b>	<b>3,349,255</b>	<b>3,273,825</b>	<b>7,050,329</b>
Beginning Balance	200,503	125,523	15,601	-
Fines, Fees, & Assessments	354,524	455,188	650,000	400,000
Interest	645	594	500	2,816
Transfers In	-	-	-	1,875,957
Loan Proceeds	-	128,760	6,250,000	20,000,000
<b>Capital Total</b>	<b>555,672</b>	<b>710,065</b>	<b>6,916,101</b>	<b>22,278,773</b>
<b>Total Resources</b>	<b>3,302,809</b>	<b>4,059,320</b>	<b>10,189,926</b>	<b>29,329,102</b>
<b>REQUIREMENTS</b>				
Personnel Services	428,010	515,827	621,500	763,000
Materials & Services	1,585,860	1,861,196	1,910,145	2,304,935
Capital Outlay	113,107	133,360	187,000	537,096
Debt Service	-	4,662	4,662	30,743
Transfers	132,110	126,925	140,808	170,979
Contingency	-	-	200,000	2,954,408
<b>Operations Total</b>	<b>2,259,087</b>	<b>2,641,970</b>	<b>3,064,115</b>	<b>6,761,161</b>
Capital Outlay	46,011	469,230	6,326,178	-
Debt Service	334,422	334,422	424,633	4,067,941
Transfers	100,000	50,000	200,000	-
<b>Capital Total</b>	<b>480,433</b>	<b>853,652</b>	<b>6,950,811</b>	<b>4,067,941</b>
Capital Outlay	-	-	-	18,500,000
<b>WWSI Project Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,500,000</b>
<b>Total Requirements</b>	<b>2,739,520</b>	<b>3,495,622</b>	<b>10,014,926</b>	<b>29,329,102</b>



# Sewer

Total FTE: 3.41

## BN 19-21 Accomplishments

- Purchased and installed five flow meters in collection system to identify Inflow and Infiltration sources and monitor effectiveness of Inflow and Infiltration reduction program.
- Filled new staff position with responsibility for Fats, Oil and Grease (F.O.G.) reduction and collection system flow monitoring programs.
- Updated sewer system development charges and rates.
- Completed Detailed Discharge Alternatives Evaluation for Sandy River discharge.
- Selected design consultants and contractors for the Existing Wastewater Treatment Plant Condition Assessment Improvements Project and Basins 2 and 8 Inflow and Infiltration Reduction Project.
- Cleaned 10,000 lineal feet of 8", 10" and 12" sanitary sewer lines and conducted smoke testing in basins 2, 5 and 8.





# Sewer

## BN 21-23 Goals

- Complete Existing Wastewater Treatment Plant Condition Assessment Improvements Project and Basins 2 and 8 Inflow and Infiltration Reduction Project.
- Conduct smoke testing in basins, 1, 3, 6, 7 and 10. Rehabilitate public and private sewer lines in basin 6.
- Select consultant for NPDES permit application process for new WWTP discharge.
- Complete WIFIA loan application process and successfully close on loan.
- Clean 10,00 lineal feet of collection system piping annually.
- Implement residential F.O.G. program and best practices.
- Connect three pump stations to City fiber network.



# Stormwater Fund

# Stormwater

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	691,719	782,873	839,518	304,791
Fines, Fees, & Assessments	471,176	504,925	520,000	557,000
Interest	8,659	20,294	12,500	12,500
Loan Proceeds	-	11,653	-	60,610
Miscellaneous	3,239	2,900	2,500	4,000
<b>Operations Total</b>	<b>1,174,793</b>	<b>1,322,645</b>	<b>1,374,518</b>	<b>938,901</b>
Beginning Balance	(136,307)	(255,567)	(415,427)	-
<b>Capital Total</b>	<b>(136,307)</b>	<b>(255,567)</b>	<b>(415,427)</b>	<b>-</b>
<b>Total Resources</b>	<b>1,038,486</b>	<b>1,067,078</b>	<b>959,091</b>	<b>938,901</b>
<b>REQUIREMENTS</b>				
Personnel Services	199,886	262,887	449,000	481,000
Materials & Services	102,431	129,608	160,000	156,300
Capital Outlay	2,111	16,522	102,000	70,610
Debt Service	-	4,662	4,662	7,211
Transfers	33,782	42,173	47,578	81,234
Contingency	-	-	1,171	23,301
<b>Operations Total</b>	<b>338,210</b>	<b>455,852</b>	<b>764,411</b>	<b>819,656</b>
Materials & Services	-	-	40,000	-
Capital Outlay	-	-	35,000	-
Debt Service	119,260	119,860	119,680	119,245
<b>Capital Total</b>	<b>119,260</b>	<b>119,860</b>	<b>194,680</b>	<b>119,245</b>
<b>Total Requirements</b>	<b>457,470</b>	<b>575,712</b>	<b>959,091</b>	<b>938,901</b>



# Stormwater

Total FTE: 2.35

## BN 19-21 Accomplishments

- Removed overgrown and invasive vegetation from stormwater detention basins.
- Cleaned over 50% of all catch basins and over 50,000 lineal feet of storm line each year.

## BN 21-23 Goals

- Continue to clean all catch basins, filters and treatment structures every two years.
- Manage vegetation (using hand trimming, pruning and removal) in stormwater treatment facilities for enhanced flow and aesthetics.



# Stormwater

## Challenges

- Stormwater Budget balances with \$0.25/ increase in the monthly rate per Equivalent Residential Unit (ERU).
- No capital projects planned for FY 21-23



# Telecommunications Fund (SandyNet)

# Telecommunications

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
<b>RESOURCES</b>				
Beginning Balance	292,723	1,089,660	2,583,653	125,638
Fines, Fees, & Assessments	2,382,450	3,048,366	3,692,500	4,068,464
Interest	(10,972)	667	-	-
Miscellaneous Revenue	42,487	142,479	-	-
General Revenue	150,000	162,817	150,000	60,000
<b>Operations Total</b>	<b>2,856,688</b>	<b>4,443,988</b>	<b>6,426,153</b>	<b>4,254,102</b>
Beginning Balance	(213,471)	(1,750,479)	(2,889,526)	-
Fines, Fees, & Assessments	61,240	72,070	50,000	50,000
Interest	-	548	-	-
Loan Proceeds	124,363	796,457	32,843	-
<b>Capital Total</b>	<b>(27,868)</b>	<b>(881,404)</b>	<b>(2,806,683)</b>	<b>50,000</b>
<b>Total Resources</b>	<b>2,828,820</b>	<b>3,562,584</b>	<b>3,619,470</b>	<b>4,304,102</b>
<b>REQUIREMENTS</b>				
Personnel Services	933,073	1,084,612	1,308,015	1,628,000
Materials & Services	563,382	610,137	527,070	676,310
Capital Outlay	4,999	6,512	-	-
Transfers	57,335	105,732	112,326	205,662
Contingency	-	-	10,341	62,425
<b>Operations Total</b>	<b>1,558,789</b>	<b>1,806,992</b>	<b>1,957,752</b>	<b>2,572,397</b>
Capital Outlay	760,481	706,630	232,843	420,000
Debt Service	686,139	1,071,879	1,211,934	1,200,844
Transfers	275,991	296,560	216,941	110,861
<b>Capital Total</b>	<b>1,722,611</b>	<b>2,075,069</b>	<b>1,661,718</b>	<b>1,731,705</b>
<b>Total Requirements</b>	<b>3,281,400</b>	<b>3,882,062</b>	<b>3,619,470</b>	<b>4,304,102</b>



# Telecommunications

Total FTE: 7.00

## BN 19-21 Accomplishments

- Ramped up connection efforts during COVID to meet residents, students and businesses needs
- Upgrade 50% of our WiFi customers from 10/4 Mbps to 50/10 Mbps plans
- Worked with OTSD and Clackamas County to deploy hotspots and connect students

## BN 21-23 Goals

- Keep up with service demand as new developments are constructed
- Work with other entities to help eliminate the 'digital divide' in and around Sandy
- Work with rental companies to deploy service to MDUs





# Telecommunications

## Budget Highlights

- \$100,000 reduction in General Fund contributions
- Supply chain shortages/delays from demand
- Labor shortage
- Leveling capacity
- Hardware phasing out
- Grant opportunities





# **Biennium 2021 - 2023 Urban Renewal Budget Presentation**

# Urban Renewal

# Urban Renewal

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
Beginning Balance	1,493,848	8,130,114	5,089,533	6,259,987
Property Taxes	2,999,792	3,081,900	3,620,000	4,000,000
Interest	69,215	27,000	75,000	100,000
Loan Proceeds	10,000,000	-	-	-
<b>Total Resources</b>	<b>14,562,855</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>
Personnel Services	159,545	120,470	247,200	297,000
Materials & Services	25,151	101,550	162,720	154,600
Capital Outlay	4,334,930	8,033,956	3,960,000	3,550,000
Debt Service	1,753,445	1,868,490	-	-
Transfers	12,503	18,899	1,793,540	1,824,197
Contingency	-	1,095,649	2,621,073	4,534,190
<b>Total Requirements</b>	<b>6,285,575</b>	<b>11,239,014</b>	<b>8,784,533</b>	<b>10,359,987</b>



# Urban Renewal

Total FTE: 1.22

## BN 19-21 Accomplishments

- Provided grant funding for numerous facade improvement projects.
- Developed an outdoor covered patios program in response to the pandemic.

## BN 21-23 Goals

- Finalize a plan for the Community Campus and implement phase one.
- Continue to provide economic support for local businesses.
- Update TIF projections, financial plan, and work with the Board to prioritize projects.



# Urban Renewal

## Budget Highlights

- \$3,000,000 budgeted for Community Campus improvements.





# **BN 21-23 Proposed Budget Budget Message and Summary**

# BN 21-23 Budget Message

- Budget Summaries
- Highlights and Trends



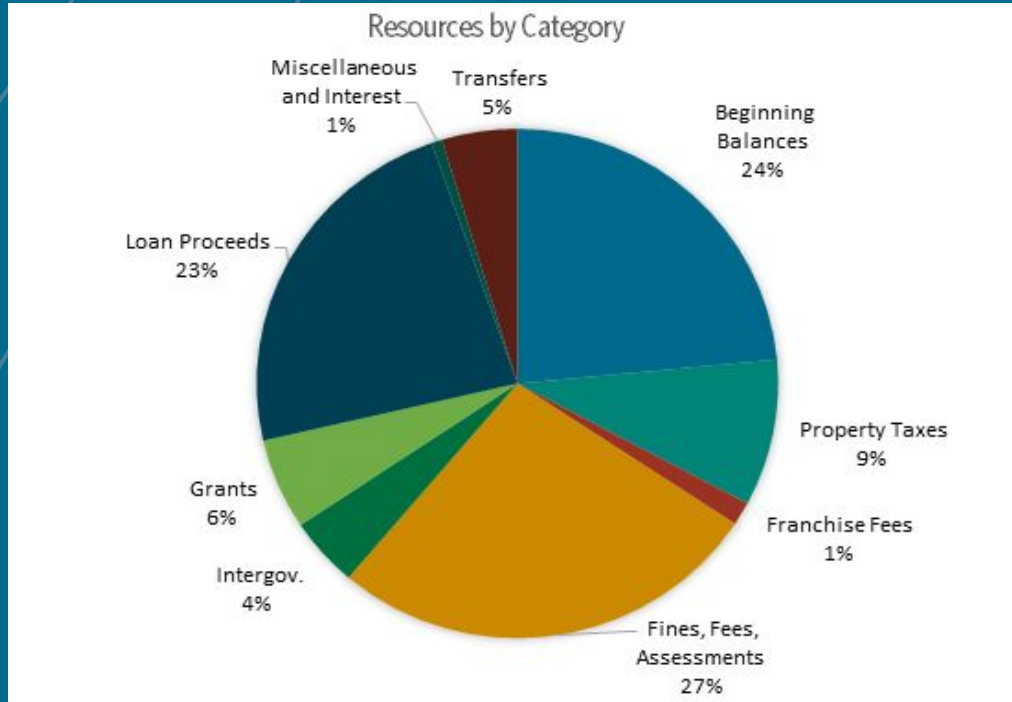


# \$102,635,234

Resources	BN 21-23 Proposed
Beginning Balances	20,482,893
Property Taxes	8,110,000
Franchise Fees	1,290,000
Fines, Fees, Assessments	23,471,228
Inter-governmental	3,844,504
Interest	408,516
Grants	5,031,345
Transfers	4,076,446
Loans Proceeds	20,276,302
Miscellaneous	170,000
Indirect Service Revenue	2,359,000
General Revenue	13,115,000
<b>Total</b>	<b>102,635,234</b>

Requirements	BN 21-23 Proposed
Personnel Services	18,507,200
Materials & Services	13,759,851
Capital Outlay	30,847,802
Debt Service	9,652,265
Transfers	17,726,249
Contingency	12,141,867
<b>Total</b>	<b>102,635,234</b>

# Proposed Budget *Resources*



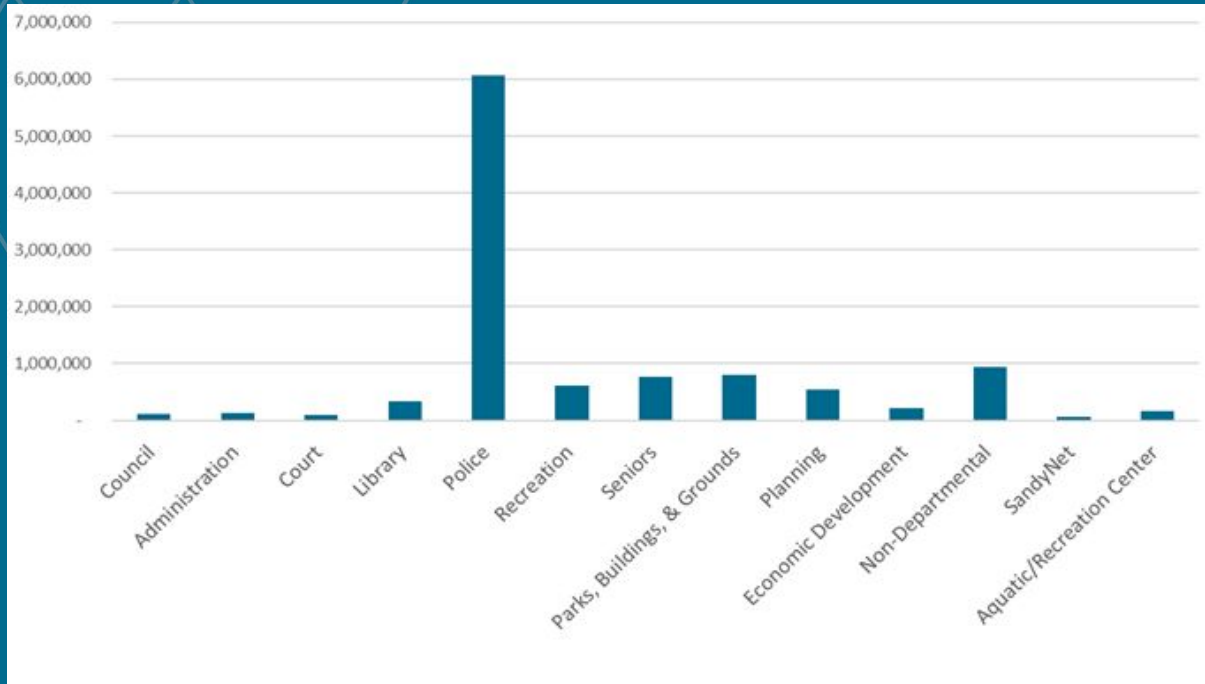
# Proposed Budget *Revenues*

Property Taxes	8,110,000	
Franchise Fees	1,290,000	
Fines, Fees, Assessments	23,471,228	Utility fees and SDCs, Public Safety Fee, Fares
Intergovernmental	3,844,504	Library District, State Revenue
Grants	5,031,345	ARPA, Transit Grants
Loan Proceeds	20,276,302	WW Loans and Bond
Miscellaneous and Interest	578,516	

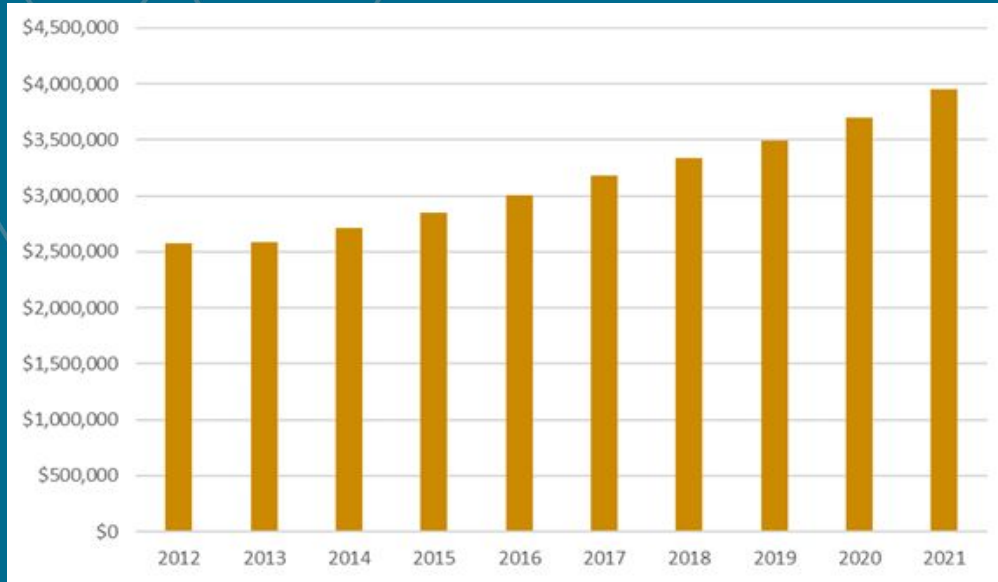
# General Revenues

Beginning Balance	\$ 374,500
Property Taxes	8,110,000
Franchise Fees	1,290,000
Fines, Fees & Assessments	222,500
Intergovernmental	783,000
Interest	70,000
Grants	2,300,000
Miscellaneous	10,000
<b>Total General Revenue</b>	<b>\$ 13,115,000</b>

# General Revenue Allocation (ARPA funding not included)

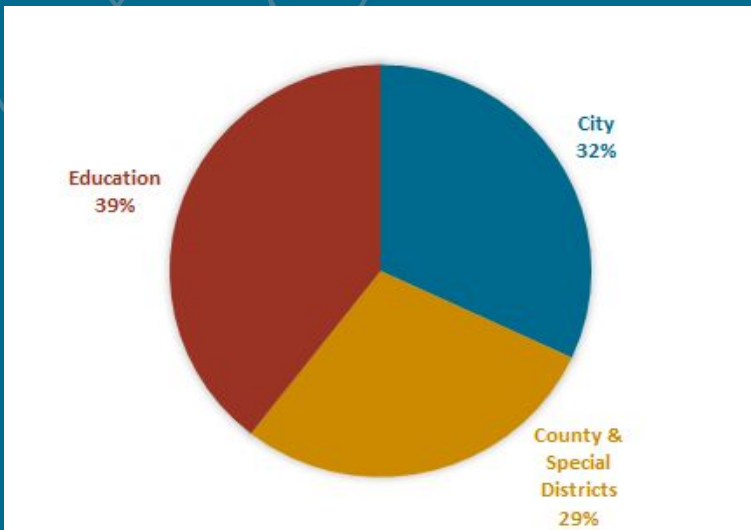


# Property Taxes



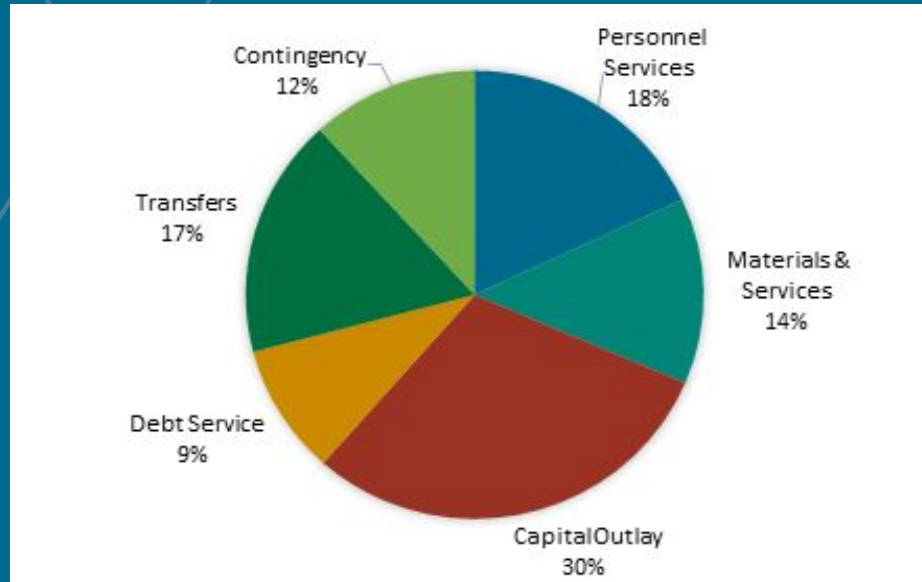
5.4% average growth since 2014

# Property Taxes



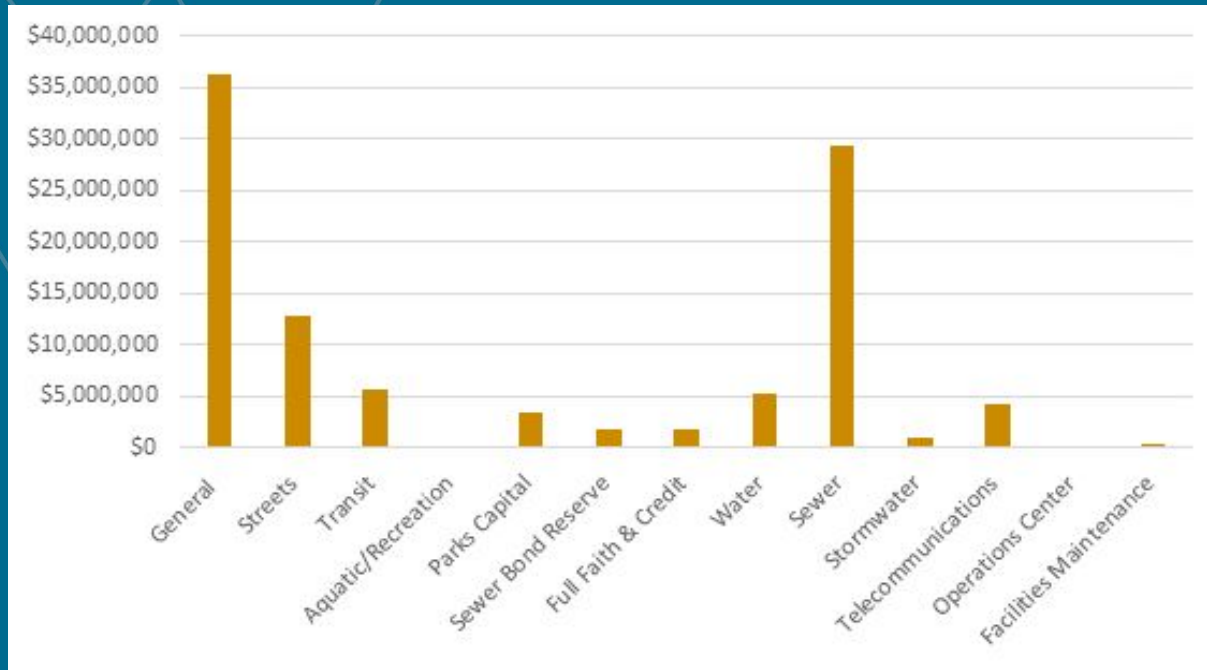
Sample Property Tax Bill - AV \$213,000	
Mt. Hood Community College	93.32
Clackamas ESD	69.57
OTSD	880.37
<b>Total Education</b>	<b>1,043.25</b>
<b>City of Sandy</b>	<b>780.86</b>
Clackamas County	455.99
County Extension and 4H	9.46
County Library	75.02
Public Safety LOC Option	52.82
County Soil Conservation	9.46
Sandy Fire District	413.16
Port of Portland	13.25
Urban Renewal County	1.17
<b>Urban Renewal Sandy</b>	<b>396.18</b>
Vector Control	1.24
Vector Control Local Option	5.33
<b>Total General Government</b>	<b>2,213.92</b>
County Emergency Radio Bond	18.64
Oregon Trail School Dist. Bond	412.33
<b>Excluded from Limitations</b>	<b>430.96</b>
<b>Total</b>	<b>3,688.14</b>

# Proposed Budget *Requirements by Category*





# Proposed Budget *Requirements by Fund*



# Operating Budget

Personnel Services	\$ 18,507,200
Materials & Services	13,759,851
Debt Service	9,652,265
Transfers	17,726,249
<b>Total Requirements</b>	<b>\$ 59,645,565</b>

# Operating Budget *by Fund*

Operating Budget by Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed
General	22,263,229	25,567,097	26,989,743	32,075,032
Streets	1,679,473	1,720,940	1,832,727	2,976,880
Transit	2,330,065	3,602,922	3,998,356	4,347,649
Aquatic/Recreation	-	582,431	253,700	254,251
Parks Capital	9,996	35,360	204,687	149,433
Sewer Bond Reserve	-	-	-	1,875,957
Full Faith & Credit	-	1,657,640	1,775,634	1,775,634
Water	3,447,575	3,298,623	3,774,429	3,811,464
Sewer	2,580,402	2,893,031	3,301,748	7,337,598
Stormwater	455,359	559,189	820,920	844,990
Telecommunications	2,515,920	3,168,919	3,376,286	3,821,677
Operations Center	104,234	109,140	124,000	125,000
Facilities Maintenance	-	-	100,000	250,000
<b>Total Operating Budget</b>	<b>35,386,253</b>	<b>43,195,292</b>	<b>46,552,230</b>	<b>59,645,565</b>

# FTEs

Department	FTE
Administration	2.01
Municipal Court	0.65
Finance	2.67
Library	13.33
Police	19.88
Recreation	3.33
Seniors	4.96
Parks, Buildings, & Grounds	3.18
Aquatic/Recreation	0.25
Planning	2.76
Building	2.50
Economic Development	0.58
Information Technology	8.30
Transit	2.80
Public Works	11.47
Urban Renewal Agency	1.22
<b>Total</b>	<b>79.87</b>



## 2021-23 City Council Goals

- Plan and provide sustainable infrastructure
- Be proactive in managing and planning for growth
- Foster economic recovery and growth
- Maintain financial strength and sustainability
- Collaborate with regional and community partners to address homelessness
- Expand recreational opportunities that align with community needs

# BN 2021-23 Highlights

- Capital Projects:
  - Wastewater System Improvements
  - 362nd/Bell Street
  - Park Capital
- Comprehensive Plan Update | \$230,000
- Public Safety Fee | \$557,000
- America Rescue Plan Act Funding | \$2.3 million



## BN 2021-23 Other Notables

- Aquatic Center status quo
- Complete Master Plan Updates: Transportation System Plan, Water Master Plan, Parks Master Plan
- General Fund Contingency at 5% of Operations plus Department contingencies
- Combined department beginning balances in several Funds

# Trends

- COVID-19 Impact and Recovery
- Development Activity and Property Taxes
- Personnel Services Expenses (salaries, benefits, PERS)
- Continued General Fund operating budget pressures
- New Debt Service, Utility Rate Increases



# Land Use Applications

Status

- Any -

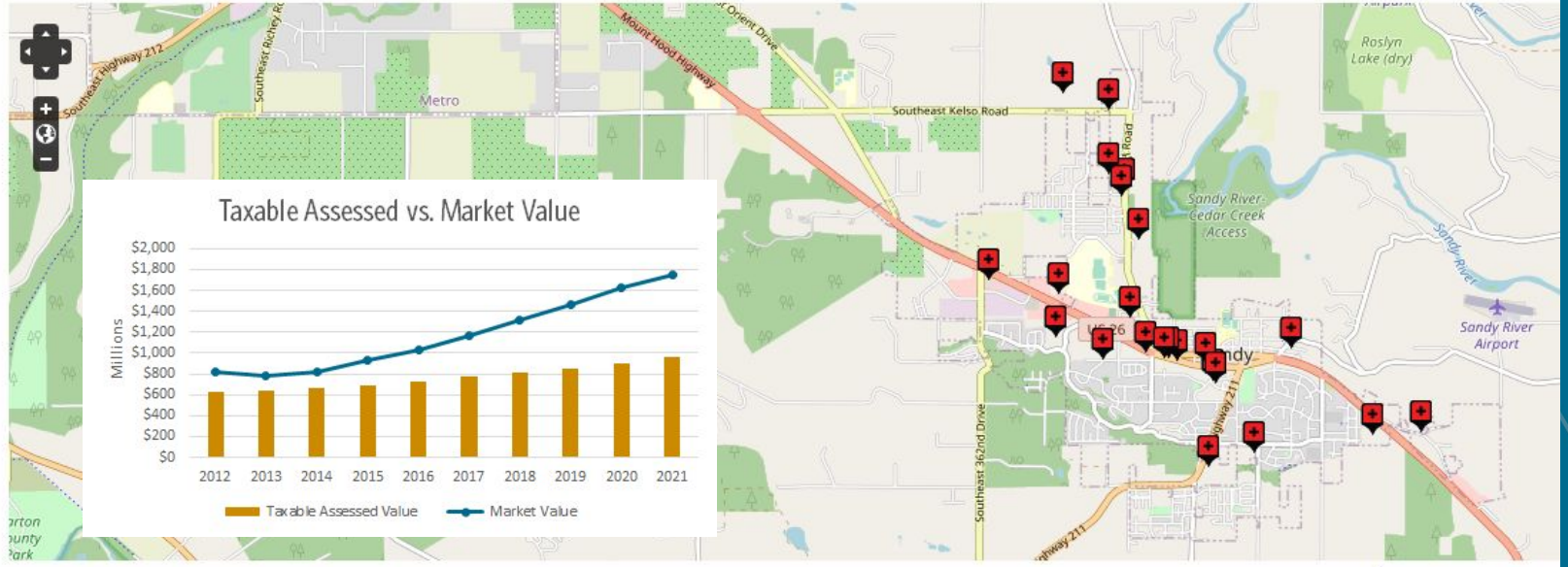
Land Use Project Type

- Any -

Search

Apply

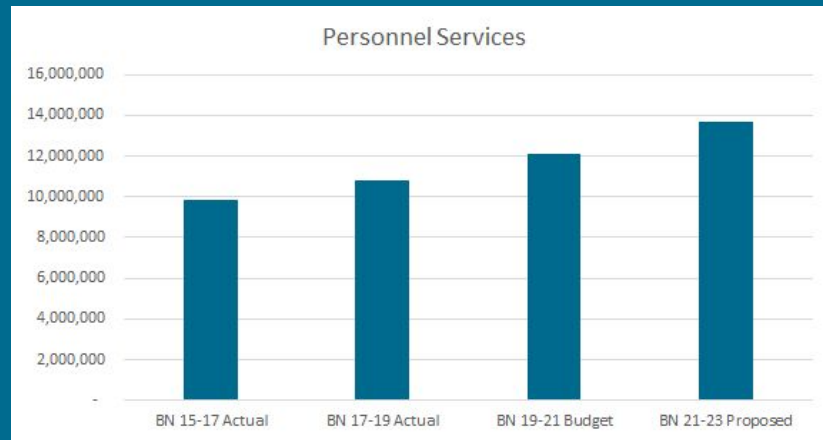
Reset



Taxable Assessed vs. Market Value



Fund/Department	Beginning Balance	Contingency
General Revenue	374,500	-
Mayor & Council	12,799	6,139
Administration	18,101	37,601
Legal	-	-
Municipal Court	69,764	21,374
Finance	79,350	60,000
Library	131,534	52,754
Police	-	34,365
Recreation	221,719	17,500
Seniors	226,892	60,958
Parks, Buildings, & Grounds	72,439	15,122
Planning	232,034	63,106
Building	360,677	147,472
Economic Development	62,321	24,311
Non-Departmental	633,458	3,558,258
Information Technology	26,122	1,922
<b>General Fund</b>	<b>2,521,710</b>	<b>4,100,882</b>
Streets	9,388,868	932,688
Transit	1,504,333	545,948
Aquatic/Recreation	93,624	1,373
Parks Capital	2,530,039	1,540,606
Sewer Bond Reserve	1,825,957	-
Full Faith & Credit	-	-
Water	970,470	1,171,006
Sewer	918,233	2,954,408
Stormwater	304,791	23,301
Telecommunications	125,638	62,425
Operations Center	-	-
Facilities Maintenance	299,230	159,230
<b>Subtotal Other Funds</b>	<b>17,961,183</b>	<b>7,390,985</b>
<b>City Total</b>	<b>20,482,893</b>	<b>11,491,867</b>



## Additional Budget Committee Discretion and Input

- General Fund Unassigned Fund Balance \$308,000
- American Rescue Plan \$2,300,000

# American Rescue Plan

## What can ARP funds be used for?

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel and hospitality.
- To respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the city that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
- For the provision of government services to the extent of the reduction in revenue of the city due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- To make necessary investments in water, sewer, or broadband infrastructure.

## What uses are not allowed for the funds?

- Reducing taxes by legislation, regulation or administration.
- Deposits into pension funds.

# American Rescue Plan/COVID Impact & Recovery

- Revenue Impact: \$320,000
  - Transient Room Tax \$7,000
  - Library Fines/Lost Paid \$24,000
  - Recreation Program Fees \$77,000
  - Senior Trips/Activities \$9,000
  - Building Rentals \$11,000
  - Court Fines/Citations \$83,000
  - Gas Tax (City) \$80,000
  - Late Fees (Water) \$27,000
  - Gazebo Rentals \$2,000



# Questions?



## Memorandum

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**Date:** May 10, 2021  
**To:** Budget Committee Members  
**From:** Jordan Wheeler, City Manager, Budget Officer  
Tyler Deems, Deputy City Manager/Finance Director  
**Subject:** Biennium 21-23 Proposed Budget Questions

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### Introduction

Staff presented the proposed budget for the upcoming biennium on April 26 and May 3, 2021, beginning with an overall summary of the budget, followed by presentations related to each department.

Several questions were asked during the presentation, as well as via email following the meetings on April 26. A memo was provided to the Budget Committee on April 30 for questions received prior to noon that day. The following responses cover questions that were received prior to 5:00 pm on May 6.

### Mayor & Council

*The budget for this item has gone up 170% since 2017. Actual expenses should have been less in 19-21 due to no travel. Can you reduce allocation to reflect savings by \$5-10k?*

While travel expenses have decreased in the past year, the overall expenses associated with the Council have not. Over the past few years, the number of council meetings, as well as the length of the meetings, have increased. This has resulted in an increase in indirect costs to assist in the legal expenses related to meetings.

### Administration

*Why is ½ (\$129k) the Asst City Manager coming directly from GF, rather than indirect costs? Also, when we have contingencies in each of these sub GF funds, do we duplicate those in the overall contingency set aside? Or is this contingency part of the larger one (all sub dept contingencies add up to the bigger number?)*

Since a large portion of the Assistant City Manager/City Recorder's position is responsible for communications, we allocated general revenue to the department to account for this direct service.

The General Fund's operating contingency is accounted for separately in the Non-Departmental department. Department contingencies are not included in the calculation of operating budgets to derive at the 5% reserve policy minimum.

### **Legal**

*Since planning is the primary source of legal service costs, why aren't we using some of the planning fees we charge to pay for these (cost recovery)? The developers are generating the need for increased legal services and so should be feeling the hurt more than the existing residents!*

The Planning department will contribute \$60,361 in the upcoming budget to the legal department. A full listing of indirect service costs and the allocations by departments is listed on page 102 of the proposed budget document.

### **Municipal Court**

*Why did we carry such large balances in past years? I don't agree that we should not be directing the ticket fees into this department to cover the costs. There is nothing untoward about showing that there is a cost for providing this service and that the benefitting function – is covering the expenses. From quick review, it appears that we are bringing in \$310 to \$350k in court fines, while paying \$172k for the program. What is the amount of funds we would get if our Municipal Court disappeared?*

I can't speak to why prior administration held beginning balances at a high level in the past. Most recently, we have increased the efficiency of the department and have been able to use some of the carryforward and reduce general revenue, allowing for general revenue to be allocated to other departments. There is \$350,000 budgeted for citation revenue in the Police budget. If the city was to discontinue operation of a court locally, we could enter into an agreement with Clackamas County Justice Court to manage the court for us. Justice Court would take 50% of the citation revenue, leaving us with just \$175,000 in citation revenue.

### **Library**

*Of the library's \$339k General Revenue, what amount is required by previous agreements? (I believe that previous council's agreed to fund certain items).*

The City has obligated itself to pay for the debt service for the construction of the Library, as the Library District Revenue can only be spent on operations and not on capital improvements. For BN21-23, the General Fund must provide \$95,000 for the debt service payments.

*What is the spending on services for city residents vs non-residents?*

We do not identify expenditures for the Library identified for within city limits or outside city limits. What we do have information on is the number of cardholders and the allocation of Library District revenue.

Based on the current library card count, 52% of all cardholders reside within city limits, and 48% are outside city limits. Based on our most recent projections from Clackamas County, city residents contribute approximately 32% of the Library District revenue, while non-residents contribute 68% of the Library District revenue. In essence, the population outside city limits is paying more of the costs, but fewer people in that area are using the library.



*How many employees do we have that represent the 13+ FTE's? Since the Library has been closed for a year, did we not furlough employees? Should we not have more carry over if we have been closed for a year? Why is there a reduction in overhead charges for the library when everyone else's had a hefty increase? What overhead taps would not apply to the Library District?*

The Library currently has 17 staff that make up the 13+ FTE. Before the pandemic we had 19. At the beginning of the pandemic, the library cut 14 regular hours/week that have not been brought back. Plus 94% of sub hours regularly needed pre-COVID (approximately 35.5 hours/week down to 2.35 hours/week). Additionally for a number of months we cut 18.25 hours/week. Most of these 18.25 hours have returned.

The Library started curbside service in April of 2020, approximately 1 month after we closed to the public. This service has been running since then for 40 hours/week at Sandy and 12 hours/week at Hoodland. We added computers by appointment in September of 2020. This service has been available for 21 hours/week at Sandy, and 12 hours/week at Hoodland. And finally we opened for browsing in March of 2021. This service is available 14 hours/week at Sandy and 12 hours/week at Hoodland. We plan to expand our browsing hours in Sandy on June 1st 2021 if all goes well.

In addition to these services, we have been offering:

- Weekly storytimes on our Sandy and Hoodland Libraries - Storytime Parents Group on Facebook
- Virtual Programs - such as film discussions, green cleaning program, a coffeehouse musical performance, and the Christmas Tree lighting in addition to our regular book groups, knitting group, and photography group
- Weekly Take and Make Kits (in lieu of many programs) for kids, teens, and adults

### **Recreation**

*Of the Recreation department, what percentage (or amount) of the General Revenue and/or the funds expenditures is used to provide services to residents outside city limits?*

Given that there has been virtually no recreation programming for the last 14 months, we opted to provide information for the period of time from July 1, 2017 to June 30, 2019. During that time, 57% of participants have a 97055 zip code, and 43% have a zip code other than 97055. Please note that a Sandy address does not directly relate to being within city limits. A more exhaustive analysis would need to be completed to determine an overall percentage or dollar value for programs offered to community members who reside outside of city limits.

### **Senior Services**

*There is a 50% jump in vehicle maintenance for senior center which seems a little out of kilter.*

The vehicle at the Community Center is aging, which is resulting in some increased maintenance. In addition, there has been some vandalism over the past two years which has resulted in increased maintenance of the vehicle.

*Nutrition is cut from \$70k to \$46k – is this due to COVID?*

The City is currently unable to provide congregate meals (in-person meals at the Center). Given that we have no indication of when this program can begin again, and the other changes that are taking place in the department, we have decreased the budget for the nutrition program overall.

*Of the Senior Services department, accounting for grants, what percentage (or amount) of the General Revenue and/or expenditures is used to provide services to residents outside city limits?*

The Senior Services department provides several different services to seniors in the community. Of the participants in the nutrition program, approximately 50% are within city limits, and 50% outside city limits. Given the reimbursement that we receive from the County and the number donations that are received specifically for this program, it has been close to cost neutral in recent years. For Client Services, approximately 42% of participants live within city limits, with 58% living outside city limits. A more exhaustive analysis would need to be completed to determine an overall percentage or dollar value for services provided to community members who reside outside of city limits.

#### **Planning**

*Transfers are about double. Indirect costs are more than double whereas most departments indirect remains close to prior years.*

The Indirect Service Costs allocation was updated to reflect the most recent biennium's FTE and operating budget. Additionally, the updated allocation takes into account prior usage of legal services, so departments that require more legal assistance (Mayor & Council, Police, and Planning, for example) are now paying more while other departments who require little legal assistance (Municipal Court, Library) are paying less.

*Is the TSP grant spent or is it in the carry over balance?*

The city contributed \$24,100 to ODOT as our "match" to the grant. The grant we were awarded is not money that is sent directly to the city, but rather funding that ODOT is contributing to the consultants working on the project. No funds will be received from ODOT, and no expenditures will be paid by the city other than the funds that have already been spent.

#### **Transit Fund**

*Program E & D \$910,371 doubled – not sure what it is?*

This program (Elderly & Disabled) was hit the hardest with our new contractor price increase. In the previous contract, we paid a lower rate for this service than other route types. In the new contract with MV, all service hours cost the same rate, so this saw the sharpest increase.

*Are we only bringing in less than \$200k (last biennium – this year is <\$60k) for fares?*

SAM stopped collecting fares at the beginning of the pandemic and will likely not begin charging fares again for some time. There has been federal funding that SAM has received to offset the loss of fare revenue. This funding is separate from CARES funding we have received or from ARPA funding we will receive.

#### **Aquatic/Recreation Center Fund**

*Insurance Tripled?*

The insurance allocation is now based on square footage of buildings. As such, the Aquatic/Recreation Center fund is now paying more because of the large amount of square footage on the Sandy Community Campus site.

*Is the Aquatic/Rec Center Fund providing building maintenance or other services that benefit SandyNet?*

Telecommunications (SandyNet) pays for their own improvements and maintenance for the space that they use within the Community Campus. SandyNet also pays for a portion of the utilities and insurance. The Aquatic/Recreation Center Fund is not subsidizing the Telecommunications Fund in any way, other than providing the space within the building.

#### **Parks Capital Fund**

*Can the Parks Capital Fund be used to building a splashpad at the Community Campus?*

No, the SDC methodology, Master Plan, and CIP list that are currently adopted do not include any improvements at the Community Campus. As such, SDCs cannot be spent on a project like this yet.

#### **Sewer Fund**

*There have been no prior changes for chemicals in the sewer fund but now there are \$70,000.*

These chemical expenses are to adjust the pH level of the wastewater treatment plant. The need to purchase these chemicals was outside the scope of the contract with Veolia.

#### **Urban Renewal**

*Contingency: \$4,534,190 is too much of a blank check. Can the City Manager negotiate this number down considerably? And, do this for every "contingency" line item in the city budget?*

The contingency of \$4.5 million are funds that have been set aside and are accumulating for future urban renewal projects. The proposed SURA budget has these funds set aside as contingency, which means that they cannot be used unless a supplemental budget is adopted by the Urban Renewal Agency Board with an intended use.

*Can the bulk of “savings” then used to pay down the city debt?*

All of the funds within the Urban Renewal fund are dedicated for use only within the Urban Renewal District. As such, no funding can be used to pay down any debt not associated with the Urban Renewal District.

*Why \$3,000,000 in the Urban Renewal Budget for Community Center/Aquatic Facility? The City already paid for a study in 2019 with clear answers.*

This \$3 million is allocated for use at the Sandy Community Campus as the remaining funds from a prior bond issue. The Urban Renewal Plan specifically lists this project and related possible expenditures:

“The project could include land acquisition, construction of an aquatic and recreational facility, and construction of other uses as approved in the Sandy Community Campus Master Plan. Amenities may include but are not limited to indoor sports courts, multiuse rooms, a senior center, pools, government offices, storage, leasable areas, and other supplemental uses.”

Following the community survey and special district polling, the Council continues to work on developing a plan for aquatics and recreational amenities at the community campus.

*Urban Renewal main goal is to attract/allow for new development that will increase the property tax revenue in the future. What is the property value of new construction/new businesses have occurred in the last 4 years that accomplished that goal?*

Staff does not have readily available information related to new construction or new business so this would take more time to prepare. However, we do have assessed value information, which is tracked by year. The total assessed value within the District in 2017 was \$145,461,638. The total assessed value now is \$163,961,072, which shows growth of nearly \$18.5 million or 12.3% in that period.

**Other Questions (unrelated to a specific department)**

*Why are FTE’s increasing or decreasing more than the proposed IT and the PW?*

A detailed listing of the proposed changes in FTE is provided on page 96 of the proposed budget document.

*In several budgets there are significant jumps in the insurance line near the bottom of the pages. I assume that is risk management as the insurance for benefits is up above in the list. In one case there was a double expense charged and several others had a fair jump. What is that about? And insurance in the sewer fund went down from \$85k to \$33k. IT went up from \$6 to \$22k in telecommunications. Up \$30k in police. Transit went from \$95 down to \$36k.*

The allocation of insurance charges was updated for BN 21-23. The auto portion of the insurance is allocated based on the number of vehicles in each department, the property

portion of the insurance is allocated based on square footage of buildings, and the liability portion of the insurance is allocated 50% to non-departmental and 50% based on prior claims. There has been no change in coverage, just an updated allocation to better capture where the insurance costs should be placed.

*Within the General Fund departments, what is the total contingency budgeted at the department level as a total \$ and as a percent of the general fund budget? (please exclude the overarching 5% contingency for the budget)?*

Beginning balances and contingencies are identified on page 17 of the proposed budget document. The total contingency in the General Fund, less the general city contingency of 5% of the operating budget, is \$542,624. Of that amount, \$147,472 is restricted to the building department, leaving a total of \$395,152. This is approximately 1% of the total General Fund budget.

*Of the above contingency dollars, what is really not a contingency, but represents a firm/known obligation?*

Most of the funds identified above are general contingency. Some departments have plans for future expenditures (for example, updating office equipment and computers in the Finance Department) but do not have a firm/known dollar amount associated with it. Other departments, like Planning and Building, have their contingencies in the event of an economic downturn.

*The council discussed a couple years ago replacing the sign coming into Sandy from the west with one that had the current branding. Is that in one of the budgets?*

This project is not currently budgeted but could be paid for within the Non-Departmental budget or Urban Renewal. The Council had also discussed working with the Public Art Advisory Board on the concept of a new gateway sign.

*I am concerned with the ability to do the housing inventory in a timely fashion if we don't budget it until 2023-2025 as it would be due under HB 2488 in June of 2024 and under HB 1003 in December 2024. Since it requires both income and resident classifications, I'm wondering how it will get accomplished to fit the timeline. And in HB 2488 it has to be in the comp plan and I assume we are planning to finish that in this biennium's budget?*

Staff shares this same concern, but with the current and anticipated workload and development activity, it is unlikely that this project will get started in the upcoming biennium. If time does become available, we can look at kicking it off earlier.

*I am thinking that we may get reimbursement from ARPA funds for COVID expenses related to IT and Sandy Net for setting up special centers, etc., as well as staff time, and for equipment for police officers (\$71k; 67k).*

Staff will do some additional research to determine if there is reimbursement potential for IT and/or SandyNet expenses related to the creation of special areas for public use of wifi. To the

best of our knowledge, equipment for officers will not be an allowable expense under the ARPA guidelines.

*In 2019 it was stated that keeping the pool open in the summer months would cost an extra \$50k. Is that still the case? Or could we purchase some pool time at the athletic club for children's swimming lessons without parents having to pay membership until we can do the pool reconstruction? As I understand it to rehab the pool urban renewal money can't be used for retrofitting so it means either a special district or a bond would have to go out to a vote for the major capital expenses. Is that correct?*

In March of 2019, the monthly subsidy needed to fund the pool was just over \$28,000. It is safe to assume that this number has increased, given rising personnel costs, materials and services, and insurance. Staff would need to reach out to Mt. Hood Athletic Club to determine if this is a possibility and what the cost would be. General maintenance of the pool would not be an eligible urban renewal expense, but a complete rehabilitation of the facility would likely be eligible. As noted earlier in this document, the Urban Renewal Plan details what the allowable uses of Urban Renewal funds would be for a project at the Sandy Community Campus site. Just over a year ago the Council discussed options to place a recreation district on the ballot to provide a stable funding mechanism to pay for the operations of the pool and other amenities at the site.

#### **Other Points and Comments**

*Can we have a meeting on the 24<sup>th</sup> for final budget review so that we will know what the federal government allows the \$2.3 million to be used for from ARPA funds? That will make a substantial difference in how we spend the \$308k.*

*Library - I commend the library on how they help out with so many of the community events such as Christmas Tree lighting, Music in the Park, and now the 110 year anniversary. We need to ensure the cost and FTE for delivering these services are in the Community Services department. Ditto with classes that are more like community/recreation type classes than library programs. The Library District folks will have a point if we include those sorts of programs into the budget. We may still have library employees take the lead on those, but they will be tracked FTE and salary wise in community services.*

*Senior Services - There was a question last time about services provided outside the city. Some of those services are in the Seniors' budget. Even if 60% of the meals on wheels and associated services are outside the city, it shouldn't matter as the city is not funding them if I read this correctly. I am not a fan of cutting services like this outside the city when it involves our vulnerable people.*

*Senior Services - Not clear on why the building use and rental is within the senior services. We need to ensure that nearly all after hours use of the building is paid for by whomever is using it. That includes especially groups that are fund raising, or getting fees and especially groups that are serving a much larger area than just City residents. For use while the building is already staffed and open, we should be at least covering our costs for those that bring in money or fees – including non-profits. For all those events after hours on weekends, we should consider taking a deposit to ensure it is cleaned up adequately and make sure that all the costs of staffing, wear and tear are covered. They use our building because it they cannot get any other venue cheaper. We can cover our costs and still provide a good deal.*

*Parks - We should be better managing gazebo rentals going forward. The fact that we have no other park operations and maintenance goals other than herbicide use and "biodiversity" is concerning given we are about to complete a Master Plan Amendment. I would recommend the following:*

- 1. Evaluate maintenance services done in house and contracted out to minimize costs (including cost of equipment replacement, etc.).*
- 2. Perform a facilities inventory and condition survey for all parks to document what facilities we have, what they cost, and where to order replacement parts, etc.*
- 3. Use facility condition inventory to develop a parks maintenance plan and schedule for routine maintenance of park facilities. This list can also serve to identify which of these items can be done by volunteers, Eagle Scout projects, etc.*
- 4. Begin tracking buildings and grounds budgets on a separate basis from parks and trails.*

*Parks - Regarding the biodiversity goal, it is meaningless in its specificity. The lack of staff work on the whole Bee City was a miss. That proposal should have gone through the Parks and Trails Board since they are the ones that deal with the City's parks and open space presumably to help nature and bees. They can work with the interested parties to recommend some specific bee and pollinator friendly strategies for these city properties that will actually make a difference and not just a club membership.*

*Economic Development - What does "activate chronically vacant C1 properties? Would like specific goals on which properties we want to target. I would like to see us reach out to try and get tourism grants that are available. There was up to \$100k available this year. Glad to hear we are proceeding with developing an economic development plan given the millions we are spending. I believe we need to have more outside consultant expertise in developing the plan and would support some funding for that. Part of this plan needs to highlight the opportunities for tourism related economic development projects, so we can be ready to get these grants when they are available.*