



# AGENDA

## Budget Committee Meeting

6:00 PM - Thursday, April 27, 2023

Page

1. MEETING FORMAT NOTICE

This meeting will be conducted in a hybrid in-person / online format. The Committee will be present in-person in the Council Chambers and members of the public are welcome to attend in-person as well. Members of the public also have the choice to view and participate in the meeting online via Zoom.

To attend the meeting in-person

Come to Sandy City Hall (lower parking lot entrance).  
39250 Pioneer Blvd., Sandy, OR 97055

To attend the meeting online via Zoom

Please use this link: <https://us02web.zoom.us/j/83101184924>  
Or by phone: (253) 215-8782; Meeting ID: 83101184924

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. April 20, 2023

[Budget Committee - 20 Apr 2023 - Minutes - Pdf](#)

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4. PUBLIC COMMENT

If you are attending the meeting in-person

Please raise your hand to indicate you would like to speak.

If you are attending the meeting via Zoom

Please click the 'raise your hand' button, or dial \*9 if you are using your telephone.

The Chair will call on each person when it is their turn to speak for up to three minutes.

5. NEW BUSINESS

5.1. Biennium 2023-2025 Proposed Budget

[Biennium 2023-2025 Proposed Budget - Pdf](#)  
[Budget Presentation Slides](#)

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6. ADJOURN



# MINUTES

## Budget Committee Meeting

6:00 PM - Thursday, April 20, 2023

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

**ABSENT:** (none)

### 1. ROLL CALL

### 2. ELECTION OF CHAIR AND VICE CHAIR

#### 2.1. Election of Chair and Vice Chair

**Kathleen Walker made a motion** Elect Linda Malone as Chair **Chris Mayton seconded the motion. CARRIED. unanimously.**

Ayes: Chris Mayton, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, Don Hokanson, Stan Pulliam, Linda Malone, Budget Committee Member Jeremy Pietzold, Budget Committee Member Jan Lee, Budget Committee Member Noah Myhrum, and Daniel Phipps

Absent: Timothy Huber

**Budget Committee Member Jan Lee made a motion** Elect Jeremy Pietzold as Vice Chair **Kathleen Walker seconded the motion. CARRIED. unanimously.**

Ayes: Chris Mayton, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, Don Hokanson, Stan Pulliam, Linda Malone, Budget Committee Member Jeremy Pietzold, Budget Committee Member Jan Lee, Budget Committee Member Noah Myhrum, and Daniel Phipps

Absent: Timothy Huber

### 3. APPROVAL OF MINUTES

**3.1.** Budget Committee Meeting: May 10, 2021

**Stan Pulliam made a motion** Approve the May 10, 2021 minutes **Carl Exner seconded the motion. CARRIED. unanimously.**

Ayes: Chris Mayton, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, Don Hokanson, Stan Pulliam, Linda Malone, Budget Committee Member Jeremy Pietzold, Budget Committee Member Jan Lee, Budget Committee Member Noah Myhrum, Daniel Phipps, and Timothy Huber

**4. PUBLIC COMMENT**

**5. NEW BUSINESS**

**5.1.** Biennium 2023-2025 Proposed Budget

Budget Message

The **City Manager** delivered the Budget Message presentation. The message was included in the Proposed Budget document in the agenda packet.

Committee discussion ensued on the following issues:

- Rationale for the estimated revenue related to stormwater
- Note that the proposed fees listed have not been adopted by the Council yet
- Possibility that more state funding and/or new information could lower rate projections
- Impacts of rate increases on households
- Whether Sandy's percentage of General Fund allocated to Police is comparable to other cities
- Reasons for increasing allocations for Development Services
- Conservative approach to property tax revenue projections given the moratorium; possibilities for a lag in effects
- Estimates for the number of new units expected to be developed over the next biennium
- Rationales for allocations of new FTEs across departments; utilities have dedicated funding sources
- Discussion of salary allocations across funds
- Community benefits from adding a code enforcement position
- Possibilities for needing more planning staff when development increases in the future
- Lack of wet weather permit violations in the past five months
- Anticipated timing of development in the 362nd / Bell area
- Processes for supplemental budgets
- Details and funding sources for debt service payments
- Distinctions between contingency and reserve funds

## GENERAL FUND REVIEW

Bullet points below reflect Budget Committee discussion pertaining to each listed division within the General Fund

### Mayor and Council

- Contractual Services for Zoom subscriptions
- Indirect support costs; increases due to legal expenses
- Rationale for performance measures
- Rationale for meetings and meals increase, as well as conferences in a post-COVID environment
- Consolidation of extraneous line items

### Administration

- Decrease in contingency amounts for internal service functions, reflective of past direction from the Budget Committee
- City Manager recruitment will need to be paid from Non-Departmental or perhaps ARPA funds
- Allocation of salaries across funds
- Reasons for increases in personnel services costs
- Potential savings due to upcoming city manager vacancy
- New meeting management platform expected in the summer
- Upgrades to Council Chambers would be funded out of Non-Departmental or Facilities

### Legal

- Budget accounts for wastewater and moratorium issues

### Municipal Court

- Reasons for increased citation revenue in 2019-21
- Discussion of separation between the court and police functions within the budget
- Disposition of revenue received from Justice Court

### Finance

- Human Resources now in a separate budget
- Insurance benefit increases due to employee life changes
- Memberships increase due to new job responsibilities

### Human Resources

- Importance of employee retention
- Whether to allocate recruitment firm payments to Human Resources or the relevant department budget
- Importance of branding and marketing funds

### Non-Departmental

- Notable rise in insurance costs
- Processes for transfers to Facilities Maintenance Fund
- Employee recognition programming enhancement per Council direction
- Consolidation of certain line items
- Lack of specific line item for arts
- Organizational fees allocated for government relations services
- Subscriptions allocated for archiving software
- Cable programming allocated for meeting management software
- Funds allocated for improvements to the City Hall front counter area

#### Information Technology

- Allocation of the IT Director's salary
- Contractual services for software subscriptions, email, etc
- Discussion on the need to proactively plan for replacing capital assets
- Current contingency levels may not be sufficient
- Suggestion to contract for support in developing security policies
- Suggestion to more clearly identify when budgets include large one-time expenditures
- Distinctions between this budget and SandyNet
- Suggestion to create an IT maintenance fund
- Notes on the importance of cyber insurance
- Possibilities for developing a backup internet connection for the City
- Notes on the supplementary computer equipment allocated in the Supplies line

#### Sandy Library

- Long term intentions to phase out library fines countywide
- Discussion on whether fines are necessary to ensure materials are returned
- impacts of fines on lowest income patrons
- Note that the building loan is paid out of General Revenue, not District funds
- Possibilities for paying the building loan off early, rather than refinancing in the current interest rate environment
- Suggestion to provide funding for an outreach vehicle, potentially from remaining ARPA funding
- Possibilities for e-wallet capabilities for library cards
- Consolidation of the copier line item

#### Hoodland Library

- Discussion on the Civics Challenge program
- Hoodland also has a Friends of the Library organization
- Distinctions between the professional services and contractual services lines
- Discussion on efforts to secure County funding for Hoodland rent and related costs
- Lower demand for audio compact discs
- Acknowledgement of decreased need for General Revenue

**Laurie Smallwood made a motion** Adjourn the meeting **Budget Committee Member Jan Lee seconded the motion. CARRIED. unanimously.**

Ayes: Chris Mayton, Laurie Smallwood, Richard Sheldon, Kathleen Walker, Carl Exner, Don Hokanson, Stan Pulliam, Linda Malone, Budget Committee Member Jeremy Pietzold, Budget Committee Member Jan Lee, Budget Committee Member Noah Myhrum, Daniel Phipps, and Timothy Huber

**6. ADJOURN**

Draft



## Staff Report

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**Meeting Date:** April 27, 2023

**From** Tyler Deems, Deputy City Manager

**SUBJECT:** Biennium 2023-2025 Proposed Budget

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### **BACKGROUND / CONTEXT:**

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. At this first meeting, the Budget Committee will need to elect a Chair to preside over the meeting.

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 \$126,623,710. The total budget is broken down into six distinct categories:

- Personnel Services - \$22,558,200
- Materials & Services - \$19,467,599
- Capital Outlay - \$35,580,450
- Debt Service - \$7,183,855
- Transfers - \$16,209,752
- Contingency - \$25,623,854

Capital Outlay reflects the historic investment in our water and wastewater infrastructure, as well as significant investment in our parks system, transportation system, and transit vehicles. Particular attention should be paid to the Budget Message, which highlights goals, trends, and significant changes for the upcoming biennium.

The City Manager will present the budget message to the Budget Committee, which will be followed by a presentation by each department director regarding their individual budgets.

Staff intends to present the following fund on April 20th:

- General Fund

On April 27th, staff intends to present the remaining City budgets:

- Transit Fund
- Aquatic/Recreation Center Fund
- Parks Capital Fund
- Full Faith & Credit Fund
- Sewer Bond Reserve Fund
- Operations Center Fund
- Facilities Maintenance Fund
- Street Fund
- Water Fund
- Sewer Fund
- Stormwater Fund
- Telecommunications Fund

If time allows on April 27th, the Sandy Urban Renewal Agency budget will also be presented. If time does not allow, this presentation will be moved to May 4th. The SURA board members will be present for the presentation of the Urban Renewal Fund. The proposed Urban Renewal budget is also attached to this staff report. The proposed budget totals \$11,380,898, which includes \$4.6 million in capital outlay to complete the park improvements at the Community Campus, as well as a small amount for an assessment and potential design work for improvements to City Hall. Additionally, the proposed budget has just over \$4 million in contingency for future projects related to the Urban Renewal Plan.

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.

Thank you to the Budget Committee members who have volunteered their time to assist in this important process, and thank you to staff for their work on developing and presenting their budgets to the Committee.

**LIST OF ATTACHMENTS/EXHIBITS:**

- City of Sandy BN 2023-25 Proposed Budget
- Sandy Urban Renewal Agency BN 23-25 Proposed Budget



**CITY OF SANDY,  
OREGON  
PROPOSED BUDGET  
BN 2023 - 2025**





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## **Distinguished Budget Presentation Award**

The Government Finance Officers Association of the United State and Canada (GFOA) presented an award of Distinguished Budget Presentation Award to the City of Sandy for its 2021-2023 biennial budget.

This award is the highest form of recognition in governmental budgeting. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document,
- a financial plan,
- an operations guide, and
- a communications device.

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award. A

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award. In addition to the budget award, City of Sandy receives awards for its Annual Comprehensive Financial Reports (ACFR) and Popular Annual Financial Report (PAFR), making it one of only a handful of agencies in Oregon to receive the "Triple Crown" designation.

Inquiries regarding the 2023-2025 Biennial Budget for the City of Sandy, or requests for mailing, should be directed to:

City of Sandy  
Attn: Tyler Deems, Deputy City Manager  
39250 Pioneer Boulevard  
Sandy, OR 97055  
[tdeems@ci.sandy.or.us](mailto:tdeems@ci.sandy.or.us)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sandy  
Oregon**

For the Biennium Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director

# BN 2023-2025 Proposed Budget

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# BN 2023-25 Budget Message

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April 20, 2023

Mayor Pulliam, Sandy City Council, and Members of the Budget Committee:

I am pleased to deliver the City of Sandy's 2023-25 Proposed Biennial Budget. The budget is balanced and represents a total spending plan of \$126,623,710. The budget incorporates the City Council goals and reflects our continued historic investments in our wastewater and water infrastructure and projects that enhance the quality of life for our community.

A city's budget is inherently a policy document that reflects the vision, values, and goals of the community. It is the document that relates what the community wants from their city government with the financial plan for how we fund those public programs, projects, and services. The budget is also informed by the thoughtful work and community input into our city's master plans that prioritize our capital infrastructure investments and future service needs. As a rapidly growing community, the City is nearly finished with a much-needed cycle of long-term planning that will help guide us for years to come. This planning cycle will culminate with the completion of the Comprehensive Plan update, Envision Sandy 2050, in this next biennium.

As part of the Comprehensive Plan update, the Council and community developed vision statements to help guide the growth and development policies of the City for the next 25 years: In 2050, Sandy: retains its small-town feel through a celebration of community and place; is proactive in managing and planning for growth; is resilient in the face of natural hazards; is home to desirable neighborhoods and a strong workforce; boasts modern and reliable public facilities and services that support carefully planned growth, and; has a natural and scenic landscape is an extension of the community.

It is that visioning and the City Council's adopted goals that guide the development of a city budget that endeavors to keep Sandy a safe, livable, and vibrant community for years to come.

## Proposed Budget Highlights and Changes

In advance of the budget development, the City Council meets with department leadership and as a body to discuss and set goals for the upcoming biennium. For 2023-25, the Council adopted 15 goals and 29 actions within 8 categories organized by service or theme area. The following goals and their relation to the budget are highlighted but the entire list of goals can be found in this budget document.

- **Enhance public safety and community livability through enforcement of the municipal code.** The Planning Department's budget reflects the addition of a code enforcement officer that will enhance the City's approach and response to municipal code violations and compliance at a cost of \$228,000 for the biennium. The budget will maintain the current code enforcement position in the Police Department as a community services position.
- **Continue to invest in sustainable infrastructure for the City's critical public utilities, in pursuit of system resilience, expanded capacity, and environmental protection.** Sandy Clean Waters and the Water System Re-investment Project are generational investments in our essential services that will position the city well for many years to come. They require significant funding and capital

## **BN 2023-25 Budget Message**

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expenditures, customer rate and SDC revenues, and debt. These projects will take several more years to complete but already the wastewater and water funds account for over 43% of the City's total budget. Combined, \$22 million is planned in capital expenditures for the next biennium with much more spending anticipated in the next two biennia.

- **Maintain the financial strength of the City's utility funds. A) Increase the balance in the Stormwater Fund to prepare for a future Stormwater Master Plan. B) Replenish the Street Fund to support future maintenance activities. C) Continue to seek grants and alternative funding sources for the City's major capital infrastructure projects.** The water and wastewater projects require the City to continuously update our utility rate models and implement rate increases as necessary. The budget assumes increases of 36 percent (years one and two) in water, 16 percent (years one and two) in wastewater, and \$3.00 per month (year one) and \$2.00 per month (year two) for stormwater. Thus far, the City has been able to avoid Revenue Bonds for the projects through obtaining grants and low interest loans through the State Revolving Loan Fund, Water Infrastructure Finance and Innovation Act, and Business Oregon. Beyond those utilities, we are also gradually increasing rates to fund a stormwater master plan in the future to identify, prioritize, and support the City's stormwater infrastructure. This budget proposes to transfer \$600,000 from the General Fund to the Street Fund to replenish funding for pavement preservation.
- **Increase pedestrian safety, trail and local road connectivity, and traffic efficiency through high priority projects in the City's Transportation System Plan.** The Street Fund includes the completion of the 362<sup>nd</sup> and Bell Street Extension, as well as \$850,000 for the Gunderson Road/Highway 211 intersection improvements and \$150,000 towards the Dubarko Road/Highway 211 intersection improvements.
- **Manage responsible growth through engaging the public in community visioning and long range planning, and implementing code updates.** The Planning Department's budget reflects the completion of the Comprehensive Plan update (\$88,000), the Clean and Objective code audit (\$15,000), and the Housing Production Strategy (\$70,000).
- **Invest in our park system for current and future residents of Sandy and continue expansion of recreational opportunities for the community.** Our reborn Parks & Recreation Department is moving ahead on several Council goals and expanding recreational programming and popular events such as the successful Holiday Lights at Meinig. With the recently adopted Parks & Trails Master Plan and subsequent updates to the Parks SDCs and fee in lieu of parkland donation, there are several projects included in the Parks Capital Fund. The soon to be renamed Community Campus Park improvement project is funded in this budget through system development charges as well as urban renewal. Funding is also budgeted for Deer Point Park (\$1.8 million) and improvements to Meinig Park (\$200,000). The Fund also includes an appropriation (\$1.5 million) for land acquisition per the City Council's goal for seeking land for future active park facilities.
- **Complete a long-term sustainable utility plan for SandyNet that includes a rate study, staffing needs analysis, and permanent facility plan.** The Telecommunications Fund includes \$30,000 to assist SandyNet staff with the development of a new master plan for the utility.
- **Promote SAM as a safe and efficient transportation option, and increase system ridership.** The Transit Department continues its work in implementing the Transit Master Plan. With the success of obtaining several grants for capital and operations, the Transit Fund reflects the purchase of three new electric buses and the implementation of a new route to Clackamas Town Center.

## **BN 2023-25 Budget Message**

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Other highlights include:

- Facilities Maintenance. Several of the City's buildings that were built in the last 10-15 years now require some maintenance and upkeep. We have budgeted \$100,000 for painting, repairs, and maintenance on the Operations Center and \$300,000 for new roofs on the Police Department and Community/Senior Center as well as HVAC upgrades. These costs are budgeted in the Operations Center and Facilities Maintenance Internal Service Funds which are funded through transfers from a variety of departments and funds.
- City Reserves and Fund Balances. The City's General Fund contingency remains at 5% of operations not including the department contingencies. In total, the City's reserves are \$25.6 million with \$20.8 million of that residing in the Water and Wastewater Funds. Those fund balances indicate the building up of resources for the large future capital expenses and reserves needed for debt coverage that are required by our loan agreements.
- Police Department Budget and Public Safety Fee. The combination of vacancies, new hires, the new School Resource Officers program contract, and the Public Safety Fee has put the Police Department's Budget in its best position in many years. The Proposed Budget keeps the Public Safety Fee at its current rate, although we would welcome a discussion on whether to plan for a small increase to the fee to keep the revenue at pace with its purpose to fully fund the two positions that we added to the department in 2019. The Budget also includes \$280,000 in capital for 4 new police vehicles.
- FTEs. The total full-time equivalents for the City are proposed to increase 3.82 FTE to a total of 83.69. New positions include the addition of a Code Enforcement Specialist, increasing SandyNet staff by .50 FTE, and adding 3 additional staff in Public Works which reflects both the City's growth and the amount of effort required to manage the City's major capital improvement projects.

Finally, organizationally, the budget document has been updated with a few new departments and divisions. In 2021 we reorganized the Community Services Department as a Parks and Recreation Department with Recreation, Seniors, and Parks, Buildings, and Grounds as divisions. Secondly, we have separated out the Hoodland Library as a separate division to better account and track the activities of the two libraries. Third, Human Resources has been removed from the Finance division for additional transparency. And lastly, you will see the addition of key performance indicators within the department budgets as one of our efforts to help quantify the City's programs and services and drive better decision making through data.

### **Financial Trends and Assumptions**

Despite a turbulent and uncertain post-pandemic economy, the City's finances remain strong. This can be credited to the Council's strategic decisions and fiscal discipline, thoughtful planning, federal and state funding assistance, and steady growth. However, the factors of persistent higher inflation, construction cost escalation, slower development activity and the temporary moratorium, and a tight employment market influenced a more conservative approach to developing this year's budget.

- **Inflation and Cost Inflat**ors. In January 2023, the consumer price index (CPI) for cities in the region was still showing a 6% year over year increase. In comparison, two years ago the CPI was 1.6%.



## **BN 2023-25 Budget Message**

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This indicator drives increases in cost-of-living adjustments, materials, and anticipated contractual increases. On the capital budget side, the construction cost index (CCI) is an indicator that we closely monitor as it can have a large effect on our planning-level estimates and eventual bids for our major capital improvements. A third factor for our budget planning are interest rates. Increasing interest rates result in higher borrowing costs and total debt service that can influence our financing plans and must be accounted for in our rate modeling.

- **Property Values and Property Tax Revenue.** As demonstrated by the 2020 census, Sandy continues to be one of the fastest growing communities in Oregon. As a result, over the last five years, assessed values have averaged an annual increase of nearly 6%. This has translated into a healthy growth of property tax revenue, with nearly \$1 million more budgeted over the last biennium. However, despite having several projects in the pipeline with land use approval, we have conservatively budgeted a 4.5% (year 1) and 3.5% (year 2) assessed value growth. It is prudent to taper our historic growth rate given the uncertainty of the moratorium and its tempering effect on future development activity.
- **Development Activity.** With the temporary development moratorium and uncertainty around the wastewater treatment plant's capacity rating, we are anticipating reduced applications and revenue for the Planning division. This year will also mark the completion of several long-range planning efforts. As a result, we have reduced the Planning staff by 1 FTE. Even with the anticipated slowdown, the Council's policies on cost recovery and development impact fees will generate increased resources for capital from the vested private projects still in the pipeline.
- **Other Revenues.** Household growth and rate adjustments from electric, gas, and garbage providers means Franchise Fee revenues are projected to increase this biennium. Overall, General revenues are budgeted to increase 13.3% over the last biennium. As another demonstration of the magnitude of our capital improvement plans and the resources needed to fund these projects, water rate revenue will more than double from the previous biennium, and revenue from wastewater charges will increase by another 68%.
- **Personnel Services.** The City's largest operating expenses are salaries and benefits for employees. At \$22.5 million, personnel expenses are increasing by 21.5% over the last biennium. Major drivers to the increase include cost of living increases tied the consumer price index and Police labor agreement, health insurance premiums, and the 3.82 new FTEs previously noted. The Proposed Budget also includes the Paid Leave Oregon Act requirement which is an additional payroll tax that is split between the employee (.04) and employer (.06).
- **Debt Service.** As expected with the funding plans for the water and sewer projects, total city debt is increasing. Total debt is now \$40 million with an annual debt service of \$7.1 million. While Debt Service is less than the last biennium due to the final payment on a USDA Sewer Loan, debt service will begin to increase substantially in future biennia.
- **SandyNet.** The Telecommunications Fund accounts for the revenue and expenses for the City's municipal fiber internet service. Since its construction in 2014, SandyNet has steadily increased its customer base – now 80% of residences – and its financial sustainability. While debt service continues to escalate until the construction bonds are paid off in 2035, revenue growth through new customers, intergovernmental agreements to expand ISP services, and gradual rate increases have allowed the utility to stay financially sustainable and affordable. The planned update of the SandyNet Master Plan will create a roadmap for the utility to maintain its affordability and customer service focused brand.

# **BN 2023-25 Budget Message**

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

The City is fortunate to be in a position to have a surplus of General Fund resources due to greater than projected general revenues collected in the current biennium and the receipt of American Rescue Plan Act (ARPA) funds to compensate for the loss of revenue during the pandemic. Per the ARPA rules, cities are permitted to designate up to \$10 million of received funds as revenue loss replacement for general government services. This allows the greatest flexibility for using these funds for not only responding to the effects of the pandemic but also delivering essential services to our public.

The total amount available in the general fund over and above our reserve policy minimum is **\$959,000**, which is included in the General Fund's Non-Departmental contingency line. This amount represents the remainder of the second tranche of ARPA funds \$775,000 (after \$600,000 that is proposed in this budget to be transferred to the Street Fund), and the remaining general revenue surplus, \$184,000. Given the source of these funds, we recommend the Budget Committee views it as one-time resource for non-ongoing operational uses.

We welcome the Council and Budget Committee's input on priorities and staff offers some suggestions for discussion.

- Increase General Fund Reserves. The City's current policy for General Fund Contingency is 5% of operations with a goal to increase the policy to 10% of operations. Increasing the contingency would grow the City's general fund reserves to further improve the city's position during emergencies, changes in economic activity, cash flow, and other unforeseen expenses.
- Payoff Interfund Loan Balances. Another option would be the early payoff and elimination of the interfund loans between the Transit Fund and the Police Department and Telecommunications Fund. An additional \$151,000 to the Police Department and \$160,000 transferred to the Telecommunications Fund would pay off the loans 4 and 3 years early, respectively. Wiping this debt early would better position these departments to add future staff to keep up with our level of service as our population and customer base grows.
- Additional Street Capital and Pavement Preservation. The Proposed Budget includes a transfer of \$600,000 from the General Fund to the Street Fund. This existing transfer will help replenish the street maintenance program; however, we know that more funding for our pavement preservation program is needed to keep the City's overall street network in good condition.
- Stormwater Fund. Annual principal and interest payments for an interfund loan from the Wastewater Fund to the Stormwater Fund is included in the Proposed Budget to pay for the unplanned emergency projects on Strawbridge Parkway and Tupper Road in the current biennium. Eliminating the interfund loan balance of \$400,000 would assist in keeping the fund stable and potentially mitigate future rate increases while working towards funding for a new stormwater master plan.

## **Conclusion**

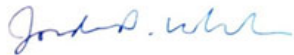
I want to sincerely thank our staff for their work in putting together their budgets, especially Tyler Deems who does the heavy lifting as well as the detail work to bring it all together. The City of Sandy is a unique

## **BN 2023-25 Budget Message**

organization with a breadth of services that are not commonly found together in most Oregon municipalities. It takes a dedicated, keen, and passionate City Council, staff team, and community volunteers to effectively plan, guide, and manage such a range of services and programs.

I also want to acknowledge the Council's focus and actions that keep the City in strong financial position, especially in the face of seemingly insurmountable infrastructure challenges. Thank you for all your work and commitment to the current and future generations of community members that call Sandy home.

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	12,991
Incorporation	1911
Form of Government	Council/Manager
Households	4,317
Median Age	37.6
City Parks	14
Park Acreage	280
Miles of City Streets	43
Miles from Timberline Lodge	34
Miles from Portland International Airport	25

### Economic Indicators

Largest Employers	
Oregon Trail School District	440
Fred Meyer	211
Mt. Hood Corporations, Inc.	100
City of Sandy	86
Johnson RV	76
Unemployment Rate	3.3%
Median Household Income	\$88,775
Average market value of Residential homes	\$394,730
Average assessed value of residential homes	\$226,975

## 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.

#### 2023 City Council

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

#### Appointed Budget Committee Members

Jan Lee  
Jeremy Pietzold  
Linda Malone  
Greg Becker  
Noah Myhrum  
Timothy Huber  
(vacant)

# Council Goals

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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 2023-25 biennium:

### 1. Public Safety and Community Livability

- Enhance public safety and community livability through enforcement of the municipal code.
  - Develop a budget proposal for adding a code enforcement position.
  - Develop a traffic safety and speed enforcement program that includes a filled traffic officer position and deployment of speed enforcement technology such as radar speed signs and speed trailers.
  - See grant funding to support traffic safety and speed enforcement, and other programs within the Police Department.
- Continue addressing homelessness through partnerships with local and regional partners.
  - Explore partnerships and shared costs for staffing related to behavioral health needs.

### 2. Public Works

- Continue to invest in sustainable infrastructure for the City's critical public utilities, in pursuit of system resilience, expanded capacity, and environmental protection.
- Maintain the financial strength of the City's utility funds.
  - Increase the balance in the Stormwater Fund to prepare for a future Stormwater Master Plan.
  - Replenish the Street Fund to support future maintenance activities.
  - Continue to seek grants and alternative funding sources for the city's major capital infrastructure projects.
- Increase pedestrian safety, trail and local road connectivity, and traffic efficiency through high priority projects in the City's Transportation System Plan.
  - Adopt the updated Transportation System Plan.
  - Complete speed limit studies for Bluff Road and Highway 211.
  - Study intersection and pedestrian safety improvements to the Dubarko Road/Highway 211 intersection.

### 3. Community Planning and Economic Development

- Foster community and economic development and tourism opportunities through events and projects that promote and leverage the City's storied history and natural beauty.
  - Expand on the Holidays Lights at Meinig Park to create a Winterfest event throughout the holiday season.
- Adopt and implement the Economic Development Strategic Plan; recruit businesses to Sandy in alignment with the goals and strategies identified in the plan.
- Manage responsible growth through engaging the public in community visioning and long-range planning and implementing code updates.
  - Complete Envision Sandy 2050 and adopt the Comprehensive Plan update.
  - Implement policy changes and new and emerging state regulations through code amendments that are responsible and reflect the community values.
  - Pursue code options to retain local control of decision making over shelters and transitional housing.

## Council Goals

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- Continue to update the planning and building development fees to increase cost recovery.

### 4. Parks & Recreation

- Invest in our park system for current and future residents of Sandy and continue expansion of recreational opportunities for the community.
  - Design and construct the Community Campus Park improvements.
  - Complete design and construct park improvements at Deer Point Park.
  - Research and act on the purchase of park land for future park facilities and/or natural area and open space preservation.
  - Work with the Oregon Trail School District for developing a new facility use agreement.
  - Explore ways to connect Sandy residents with aquatic opportunities, including swim lessons and water safety programs.
  - Reestablish a volunteer program and expand volunteer opportunities.

### 5. SandyNet

- Complete a long-term sustainable utility plan for SandyNet that includes a rate study, staffing needs analysis, and permanent facility plan.

### 6. Library

- Advocate for the financial sustainability for the Sandy and Hoodland Libraries and expand access to materials and enrichment programs.
  - Seek funding for a community outreach and engagement vehicle.
  - Work with the County on the long-term plans for the Hoodland Library.

### 7. Transit

- Promote SAM as a safe, and efficient transportation option and increase system ridership.
  - Increase community awareness and utilization of convenient routes within city limits, particularly the Shopper Shuttle.
  - Ensure the proposed Clackamas County Town Center route is appropriately planned, safe, and efficient.
  - Continue modernization of the fleet and operations.

### 8. Good Governance & City Operations

- Enhance Council effectiveness through updating the City Council Rules.
- Maintain financial sustainability of city programs, events, and services through adequate cost recovery policies and practices.
- Develop a Sustainable Staffing Plan for the City of Sandy.
  - Continue investing in the city's workforce to retain talented and community-oriented employees through competitive compensation and recognition.
  - Forecast current and future staffing needs to maintain service levels, mitigate operational risks, and adequately manage key projects and priorities.
  - Develop an achievable plan for accommodating current and future space needs for city staff and operations.

## **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 Finance 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 within the General Fund. These revenue allocations are ultimately set by the City Council through the budget process. Direct Service Departments in the General Fund develop their budgets, estimate department revenues, and provide supporting documentation to justify general revenue allocations.

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
  - 18 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
- Stormwater Fund
- Telecommunications Fund
- Operations Internal Service Fund
- Facilities Maintenance Internal Service Fund

## Budget Calendar

### **January 2023**

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

### **February 2023**

- Department directors prepare their individual budgets

### **March 2023**

- City Manager prepares proposed budget

### **April 2023**

- Publish notice of budget committee meetings
- First budget committee meeting (April 20<sup>th</sup>)
  - Receive the budget message
  - Review the proposed budget
  - Receive public comment
- Second budget committee meeting (April 27<sup>th</sup>)

### **May 2023**

- Third budget committee meeting (May 4<sup>th</sup>)
- Budget committee approves budget
- Publish budget summary and notice of budget hearing

### **June 2023**

- Hold budget hearing (June 5<sup>th</sup>)
- Council meeting to enact resolutions to adopt budget, make appropriations, and impose taxes
- Submit tax certification documents to County Assessor

### **July 2023**

- Submit copy of complete budget document to County Clerk



# Financial Trends

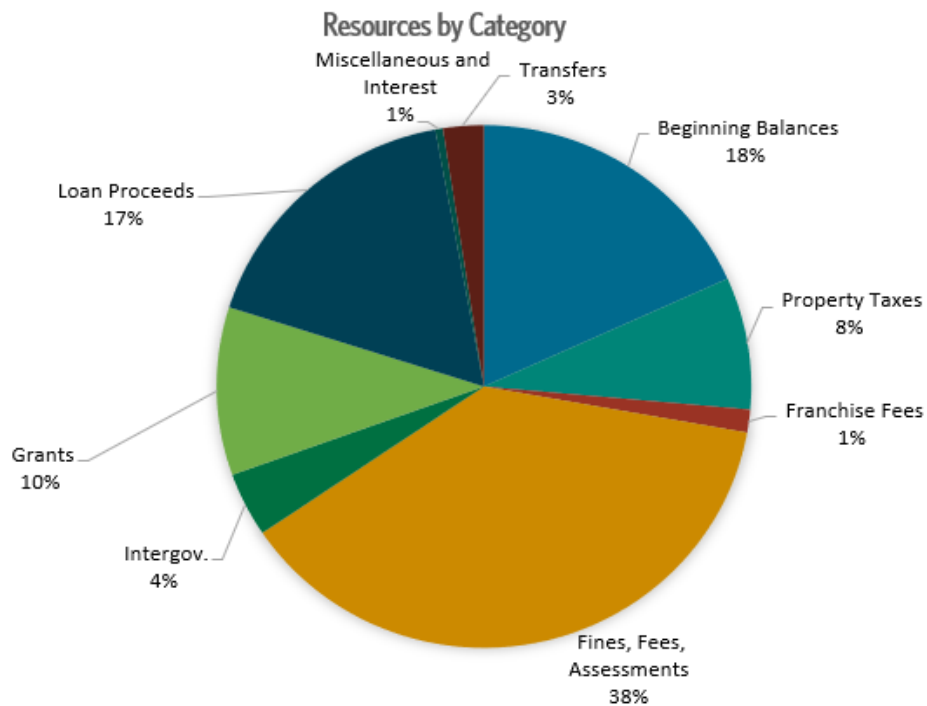
## Resources

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.

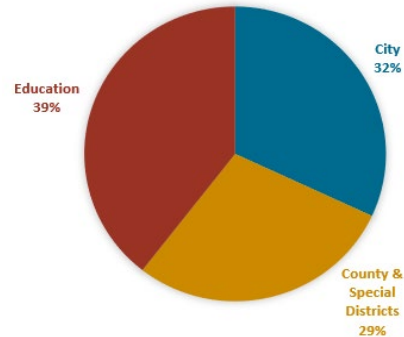
Grants include county, state, and federal grants for transit, police, and community services. Loan proceeds reflect a variety of new debt, largely in the Water and Wastewater Funds to complete work on both utilities' infrastructure projects. Additional information on specific projects can be found within the narrative for each fund.



# Financial Trends

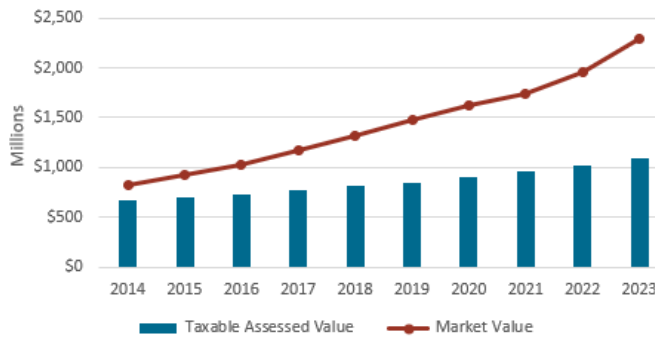
## Property Taxes

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 \$1.086 billion is about 47% of the total market value.



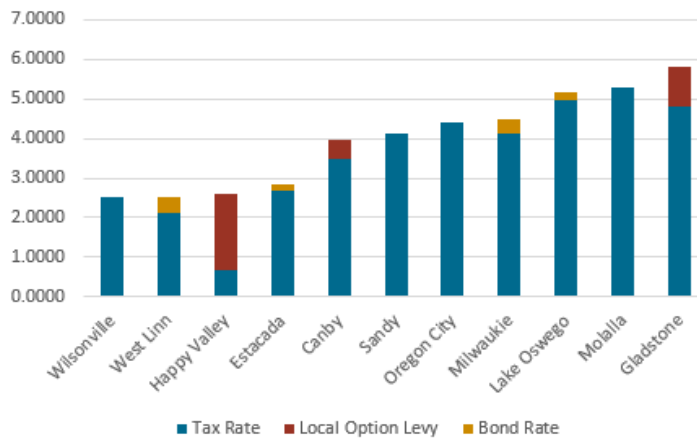
The City receives about 32% of a property’s total tax bill. For a home with the average assessed value of \$227,000, the city receives about \$1,254.

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

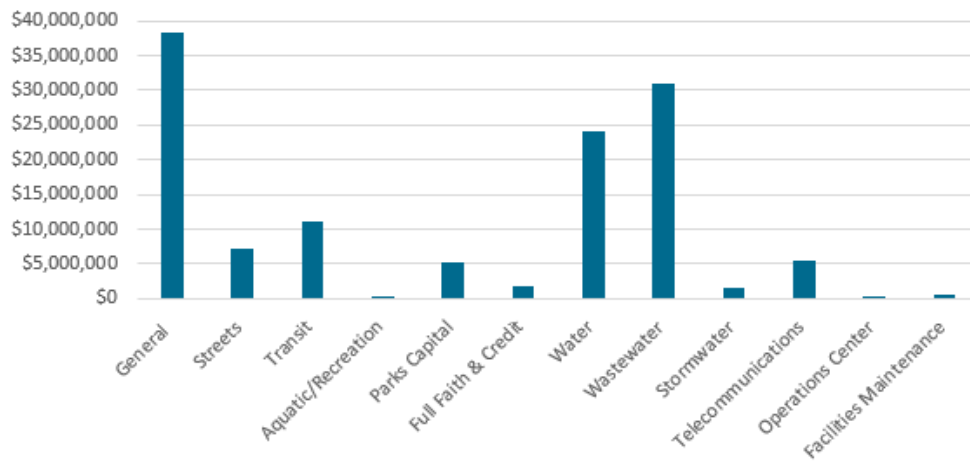


# Financial Trends

## Requirements

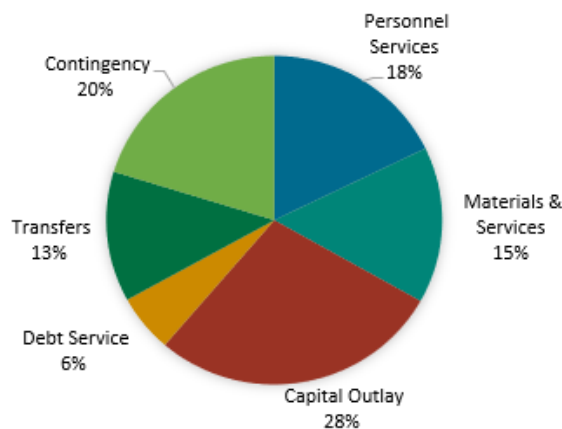
The total requirements citywide for the 2023-25 Biennium is \$126,623,710. The city's largest fund is the General Fund which includes general government services such as Police, Community Services, Planning, Library, and administrative services.

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



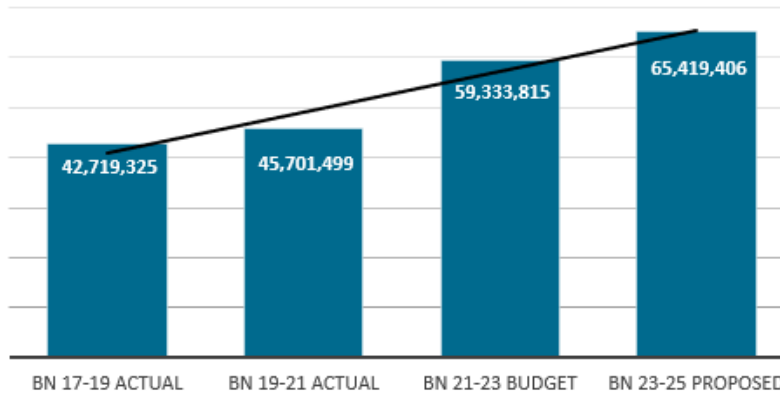
## Financial Trends

### 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 23-25 Proposed
Personnel Services	22,558,200
Materials & Services	19,467,599
Debt Service	7,183,855
Transfers	16,209,752
<b>Total Operating</b>	<b>65,419,406</b>

### Total Operating Budget



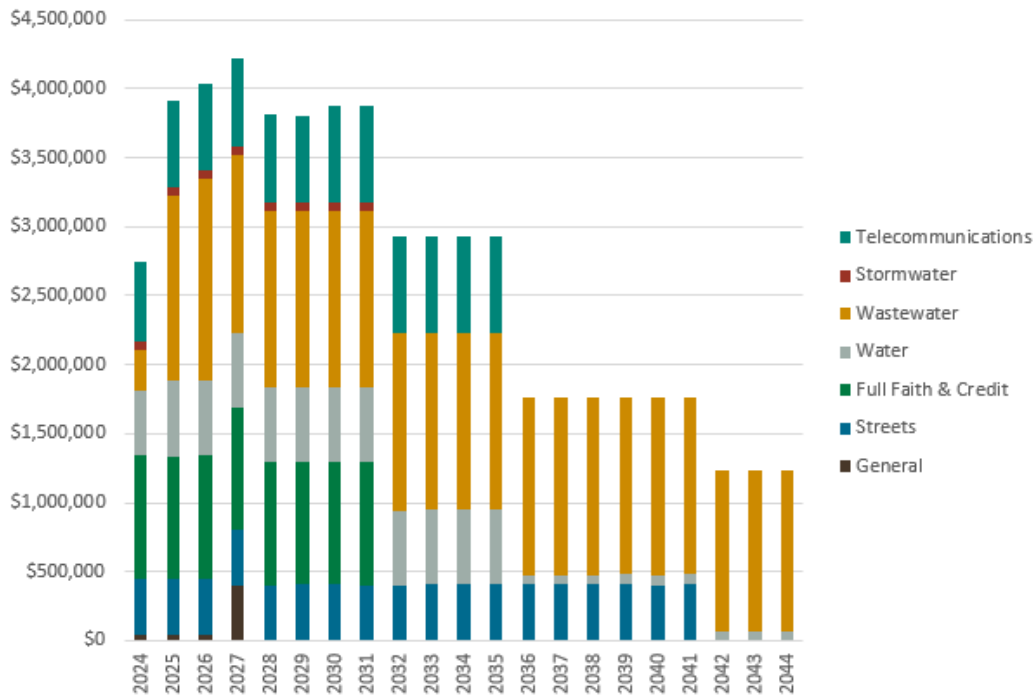
Operating Budget by Fund	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
General	25,347,105	26,438,991	31,972,527	34,770,635
Streets	1,720,940	2,445,013	2,976,880	3,739,333
Transit	3,602,922	3,809,962	4,347,649	6,619,150
Aquatic/Recreation	582,431	164,381	254,251	139,599
Parks Capital	35,360	147,130	149,433	-
Sewer Bond Reserve	-	-	1,875,957	-
Full Faith & Credit	1,657,640	1,775,634	1,775,634	1,775,634
Water	3,212,509	3,271,286	3,721,464	4,995,335
Wastewater	2,843,031	3,523,895	7,337,598	7,129,564
Stormwater	439,329	621,333	725,745	1,261,132
Telecommunications	3,168,919	3,289,787	3,821,677	4,538,024
Operations Center	109,140	121,104	125,000	151,000
Facilities Maintenance	-	92,984	250,000	300,000
<b>Total Operating Budget</b>	<b>42,719,325</b>	<b>45,701,499</b>	<b>59,333,815</b>	<b>65,419,406</b>

# Debt Summary

## Citywide Debt Service

The city's total annual debt service (principal and interest payments) is over \$6.66 million for the 2023-2025 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 current bond rating is AA-, as confirmed by S&P Global in April 2021. The chart below reflects *existing* and *anticipated* debt service by fund as of July 1, 2023.

Annual Debt Service by Fund

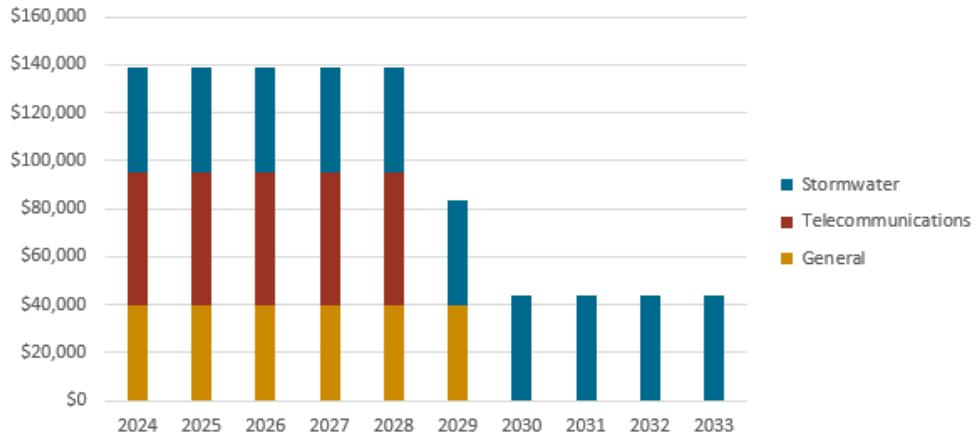


# Debt Summary

## Interfund Loans

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

### Interfund Loans by Fund



# Budget Summaries

## Citywide Summary by Fund

	Beginning Balance	Revenues	Total Resources	Operating Expenditures	Capital Outlay	Contingency/ Reserve	Total Requirements
General	4,809,806	33,599,496	38,409,302	34,770,635	855,900	2,782,767	38,409,302
Streets	2,327,412	4,879,000	7,206,412	3,739,333	2,672,000	795,079	7,206,412
Transit	2,058,598	9,061,015	11,119,613	6,619,150	3,953,486	546,977	11,119,613
Aquatic/Recreation	157,000	1,000	158,000	139,599	-	18,401	158,000
Parks Capital	2,979,638	2,250,000	5,229,638	-	5,000,000	229,638	5,229,638
Full Faith & Credit	-	1,775,634	1,775,634	1,775,634	-	-	1,775,634
Water	2,445,615	21,710,000	24,155,615	4,995,335	11,630,000	7,530,280	24,155,615
Wastewater	4,951,070	25,961,575	30,912,645	7,129,564	10,436,064	13,347,017	30,912,645
Stormwater	32,942	1,520,500	1,553,442	1,261,132	176,000	116,310	1,553,442
Telecommunications	139,843	5,207,000	5,346,843	4,538,024	757,000	51,819	5,346,843
Operations Center	1,000	250,000	251,000	151,000	100,000	-	251,000
Facilities Maintenance	395,566	110,000	505,566	300,000	-	205,566	505,566
<b>Total</b>	<b>20,298,490</b>	<b>106,325,220</b>	<b>126,623,710</b>	<b>65,419,406</b>	<b>35,580,450</b>	<b>25,623,854</b>	<b>126,623,710</b>

## Citywide Summary by Category

Resources	BN 23-25 Proposed
Beginning Balances	20,298,490
Property Taxes	9,100,000
Franchise Fees	1,575,000
Fines, Fees, Assessments	41,982,015
Inter-governmental	4,425,594
Interest	250,500
Grants	11,573,250
Transfers	2,735,634
Loans Proceeds	19,115,888
Miscellaneous	264,024
Indirect Service Revenue	2,840,315
General Revenue	12,463,000
<b>Total</b>	<b>126,623,710</b>

Requirements	BN 23-25 Proposed
Personnel Services	22,558,200
Materials & Services	19,467,599
Capital Outlay	35,580,450
Debt Service	7,183,855
Transfers	16,209,752
Contingency	25,623,854
<b>Total</b>	<b>126,623,710</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 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	2,393,994	2,418,486	2,521,710	4,809,806
Property Taxes	6,703,250	7,455,155	8,110,000	9,100,000
Franchise Fees	1,272,344	1,248,543	1,290,000	1,575,000
Fines, Fees, & Assessments	2,136,499	2,589,344	2,508,200	2,739,044
Intergovernmental	4,048,659	3,698,263	3,804,504	4,425,594
Interest	132,500	103,588	85,000	75,000
Grants	415,035	296,630	2,598,000	345,443
Transfers	175,234	-	-	-
Loan Proceeds	758,752	-	325,000	-
Miscellaneous Revenue	177,097	390,450	50,500	36,100
Indirect Service Revenue	1,868,674	2,047,294	2,359,000	2,840,315
General Revenue	8,685,930	9,481,000	12,814,000	12,463,000
<b>Total Resources</b>	<b>28,767,968</b>	<b>29,728,754</b>	<b>36,465,914</b>	<b>38,409,302</b>
Personnel Services	10,766,645	11,668,711	13,645,500	15,497,600
Materials & Services	3,041,079	3,060,551	3,226,947	4,211,450
Capital Outlay	679,126	224,869	442,000	855,900
Debt Service	478,701	286,676	421,422	260,386
Transfers	11,060,679	11,423,053	14,678,658	14,801,199
Contingency	-	-	3,792,882	2,782,767
<b>Total Requirements</b>	<b>26,026,231</b>	<b>26,663,861</b>	<b>36,207,409</b>	<b>38,409,302</b>



## Budget Summaries

### General Fund Summary by Department

General Fund	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
General Revenue	9,535,374	10,328,364	13,115,000	12,463,000
Mayor & Council	67,916	86,097	119,799	131,377
Administration	487,978	524,331	714,101	867,200
Legal	215,689	195,696	250,000	262,000
Municipal Court	246,674	208,843	172,764	162,000
Finance	707,259	743,699	853,350	596,000
Sandy Library	3,222,092	3,337,382	3,407,738	3,223,841
Police	6,622,097	6,742,433	7,721,500	8,442,908
Human Resources	-	-	-	426,550
Recreation	955,358	897,868	977,619	1,095,909
Seniors	1,265,670	1,380,997	1,321,892	1,503,076
Parks, Buildings, & Grounds	821,055	886,284	998,439	1,551,085
Planning	853,713	911,966	1,168,134	1,371,043
Building	1,348,517	1,312,194	959,677	1,115,203
Economic Development	387,500	279,614	286,321	244,204
Non-Departmental	1,514,163	1,322,153	3,865,458	3,487,223
Information Technology	517,055	589,436	534,122	752,050
Hoodland Library	-	-	-	714,633
<b>Total Resources</b>	<b>28,768,109</b>	<b>29,747,358</b>	<b>36,465,914</b>	<b>38,409,302</b>
General Revenue	8,995,496	9,791,000	13,115,000	12,463,000
Mayor & Council	55,986	78,286	119,799	131,377
Administration	475,041	498,260	714,101	867,200
Legal	219,993	241,608	250,000	262,000
Municipal Court	155,298	137,141	172,764	162,000
Finance	604,848	627,240	853,350	596,000
Sandy Library	3,134,512	3,136,562	3,407,738	3,223,841
Police	6,666,523	6,480,822	7,721,500	8,442,908
Human Resources	-	-	-	426,550
Recreation	697,362	647,613	977,619	1,095,909
Seniors	1,008,599	1,140,477	1,321,892	1,503,076
Parks, Buildings, & Grounds	748,380	856,787	998,439	1,551,085
Planning	548,602	756,455	1,168,134	1,371,043
Building	780,614	910,343	959,677	1,115,203
Economic Development	357,905	220,657	286,321	244,204
Non-Departmental	1,384,159	798,627	3,865,458	3,487,223
Information Technology	412,903	584,399	534,122	752,050
Hoodland Library	-	-	-	714,633
<b>Total Requirements</b>	<b>26,246,223</b>	<b>26,906,278</b>	<b>36,465,914</b>	<b>38,409,302</b>

## Fund Balances

### Beginning Balances and Contingencies by Fund/Department

Fund/Department	Beginning Balance	Contingency
General Revenue	630,000	-
Mayor & Council	7,377	3,048
Administration	73,319	13,500
Legal	12,000	12,000
Municipal Court	17,000	2,927
Finance	14,150	10,200
Sandy Library	331,989	87,443
Police	454,208	72,697
Human Resources	-	6,500
Recreation	187,909	48,785
Senior Services	354,847	84,812
Parks, Buildings, & Grounds	44,985	20,707
Planning	95,043	30,812
Building	405,203	246,142
Economic Development	44,204	10,652
Non-Departmental	2,032,223	2,109,223
Information Technology	50,016	12,500
Hoodland Library	55,333	10,819
<b>General Fund</b>	<b>4,809,806</b>	<b>2,782,767</b>
Streets	2,327,412	795,079
Transit	2,058,598	546,977
Aquatic/Recreation	157,000	18,401
Parks Capital	2,979,638	229,638
Full Faith & Credit	-	-
Water	2,445,615	7,530,280
Wastewater	4,951,070	13,347,017
Stormwater	32,942	116,310
Telecommunications	139,843	51,819
Operations Center	1,000	-
Facilities Maintenance	395,566	205,566
<b>Subtotal Other Funds</b>	<b>15,488,684</b>	<b>22,841,087</b>
<b>City Total</b>	<b>20,298,490</b>	<b>25,623,854</b>

### BN 2023-25 Budget Notes

- General Revenue category reflects more revenue estimated to be received into the general fund than budgeted in the BN 21-23.
- The Non-Department contingency is the General Fund's reserves which is budgeted at 5% of the fund's operations, plus \$959,223 in unassigned funds.
- 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 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, and Non-Departmental).

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	550,124	539,879	374,500	630,000
Property Taxes	6,703,250	7,455,155	8,110,000	9,100,000
Franchise Fees	1,272,344	1,248,543	1,290,000	1,575,000
Fines, Fees, & Assessments	233,302	237,870	222,500	256,000
Intergovernmental	590,780	738,678	738,000	842,000
Interest	110,984	81,614	70,000	50,000
Grants	-	-	2,300,000	-
Miscellaneous	74,590	26,625	10,000	10,000
<b>Total Resources</b>	<b>9,535,374</b>	<b>10,328,364</b>	<b>13,115,000</b>	<b>12,463,000</b>

### General Revenue Distribution:

Council	47,181	73,000	107,000	124,000
Administration	-	-	129,000	158,000
Court	176,315	100,000	93,000	135,000
Sandy Library	311,292	339,000	339,000	206,000
Police	4,580,030	5,660,000	6,215,000	6,670,000
Recreation	546,938	563,000	605,000	705,000
Seniors	683,047	740,000	760,000	735,000
Parks, Buildings, & Grounds	688,387	743,000	870,000	1,400,000
Planning	258,145	280,000	547,000	920,000
Economic Development	343,680	242,000	224,000	200,000
Non-Departmental	950,915	741,000	2,925,000	1,210,000
SandyNet	162,817	150,000	60,000	-
Aquatic/Recreation Center Fund	241,179	160,000	241,000	-
Parks Capital Fund	5,570	-	-	-
<b>Total Requirements</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>13,115,000</b>	<b>12,463,000</b>

### BN 23-25 Budget Notes

- Property tax revenue reflects a citywide assessed value growth of 4.5% in FY23-24 and 3.5% in FY24-25.
- General Revenue distribution to Non-Departmental accounts for a portion of the City's overall operating contingency.

## General Revenue

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-000-401000	Beginning Balance	550,124	539,879	374,500	630,000
110-000-410100	Current Year Property Tax	6,523,419	7,339,332	8,010,000	9,000,000
110-000-410200	Prior Years Property Tax	179,831	115,823	100,000	100,000
110-000-411100	Transient Room Tax	70,577	82,737	70,000	100,000
110-000-431001	Franchise Fee Electricity	751,911	778,887	775,000	970,000
110-000-431002	Franchise Fee Telephone	47,744	36,349	40,000	30,000
110-000-431003	Franchise Fee Garbage	108,592	103,951	125,000	165,000
110-000-431004	Franchise Fee Television	94,445	56,057	60,000	40,000
110-000-431005	Franchise Fee Gas	269,651	273,300	290,000	370,000
110-000-431120	Telephone ROW Privilege Tax	4,502	5,167	5,000	6,000
110-000-432100	Business Licenses	108,201	106,804	110,000	120,000
110-000-432400	Liquor Licenses	4,609	3,790	4,000	4,000
110-000-434300	School Excise Administration Fee	3,790	3,256	3,000	2,000
110-000-440300	Federal Grants	-	-	2,300,000	-
110-000-441110	State Shared - Liquor	352,086	435,921	440,000	515,000
110-000-441120	State Shared - Revenue Share	212,870	279,914	280,000	310,000
110-000-441130	State Shared - Cigarette Tax	25,825	22,843	18,000	17,000
110-000-454400	Erosion Control Plan Review Fee	11,998	215	-	-
110-000-454500	City Administration Fee	2,985	629	-	-
110-000-455100	Lien Search Fee	22,950	27,870	25,000	20,000
110-000-471100	Interest	110,984	81,614	70,000	50,000
110-000-478000	Miscellaneous	72,090	26,625	10,000	10,000
110-000-478150	PEG Fees	3,302	7,189	5,000	4,000
110-000-478300	Garage Sale Sign Revenue	387	213	500	-
110-000-479000	Surplus Property	2,500	-	-	-
<b>Total Resources</b>		<b>9,535,374</b>	<b>10,328,364</b>	<b>13,115,000</b>	<b>12,463,000</b>
110-000-911024	Revenue Distribution - Council	47,181	73,000	107,000	124,000
110-000-911025	Revenue Distribution - Administration	-	-	129,000	158,000
110-000-911027	Revenue Distribution - Court	176,315	100,000	93,000	135,000
110-000-911029	Revenue Distribution - Sandy Library	311,292	339,000	339,000	206,000
110-000-911030	Revenue Distribution - Police	4,580,030	5,660,000	6,215,000	6,670,000
110-000-911033	Revenue Distribution - Recreation	546,938	563,000	605,000	705,000
110-000-911034	Revenue Distribution - Seniors	683,047	740,000	760,000	735,000
110-000-911035	Revenue Distribution - Parks, Buildings, & Grounds	688,387	743,000	870,000	1,400,000
110-000-911036	Revenue Distribution - Planning	258,145	280,000	547,000	920,000
110-000-911038	Revenue Distribution - Economic Development	343,680	242,000	224,000	200,000
110-000-911039	Revenue Distribution - Non-Departmental	950,915	741,000	2,925,000	1,210,000
110-000-911056	Revenue Distribution - SandyNet	162,817	150,000	60,000	-
110-000-911280	Revenue Distribution - Aquatic/Recreation Center Fund	241,179	160,000	241,000	-
110-000-911350	Revenue Distribution - Parks Capital Fund	5,570	-	-	-
<b>Total Requirements</b>		<b>8,995,496</b>	<b>9,791,000</b>	<b>13,115,000</b>	<b>12,463,000</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.

## 2021-23 Accomplishments and Highlights

- Implemented hybrid in-person / virtual public meeting capabilities.

## Goals

- See Council Goals listed earlier in this document.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Council Agenda Items	119	101	116	106	138	129
Work Session Items	8	10	15	18	20	13
Council Meeting Time (hours)	46	41	78	68	99	64

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	(10,265)	11,930	12,799	7,377
Miscellaneous	-	1,167	-	-
General Revenue	47,181	73,000	107,000	124,000
Indirect Service Revenue	31,000	-	-	-
<b>Total Resources</b>	<b>67,916</b>	<b>86,097</b>	<b>119,799</b>	<b>131,377</b>
Materials & Services	28,479	48,304	59,300	73,700
Capital Outlay	3,070	223	-	-
Transfers	24,436	29,759	54,360	54,629
Contingency	-	-	6,139	3,048
<b>Total Requirements</b>	<b>55,986</b>	<b>78,286</b>	<b>119,799</b>	<b>131,377</b>

## BN 23-25 Budget Notes

- Materials & Services include funding for Councilors to attend the League of Oregon cities conference, service fees for hybrid meetings, organizational fees, and meeting expenses.
- Contingency adjusted to 2% of the department's operating budget.

## Mayor & Council

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-024-401100	Beginning Balance	(10,265)	11,930	12,799	7,377
110-024-478200	Reimbursement	-	1,167	-	-
110-024-491110	General Revenue	47,181	73,000	107,000	124,000
110-024-492110	Indirect Service Revenue	31,000	-	-	-
<b>Total Resources</b>		<b>67,916</b>	<b>86,097</b>	<b>119,799</b>	<b>131,377</b>
110-024-601100	Supplies	1,818	4,322	2,500	4,000
110-024-601200	Postage	183	2	100	-
110-024-601300	Printing	162	-	100	200
110-024-601400	Copier Charges	425	42	100	-
110-024-601401	Branding & Marketing	2,197	130	2,000	1,000
110-024-601500	Public Notices	-	120	-	500
110-024-601600	Organizational Fees	2,500	5,000	7,000	6,000
110-024-601700	Memberships	280	4,262	7,000	10,000
110-024-602200	Conferences	2,709	8,426	15,000	18,000
110-024-602300	Training & Professional Advancement	-	-	1,000	1,000
110-024-602500	Meetings & Meals	(132)	366	2,000	4,500
110-024-603100	Mileage Reimbursement	948	899	-	500
110-024-604100	Repairs & Maintenance	21	1,680	-	-
110-024-605100	Contractual Services	-	6,834	-	10,000
110-024-607100	Utilities	10,322	10,375	12,000	12,000
110-024-624100	Clackamas Cities Dinners	995	1,686	4,000	3,500
110-024-624200	Council Work Sessions	3,517	1,986	2,000	-
110-024-624300	Mayor and Council Expense	1,029	1,571	2,000	-
110-024-624600	Volunteer Recognition	1,506	603	2,500	2,500
110-024-740000	Furniture & Office Equipment	3,070	223	-	-
110-024-910670	Transfer to Op Center IS Fund	730	885	888	-
110-024-911110	Indirect Support Cost	23,706	28,874	53,472	54,629
110-024-951000	Contingency	-	-	6,139	3,048
<b>Total Requirements</b>		<b>55,986</b>	<b>78,286</b>	<b>119,799</b>	<b>131,377</b>

# Administration

## Department Overview

The Administration Department includes the City Manager, Director of Policy and Community Relations, 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.

## 2021-23 Accomplishments and Highlights

- Grew communications audience substantially; 33% increase in newsletter readership, website visits up 40%, relaunched dormant Instagram account.
- Launched new initiative to leverage video and other media tools to increase public engagement.
- Implemented enhanced staff report development / agenda preparation process.
- Coordinated intergovernmental relations efforts to secure funding for infrastructure projects.

## Goals

- Implement City Council Goals.
- Identify and implement ways to continue to facilitate more public engagement in decision making processes.
- Deploy new public meeting management platform.
- Work with departments to continue to increase communications quantity and quality.

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	<b>1.53</b>	<b>1.56</b>	<b>2.01</b>	<b>2.05</b>

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	62,517	12,937	18,101	73,319
Miscellaneous Revenue	66	31,394	-	-
General Revenue	-	-	129,000	158,000
Indirect Service Revenue	425,395	480,000	567,000	635,881
<b>Total Resources</b>	<b>487,978</b>	<b>524,331</b>	<b>714,101</b>	<b>867,200</b>
Personnel Services	437,647	483,350	644,500	827,200
Materials & Services	31,829	8,729	32,000	26,500
Capital Outlay	5,565	6,182	-	-
Contingency	-	-	37,601	13,500
<b>Total Requirements</b>	<b>475,041</b>	<b>498,260</b>	<b>714,101</b>	<b>867,200</b>

## BN 23-25 Budget Notes

- General Revenue accounts for 50% of the Director of Policy and Community Relations position.
- Contingency set at approximately 2% of the department's operating budget.



## Administration

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-025-401100	Beginning Balance	62,517	12,937	18,101	73,319
110-025-478000	Miscellaneous Revenue	66	6,394	-	-
110-025-478200	Reimbursement	-	25,000	-	-
110-025-491110	General Revenue	-	-	129,000	158,000
110-025-492110	Indirect Service Revenue	425,395	480,000	567,000	635,881
<b>Total Resources</b>		<b>487,978</b>	<b>524,331</b>	<b>714,101</b>	<b>867,200</b>
110-025-511100	Salaries	316,372	349,687	451,000	578,000
110-025-511200	Overtime	4,425	4,327	3,000	-
110-025-521100	Insurance Benefits	21,264	15,570	27,000	31,000
110-025-521200	FICA Taxes	24,112	27,689	35,000	45,000
110-025-521300	PERS	61,356	81,764	119,000	160,000
110-025-521360	Other Benefits	7,248	1,257	-	-
110-025-521500	Workers' Benefit Fund	178	161	500	300
110-025-521600	Unemployment Insurance	322	362	500	2,500
110-025-521700	Paid Leave Oregon Tax	-	-	-	2,500
110-025-521800	Workers' Comp Insurance	434	361	5,500	4,400
110-025-521900	Transit Tax	1,935	2,172	3,000	3,500
110-025-601100	Supplies	3,103	791	6,000	5,000
110-025-601200	Postage	252	90	500	500
110-025-601300	Printing	354	-	-	500
110-025-601400	Copier Charges	120	87	500	-
110-025-601401	Branding & Marketing	180	399	-	2,000
110-025-601700	Memberships	11,009	2,986	5,000	3,000
110-025-601800	Books and Subscriptions	-	181	-	500
110-025-602100	Employee Recruitment	851	10	500	-
110-025-602200	Conferences	5,701	1,427	15,000	12,000
110-025-602300	Training & Professional Advancement	4,719	150	2,000	1,000
110-025-602500	Meetings & Meals	989	1,308	2,000	1,000
110-025-603100	Mileage Reimbursement	36	5	500	500
110-025-605100	Contractual Services	2,915	1,295	-	-
110-025-607100	Utilities	1,529	-	-	500
110-025-639100	Program - Youth Council	73	-	-	-
110-025-740000	Furniture & Office Equipment	3,125	-	-	-
110-025-740100	Computer Equipment	2,440	6,182	-	-
110-025-951000	Contingency	-	-	37,601	13,500
<b>Total Requirements</b>		<b>475,041</b>	<b>498,260</b>	<b>714,101</b>	<b>867,200</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 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	62,088	(4,304)	-	12,000
Indirect Service Revenue	153,601	200,000	250,000	250,000
<b>Total Resources</b>	<b>215,689</b>	<b>195,696</b>	<b>250,000</b>	<b>262,000</b>
Materials & Services	219,993	241,608	250,000	250,000
Contingency	-	-	-	12,000
<b>Total Requirements</b>	<b>219,993</b>	<b>241,608</b>	<b>250,000</b>	<b>262,000</b>

### BN 23-25 Budget Notes

- The budget reflects a flat projected expenditure for legal fees, as well as a modest contingency for unanticipated expenses that may arise from any of the many large-scale projects and potential land use cases in this biennium.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-026-401100	Beginning Balance	62,088	(4,304)	-	12,000
110-026-492110	Indirect Service Revenue	153,601	200,000	250,000	250,000
<b>Total Resources</b>		<b>215,689</b>	<b>195,696</b>	<b>250,000</b>	<b>262,000</b>
110-026-608102	City Attorneys	219,993	241,608	250,000	250,000
110-026-951000	Contingency	-	-	-	12,000
<b>Total Requirements</b>		<b>219,993</b>	<b>241,608</b>	<b>250,000</b>	<b>262,000</b>

# Municipal Court

## Department Overview

The Municipal Court Department is the judicial branch of Sandy's 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.

## 2021-23 Accomplishments and Highlights

- Continued to improve processes and become more efficient while also reducing the amount of paper documents.
- Returned to in-person court proceedings after having limited exposure to the public during the COVID-19 pandemic.

## Goals

- Implement show-cause hearings to allow the Court to act on old cases where the defendant has not complied with the judgement of the Court.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Citations Processed	533	827	1,358	1,324	830	889

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	0.80	0.63	0.65	0.56

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	62,288	91,376	69,764	17,000
Fines, Fees, & Assessments	8,035	13,530	10,000	10,000
Miscellaneous Revenue	36	3,937	-	-
General Revenue	176,315	100,000	93,000	135,000
<b>Total Resources</b>	<b>246,674</b>	<b>208,843</b>	<b>172,764</b>	<b>162,000</b>
Personnel Services	95,912	82,507	96,300	103,500
Materials & Services	36,052	26,940	32,550	32,450
Capital Outlay	2,324	2,745	-	-
Transfers	21,010	24,949	22,540	23,123
Contingency	-	-	21,374	2,927
<b>Total Requirements</b>	<b>155,298</b>	<b>137,141</b>	<b>172,764</b>	<b>162,000</b>

## BN 23-25 Budget Notes

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

# Municipal Court

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-027-401100	Beginning Balance	62,288	91,376	69,764	17,000
110-027-477000	Court Fees	8,035	13,530	10,000	10,000
110-027-478000	Miscellaneous Revenue	36	3,937	-	-
110-027-491110	General Revenue	176,315	100,000	93,000	135,000
<b>Total Resources</b>		<b>246,674</b>	<b>208,843</b>	<b>172,764</b>	<b>162,000</b>
110-027-511100	Salaries	60,379	55,883	70,000	74,000
110-027-511200	Overtime	796	1,130	-	-
110-027-521100	Insurance Benefits	15,206	2,400	1,000	1,000
110-027-521200	FICA Taxes	4,688	4,360	5,500	6,000
110-027-521300	PERS	12,088	13,633	19,000	21,000
110-027-521360	Other Benefits	2,162	4,479	-	-
110-027-521500	Workers' Benefit Fund	60	42	100	100
110-027-521600	Unemployment Insurance	62	57	100	400
110-027-521700	Paid Leave Oregon Tax	-	-	-	400
110-027-521800	Workers' Comp Insurance	103	181	100	100
110-027-521900	Transit Tax	368	342	500	500
110-027-601100	Supplies	20,475	14,953	15,000	16,000
110-027-601200	Postage	681	1,550	1,000	1,000
110-027-601300	Printing	-	-	-	-
110-027-601400	Copier Charges	71	37	100	-
110-027-601401	Branding & Marketing	199	-	250	250
110-027-601700	Memberships	300	-	250	250
110-027-601800	Books and Subscriptions	7	-	250	250
110-027-602100	Employee Recruitment	-	-	-	-
110-027-602200	Conferences	160	-	500	500
110-027-602300	Training & Professional Advancement	1,938	-	1,000	1,000
110-027-602500	Meetings & Meals	83	-	100	100
110-027-603100	Mileage Reimbursement	108	-	100	100
110-027-605100	Contractual Services	180	1,450	-	-
110-027-608100	Professional Services	2,150	100	2,000	1,000
110-027-608300	Municipal Court Judge	9,700	8,850	12,000	12,000
110-027-740000	Furniture & Office Equipment	210	1,887	-	-
110-027-740100	Computer Equipment	2,114	858	-	-
110-027-911110	Indirect Support Cost	21,010	24,949	22,540	23,123
110-027-951000	Contingency	-	-	21,374	2,927
<b>Total Requirements</b>		<b>155,298</b>	<b>137,141</b>	<b>172,764</b>	<b>162,000</b>

# Finance

## Department Overview

The Finance Department serves the public and internal customers in a variety of ways, including 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, budgeting, auditing, financial reporting, and risk management.

## 2021-23 Accomplishments & Highlights

- Submitted and received the Distinguished Budget Presentation, Popular Annual Financial Report, and the Annual Comprehensive Financial Report awards through the Government Finance Officers Association (GFOA).

## Goals

- Continue to find creative ways to increase transparency and understanding of the City's finances.
- Continue to work with departments to increase the overall financial stability of the City.
- Review insurance claims in greater detail and determine reasonable actions to reduce the number of claims filed each year.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Utility Accounts	3,779	3,850	3,900	3,998	4,021	4,076
Insurance Claims	4	7	9	21	12	9

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	2.40	2.55	2.67	1.30

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	108,824	102,411	79,350	14,150
Miscellaneous Revenue	1,841	7,994	2,000	1,000
Indirect Service Revenue	596,593	633,294	772,000	580,850
<b>Total Resources</b>	<b>707,259</b>	<b>743,699</b>	<b>853,350</b>	<b>596,000</b>
Personnel Services	473,084	497,000	651,500	425,800
Materials & Services	122,097	120,465	141,850	160,000
Capital Outlay	9,666	9,775	-	-
Contingency	-	-	60,000	10,200
<b>Total Requirements</b>	<b>604,848</b>	<b>627,240</b>	<b>853,350</b>	<b>596,000</b>

Human Resources moved to own department in BN 23-25

## Finance

### BN 23-25 Budget Notes

- Staffing and related personnel costs decreased because of moving the Human Resources Director and 20% of the Accounting Specialist position out of Finance and into a dedicated department for Human Resources. In addition, a larger position of the Deputy City Manager’s time is allocated to Administration for work not directly related to finance.
- 78% of Materials & Services is directly related to cost of conducting the annual audit.
- Reduced contingency to approximately 2% of the department’s operating budget.

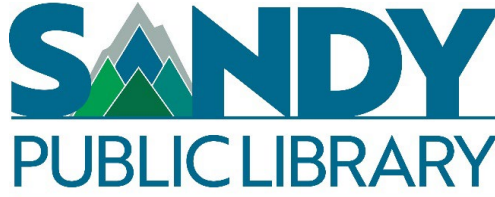
Account Number	Account Name	BN T7-19	BN T9-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-028-401100	Beginning Balance	108,824	102,411	79,350	14,150
110-028-478000	Miscellaneous Revenue	1,841	7,994	2,000	1,000
110-028-492110	Indirect Service Revenue	596,593	633,294	772,000	580,850
<b>Total Resources</b>		<b>707,259</b>	<b>743,699</b>	<b>853,350</b>	<b>596,000</b>
110-028-511100	Salaries	337,524	355,396	480,000	286,000
110-028-511200	Overtime	2,645	3,487	-	-
110-028-521100	Insurance Benefits	5,760	1,999	4,000	34,000
110-028-521200	FICA Taxes	26,191	27,562	37,000	22,000
110-028-521300	PERS	69,223	70,641	126,000	79,000
110-028-521360	Other Benefits	28,874	34,869	-	-
110-028-521500	Workers' Benefit Fund	231	236	500	200
110-028-521600	Unemployment Insurance	342	360	500	1,200
110-028-521700	Paid Leave Oregon Tax	-	-	-	1,200
110-028-521800	Workers' Comp Insurance	240	289	500	400
110-028-521900	Transit Tax	2,054	2,162	3,000	1,800
110-028-601100	Supplies	13,927	18,037	20,000	15,000
110-028-601200	Postage	1,855	1,937	1,500	1,500
110-028-601300	Printing	30	-	500	-
110-028-601400	Copier Charges	849	646	250	-
110-028-601401	Branding & Marketing	1,236	1,201	1,000	1,000
110-028-601500	Public Notices	693	681	1,000	1,000
110-028-601600	Organizational Fees	2,185	3,200	2,000	2,500
110-028-601700	Memberships	895	809	2,000	5,000
110-028-601800	Books and Subscriptions	1,552	1,552	-	-
110-028-602100	Employee Recruitment	20	10	-	-
110-028-602200	Conferences	2,807	771	2,500	3,000
110-028-602300	Training & Professional Advancement	2,472	1,962	10,000	5,000
110-028-602500	Meetings & Meals	376	183	500	500
110-028-603100	Mileage Reimbursement	428	589	500	500
110-028-605100	Contractual Services	90,588	87,796	100,000	125,000
110-028-607100	Utilities	2,175	1,080	-	-
110-028-628100	Bank Charges	10	10	100	-
110-028-740000	Furniture & Office Equipment	5,372	4,693	-	-
110-028-740100	Computer Equipment	4,294	5,082	-	-
110-028-951000	Contingency	-	-	60,000	10,200
<b>Total Requirements</b>		<b>604,848</b>	<b>627,240</b>	<b>853,350</b>	<b>596,000</b>

## Sandy Library

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### Department Overview

The Sandy Library was founded in 1934 by the Sandy Woman's Club. Since 1977, when the first county-wide funding levy was approved by voters, Sandy has been one of the 12 public libraries in Clackamas County that have cooperated in an informal resource and revenue sharing network, named LINCC, which stands for "Libraries in Clackamas County". Over the past 36 years, LINCC libraries have shared in the proceeds of a variety of county-wide funding mechanisms, which have culminated in the passage in November 2008 of a county-wide Library Service District with a permanent tax rate of \$0.3974 per thousand of assessed value. The Sandy Service Area extends from Boring to Wildcat Creek Road (Near Windells Ski Camp) and currently houses over 28,000 (city and unincorporated) residents. The Sandy Library resides in a city-owned facility of 11,620 square feet and will be open this coming year 56 hours per week.



The library supports the community in its endeavor to create lifelong readers. Support is provided to help residents 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 a seed library, library of things collection, and space for programs such as English language and reading tutoring, book clubs, story times, classes, musical performers, and community meetings. In addition to in-person programs, the library offers asynchronous story times, 'take & make' crafts for all ages, and virtual book groups.

### 2021-23 Accomplishments & Highlights

- Rebounded programing to 53% of pre-pandemic level, with participation rebounding to 57%.
- In 2022, over 209,000 items were physically checked out with nearly 12,000 attendees at various programs.
- Analyzed collections for diversity, equity, and inclusion.
- Started reading tutoring again in July 2022. From July 2022 - March 2023 we have held 121 one-hour sessions with one student and one tutor.
- Started ESOL classes and tutoring again in September 2022 and October 2022. From September 2022 - March 2023, 56 people have attended English language classes. From October 2022 - March 2023, we have held 46 one-hour sessions with one student and one tutor.
- November 2022 - January 2023 we held a Civics Challenge. 28 people joined in the fun.

### Goals

- Continue to regrow programs and attendance in a post-COVID-19 environment.
- Encourage LINCC Directors to push forward the taskforce.
- Secure a funding source for an outreach/technology pop-up vehicle.
- Enhance library marketing with teen videos.
- Make progress towards the goal of every child in the Oregon Trail School District obtaining a library card.

# Sandy Library

## Performance Measures

	2017	2018	2019	2020	2021	2022
Circulation Count	365,124	355,065	348,818	274,270	169,821	271,103
Items Added	6,998	7,777	6,775	5,564	5,451	6,171
Cardholders/Registered Borrowers	16,517	15,657	14,565	13,814	12,104	11,390
Information Questions	9,315	6,780	6,671	4,465	4,545	3,172
Programs Offered	718	716	593	431	90	315
Participants in Programs	12,364	16,861	18,438	8,479	2,832	10,501
Computer Sessions	19,731	19,463	16,003	10,710	1,101	5,820
Wireless Sessions	9,600	20,000	25,267	27,329	9,044	23,176
Visits	178,004	174,484	164,993	122,400	5,258	72,620

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	13.82	13.34	13.33	11.05

## Budget Summary & Detail

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	227,221	87,579	131,534	331,989
Intergovernmental	2,578,032	2,779,768	2,875,504	2,648,894
Fines, Fees, & Assessments	70,580	67,030	37,700	20,044
Grants	5,295	10,765	10,000	10,914
Miscellaneous Revenue	29,671	53,239	14,000	6,000
General Revenue	311,292	339,000	339,000	206,000
<b>Total Resources</b>	<b>3,222,092</b>	<b>3,337,382</b>	<b>3,407,738</b>	<b>3,223,841</b>
Personnel Services	2,238,459	2,230,671	2,535,500	2,440,500
Materials & Services	468,809	450,113	411,500	308,250
Capital Outlay	31,685	22,532	11,000	24,900
Debt Service	91,874	91,874	95,000	90,292
Transfers	303,686	341,372	301,984	272,456
Contingency	-	-	52,754	87,443
<b>Total Requirements</b>	<b>3,134,512</b>	<b>3,136,562</b>	<b>3,407,738</b>	<b>3,223,841</b>

*Hoodland Public Library moved to own department in BN 23-25*

## BN 23-25 Budget Notes

- Revenue and expenses for the Hoodland Library is now accounted for in its own Department.
- Intergovernmental accounts for revenue from the Clackamas County Library District for the Sandy service area.
- Debt Service reflects the principal and interest payments on the library construction loan.

## Sandy Library

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-029-401100	Beginning Balance	227,221	87,579	131,534	331,989
110-029-441210	State Grants	5,295	10,765	10,000	10,914
110-029-442400	District Funding	2,578,032	2,779,768	2,875,504	2,648,894
110-029-442500	Other Agencies	-	-	-	-
110-029-463100	Fines	46,762	17,232	18,000	14,000
110-029-475000	Donations/Other	12,156	45,636	13,000	1,400
110-029-477100	Miscellaneous Revenue	29,671	53,239	14,000	6,000
110-029-477110	Lost/Paid Fees	6,722	2,671	6,700	4,644
110-029-478200	Reimbursement	4,940	1,491	-	-
110-029-491110	General Revenue - Operations	311,292	339,000	339,000	115,708
110-029-491111	General Revenue - Debt	-	-	-	90,292
<b>Total Resources</b>		<b>3,222,092</b>	<b>3,337,382</b>	<b>3,407,738</b>	<b>3,223,841</b>

Requirements are listed on the following page.



## Sandy Library

110-029-511100	Salaries	1,551,874	1,494,345	1,682,000	1,567,000
110-029-511200	Overtime	3,761	39	-	-
110-029-521100	Insurance Benefits	172,538	198,506	248,000	298,000
110-029-521200	FICA Taxes	119,302	114,331	129,000	120,000
110-029-521300	PERS	323,958	384,824	461,000	430,000
110-029-521360	Other Benefits	50,308	23,717	-	-
110-029-521500	Workers' Benefit Fund	1,478	1,093	1,500	1,000
110-029-521600	Unemployment Insurance	1,560	1,495	2,000	6,200
110-029-521700	Paid Leave Oregon Tax	-	-	-	6,300
110-029-521800	Workers' Comp Insurance	4,324	3,354	2,000	2,000
110-029-521900	Transit Tax	9,357	8,967	10,000	10,000
110-029-601100	Supplies	20,625	31,638	18,000	17,850
110-029-601200	Postage	257	133	1,000	400
110-029-601300	Printing	1,906	545	600	500
110-029-601400	Copier Charges	5,213	4,852	5,000	-
110-029-601401	Branding & Marketing	475	-	1,000	-
110-029-601402	Copier Charges - Hood	-	1,074	-	1,000
110-029-601600	Organizational Fees	65	75	100	-
110-029-601700	Memberships	775	103	100	600
110-029-601800	Books and Subs. (NOT LIBR)	761	991	700	500
110-029-602100	Employee Recruitment	-	-	-	-
110-029-602200	Conferences	1,731	479	1,000	-
110-029-602300	Training & Professional Advancement	2,807	1,669	2,000	3,000
110-029-602500	Meetings & Meals	482	364	200	-
110-029-603100	Mileage Reimbursement	441	-	-	-
110-029-604100	Repairs & Maintenance	26,324	15,950	10,000	11,000
110-029-605100	Contractual Services	54,843	49,060	50,000	36,500
110-029-605101	Contractual Services - Hood	-	-	-	-
110-029-606120	Building Rent - Hood	42,636	43,546	44,000	-
110-029-607100	Utilities	43,506	39,611	39,000	31,000
110-029-607101	Utilities - Hood	-	-	-	-
110-029-608100	Professional Services	1,968	4,889	2,000	7,500
110-029-609100	Insurance	13,815	17,867	13,000	15,000
110-029-629101	Library Books	72,979	81,256	67,200	81,000
110-029-629102	Library Magazines	6,593	5,995	6,500	7,500
110-029-629103	Videos/DVD's	21,050	19,254	15,400	19,000
110-029-629104	Acquisition Database	21,589	24,377	22,000	17,000
110-029-629105	Video Games	3,075	1,704	1,900	2,000
110-029-629106	CD Music	3,351	1,124	1,200	400
110-029-629107	Audio Books	10,159	6,942	8,600	7,400
110-029-629108	Program Story Time	230	18	-	-
110-029-629109	Reference Databases	17,787	12,396	6,800	5,500
110-029-629110	Digital	21,234	25,279	27,500	30,000
110-029-629120	Supplies-Hood	-	-	-	-
110-029-629121	Library Books-Hood	15,050	12,847	14,400	-
110-029-629122	Library Magazines-Hood	2,288	2,251	2,500	-
110-029-629123	Videos/DVD's-Hood	9,082	10,141	7,700	-
110-029-629126	CD Music-Hood	2,874	1,899	800	-
110-029-629127	Audio Books-Hood	4,244	2,580	3,300	-
110-029-629129	Reference Databases-Hood	3,414	2,659	1,400	-
110-029-629130	Digital-Hood	4,221	5,233	5,600	-
110-029-629200	Program - Child. State Library	7,422	5,828	10,000	9,600
110-029-629300	Program - Summer Reading	5,481	2,574	1,000	4,000
110-029-629350	Program - General	18,059	12,911	20,000	-
110-029-740000	Furniture & Office Equipment	2,128	140	-	1,700
110-029-740100	Computer Equipment	16,012	17,576	5,000	23,200
110-029-740200	Library Equipment	13,545	4,816	6,000	-
110-029-812100	Loan Principal	53,355	56,582	60,000	64,594
110-029-832903	Loan Interest	38,518	35,292	35,000	25,698
110-029-911110	Indirect Support Cost	303,686	341,372	301,984	272,456
110-029-951000	Contingency	-	-	52,754	87,443
<b>Total Requirements</b>		<b>3,134,512</b>	<b>3,136,562</b>	<b>3,407,738</b>	<b>3,223,841</b>

# Police

## 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. The department strives 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.

## 2021-23 Accomplishments & Highlights

- Funded and piloted the implementation of the in-car video system and body camera program.
- Renegotiated the contract with Oregon Trail School District for the School Resource Officer Program.
- Replaced three aging vehicles to continue to make progress on maintaining and/or replacing outdated assets.

## Goals

- Continue to carry out the mission of the department with the utmost professionalism.
- Continue to expand health and wellness programs for staff.
- Continue to replace aging vehicles to ensure the safety and functionality of the fleet.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Calls for Service	n/a	n/a	n/a	n/a	n/a	13,203
Physical Arrests	218	472	411	421	458	649
Citations Issued	533	827	1,358	1,324	830	889
Sworn Officers per Thousand	1.50	1.47	1.46	1.44	1.37	1.24
Police Overtime Expenditures	\$ 105,516	\$ 115,803	\$ 131,674	\$ 114,573	\$ 112,898	\$ 117,772

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	19.94	19.31	19.88	20.00

# Police

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	(159,780)	(44,426)	-	454,208
Fines, Fees, & Assessments	364,103	897,010	997,500	1,011,000
Interest	21,515	21,974	15,000	25,000
Intergovernmental	879,847	179,817	191,000	282,700
Grants	96,942	28,058	-	-
Loan Proceeds	736,239	-	300,000	-
Miscellaneous Revenue	3,200	-	3,000	-
General Revenue	4,680,030	5,660,000	6,215,000	6,670,000
<b>Total Resources</b>	<b>6,622,097</b>	<b>6,742,433</b>	<b>7,721,500</b>	<b>8,442,908</b>
Personnel Services	4,631,924	4,969,212	5,653,000	6,251,000
Materials & Services	836,508	694,640	809,675	891,000
Capital Outlay	455,781	51,925	371,000	453,000
Debt Service	227,376	185,797	317,222	161,994
Transfers	514,934	579,247	536,238	613,217
Contingency	-	-	34,365	72,697
<b>Total Requirements</b>	<b>6,666,523</b>	<b>6,480,822</b>	<b>7,721,500</b>	<b>8,442,908</b>

### BN 23-25 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.
- Capital Outlay includes the one-time cost of nearly \$44,000 for the final payment towards the C800 Radio system, purchase of new computers for \$73,000, and the purchase of four new vehicles totaling \$280,000.
- Debt Service includes the interfund loan payment to the Transit Fund.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-030-401100	Beginning Balance	(159,780)	(44,426)	-	454,208
110-030-440300	Federal Grants	96,942	28,058	-	-
110-030-441160	State Shared - Marijuana Tax	31,716	-	-	-
110-030-442500	Other Agencies	724,381	-	-	-
110-030-442701	Oregon Trail SD SRO	123,750	179,817	191,000	282,700
110-030-443000	Public Safety Fee	-	504,915	557,000	567,000
110-030-456100	Police Reports	4,292	5,512	5,000	6,000
110-030-456300	Fingerprinting	495	1,764	15,000	15,000
110-030-456400	Vehicle Impound	5,767	4,750	5,000	1,000
110-030-456500	Police Witness Fees	-	-	500	-
110-030-456605	Alarm Program	12,032	22,865	25,000	30,000
110-030-456800	Police Asset Forfeiture	1,564	2,258	-	2,000
110-030-466100	Municipal Court Fines	284,992	320,862	350,000	350,000
110-030-466200	Other Jurisdiction Court Fines	54,961	34,085	40,000	40,000
110-030-471101	Collection Interest	2,423	6,328	5,000	10,000
110-030-478030	Miscellaneous Revenue	19,093	15,646	10,000	15,000
110-030-479030	Surplus Property	3,200	-	3,000	-
110-030-490139	Transfer from Non-Departmental	100,000	-	-	-
110-030-491110	General Revenue	4,580,030	5,660,000	6,215,000	6,670,000
110-030-495300	Interfund Loan Proceeds	356,272	-	-	-
110-030-495400	Loan Proceeds	379,967	-	300,000	-
<b>Total Resources</b>		<b>6,622,097</b>	<b>6,742,433</b>	<b>7,721,500</b>	<b>8,442,908</b>

Requirements are listed on the following page.

## Police

110-030-511100	Salaries	2,696,138	2,848,148	3,152,000	3,508,000
110-030-511200	Overtime	247,477	227,471	250,000	250,000
110-030-511210	Overtime - Estacada	23,129	-	-	-
110-030-521100	Insurance Benefits	487,805	534,286	785,000	795,000
110-030-521200	FICA Taxes	227,459	235,087	260,000	287,000
110-030-521300	PERS	738,248	878,745	1,036,000	1,212,000
110-030-521360	Other Benefits	106,462	79,769	17,000	42,000
110-030-521500	Workers' Benefit Fund	2,020	1,679	3,000	2,000
110-030-521600	Unemployment Insurance	2,951	3,042	3,000	15,000
110-030-521700	Paid Leave Oregon Tax	-	-	-	15,000
110-030-521800	Workers' Comp Insurance	82,378	142,532	126,000	102,000
110-030-521900	Transit Tax	17,856	18,454	21,000	23,000
110-030-601100	Supplies	15,186	11,345	14,000	17,000
110-030-601200	Postage	1,805	1,565	1,500	1,800
110-030-601300	Printing	1,283	564	1,000	1,000
110-030-601400	Copier Charges	478	306	600	600
110-030-601401	Branding & Marketing	242	-	250	400
110-030-601500	Public Notices	84	-	100	-
110-030-601700	Memberships	1,502	1,478	1,500	1,700
110-030-601800	Books and Subscriptions	-	-	500	500
110-030-601900	Uniforms	7,909	14,540	12,000	13,500
110-030-602000	Uniform Cleaning	2,459	451	500	200
110-030-602100	Employee Recruitment	822	-	-	1,500
110-030-602200	Conferences	2,967	711	2,500	-
110-030-602300	Training & Professional Advancement	14,977	10,227	31,000	30,000
110-030-602500	Meetings & Meals	2,077	1,685	1,700	3,500
110-030-603100	Mileage Reimbursement	385	-	300	800
110-030-603200	Vehicle Fuel	83,163	54,006	60,000	75,000
110-030-603400	Vehicle Reg/Licenses	115	10	225	-
110-030-603500	Vehicle Repair & Maintenance	49,508	34,335	35,000	40,000
110-030-604100	Repairs & Maintenance	17,306	17,839	17,000	33,000
110-030-605100	Contractual Services	48,087	26,352	65,000	50,000
110-030-606100	Equipment Rental	-	-	-	-
110-030-607100	Utilities	54,675	48,047	50,000	50,000
110-030-608100	Professional Services	103,353	62,359	58,000	75,000
110-030-609100	Insurance	107,506	132,714	152,000	139,000
110-030-610200	Fees	3,072	4,856	4,500	2,500
110-030-630100	Ammunition/Range Practice	8,779	6,259	8,500	12,000
110-030-630300	Police County Dispatch	280,906	241,417	275,000	325,000
110-030-630350	Equipment	23,721	23,168	17,000	17,000
110-030-630700	Investigation	1,267	-	-	-
110-030-630750	Police Detoxification	2,460	155	-	-
110-030-630800	Police Reserves	415	250	-	-
110-030-740000	Furniture & Office Equipment	340	-	-	-
110-030-740100	Computer Equipment	99,125	3,497	71,000	73,000
110-030-740120	800 MHz Radio System	70,686	39,560	-	100,000
110-030-750000	Vehicles	285,631	8,868	300,000	280,000
110-030-812100	Loan Principal	223,426	185,231	238,228	83,000
110-030-812200	Interfund Loan Principal	-	-	68,496	71,152
110-030-830001	Interfund Loan Interest	-	-	10,498	7,842
110-030-832903	Loan Interest	3,950	566	-	-
110-030-910670	Transfer to Op Center IS Fund	5,813	7,163	7,163	12,100
110-030-911110	Indirect Support Cost	509,121	572,084	529,075	601,117
110-030-951000	Contingency	-	-	34,365	72,697
<b>Total Requirements</b>		<b>6,666,523</b>	<b>6,480,822</b>	<b>7,721,500</b>	<b>8,442,908</b>

# Human Resources

## Department Overview

The Human Resources Department is dedicated to serving all departments of the City of Sandy in recruitment, development, and retention of a high-quality workforce that is committed to excellence in public service. The department is responsible for comprehensive human resources services and programs, including job description development, recruitment and selection, employee orientation, benefit administration, labor relations, training, personnel policy development and administration, personnel record management, workers' compensation claim management, and employee recognition.

## 2021-23 Accomplishments & Highlights

- Comprehensive update to the personnel policy manual for the first time in over five years.
- Review of all positions and their placement on the salary schedule in relation to Oregon's Pay Equity law.

## Goals

- Provide employee training programs to help all employees improve skills, and acquire new knowledge and confidence related to career development.
- Forecast current and future staffing needs to assist Finance in maintaining service levels, mitigate risks, and manage key projects and programs.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Total Employee Count	78	104	87	83	75	85
Workers' Comp Claims	4	6	10	5	7	3

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	-	-	-	1.20

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	-	-	-	-
Indirect Service Revenue	-	-	-	426,550
<b>Total Resources</b>	-	-	-	<b>426,550</b>
Personnel Services	-	-	-	390,300
Materials & Services	-	-	-	29,750
Contingency	-	-	-	6,500
<b>Total Requirements</b>	-	-	-	<b>426,550</b>

*Human Resources consolidated with Finance prior to BN 23-25*

## Human Resources

### BN 23-25 Budget Notes

- 92% of the overall budget is directly related to the cost of staff to perform the required human resources functions.
- Staffing and related personnel costs reflect the Human Resources Director and 20% of the Accounting Specialist positions, which were previously in the Finance budget.
- Contingency set to approximately 2% of the department's operating budget.

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-032-401100	Beginning Balance	-	-	-	-
110-032-492110	Indirect Service Revenue	-	-	-	426,550
<b>Total Resources</b>		-	-	-	<b>426,550</b>
110-032-511100	Salaries	-	-	-	251,000
110-032-511200	Overtime	-	-	-	-
110-032-521100	Insurance Benefits	-	-	-	45,000
110-032-521200	FICA Taxes	-	-	-	20,000
110-032-521300	PERS	-	-	-	70,000
110-032-521500	Workers' Benefit Fund	-	-	-	200
110-032-521600	Unemployment Insurance	-	-	-	1,000
110-032-521700	Paid Leave Oregon Tax	-	-	-	1,200
110-032-521800	Workers' Comp Insurance	-	-	-	400
110-032-521900	Transit Tax	-	-	-	1,500
110-032-601100	Supplies	-	-	-	5,000
110-032-601200	Postage	-	-	-	250
110-032-601401	Branding & Marketing	-	-	-	2,500
110-032-601700	Memberships	-	-	-	1,000
110-032-602100	Employee Recruitment	-	-	-	7,000
110-032-602200	Conferences	-	-	-	1,000
110-032-602500	Meetings & Meals	-	-	-	500
110-032-603100	Mileage Reimbursement	-	-	-	500
110-032-605100	Contractual Services	-	-	-	12,000
110-032-740000	Furniture & Office Equipment	-	-	-	-
110-032-740100	Computer Equipment	-	-	-	-
110-032-951000	Contingency	-	-	-	6,500
<b>Total Requirements</b>		-	-	-	<b>426,550</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 throughout the year in the Recreation Guide, and are marketed through electronic newsletters, social media, traditional media, and signage. 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 Run with Pride, Noah's Quest, Silent Disco, and Winter Lights at Meinig. Events such as Sandy Summer Sounds & Starlight Cinema, Solv-it, Longest Day Parkway, Teen Flashlight Egg Hunt, and Mountain Festival Kids Parade ensure that all families, regardless of income, enjoy recreation and entertainment opportunities in a unique setting.

## 2021-23 Accomplishments & Highlights

- Since re-establishing programs and events in May 2022, an estimated 4,000 community members have participated.
- Received nearly \$38,000 in fundraising and sponsorship for community events.
- Diversified revenue sources, analyzed new revenue streams, and hired a consultant to assist in developing a cost recovery policy where appropriate.
- Explored Council and community recreation services needs and determined how the department can support these by adding new events, programs, classes, and social services.

## Goals

- Create a recruitment, onboarding, and training process for volunteers in various areas of Parks and Recreation Services.
- Work with Oregon Trail School District to develop a new facility use agreement.
- Explore ways to connect Sandy residents with aquatic opportunities for water safety purposes.
- Continue to innovatively and strategically grow special events, programs, and services while meeting cost recovery goals.
- Build upon the newly created Holiday Lights at Meinig Park to become a regionally recognized "Winter Fest" community event that involves community partnerships and participation.



# Recreation

## Performance Measures

	2017	2018	2019	2020	2021	2022
Special Events	10	11	10	9	8	6
Special Events Participants	1,766	2,876	2,933	1,337	116	762
Adult Program Participants	2,597	1,649	1,694	1,117	485	476
Children/Teen Program Participants	936	725	1,676	615	26	190

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	<b>2.40</b>	<b>3.08</b>	<b>3.33</b>	<b>2.48</b>

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	249,720	257,996	221,719	187,909
Fines, Fees, & Assessments	158,559	68,552	150,900	203,000
Miscellaneous Revenue	141	8,320	-	-
General Revenue	546,938	563,000	605,000	705,000
<b>Total Resources</b>	<b>955,358</b>	<b>897,868</b>	<b>977,619</b>	<b>1,095,909</b>
Personnel Services	427,592	456,261	727,000	625,600
Materials & Services	194,130	107,895	157,272	332,400
Capital Outlay	8,821	8,432	-	-
Transfers	66,820	75,025	75,847	89,124
Contingency	-	-	17,500	48,785
<b>Total Requirements</b>	<b>697,362</b>	<b>647,613</b>	<b>977,619</b>	<b>1,095,909</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments has increased due to additional program offerings in a post COVID-19 environment.
- Materials & Services has increased for the same reason noted above.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-033-401100	Beginning Balance	249,720	257,996	221,719	187,909
110-033-436100	Recreation Fees - In House	79,298	34,231	72,500	4,000
110-033-436110	Recreation Fees - Contracted	-	-	-	60,000
110-033-436110	Youth Basketball Fees	36,069	17,391	32,000	42,000
110-033-436120	Special Events	31,907	15,679	22,000	4,000
110-033-436130	Adult Softball	3,114	-	20,000	21,000
110-033-436140	Pickleball	-	115	-	500
110-033-474000	Community Garden Rental	1,845	1,509	2,400	2,500
110-033-475601	Concert Revenue	6,327	(373)	2,000	2,000
110-033-475000	Event and Community Sponsorship	-	-	-	67,000
110-033-478000	Miscellaneous Revenue	141	8,320	-	-
110-033-491110	General Revenue	546,938	563,000	605,000	705,000
<b>Total Resources</b>		<b>955,358</b>	<b>897,868</b>	<b>977,619</b>	<b>1,095,909</b>

Requirements listed on the following page.



## Recreation

110-033-511100	Salaries	291,410	297,281	465,000	400,000
110-033-511101	Salaries - Seasonal/On-Call	-	4,268	28,000	-
110-033-511200	Overtime	186	1,331	-	-
110-033-521100	Insurance Benefits	30,129	31,456	41,000	69,000
110-033-521200	FICA Taxes	22,421	23,128	38,000	31,000
110-033-521300	PERS	65,828	77,117	140,000	115,000
110-033-521360	Other Benefits	8,913	7,433	-	-
110-033-521500	Workers' Benefit Fund	216	166	500	500
110-033-521600	Unemployment Insurance	289	303	500	1,600
110-033-521700	Paid Leave Oregon Tax	-	-	-	1,600
110-033-521800	Workers' Comp Insurance	6,473	11,965	11,000	4,500
110-033-521900	Transit Tax	1,729	1,814	3,000	2,400
110-033-601100	Supplies	4,051	3,373	3,500	7,500
110-033-601200	Postage	101	309	500	1,000
110-033-601300	Printing	5,249	2,889	1,000	4,300
110-033-601400	Copier Charges	1,935	1,018	1,162	1,700
110-033-601401	Branding & Marketing	721	399	4,000	10,000
110-033-601700	Books and Subscriptions	755	1,079	1,000	9,000
110-033-601900	Uniforms	-	56	100	2,800
110-033-602100	Employee Recruitment	9	-	-	-
110-033-602200	Conferences	981	1,926	1,000	4,000
110-033-602300	Training & Professional Advancement	734	285	300	2,000
110-033-602500	Meetings & Meals	77	251	250	600
110-033-603100	Mileage Reimbursement	146	476	500	1,000
110-033-603200	Vehicle - Fuel	208	83	1,300	-
110-033-603500	Vehicle Repair & Maintenance	121	279	-	-
110-033-604100	Repairs & Maintenance	540	2,787	5,000	6,000
110-033-604110	Elevator Maintenance	292	916	1,000	1,500
110-033-605100	Contractual Services	11,790	12,046	9,000	20,000
110-033-607100	Utilities	15,261	13,851	15,000	15,000
110-033-609100	Insurance	5,583	8,769	4,500	4,500
110-033-633100	Program - Recreation - In House	57,461	20,112	54,460	2,000
110-033-633110	Program - Recreation - Contracted	-	-	-	48,000
110-033-633200	Program - Youth Basketball	17,350	2,586	15,500	30,000
110-033-633300	Program - Adult Softball	(63)	8,417	13,200	10,000
110-033-633400	Program - Concerts in Park	35,195	4,418	4,000	30,000
110-033-633500	Program - Movies in Park	8,847	9,699	6,000	10,000
110-033-633700	Program - Special Events	26,765	11,554	10,000	15,000
110-033-633800	Program - Pickleball	-	314	-	500
110-033-633900	Program - Community Garden	-	-	5,000	5,000
110-033-633910	Program - Community Events	-	-	-	50,000
110-033-633920	Program - Mountain Festival	-	-	-	15,000
110-033-633930	Program - Fireworks Display	-	-	-	26,000
110-033-639100	Cash Over/Short	22	1	-	-
110-033-715000	Building Improvements	-	4,881	-	-
110-033-740000	Furniture & Office Equipment	1,094	606	-	-
110-033-740100	Computer Equipment	4,342	60	-	-
110-033-740101	Software	3,384	2,886	-	-
110-033-911110	Indirect Support Cost	66,820	75,025	75,847	89,124
110-033-951000	Contingency	-	-	17,500	48,785
<b>Total Requirements</b>		<b>697,362</b>	<b>647,613</b>	<b>977,619</b>	<b>1,095,909</b>

# Senior Services

## Department Overview

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

Increased issues surrounding the isolation of seniors in rural areas, nutritional risk, access to online resources, socialization 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.

The Center reopened to the public in May 2022 after having been closed due to the COVID-19 pandemic and staffing constraints for over two years. During normal operations various community groups use the facility on an ongoing basis, including AA, VFW, scout groups, sports teams/groups, and fundraising committees. The building is often rented after regular hours of operations and weekends to private individuals for birthday parties, weddings, baptisms, showers, and funeral gatherings.

## 2021-23 Accomplishments & Highlights

- Since reopening in May 2022, nearly 2,500 participants have enjoyed senior trips, classes, and other services.
- Diversified revenue sources, analyzed new revenue streams, and hired a consultant to assist in developing a cost recovery policy where appropriate.

## Goals

- Create a recruitment, onboarding, and training process for volunteers in various areas of Parks and Recreation Services.
- Integrate increased program/service collaboration with community business partners and various organizations to expand programs and services and fill identified gaps.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Senior Meals Served	19,009	20,332	26,661	23,776	20,693	15,785

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	3.62	4.78	4.96	4.31

2023-2025 Proposed Budget

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City of Sandy, Oregon

# Senior Services

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	27,979	257,070	226,892	354,847
Fines, Fees, & Assessments	105,621	87,253	78,000	144,000
Grants	272,810	256,807	257,000	269,229
Miscellaneous Revenue	978	39,866	-	-
Transfers	175,234	-	-	-
General Revenue	683,047	740,000	760,000	735,000
<b>Total Resources</b>	<b>1,265,670</b>	<b>1,380,997</b>	<b>1,321,892</b>	<b>1,503,076</b>
Personnel Services	663,339	809,169	956,500	977,200
Materials & Services	244,293	213,155	193,750	313,800
Capital Outlay	10,655	16,503	-	-
Transfers	90,312	101,650	110,684	127,264
Contingency	-	-	60,958	84,812
<b>Total Requirements</b>	<b>1,008,599</b>	<b>1,140,477</b>	<b>1,321,892</b>	<b>1,503,076</b>

### BN 23-25 Budget Notes

- Grants include both federal and state funds received on a reimbursement basis from Clackamas County to aid in the cost of delivering services.
- Materials & Services has been increased due to an increase in certain services in a post COVID-19 environment.

## Senior Services

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-034-401100	Beginning Balance	27,979	257,070	226,892	354,847
110-034-437100	Class & Activity Revenue	20,039	4,355	2,500	5,000
110-034-437101	Trip Revenue	-	4,800	2,500	13,000
110-034-440300	Federal Grants	182,066	193,151	174,000	143,737
110-034-441450	State Grants	87,245	63,581	83,000	125,492
110-034-442200	County Senior Citizens Grant	3,500	75	-	-
110-034-474200	Building Rent	18,237	6,682	10,000	56,000
110-034-475100	Nutrition Program	67,345	71,417	63,000	70,000
110-034-478000	Miscellaneous Revenue	978	39,866	-	-
110-034-490139	Transfer from Non-Dept.	175,234	-	-	-
110-034-491110	General Revenue	683,047	740,000	760,000	735,000
<b>Total Resources</b>		<b>1,265,670</b>	<b>1,380,997</b>	<b>1,321,892</b>	<b>1,503,076</b>
110-034-511100	Salaries	392,007	451,742	543,000	604,000
110-034-511103	Salary - Nutrition	43,275	50,226	50,000	-
110-034-511104	Salary - Alzh	14,077	18,559	17,000	-
110-034-511105	Salaries - On-Call	-	-	21,000	-
110-034-511200	Overtime	750	12,334	-	-
110-034-521100	Insurance Benefits	74,521	78,240	86,000	138,000
110-034-521200	FICA Taxes	34,728	41,008	48,000	47,000
110-034-521300	PERS	90,179	136,214	173,000	172,000
110-034-521360	Other Benefits	3,484	5,337	-	-
110-034-521500	Workers' Benefit Fund	429	372	500	500
110-034-521600	Unemployment Insurance	445	536	1,000	2,500
110-034-521700	Paid Leave Oregon Tax	-	-	-	2,500
110-034-521800	Workers' Comp Insurance	6,767	11,385	13,000	7,000
110-034-521900	Transit Tax	2,677	3,216	4,000	3,700
110-034-601100	Supplies	5,680	6,385	6,000	12,000
110-034-601200	Postage	1,220	1,049	1,000	1,000
110-034-601300	Printing	145	86	300	4,000
110-034-601400	Copier Charges	1,355	1,105	1,500	1,000
110-034-601401	Branding & Marketing	1,086	-	-	3,000
110-034-601700	Memberships	668	1,310	1,000	1,500
110-034-601800	Books and Subscriptions	50	29	50	5,000
110-034-601900	Uniforms	-	-	-	1,200
110-034-602100	Employee Recruitment	379	-	-	-
110-034-602200	Conferences	2,270	1,943	2,000	2,000
110-034-602300	Training & Professional Advancement	1,697	371	500	2,500
110-034-602500	Meetings & Meals	368	335	300	1,000
110-034-603100	Mileage Reimbursement	505	673	1,000	1,500
110-034-603200	Vehicle -Fuel	8,941	5,515	7,000	9,600
110-034-603500	Vehicle Repair & Maintenance	8,623	11,039	13,000	15,000
110-034-604100	Repairs & Maintenance	12,479	10,718	10,000	13,500
110-034-604110	Elevator Maintenance	1,647	1,529	2,000	5,000
110-034-605100	Contractual Services	17,963	15,923	16,000	18,000
110-034-607100	Utilities	15,880	13,851	15,000	15,000
110-034-609100	Insurance	5,583	8,769	4,500	4,500
110-034-610200	Fees	-	187	-	500
110-034-634100	Program - Senior Activities	80,999	8,467	4,000	6,000
110-034-634200	Program - Alzheimer's	1,766	299	1,500	1,500
110-034-634400	Program - Nutrition	74,963	49,521	46,000	30,000
110-034-634500	Program - Trips	-	1,144	1,100	3,500
110-034-634600	Program - Transportation	-	72,906	60,000	156,000
110-034-639100	Cash Over/Short	28	-	-	-
110-034-715000	Improvements	-	9,047	-	-
110-034-720000	Buildings	-	1,769	-	-
110-034-740000	Furniture & Office Equipment	3,020	2,405	-	-
110-034-740100	Computer Equipment	4,264	487	-	-
110-034-740101	Software	3,371	2,796	-	-
110-034-911110	Indirect Support Cost	90,312	101,650	110,684	127,264
110-034-951000	Contingency	-	-	60,958	84,812
<b>Total Requirements</b>		<b>1,008,599</b>	<b>1,140,477</b>	<b>1,321,892</b>	<b>1,503,076</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; nineteen developed parks and public spaces totaling approximately 55.25 acres; 224.64 acres of natural and open space; 9.58 miles of trails including 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.

## 2021-23 Accomplishments & Highlights

- Incorporated biodiversity into our parks and green spaces.
- Created and implemented an integrated pest management policy.
- Completed projects at Meinig Park, including electrical upgrades and restoring pervious asphalt parking lot to address stormwater flooding issues.
- Completed repairs and upgrades to the Community Garden at Bornstedt Park.

## Goals

- Continue the department’s efforts that support Bee City and biodiversity in our parks system and natural spaces.
- Complete upgrades to Sandy Bluff Park.
- Complete construction of the Community Campus Park Project, including conducting a naming process.
- Emphasize staff training such as acquiring a pesticide applicators license or apprenticeship.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Total Parks Acreage	172	212	212	212	212	279.89
Total Trail Miles	n/a	n/a	n/a	n/a	n/a	9.58

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	2.28	3.13	3.18	3.87

# Parks, Buildings, & Grounds

## Budget Summary & Detail

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	65,779	72,674	72,439	44,985
Fines, Fees, & Assessments	46,532	46,843	55,500	94,500
Miscellaneous Revenue	20,357	23,767	500	11,600
General Revenue	688,387	743,000	870,000	1,400,000
<b>Total Resources</b>	<b>821,055</b>	<b>886,284</b>	<b>998,439</b>	<b>1,551,085</b>
Personnel Services	453,343	545,371	661,000	951,400
Materials & Services	186,818	204,951	226,450	361,000
Capital Outlay	43,449	32,305	5,000	100,000
Debt Service	-	809	8,505	8,100
Transfers	64,770	73,351	82,362	109,878
Contingency	-	-	15,122	20,707
<b>Total Requirements</b>	<b>748,380</b>	<b>856,787</b>	<b>998,439</b>	<b>1,551,085</b>

### BN 23-25 Budget Notes

- General Revenue allocation has increased to cover reallocated personnel costs, increased utility expenses for irrigation, splash pad, and the new community campus park, and equipment.
- Fines, Fees, & Assessments includes revenue from both the rental property in Bornstedt Park and fees to reserve the various facilities within the parks.
- Capital Outlay includes \$100,000 to add cameras in Meinig Park.

## Parks, Buildings, & Grounds

Account Number	Account Name	BN17-19	BN19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-035-401100	Beginning Balance	65,779	72,674	72,439	44,985
110-035-474000	Property Rental Revenue	46,632	44,143	55,000	62,000
110-035-475010	Gazebo Rental Revenue	(100)	2,700	500	30,500
110-035-475000	Community Sponsorship	-	-	-	2,000
110-035-478000	Miscellaneous Revenue	20,090	23,767	500	1,600
110-035-479030	Surplus Property	267	-	-	10,000
110-035-491110	General Revenue	688,387	743,000	870,000	1,400,000
<b>Total Resources</b>		<b>821,055</b>	<b>886,284</b>	<b>998,439</b>	<b>1,551,085</b>
110-035-511100	Salaries	289,615	324,953	369,000	538,000
110-035-511200	Overtime	1,496	1,183	1,500	-
110-035-521100	Insurance Benefits	64,045	86,907	132,000	198,000
110-035-521200	FICA Taxes	22,283	24,949	28,000	42,000
110-035-521300	PERS	63,919	89,686	106,000	148,000
110-035-521360	Other Benefits	929	448	-	-
110-035-521500	Workers' Benefit Fund	300	236	500	500
110-035-521600	Unemployment Insurance	290	326	500	2,200
110-035-521700	Paid Leave Oregon Tax	-	-	-	2,200
110-035-521800	Workers' Comp Insurance	8,727	14,726	21,000	17,000
110-035-521900	Transit Tax	1,740	1,957	2,500	3,500
110-035-601100	Supplies	17,674	13,024	13,000	15,000
110-035-601200	Postage	1	6	50	100
110-035-601300	Printing	-	-	-	-
110-035-601400	Copier Charges	1	0	-	-
110-035-601401	Branding & Marketing	337	-	-	-
110-035-601700	Memberships	250	600	1,000	500
110-035-601800	Books and Subscriptions	-	-	-	700
110-035-601900	Uniforms	1,122	1,730	1,750	3,500
110-035-602100	Employee Recruitment	308	43	200	500
110-035-602300	Training & Professional Advancement	1,950	530	1,500	11,000
110-035-602500	Meetings & Meals	822	-	-	-
110-035-603100	Mileage Reimbursement	101	100	150	200
110-035-603200	Vehicle - Fuel	10,367	10,505	9,000	29,000
110-035-603500	Vehicle Repair & Maintenance	3,611	4,916	2,500	-
110-035-604100	Repairs & Maintenance	26,156	43,041	105,000	80,000
110-035-605100	Contractual Services	1,734	14,633	11,600	11,000
110-035-606100	Equipment Rental	5,717	17,544	2,500	10,000
110-035-607100	Utilities	54,266	41,992	50,000	150,000
110-035-608100	Professional Services	41,525	38,428	10,000	25,000
110-035-609100	Insurance	14,679	13,284	18,000	19,000
110-035-610200	Fees	5,610	4,126	-	5,000
110-035-650300	Regulatory Fees	588	448	200	500
110-035-715000	Improvements	28,868	5,993	-	-
110-035-715010	Meinig Park	2,466	3,000	-	-
110-035-740000	Furniture & Office Equipment	-	-	-	-
110-035-760000	Machinery & Equipment	12,115	23,313	5,000	100,000
110-035-812100	Loan Principal	-	809	8,505	8,100
110-035-910670	Transfer to Op Center IS Fund	6,554	8,075	8,075	17,300
110-035-911110	Indirect Support Cost	58,216	65,276	74,287	92,578
110-035-951000	Contingency	-	-	15,122	20,707
<b>Total Requirements</b>		<b>748,380</b>	<b>856,787</b>	<b>998,439</b>	<b>1,551,085</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.

## 2021-23 Accomplishments & Highlights

- Increased fees to align more closely with cost recovery efforts for the Planning Department.
- Awarded a \$50,000 grant from the Department of Land Conservation and Development (DLCD) for the Comprehensive Plan.
- Completed the visioning portion of the Comprehensive Plan.
- Integrated House Bill 2001 and Senate Bill 458 into the Sandy Development Code.
- Removed Planned Developments (PDs) from the Sandy Development Code, completed code edits to the parkland development standards and industrial design standards, and started the clear and objective audit.
- Completed the Downtown Walkability Plan and Transportation System Plan.
- Worked with developers and Public Works to plat three subdivisions.
- Processed several development projects, including but not limited to Next Adventure Phase II, The Riffle food cart facility, Barlow Trail Veterinary Clinic, the Johnson RV expansion on 362nd Drive, Cedar Creek Heights Subdivision, Bull Run Terrace Subdivision, Ten Eyck Rim Subdivision, The Bornstedt Views Subdivision, Sandy Woods II Subdivision, and the State Street Homes mixed-use facility.

## Goals

- Complete Envision Sandy 2050 and adopt the Comprehensive Plan update.
- Complete the clear and objective audit of the Sandy Development Code.
- Support the City Council in their goal to implement policy changes for new and emerging state regulations through code amendments that are responsible and reflect the community values.
- Work with the Economic Development Department to complete the Pleasant Street Master Plan.
- Adopt a revised violation schedule for the Sandy Municipal Code.
- Adopt a revised sign code and revised dark sky ordinance in Title 15 of the Sandy Municipal Code.
- Implement the Housing Production Strategy in accordance with House Bill 2003.
- Apply for a Safe Routes to School Grant with the Oregon Department of Transportation.
- Work with developers to plat subdivisions, construct apartments, and successfully open new commercial facilities while navigating the constraints of the moratorium.



# Planning

## Performance Measures

	2017	2018	2019	2020	2021	2022
<b>Total Land Use Applications</b>						
Type I	46	28	20	26	42	32
Type II	14	10	10	9	8	9
Type III	4	13	11	6	7	5
Type IV	8	7	7	10	7	5
<b>TOTAL:</b>	<b>72</b>	<b>58</b>	<b>48</b>	<b>51</b>	<b>64</b>	<b>51</b>
<b>Additional Land Use Info</b>						
Annexations:	5	3	-	1	2	-
Subdivisions:	3	3	3	1	5	1

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	<b>1.76</b>	<b>2.86</b>	<b>2.76</b>	<b>3.22</b>

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	201,710	201,710	232,034	95,043
Fines, Fees, & Assessments	392,293	426,965	357,100	287,000
Grants	1,487	1,000	31,000	64,000
Miscellaneous Revenue	78	2,291	1,000	5,000
General Revenue	258,145	280,000	547,000	920,000
<b>Total Resources</b>	<b>853,713</b>	<b>911,966</b>	<b>1,168,134</b>	<b>1,371,043</b>
Personnel Services	391,466	533,121	638,500	908,500
Materials & Services	68,896	132,592	309,500	250,500
Capital Outlay	16,159	6,336	-	15,000
Transfers	72,082	84,406	157,028	166,231
Contingency	-	-	63,106	30,812
<b>Total Requirements</b>	<b>548,602</b>	<b>756,455</b>	<b>1,168,134</b>	<b>1,371,043</b>

### BN 23-25 Budget Notes

- Anticipated one-time grant from the Department of Land Conservation and Development for \$40,000 to assist in expenses associated with the state mandated Housing Production Strategy that is due in 2025.
- General revenue increased to offset the decline in projected planning fee revenue and account for the continued expenses for long range planning efforts.
- Anticipated grant award of \$23,000 for the remaining portion of an already awarded grant for the Comprehensive Plan.
- Personnel Services includes the addition of a code enforcement specialist, reduction of one planner position, and the reallocation of FTE.
- Materials & Services reflect \$193,000 in expenses related to contractual services for updating the Comprehensive Plan, Clear and Objective Audit, and the Housing Production Strategy.

# Planning

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-036-401100	Beginning Balance	201,710	201,710	232,034	95,043
110-036-434200	Permit Administration Fee	72,872	83,815	100,000	100,000
110-036-441200	State Grants	-	-	30,000	63,000
110-036-454100	Planning & Sign Fees	266,368	264,645	200,000	120,000
110-036-454200	EC Permit 1&2 Family	15,147	30,367	20,000	30,000
110-036-454300	Zoning Administration Fee	27,940	31,232	25,000	25,000
110-036-454400	EC Plan Check	9,525	15,298	10,000	12,000
110-036-454500	Urban Forest Fees/Grants	1,487	1,000	1,000	1,000
110-036-458005	Plaza Rent Revenue	2,225	1,540	2,000	-
110-036-466100	Refunds	(1,826)	-	-	-
110-036-478000	Miscellaneous Revenue	78	2,291	1,000	5,000
110-036-478100	Document/Copy Fees	43	68	100	-
110-036-491110	General Revenue	258,145	280,000	547,000	920,000
<b>Total Resources</b>		<b>853,713</b>	<b>911,966</b>	<b>1,168,134</b>	<b>1,371,043</b>
110-036-511100	Salaries	270,537	367,037	427,000	547,000
110-036-511200	Overtime	1,531	2,789	-	-
110-036-521100	Insurance Benefits	27,455	37,506	59,000	156,000
110-036-521200	FICA Taxes	20,920	26,474	33,000	42,000
110-036-521300	PERS	53,970	83,284	112,000	151,000
110-036-521360	Other Benefits	11,846	7,822	-	-
110-036-521500	Workers' Benefit Fund	224	222	500	300
110-036-521600	Unemployment Insurance	274	346	500	2,200
110-036-521700	Paid Leave Oregon Tax	-	-	-	2,300
110-036-521800	Workers' Comp Insurance	3,068	5,564	3,500	4,400
110-036-521900	Transit Tax	1,641	2,077	3,000	3,300
110-036-601100	Supplies	5,607	3,915	8,000	6,500
110-036-601200	Postage	2,663	2,909	5,000	2,000
110-036-601300	Printing	331	706	1,000	1,000
110-036-601400	Copier Charges	1,931	1,801	1,800	2,500
110-036-601401	Branding & Marketing	134	-	600	500
110-036-601500	Public Notices	2,566	3,700	5,000	3,000
110-036-601700	Memberships	263	339	800	2,000
110-036-601800	Books and Subscriptions	521	138	500	2,000
110-036-602100	Employee Recruitment	120	202	500	-
110-036-602200	Conferences	1,581	3,003	8,000	6,000
110-036-602300	Training & Professional Advancement	204	-	-	-
110-036-602500	Meetings & Meals	351	191	800	500
110-036-603100	Mileage Reimbursement	-	7	500	500
110-036-604100	Repairs & Maintenance	-	97	-	-
110-036-607100	Utilities	1,247	780	1,000	1,000
110-036-608200	Professional Services - Engineering	14,829	20,473	20,000	25,000
110-036-608500	Contract Services - Planning	29,068	93,548	250,000	193,000
110-036-637100	Planning Commission	1,748	723	2,000	2,000
110-036-639610	Tree City USA	5,730	59	4,000	3,000
110-036-740000	Furniture & Office Equipment	8,539	1,645	-	-
110-036-740100	Computer Equipment	7,620	4,691	-	15,000
110-036-911110	Indirect Support Cost	72,082	84,406	157,028	166,231
110-036-951000	Contingency	-	-	63,106	30,812
<b>Total Requirements</b>		<b>548,602</b>	<b>756,455</b>	<b>1,168,134</b>	<b>1,371,043</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.

## 2021-23 Accomplishments & Highlights

- Increased fees to increase cost recovery for the Building Division.
- Adopted new code provisions in Chapter 15.04 of the Sandy Municipal Code.
- Inspected and approved occupancy for development projects, including but not limited to the Sandy Behavioral Health Center, Hood Street Daycare, FreeUp Storage, Mt. Hood Senior Living, Space Age Gas Station, Foothills Apartments, numerous covered structures, and over 110 single family homes.
- Launched the first online business license program in the City’s history.

## Goals

- Continue to increase fees and look for opportunities to increase cost recovery for the Building Division.
- Implement electronic plan review by January 1, 2025, in accordance with House Bill 2415.
- Increase accessibility of regulations by creating a more robust FAQ on the City website and through the creation of more accessible punch lists for business owners and residents.

## Performance Measures

	2017	2018	2019	2020	2021	2022
<b>Total Trade Permits Issued</b>						
Single Family	62	42	57	81	61	67
Multi Family Buildings	3	12	5	2	6	-
MFR # of units	13	145	50	4	69	-
Commercial	74	101	91	47	76	77

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	2.70	3.03	2.50	2.25

2023-2025 Proposed Budget

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City of Sandy, Oregon

# Building

## Budget Summary & Detail

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	591,042	567,903	360,677	405,203
Fines, Fees, & Assessments	757,475	744,291	599,000	710,000
<b>Total Resources</b>	<b>1,348,517</b>	<b>1,312,194</b>	<b>959,677</b>	<b>1,115,203</b>
Personnel Services	576,046	703,796	614,000	649,000
Materials & Services	87,189	78,812	85,100	103,100
Capital Outlay	13,540	4,438	-	15,000
Transfers	103,839	123,297	113,105	101,961
Contingency	-	-	147,472	246,142
<b>Total Requirements</b>	<b>780,614</b>	<b>910,343</b>	<b>959,677</b>	<b>1,115,203</b>

### BN 23-25 Budget Notes

- The department is fully funded through permit fees and receives no general revenue funding.
- Capital Outlay reflects \$15,000 in expenses related to new copier/scanner equipment.

# Building

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-037-401100	Beginning Balance	591,042	567,903	360,677	405,203
110-037-433110	Permits - Building	319,353	331,455	290,000	320,000
110-037-433120	Permits - Plumbing	142,637	110,979	110,000	110,000
110-037-433130	Permits - Mechanical	39,385	48,163	44,000	50,000
110-037-433140	Permits - Fire Life & Safety	33,865	5,563	8,000	10,000
110-037-433400	Permits - Other Building	17,449	12,814	10,000	20,000
110-037-433910	Permits - State %	57,538	53,867	55,000	60,000
110-037-433920	Permits - State M H Fee	60	179,242	-	140,000
110-037-434100	Plan Check Fee	146,621	-	80,000	-
110-037-434150	Building Administration Fee	550	2,209	2,000	-
110-037-491110	General Revenue	17	-	-	-
<b>Total Resources</b>		<b>1,348,517</b>	<b>1,312,194</b>	<b>959,677</b>	<b>1,115,203</b>
110-037-511100	Salaries	384,329	458,430	378,000	401,000
110-037-511200	Overtime	9,046	5,527	-	-
110-037-521100	Insurance Benefits	63,619	75,814	100,000	96,000
110-037-521200	FICA Taxes	30,238	36,197	29,000	31,000
110-037-521300	PERS	75,106	112,159	100,000	111,000
110-037-521360	Other Benefits	6,235	4,030	-	-
110-037-521500	Workers' Benefit Fund	303	281	500	300
110-037-521600	Unemployment Insurance	396	473	500	1,700
110-037-521700	Paid Leave Oregon Tax	-	-	-	1,700
110-037-521800	Workers' Comp Insurance	4,403	8,046	3,500	3,800
110-037-521900	Transit Tax	2,372	2,839	2,500	2,500
110-037-601100	Supplies	3,860	3,999	7,000	8,000
110-037-601200	Postage	548	219	300	300
110-037-601300	Printing	189	598	1,000	1,000
110-037-601400	Copier Charges	1,139	1,220	1,200	1,500
110-037-601401	Branding & Marketing	36	-	500	500
110-037-601700	Memberships	1,555	1,565	1,600	1,800
110-037-601800	Books and Subscriptions	4,035	1,662	3,000	3,500
110-037-601900	Uniforms	398	195	1,000	1,000
110-037-602200	Conferences	275	-	3,000	3,000
110-037-602300	Training & Professional Advancement	2,188	225	-	-
110-037-602500	Meetings & Meals	149	40	500	500
110-037-605100	Contractual Services	336	2,218	4,000	10,000
110-037-605101	Contractual Services - Planning	470	470	-	-
110-037-605103	Contractual Services - Plumbing	3,150	3,150	-	-
110-037-607100	Utilities	2,887	780	2,000	1,000
110-037-608200	Professional Services - Engineering	-	-	1,000	1,000
110-037-608500	Contract Services - Planning	4,074	-	-	-
110-037-628200	Credit Card Merchant Fee	1,825	6,419	4,000	10,000
110-037-637200	State Bldg Fee Surcharge	60,075	56,051	55,000	60,000
110-037-740000	Furniture & Office Equipment	8,512	1,801	-	-
110-037-740100	Computer Equipment	5,027	2,637	-	15,000
110-037-911110	Indirect Support Cost	103,839	123,297	113,105	101,961
110-037-951000	Contingency	-	-	147,472	246,142
<b>Total Requirements</b>		<b>780,614</b>	<b>910,343</b>	<b>959,677</b>	<b>1,115,203</b>

# Economic Development

## Department Overview

The Economic Development Department acts as a 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.

## 2021-23 Accomplishments & Highlights

- Managed 27 urban renewal-funded business incentive grants, totaling nearly \$700,000.
- Worked with the Economic Development Advisory Board to develop the City’s first Economic Development Strategic Plan.
- Managed the downtown maintenance program to address encampments and public right-of-way maintenance.
- Represented the City in regional forums including the Highway 26 Steering Committee and Mount Hood Economic Alliance.

## Goals

- Begin implementation of Economic Development Strategic Plan; recruit businesses to Sandy in alignment with the goals and strategies identified in the plan.
- Work with Council toward adoption and implementation of the Pleasant Street Master Plan.
- Facilitate business recruitment in new 362<sup>nd</sup> Avenue / Bell Street area.
- Continue downtown beautification and address vacant buildings.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Business Licenses Issued/Renewed	867	893	904	836	820	769
Incentive Grants						
Number of grant projects completed	4	19	23	33	17	10
Net project cost - City only	\$ 77,938	\$ 156,637	\$ 293,924	\$ 360,110	\$ 287,987	\$ 405,020

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	0.80	0.50	0.58	0.40

# Economic Development

## Budget Summary & Detail

	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	5,220	29,595	62,321	44,204
Grants	38,500	-	-	-
Miscellaneous Revenue	100	8,020	-	-
General Revenue	343,680	242,000	224,000	200,000
<b>Total Resources</b>	<b>387,500</b>	<b>279,614</b>	<b>286,321</b>	<b>244,204</b>
Personnel Services	147,733	100,642	138,200	107,600
Materials & Services	174,823	78,519	99,300	98,750
Capital Outlay	2,833	2,498	-	-
Transfers	32,517	38,997	24,510	27,202
Contingency	-	-	24,311	10,652
<b>Total Requirements</b>	<b>357,905</b>	<b>220,657</b>	<b>286,321</b>	<b>244,204</b>

### BN 23-25 Budget Notes

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

## Economic Development

Account Number	Account Name	BN 17-19	BN 19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-038-401100	Beginning Balance	5,220	29,595	62,321	44,204
110-038-441450	County Grants	38,500	-	-	-
110-038-478000	Miscellaneous Revenue	100	8,020	-	-
110-038-491110	General Revenue	343,680	242,000	224,000	200,000
<b>Total Resources</b>		<b>387,500</b>	<b>279,614</b>	<b>286,321</b>	<b>244,204</b>
110-038-511100	Salaries	103,218	69,233	93,000	72,000
110-038-511200	Overtime	236	119	-	-
110-038-521100	Insurance Benefits	13,066	7,766	12,000	8,000
110-038-521200	FICA Taxes	8,016	5,347	7,000	6,000
110-038-521300	PERS	19,872	16,285	25,000	20,000
110-038-521360	Other Benefits	2,330	1,217	-	-
110-038-521500	Workers' Benefit Fund	83	42	100	100
110-038-521600	Unemployment Insurance	105	70	100	400
110-038-521700	Paid Leave Oregon Tax	-	-	-	400
110-038-521800	Workers' Comp Insurance	178	144	500	200
110-038-521900	Transit Tax	629	419	500	500
110-038-601100	Supplies	713	766	3,000	2,750
110-038-601200	Postage	178	8	100	100
110-038-601300	Printing	57	-	-	-
110-038-601400	Copier Charges	97	303	200	-
110-038-601401	Branding & Marketing	-	206	1,000	1,000
110-038-601700	Memberships	2,405	1,415	2,500	2,000
110-038-601800	Books and Subscriptions	-	10	-	100
110-038-602200	Conferences	1,399	-	2,500	-
110-038-602300	Training & Professional Advancement	1,902	949	500	3,000
110-038-602500	Meetings & Meals	234	753	500	300
110-038-603100	Mileage Reimbursement	1,028	107	1,000	500
110-038-604100	Repairs & Maintenance	89	365	-	1,000
110-038-605100	Contractual Services	2,588	44	3,000	-
110-038-606120	Building Rent	-	732	-	3,000
110-038-607100	Utilities	645	-	-	-
110-038-639607	Downtown Flower Baskets	52,760	-	-	-
110-038-639608	Program - Contributions SSCP	50,000	46,442	60,000	60,000
110-038-639609	Program - Tenant Improvements	32,227	5,415	25,000	25,000
110-038-639610	Program - County Grants	28,500	10,005	-	-
110-038-639619	Program - Emergency Small Business Gra	-	11,000	-	-
110-038-740000	Furniture & Office Equipment	2,833	2,498	-	-
110-038-911110	Indirect Support Cost	32,517	38,997	24,510	27,202
110-038-951000	Contingency	-	-	24,311	10,652
<b>Total Requirements</b>		<b>357,905</b>	<b>220,657</b>	<b>286,321</b>	<b>244,204</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.

## 2021-23 Accomplishments & Highlights

- Funded two business grants to construct structures for outdoor dining at local restaurants.

## Goals

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

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	0.40	-	-	-

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	309,457	130,004	633,458	2,032,223
Loan Proceeds	22,513	-	25,000	-
Miscellaneous Revenue	46,180	192,149	20,000	-
Indirect Service Revenue	185,098	259,000	262,000	245,000
General Revenue	950,915	741,000	2,925,000	1,210,000
<b>Total Resources</b>	<b>1,514,163</b>	<b>1,322,153</b>	<b>3,865,458</b>	<b>3,487,223</b>
Materials & Services	439,105	619,344	496,000	678,000
Capital Outlay	50,272	10,278	25,000	15,000
Debt Service	124,006	9,005	9,200	-
Transfers	770,777	160,000	85,000	685,000
Contingency	-	-	3,250,258	2,109,223
<b>Total Requirements</b>	<b>1,384,159</b>	<b>798,627</b>	<b>3,865,458</b>	<b>3,487,223</b>

## BN 23-25 Budget Notes

- The Non-Departmental budget includes the receipt of American Rescue Plan Act (ARPA) funds for general revenue loss that have been allocated to Council priorities in the BN 21-23 biennium and available as a resource for general government purposes in the BN 23-25.
- Transfers include a proposed transfer to the Street Fund of \$600,000.
- Contingency maintained at 5% of general fund operating costs (\$1,150,000), as well as \$959,223 in unassigned funds.

## Non-Departmental

Account Number	Account Name	BN17-19	BN19-21	BN 21-23	BN 23-25
		Actual	Actual	Budget	Proposed
110-039-401100	Beginning Balance	309,457	130,004	633,458	2,032,223
110-039-477000	Merchandise	242	128	-	-
110-039-478000	Miscellaneous Revenue	24,559	182,521	-	-
110-039-478200	Reimbursement	21,112	9,500	20,000	-
110-039-479000	Surplus Property	267	-	-	-
110-039-491110	General Revenue	950,915	741,000	2,925,000	1,210,000
110-039-492110	Indirect Service Revenue	185,098	259,000	262,000	245,000
110-039-495400	Loan Proceeds	22,513	-	25,000	-
<b>Total Resources</b>		<b>1,514,163</b>	<b>1,322,153</b>	<b>3,865,458</b>	<b>3,487,223</b>
110-039-601100	Supplies	24,897	35,311	40,000	45,000
110-039-601200	Postage	3,396	2,602	2,000	4,000
110-039-601300	Printing	173	83	1,000	1,000
110-039-601400	Copier Charges	902	2,458	2,000	2,000
110-039-601401	Branding & Marketing	12,271	5,177	5,000	2,000
110-039-601500	Public Notices	143	653	1,000	1,000
110-039-601600	Organizational Fees	11,706	41,837	20,000	84,000
110-039-601700	Memberships	9,785	1,719	1,000	3,000
110-039-601800	Books and Subscriptions	323	699	1,000	15,000
110-039-602300	Training & Professional Advancement	1,163	-	-	-
110-039-602500	Meetings & Meals	60	-	-	-
110-039-603200	Vehicle - Fuel	2,347	275	500	1,000
110-039-603500	Vehicle Repair & Maintenance	937	168	1,000	1,000
110-039-604100	Repairs & Maintenance	11,118	19,953	15,000	10,000
110-039-605100	Contractual Services	51,332	77,886	75,000	100,000
110-039-607100	Utilities	58,721	55,490	60,000	75,000
110-039-608100	Professional Services	60,092	38,238	45,000	20,000
110-039-609100	Insurance	69,603	74,820	154,000	248,000
110-039-610200	Fees	7,602	10,248	1,000	5,000
110-039-624400	Election Expenses	53	-	500	-
110-039-628200	Credit Card Merchant Fee	6,728	7,502	8,000	9,000
110-039-639100	Cash Over/Short	(137)	(281)	-	-
110-039-639201	Cable Programming	22,101	28,684	20,000	22,000
110-039-639202	Program - Web Site	729	20,617	3,000	10,000
110-039-639301	Program - Mountain Festival	2,861	9,116	10,000	-
110-039-639401	Program - Employee Recognition	9,927	5,178	10,000	20,000
110-039-639402	Program - Wellness Program	339	-	-	-
110-039-639403	Program - Gym Fees	44,597	4,069	-	-
110-039-639500	Program - Community Events	2,032	-	-	-
110-039-639505	Program - Safety Meetings	722	-	-	-
110-039-639604	Program - Tourism Promotion	80	80	-	-
110-039-639619	Program - Business Grants	-	161,006	-	-
110-039-639703	Program - Fireworks Display	17,040	14,500	20,000	-
110-039-639810	Program - Arts Commission	5,464	1,259	-	-
110-039-721000	City Hall Improvements - Structural	225	-	-	-
110-039-740000	Furniture & Office Equipment	-	-	-	10,000
110-039-740100	Computer Equipment	6,126	-	-	-
110-039-740101	Archive Equipment/Software	10,278	10,278	-	-
110-039-760000	Machinery & Equipment	33,643	-	25,000	5,000
110-039-812100	Principal	124,006	9,005	9,200	-
110-039-910125	Transfer to Administration	-	25,000	-	-
110-039-910126	Transfer to Legal	18,275	50,000	-	-
110-039-910130	Transfer to Police	100,000	-	-	-
110-039-910134	Transfer to Senior Center	175,234	-	-	-
110-039-910240	Transfer to Street Fund	-	-	-	600,000
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	-	-	3,250,258	2,109,223
<b>Total Requirements</b>		<b>1,384,159</b>	<b>798,627</b>	<b>3,865,458</b>	<b>3,487,223</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.

## 2021-23 Accomplishments & Highlights

- Implement two-factor authentication for all City devices.
- Made progress in securing systems and information and overall cyber security.

## Goals

- Replace aging technology equipment to meet the overall needs of each department within the organization.
- Continue to focus on securing systems and information to prevent security breaches.

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	1.30	1.30	1.30	1.30

## Budget Summary & Detail

	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	40,068	104,152	26,122	50,016
Miscellaneous Revenue	-	10,284	-	-
Indirect Service Revenue	476,987	475,000	508,000	702,034
<b>Total Resources</b>	<b>517,055</b>	<b>589,436</b>	<b>534,122</b>	<b>752,050</b>
Personnel Services	230,100	257,611	329,500	346,500
Materials & Services	122,051	276,093	172,700	168,050
Capital Outlay	25,306	50,696	30,000	225,000
Debt Service	35,446	-	-	-
Contingency	-	-	1,922	12,500
<b>Total Requirements</b>	<b>412,903</b>	<b>584,399</b>	<b>534,122</b>	<b>752,050</b>

## BN 23-25 Budget Notes

- Capital Outlay increased significantly to account for investment in critical infrastructure for the IT needs of the city which includes phones, switches, virtual server, firewall, and a backup system.
- Contingency is approximately 5% of the operating budget for the department.

## Information Technology

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-040-401100	Beginning Balance	40,068	104,152	26,122	50,016
110-040-478000	Miscellaneous Revenue	-	10,284	-	-
110-040-492110	Indirect Service Revenue	476,987	475,000	508,000	702,034
<b>Total Resources</b>		<b>517,055</b>	<b>589,436</b>	<b>534,122</b>	<b>752,050</b>
110-040-511100	Salaries	163,111	185,451	200,000	225,000
110-040-511200	Overtime	16	-	-	-
110-040-521100	Insurance Benefits	27,372	20,991	52,000	35,000
110-040-521200	FICA Taxes	12,605	14,164	16,000	18,000
110-040-521300	PERS	24,429	33,607	52,000	62,000
110-040-521360	Other Benefits	1,026	1,748	-	-
110-040-521500	Workers' Benefit Fund	132	147	500	200
110-040-521600	Unemployment Insurance	165	185	500	1,000
110-040-521700	Paid Leave Oregon Tax	-	-	-	1,000
110-040-521800	Workers' Comp Insurance	257	208	7,000	2,800
110-040-521900	Transit Tax	989	1,111	1,500	1,500
110-040-601100	Supplies	5,172	1,120	3,000	10,000
110-040-601200	Postage	-	225	-	-
110-040-602100	Employee Recruitment	828	349	500	500
110-040-602200	Conferences	-	-	3,000	3,000
110-040-602300	Training & Professional Advancement	6,400	-	2,000	2,000
110-040-602500	Meetings & Meals	589	104	200	350
110-040-603100	Mileage Reimbursement	399	-	-	200
110-040-604100	Repairs & Maintenance	8,122	265	8,000	10,000
110-040-605100	Contractual Services	92,592	271,609	150,000	140,000
110-040-607100	Utilities	2,535	920	2,000	2,000
110-040-639202	Web Site	5,415	1,500	4,000	-
110-040-740000	Furniture & Office Equipment	5,068	31,104	-	-
110-040-740100	Computer Equipment	19,972	19,591	30,000	225,000
110-040-740201	Phone Equipment	266	-	-	-
110-040-812100	Loan Principal	34,025	-	-	-
110-040-832903	Loan Interest	1,421	-	-	-
110-040-951000	Contingency	-	-	1,922	12,500
<b>Total Requirements</b>		<b>412,903</b>	<b>584,399</b>	<b>534,122</b>	<b>752,050</b>

# Hoodland Library

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## Department Overview

The Hoodland Library became a branch of the Sandy Library after the passage in November 2008 of the county-wide Library Service District. The Hoodland Service Area extends from Wildcat Creek Road to the County boundary near Government Camp and houses over 5,700 unincorporated Clackamas County residents. The Hoodland Library resides in a rented space of 1,909 square feet and will be open this coming year 38 hours per week.

Like the Sandy Library, the Hoodland Library supports the community in its endeavors to create lifelong readers. Support is provided to help residents 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.

## 2021-23 Accomplishments & Highlights

- In 2022, nearly 1,000 attendees at just under 100 programs.
- Over 46,000 items were physically checked out in the prior year.

## Goals

- Continue to regrow programs and attendance in a post-COVID-19 environment.
- Analyze collections for diversity, equity, and inclusion.
- Make progress towards the goal of every child in the Oregon Trail School District obtaining a library card.

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	2.61	2.51	2.79	2.92

# Hoodland Library

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	-	-	-	55,333
Intergovernmental	-	-	-	652,000
Fines, Fees, & Assessments	-	-	-	3,500
Grants	-	-	-	1,300
Miscellaneous Revenue	-	-	-	2,500
<b>Total Resources</b>	-	-	-	<b>714,633</b>
Personnel Services	-	-	-	493,500
Materials & Services	-	-	-	134,200
Capital Outlay	-	-	-	8,000
Transfers	-	-	-	68,114
Contingency	-	-	-	10,819
<b>Total Requirements</b>	-	-	-	<b>714,633</b>

*Hoodland Public Library consolidated with Sandy Public Library prior to BN 23-25*

### BN 23-25 Budget Notes

- Intergovernmental accounts for revenue from the Clackamas County Library District for the Hoodland service area.

## Hoodland Library

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-041-401100	Beginning Balance	-	-	-	55,333
110-041-441210	State Grants	-	-	-	1,300
110-041-442400	District Funding	-	-	-	652,000
110-041-463100	Fines	-	-	-	2,500
110-041-477100	Miscellaneous	-	-	-	2,500
110-041-477110	Lost/Paid Fees	-	-	-	1,000
<b>Total Resources</b>		-	-	-	<b>714,633</b>
110-041-511100	Salaries	-	-	-	321,000
110-041-511200	Overtime	-	-	-	-
110-041-521100	Insurance Benefits	-	-	-	43,000
110-041-521200	FICA Taxes	-	-	-	25,000
110-041-521300	PERS	-	-	-	99,000
110-041-521500	Workers' Benefit Fund	-	-	-	300
110-041-521600	Unemployment Insurance	-	-	-	1,400
110-041-521700	Paid Leave Oregon Tax	-	-	-	1,400
110-041-521800	Workers' Comp Insurance	-	-	-	400
110-041-521900	Transit Tax	-	-	-	2,000
110-041-601100	Supplies	-	-	-	3,200
110-041-601200	Postage	-	-	-	100
110-041-601401	Branding & Marketing	-	-	-	300
110-041-601700	Memberships	-	-	-	100
110-041-602200	Conferences	-	-	-	500
110-041-604100	Repairs & Maintenance	-	-	-	2,000
110-041-605100	Contractual Services	-	-	-	21,000
110-041-606100	Building Rent	-	-	-	48,500
110-041-607100	Utilities	-	-	-	7,000
110-041-608100	Professional Services	-	-	-	1,500
110-041-609100	Insurance	-	-	-	4,000
110-041-629101	Library Books	-	-	-	15,000
110-041-629102	Library Magazines	-	-	-	2,500
110-041-629103	Videos/DVDs	-	-	-	10,000
110-041-629104	Acquisition Database	-	-	-	4,500
110-041-629105	Video Games	-	-	-	1,000
110-041-629106	CD Music	-	-	-	3,000
110-041-629107	Audio Books	-	-	-	1,500
110-041-629108	Reference Database	-	-	-	6,000
110-041-629109	Digital	-	-	-	1,500
110-041-629200	Programs	-	-	-	1,000
110-041-740000	Furniture & Office Equipment	-	-	-	500
110-041-740100	Computer Equipment	-	-	-	7,500
110-041-911110	Indirect Support Cost	-	-	-	68,114
110-041-951000	Contingency	-	-	-	10,819
<b>Total Requirements</b>		-	-	-	<b>714,633</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 44.7 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 to \$300,000 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.

### Capital Improvements

New streets, street widening, intersection improvements, and other street capital projects are funded through system development charges (SDCs) from new development, cash contributions from developers, state and federal fuel taxes, loans, and grants. 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 will be completed in late 2023.

## 2021-23 Accomplishments & Accomplishments

- Completed construction of Ten Eyck / Vista Loop pedestrian improvement project.
- Completed design, right-of-way acquisition, permitting, and land use review of 362<sup>nd</sup> / Bell Street Extension project. Project started construction in Summer 2022 and is slated for complete in August 2023.
- Supported the TSP project and completed two traffic calming studies.

## Goals

- Complete 9,345 feet of street surface treatment, rehabilitation, and overlays in summer 2023.



# Street Fund

## Performance Measures

	2017	2018	2019	2020	2021	2022
Square Feet of Streets Resurfaced	-	-	-	1,039,752	367,400	-
Miles of Streets	37	37	37	37	43	43
Pavement Condition Index	n/a	n/a	n/a	80	80	78
Local Gas Tax Revenue Collected	338,322	309,401	316,235	268,539	250,009	318,302
Streetlights Maintained	-	-	-	-	1,020	1,100

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	2.61	2.51	2.79	2.92

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	709,334	1,428,568	1,723,795	2,327,412
Fines, Fees, & Assessments	2,148,812	2,665,546	2,370,000	2,405,000
Interest	164,122	140,112	75,000	50,000
Loan Proceeds	11,653	34,267	36,000	-
Miscellaneous	55,825	179,710	10,500	5,000
<b>Operations Total</b>	<b>3,089,747</b>	<b>4,448,203</b>	<b>4,215,295</b>	<b>4,787,412</b>
Beginning Balance	2,458,567	3,587,337	7,665,073	-
Fines, Fees, & Assessments	1,250,920	1,736,975	1,000,000	1,819,000
Interest	977	174	200	-
Transfers	-	-	-	600,000
Loan Proceeds	-	6,643,898	-	-
<b>Capital Total</b>	<b>3,710,463</b>	<b>11,968,384</b>	<b>8,665,273</b>	<b>2,419,000</b>
<b>Total Resources</b>	<b>6,800,211</b>	<b>16,416,587</b>	<b>12,880,568</b>	<b>7,206,412</b>
<b>REQUIREMENTS</b>				
Personnel Services	496,231	528,062	608,000	773,500
Materials & Services	992,547	1,630,103	1,334,550	1,959,300
Capital Outlay	61,510	179,968	271,000	167,000
Debt Service	4,662	7,473	31,580	13,400
Transfers	106,230	117,357	118,723	179,299
Contingency	-	-	932,688	297,000
<b>Operations Total</b>	<b>1,661,179</b>	<b>2,462,963</b>	<b>3,296,541</b>	<b>3,389,499</b>
Capital Outlay	1,856	871,694	8,050,000	2,505,000
Debt Service	121,271	162,018	884,027	813,834
Contingency	-	-	650,000	498,079
<b>Capital Total</b>	<b>123,127</b>	<b>1,033,712</b>	<b>9,584,027</b>	<b>3,816,913</b>
<b>Total Requirements</b>	<b>1,784,306</b>	<b>3,496,675</b>	<b>12,880,568</b>	<b>7,206,412</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments (Operations) includes both state and local gas tax revenue.
- Capital Outlay includes the final costs associated with the 362<sup>nd</sup> / Bell Street extension, as well as \$850,000 towards the Gunderson Rd / Hwy 211 roundabout/intersection, and \$150,000 for intersection evaluation and improvements at Dubarko Rd / Hwy 211.

## Street Fund

Account Number	Account Name	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
240-054-401000	Beginning Balance	709,334	1,428,568	1,723,795	2,327,412
240-054-441150	State Shared - Gas Tax	1,496,278	1,604,882	1,750,000	1,800,000
240-054-441190	City Gas Tax	625,637	518,548	600,000	600,000
240-054-442500	Other Agencies	-	500,000	-	-
240-054-457100	Engineering Fees	26,847	31,458	20,000	5,000
240-054-471100	Interest	164,122	140,112	75,000	50,000
240-054-471104	Res. Sidewalk Repair	50	10,657	-	-
240-054-478000	Miscellaneous Revenue	55,558	178,710	10,000	5,000
240-054-479030	Surplus Property	267	1,000	500	-
240-054-495400	Loan Proceeds	11,653	34,267	36,000	-
<b>Operations Total</b>		<b>3,089,747</b>	<b>4,448,203</b>	<b>4,215,295</b>	<b>4,787,412</b>
240-154-401000	Beginning Balance	2,458,567	3,587,337	7,665,073	-
240-154-423000	AFRD Reimbursement	1,881	79,002	-	4,000
240-154-433540	Streets SDC	1,199,207	909,468	600,000	1,390,000
240-154-441140	VRF Funds	-	254,073	400,000	425,000
240-154-441434	ODOT STP Funds	28,108	-	-	-
240-154-459001	Payment In Lieu Street Improvement Fees	21,724	494,432	-	-
240-154-471100	Interest	977	174	200	-
280-000-491000	Transfer from General Fund	-	-	-	600,000
240-154-495400	Loan Proceeds	-	6,643,898	-	-
<b>Capital Total</b>		<b>3,710,463</b>	<b>11,968,384</b>	<b>8,665,273</b>	<b>2,419,000</b>
<b>Total Resources</b>		<b>6,800,211</b>	<b>16,416,587</b>	<b>12,880,568</b>	<b>7,206,412</b>

Requirements are listed on the following page.

# Street Fund

REQUIREMENTS					
240-054-511100	Salaries	299,160	303,391	380,000	456,000
240-054-511200	Overtime	14,947	11,029	-	16,000
240-054-521100	Insurance Benefits	53,752	50,296	74,000	104,000
240-054-521200	FICA Taxes	24,129	24,048	29,000	37,000
240-054-521300	PERS	66,595	83,810	101,000	138,000
240-054-521360	Other Benefits	6,269	4,327	-	-
240-054-521500	Workers' Benefit Fund	229	184	500	500
240-054-521600	Unemployment Insurance	316	316	500	2,000
240-054-521700	Paid Leave Oregon Tax	-	-	-	2,000
240-054-521800	Workers' Comp Insurance	28,941	48,774	21,000	15,000
240-054-521900	Transit Tax	1,893	1,887	2,000	3,000
240-054-601100	Supplies	39,075	65,170	40,000	70,000
240-054-601200	Postage	136	113	100	100
240-054-601300	Printing	108	-	100	100
240-054-601400	Copier Charges	210	15	100	100
240-054-601401	Branding & Marketing	253	-	-	-
240-054-601500	Public Notices	-	194	50	-
240-054-601600	Organizational Fees	-	-	100	200
240-054-601700	Memberships	15	-	100	600
240-054-601800	Books and Subscriptions	56	55	100	600
240-054-601900	Uniforms	925	1,954	2,000	2,300
240-054-602100	Employee Recruitment	282	76	100	5,000
240-054-602200	Conferences	-	-	1,000	10,000
240-054-602300	Training & Professional Advancement	1,998	7	1,000	5,000
240-054-602500	Meetings & Meals	207	131	250	700
240-054-603100	Mileage Reimbursement	6	2	50	100
240-054-603200	Vehicle - Fuel	7,249	7,995	8,500	15,000
240-054-603400	Vehicle Reg/Licenses	-	-	-	500
240-054-603500	Vehicle Repair & Maintenance	10,250	17,303	15,000	30,000
240-054-604100	Repairs & Maintenance	63,383	59,795	50,000	75,000
240-054-604500	Street Maintenance Program	254,243	790,413	600,000	600,000
240-054-605100	Contractual Services	275,750	342,730	350,000	805,000
240-054-606100	Equipment Rental	17,555	19,258	10,000	20,000
240-054-607100	Utilities	278,882	230,227	180,000	190,000
240-054-608100	Professional Services	6,358	5,179	30,000	20,000
240-054-608200	Professional Services - Engineering	24,822	79,003	30,000	90,000
240-054-609100	Insurance	8,988	9,572	15,000	18,000
240-054-610200	Fees	692	914	1,000	1,000
240-054-628200	Credit Card Merchant Fee	989	-	-	-
240-054-650300	Regulatory Fees	113	-	-	-
240-054-734000	Improvements	-	56,400	35,000	-
240-054-734800	Sidewalk/Bike Path Improvements	30,154	2,170	50,000	10,000
240-054-740000	Furniture & Office Equipment	-	113	-	5,000
240-054-740100	Computer Equipment	796	928	-	12,000
240-054-760000	Machinery & Equipment	27,560	51,011	36,000	70,000
240-054-770000	Major Repairs & Maintenance	3,000	69,347	150,000	70,000
240-054-812100	Loan Principal	4,662	7,473	31,580	13,400
240-054-910110	Transfer to General Fund	91,536	100,219	101,585	152,199
240-054-910370	Transfer to Facilities Maint. Fund	3,239	3,200	3,200	3,200
240-054-910670	Transfer to Op Ctr ISF	11,455	13,938	13,938	23,900
240-054-950000	Contingency	-	-	932,688	297,000
<b>Operations Total</b>		<b>1,661,179</b>	<b>2,462,963</b>	<b>3,296,541</b>	<b>3,389,499</b>
240-154-734000	Improvements	-	791,886	8,050,000	850,000
240-154-734010	362nd Ave/Bell St Extension	-	-	-	1,505,000
240-154-734507	LED Streetlight Conversion	-	-	-	-
240-154-734508	Dubarko & Hwy 211 Improvements	-	-	-	150,000
240-154-785117	AFRD Reimbursement	1,856	79,808	-	-
240-154-812903	Bond Principal	114,424	59,485	420,000	465,000
240-154-832902	Bond Interest	6,846	1,171	464,027	347,634
250-154-870000	Paying Agent Fees	-	101,361	-	1,200
240-154-950000	Contingency	-	-	650,000	498,079
<b>Capital Total</b>		<b>123,127</b>	<b>1,033,712</b>	<b>9,584,027</b>	<b>3,816,913</b>
<b>Total Requirements</b>		<b>1,784,306</b>	<b>3,496,675</b>	<b>12,880,568</b>	<b>7,206,412</b>

# Transit Fund

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## Fund Overview

The Transit Fund accounts for all things related to Sandy Area Metro (SAM) transit services. This includes 3 fixed route services, in-town dial-a-ride service, out-of-town medical rides service, and a future intercity service to Clackamas Town Center.



## Operations

The Transit Fund provides safe, reliable, and convenient transportation options for Sandy residents through the deployment of several types of service. For improved connectivity, 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 Highway 26 and a deviated route known as the Shopper Shuttle. The Transit Department also operates a dial-a-ride service, known as *SAMrides*. The dial-a-ride is an origin-to-destination service that is available everywhere in Sandy, as well as for trips that originate and terminate within a 3-mile radius of the center of town. *SAMrides* 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's frail and/or elderly community members, providing transportation for Sandy residents to out of town medical services that are not available within city limits. In the interest of collaboration and efficiency, this program also provides rides for frail and elderly community members who qualify through the Sandy Senior Center's transportation programs. SAM also has an administrative role in Mt. Hood Express and Villages Shuttle transportation services. These services connect to SAM at the Sandy Transit Center, providing transportation to the mountain communities as far as Timberline Lodge.

## Capital Improvements

The Transit Department will lead a planning project for future improvements to the Sandy Operations Center, in collaboration with other City departments. These improvements include an architectural and engineering plan for a second administrative building and a maintenance bay as outlined in the Operations Center Master Plan. Transit will also upgrade the Sandy Operations Center to accommodate electric vehicles. This includes the ability to charge and maintain electric vehicles.

## 2021-23 Accomplishments & Highlights

- Procured new software to improve capability and customer experience of dial-a-ride services.
- Procured new transit intelligence services for the entire fleet, improving capabilities of the dial-a-ride service in partnership with Mt. Hood Express and other transit providers within Clackamas County. All SAM, MHX and other Clackamas County providers were included in the transition, making usage of "find your bus" apps the same for every passenger in Clackamas County.
- Developed a Capacity Plan for expansion and improvements of the Operations Center and a modernized fleet. Identified and secured funding for planning.
- Procured three new vans to replace aging vehicles in the current fleet.
- Collaborated 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. The planning stage is complete; the webpage is currently under construction and funding is secured for the implementation of mobile payments.

## Transit Fund

- Identified and implemented route improvements as identified in the Transit Master Plan through the securement of funds for the new route to Clackamas Town Center and Saturday Shopper Shuttle (HB 2017 24-25 STIF Plan).
- Secured funding for 3 new all electric 35' Heavy Duty Transit Vehicles and necessary charging equipment and workforce development funds through a very competitive Federal Low or No Emission Grant Program.

### Goals

- Increase ridership and community awareness of the Shopper Shuttle through marketing and the addition of Saturday service.
- Plan and implement a safe and efficient route to Clackamas Town Center.
- In collaboration with other City departments, develop an expansion plan for the Sandy Operations Center including architectural and engineering design for a shovel ready expansion project that can accommodate current and future space needs.
- Maintain and modernize facility infrastructure through maintenance and upgrades to the Sandy Operations Center. Upgrades will include structural repair and paint for exterior buildings and upgraded electrical capacity to accommodate electric vehicles.
- Modernize the Sandy fleet through procurement of three 35' electric heavy duty transit vehicles.
- Improve the Sandy Estacada route through expansion and interlined service.
- Implement mobile ticketing on Sandy's fleet in partnership with County providers for improved fare recovery and customer service across the County.
- Identify cost recovery and contract management strategies for the Department and conduct a Request for Proposals process for operations.

### Performance Measures

	2017	2018	2019	2020	2021	2022
Ridership	121,227	129,776	123,245	111,714	76,642	77,603
Percent Elderly and Disabled	17	20	23	22	21	19
Routes/Programs	5	5	5	5	5	5
Special Events	3	4	2	5	5	5
Revenue Service Hours	15,919	16,238	16,292	16,990	13,808	16,639
Revenue Service Miles	341,335	347,042	356,411	342,866	337,675	317,429

### Staffing

	17-19	19-21	21-23	23-25
Total FTE	1.80	3.00	2.80	2.80

# Transit Fund

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,064,458	1,890,443	1,504,333	2,058,598
Fines, Fees, & Assessments	1,709,308	2,364,644	1,517,564	4,101,971
Interest	75,499	96,025	41,000	19,000
Grants	1,583,594	1,804,175	1,852,345	1,810,392
Miscellaneous	62,988	195,566	232,355	172,924
<b>Operations Total</b>	<b>5,495,847</b>	<b>6,350,853</b>	<b>5,147,597</b>	<b>8,162,885</b>
Beginning Balance	(183,030)	(44,787)	-	-
Grants	228,988	1,583,202	581,000	2,956,728
Miscellaneous	-	4,203	-	-
<b>Capital Total</b>	<b>45,958</b>	<b>1,542,618</b>	<b>581,000</b>	<b>2,956,728</b>
<b>Total Resources</b>	<b>5,541,805</b>	<b>7,893,471</b>	<b>5,728,597</b>	<b>11,119,613</b>
<b>REQUIREMENTS</b>				
Personnel Services	488,616	1,060,181	668,500	787,800
Materials & Services	2,089,600	2,556,848	3,463,226	5,504,399
Capital Outlay	2,482	31,975	20,000	-
Debt Service	856,272	-	-	-
Transfers	168,434	192,933	215,923	326,951
Contingency	-	-	545,948	546,977
<b>Operations Total</b>	<b>3,605,404</b>	<b>3,841,936</b>	<b>4,913,597</b>	<b>7,166,127</b>
Capital Outlay	90,745	2,468,069	815,000	3,953,486
<b>Capital Total</b>	<b>90,745</b>	<b>2,468,069</b>	<b>815,000</b>	<b>3,953,486</b>
<b>Total Requirements</b>	<b>3,696,149</b>	<b>6,310,005</b>	<b>5,728,597</b>	<b>11,119,613</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments includes the 0.06% 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 electrification of the Sandy Operations Center, three electric vehicles, one gas powered vehicle, and architectural and engineering services for the expansion of the Operations Center.

# Transit Fund

Account Number	Account Name	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
270-070-401000	Beginning Balance	2,064,458	1,890,443	1,504,333	2,058,598
270-070-411300	Employer Transit Tax	1,346,479	1,521,172	1,000,000	1,796,586
270-070-440300	Federal Grants	1,333,657	1,526,680	1,587,187	1,338,456
270-070-441450	State Grants	249,937	277,495	265,158	471,936
270-070-441470	STIF Revenue	57,709	205,576	279,444	1,731,037
270-070-442500	Other Agencies	115,600	482,227	122,640	247,778
270-070-459100	Farebox - SAM	135,684	102,777	48,048	89,000
270-070-459101	Fare Media - SAM	36,863	19,710	6,552	20,000
270-070-459110	Revenue Other Districts	-	-	10,000	10,000
270-070-459200	Farebox - MHX	-	-	-	125,000
270-070-459201	Fare Media - MHX	-	-	-	30,000
270-070-471100	Interest	75,499	70,896	40,000	17,000
270-070-471101	Interest - STIF	-	25,129	1,000	2,000
270-070-474200	Facility & Vehicle Fees	16,973	33,181	50,880	52,570
270-070-478040	Miscellaneous Revenue	(2,667)	13,378	-	-
270-070-478200	Reimbursements	10,224	21,931	42,500	-
270-070-495355	Interfund Loan Payments	55,431	160,257	189,855	172,924
<b>Operations Total</b>		<b>5,495,847</b>	<b>6,350,853</b>	<b>5,147,597</b>	<b>8,162,885</b>
270-170-401000	Beginning Balance	(183,030)	(44,787)	-	-
270-170-440300	Federal Grants	228,988	1,583,202	521,000	2,956,728
270-170-440400	State Revenue	-	-	60,000	-
270-170-479000	Surplus Property	-	4,203	-	-
<b>Capital Total</b>		<b>45,958</b>	<b>1,542,618</b>	<b>581,000</b>	<b>2,956,728</b>
<b>Total Resources</b>		<b>5,541,805</b>	<b>7,893,471</b>	<b>5,728,597</b>	<b>11,119,613</b>

Requirements are listed on the following page.



# Transit Fund

## REQUIREMENTS

270-070-511100	Salaries	326,730	793,731	447,000	524,000
270-070-511200	Overtime	-	31,121	-	-
270-070-521100	Insurance Benefits	69,608	55,663	65,000	70,000
270-070-521200	FICA Taxes	25,259	63,111	34,000	40,000
270-070-521300	PERS	60,909	107,998	118,000	145,000
270-070-521360	Other Benefits	3,168	1,804	-	-
270-070-521500	Workers' Benefit Fund	275	691	500	400
270-070-521600	Unemployment Insurance	330	825	500	2,200
270-070-521700	Paid Leave Oregon Tax	-	-	-	2,200
270-070-521800	Workers' Comp Insurance	356	287	500	800
270-070-521900	Transit Tax	1,981	4,950	3,000	3,200
270-070-601100	Supplies	2,671	10,075	5,000	9,500
270-070-601200	Postage	3,967	5,504	4,000	4,000
270-070-601300	Printing	6,637	4,690	10,000	10,000
270-070-601400	Copier Charges	209	146	500	-
270-070-601401	Branding & Marketing	10,191	11,810	15,000	30,000
270-070-601500	Public Notices	-	229	500	500
270-070-601700	Memberships	3,884	3,348	4,000	4,000
270-070-602100	Employee Recruitment	69	3,308	1,000	1,000
270-070-602200	Conferences	7,964	1,735	10,000	15,000
270-070-602300	Training & Professional Advancement	4,699	-	5,000	20,000
270-070-602500	Meetings & Meals	2,516	1,177	3,000	3,500
270-070-603100	Mileage Reimbursement	2,576	725	3,000	2,000
270-070-603200	Vehicle - Fuel	245,041	205,611	350,000	400,000
270-070-603400	Vehicle Reg/Licenses	195	350	600	1,500
270-070-603500	Vehicle Repair & Maintenance	209,991	322,168	350,000	375,000
270-070-603510	Vehicle Repair & Maintenance - MHX	-	104,896	42,500	140,000
270-070-604100	Vehicle Accessory Equipment	2,663	11,162	50,000	-
270-070-604200	Bus Shelter Maintenance	16,794	11,584	16,000	30,000
270-070-604300	Building Repairs & Maintenance	-	-	-	-
270-070-605100	Contractual Services	1,002,808	1,495,687	1,621,555	3,866,854
270-070-605110	Contractual Services - MHX	-	123,125	-	-
270-070-605300	Administrative Contracts	14,198	5,162	10,000	50,000
270-070-607100	Utilities	4,589	3,952	6,000	20,000
270-070-608200	Bus Shelters	6,596	648	8,000	12,000
270-070-609100	Insurance	111,788	99,302	36,000	38,000
270-070-610200	Fees	645	440	1,000	1,000
270-070-636100	Program - E&D	428,950	130,012	910,571	315,545
270-070-637100	Fare Reimbursement - MHX	-	-	-	155,000
270-070-639100	Cash Over/Short	(39)	-	-	-
270-070-740000	Furniture & Office Equipment	-	602	-	-
270-070-740100	Computer Equipment	2,482	31,270	20,000	-
270-070-750000	Transportation Equipment	-	102	-	-
270-070-812200	Interfund Loan Principal	856,272	-	-	-
270-070-910030	Transfer to GF Police	-	-	-	-
270-070-910110	Transfers to General Fund	113,850	127,608	150,598	189,751
270-070-910370	Transfer to Facilities Maint. Fund	12,043	12,200	12,200	12,200
270-070-910560	Transfer to Telecom Fund	-	-	-	-
270-070-910670	Transfer to Op Ctr ISF	42,541	53,125	53,125	125,000
270-070-950000	Contingency	-	-	545,948	546,977
<b>Operations Total</b>		<b>3,605,404</b>	<b>3,841,936</b>	<b>4,913,597</b>	<b>7,166,127</b>
270-170-723400	Transit Center	-	-	-	460,000
270-170-734600	Bus Barn	-	1,085,438	-	-
270-170-735000	Capacity Improvements	-	-	15,000	248,486
270-170-750000	Transportation Equipment	90,745	1,375,288	800,000	3,245,000
270-170-750100	Bus Shelters	-	7,343	-	-
<b>Capital Total</b>		<b>90,745</b>	<b>2,468,069</b>	<b>815,000</b>	<b>3,953,486</b>
<b>Total Requirements</b>		<b>3,696,149</b>	<b>6,310,005</b>	<b>5,728,597</b>	<b>11,119,613</b>



# Aquatic/Recreation Center Fund

## Fund Overview

The Aquatic/Recreation Center located on 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. This Fund also accounts for the utility and building maintenance expenses related to the other buildings on the property.

## 2021-23 Accomplishments & Highlights

- The Pool Exploratory Task Force was formed and completed an evaluation of the aquatic center and provided recommendations on the future community aquatic needs.
- Recognizing the deterioration of the systems and structural integrity issues, and the substantial costs to fix and upgrade the pool, the pool was drained to reduce the costs associated with heating and maintaining the body of water.

## Goals

- Develop and execute a path forward with the derelict buildings on the site.

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	-	0.30	0.25	-

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	-	114,011	93,624	157,000
Fines, Fees, & Assessments	110,752	75	-	-
Interest	455	2,807	2,000	1,000
Transfers	350,000	-	-	-
General Revenue	241,179	160,000	241,000	-
<b>Total Resources</b>	<b>702,385</b>	<b>276,893</b>	<b>336,624</b>	<b>158,000</b>
Personnel Services	353,362	37,341	58,700	-
Materials & Services	229,069	127,039	182,600	127,000
Capital Outlay	5,909	-	-	-
Transfers	-	-	12,951	12,599
Contingency	-	-	82,373	18,401
<b>Total Requirements</b>	<b>588,340</b>	<b>164,381</b>	<b>336,624</b>	<b>158,000</b>

## BN 23-25 Budget Notes

- 80% of the overall budget is utilities and insurance costs.

## Aquatic/Recreation Center Fund

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
280-000-401000	Beginning Balance	-	114,011	93,624	157,000
280-000-451000	Building Rental	7,200	40	-	-
280-000-451100	Memberships	5,270	(2,315)	-	-
280-000-451200	Aquatic Facility Rentals	25,332	2,350	-	-
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	2,807	2,000	1,000
280-000-478000	Miscellaneous Revenue	-	47	-	-
280-000-491000	Transfer from Non-Departmental	350,000	-	-	-
280-000-491110	General Revenue	241,179	160,000	241,000	-
<b>Total Resources</b>		<b>702,385</b>	<b>276,940</b>	<b>336,624</b>	<b>158,000</b>
280-000-511100	Salaries	123,202	22,520	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	6,094	12,000	-
280-000-521200	FICA Taxes	20,991	1,723	3,000	-
280-000-521300	PERS	37,792	4,861	8,000	-
280-000-521360	Other Benefits	4,314	23	-	-
280-000-521500	Workers' Benefit Fund	445	16	100	-
280-000-521600	Unemployment Insurance	288	22	100	-
280-000-521800	Workers' Comp Insurance	-	1,949	2,000	-
280-000-521900	Transit Tax	1,730	135	500	-
280-000-601100	Supplies	55,705	169	1,000	1,000
280-000-601101	Supplies - Pool Chemicals	9,661	2,467	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	-	-	-
280-000-601900	Uniforms	646	-	-	-
280-000-602100	Employee Recruitment	69	-	-	-
280-000-602300	Training & Professional Advancement	428	299	500	-
280-000-602500	Meetings & Meals	730	-	-	-
280-000-603100	Mileage Reimbursement	105	3	100	-
280-000-604100	Repairs & Maintenance	24,074	1,447	10,000	-
280-000-605100	Contractual Services	16,286	-	-	-
280-000-606100	Equipment Rental	107	3,404	2,000	-
280-000-607100	Utilities	116,205	99,882	110,000	60,000
280-000-609100	Insurance	-	18,292	54,000	66,000
280-000-610200	Fees	1,123	1,075	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	12,599
280-000-951000	Contingency	-	-	82,373	18,401
<b>Total Requirements</b>		<b>588,374</b>	<b>164,381</b>	<b>336,624</b>	<b>158,000</b>

# **Parks Capital Projects Fund**

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## **Fund Overview**

The Parks Capital Projects Fund accounts for all capital projects related to parks within the City. The fund receives money from developers via payments in lieu of land dedication 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.

## **2021-23 Accomplishments & Highlights**

- Completed the update to the Parks and Trails Master Plan.
- Updated and implemented the Parks System Development Charge and Fee-in-Lieu methodology.
- Continued efforts for visioning of the Community Campus Park and developed a plan for development of a 10.5-acre park at the site to include a pump track, skate park, playground, parking lot, and walking path.

## **Goals**

- Continue to engage the Community Campus Visioning Subcommittee to further the conversation regarding the future of the front half of the Community Campus property.
- Complete the connector trail from the Community Campus Park down to Sandy River Park.
- Develop the community park at the Community Campus.
- Prioritize the planning and development of Deer Point Park if funding is available.
- Research and act of the purchase of parkland for future park facilities and/or natural area and open space preservation.

# Parks Capital Projects Fund

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	151,396	789,431	1,133,431	1,221,957
Fines, Fees, & Assessments	670,846	295,293	300,000	400,000
Interest	18,393	27,041	30,000	25,000
<b>Land Total</b>	<b>840,636</b>	<b>1,111,765</b>	<b>1,463,431</b>	<b>1,646,957</b>
Beginning Balance	(9,996)	49,433	49,433	-
Fines, Fees, & Assessments	3,800	-	-	-
Interest	43,161	-	-	-
Transfers	42,268	-	-	-
General Revenue	5,570	-	-	-
<b>Operations Total</b>	<b>84,803</b>	<b>49,433</b>	<b>49,433</b>	<b>-</b>
Beginning Balance	263,478	1,015,364	1,347,175	1,757,681
Fines, Fees, & Assessments	751,927	539,952	600,000	1,800,000
Interest	-	35,271	30,000	25,000
<b>SDC Total</b>	<b>1,015,405</b>	<b>1,590,586</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Resources</b>	<b>1,940,844</b>	<b>2,751,785</b>	<b>3,490,039</b>	<b>5,229,638</b>
<b>REQUIREMENTS</b>				
Capital Outlay	-	10,000	500,000	1,500,000
Contingency	-	-	963,431	146,957
<b>Land Total</b>	<b>-</b>	<b>10,000</b>	<b>1,463,431</b>	<b>1,646,957</b>
Personnel Services	34,531	-	-	-
Materials & Services	788	-	49,433	-
Capital Outlay	51	-	-	-
<b>Operations Total</b>	<b>35,370</b>	<b>-</b>	<b>49,433</b>	<b>-</b>
Materials & Services	41	147,130	100,000	-
Capital Outlay	-	59,747	1,300,000	3,500,000
Contingency	-	-	577,175	82,681
<b>SDC Total</b>	<b>41</b>	<b>206,877</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Requirements</b>	<b>35,411</b>	<b>216,877</b>	<b>3,490,039</b>	<b>5,229,638</b>

### BN 23-25 Budget Notes

- Capital Outlay in the Land division is for the possible purchase of future athletic fields or natural areas and open space preservation per the City Council's goal.
- Capital Outlay in the SDC department is for the construction of various parks, including \$1.8 million for the Community Campus, \$1.5 million for Deer Point, and \$200,000 for Meinig Park and trail development.

## Parks Capital Projects Fund

Account Number	Account Name	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
350-000-401000	Beginning Balance	151,396	789,431	1,133,431	1,221,957
350-000-433420	Park Payment In Lieu of Land	670,846	295,293	300,000	400,000
350-000-471100	Interest	18,393	27,041	30,000	25,000
<b>Land Total</b>		<b>840,636</b>	<b>1,111,765</b>	<b>1,463,431</b>	<b>1,646,957</b>
350-099-401000	Beginning Balance	(9,996)	49,433	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>84,803</b>	<b>49,433</b>	<b>49,433</b>	<b>-</b>
350-135-401000	Beginning Balance	263,478	1,015,364	1,347,175	1,757,681
350-135-433510	Park SDCs	751,927	539,952	600,000	1,800,000
350-135-471100	Interest	-	35,271	30,000	25,000
<b>SDC Total</b>		<b>1,015,405</b>	<b>1,590,586</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Resources</b>		<b>1,940,844</b>	<b>2,751,785</b>	<b>3,490,039</b>	<b>5,229,638</b>
<b>REQUIREMENTS</b>					
350-000-715008	Land	-	10,000	500,000	1,500,000
350-000-950000	Contingency	-	-	963,431	146,957
<b>Land Total</b>		<b>-</b>	<b>10,000</b>	<b>1,463,431</b>	<b>1,646,957</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	-	-	-
350-099-521900	Transit Tax	158	-	-	-
350-099-601100	Supplies	715	-	-	-
350-099-602500	Meetings & Meals	34	-	-	-
350-099-608100	Professional Services	-	-	49,433	-
350-099-628200	Credit Card Merchant Fee	39	-	-	-
350-099-715900	Future Parks Projects	51	-	-	-
<b>Operation Total</b>		<b>35,370</b>	<b>-</b>	<b>49,433</b>	<b>-</b>
350-135-608100	Professional Services	41	147,130	100,000	-
350-135-715090	Bornstedt Park	-	59,747	-	-
350-135-715900	Future Parks Projects	-	-	1,300,000	3,500,000
350-135-950000	Contingency	-	-	577,175	82,681
<b>SDC Total</b>		<b>41</b>	<b>206,877</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Requirements</b>		<b>35,411</b>	<b>216,877</b>	<b>3,490,039</b>	<b>5,229,638</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. The USDA debt was retired in August 2021.

### Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	1,288,434	1,632,437	1,825,957	-
Interest	59,589	53,780	50,000	-
Transfers	284,415	203,999	-	-
<b>Total Resources</b>	<b>1,632,438</b>	<b>1,890,217</b>	<b>1,875,957</b>	-
Transfers	-	-	1,875,957	-
Reserve for Future Expenditure	-	-	-	-
<b>Total Requirements</b>	-	-	<b>1,875,957</b>	-

*USDA loan retired in August 2021. This fund will no longer have any activity.*

### BN 23-25 Budget Notes

- As the debt has been retired, there is no activity for the upcoming biennium.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
440-000-401000	Beginning Balance	1,288,434	1,632,437	1,825,957	-
440-000-471100	Interest	59,589	53,780	50,000	-
440-000-490440	Transfer From Sewer Fund	50,000	100,000	-	-
440-000-495355	Interfund Loan Payments	234,415	103,999	-	-
<b>Total Resources</b>		<b>1,632,438</b>	<b>1,890,217</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	-	-	-	-
<b>Total Requirements</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 Agency Fund.

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Transfers	1,657,640	1,775,634	1,775,634	1,775,634
<b>Total Resources</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>
Debt Service	1,657,640	1,775,634	1,775,634	1,775,634
<b>Total Requirements</b>	<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>

### BN 23-25 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 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
450-000-490272	Transfer from URA	1,657,640	1,775,634	1,775,634	1,775,634
<b>Total Resources</b>		<b>1,657,640</b>	<b>1,775,634</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	1,482,052
450-000-834100	Bond Interest	366,751	429,821	363,344	293,582
<b>Total Requirements</b>		<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>

# Water Fund

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## Fund Overview

The Water Fund accounts for all activities related to 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 include 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 at Alder Creek, and a spring 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 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 consists of three finished water pumping stations, five reservoirs (totaling 4.75 million gallons of storage) and twelve miles of 16" through 24" pipe. The distribution system contains more than 67 miles of 4" through 12" pipe, more than 4,170 customer meters, twelve pressure regulating stations, and over 420 fire hydrants. The utility also serves over 105 residences and businesses outside the City and three wholesale customers located along the transmission lines.

### Capital Improvements

Capital Improvement projects planned for the water system during this biennium include the Sandy to Portland Filtration Plant Water Transmission System design and immediate need improvements, and condition assessment of the Alder Creek Water Treatment Plant. In addition, the City will begin Program Management of the Drinking Water Reinvestment Program. The City will also complete the lead service line inventory and mapping that is required by the federal government to be complete by October 2024.

## 2021-23 Accomplishments & Highlights

- 446,000,000 gallons of water were produced and delivered to over 4,171 residential, commercial, and industrial accounts and three wholesale customers in 2022.
- Completed and adopted updated Water Master Plan.
- Applied for Drinking Water State Revolving Fund, Special Public Works Fund, and state grants to fund the Drinking Water Reinvestment Program.
- Negotiated new 30-year wholesale water rates with Portland Water Bureau.
- Designed and Constructed Repairs to Sandercock Reservoir.
- Completed Rehabilitation and Repair of Alder Creek Filters 1 and 2.
- Project Poseidon district metering/pressure regulating and leak detection.
- Selected Stantec as Drinking Water Reinvestment Program Manager and began program management activities.
- Tracked 1,258 backflow assemblies.
- Completed Lead and Copper Sampling.
- Cleaned two reservoirs.
- Completed one emergency curtailment exercise.
- Completed emergency ICS level 300 training for four City Staff.



# Water Fund

## Goals

- Complete database of lead inventory of private supply lines and publish system wide map.
- Complete negotiation and adoption of the new 30-year Wholesale Water Agreement with Portland Water Bureau.
- Complete design of Sandy to Portland Water Transmission System to connect to the new Bull Run Filtration Plant and the Columbia Wellfield.
- Complete immediate needs improvements at Alder Creek Water Treatment Plant and Condition Assessment.
- Complete Drinking Water Reinvestment Program Management Plan.
- Advertise RFP for Operations and Maintenance services for Sandy Drinking Water Treatment System and execute new five-year contract.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Miles of Water Pipeline	63	64	66	67	70	72
Gallons of Water Treated (Daily Average)	1,200,000	1,135,000	956,000	1,177,000	1,306,000	1,309,505
Gallons of Water Purchased	166,437,819	172,970,557	182,940,593	186,493,092	185,509,403	166,012,925

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	2.76	2.65	2.91	5.32

2023-2025 Proposed Budget

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City of Sandy, Oregon

# Water Fund

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	3,644,973	4,851,183	970,470	2,445,615
Fines, Fees, & Assessments	3,178,847	3,345,378	3,684,000	9,840,000
Interest	78,545	74,355	70,000	25,000
Loan Proceeds	11,653	25,048	67,596	-
Miscellaneous	80,713	87,494	50,500	25,000
<b>Operations Total</b>	<b>6,994,731</b>	<b>8,383,458</b>	<b>4,842,566</b>	<b>12,335,615</b>
Beginning Balance	(1,683,320)	(2,447,120)	-	-
Fines, Fees, & Assessments	482,307	580,723	433,000	820,000
Interest	9,250	(2,494)	-	-
Loan Proceeds	-	-	-	11,000,000
Miscellaneous	-	-	-	-
<b>Capital Total</b>	<b>(1,191,763)</b>	<b>(1,868,891)</b>	<b>433,000</b>	<b>11,820,000</b>
<b>Total Resources</b>	<b>5,802,968</b>	<b>6,514,567</b>	<b>5,275,566</b>	<b>24,155,615</b>
<b>REQUIREMENTS</b>				
Personnel Services	517,715	527,240	654,500	1,469,000
Materials & Services	1,385,757	1,405,014	1,639,550	2,297,000
Capital Outlay	115,149	1,544,643	233,096	794,000
Debt Service	4,662	7,113	54,957	9,800
Transfers	120,058	133,025	176,307	208,454
Contingency	-	-	971,006	794,500
<b>Operations Total</b>	<b>2,143,340</b>	<b>3,617,035</b>	<b>3,729,416</b>	<b>5,572,754</b>
Materials & Services	800	-	-	-
Capital Outlay	71,040	62,751	150,000	10,836,000
Debt Service	1,183,517	1,198,894	1,196,150	1,011,081
Contingency	-	-	200,000	6,735,780
<b>Capital Total</b>	<b>1,255,357</b>	<b>1,261,645</b>	<b>1,546,150</b>	<b>18,582,861</b>
<b>Total Requirements</b>	<b>3,398,697</b>	<b>4,878,680</b>	<b>5,275,566</b>	<b>24,155,615</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments includes an 36% rate increase in both years.
- Personnel Services reflects the addition of the new FTEs apportioned to the Water Fund.
- Materials & Services includes expense associated with contracting for treatment plant services from Veolia Water.
- Capital Outlay is for the Water System Reinvestment project which includes the new pipeline to the Portland Filtration Plant and investments in the City's Alder Creek Treatment Plant.

# Water Fund

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
520-052-401000	Beginning Balance	3,644,973	4,851,183	970,470	2,445,615
520-052-451100	Water Charges	3,152,300	3,313,854	3,664,000	9,800,000
520-052-457100	Engineering Fees	26,547	31,525	20,000	40,000
520-052-471100	Interest	78,545	74,355	70,000	25,000
520-052-478000	Miscellaneous Revenue	79,963	87,494	50,000	25,000
520-052-479030	Surplus Property	750	-	500	-
520-052-495400	Loan Proceeds	11,653	25,048	67,596	-
<b>Operations Total</b>		<b>6,994,731</b>	<b>8,383,458</b>	<b>4,842,566</b>	<b>12,335,615</b>
520-152-401000	Beginning Balance	(1,683,320)	(2,447,120)	-	-
520-152-423000	AFRD Reimbursement	-	-	-	-
520-152-433520	Water SDC	478,028	580,723	433,000	820,000
520-152-459001	Payment in Lieu Water Improvement Fees	4,279	-	-	-
520-152-471100	Interest	9,250	(2,494)	-	-
520-152-478000	Miscellaneous Revenue	-	-	-	-
520-152-495400	Loan Proceeds	-	-	-	11,000,000
<b>Capital Total</b>		<b>(1,191,763)</b>	<b>(1,868,891)</b>	<b>433,000</b>	<b>11,820,000</b>
<b>Total Resources</b>		<b>5,802,968</b>	<b>6,514,567</b>	<b>5,275,566</b>	<b>24,155,615</b>

Requirements are listed on the following page.

# Water Fund

## REQUIREMENTS

520-052-511100	Salaries	323,633	324,859	409,000	855,000
520-052-511200	Overtime	15,484	11,382	-	20,000
520-052-521100	Insurance Benefits	61,769	55,206	81,000	239,000
520-052-521200	FICA Taxes	26,046	25,720	32,000	68,000
520-052-521300	PERS	73,060	88,965	110,000	250,000
520-052-521360	Other Benefits	7,449	5,232	-	-
520-052-521500	Workers' Benefit Fund	240	195	500	500
520-052-521600	Unemployment Insurance	341	338	500	3,500
520-052-521700	Paid Leave Oregon Tax	-	-	-	3,500
520-052-521800	Workers' Comp Insurance	7,650	13,325	19,000	24,000
520-052-521900	Transit Tax	2,043	2,019	2,500	5,500
520-052-601100	Supplies	110,842	132,131	125,000	182,000
520-052-601200	Postage	4,431	2,604	2,000	2,000
520-052-601300	Printing	80	(96)	100	500
520-052-601400	Copier Charges	797	102	100	200
520-052-601401	Branding & Marketing	253	-	-	-
520-052-601500	Public Notices	3,541	1,892	1,000	1,000
520-052-601600	Organizational Fees	12,490	15,838	20,000	30,000
520-052-601700	Memberships	1,540	550	1,000	1,500
520-052-601800	Books and Subscriptions	495	55	100	200
520-052-601900	Uniforms	895	1,944	2,000	3,000
520-052-602100	Employee Recruitment	221	76	100	15,000
520-052-602200	Conferences	828	315	1,000	15,000
520-052-602300	Training & Professional Advancement	3,592	2,762	2,000	8,000
520-052-602500	Meetings & Meals	205	244	200	600
520-052-603100	Mileage Reimbursement	6	71	100	300
520-052-603200	Vehicle -Fuel	7,554	7,573	7,700	13,000
520-052-603400	Vehicle Reg/Licenses	-	-	100	200
520-052-603500	Vehicle Repair & Maintenance	11,342	12,297	7,000	7,000
520-052-604100	Repairs & Maintenance	80,872	77,488	100,000	100,000
520-052-605100	Contractual Services	32,254	17,745	35,000	40,000
520-052-605300	Contractual Services - Water	456,080	399,047	480,750	540,000
520-052-605350	Contractual Services - Utility Billing	13,931	10,976	11,000	12,000
520-052-606100	Equipment Rental	3,668	1,884	12,000	65,000
520-052-607100	Utilities	203,005	228,226	240,000	285,000
520-052-608100	Professional Services	22,630	15,136	35,000	40,000
520-052-608200	Professional Services - Engineering	16,132	7,221	25,000	40,000
520-052-609100	Insurance	36,290	50,081	45,000	66,000
520-052-610200	Fees	14,205	13,622	11,000	11,500
520-052-628200	Credit Card Merchant Fee	24,856	35,462	35,000	68,000
520-052-650100	Chemicals	-	-	8,300	10,000
520-052-650201	Program - Water Conservation	480	463	3,000	4,000
520-052-650300	Regulatory Fees	9,503	8,876	10,000	11,000
520-052-650500	Water Testing	13,067	14,505	19,000	20,000
520-052-650505	Purchased Water	299,671	345,927	400,000	705,000
520-052-732000	Water System Improvements	86,114	32,270	90,000	300,000
520-052-732003	Water Automated Meter Reader	-	1,478,168	25,500	25,000
520-052-740000	Furniture & Office Equipment	-	113	-	74,000
520-052-740100	Computer Equipment	2,022	928	-	15,000
520-052-760000	Machinery & Equipment	12,739	33,164	67,596	80,000
520-052-772000	Major Repairs Water System	14,274	-	50,000	300,000
520-052-812100	Loan Principal	4,662	7,113	54,957	9,800
520-052-910110	Transfer to General Fund	105,363	115,887	159,169	181,354
520-052-910370	Transfer to Facilities Maint. Fund	3,240	3,200	3,200	3,200
520-052-910670	Transfer to Op Ctr ISF	11,455	13,938	13,938	23,900
520-052-950000	Contingency	-	-	971,006	794,500
<b>Operations Total</b>		<b>2,143,340</b>	<b>3,617,035</b>	<b>3,729,416</b>	<b>5,572,754</b>
520-152-608100	Professional Services	800	-	-	-
520-152-732000	Water System Improvements	71,040	62,751	150,000	150,000
520-152-732100	Portland Pipeline Project	-	-	-	8,686,000
520-152-732200	Aldercreek Improvements	-	-	-	2,000,000
520-152-812150	Loan Principal	582,282	614,987	649,523	686,011
520-152-812303	State Revolving Loan Principal	224,203	248,097	252,282	-
520-152-812304	Business Oregon Loan Principal	-	-	-	35,098
520-152-832303	State Revolving Loan Interest	20,124	11,607	4,683	-
520-152-832304	Business Oregon Loan Interest	-	-	-	36,792
520-152-832910	Loan Interest	356,909	324,204	289,662	253,180
520-152-950000	Contingency	-	-	200,000	6,735,780
<b>Capital Total</b>		<b>1,255,357</b>	<b>1,261,645</b>	<b>1,546,150</b>	<b>18,582,861</b>
<b>Total Requirements</b>		<b>3,398,697</b>	<b>4,878,680</b>	<b>5,275,566</b>	<b>24,155,615</b>

# Wastewater Fund

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## Department Overview

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

### Operations

The Wastewater Fund operates, maintains, and improves the wastewater collection, conveyance, and pumping and treatment 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 any risk of chlorinated discharges to Tickle Creek. The City runs an innovative and award-winning Class B recycled water program partnering with a local nursery during May through October, eliminating the need to discharge to Tickle creek during low flow months.

The collection system is comprised of over 48.3 miles of 4” through 21” pipe and six pump stations. Prior to improvements in recent years, Sandy’s collection system had significantly deteriorated over, allowing rainfall and groundwater to enter the system and periodically overwhelm the treatment plant’s capacity. To mitigate these and other issues, the Sandy Clean Waters Program targeted rehabilitation of the four oldest and leakiest collection system basins. These efforts have achieved marked reduction in rainfall-derived infiltration and inflow (RDII) into the system.

### Capital Improvements

Historic reinvestment is occurring with regard to capital improvement projects for the existing wastewater treatment plant and collection system. These projects, collectively referred to as Phase 1A of the Sandy Clean Waters Program, will conclude in the current biennium. Additional capital expenditures include work on subsequent phases of the wastewater system improvement program, including permitting and design work for the treatment plant expansion and proposed Sandy River outfall.

## 2021-23 Accomplishments & Highlights

- Completed collection system design and construction, and private lateral rehabilitation, for Basins 2, 6, 7, and 8.
- Completed design and construction of Phase 1A Immediate Needs Improvement Project at the Wastewater Treatment Plant.
- Completed \$200,000 in RRM small improvements at the Wastewater Treatment Plant.
- Completed Sampling and Stress Testing of Wastewater Treatment Plant.
- Completed flow monitoring and validation testing of RDII reduction, achieved through collection system rehabilitation projects.
- Launched Manhole Grouting Program.
- Submitted NPDES permit application form 2A for Sandy River Outfall.
- Advertised and selected consultant for Facility Plan Amendment; Began work on Amendment.
- Advertised and selected Program Management Consultant for Phase 1B of Sandy Clean Waters.
- Awarded \$14.7M ARPA grant; began work related to this grant.
- Completed and executed second \$46 Million Clean Water State Revolving Fund loan application.
- Submitted WIFIA \$49.9 million loan application.
- Cleaned 8 miles of collection system piping.
- Connected SandyNet Fiber to the Wastewater Treatment Plant.

# Wastewater Fund

## Goals

- Complete Stress Testing and Comprehensive Capacity Evaluation to re-rate existing wastewater treatment plant.
- Complete Wastewater Facilities Plan Amendment.
- Continue to progress the Sandy River Outfall NPDES permit application process.
- Complete smoke testing and CCTV investigation of remaining six basins (Basins 1, 3, 4, 5, 9, and 10) and identify Category 4 and 5 defects.
- Close on WIFIA loan.
- Launch CMOM program.
- Begin design of Phase 1B upgrades.
- Identify and progress RRM improvements at wastewater treatment plant.
- Advertise RFP for operations and maintenance services for the wastewater treatment plant and execute a new five-year agreement.
- Connect final two remote pump stations to City fiber network.
- Clean 10,000 lineal feet of collection system piping annually.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Gallons of Wastewater Treated (Daily Average)	1,600,000	1,125,000	1,400,000	1,202,000	1,324,000	1,328,000

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	2.76	3.15	3.41	5.28

2023-2025 Proposed Budget

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City of Sandy, Oregon

# Wastewater Fund

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	344,122	557,884	918,233	4,951,070
Fines, Fees, & Assessments	2,907,632	5,183,092	6,020,000	10,145,000
Interest	20,728	25,964	20,000	30,000
Loan Proceeds	11,653	15,828	87,096	74,638
Miscellaneous	65,120	11,584	5,000	-
<b>Operations Total</b>	<b>3,349,255</b>	<b>5,794,351</b>	<b>7,050,329</b>	<b>15,200,708</b>
Beginning Balance	125,523	(143,587)	-	-
Fines, Fees, & Assessments	455,188	549,860	400,000	1,360,000
Grants	-	-	-	6,460,687
Interest	594	1,646	2,816	-
Transfers	-	-	1,875,957	-
Loan Proceeds	128,760	2,865,665	20,000,000	7,891,250
<b>Capital Total</b>	<b>710,065</b>	<b>3,273,584</b>	<b>22,278,773</b>	<b>15,711,937</b>
<b>Total Resources</b>	<b>4,059,320</b>	<b>9,067,936</b>	<b>29,329,102</b>	<b>30,912,645</b>
<b>REQUIREMENTS</b>				
Personnel Services	515,827	598,728	763,000	1,443,000
Materials & Services	1,861,196	2,443,334	2,304,935	3,603,800
Capital Outlay	282,752	1,342,193	537,096	454,500
Debt Service	4,662	6,603	30,743	6,200
Transfers	126,925	140,808	170,979	331,512
Contingency	-	-	2,954,408	2,609,900
<b>Operations Total</b>	<b>2,791,361</b>	<b>4,531,666</b>	<b>6,761,161</b>	<b>8,448,912</b>
Capital Outlay	469,230	2,646,794	-	-
Debt Service	334,422	334,422	4,067,941	1,745,052
Transfers	50,000	100,000	-	-
Contingency	-	-	-	10,737,117
<b>Capital Total</b>	<b>853,652</b>	<b>3,081,216</b>	<b>4,067,941</b>	<b>12,482,169</b>
Capital Outlay	-	-	18,500,000	9,981,564
<b>WWSI Project Total</b>	<b>-</b>	<b>-</b>	<b>18,500,000</b>	<b>9,981,564</b>
<b>Total Requirements</b>	<b>3,645,013</b>	<b>7,612,882</b>	<b>29,329,102</b>	<b>30,912,645</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments includes a 16% rate increase in years one and two.
- Personnel Services reflects the addition of the new FTEs apportioned to the Wastewater Fund.
- Loan proceeds includes a portion from two financings: a \$46 million Clean Water State Revolving Fund Loan and \$49.9 million Water Infrastructure Finance and Innovation Act (WIFIA) loan.
- Materials & Services includes expenses associated with contracting for treatment plant services from Veolia Water.
- Fund Balances reflect the building up of funds for future capital and maintaining minimum debt coverage ratios.

# Wastewater Fund

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
530-053-401000	Beginning Balance	344,122	557,884	918,233	4,951,070
530-053-452100	Wastewater Charges	2,866,484	5,156,504	6,000,000	10,070,000
530-053-457100	Engineering Fees	41,148	26,588	20,000	75,000
530-053-471100	Interest	20,728	25,964	20,000	30,000
530-053-478000	Miscellaneous Revenue	64,170	11,584	5,000	-
530-053-479030	Surplus Property	950	-	-	-
530-053-495355	Interfund Loan Receipts	-	-	-	74,638
530-053-495400	Loan Proceeds	11,653	15,828	87,096	-
<b>Operations Total</b>		<b>3,349,255</b>	<b>5,794,351</b>	<b>7,050,329</b>	<b>15,200,708</b>
530-153-401000	Beginning Balance	125,523	(143,587)	-	-
530-153-428303	AFRD Due CoS Bluff Est I	44,175	-	-	-
530-153-433530	Wastewater SDC	405,796	549,860	400,000	1,360,000
530-153-433535	North Bluff Sewer SDCs	5,217	-	-	-
530-153-471100	Interest	594	1,646	2,816	-
530-153-490440	Transfer from Sewer Bond Reserve Fund	-	-	1,875,957	-
530-153-440300	Federal Grants	-	-	-	6,460,687
530-153-440310	WIFIA Loan Proceeds	-	-	-	3,638,828
530-153-495200	Bond Proceeds	-	-	15,000,000	-
530-153-495400	Loan Proceeds	128,760	2,865,665	5,000,000	4,252,422
<b>Capital Total</b>		<b>710,065</b>	<b>3,273,584</b>	<b>22,278,773</b>	<b>15,711,937</b>
<b>Total Resources</b>		<b>4,059,320</b>	<b>9,067,936</b>	<b>29,329,102</b>	<b>30,912,645</b>

Requirements are listed on the following page.



# Wastewater Fund

REQUIREMENTS					
530-053-511100	Salaries	323,633	374,292	488,000	852,000
530-053-511200	Overtime	15,484	14,875	-	20,000
530-053-521100	Insurance Benefits	61,769	59,382	81,000	217,000
530-053-521200	FICA Taxes	26,045	29,792	37,000	68,000
530-053-521300	PERS	73,060	101,656	128,000	249,000
530-053-521360	Other Benefits	7,449	6,034	-	-
530-053-521500	Workers' Benefit Fund	240	230	500	500
530-053-521600	Unemployment Insurance	340	391	500	3,500
530-053-521700	Paid Leave Oregon Tax	-	-	-	3,500
530-053-521800	Workers' Comp Insurance	5,763	9,738	25,000	24,000
530-053-521900	Transit Tax	2,043	2,338	3,000	5,500
530-053-601100	Supplies	31,695	46,951	40,000	59,000
530-053-601200	Postage	3,335	1,824	1,000	1,000
530-053-601300	Printing	80	-	1,000	1,500
530-053-601400	Copier Charges	195	10,706	2,500	1,000
530-053-601401	Branding & Marketing	253	1,604	-	-
530-053-601500	Public Notices	120	2,694	2,500	3,000
530-053-601600	Organizational Fees	1,070	385	900	4,000
530-053-601700	Memberships	540	1,320	550	1,000
530-053-601800	Books and Subscriptions	56	5,988	100	500
530-053-601900	Uniforms	900	2,021	2,000	6,000
530-053-602100	Employee Recruitment	196	75	100	15,000
530-053-602200	Conferences	198	700	1,000	20,000
530-053-602300	Training & Professional Advancement	3,049	1,725	1,200	8,000
530-053-602500	Meetings & Meals	699	31	50	600
530-053-603100	Mileage Reimbursement	6	2	10	200
530-053-603200	Vehicle - Fuel	7,554	7,995	8,000	13,000
530-053-603500	Vehicle Repair & Maintenance	11,922	15,617	7,500	8,000
530-053-604100	Repairs & Maintenance	214,079	485,285	300,000	300,000
530-053-605100	Contractual Services	61,217	30,876	50,000	250,000
530-053-605300	Contractual Services - Wastewater	1,025,400	1,345,949	1,354,525	1,350,000
530-053-605350	Contractual Services - Utility Billing	12,884	10,976	12,000	13,000
530-053-605360	Contractual Services - Waste Hauling	-	-	-	336,000
530-053-606100	Equipment Rental	10,471	37,156	30,000	30,000
530-053-607100	Utilities	241,963	239,913	270,000	298,000
530-053-608100	Professional Services	5,741	32,473	32,000	12,000
530-053-608200	Professional Services - Engineering	43,608	13,520	20,000	30,000
530-053-609100	Insurance	79,643	85,056	33,000	76,000
530-053-610200	Fees	12,044	13,527	15,000	15,000
530-053-628200	Credit Card Merchant Fee	23,651	35,462	40,000	69,000
530-053-650100	Chemicals	-	-	70,000	668,000
530-053-650300	Regulatory Fees	68,627	13,505	10,000	15,000
530-053-732003	Wastewater Automated Meter Reader	-	748,475	-	-
530-053-733000	Wastewater System Improvements	149,391	249,746	200,000	300,000
530-053-740000	Furniture & Office Equipment	-	136	-	2,000
530-053-740100	Computer Equipment	1,006	1,721	-	12,500
530-053-760000	Machinery & Equipment	23,939	53,617	87,096	80,000
530-053-773000	Major Repairs - Wastewater	8,576	10,000	30,000	60,000
530-053-780000	Overizing/Special Proj.	99,840	278,497	220,000	-
530-053-812100	Loan Principal	4,662	6,603	30,743	6,200
530-053-910110	Transfers to General Fund	112,231	123,670	153,841	304,412
530-053-910370	Transfer to Facilities Maint. Fund	3,239	3,200	3,200	3,200
530-053-910670	Transfer to Op Ctr ISF	11,455	13,938	13,938	23,900
530-053-950000	Contingency	-	-	2,954,408	2,609,900
<b>Operations Total</b>		<b>2,791,361</b>	<b>4,531,666</b>	<b>6,761,161</b>	<b>8,448,912</b>
530-153-733000	Sewer System Improvements	422,544	2,645,789	-	-
530-153-773020	North Bluff Sewer SDC Reim	2,511	1,005	-	-
530-153-773025	AFRD Reimbursement	44,175	-	-	-
530-153-812302	USDA Principal	123,379	135,379	1,992,879	-
530-153-812303	DEQ Principal	-	-	391,888	816,456
530-153-812803	Full Faith & Credit Principal	-	-	115,000	135,000
530-153-812903	Bond Principal	-	-	550,000	-
530-153-832302	USDA Interest	211,043	199,043	47,331	-
530-153-832303	DEQ Interest	-	-	278,747	687,996
530-153-832802	Full Faith & Credit Interest	-	-	138,721	103,600
530-153-832902	Bond Interest	-	-	525,000	-
530-153-870000	Paying Agent Fees	-	-	28,375	2,000
530-153-910440	Transfer to Bond Reserve Fund	50,000	100,000	-	-
530-153-960000	Contingency	-	-	-	10,737,117
<b>Capital Total</b>		<b>853,652</b>	<b>3,081,216</b>	<b>4,067,941</b>	<b>12,482,169</b>
530-353-733000	Wastewater System Improvement Project	-	-	18,500,000	9,981,564
<b>Wastewater System Improvement Project Total</b>		<b>-</b>	<b>-</b>	<b>18,500,000</b>	<b>9,981,564</b>
<b>Total Requirements</b>		<b>3,645,013</b>	<b>7,612,882</b>	<b>29,329,102</b>	<b>30,912,645</b>

# Stormwater Fund

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## Fund Overview

The Stormwater Fund accounts for expenses related to operations and maintenance 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 \$3.00 per 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 \$5.00 per month to \$8.00 per month. This is necessary to pay off new debt service required for the Strawbridge Parkway emergency repair that occurred in June 2022, and to structurally stabilize the fund.

## Operations

The Stormwater Fund operates and maintains the stormwater system which consists of catch basins, manholes, pipes, culverts, ponds, swales, and open channels. 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

The City does 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. The City intends to draft a Stormwater Master Plan that would identify deficiencies, needs, and a capital improvement plan.

## 2021-23 Accomplishments & Highlights

- Emergency fix to the Strawbridge Parkway stormwater line and additional liner repair on Tupper Road.
- Completed City of Sandy Mercury Update for Sandy River and Willamette River Total Maximum Daily Load Implementation Plan.
- Removed overgrown and invasive vegetation from nine stormwater detention basins.
- Cleaned over 750 catch basins and over 50,000 lineal feet of storm line each year.

## Goals

- Complete Five-Year Update of Sandy River and Willamette River Total Maximum Daily Load Implementation Plan.
- Replace 25% of Contech filters each year.
- 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.
- Begin Stormwater Master Plan.
- Complete rate study to put the fund on a cost recovery plan.

# Stormwater Fund

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	1.52	2.37	2.35	2.18

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	782,873	866,794	304,791	32,942
Fines, Fees, & Assessments	504,925	522,213	557,000	1,410,000
Interest	20,294	12,336	12,500	500
Loan Proceeds	11,653	6,609	60,610	100,000
Miscellaneous	2,900	4,761	4,000	10,000
<b>Operations Total</b>	<b>1,322,645</b>	<b>1,412,713</b>	<b>938,901</b>	<b>1,553,442</b>
Beginning Balance	(255,567)	(375,427)	-	-
<b>Capital Total</b>	<b>(255,567)</b>	<b>(375,427)</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>1,067,078</b>	<b>1,037,286</b>	<b>938,901</b>	<b>1,553,442</b>
<b>REQUIREMENTS</b>				
Personnel Services	262,887	423,814	481,000	566,000
Materials & Services	129,608	143,397	156,300	374,700
Capital Outlay	16,522	12,453	70,610	76,000
Debt Service	4,662	6,544	7,211	2,000
Transfers	42,173	47,578	81,234	102,675
Contingency	-	-	23,301	16,310
<b>Operations Total</b>	<b>455,852</b>	<b>633,786</b>	<b>819,656</b>	<b>1,137,685</b>
Capital Outlay	-	-	-	100,000
Debt Service	119,860	119,680	119,245	215,757
Contingency	-	-	-	100,000
<b>Capital Total</b>	<b>119,860</b>	<b>119,680</b>	<b>119,245</b>	<b>415,757</b>
<b>Total Requirements</b>	<b>575,712</b>	<b>753,466</b>	<b>938,901</b>	<b>1,553,442</b>

### BN 23-25 Budget Notes

- Fines, Fees, & Assessments reflects a \$3.00 per month increase in utility rates in year one, and an additional \$2.00 per month increase in year two.
- Debt service includes the annual payments to the Wastewater Fund for a \$400,000 interfund loan issued in fiscal year 2023 for the Tupper Park and Strawbridge Parkway emergency repairs.

## Stormwater Fund

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
550-055-401000	Beginning Balance	782,873	866,794	304,791	32,942
550-055-452500	Stormwater Charges	478,778	496,972	540,000	1,400,000
550-055-457100	Engineering Fees	26,147	25,241	17,000	10,000
550-055-471100	Interest	20,294	12,336	12,500	500
550-055-478000	Miscellaneous Revenue	2,900	4,761	4,000	10,000
550-055-479030	Surplus Property	-	-	-	-
550-055-495400	Loan Proceeds	11,653	6,609	60,610	100,000
<b>Operations Total</b>		<b>1,322,645</b>	<b>1,412,713</b>	<b>938,901</b>	<b>1,553,442</b>
550-155-401000	Beginning Balance	(255,567)	(375,427)	-	-
<b>Capital Total</b>		<b>(255,567)</b>	<b>(375,427)</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>		<b>1,067,078</b>	<b>1,037,286</b>	<b>938,901</b>	<b>1,553,442</b>

Requirements are listed on the following page.

## Stormwater Fund

REQUIREMENTS					
550-055-511100	Salaries	164,768	263,530	300,000	327,000
550-055-511200	Overtime	8,872	11,332	-	16,000
550-055-521100	Insurance Benefits	34,516	46,905	58,000	82,000
550-055-521200	FICA Taxes	13,327	21,011	23,000	26,000
550-055-521300	PERS	34,164	69,507	78,000	98,000
550-055-521360	Other Benefits	3,346	5,231	-	-
550-055-521500	Workers' Benefit Fund	143	166	1,000	500
550-055-521600	Unemployment Insurance	174	270	1,000	1,500
550-055-521700	Paid Leave Oregon Tax	-	-	-	1,500
550-055-521800	Workers' Comp Insurance	2,533	4,220	18,000	11,000
550-055-521900	Transit Tax	1,044	1,644	2,000	2,500
550-055-601100	Supplies	18,150	29,345	25,000	40,000
550-055-601200	Postage	1,385	1,282	800	1,000
550-055-601400	Copier Charges	179	0	100	100
550-055-601401	Branding & Marketing	253	-	-	-
550-055-601500	Public Notices	-	-	100	-
550-055-601600	Organizational Fees	370	385	400	1,000
550-055-601700	Memberships	15	-	400	500
550-055-601800	Books and Subscriptions	86	55	100	1,000
550-055-601900	Uniforms	894	1,948	2,000	4,000
550-055-602100	Employee Recruitment	372	76	100	5,000
550-055-602200	Conferences	-	-	1,000	8,000
550-055-602300	Training & Professional Advancement	788	7	500	4,000
550-055-602500	Meetings & Meals	127	4	100	1,000
550-055-603100	Mileage Reimbursement	6	2	100	500
550-055-603200	Vehicle - Fuel	7,554	7,617	7,000	14,000
550-055-603400	Vehicle Reg/License	-	-	100	100
550-055-603500	Vehicle Repair & Maintenance	10,233	13,539	7,000	7,000
550-055-604100	Repairs & Maintenance	15,664	16,328	35,000	40,000
550-055-605100	Contractual Services	1,231	740	2,500	9,000
550-055-605350	Contractual Services - Utility Billing	13,098	10,827	11,000	11,000
550-055-606100	Equipment Rental	6,536	858	2,000	1,000
550-055-607100	Utilities	2,584	2,728	3,000	8,000
550-055-608100	Professional Services	450	774	2,500	25,000
550-055-608200	Professional Services - Engineering	12,857	8,777	10,000	120,000
550-055-610200	Fees	13,725	13,957	14,000	7,000
550-055-628200	Credit Card Merchant Fee	23,050	34,148	30,000	65,000
550-055-650300	Regulatory Fees	-	-	1,500	1,500
550-055-732000	Improvements	-	-	10,000	20,000
550-055-740000	Furniture & Office Equipment	-	112	-	-
550-055-740100	Computer Equipment	896	1,057	-	12,000
550-055-760000	Machinery & Equipment	15,626	11,284	60,610	44,000
550-055-812100	Loan Principal	4,662	6,544	7,211	2,000
550-055-910110	Transfer to General Fund	27,479	30,440	64,096	75,575
550-055-910370	Transfer to Facilities Maint. Fund	3,239	3,200	3,200	3,200
550-055-910670	Transfer to Op Ctr ISF	11,455	13,938	13,938	23,900
550-055-950000	Contingency	-	-	23,301	16,310
<b>Operations Total</b>		<b>455,852</b>	<b>633,786</b>	<b>819,656</b>	<b>1,137,685</b>
550-155-732000	Improvements	-	-	-	100,000
550-155-812200	Interfund Loan Principal	-	-	-	74,638
550-155-812300	Bond Principal	70,000	75,000	80,000	95,000
550-155-830001	Interfund Loan Interest	-	-	-	13,124
550-155-836900	Bond Interest	49,860	44,680	39,245	32,995
550-155-950000	Contingency	-	-	-	100,000
<b>Capital Total</b>		<b>119,860</b>	<b>119,680</b>	<b>119,245</b>	<b>415,757</b>
<b>Total Requirements</b>		<b>575,712</b>	<b>753,466</b>	<b>938,901</b>	<b>1,553,442</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 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 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.

## 2021-23 Accomplishments & Highlights

- Enrolled in FCC’s Affordable Connectivity Program to offer rate assistance to qualifying households.
- Upgraded core network to support future bandwidth demands.
- Entered into two intergovernmental agreements with Clackamas Broadband eXchange (CBX) to:
  - offer business level service around Clackamas County, and
  - offer rural broadband to specific underserved areas in the Sandy area.
- Began to phase in XGS-PON for future speed tiers.
- Implemented IPv6 to core network.

## Goals

- Keep up with service demand as new developments are constructed.
- Work with rental companies and deploy PON technologies to multiple-dwelling-units.
- Work with other entities to help eliminate the “digital divide” in and around Sandy.
- Begin to phase out old fiber network technologies.
- Continue to replace aging modems in customer homes.
- Complete SandyNet Master/Business Plan.

## Performance Measures

	2017	2018	2019	2020	2021	2022
Households with SandyNet	71%	70%	74%	75%	79%	80%

## Staffing

	17-19	19-21	21-23	23-25
Total FTE	6.10	6.09	7.00	7.50

# Telecommunications Fund

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	1,089,660	2,636,996	125,638	139,843
Fines, Fees, & Assessments	3,048,366	3,801,579	4,068,464	5,082,000
Interest	667	-	-	-
Miscellaneous Revenue	142,479	103,873	-	15,000
General Revenue	162,817	150,000	60,000	-
<b>Operations Total</b>	<b>4,443,988</b>	<b>6,692,448</b>	<b>4,254,102</b>	<b>5,236,843</b>
Beginning Balance	(1,750,479)	(2,956,473)	-	-
Fines, Fees, & Assessments	72,070	65,736	50,000	60,000
Interest	548	343	-	-
Loan Proceeds	796,457	38,334	-	50,000
<b>Capital Total</b>	<b>(881,404)</b>	<b>(2,852,060)</b>	<b>50,000</b>	<b>110,000</b>
<b>Total Resources</b>	<b>3,562,584</b>	<b>3,840,388</b>	<b>4,304,102</b>	<b>5,346,843</b>
<b>REQUIREMENTS</b>				
Personnel Services	1,084,612	1,191,839	1,628,000	2,021,300
Materials & Services	610,137	557,048	676,310	938,950
Capital Outlay	6,512	10,659	-	10,000
Transfers	105,732	112,326	205,662	247,063
Contingency	-	-	62,425	51,819
<b>Operations Total</b>	<b>1,806,992</b>	<b>1,871,871</b>	<b>2,572,397</b>	<b>3,269,132</b>
Capital Outlay	706,630	566,164	420,000	747,000
Debt Service	1,368,439	1,428,575	1,311,705	1,330,711
<b>Capital Total</b>	<b>2,075,069</b>	<b>1,994,738</b>	<b>1,731,705</b>	<b>2,077,711</b>
<b>Total Requirements</b>	<b>3,882,062</b>	<b>3,866,610</b>	<b>4,304,102</b>	<b>5,346,843</b>

### BN 23-25 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 0.5 FTE for a utility worker position.
- Debt Service includes the original construction bond and principal and interest payments for the interfund loan from the Transit Fund.



# Telecommunications Fund

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
560-056-401000	Beginning Balance	1,089,660	2,636,996	125,638	139,843
560-056-451500	FTTH Charges	2,427,003	3,058,334	3,300,000	4,000,000
560-056-451510	Voice Charges	94,254	112,734	110,000	156,000
560-056-451520	Video Charges	2,209	1,701	2,000	-
560-056-451530	Rural Fiber	-	7,726	16,464	146,000
560-056-451700	Wireless Charges	49,697	89,555	90,000	100,000
560-056-451800	Business Charges	315,024	383,739	400,000	540,000
560-056-451810	Business Charges - CBX	-	-	-	40,000
560-056-451900	BIP Rural Charges	170,179	140,789	150,000	100,000
560-056-457200	Software Licensing Fees	(10,000)	7,000	-	-
560-056-471100	Interest	667	-	-	-
560-056-478000	Miscellaneous Revenue	142,479	103,873	-	15,000
560-056-490110	General Revenue	162,817	150,000	60,000	-
<b>Operations Total</b>		<b>4,443,988</b>	<b>6,692,448</b>	<b>4,254,102</b>	<b>5,236,843</b>
560-156-401000	Beginning Balance	(1,750,479)	(2,956,473)	-	-
560-156-451530	Fiber Installation Charges	72,070	65,736	50,000	60,000
560-156-471100	Interest	548	343	-	-
560-156-495300	Loan Proceeds	296,457	38,334	-	50,000
560-156-495644	Interfund Loan Proceeds	500,000	-	-	-
<b>Capital Total</b>		<b>(881,404)</b>	<b>(2,852,060)</b>	<b>50,000</b>	<b>110,000</b>
<b>Total Resources</b>		<b>3,562,584</b>	<b>3,840,388</b>	<b>4,304,102</b>	<b>5,346,843</b>

Requirements are listed on the following page.



# Telecommunications Fund

## REQUIREMENTS

560-056-511100	Salaries	703,437	744,983	963,000	1,185,000
560-056-511200	Overtime	11,936	9,473	-	20,000
560-056-521100	Insurance Benefits	151,864	172,365	294,000	336,000
560-056-521200	FICA Taxes	55,455	57,747	77,000	92,000
560-056-521300	PERS	138,687	178,223	253,000	332,000
560-056-521360	Other Benefits	5,533	2,169	-	-
560-056-521500	Workers' Benefit Fund	558	449	1,000	800
560-056-521600	Unemployment Insurance	722	755	1,000	5,000
560-056-521700	Paid Leave Oregon Tax	-	-	-	5,000
560-056-521800	Workers' Comp Insurance	12,071	21,146	33,000	38,000
560-056-521900	Transit Tax	4,349	4,529	6,000	7,500
560-056-601100	Supplies	42,258	50,858	50,000	50,000
560-056-601200	Postage	2,548	1,173	800	800
560-056-601300	Printing	-	70	-	150
560-056-601400	Copier Charges	98	-	150	-
560-056-601401	Branding & Marketing	442	989	-	-
560-056-601600	Organizational Fees	150	508	200	-
560-056-601800	Books and Subscriptions	1,834	1,055	2,500	2,500
560-056-601900	Uniforms	1,523	719	3,000	5,000
560-056-602100	Employee Recruitment	888	98	1,000	2,000
560-056-602200	Conferences	8,787	3,848	10,000	10,000
560-056-602300	Training & Professional Advancement	488	5,982	5,000	5,000
560-056-602500	Meetings & Meals	2,688	1,551	2,000	2,000
560-056-603100	Mileage Reimbursement	534	-	-	-
560-056-603200	Vehicle - Fuel	9,376	8,394	10,000	16,500
560-056-603500	Vehicle Repair & Maintenance	7,688	4,129	10,000	10,000
560-056-604100	Repairs & Maintenance	64,085	26,593	50,000	50,000
560-056-605100	Contractual Services	84,999	110,220	100,000	270,000
560-056-605350	Contractual Services - Utility Billing	9,076	8,610	9,000	9,000
560-056-606100	Equipment Rental	2,833	1,733	3,000	3,000
560-056-606110	Leased Lines	295	-	-	-
560-056-606120	Building Rent	14,300	590	-	-
560-056-606200	Wireless Customer Equip.	1,867	-	-	-
560-056-606210	Internet Access Fees	222,271	164,918	220,010	255,000
560-056-607100	Utilities	25,117	20,452	20,000	20,000
560-056-607170	Hosted Voice Charges	69,743	89,472	100,000	100,000
560-056-609100	Insurance	6,449	6,234	22,500	28,000
560-056-609200	Advertising	7,380	-	15,000	30,000
560-056-610200	Fees	9,207	12,585	12,000	5,000
560-056-628200	Credit Card Merchant Fee	13,111	26,268	30,000	60,000
560-056-650300	Regulatory Fees	100	10,000	150	5,000
560-056-740100	Computer Equipment	1,236	178	-	-
560-056-740202	FTTH Equipment	5,276	10,481	-	10,000
560-056-910110	Transfer to General Fund	99,732	112,326	205,662	247,063
560-056-910670	Transfer to Op Center IS Fund	6,000	-	-	-
560-056-950000	Contingency	-	-	62,425	51,819
<b>Operations Total</b>		<b>1,806,992</b>	<b>1,871,871</b>	<b>2,572,397</b>	<b>3,269,132</b>
560-156-740100	Computer Equipment	8,444	5,716	10,000	12,000
560-156-740200	Telecom Equipment	183,631	8,050	40,000	160,000
560-156-740202	FTTH Equipment	233,124	309,802	200,000	300,000
560-156-740300	Wireless Network	10,013	21,434	25,000	25,000
560-156-750000	Vehicles	115,562	41,419	20,000	50,000
560-156-780120	Fiber Project	155,856	179,744	125,000	200,000
560-156-812100	Loan Principal	172,743	167,754	108,404	30,600
560-156-812200	Interfund Loan Principal	276,127	198,317	97,974	101,773
560-156-816005	Revenue Bond Principal	320,000	485,000	575,000	720,000
560-156-830001	Interfund Loan Interest	20,433	18,623	12,887	9,088
560-156-832903	Loan Interest	6,343	2,130	190	-
560-156-836902	Revenue Bond Interest	571,794	555,650	515,050	467,050
560-156-870000	Paying Agent Fees	1,000	1,100	2,200	2,200
<b>Capital Total</b>		<b>2,075,069</b>	<b>1,994,738</b>	<b>1,731,705</b>	<b>2,077,711</b>
<b>Total Requirements</b>		<b>3,882,062</b>	<b>3,866,610</b>	<b>4,304,102</b>	<b>5,346,843</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, Public Works, and Parks 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 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	239	-	-	1,000
Interest	1,444	7	-	-
Grants	-	4,133	-	-
Transfers	107,458	122,000	125,000	250,000
<b>Total Resources</b>	<b>109,140</b>	<b>126,140</b>	<b>125,000</b>	<b>251,000</b>
<b>REQUIREMENTS</b>				
Materials & Services	109,140	121,104	125,000	151,000
Capital Outlay	-	4,896	-	100,000
<b>Total Requirements</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>	<b>251,000</b>

### BN 23-25 Budget Notes

- Materials & Services reflects all costs associated with the operations center building.
- \$100,000 is being transferred to this fund to cover the costs associated with deferred maintenance of the various buildings on this site, including paint and siding repairs.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>					
670-000-401000	Beginning Balance	239	-	-	1,000
670-000-442500	Other Agencies	-	4,133	-	-
670-000-471100	Interest	1,444	7	-	-
670-000-490024	Transfer from GF City Council	730	885	885	-
670-000-490035	Transfer from GF Parks, Building & Ground	6,554	7,163	7,163	17,300
670-000-490110	Transfer from GF Police	5,813	8,075	8,075	12,100
670-000-490240	Transfer from Street Fund	11,455	13,938	13,938	23,900
670-000-490270	Transfer from Transit Fund	42,541	53,125	53,125	125,000
670-000-490520	Transfer from Water Fund	11,455	13,938	13,938	23,900
670-000-490530	Transfer from Sewer Fund	11,455	13,938	13,938	23,900
670-000-490550	Transfer from Stormwater Fund	11,455	10,938	13,938	23,900
670-000-490560	Transfer from SandyNet	6,000	-	-	-
<b>Total Resources</b>		<b>109,140</b>	<b>126,140</b>	<b>125,000</b>	<b>251,000</b>
<b>REQUIREMENTS</b>					
670-099-601100	Supplies	5,919	2,036	10,000	9,000
670-099-604100	Repairs & Maintenance	14,333	13,833	20,000	25,000
670-099-605100	Contractual Services	18,791	35,065	30,000	50,000
670-099-607100	Utilities	59,705	56,674	60,000	60,000
670-099-609100	Insurance	10,392	13,495	5,000	7,000
670-099-760000	Machinery & Equipment	-	4,896	-	-
670-099-770000	Major Repairs & Maintenance	-	-	-	100,000
<b>Total Resources</b>		<b>109,140</b>	<b>126,000</b>	<b>125,000</b>	<b>251,000</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 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	220,000	330,000	299,230	395,566
Transfers	110,000	110,000	110,000	110,000
<b>Total Resources</b>	<b>330,000</b>	<b>440,000</b>	<b>409,230</b>	<b>505,566</b>
Materials & Services	-	92,984	250,000	300,000
Contingency	-	-	159,230	205,566
<b>Total Requirements</b>	<b>-</b>	<b>92,984</b>	<b>409,230</b>	<b>505,566</b>

### BN 23-25 Budget Notes

- Materials & Services includes major repairs and maintenance of various City facilities, including new roofs on the Senior Center, Police Department, and HVAC upgrades at the Operations Center.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
680-068-401000	Beginning Balance	220,000.00	330,000	299,230	395,566
680-068-490110	Transfer from General Fund	85,000.00	85,000	85,000	85,000
680-068-490240	Transfer from Street Fund	3,239.00	3,200	3,200	3,200
680-068-490270	Transfer from Transit Fund	12,043.00	12,200	12,200	12,200
680-068-490520	Transfer from Water Fund	3,240.00	3,200	3,200	3,200
680-068-490530	Transfer from Sewer Fund	3,239.00	3,200	3,200	3,200
680-068-490550	Transfer from Stormwater Fund	3,239.00	3,200	3,200	3,200
<b>Total Resources</b>		<b>330,000</b>	<b>440,000</b>	<b>409,230</b>	<b>505,566</b>
680-068-605100	Contractual Services	-	92,984	250,000	300,000
680-068-950000	Contingency	-	-	159,230	205,566
<b>Total Requirements</b>		<b>-</b>	<b>92,984</b>	<b>409,230</b>	<b>505,566</b>

# Capital Improvement Projects

## 2023-2025 Budgeted Capital Improvement Projects

The city's budgeted capital improvement projects for the 2023-2025 is listed below. The total for the biennium is approximately \$35.6 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. The Transportation System Plan is still in progress, and efforts will be made to develop a Telecommunications Master Plan over the next two years. The Wastewater System Facilities Plan will be amended this year with anticipated changes to the forecasted project cost and preferred alternatives for the system expansion and new discharge. 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 2024	FY 2025	FY 2026	FY 2027	FY 2028
General	Computer equipment	General revenue	32,900	73,000	-	-	-
	Machinery, equipment, and vehicles	General revenue	425,000	325,000	-	-	-
Street	General street maintenance	Local gas tax	10,000	-	200,000	200,000	200,000
	General street improvements	Local gas tax	70,000	-	100,000	100,000	150,000
	Machinery, equipment, and vehicles	Local gas tax	87,000	-	-	60,000	50,000
	Bell Street / 362nd extension	VRP/gas tax	1,505,000	-	-	-	-
	Dubarko Rd / Highway 211 Improvements	SDC	50,000	100,000	-	-	-
	Gunderson Rd / Highway 211 connection	Developer contribution/SDC	250,000	600,000	1,000,000	500,000	-
Transit	Transportation equipment	Grants/local transit tax	2,000,000	1,245,000	500,000	1,000,000	750,000
	Facility and equipment capacity improvements	Grants/local transit tax	248,486	-	-	-	-
	Maintenance building	Grants/local transit tax	-	-	3,000,000	-	-
	Administration building expansion	Grants/local transit tax	100,000	360,000	3,000,000	4,000,000	-
Parks Capital Projects	Land purchase (tbd)	Payment in lieu of land	-	1,500,000	-	-	-
	Community Campus development	SDC	1,800,000	-	-	-	-
	Deerpoint Park	SDC	-	1,500,000	-	-	-
Water	Parks and Trails development	SDC	100,000	100,000	-	-	-
	System updates and maintenance	Service charges	300,000	450,000	-	-	-
	Portland Pipeline project	Loans/service charges	3,000,000	5,686,000	14,471,000	8,000,000	-
Wastewater	Aldercreek improvements	Loans/service charges	1,000,000	1,000,000	5,600,000	5,800,000	-
	Equipment and vehicles	Loans/service charges	194,000	-	-	-	-
	General system maintenance	Service charges	150,000	150,000	-	-	-
	Equipment and vehicles	Service charges	154,500	-	-	-	-
	Treatment plant improvements/expansion	Loans/bonds/service charges	4,500,000	5,481,564	-	-	-
	Treatment plant - new eastside facility	Loans/bonds/service charges	-	-	9,200,000	37,000,000	33,400,000
Stormwater	Sandy River outfall	Loans/bonds/service charges	-	-	5,800,000	9,700,000	5,200,000
	Discharge alternatives	Loans/bonds/service charges	-	-	-	-	7,400,000
	System updates and maintenance	Service charges	50,000	70,000	100,000	100,000	150,000
Telecom	Equipment and vehicles	Loans/service charges	56,000	-	-	-	50,000
	Fiber installations and equipment	Service charges	385,000	300,000	250,000	250,000	250,000
Operations Center	Equipment and vehicles	Service charges	62,000	10,000	-	-	-
	Facility repairs (paint, HVAC, etc.)	Transfer from other funds	100,000	-	-	-	-
<b>Total Cost of Capital Improvements Projects</b>			<b>16,629,886</b>	<b>18,950,564</b>	<b>43,221,000</b>	<b>66,710,000</b>	<b>47,600,000</b>

Estimated amounts above for fiscal years 2024 - 2028 are based on today's dollars and are not increased for inflation.

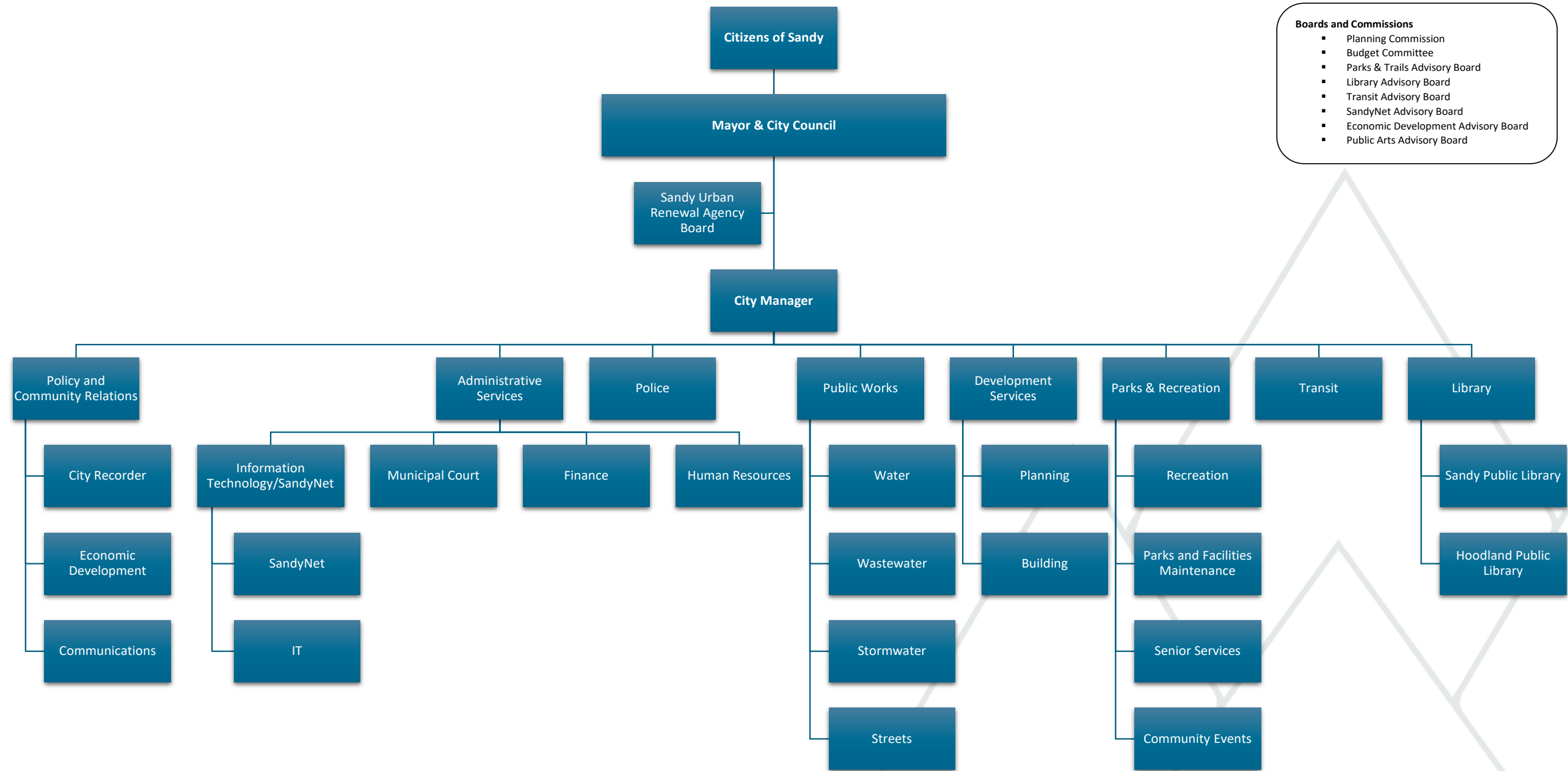
# Appendix

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2023-2025 Proposed Budget

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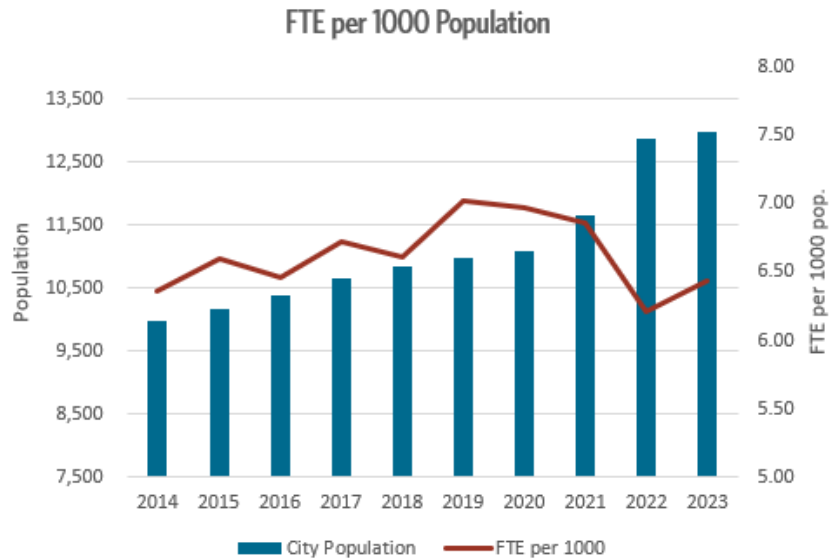
City of Sandy, Oregon



## FTE Summary

The city's total full-time equivalent (FTE) for the 2023-25 biennium is 83.69. A summary of the changes is included on the following page.

	17-19	19-21	21-23	23-25
Total FTE	71.77	77.25	79.87	83.69



## FTE Summary

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### Summary of Changes

The City's total FTE has increased by 3.82 FTE over the prior budget. Changes are identified below:

Full Time Equivalent (FTE) Changes	
Position	BN 23-25 Changes
Associate Planner	(1.00)
Code Enforcement Specialist	1.00
Library Clerks	0.32
Public Works Utility Worker	1.00
Public Works Wastewater Supervisor	1.00
Public Works Project Manager	1.00
Telecom Utility Worker	0.50
<b>Total Changes</b>	<b>3.82</b>



## FTE Summary

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
City Manager	110	25	Administration	0.93	0.90	0.90	0.90
Deputy City Manager/Finance Director	110	25	Administration	-	-	-	0.25
Director of Policy & Community Relations	110	25	Administration	-	-	-	0.90
Assistant to City Manager/City Recorder	110	25	Administration	-	-	0.90	-
Accounting Clerk	110	25	Administration	0.30	0.40	-	-
Permit Technician I	110	25	Administration	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	-	-	-
<b>Total</b>				<b>1.53</b>	<b>1.56</b>	<b>2.01</b>	<b>2.05</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Court Clerk	110	27	Municipal Court	0.50	0.50	0.50	0.50
Code Enforcement Officer	110	27	Municipal Court	-	0.04	-	-
Accounting Specialist	110	27	Municipal Court	0.10	0.04	0.10	0.03
Utility Specialist	110	27	Municipal Court	0.20	0.05	0.05	0.03
<b>Total</b>				<b>0.80</b>	<b>0.63</b>	<b>0.65</b>	<b>0.56</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Deputy City Manager/Finance Director	110	28	Finance	-	-	0.90	0.65
Finance Director	110	28	Finance	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	-	-	-
Accounting Specialist	110	28	Finance	0.40	0.40	0.62	0.65
Utility Specialist	110	28	Finance	-	0.15	0.05	-
<b>Total</b>				<b>2.40</b>	<b>2.55</b>	<b>2.67</b>	<b>1.30</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Library Director	110	29	Sandy Library	1.00	1.00	1.00	0.90
Assistant Library Director	110	29	Sandy Library	0.93	1.00	1.00	0.90
Librarian	110	29	Sandy Library	2.60	2.75	2.75	2.78
Library Clerk	110	29	Sandy Library	4.09	3.94	4.65	3.32
Library Assistant	110	29	Sandy Library	3.43	3.83	3.83	2.63
Shelver	110	29	Sandy Library	0.78	0.82	0.10	0.53
Aide	110	29	Sandy Library	1.00	-	-	-
<b>Total</b>				<b>13.82</b>	<b>13.34</b>	<b>13.33</b>	<b>11.05</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Police Chief	110	30	Police	1.00	1.00	1.00	1.00
Lieutenant	110	30	Police	1.00	0.50	1.00	1.00
Sergeant	110	30	Police	2.00	2.00	2.00	2.00
Officer	110	30	Police	12.00	12.00	12.00	12.00
Code Enforcement Officer	110	30	Police	0.94	0.81	0.88	1.00
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>19.94</b>	<b>19.31</b>	<b>19.88</b>	<b>20.00</b>

## FTE Summary

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
HR Director	110	32	Human Resources	-	-	-	1.00
Accounting Specialist	110	32	Human Resources	-	-	-	0.20
<b>Total</b>				-	-	-	<b>1.20</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Parks & Recreation Director	110	33	Recreation	0.40	0.45	0.48	0.33
Senior/Community Center Manager	110	33	Recreation	-	-	-	0.50
Recreation Manager	110	33	Recreation	0.80	1.00	0.95	-
Administrative Assistant	110	33	Recreation	0.50	0.50	0.50	-
Executive Assistant	110	33	Recreation	-	-	-	0.50
Events Coordinator	110	33	Recreation	0.40	0.63	-	-
Recreation Coordinator	110	33	Recreation	-	-	0.90	0.90
Transportation Coordinator	110	33	Recreation	-	-	-	0.25
Summer Program	110	33	Recreation	0.30	0.50	0.50	-
<b>Total</b>				<b>2.40</b>	<b>3.08</b>	<b>3.33</b>	<b>2.48</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Parks & Recreation Director	110	34	Seniors	0.50	0.45	0.48	0.33
Recreation Manager	110	34	Seniors	0.20	-	-	-
Senior/Community Center Manager	110	34	Seniors	-	1.00	1.00	0.50
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	-
Executive Assistant	110	34	Seniors	-	-	-	0.50
Food Services Coordinator	110	34	Seniors	0.58	0.63	0.55	-
Custodian/Driver	110	34	Seniors	0.59	-	-	-
Driver	110	34	Seniors	-	0.50	0.80	-
Transportation Coordinator	110	34	Seniors	-	-	-	0.75
Respite Program Coordinator	110	34	Seniors	0.25	0.20	0.20	-
Recreation Coordinator	110	34	Seniors	-	-	0.10	0.90
Building Monitors	110	34	Seniors	-	0.50	0.33	0.33
<b>Total</b>				<b>3.62</b>	<b>4.78</b>	<b>4.96</b>	<b>4.31</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Parks & Recreation Director	110	35	Parks, Buildings, & Grounds	0.10	0.05	-	0.34
Parks & Facilities Manager	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	1.80	2.00
Maintenance Technician	110	35	Parks, Buildings, & Grounds	-	0.75	-	-
Recreation Coordinator	110	35	Parks, Buildings, & Grounds	-	-	-	0.20
Parks Seasonal	110	35	Parks, Buildings, & Grounds	0.18	0.33	0.33	0.33
Recreation Manager	110	35	Parks, Buildings, & Grounds	-	-	0.05	-
<b>Total</b>				<b>2.28</b>	<b>3.13</b>	<b>3.18</b>	<b>3.87</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Development Services Director	110	36	Planning	0.55	0.50	0.55	0.65
Associate Planner	110	36	Planning	0.60	1.40	0.85	-
Senior Planner	110	36	Planning	-	-	0.75	0.90
Planning Assistant	110	36	Planning	0.38	0.36	-	-
Engineering Technician	110	36	Planning	0.20	0.20	0.10	0.10
Economic Development Manager	110	36	Planning	-	0.05	-	-
Code Enforcement Officer	110	36	Planning	0.03	0.06	0.06	1.00
Permit Technician I	110	36	Planning	-	0.10	0.26	0.23
Administrative Assistant	110	36	Planning	-	0.19	0.19	0.34
<b>Total</b>				<b>1.76</b>	<b>2.86</b>	<b>2.76</b>	<b>3.22</b>

## FTE Summary

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Development Services Director	110	37	Building	0.25	0.25	0.20	0.20
Building Official	110	37	Building	1.00	1.00	1.00	1.00
Associate Planner	110	37	Building	0.30	0.40	0.05	-
Senior Planner	110	37	Building	-	-	0.10	0.10
Permit Technician I	110	37	Building	-	-	0.89	0.65
Permit Technician II	110	37	Building	0.74	0.74	-	-
Planning Assistant	110	37	Building	0.38	0.20	-	-
Code Enforcement Officer	110	37	Building	0.03	0.06	0.03	-
Administrative Assistant	110	37	Building	-	0.38	0.23	0.30
<b>Total</b>				<b>2.70</b>	<b>3.03</b>	<b>2.50</b>	<b>2.25</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Economic Development Manager	110	38	Economic Development	0.80	0.40	0.45	0.40
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>0.80</b>	<b>0.50</b>	<b>0.58</b>	<b>0.40</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Intern	110	39	Non-Departmental	0.40	-	-	-
<b>Total</b>				<b>0.40</b>	<b>-</b>	<b>-</b>	<b>-</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
IT Director/SandyNet General Manager	110	40	Information Technology	0.20	0.20	0.20	0.20
Systems Administrator	110	40	Information Technology	1.00	1.00	1.00	1.00
Network Engineer	110	40	Information Technology	0.10	0.10	0.10	0.10
<b>Total</b>				<b>1.30</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Library Director	110	41	Hoodland Library	-	-	-	0.10
Assistant Library Director	110	41	Hoodland Library	-	-	-	0.10
Librarian	110	41	Hoodland Library	-	-	-	0.10
Library Clerk	110	41	Hoodland Library	-	-	-	1.48
Library Assistant	110	41	Hoodland Library	-	-	-	0.88
<b>Total</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>2.65</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
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	0.15
Public Works Superintendent	240	54	Streets	-	-	-	0.30
Public Works Crew Leader	240	54	Streets	0.25	0.25	0.25	0.25
Public Works Utility Worker	240	54	Streets	1.49	1.38	1.25	1.00
Collection Specialist	240	54	Streets	-	-	0.13	0.05
Water Specialist	240	54	Streets	-	-	-	0.05
Engineering Technician	240	54	Streets	0.20	0.20	0.23	0.30
Public Works - Seasonal	240	54	Streets	0.25	0.25	0.25	0.33
Transit Administrative Assistant	240	54	Streets	0.05	0.06	0.05	0.10
Administrative Assistant	240	54	Streets	-	-	0.02	0.08
Planning Assistant	240	54	Streets	0.06	0.06	-	-
<b>Total</b>				<b>2.61</b>	<b>2.51</b>	<b>2.79</b>	<b>2.92</b>

## FTE Summary

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Transit Director	270	70	Transit	1.00	1.00	1.00	1.00
Transit Manager	270	70	Transit	-	-	-	-
Transit Program Administrator	270	70	Transit	-	1.00	1.00	1.00
Transit Administrative Assistant	270	70	Transit	0.80	1.00	0.80	0.80
<b>Total</b>				<b>1.80</b>	<b>3.00</b>	<b>2.80</b>	<b>2.80</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
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>-</b>	<b>0.30</b>	<b>0.25</b>	<b>-</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
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	0.30
Project Manager	520	52	Water	-	-	-	0.50
Public Works Super Intendent	520	52	Water	-	-	-	0.30
Public Works Crew Leader	520	52	Water	0.25	0.25	0.25	0.25
Public Works Utility Worker	520	52	Water	1.49	1.38	1.25	2.00
Collection Specialist	520	52	Water	-	-	0.13	0.05
Water Specialist	520	52	Water	-	-	-	0.85
Engineering Technician	520	52	Water	0.20	0.20	0.23	0.15
Utility Specialist	520	52	Water	0.20	0.20	0.23	0.30
Court Clerk	520	52	Water	0.12	0.12	-	-
Administrative Assistant	520	52	Water	-	-	0.02	0.12
Planning Assistant	520	52	Water	0.06	0.06	-	-
Accounting Specialist	520	52	Water	0.05	0.04	0.07	0.03
Transit Administrative Assistant	520	52	Water	0.05	0.06	0.05	0.10
Permit Technician I	520	52	Water	0.03	0.03	0.08	0.06
<b>Total</b>				<b>2.76</b>	<b>2.65</b>	<b>2.91</b>	<b>5.32</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
Public Works Director	530	53	Wastewater	0.31	0.31	0.31	0.31
Assitant Public Works Director/City Engineer	530	53	Wastewater	-	-	0.31	0.40
Project Manager	530	53	Wastewater	-	-	-	0.50
Publis Works Superintendent	530	53	Wastewater	-	-	-	0.30
Public Works Crew Leader	530	53	Wastewater	0.25	0.25	0.25	0.25
Public Works Utility Worker	530	53	Wastewater	1.49	1.88	1.25	2.00
Collection Specialist	530	53	Wastewater	-	-	0.63	0.85
Water Specialist	530	53	Wastewater	-	-	-	0.05
Engineering Technician	530	53	Wastewater	0.20	0.20	0.23	0.15
Utility Specialist	530	53	Wastewater	0.20	0.20	0.23	0.30
Court Clerk	530	53	Wastewater	0.12	0.12	-	-
Administrative Assistant	530	53	Wastewater	-	-	0.02	0.08
Planning Assistant	530	53	Wastewater	0.06	0.06	-	-
Accounting Specialist	530	53	Wastewater	0.05	0.04	0.07	0.03
Transit Administrative Assistant	530	53	Wastewater	0.05	0.06	0.05	-
Permit Technician I	530	53	Wastewater	0.03	0.03	0.08	0.06
<b>Total</b>				<b>2.76</b>	<b>3.15</b>	<b>3.41</b>	<b>5.28</b>

## FTE Summary

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
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	0.15
Public Works Superintendent	550	55	Stormwater	-	-	-	0.10
Public Works Crew Leader	550	55	Stormwater	0.25	0.25	0.25	0.25
Public Works Utility Worker	550	55	Stormwater	0.53	1.38	1.25	1.00
Collection Specialist	550	55	Stormwater	-	-	0.13	0.05
Water Specialist	550	55	Stormwater	-	-	-	0.05
Engineering Technician	550	55	Stormwater	0.20	0.20	0.23	0.30
Utility Specialist	550	55	Stormwater	0.20	0.20	0.23	0.10
Court Clerk	550	55	Stormwater	0.11	0.11	-	-
Administrative Assistant	550	55	Stormwater	-	-	0.02	0.08
Planning Assistant	550	55	Stormwater	0.06	0.06	-	-
Accounting Specialist	550	55	Stormwater	0.05	0.04	0.07	0.03
Transit Administrative Assistant	550	55	Stormwater	0.05	0.06	0.05	-
<b>Total</b>				<b>1.52</b>	<b>2.37</b>	<b>2.35</b>	<b>2.18</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
IT Director/SandyNet General Manager	560	56	Telecommunications	0.80	0.80	0.80	0.80
Network Engineer	560	56	Telecommunications	-	-	0.90	0.90
Network Technician	560	56	Telecommunications	1.00	1.00	1.00	1.00
Systems Developer	560	56	Telecommunications	0.90	0.90	-	-
Telecom Crew Leader	560	56	Telecommunications	-	-	1.00	1.00
Telecom Utility Worker	560	56	Telecommunications	3.00	3.00	3.00	3.50
Utility Specialist	560	56	Telecommunications	0.20	0.20	0.23	0.27
Court Clerk	560	56	Telecommunications	0.15	0.15	-	-
Accounting Specialist	560	56	Telecommunications	0.05	0.04	0.07	0.03
<b>Total</b>				<b>6.10</b>	<b>6.09</b>	<b>7.00</b>	<b>7.50</b>

Title	Fund	Dept	Department Name	17-19	19-21	21-23	23-25
City Manager	720	72	Urban Renewal	0.07	0.10	0.10	0.10
Deputy City Manager/Finance Director	720	72	Urban Renewal	-	-	0.10	0.10
Director of Policy & Community Relations	720	72	Urban Renewal	-	-	-	0.10
Development Services Director	720	72	Urban Renewal	0.20	0.20	0.20	0.15
Associate Planner	720	72	Urban Renewal	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	0.60
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>0.47</b>	<b>1.13</b>	<b>1.22</b>	<b>1.05</b>

<b>Total FTEs</b>				<b>71.77</b>	<b>77.25</b>	<b>79.87</b>	<b>83.69</b>
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# Indirect Service Cost Allocation

Indirect Service Cost Allocation									
	025	026	028	032	040	067	039		
	Support Service	Admin <sup>1</sup>	Legal <sup>1</sup>	Finance <sup>1</sup>	Human Resources <sup>1</sup>	Information Technology <sup>1</sup>	Operations Center <sup>2</sup>	Non-Dept <sup>3</sup>	Indirect Total
<b>Direct Services</b>									
024	City Council	4,920	27,664	4,494	3,300	5,432	-	8,820	54,629
027	Municipal Court	3,958	778	3,616	2,655	4,370	-	7,745	23,123
029	Sandy Library	66,461	13,065	60,709	44,582	73,375	-	14,265	272,456
030	Police	142,353	45,655	130,033	95,491	157,163	12,100	30,422	613,217
033	Recreation	21,742	4,274	19,860	14,585	24,004	-	4,660	89,124
034	Seniors	31,044	6,103	28,357	20,824	34,274	-	6,662	127,264
035	Parks Maintenance	21,249	9,652	19,411	14,254	23,460	17,300	4,551	109,878
036	Planning	20,471	48,150	18,699	13,732	22,601	-	42,579	166,231
037	Building	17,047	3,351	15,572	11,435	18,820	-	35,736	101,961
038	Economic Development	4,538	892	4,145	3,044	5,010	-	9,572	27,202
041	Hoodland Library	16,615	3,266	15,177	11,145	18,344	-	3,566	68,114
054	Street Fund	35,432	14,041	32,365	23,768	39,118	23,900	7,476	176,099
070	Transit Fund	46,337	9,109	42,327	31,083	51,157	125,000	9,739	314,751
000	Aquatic/Recreation Center Fund	3,076	605	2,810	2,063	3,396	-	649	12,599
052	Water Fund	42,555	15,441	38,872	28,546	46,982	23,900	8,959	205,254
053	Wastewater Fund	72,619	21,351	66,335	48,713	80,174	23,900	15,219	328,312
055	Stormwater Fund	16,713	10,361	15,266	11,211	18,451	23,900	3,573	99,475
056	Telecommunications Fund	59,995	13,025	54,803	40,245	66,236	-	12,760	247,063
072	Urban Renewal Agency Fund	8,757	3,217	7,999	5,874	9,668	-	18,048	53,563
<b>Totals</b>		<b>635,881</b>	<b>250,000</b>	<b>580,850</b>	<b>426,550</b>	<b>702,034</b>	<b>250,000</b>	<b>245,000</b>	<b>3,090,315</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

## 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.
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.



## Financial Policies

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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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**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.

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

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

**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.

**Audit** - An official inspection of an organization's accounts by an independent body.

**Balanced Budget** - A budget in which total revenues are equal to expenditures.

**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)

**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.

**Depreciation** - A reduction in the value of an asset with the passage of time.

**Enterprise Fund** - 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.

**Governmental Fund** - A fund that accounts for operations that are financed and operated

through tax supported activities, for example, property taxes and franchise fees. The City's governmental funds include the General, Street, and Transit funds.

**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.

## Glossary

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**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.

**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.

**Proprietary Fund** - See “Enterprise Fund” above.

**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 2023 - 2025**

# **BN 2023-2025 Proposed Budget**

## **Table of Contents**

<b>Overview</b>	<b>1</b>
<b>Debt Service Summary</b>	<b>3</b>
<b>Urban Renewal Fund</b>	<b>4</b>

# **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
  - h. Placing Utilities Underground



# Sandy Urban Renewal Agency Budget

- 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 2023-2025 Highlights

The urban renewal agency is estimating to receive \$3,900,000 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 park project, demolition of the derelict buildings on the Sandy Community Campus site, and the façade and tenant improvement matching grant programs, and setting aside a small amount for streetscape and beautification projects in the urban renewal area.

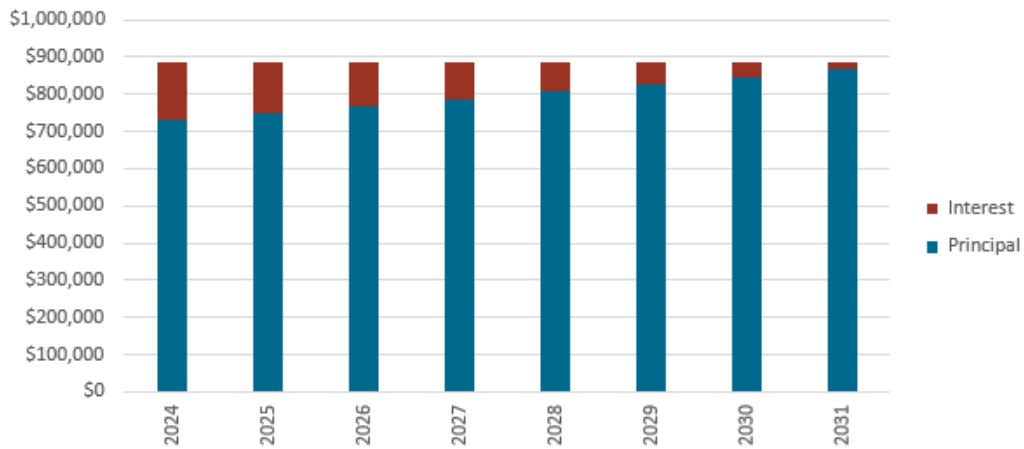
Major Projects/Programs	BN 23-25 Proposed
Sandy Community Campus	3,000,000
Demolition of Derelict Buildings	1,500,000
Grant Programs	400,000

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, 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>6,382,084</b>	<b>720,450</b>	<b>7,102,534</b>



# Urban Renewal Fund

## Fund Overview

The Urban Renewal Fund accounts for 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 representative of the Sandy Area Chamber of Commerce and a representative of the Sandy Fire District.

## 2021-23 Accomplishments & Highlights

- Provided grant funding to numerous businesses to construct outdoor covered areas in response to the COVID-19 pandemic.
- Updated tax increment financing projections and the overall financial plan for the District.

## Goals

- Develop the park at the Sandy Community Campus and demolish the derelict buildings along Pleasant Street at the Sandy Community Campus.
- Continue to provide economic support for businesses within the District via grant programs and incentives.
- Work with the SURA Board to develop a prioritized project plan.

## Staffing

	17-19	19-21	21-23	23-25
<b>Total FTE</b>	0.47	1.13	1.22	1.05

## Budget Summary & Detail

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	8,277,280	5,311,254	6,259,987	7,350,898
Property Taxes	3,370,952	3,690,549	4,000,000	3,900,000
Interest	242,774	163,430	100,000	75,000
Miscellaneous	-	69,214	-	55,000
<b>Total Resources</b>	<b>11,891,007</b>	<b>9,234,448</b>	<b>10,359,987</b>	<b>11,380,898</b>
Personnel Services	103,048	262,567	297,000	349,100
Materials & Services	79,332	157,278	154,600	553,500
Capital Outlay	4,601,967	807,141	3,550,000	4,600,000
Debt Service	117,994	-	-	-
Transfers	1,676,539	1,793,538	1,824,197	1,829,197
Contingency	-	-	4,534,190	4,049,101
<b>Total Requirements</b>	<b>6,578,880</b>	<b>3,020,524</b>	<b>10,359,987</b>	<b>11,380,898</b>

## Urban Renewal Fund

### BN 23-25 Budget Notes

- Personnel Services reflects the allocation of City of Sandy FTE who aide in the execution of the SURA plan.
- Materials & Services now includes the various grant program expenditures that were previously recorded under capital outlay.
- Capital Outlay includes the Community Campus Park Improvement Project, building removal and site preparation at the Community Campus property, and an amount for future capital improvements at City Hall.
- Transfers account for all debt service payments which are paid via the Full Faith & Credit Fund.

Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
720-000-401000	Beginning Balance	8,277,280	5,311,254	6,259,987	7,350,898
720-000-410100	Current Year Property Tax	3,281,729	3,632,520	3,950,000	3,850,000
720-000-410200	Prior Year Property Tax	89,223	58,029	50,000	50,000
720-000-471100	Interest	242,774	163,430	100,000	75,000
720-000-478000	Miscellaneous Revenue	-	68,296	-	-
720-000-495350	Loan Payments	-	919	-	55,000
<b>Total Resources</b>		<b>11,891,007</b>	<b>9,234,448</b>	<b>10,359,987</b>	<b>11,380,898</b>
720-072-511100	Salaries	74,480	178,944	224,000	234,000
720-072-511200	Overtime	293	534	-	-
720-072-521100	Insurance Benefits	3,394	17,039	23,000	26,000
720-072-521200	FICA Taxes	5,682	14,209	17,000	18,000
720-072-521300	PERS	14,300	43,556	29,000	66,000
720-072-521360	Other Benefits	3,533	3,753	-	-
720-072-521500	Workers' Benefit Fund	47	101	250	100
720-072-521600	Unemployment Insurance	75	186	250	1,000
720-072-521700	Paid Leave Oregon Tax	-	-	-	1,000
720-072-521800	Workers' Comp Insurance	797	3,131	2,000	1,500
720-072-521900	Transit Tax	449	1,114	1,500	1,500
720-072-601100	Supplies	689	686	1,000	1,000
720-072-601200	Postage	429	1	250	-
720-072-601300	Printing	120	-	250	-
720-072-601400	Copier Charges	5	0	100	-
720-072-601500	Public Notices	330	242	1,000	500
720-072-601600	Organizational Fees	570	1,318	2,000	2,000
720-072-605100	Contractual Services	75,190	105,031	100,000	100,000
720-072-608100	Professional Services	2,000	-	50,000	50,000
720-072-639000	Grant Programs	-	-	-	400,000
720-072-639619	Program - Emergency Small Business Grants	-	50,000	-	-
720-072-716000	Improvements	1,005	375	-	-
720-072-716010	City Hall Improvements	185,435	107,743	-	100,000
720-072-722510	Community Center/Aquatic Facility	1,116,149	60,524	3,000,000	4,500,000
720-072-731000	Infrastructure	62,086	114,118	100,000	-
720-072-760500	Fire Equipment & Improvements	3,053,778	-	-	-
720-072-784003	Building Improvement	183,513	524,381	450,000	-
720-072-834100	Bond Interest	117,994	-	-	-
720-072-910110	Transfer to General Fund	18,899	17,904	48,563	53,563
720-072-910450	Transfer to FFC Fund	1,657,640	1,775,634	1,775,634	1,775,634
720-072-950000	Contingency	-	-	4,534,190	4,049,101
<b>Total Requirements</b>		<b>6,578,880</b>	<b>3,020,524</b>	<b>10,359,987</b>	<b>11,380,898</b>



# **Biennium 2023 - 2025**

## **Proposed Budget Presentations**

April 20, 2023

# Agendas

## April 20th

- Budget Message
- General Fund Department Budgets
- Public Comment

## April 27th

- All Other Funds Budgets
- Urban Renewal Agency Budget
- Budget Approval

## May 4th (if needed)



# Budget Presentations by Fund

- **General Fund (Tonight)**
- Transit Fund
- Aquatic/Recreation Center Fund
- Parks Capital Fund
- Full Faith & Credit Fund
- Operations Center IS Fund
- Facilities Maintenance IS Fund
- Street Fund
- Water Fund
- Wastewater Fund
- Stormwater Fund



# General Fund Budgets

# General Fund

## Internal Service Departments

- Mayor & Council
- Administration
- Legal
- Municipal Court
- Finance
- Human Resources
- Non-Departmental
- Information Technology

## Direct Service Departments

- Library Services
- Police
- Parks & Recreation
- Economic Development
- Development Services



# Mayor & Council



# Mayor and Council

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	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	(10,265)	11,930	12,799	7,377
Miscellaneous	-	1,167	-	-
General Revenue	47,181	73,000	107,000	124,000
Indirect Service Revenue	31,000	-	-	-
<b>Total Resources</b>	<b>67,916</b>	<b>86,097</b>	<b>119,799</b>	<b>131,377</b>
Materials & Services	28,479	48,304	59,300	73,700
Capital Outlay	3,070	223	-	-
Transfers	24,436	29,759	54,360	54,629
Contingency	-	-	6,139	3,048
<b>Total Requirements</b>	<b>55,986</b>	<b>78,286</b>	<b>119,799</b>	<b>131,377</b>



# Administration

# Administration

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	62,517	12,937	18,101	73,319
Miscellaneous Revenue	66	31,394	-	-
General Revenue	-	-	129,000	158,000
Indirect Service Revenue	425,395	480,000	567,000	635,881
<b>Total Resources</b>	<b>487,978</b>	<b>524,331</b>	<b>714,101</b>	<b>867,200</b>
Personnel Services	437,647	483,350	644,500	827,200
Materials & Services	31,829	8,729	32,000	26,500
Capital Outlay	5,565	6,182	-	-
Contingency	-	-	37,601	13,500
<b>Total Requirements</b>	<b>475,041</b>	<b>498,260</b>	<b>714,101</b>	<b>867,200</b>



# Administration

## BN 21-23 Accomplishments

Total FTE: 2.05

- 33% increase in newsletter readership, website visits up 40%, relaunched dormant Instagram account.
- Implemented enhanced staff report development / agenda preparation process.

## BN 23-25 Goals

- Implement City Council Goals.
- Identify and implement ways to facilitate more public engagement in decision making processes; find ways to better leverage Sandy Speaks.
- Deploy new public meeting management platform.
- Work with departments to continue to increase communications quantity & quality.





Legal

# Legal

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Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
110-026-401100	Beginning Balance	62,088	(4,304)	-	12,000
110-026-492110	Indirect Service Revenue	153,601	200,000	250,000	250,000
<b>Total Resources</b>		<b>215,689</b>	<b>195,696</b>	<b>250,000</b>	<b>262,000</b>
110-026-608102	City Attorneys	219,993	241,608	250,000	250,000
110-026-951000	Contingency	-	-	-	12,000
<b>Total Requirements</b>		<b>219,993</b>	<b>241,608</b>	<b>250,000</b>	<b>262,000</b>

# Municipal Court

# Municipal Court

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	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	62,288	91,376	69,764	17,000
Fines, Fees, & Assessments	8,035	13,530	10,000	10,000
Miscellaneous Revenue	36	3,937	-	-
General Revenue	176,315	100,000	93,000	135,000
<b>Total Resources</b>	<b>246,674</b>	<b>208,843</b>	<b>172,764</b>	<b>162,000</b>
Personnel Services	95,912	82,507	96,300	103,500
Materials & Services	36,052	26,940	32,550	32,450
Capital Outlay	2,324	2,745	-	-
Transfers	21,010	24,949	22,540	23,123
Contingency	-	-	21,374	2,927
<b>Total Requirements</b>	<b>155,298</b>	<b>137,141</b>	<b>172,764</b>	<b>162,000</b>





# Municipal Court

Total FTE: 0.56

## BN 21-23 Accomplishments

- Continued to improve processes and become more efficient while also reducing the amount of paper documents.
- Returned to in-person court proceedings after having limited exposure to the public during the COVID-19 pandemic.

## BN 23-25 Goals

- Implement show-cause hearings to allow the Court to act on old cases where the defendant has not yet complied with the judgement.



# Finance

# Finance

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	108,824	102,411	79,350	14,150
Miscellaneous Revenue	1,841	7,994	2,000	1,000
Indirect Service Revenue	596,593	633,294	772,000	580,850
<b>Total Resources</b>	<b>707,259</b>	<b>743,699</b>	<b>853,350</b>	<b>596,000</b>
Personnel Services	473,084	497,000	651,500	425,800
Materials & Services	122,097	120,465	141,850	160,000
Capital Outlay	9,666	9,775	-	-
Contingency	-	-	60,000	10,200
<b>Total Requirements</b>	<b>604,848</b>	<b>627,240</b>	<b>853,350</b>	<b>596,000</b>

*Human Resources moved to own department in BN 23-25*



# Finance

Total FTE: 1.3

## BN 21-23 Accomplishments

- Submitted and received the Distinguished Budget Presentation, Popular Annual Financial Report, and the Annual Comprehensive Financial Report awards through GFOA.

## BN 23-25 Goals

- Continue to find creative ways to increase transparency and understanding of the City's finances.
- Continue to work with departments to increase the overall financial stability.
- Review insurance claims in greater detail and determine reasonable actions to reduce the number of claims filed each year.



# Finance

## Budget Highlights

- Personnel decreased as a result of creating new HR Department and a portion of the Director's time now being allocated to Administration.
- 78% of materials and services is related to the annual audit
- Reduced contingency to approximately 2% of operating budget.

# Human Resources

# Human Resources

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	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	-	-	-	-
Indirect Service Revenue	-	-	-	426,550
<b>Total Resources</b>	-	-	-	<b>426,550</b>
Personnel Services	-	-	-	390,300
Materials & Services	-	-	-	29,750
Contingency	-	-	-	6,500
<b>Total Requirements</b>	-	-	-	<b>426,550</b>

*Human Resources consolidated with Finance prior to BN 23-25*

# Human Resources

Total FTE: 1.2

## BN 21-23 Accomplishments

- Comprehensive update to the personnel policy manual for the first time in over five years.
- Review of all positions and their placement on the salary schedule in relation to Oregon's Pay Equity law.

## BN 23-25 Goals

- Provide employee training programs to help all employees improve skills, and acquire new knowledge and confidence related to career development.
- Forecast current and future staffing needs to assist Finance in maintaining service levels, mitigate risks, and manage key projects and programs.



# Non-Departmental

# Non-Departmental

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	309,457	130,004	633,458	2,032,223
Loan Proceeds	22,513	-	25,000	-
Miscellaneous Revenue	46,180	192,149	20,000	-
Indirect Service Revenue	185,098	259,000	262,000	245,000
General Revenue	950,915	741,000	2,925,000	1,210,000
<b>Total Resources</b>	<b>1,514,163</b>	<b>1,322,153</b>	<b>3,865,458</b>	<b>3,487,223</b>
Materials & Services	439,105	619,344	496,000	678,000
Capital Outlay	50,272	10,278	25,000	15,000
Debt Service	124,006	9,005	9,200	-
Transfers	770,777	160,000	85,000	685,000
Contingency	-	-	3,250,258	2,109,223
<b>Total Requirements</b>	<b>1,384,159</b>	<b>798,627</b>	<b>3,865,458</b>	<b>3,487,223</b>



# Non-Departmental

## BN 21-23 Accomplishments

- Funded two business grants to construct structures outside of the Urban Renewal District for outdoor dining.

## BN 23-25 Goals

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



# Non-Departmental

## Budget Highlights

- Contingency maintained at 5% of General Fund operating costs, as well as remaining \$775,223 in ARPA funds and \$184,000 undesignated fund balance.

# Information Technology

# Information Technology

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	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	40,068	104,152	26,122	50,016
Miscellaneous Revenue	-	10,284	-	-
Indirect Service Revenue	476,987	475,000	508,000	702,034
<b>Total Resources</b>	<b>517,055</b>	<b>589,436</b>	<b>534,122</b>	<b>752,050</b>
Personnel Services	230,100	257,611	329,500	346,500
Materials & Services	122,051	276,093	172,700	168,050
Capital Outlay	25,306	50,696	30,000	225,000
Debt Service	35,446	-	-	-
Contingency	-	-	1,922	12,500
<b>Total Requirements</b>	<b>412,903</b>	<b>584,399</b>	<b>534,122</b>	<b>752,050</b>



# Information Technology

Total FTE: 1.30

## BN 21-23 Accomplishments

- Implement two-factor authentication for all remote City devices.
- Made progress in securing systems and information and overall cyber security.

## BN 23-25 Goals

- Replace aging technology equipment to meet the overall needs of each department within the organization.
- Continue to focus on securing systems and information to prevent security breaches.



# Information Technology

## Budget Highlights

- Capital Outlay increased significantly to account for investment in critical infrastructure for the IT needs of the city which includes phones, switches, virtual server, firewall, and a backup system.
- Contingency is approximately 5% of the operating budget for the department.
- Work towards a resilient and redundant internet connections (I.e. east route)



# Library Services

# Sandy Library

# Sandy Library

page 33

	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	227,221	87,579	131,534	331,989
Intergovernmental	2,578,032	2,779,768	2,875,504	2,648,894
Fines, Fees, & Assessments	70,580	67,030	37,700	20,044
Grants	5,295	10,765	10,000	10,914
Miscellaneous Revenue	29,671	53,239	14,000	6,000
General Revenue	311,292	339,000	339,000	206,000
<b>Total Resources</b>	<b>3,222,092</b>	<b>3,337,382</b>	<b>3,407,738</b>	<b>3,223,841</b>
Personnel Services	2,238,459	2,230,671	2,535,500	2,440,500
Materials & Services	468,809	450,113	411,500	308,250
Capital Outlay	31,685	22,532	11,000	24,900
Debt Service	91,874	91,874	95,000	90,292
Transfers	303,686	341,372	301,984	272,456
Contingency	-	-	52,754	87,443
<b>Total Requirements</b>	<b>3,134,512</b>	<b>3,136,562</b>	<b>3,407,738</b>	<b>3,223,841</b>

*Hoodland Public Library moved to own department in BN 23-25*



# Sandy Library

## BN 21-23 Accomplishments

Total FTE: 11.05

- Finished LINCC-wide strategic plan
- Analyzed collections for diversity, equity, and inclusion
- Procedure manual updated
- Strategic Plan - Computer classes, Civics Challenge, English classes and reading tutoring

## BN 23-25 Goals

- Encourage LINCC Directors to push forward the taskforce (a consultant?)
- Funding source for outreach/technology pop-up vehicle
- Solutions for programming, storage, and office space
- Library cards for every kid in Oregon Trail School District
- Enhance library marketing with teen videos
- Strategic Plan - computer classes, information fluency and civics training



# Sandy Library

## Budget Highlights

- Fine estimate from LINCC Network Office. Reducing fines to .10/day positioning ourselves to eliminate fines altogether in the next budget cycle.
- Receiving an annual disbursement from the Oregon Community Foundation for the Friends of Sandy Library endowment. Misc. revenue and General programs have been reduced. Programming funds are now deposited and spent from the Trust Fund.
- Added .25 FTE- Will be open an additional 2 hours/week on Saturday morning for a total of 56 hours/week.
- A 15% increase in ebooks and audiobooks for each year
- Need to purchase 6 public computers, 4 laptops, a print release computer, 6 staff computers.





# Hoodland Library

# Hoodland Library

page 64

	BN17-19	BN19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	-	-	-	55,333
Intergovernmental	-	-	-	652,000
Fines, Fees, & Assessments	-	-	-	3,500
Grants	-	-	-	1,300
Miscellaneous Revenue	-	-	-	2,500
<b>Total Resources</b>	-	-	-	<b>714,633</b>
Personnel Services	-	-	-	493,500
Materials & Services	-	-	-	134,200
Capital Outlay	-	-	-	8,000
Transfers	-	-	-	68,114
Contingency	-	-	-	10,819
<b>Total Requirements</b>	-	-	-	<b>714,633</b>

*Hoodland Public Library consolidated with Sandy Public Library prior to BN 23-25*



# Hoodland Library

## BN 21-23 Accomplishments

Total FTE: 2.65

- Strategic Plan - Civics Challenge, reading tutoring

## BN 23-25 Goals

- Library cards for every kid in Oregon Trail School District
- Strategic Plan - information fluency and civics training
- Analyze collections for diversity, equity, and inclusion





# Hoodland Library

## Budget Highlights

- Starting with 10% of the total Beginning Balance for Library Services.
- Fine estimate from LINCC Network Office. Reducing fines to .10/day positioning ourselves to eliminate fines altogether in the next budget cycle.
- Added an additional .125 FTE - will be open an additional 3 hours/week for a total of 38 hours/week
- A 15% increase in ebooks and audiobooks for each year
- Need to purchase 2 public computers, 2 laptops, and a print release station



The background is a solid teal color. It features several white geometric patterns. On the left side, there are two overlapping, jagged, downward-pointing shapes. On the right side, there are two overlapping, jagged, upward-pointing shapes. The word "Police" is centered in the middle of the page in a white, sans-serif font.

Police

# Police

page 37

	BN17-19	BN19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	(159,780)	(44,426)	-	454,208
Fines, Fees, & Assessments	364,103	897,010	997,500	1,011,000
Interest	21,515	21,974	15,000	25,000
Intergovernmental	879,847	179,817	191,000	282,700
Grants	96,942	28,058	-	-
Loan Proceeds	736,239	-	300,000	-
Miscellaneous Revenue	3,200	-	3,000	-
General Revenue	4,680,030	5,660,000	6,215,000	6,670,000
<b>Total Resources</b>	<b>6,622,097</b>	<b>6,742,433</b>	<b>7,721,500</b>	<b>8,442,908</b>
Personnel Services	4,631,924	4,969,212	5,653,000	6,251,000
Materials & Services	836,508	694,640	809,675	891,000
Capital Outlay	455,781	51,925	371,000	453,000
Debt Service	227,376	185,797	317,222	161,994
Transfers	514,934	579,247	536,238	613,217
Contingency	-	-	34,365	72,697
<b>Total Requirements</b>	<b>6,666,523</b>	<b>6,480,822</b>	<b>7,721,500</b>	<b>8,442,908</b>



# Police

Total FTE: 20.00

## BN 21-23 Accomplishments

- Fully staffed police department (currently hiring for recent resignations)
- BWC program completed
- New SRO contract completed
- CCPOA contract completed
- Halftime Evidence Technician reinstated
- New officer schedule implemented (12 hour patrol shift)
- New Sandy Police drone program (training phase)
- New portable radar trailer purchased
- Three new patrol vehicles in service



# Police

## BN 23-25 Goals

- Complete recruitment process to get back to full staffing
- Reinstate the traffic officer position
- Expand community outreach programs, social media etc
- Building maintenance (new paint, roofing)
- Officer wellness program expansion
- Reduce overtime
- Complete fleet replacement project including new in car video systems

# Police

## Budget Highlights

- Four patrol vehicles will be added to our fleet
- One time payment due to C800 Radio project (new 800mh radio system)
- Laptop computer replacement (current ones are nearing end of life)
- Consider raising the public safety fee to keep up with salary and benefits. The public safety fee has not been increased to this date. Officer salary and benefits have increased annually.



# Parks & Recreation

A stylized graphic of a mountain range is centered on a dark teal background. The mountains are represented by white outlines of various peaks and valleys, creating a geometric, zig-zag pattern across the middle of the page.

# Recreation

The background is a solid teal color. It features several white, stylized mountain ranges. On the left side, there are two jagged mountain peaks. On the right side, there are three jagged mountain peaks. The word "Recreation" is centered in the middle of the page in a white, sans-serif font.



# Recreation

page 42

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	249,720	257,996	221,719	187,909
Fines, Fees, & Assessments	158,559	68,552	150,900	203,000
Miscellaneous Revenue	141	8,320	-	-
General Revenue	546,938	563,000	605,000	705,000
<b>Total Resources</b>	<b>955,358</b>	<b>897,868</b>	<b>977,619</b>	<b>1,095,909</b>
Personnel Services	427,592	456,261	727,000	625,600
Materials & Services	194,130	107,895	157,272	332,400
Capital Outlay	8,821	8,432	-	-
Transfers	66,820	75,025	75,847	89,124
Contingency	-	-	17,500	48,785
<b>Total Requirements</b>	<b>697,362</b>	<b>647,613</b>	<b>977,619</b>	<b>1,095,909</b>



# Recreation

Total FTE: 2.48

## BN 21-23 Accomplishments

- Since re-establishing programs and events in May 2022, an estimated 4,000 community members have participated.
- Received nearly \$38,000 in fundraising and sponsorship for community events.
- Diversified revenue sources, analyzed new revenue streams, and hired a consultant to assist in developing a cost recovery policy where appropriate.
- Explored Council and community recreation services needs and determined how the department can support these by adding new events, programs, classes, and social services.



# Recreation

## BN 23-25 Goals

- Create a recruitment, onboarding, and training process for volunteers in various areas of Parks and Recreation Services.
- Work with Oregon Trail School District to develop a new facility use agreement.
- Explore ways to connect Sandy residents with aquatic opportunities for water safety purposes.
- Continue to innovatively and strategically grow special events, programs, and services while meeting cost recovery goals.
- Build upon the newly created Holiday Lights at Meinig Park to become a regionally recognized “Winter Fest” community event that involves community partnerships and participation.



# Recreation

## Budget Highlights

- Moved some programs (fireworks and Mountain Festival, for example) from the Non-Departmental budget into the Recreation budget.
- Increase in program revenue to reflect the post-COVID environment and increased demand for programs.

# Senior Services

# Senior Services

page 45

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	27,979	257,070	226,892	354,847
Fines, Fees, & Assessments	105,621	87,253	78,000	144,000
Grants	272,810	256,807	257,000	269,229
Miscellaneous Revenue	978	39,866	-	-
Transfers	175,234	-	-	-
General Revenue	683,047	740,000	760,000	735,000
<b>Total Resources</b>	<b>1,265,670</b>	<b>1,380,997</b>	<b>1,321,892</b>	<b>1,503,076</b>
Personnel Services	663,339	809,169	956,500	977,200
Materials & Services	244,293	213,155	193,750	313,800
Capital Outlay	10,655	16,503	-	-
Transfers	90,312	101,650	110,684	127,264
Contingency	-	-	60,958	84,812
<b>Total Requirements</b>	<b>1,008,599</b>	<b>1,140,477</b>	<b>1,321,892</b>	<b>1,503,076</b>



# Senior Services

Total FTE: 4.31

## BN 21-23 Accomplishments

- Since reopening in May 2022, nearly 2,500 participants have enjoyed senior trips, classes, and other services.
- Diversified revenue sources, analyzed new revenue streams, and hired a consultant to assist in developing a cost recovery policy where appropriate

## BN 23-25 Goals

- Create a recruitment, onboarding, and training process for volunteers in various areas of Parks and Recreation Services.
- Integrate increased program/service collaboration with community business partners and various organizations to expand programs and services and fill identified gaps.



# Senior Services

## Budget Highlights

- Grants include both federal and state funds received on a reimbursement basis from Clackamas County to aid in the cost of delivering services.
- Materials & Services has been increased due to an increase in certain services in a post COVID-19 environment.





# Parks, Buildings, & Grounds

# Parks, Buildings, & Grounds

page 48

	BN17-19	BN19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	65,779	72,674	72,439	44,985
Fines, Fees, & Assessments	46,532	46,843	55,500	94,500
Miscellaneous Revenue	20,357	23,767	500	11,600
General Revenue	688,387	743,000	870,000	1,400,000
<b>Total Resources</b>	<b>821,055</b>	<b>886,284</b>	<b>998,439</b>	<b>1,551,085</b>
Personnel Services	453,343	545,371	661,000	951,400
Materials & Services	186,818	204,951	226,450	361,000
Capital Outlay	43,449	32,305	5,000	100,000
Debt Service	-	809	8,505	8,100
Transfers	64,770	73,351	82,362	109,878
Contingency	-	-	15,122	20,707
<b>Total Requirements</b>	<b>748,380</b>	<b>856,787</b>	<b>998,439</b>	<b>1,551,085</b>



# Parks, Buildings, & Grounds

## BN 21-23 Accomplishments

Total FTE: 3.87

- Incorporated biodiversity into our parks and green spaces.
- Created and implemented an integrated pest management policy.
- Completed projects at Meinig Park, including electrical upgrades and restoring pervious asphalt parking lot to address stormwater flooding issues.
- Completed repairs/upgrades to the Community Garden at Bornstedt Park.

## BN 23-25 Goals

- Continue the department's efforts that support Bee City and biodiversity in our parks system and natural spaces.
- Complete necessary upgrades to Sandy Bluff Park.



# Parks, Buildings, & Grounds

## Budget Highlights

- Fines, Fees, & Assessments includes revenue from both the rental property in Bornstedt Park and fees to reserve the various facilities within the parks.
- Capital Outlay includes \$100,000 to add cameras in Meinig Park.

## Future Challenges

- Several parks need significant reinvestment (Meinig & Tupper, for example)
  - Deferred maintenance
  - Safety concerns
  - ADA issues
- Will need to be addressed in the BN 25-27 cycle



# Economic Development

# Economic Development

page 57

	BN 17-19	BN 19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	5,220	29,595	62,321	44,204
Grants	38,500	-	-	-
Miscellaneous Revenue	100	8,020	-	-
General Revenue	343,680	242,000	224,000	200,000
<b>Total Resources</b>	<b>387,500</b>	<b>279,614</b>	<b>286,321</b>	<b>244,204</b>
Personnel Services	147,733	100,642	138,200	107,600
Materials & Services	174,823	78,519	99,300	98,750
Capital Outlay	2,833	2,498	-	-
Transfers	32,517	38,997	24,510	27,202
Contingency	-	-	24,311	10,652
<b>Total Requirements</b>	<b>357,905</b>	<b>220,657</b>	<b>286,321</b>	<b>244,204</b>



# Economic Development

Total FTE: 0.40

## BN 21-23 Accomplishments

- Managed 27 urban renewal-funded business incentive grants, totaling nearly \$700,000.
- Worked with the Economic Development Advisory Board to develop the City's first Economic Development Strategic Plan.

## BN 23-25 Goals

- Begin implementation of Economic Development Strategic Plan; recruit businesses to Sandy in alignment with the goals and strategies identified in the plan.
- Facilitate business recruitment in new 362nd Avenue / Bell Street area.
- Continue downtown beautification efforts and address vacant buildings.



# Development Services



# Planning

# Planning

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	BN17-19	BN19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	201,710	201,710	232,034	95,043
Fines, Fees, & Assessments	392,293	426,965	357,100	287,000
Grants	1,487	1,000	31,000	64,000
Miscellaneous Revenue	78	2,291	1,000	5,000
General Revenue	258,145	280,000	547,000	920,000
<b>Total Resources</b>	<b>853,713</b>	<b>911,966</b>	<b>1,168,134</b>	<b>1,371,043</b>
Personnel Services	391,466	533,121	638,500	908,500
Materials & Services	68,896	132,592	309,500	250,500
Capital Outlay	16,159	6,336	-	15,000
Transfers	72,082	84,406	157,028	166,231
Contingency	-	-	63,106	30,812
<b>Total Requirements</b>	<b>548,602</b>	<b>756,455</b>	<b>1,168,134</b>	<b>1,371,043</b>



# Planning

Total FTE: 3.22

## BN 21-23 Accomplishments

- Increased fees to increase cost recovery for the Planning Division.
- Awarded a \$50,000 grant from the Department of Land Conservation and Development (DLCD) for the Comprehensive Plan.
- Completed the visioning portion of the Comprehensive Plan.
- Integrated House Bill 2001 and Senate Bill 458 into the Sandy Development Code.
- Removed Planned Developments (PDs) from the Sandy Development Code, completed code edits to the parkland development standards and industrial design standards, and started the clear and objective audit.



# Planning

Total FTE: 3.22

## BN 21-23 Accomplishments

- Completed the Downtown Walkability Plan and Transportation System Plan.
- Worked with developers and Public Works to plat three subdivisions.
- Processed several development projects, including but not limited to Next Adventure Phase II, The Riffle food cart facility, Barlow Trail Veterinary Clinic, the Johnson RV expansion on 362nd Drive, Cedar Creek Heights Subdivision, Bull Run Terrace Subdivision, Ten Eyck Rim Subdivision, The Bornstedt Views Subdivision, Sandy Woods II Subdivision, and the State Street Homes mixed-use facility.



# Planning

Total FTE: 3.22

## BN 23-25 Goals

- Complete Envision Sandy 2050 and adopt the Comprehensive Plan update.
- Complete the clear and objective audit of the Sandy Development Code.
- Support the City Council in their goal to implement policy changes for new and emerging state regulations through code amendments that are responsible and reflect the community values.
- Work with the Economic Development Department to complete the Pleasant Street Master Plan.
- Adopt a revised violation schedule for the Sandy Municipal Code.



# Planning

Total FTE: 3.22

## BN 23-25 Goals

- Adopt a revised sign code and revised dark sky ordinance in Title 15 of the Sandy Municipal Code.
- Implement the Housing Production Strategy in accordance with House Bill 2003.
- Apply for a Safe Routes to School Grant with the Oregon Department of Transportation.
- Work with developers to plat subdivisions, construct apartments, and successfully open several new commercial facilities while navigating the constraints of the moratorium.



# Planning

## Budget Highlights

- Anticipated one-time grant from the Department of Land Conservation and Development for \$40,000 to assist in expenses associated with the state mandated Housing Production Strategy that is due in 2025.
- Anticipated grant award of \$23,000 for the remaining portion of an already awarded grant for the Comprehensive Plan.
- Materials & Services reflect \$193,000 in expenses related to contractual services for updating the Comprehensive Plan, Clear and Objective Audit, and the Housing Production Strategy.



# Building



# Building

page 54

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	591,042	567,903	360,677	405,203
Fines, Fees, & Assessments	757,475	744,291	599,000	710,000
<b>Total Resources</b>	<b>1,348,517</b>	<b>1,312,194</b>	<b>959,677</b>	<b>1,115,203</b>
Personnel Services	576,046	703,796	614,000	649,000
Materials & Services	87,189	78,812	85,100	103,100
Capital Outlay	13,540	4,438	-	15,000
Transfers	103,839	123,297	113,105	101,961
Contingency	-	-	147,472	246,142
<b>Total Requirements</b>	<b>780,614</b>	<b>910,343</b>	<b>959,677</b>	<b>1,115,203</b>



# Building

## BN 21-23 Accomplishments

Total FTE: 2.25

- Increased fees to increase cost recovery for the Building Division.
- Adopted new code provisions in Chapter 15.04 of the Sandy Municipal Code.
- Inspected and approved occupancy for development projects, including but not limited to the Sandy Behavioral Health Center, Hood Street Daycare, FreeUp Storage, Mt. Hood Senior Living, Space Age Gas Station, Foothills Apartments, numerous covered structures, and over 110 single family homes.
- Launched the first online business license program in the City's history.



# Building

## BN 23-25 Goals

Total FTE: 2.25

- Continue to increase fees and look for opportunities to increase cost recovery for the Building Division.
- Implement electronic plan review by January 1, 2025, in accordance with House Bill 2415.
- Increase accessibility of regulations by creating a more robust FAQ on the City website and through the creation of more accessible punch lists for business owners and residents.



# Building

## Budget Highlights

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



# Public Hearing



# **Biennium 2023 - 2025 Budget Presentation April 27, 2021**

# Agenda

## April 27th, 6pm

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

## May 10th, 6pm (if needed)

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



# Budget Presentations by Fund

- Transit Fund
- Aquatic/Recreation Center Fund
- Parks Capital Fund
- Full Faith & Credit Fund
- Operations Center IS Fund
- Facilities Maintenance IS Fund
- Street Fund
- Water Fund
- Wastewater Fund
- Stormwater Fund
- Telecommunications Fund (SandyNet)





# Transit Fund

# Transit

page 71

	BN17-19 Actual	BN19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,064,458	1,890,443	1,504,333	2,058,598
Fines, Fees, & Assessments	1,709,308	2,364,644	1,517,564	4,101,971
Interest	75,499	96,025	41,000	19,000
Grants	1,583,594	1,804,175	1,852,345	1,810,392
Miscellaneous	62,988	195,566	232,355	172,924
<b>Operations Total</b>	<b>5,495,847</b>	<b>6,350,853</b>	<b>5,147,597</b>	<b>8,162,885</b>
Beginning Balance	(183,030)	(44,787)	-	-
Grants	228,988	1,583,202	581,000	2,956,728
Miscellaneous	-	4,203	-	-
<b>Capital Total</b>	<b>45,958</b>	<b>1,542,618</b>	<b>581,000</b>	<b>2,956,728</b>
<b>Total Resources</b>	<b>5,541,805</b>	<b>7,893,471</b>	<b>5,728,597</b>	<b>11,119,613</b>
<b>REQUIREMENTS</b>				
Personnel Services	488,616	1,060,181	668,500	787,800
Materials & Services	2,089,600	2,556,848	3,463,226	5,504,399
Capital Outlay	2,482	31,975	20,000	-
Debt Service	856,272	-	-	-
Transfers	168,434	192,933	215,923	326,951
Contingency	-	-	545,948	546,977
<b>Operations Total</b>	<b>3,605,404</b>	<b>3,841,936</b>	<b>4,913,597</b>	<b>7,166,127</b>
Capital Outlay	90,745	2,468,069	815,000	3,953,486
<b>Capital Total</b>	<b>90,745</b>	<b>2,468,069</b>	<b>815,000</b>	<b>3,953,486</b>
<b>Total Requirements</b>	<b>3,696,149</b>	<b>6,310,005</b>	<b>5,728,597</b>	<b>11,119,613</b>



# Transit

Total FTE: 2.80

## BN 21-23 Accomplishments

- Funds Awarded through competitive Federal grant programs for 3 fully electric 35' buses, necessary infrastructure upgrades at Operations Center and workforce development
- Grants awarded for planning/design of 2 future Sandy Operations Center projects (new or improved administrative space, new maintenance bay).
- New on-board technology equipment procured/installed. New tablets, interior LED reader signs, automated announcements, GPS. Procurement lead by City of Sandy staff and included all County transit providers for consistency in customer service throughout the county.



# Transit

Total FTE: 2.80

## BN 21-23 Accomplishments

- New/upgraded computer aided dispatch software procured for improved technological capabilities and better customer service.
- Identified and secured funding for implementation of Clackamas Town Center route and new vehicle for service
- Received competitive Federal Lands Access Program funding to support Saturday morning, Sunday and added Estacada service with no match requirement
- Procured 2 new grant funded Transit Vans



# Transit

Total FTE: 2.80

## BN 21-23 Accomplishments

- Secured additional CARES ACT funding for increased operations costs, driver barriers on every vehicle, upgraded HEPA filter on nearly all vehicles, an additional Ford Transit van.
- Rebuilt a SAM 2008 Gillig diesel bus as a replacement vehicle.



# Transit

Total FTE: 2.80

## BN 23-25 Goals

- Plan and implement a safe and efficient route to Clackamas County.
- Increase ridership and community awareness of the Shopper Shuttle through marketing and the addition of Saturday service.
- Develop a plan for Sandy Operations Center expansion including architectural and engineering design for a shovel ready expansion project that can accommodate current and future space needs.
- Modernize the Sandy fleet through procurement of 3 35' electric heavy duty transit vehicles.



# Transit

Total FTE: 2.80

## BN 23-25 Goals

- Maintain and modernize facility infrastructure through maintenance and upgrades. Including structure repair and paint to exterior of buildings and upgraded electrical capacity to accommodate electric vehicles.
- Implement mobile ticketing on Sandy fleet in partnership with County providers for improved fare recovery and customer service across the County.
- Identify cost recovery and contract management strategies for the Department and conduct a Request for Proposals process for operations.
- Develop sustainable staffing plan and invest in workforce development through training of current staff.



# Transit

## Budget Highlights

- Revenue sources include fares, payroll tax, contract fees, Statewide Improvement Fund (HB2017), Federal grants (5311,5310,5339, FLAP)
- Receives no general revenue funding
- Budget reflects an increase in costs of contracted services, additional revenue service hours and capital projects
- Beginning balance 18.5% of total budget, contingency 4.9%
- \$4,767,120 in grant funding secured for operational and capital expenses
- \$1,260,000 secured from STIF regional coordination and discretionary grant programs (applied as assessments)





# Aquatic/Recreation Center Fund

# Aquatic/Recreation Center

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	BN17-19	BN19-21	BN 21-23	BN 23-25
	Actual	Actual	Budget	Proposed
Beginning Balance	-	114,011	93,624	157,000
Fines, Fees, & Assessments	110,752	75	-	-
Interest	455	2,807	2,000	1,000
Transfers	350,000	-	-	-
General Revenue	241,179	160,000	241,000	-
<b>Total Resources</b>	<b>702,385</b>	<b>276,893</b>	<b>336,624</b>	<b>158,000</b>
Personnel Services	353,362	37,341	58,700	-
Materials & Services	229,069	127,039	182,600	127,000
Capital Outlay	5,909	-	-	-
Transfers	-	-	12,951	12,599
Contingency	-	-	82,373	18,401
<b>Total Requirements</b>	<b>588,340</b>	<b>164,381</b>	<b>336,624</b>	<b>158,000</b>



# Aquatic/Recreation Center

Total FTE: 0.00

## BN 21-23 Accomplishments

- Drained the pool to reduce the costs associated with heating and maintaining the body of water that was no longer in use.

## BN 23-25 Goals

- Develop and execute a path forward with the derelict buildings on the site.

## Budget Highlights

- 80% of the overall budget is utilities and insurance costs.



# Parks Capital Projects Fund

# Parks Capital

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	151,396	789,431	1,133,431	1,221,957
Fines, Fees, & Assessments	670,846	295,293	300,000	400,000
Interest	18,393	27,041	30,000	25,000
<b>Land Total</b>	<b>840,636</b>	<b>1,111,765</b>	<b>1,463,431</b>	<b>1,646,957</b>
Beginning Balance	(9,996)	49,433	49,433	-
Fines, Fees, & Assessments	3,800	-	-	-
Interest	43,161	-	-	-
Transfers	42,268	-	-	-
General Revenue	5,570	-	-	-
<b>Operations Total</b>	<b>84,803</b>	<b>49,433</b>	<b>49,433</b>	<b>-</b>
Beginning Balance	263,478	1,015,364	1,347,175	1,757,681
Fines, Fees, & Assessments	751,927	539,952	600,000	1,800,000
Interest	-	35,271	30,000	25,000
<b>SDC Total</b>	<b>1,015,405</b>	<b>1,590,586</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Resources</b>	<b>1,940,844</b>	<b>2,751,785</b>	<b>3,490,039</b>	<b>5,229,638</b>
<b>REQUIREMENTS</b>				
Capital Outlay	-	10,000	500,000	1,500,000
Contingency	-	-	963,431	146,957
<b>Land Total</b>	<b>-</b>	<b>10,000</b>	<b>1,463,431</b>	<b>1,646,957</b>
Personnel Services	34,531	-	-	-
Materials & Services	788	-	49,433	-
Capital Outlay	51	-	-	-
<b>Operations Total</b>	<b>35,370</b>	<b>-</b>	<b>49,433</b>	<b>-</b>
Materials & Services	41	147,130	100,000	-
Capital Outlay	-	59,747	1,300,000	3,500,000
Contingency	-	-	577,175	82,681
<b>SDC Total</b>	<b>41</b>	<b>206,877</b>	<b>1,977,175</b>	<b>3,582,681</b>
<b>Total Requirements</b>	<b>35,411</b>	<b>216,877</b>	<b>3,490,039</b>	<b>5,229,638</b>



# Parks Capital

## BN 21-23 Accomplishments

- Completed the update to the Parks and Trails Master Plan.
- Updated and implemented the Parks System Development Charge and Fee-in-Lieu methodology.
- Continued efforts for visioning of the Community Campus Park and developed a plan for development of a 10.5-acre park at the site to include a pump track, skate park, playground, parking lot, and walking path.
- BN 23-25 Goals
- 
- 



# Parks Capital

## BN 23-25 Goals

- Continue to engage the Community Campus Visioning Subcommittee to further the conversation regarding the future of the front half of the Community Campus property.
- Complete the connector trail from the Community Campus Park down to Sandy River Park.
- Develop the community park at the Community Campus.
- Prioritize the planning and development of Deer Point Park if funding is available.
- Research and act of the purchase of parkland for future park facilities and/or natural area and open space preservation.



# Parks Capital

## Budget Highlights

- Capital Outlay in the Land department is for the purchase of athletic fields or natural area and open space preservation.
- Capital Outlay in the SDC department is for the construction of various parks, including \$1.8 million for the Community Campus, \$1.5 million for Deer Point, and \$200,000 for Meinig Park and trail development.





# Full Faith & Credit Fund

# Full Faith & Credit

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Account Number	Account Name	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
450-000-490272	Transfer from URA	1,657,640	1,775,634	1,775,634	1,775,634
<b>Total Resources</b>		<b>1,657,640</b>	<b>1,775,634</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	1,482,052
450-000-834100	Bond Interest	366,751	429,821	363,344	293,582
<b>Total Requirements</b>		<b>1,657,640</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>



# Operations Center IS Fund

# Operations Center IS

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	239	-	-	1,000
Interest	1,444	7	-	-
Grants	-	4,133	-	-
Transfers	107,458	122,000	125,000	250,000
<b>Total Resources</b>	<b>109,140</b>	<b>126,140</b>	<b>125,000</b>	<b>251,000</b>
<b>REQUIREMENTS</b>				
Materials & Services	109,140	121,104	125,000	151,000
Capital Outlay	-	4,896	-	100,000
<b>Total Requirements</b>	<b>109,140</b>	<b>126,000</b>	<b>125,000</b>	<b>251,000</b>



# Facilities Maintenance IS Fund

# Facilities Maintenance IS

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
Beginning Balance	220,000	330,000	299,230	395,566
Transfers	110,000	110,000	110,000	110,000
<b>Total Resources</b>	<b>330,000</b>	<b>440,000</b>	<b>409,230</b>	<b>505,566</b>
Materials & Services	-	92,984	250,000	300,000
Contingency	-	-	159,230	205,566
<b>Total Requirements</b>	<b>-</b>	<b>92,984</b>	<b>409,230</b>	<b>505,566</b>

# Public Works

# Street Fund



# Streets

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	709,334	1,428,568	1,723,795	2,327,412
Fines, Fees, & Assessments	2,148,812	2,665,546	2,370,000	2,405,000
Interest	164,122	140,112	75,000	50,000
Loan Proceeds	11,653	34,267	36,000	-
Miscellaneous	55,825	179,710	10,500	5,000
<b>Operations Total</b>	<b>3,089,747</b>	<b>4,448,203</b>	<b>4,215,295</b>	<b>4,787,412</b>
Beginning Balance	2,458,567	3,587,337	7,665,073	-
Fines, Fees, & Assessments	1,250,920	1,736,975	1,000,000	1,819,000
Interest	977	174	200	-
Transfers	-	-	-	600,000
Loan Proceeds	-	6,643,898	-	-
<b>Capital Total</b>	<b>3,710,463</b>	<b>11,968,384</b>	<b>8,665,273</b>	<b>2,419,000</b>
<b>Total Resources</b>	<b>6,800,211</b>	<b>16,416,587</b>	<b>12,880,568</b>	<b>7,206,412</b>
<b>REQUIREMENTS</b>				
Personnel Services	496,231	528,062	608,000	773,500
Materials & Services	992,547	1,630,103	1,334,550	1,959,300
Capital Outlay	61,510	179,968	271,000	167,000
Debt Service	4,662	7,473	31,580	13,400
Transfers	106,230	117,357	118,723	179,299
Contingency	-	-	932,688	297,000
<b>Operations Total</b>	<b>1,661,179</b>	<b>2,462,963</b>	<b>3,296,541</b>	<b>3,389,499</b>
Capital Outlay	1,856	871,694	8,050,000	2,505,000
Debt Service	121,271	162,018	884,027	813,834
Contingency	-	-	650,000	498,079
<b>Capital Total</b>	<b>123,127</b>	<b>1,033,712</b>	<b>9,584,027</b>	<b>3,816,913</b>
<b>Total Requirements</b>	<b>1,784,306</b>	<b>3,496,675</b>	<b>12,880,568</b>	<b>7,206,412</b>



# Streets

Total FTE: 2.92

## BN 21-23 Accomplishments

- Completed street surface condition assessment and recommended pavement preservation plan.
- Completed conversion of approximately 1,000 city-owned streetlights to LED technology
- Completed construction of Ten Eyck / Vista Loop pedestrian improvement project.
- Completed design, right of way acquisition, permitting and land use review of 362nd and Bell Street Extension Project. Project started construction in summer 2022 and is slated for completion in August 2023.
- Supported completion of the TSP.
- Completed two Traffic Calming Studies.



# Streets

Total FTE: 2.92

## BN 23-25 Goals

- Increase pedestrian safety, trail and local road connectivity and traffic efficiency through high priority projects in TSP
  - Adopt Updated Transportation System Plan
  - Complete Speed Limit Studies for Bluff Road and Highway 211
  - Study Intersection & pedestrian safety improvements to Debarko Road/Highway 211 Intersection
- Replenish Street Fund to support future maintenance activities
- Complete 362nd and Bell



# Streets

## Budget Highlights

- Fines, Fees and Assessments (Operations) includes both state and local gas tax revenue.
- Capital Outlay includes the construction of the remaining portion of 362nd and Bell Street extension completed in FY24.

## Challenges

- Revenue and Budgets are insufficient to keep Pavement Condition Index above target of 80
- Adoption of Street Light program has no revenue sources to support operations and maintenance
- New sources of revenue needed to replace projected declining gasoline sales with projected shift to electric vehicles.
- Staffing insufficient to accommodate increased maintenance due to Growth



# Water Fund

# Water

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	3,644,973	4,851,183	970,470	2,445,615
Fines, Fees, & Assessments	3,178,847	3,345,378	3,684,000	9,840,000
Interest	78,545	74,355	70,000	25,000
Loan Proceeds	11,653	25,048	67,596	-
Miscellaneous	80,713	87,494	50,500	25,000
<b>Operations Total</b>	<b>6,994,731</b>	<b>8,383,458</b>	<b>4,842,566</b>	<b>12,335,615</b>
Beginning Balance	(1,683,320)	(2,447,120)	-	-
Fines, Fees, & Assessments	482,307	580,723	433,000	820,000
Interest	9,250	(2,494)	-	-
Loan Proceeds	-	-	-	11,000,000
Miscellaneous	-	-	-	-
<b>Capital Total</b>	<b>(1,191,763)</b>	<b>(1,868,891)</b>	<b>433,000</b>	<b>11,820,000</b>
<b>Total Resources</b>	<b>5,802,968</b>	<b>6,514,567</b>	<b>5,275,566</b>	<b>24,155,615</b>
<b>REQUIREMENTS</b>				
Personnel Services	517,715	527,240	654,500	1,469,000
Materials & Services	1,385,757	1,405,014	1,639,550	2,297,000
Capital Outlay	115,149	1,544,643	233,096	794,000
Debt Service	4,662	7,113	54,957	9,800
Transfers	120,058	133,025	176,307	208,454
Contingency	-	-	971,006	794,500
<b>Operations Total</b>	<b>2,143,340</b>	<b>3,617,035</b>	<b>3,729,416</b>	<b>5,572,754</b>
Materials & Services	800	-	-	-
Capital Outlay	71,040	62,751	150,000	10,836,000
Debt Service	1,183,517	1,198,894	1,196,150	1,011,081
Contingency	-	-	200,000	6,735,780
<b>Capital Total</b>	<b>1,255,357</b>	<b>1,261,645</b>	<b>1,546,150</b>	<b>18,582,861</b>
<b>Total Requirements</b>	<b>3,398,697</b>	<b>4,878,680</b>	<b>5,275,566</b>	<b>24,155,615</b>



# Water

Total FTE: 5.32

## BN 21-23 Accomplishments

- During 2022 446,000,000 gallons of water were produced and delivered to over 4,171 residential, commercial, and industrial accounts and three wholesale customers.
- Completed and Adopted Water Master Plan.
- Applied for Drinking Water State Revolving Fund, Special Public Works Fund and State Grants
- Negotiated new 30-year wholesale water rates with Portland Water Bureau.
- Designed and Constructed Repairs to Sandercock Reservoir.
- Completed Rehabilitation and Repair of Alder Creek Filters 1 and 2.
- Project Poseidon district metering/pressure regulating and leak detection.
- Selected Stantec as Drinking Water Reinvestment Program Manager and began program management activities.
- Tracked 1,258 Backflow Assemblies.
- Completed Lead and Copper Sampling.
- Cleaned two reservoirs.
- Completed one emergency curtailment exercise.
- Completed emergency ICS level 300 training for four City Staff.

## BN 23-25 Goals



# Water

Total FTE: 5.32

## BN 23-25 Goals

- Seek grants and alternative funding for Drinking Water Reinvestment Program (DWRP)
- Execute Drinking Water SRF, Business Oregon Public Works Fund, and future construction loans to finance DWRP.
- Sign future Portland Wholesale Water Agreement
- Complete design, environmental permitting, and land use for Portland to Sandy Water Filtration Plant Transmission System.
- Complete database and map of lead inventory private supply lines
- Complete SCADA masterplan
- Complete immediate needs improvements at Alder Creek WTP





# Water

Total FTE: 5.32

## Budget Highlights

- Fines, Fees and Assessments includes a 36% rate increase for FY24 and FY25.
- Materials and Services includes expenses associated with contractor for treatment plant services from Veolia Water.

## Challenges

- Water loan and grant funding is more competitive to secure
- Schedule pressure of Bilateral compliance agreement deadline of September 30, 2027 for continued use of Portland/Bull Run water source
- Staffing relative to the volume of work



# Wastewater Fund

# Wastewater

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	344,122	557,884	918,233	4,951,070
Fines, Fees, & Assessments	2,907,632	5,183,092	6,020,000	10,145,000
Interest	20,728	25,964	20,000	30,000
Loan Proceeds	11,653	15,828	87,096	74,638
Miscellaneous	65,120	11,584	5,000	-
<b>Operations Total</b>	<b>3,349,255</b>	<b>5,794,351</b>	<b>7,050,329</b>	<b>15,200,708</b>
Beginning Balance	125,523	(143,587)	-	-
Fines, Fees, & Assessments	455,188	549,860	400,000	1,360,000
Grants	-	-	-	6,460,687
Interest	594	1,646	2,816	-
Transfers	-	-	1,875,957	-
Loan Proceeds	128,760	2,865,665	20,000,000	7,891,250
<b>Capital Total</b>	<b>710,065</b>	<b>3,273,584</b>	<b>22,278,773</b>	<b>15,711,937</b>
<b>Total Resources</b>	<b>4,059,320</b>	<b>9,067,936</b>	<b>29,329,102</b>	<b>30,912,645</b>
<b>REQUIREMENTS</b>				
Personnel Services	515,827	598,728	763,000	1,443,000
Materials & Services	1,861,196	2,443,334	2,304,935	3,603,800
Capital Outlay	282,752	1,342,193	537,096	454,500
Debt Service	4,662	6,603	30,743	6,200
Transfers	126,925	140,808	170,979	331,512
Contingency	-	-	2,954,408	2,609,900
<b>Operations Total</b>	<b>2,791,361</b>	<b>4,531,666</b>	<b>6,761,161</b>	<b>8,448,912</b>
Capital Outlay	469,230	2,646,794	-	-
Debt Service	334,422	334,422	4,067,941	1,745,052
Transfers	50,000	100,000	-	-
Contingency	-	-	-	10,737,117
<b>Capital Total</b>	<b>853,652</b>	<b>3,081,216</b>	<b>4,067,941</b>	<b>12,482,169</b>
Capital Outlay	-	-	18,500,000	9,981,564
<b>WWSI Project Total</b>	<b>-</b>	<b>-</b>	<b>18,500,000</b>	<b>9,981,564</b>
<b>Total Requirements</b>	<b>3,645,013</b>	<b>7,612,882</b>	<b>29,329,102</b>	<b>30,912,645</b>



# Wastewater

Total FTE: 5.28

## BN 21-23 Accomplishments

- Completed collection system design and construction and private lateral rehabilitation of Basins 2 and 8 and Basins 6 and 7.
- Completed design and construction of Phase 1A Immediate Needs Improvement Project at the Wastewater Treatment Plant.
- Completed \$200,000 in RRM small improvements at the Wastewater Treatment Plant.
- Completed Sampling and Stress Testing of Wastewater Treatment Plant.
- Completed flow monitoring and validation testing of RDII reduction achieved by collection system rehabilitation projects.
- Launched Manhole Grouting Program.
- Submitted NPDES permit application form 2A for Sandy River Outfall.
- Began work on Facility Plan Amendment.
- Advertised and selected Program Management Consultant for Phase 1B of Sandy Clean Waters.
- Completed and executed second \$46 Million Clean Water State Revolving Fund loan application.
- Submitted WIFIA \$49.9 Million loan application.
- Updated sewer system rates.
- Negotiated Consent Decree Settlement with EPA and DEQ.
- Cleaned 8 miles of collection system piping.



# Wastewater

## BN 23-25 Goals

- Complete Stress Testing and Comprehensive Capacity Evaluation to re-rate existing wastewater treatment plant.
- Complete Wastewater Facilities Plan Amendment.
- Continue to progress the Sandy River Outfall NPDES permit application process.
- Complete smoke testing and CCTV investigation of remaining six basins (Basins 1, 3, 4, 5, 9, and 10) and identify Category 4 and 5 defects.
- Close on WIFIA loan.
- Complete CMOM program report.
- Begin design of Phase 1B upgrades.
- Identify and progress RRM improvements at wastewater treatment plant.
- Advertise RFP for operations and maintenance services for the wastewater treatment plant and execute a new five year agreement.
- Connect final two remote pump stations to City fiber network.
- Clean 10,000 lineal feet of collection system piping annually.



# Wastewater

## Budget Highlights

- Fines, Fees and Assessments includes a 16% per month rate increase in year one and 16% rate increase in year two.
- Loan proceeds include two financing sources: a \$46 Million Clean Water State Revolving Fund Loan and a \$49.9 Million WIFIA Loan.

## Challenges

- New maintenance, operations, and construction challenges with historic reinvestment are a lift with small staff



# Stormwater Fund

# Stormwater

	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	782,873	866,794	304,791	32,942
Fines, Fees, & Assessments	504,925	522,213	557,000	1,410,000
Interest	20,294	12,336	12,500	500
Loan Proceeds	11,653	6,609	60,610	100,000
Miscellaneous	2,900	4,761	4,000	10,000
<b>Operations Total</b>	<b>1,322,645</b>	<b>1,412,713</b>	<b>938,901</b>	<b>1,553,442</b>
Beginning Balance	(255,567)	(375,427)	-	-
<b>Capital Total</b>	<b>(255,567)</b>	<b>(375,427)</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>1,067,078</b>	<b>1,037,286</b>	<b>938,901</b>	<b>1,553,442</b>
<b>REQUIREMENTS</b>				
Personnel Services	262,887	423,814	481,000	566,000
Materials & Services	129,608	143,397	156,300	374,700
Capital Outlay	16,522	12,453	70,610	76,000
Debt Service	4,662	6,544	7,211	2,000
Transfers	42,173	47,578	81,234	102,675
Contingency	-	-	23,301	16,310
<b>Operations Total</b>	<b>455,852</b>	<b>633,786</b>	<b>819,656</b>	<b>1,137,685</b>
Capital Outlay	-	-	-	100,000
Debt Service	119,860	119,680	119,245	215,757
Contingency	-	-	-	100,000
<b>Capital Total</b>	<b>119,860</b>	<b>119,680</b>	<b>119,245</b>	<b>415,757</b>
<b>Total Requirements</b>	<b>575,712</b>	<b>753,466</b>	<b>938,901</b>	<b>1,553,442</b>

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# Stormwater

Total FTE: 2.18

## BN 21-23 Accomplishments

- Emergency fix to the Strawbridge Parkway Stormwater line and additional liner repair on Tupper Road.
- Completed City of Sandy Mercury Update for Sandy River and Willamette River Total Maximum Daily Load Implementation Plan.
- Removed overgrown and invasive vegetation from nine stormwater detention basins.
- Cleaned over 750 catch basins and over 50,000 lineal feet of storm line each year.

## BN 23-25 Goals

- Increase balance in Fund to prepare for future Masterplan
- Complete 5-yr update to Sandy and Willamette River TMDL



# Stormwater

## Challenges

- Fund has structural deficit



# Telecommunications Fund (SandyNet)

# Telecommunications

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	BN 17-19 Actual	BN 19-21 Actual	BN 21-23 Budget	BN 23-25 Proposed
<b>RESOURCES</b>				
Beginning Balance	1,089,660	2,636,996	125,638	139,843
Fines, Fees, & Assessments	3,048,366	3,801,579	4,068,464	5,082,000
Interest	667	-	-	-
Miscellaneous Revenue	142,479	103,873	-	15,000
General Revenue	162,817	150,000	60,000	-
<b>Operations Total</b>	<b>4,443,988</b>	<b>6,692,448</b>	<b>4,254,102</b>	<b>5,236,843</b>
Beginning Balance	(1,750,479)	(2,956,473)	-	-
Fines, Fees, & Assessments	72,070	65,736	50,000	60,000
Interest	548	343	-	-
Loan Proceeds	796,457	38,334	-	50,000
<b>Capital Total</b>	<b>(881,404)</b>	<b>(2,852,060)</b>	<b>50,000</b>	<b>110,000</b>
<b>Total Resources</b>	<b>3,562,584</b>	<b>3,840,388</b>	<b>4,304,102</b>	<b>5,346,843</b>
<b>REQUIREMENTS</b>				
Personnel Services	1,084,612	1,191,839	1,628,000	2,021,300
Materials & Services	610,137	557,048	676,310	938,950
Capital Outlay	6,512	10,659	-	10,000
Transfers	105,732	112,326	205,662	247,063
Contingency	-	-	62,425	51,819
<b>Operations Total</b>	<b>1,806,992</b>	<b>1,871,871</b>	<b>2,572,397</b>	<b>3,269,132</b>
Capital Outlay	706,630	566,164	420,000	747,000
Debt Service	1,368,439	1,428,575	1,311,705	1,330,711
<b>Capital Total</b>	<b>2,075,069</b>	<b>1,994,738</b>	<b>1,731,705</b>	<b>2,077,711</b>
<b>Total Requirements</b>	<b>3,882,062</b>	<b>3,866,610</b>	<b>4,304,102</b>	<b>5,346,843</b>



# Telecommunications

Total FTE: 7.50

## BN 21-23 Accomplishments

- Enrolled in FCC's Affordable Connectivity Program to offer rate assistance to qualifying households.
- Upgraded core network to support future bandwidth demands.
- Entered into two intergovernmental agreements with Clackamas Broadband eXchange (CBX) to:
  - offer business level service around Clackamas County, and
  - offer rural broadband to specific underserved areas in the Sandy area.
- Began to phase in XGS-PON for future speed tiers.
- Implemented IPv6 to core network.



# Telecommunications

## BN 23-25 Goals

- Keep up with service demand as new developments are constructed.
- Work with rental companies and deploy PON technologies to multiple-dwelling-units.
- Work with other entities to help eliminate the “digital divide” in and around Sandy.
- Begin to phase out old fiber network technologies.
- Continue to replace aging modems in customer homes.
- Complete SandyNet Master/Business Plan.



# Telecommunications

## Budget Highlights

- 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 0.5 FTE for a utility worker position.
- Debt Service includes the original construction bond and principal and interest payments for the interfund loan from the Transit Fund.



# Public Comment



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

# Upcoming Meeting Agendas

May 4th, 6pm

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

