



City of Sandy

Agenda

City Council Meeting

Meeting Date: Monday, June 7, 2021

Meeting Time: 6:00 PM

Page

1. MEETING FORMAT NOTICE

The City Council will conduct this meeting electronically using the Zoom video conference platform. Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. See the instructions below:

- To login to the electronic meeting online using your computer, click this link: <https://us02web.zoom.us/j/89695582180>
- If you would rather access the meeting via telephone, dial (253) 215-8782. When prompted, enter the following meeting number: 896 9558 2180
- If you do not have access to a computer or telephone and would like to take part in the meeting, please contact City Hall by Friday June 4th and arrangements will be made to facilitate your participation.

2. JOINT CITY COUNCIL / PLANNING COMMISSION WORK SESSION - 6:00 P.M.

- | | | |
|------|--|----------|
| 2.1. | <u>Development Code Amendment Priorities</u> | 4 - 15 |
| | Joint Work Session - Development Code Amendment Priorities - Pdf | |
| 2.2. | <u>Draft Parks and Trails Master Plan Update</u> | 16 - 178 |
| | Draft Parks and Trails Master Plan Update - Pdf | |

3. SANDY URBAN RENEWAL AGENCY MEETING - 8:00 P.M.

- 3.1. [Link to SURA Agenda](#)

4. CITY COUNCIL REGULAR MEETING - IMMEDIATELY FOLLOWING URBAN RENEWAL AGENCY MEETING

5. PLEDGE OF ALLEGIANCE

6. ROLL CALL

7. CHANGES TO THE AGENDA

8. PUBLIC COMMENT

PLEASE NOTE: There will be opportunities to comment on the 2021-2023 Budget and the Utility Rate Adjustments later in the meeting. The Council welcomes your comments on other issues at this time. Please see the instructions below:

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

9. RESPONSE TO PREVIOUS PUBLIC COMMENTS

(none at 5/17/21 meeting)

10. CONSENT AGENDA

- | | | |
|-------|---|-----------|
| 10.1. | <u>City Council Minutes</u> | 179 - 186 |
| | City Council - 17 May 2021 - Minutes - Pdf | |
| 10.2. | <u>Renewal of Intergovernmental Agreements for Diversion Services and Safety Communications Services</u> | 187 - 202 |
| | Renewal of IGAs for Diversion Services and Safety Communications Services - Pdf | |
| 10.3. | <u>Library Loan Extension</u> | 203 - 204 |
| | Resolution 2021-12 | |
| | Library Loan Extension - Pdf | |

11. RESOLUTIONS

- | | | |
|-------|---|-----------|
| 11.1. | <u>PUBLIC HEARING: 2021-23 Budget Adoption (City of Sandy) & Use of State Shared Revenue</u> | 205 - 322 |
| | Resolution 2021-14 | |
| | Resolution 2021-15 | |
| | BN 21-23 Budget Adoption - Pdf | |

12. OLD BUSINESS

- | | | |
|-------|--|-----------|
| 12.1. | <u>PUBLIC HEARING: Master Fee Schedule Update</u> | 323 - 329 |
| | Master Fee Schedule Update - Pdf | |
| 12.2. | <u>Water Supply Options - Discussion and Staff Recommendation</u> | 330 - 354 |
| | Water Supply Options Background - Pdf | |

13. NEW BUSINESS

- 13.1. **Pool Exploratory Task Force Appointments** 355 - 367
[Pool Exploratory Task Force Appointments - Pdf](#)
- 13.2. **Library Advisory Board Appointments** 368 - 373
[Library Advisory Board Appointments - Pdf](#)
- 13.3. **Contract Approval: Government Relations Services** 374 - 388
[Contract Approval: Government Relations Services - Pdf](#)

14. REPORT FROM THE CITY MANAGER

15. COMMITTEE /COUNCIL REPORTS

16. STAFF UPDATES

- 16.1. [Monthly Reports](#)

17. ADJOURN



Staff Report

Meeting Date: June 7, 2021

From Kelly O'Neill, Development Services Director

SUBJECT: Joint Work Session - Development Code Amendment Priorities

BACKGROUND:

The City Council set a goal to "[be proactive in managing and planning for growth.](#)" To achieve this goal the City Council set the following actions:

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

This work session is an opportunity to establish code modification priorities and to collaborate on providing policy direction to staff in regard to land use applications with greater discretion, such as variances and zone changes. To assist with this work session, staff developed and distributed a survey to present options for code change topics and gather other ideas for the agenda. Thank you to all those who participated in the survey.

By the conclusion of this work session, staff would like to have clear direction on the following:

- Consensus on removing the Planned Development chapter from the code.
- Policy direction regarding variances, SandyStyle design deviations, zone changes, and comprehensive plan amendments.
- Consensus on code amendment priorities. Staff believes that depending on the code priorities that are set, approximately four amendments can likely occur by the end of 2021.
 - Staff recommends that the City prioritize modification of Chapters [15.04](#), [15.32](#), [17.64](#), [17.86](#), and other known clear and objective issues by the end of 2021.
 - Staff also recommends that Chapter [17.84](#) should be modified concurrently with the TSP updates in the first half of 2022.

This staff report is divided into the following sections:

1. Survey Results
2. Additional Information on:
 - a. The Code Amendment Process
 - b. Clear and Objective
 - c. Limited Land Use Decisions

d. Variances, Deviations, Zoning Code Amendments, Comprehensive Plan Amendments

3. Needed Code Amendments - Identified by Staff

1. SURVEY RESULTS

In early May, staff sent a survey to the City Council and the Planning Commission. The survey was completed by one city councilor and six planning commissioners. In the survey the participants were asked to rank code modifications in order of importance. The ranking of (1) being most important and the ranking of (12) being least important. Here is the preliminary findings from the survey:

1. [Chapter 17.64](#) Planned Development
2. [Chapter 15.04](#) Building Code
3. [Chapter 17.90](#) Design Standards
4. [Chapter 17.92](#) Landscaping and [Chapter 17.102](#) Urban Forestry
5. [Chapter 17.74](#) Accessory Development
6. [Chapter 17.84](#) Improvements Required with Development and [Chapter 17.100](#) Land Division
7. [Chapter 15.32](#) Sign Code
8. [Chapter 17.54](#) Specific Area Plan
9. [Chapter 17.86](#) Parkland and Open Space
10. [Chapter 15.30](#) Dark Sky Ordinance
11. [Chapter 17.10](#) Definitions
12. [Chapter 17.76](#) Major Utility Siting Standards

Staff largely agrees with this priority list from the survey, with the exceptions of Chapter 15.32 Sign Code and Chapter 17.86 Parkland and Open Space. The sign code is terribly outdated, has first amendment violations, and is a bear to administer. Also, staff has a draft modified sign code that has already been reviewed by legal counsel ready to present. The parkland and open space chapter is riddled with potential clear and objective issues, does not adequately incorporate the existing parks master plan (as explained below), and thus makes it difficult for staff to administer. The parkland and open space chapter is already being reviewed by ESA (the master plan consultant), staff, and legal counsel. Staff plans to propose modifications to Chapter 17.86 concurrently with the adoption of the 2021 Parks and Trails Master Plan.

2. ADDITIONAL INFORMATION

The Code Amendment Process

The typical code review and amendment process includes work sessions, hearings, and notices to the state, to the Sandy Post, and sometimes to property owners. The State of Oregon requires every code modification in a development code to be noticed to the Department of Land Conservation and Development (DLCD) at least 35 days prior to the first evidentiary hearing. The first evidentiary hearing in Sandy is the Planning

Commission. This notice requirement to DLCD is known as a [Post-Acknowledgement Plan Amendment](#), otherwise known as a PAPA. Once the PAPA is sent then the first hearing with the Planning Commission can be scheduled. Historically speaking, the Planning Commission and City Council have asked for work sessions prior to their respective public hearings. If work sessions are needed then a minimum of four public meetings are required prior to a code adoption occurring.

In some land use applications, a Measure 56 notice is required when a city chooses to "limit or prohibit a use previously allowed in the base zone," (Oregon Revised Statute 227.186(9)). For example, if the City Council and the Planning Commission decide to repeal the Planned Development chapter, a Measure 56 notice will be required as the city would be prohibiting a previously-allowed use (for example, multi-family in the SFR zoning district). Since the Planned Development chapter is applicable to all zoning districts a repeal of the Planned Development chapter would necessitate a notice to every property owner in Sandy. It's not hard to repeal an entire chapter, except for making sure all of the cross-references in other code sections are also eliminated.

Clear and Objective (C&O)

Clear and Objective code provisions are needed to limit legal challenges and to provide a non-discretionary land use process for applicants. Oregon Revised Statute (ORS) 197.307(4) requires that local governments adopt and apply clear and objective standards, conditions, and procedures regulating the development of "needed housing." "Needed housing" is broadly defined to include a wide variety of housing, not only "affordable" or "low-income" housing. It refers to housing that a city determines are needed to meet a 20-year demand for housing for a variety of incomes. Having a clear and objective code is required to ensure that communities do not use discretionary or subjective criteria to deny housing projects. The clear and objective standards, conditions, and procedures can't discourage housing through unreasonable cost or delay. This includes development standards such as setbacks and building height that apply to housing at the time of building permit, as well as land use application criteria that apply to different land use application types.

An example of a clear and objective code provision is, "the applicant shall construct a five foot wide sidewalk." An example of a discretionary code provision is "the applicant shall build a sidewalk at an adequate width to accommodate pedestrians."

Following are several specific instances of discretionary (not clear and objective) code requirements in our development code:

- [Chapter 17.64](#): "Increase in Density. An increase in density of up to 25 percent of the number of dwelling units may be permitted upon a finding that the Planned Development is outstanding in planned land use and design, and provides exceptional advantages in living conditions and amenities not found in similar developments constructed under regular zoning."

- [Chapter 17.84](#): “Where required by the Planning Commission or Director, public street improvements may be required through a development site to provide for the logical extension of an existing street network or to connect a site with a nearby neighborhood activity center, such as a school or park.”
- [Chapter 17.86](#): “The developer shall clear, fill, and/or grade all land to the satisfaction of the City, install sidewalks on the park land adjacent to any street, and seed the park land.”

Some development codes have both a clear and objective path and a discretionary path. For example, Planned Developments are traditionally viewed as a discretionary path, whereas following the development code is supposed to be the clear and objective path. The benefit of a discretionary path is that it leads to more flexibility for the developer and the City; however, the discretionary path can also lead to proposals that include uses and development standards that are unpredictable.

Wanting a development code with clear and objective provisions is not unique to Sandy. In meetings with other Planning Directors around the State of Oregon there is a consistent message of frustration when it comes to having a clear and objective code. This is typically a rather large and expensive undertaking that involves extensive staff resources and legal fees. To make matters worse, constant evolving case law presents new challenges every year. Instead of completing a clear and objective audit of the entire code, staff is proposing to modify code chapters that are known to have clear and objective issues on a case-by-case basis. This is already occurring and will continue as code amendments are brought forth.

Limited Land Use Decisions (LLUDs)

As explained by our attorney’s office earlier this year (see memo attached), subdivisions are a type of limited land use decision. ORS 197.195(1) requires limited land use decisions to be “consistent with applicable provisions of city or county comprehensive plans and land use regulations.” However, the statute also requires applicable comprehensive plan standards to be incorporated into a code or into ordinances that implement a comprehensive plan. Under this statute, plan standards that are not incorporated may not be used as a basis for a decision on a limited land use application. A great example of a plan not being sufficiently incorporated into our development code is the 1997 Parks Master Plan. Another example from the Bailey Meadows subdivision that most of you are familiar with is the average daily traffic (ADT) requirements for local streets that were previously not incorporated into the development code; however, this has since been remedied.

Variances, Deviations, Zoning Code Amendments, Comprehensive Plan Amendments

Processing variances, SandyStyle design deviations, zoning code amendments, and similar applications are very discretionary in nature. These types of land use applications are as much about policy as they are about good planning. Staff finds that denial of such applications while also achieving a business/customer friendly model is very difficult, so staff would appreciate policy direction from the Planning Commission and City Council on how to approach these requests.

3. NEEDED CODE AMENDMENTS

Over the last year the Development Services Department completed amendments to the small wireless facilities (Chapter 12.20), parking standards, annexation and subdivision standards in response to concerns raised by the Bailey Meadows development, and the state mandated House Bill 2001 amendments. The following information describes the code modifications that are needed in Titles 15 and 17 of the Sandy Municipal Code (SMC) as identified by staff.

TITLE 15 – Buildings and Construction

Chapter 15.04 Building Code (Staff Recommended Priority - 2021)

- The existing code has outdated references to the International Building Code (IBC). The IBC is no longer the governing code therefore references to the Oregon Building Codes need to be added.
- Staff will also be proposing requirements for items that are no longer being regulated by the Oregon Building Codes Division, such as fences over 'x' feet, demolition of structures, etc.

Chapter 15.30 Dark Sky Ordinance

- The current Dark Skies code is outdated and does not include LED lights. Staff will likely propose adopting the Model Lighting Ordinance drafted by the International Dark-Sky Association and the Illuminating Engineering Society of North America with some small modifications.

Chapter 15.32 Sign Code (Staff Recommended Priority - 2021)

- Proposed modifications will remove first amendment violations related to illegal content regulation, will remove bureaucratic code provisions, and be more readable.
- Staff started working on code changes to the Sign Code in 2017. Over the last three years staff have periodically worked with the attorneys at Beery, Elsner, and Hammond (BEH) to determine first amendment violations and modify the code based on recent court decisions.

TITLE 17 – Development Code

[Chapter 17.10 Definitions](#)

- Definitions should always be reviewed when a lot of code changes have occurred. However, staff feels this should come after other code adoptions have occurred.

[Chapter 17.54 Specific Area Plan](#)

- Staff wants to explore code modifications to this chapter but find it is probably best to complete changes to Chapter 17.54 after the comprehensive plan update.

[Chapter 17.64 Planned Development \(Staff Recommended Priority - 2021\)](#)

- The City Council and the Planning Commission have expressed some frustration in the existing Planned Development code language. If desired, Planned Developments can be regulated differently by either striking the chapter or modifying the chapter. Either method of regulation will likely result in a Measure 56 notice (i.e. notifying every property owner in Sandy city limits) as Planned Developments are allowed in all zones and are a type of 'use'.
 - Example clear and objective problem:
 - "Increase in Density. An increase in density of up to 25 percent of the number of dwelling units may be permitted upon a finding that the Planned Development is outstanding in planned land use and design, and provides exceptional advantages in living conditions and amenities not found in similar developments constructed under regular zoning."

[Chapter 17.74 Accessory Development](#)

- Proposed modifications will focus on accessory structures, fences/walls, and food carts.
- Food cart code modifications are currently underway, and staff already have proposed modifications to fences/walls from a previous code update work session in November 2015. Updates to accessory structures will take more time as decisions will need to be made regarding desired design requirements, including whether the City wants to regulate accessory structures on commercial and industrial properties separately from the regular requirements and standards that apply in those zones.

[Chapter 17.76 Major Utility Siting Standards](#)

- This chapter is outdated and does not follow best practices. While not a high priority, staff finds that modifications to major utility siting (i.e. cellular towers) should be completed in the future.

[Chapter 17.84 Improvements Required with Development](#) and [Chapter 17.100 Land Division \(Staff Recommended Priority - 2022\)](#)

- Chapter 17.84 needs an exhaustive clear and objective review and needs to be analyzed concurrently with the updated Transportation System Plan.
 - Example clear and objective problem:

- “Where required by the Planning Commission or Director, public street improvements may be required through a development site to provide for the logical extension of an existing street network or to connect a site with a nearby neighborhood activity center, such as a school or park.”
- Chapter 17.100 needs to be modified to be consistent with Chapter 17.84 and to remove overlapping references between the two chapters.

[Chapter 17.86 Parkland and Open Space](#) (Staff Recommended Priority - 2021)

- This chapter needs an exhaustive clear and objective review and needs to be analyzed concurrently with the Parks Master Plan adoption process.
 - Example clear and objective problem:
 - “The developer shall clear, fill, and/or grade all land to the satisfaction of the City, install sidewalks on the park land adjacent to any street, and seed the park land.”
- This chapter should be reviewed by the Parks and Trails Advisory Board, and ESA to define current best practices for park development.

[Chapter 17.90 Design Standards](#)

- Proposed modifications will focus on updates to SandyStyle, not elimination of SandyStyle.
- This code update will involve a comprehensive review of SandyStyle including standards that are not working as intended.

[Chapter 17.92 Landscaping](#) and [Chapter 17.102 Urban Forestry](#)

- Proposed modifications aim to incorporate arboricultural best practices related to tree retention and protection and to address current issues that lead to the loss of designated retention and/or mitigation trees. The proposed modifications also aim to minimize future conflict inherent to locating retention and mitigation trees on private property by requiring specific tree protection tracts in certain situations.
- Staff brought a first draft of code modifications to Council in 2018. The code changes were not approved by Council and Council directed staff to form a tree code committee. The process with the tree code committee is currently on pause due to current workload preventing staff from moving forward.

RECOMMENDATION:

Staff recommends that be the end of this work session, we establish direction on:

- The removal of the Planned Development chapter from the code.
- Policy approach regarding variances, SandyStyle design deviations, zone changes, and comprehensive plan amendments.
- Code amendment priorities. Staff believes that depending on the code priorities that are set, approximately four amendments can likely occur by the end of 2021.
 - Staff recommends that the City prioritize modification of Chapters [15.04](#), [15.32](#), [17.64](#), [17.86](#), and other known clear and objective issues by the end of 2021.

- Staff also recommends that Chapter [17.84](#) should be modified concurrently with the TSP updates in the first half of 2022.

SUGGESTED MOTION:

N/A - consensus is sufficient

LIST OF ATTACHMENTS/EXHIBITS:

- City Attorney letter regarding Clear & Objective and Housing

MEMORANDUM

TO: Sandy Planning Commission
FROM: David Doughman, City Attorney's Office
SUBJECT: Bailey Meadows Subdivision
DATE: January 30, 2020



This memorandum responds to some of the legal issues discussed at the January 23, 2020 hearing before the Sandy Planning Commission (the "PC"). The focus is on arguments the applicant has made regarding the applicability of certain criteria in Title 17 of the Sandy Municipal Code (the "SMC" or "Code").

The applicant asserted that three statutes limit or prohibit the applicability of certain Code criteria. Those statutes are ORS 197.195, ORS 197.307(4) and ORS 197.522.

ORS 197.195 applies to "limited land use decisions," which are defined as follows:

"Limited land use decision":

(a) Means a final decision or determination made by a local government pertaining to a site within an urban growth boundary that concerns:

(A) The approval or denial of a tentative subdivision or partition plan, as described in ORS 92.040 (1).

(B) The approval or denial of an application based on discretionary standards designed to regulate the physical characteristics of a use permitted outright, including but not limited to site review and design review.¹

Subdivisions are a type of limited land use decision. ORS 197.195(1) requires limited land use decisions to be "consistent with applicable provisions of city or county comprehensive plans and land use regulations." However, the statute also requires applicable comprehensive plan standards to be incorporated into a code or into ordinances that implement a comprehensive plan. Under this statute, plan standards that are not incorporated may not be used as a basis for a decision on a limited land use application.

¹ ORS 197.015(12)

ORS 197.307(4) is commonly referred to as the “needed housing” statute, although recent legislative changes broaden its applicability to *all types* of housing applications.² It states that “a local government may adopt and apply only clear and objective standards, conditions and procedures regulating the development of housing, including needed housing.” As Kelly O’Neill correctly explained at the hearing, “needed housing” is broadly defined to include a wide variety of housing, not only “affordable” or “low-income” housing. It refers to housing that a city determines is needed to meet a 20-year demand for housing for a variety of incomes. Cities determine this need through a “housing need projection” in accordance with OAR Chapter 660, division 8. The term is specifically defined at ORS 197.303(1) as follows:

(1) As used in ORS 197.286 to 197.314, “needed housing” means all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes, as those terms are defined by the United States Department of Housing and Urban Development under 42 U.S.C. 1437a. “Needed housing” includes the following housing types:

- (a) Attached and detached single-family housing and multiple family housing for both owner and renter occupancy;
- (b) Government assisted housing;
- (c) Mobile home or manufactured dwelling parks as provided in ORS 197.475 to 197.490;
- (d) Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured dwelling subdivisions; and
- (e) Housing for farmworkers.

ORS 197.522 also relates to “needed housing” and subdivision applications. Subsections (2) through (4) of the statute read as follows:

(2) A local government shall approve an application for a permit, authorization or other approval necessary for the subdivision or partitioning of, or construction on, any land for needed housing that is consistent with the comprehensive plan and applicable land use regulations.

(3) If an application is inconsistent with the comprehensive plan and applicable land use regulations, the local government, prior to making a final decision on the application, shall allow the applicant to offer an amendment or to propose conditions of approval that would make the application consistent with the plan and applicable regulations. If an applicant seeks to amend the application or propose conditions of approval:

- (a) A county may extend the time limitation under ORS 215.427 for final action by the governing body of a county on an application for needed housing and may set forth a new time limitation for final action on the consideration of future amendments or proposals.

² See *Warren v. Washington County*, __ Or LUBA __ (LUBA No. 2018-089), *aff’d* 296 Or App 595, 439 P3d 581 (2019) (ORS 197.307(4) applies to all applications for housing, regardless of whether application concerns “needed housing” or whether development will occur on “buildable land”). The blank spaces that accompany the LUBA citation is intentional – LUBA has not assigned a report volume number to this case yet.

(b) A city may extend the time limitation under ORS 227.178 for final action by the governing body of a city on an application for needed housing and may set forth a new time limitation for final action on the consideration of future amendments or proposals.

(4) A local government shall deny an application that is inconsistent with the comprehensive plan and applicable land use regulations and that cannot be made consistent through amendments to the application or the imposition of reasonable conditions of approval.

Based on these statutes, the applicant asserts the city cannot apply certain Code criteria or certain standards in the city's transportation system plan ("TSP"), including:

- SMC 17.100.60(E)(3) ("proposed street pattern is connected and consistent with the Comprehensive Plan or official street plan for the City of Sandy");
- SMC 17.100.60(E)(4) ([a]dequate public facilities are available or can be provided to serve the proposed subdivision"); and
- A standard in Chapter 3 of the TSP, which states that local streets "have a typical capacity between 800 and 1,000 ADT."³

The Land Use Board of Appeals ("LUBA") once quipped that "few tasks are *less* clear or *more* subjective than attempting to determine whether a particular land use approval criterion is clear and objective."⁴ Nevertheless, LUBA and the courts will generally find standards that require "subjective, value-laden analyses that are designed to balance or mitigate impacts of the development" to violate ORS 197.307(4).⁵ Examples have included:

- A criterion allowing a decision maker to impose conditions "if it is deemed necessary to mitigate any potential negative impact caused by the development".
- A criterion that requiring development to have a "minimal adverse impact on the livability, value and appropriate development" of other properties in a neighborhood.
- A standard requiring development to "minimize" possible conflicts between pedestrians and vehicles, "where necessary for traffic circulation."

I am not certain the above-referenced city standards are "clear and objective" for the purposes of ORS 197.307(4). Arguably, they do not trigger a "value-laden" analysis that requires the city to balance or mitigate impacts on the property or surrounding properties. On the other hand, like so many land use criteria, they contain words or phrases that are susceptible to different interpretations (e.g. "consistent with," "adequate," and "a typical capacity"). Based on recent legislation that seeks to increase the supply of housing,⁶ a conservative approach is to assume they would not be considered clear and objective.

³ "ADT" stands for average daily trips.

⁴ *Rogue Valley Association of Realtors v. City of Ashland*, 35 Or LUBA 139, 155 (1998) (emphasis in original).

⁵ *Id.* at 158.

⁶ Including HB 2001, which was discussed at the last hearing and was the subject of a recent PC work session, and the change to ORS 197.307(4), which subjects all housing applications to the "clear and objective" requirement, regardless of whether they qualify as "needed housing."

With respect to whether the city’s ADT standard is incorporated into the Code, a recent LUBA case is informative. In a 2019 case, *Oster v. City of Silverton*,⁷ LUBA considered Silverton’s denial of a subdivision application. The city denied the application after determining it did not comply with standards in Silverton’s TSP related to traffic and “level-of-service” requirements for streets. Silverton found that its code incorporated the level-of-service standards through code provisions requiring compliance with all “applicable ordinances and regulations” and compliance with the city’s design standards for streets.

LUBA disagreed and held that those code provisions did not state the “specific policies, action items, or performance standards” in the TSP that serve as approval criteria for limited land use decisions.⁸ LUBA ultimately reversed the city’s denial, ordered approval of the application and awarded attorney fees to the applicant.⁹ SMC 18.84.50 specifically ties level-of-service standards in Sandy’s TSP to applications for development, but the Code does not expressly refer to the TSP’s ADT standards. Therefore, under *Oster*, the ADT standards in Sandy’s TSP may not be adequately incorporated into the Code.

If the city were to find, for example, that public facilities are inadequate to serve the subdivision pursuant to SMC 17.100.60(E)(4), and deny the application, there is risk that the denial would be overturned and could result in LUBA ordering approval of the application. That would mean there would be no opportunity for a second access into the subdivision at this time, and presumably for the foreseeable future.

This possibility has resulted in the recommendation before the PC. It avoids the uncertainty, time and cost that accompany the litigation that is likely to follow if the city were to deny the application and it preserves the possibility that a second access would be provided while the subdivision is being built and that over two acres of parkland would be dedicated to the city.

⁷ __ Or LUBA __ (LUBA No. 2018-103). As above with the *Warren* case, LUBA has not assigned this case to a reporting volume yet.

⁸ A TSP is typically an element of a comprehensive plan, as was the case for Silverton and is the case for Sandy. ORS 197.195 seemingly prohibits local governments from directly applying comprehensive plan policies to applications that will result in limited land use decisions, requiring instead the adequate incorporation of applicable plan policies into a code. However, after giving an applicant the opportunity to propose conditions of approval, ORS 197.522 expressly requires a local government “to deny an application that is inconsistent *with the comprehensive plan* and applicable land use regulations and that cannot be made consistent through amendments to the application or the imposition of reasonable conditions of approval.” In other words, a conflict appears to exist between ORS 197.522 and ORS 197.195 as to the applicability of comprehensive plan provisions to limited land use decisions. LUBA did not directly address ORS 197.522 in *Oster*, and I am not aware of another case that addresses it since the statute was substantially rewritten in 2015.

⁹ ORS 197.835(10)(b) requires LUBA to award attorney fees to an applicant if LUBA reverses a decision and orders the local government to approve an application.



Staff Report

Meeting Date: June 7, 2021
From Jordan Wheeler, City Manager
SUBJECT: Draft Parks and Trails Master Plan Update

BACKGROUND:

In 2019 the City began working with consultants Environmental Science Associates (ESA) to update the original 1997 Parks Master Plan. The City contracted with former Community Services Director, Nancy Ream Enabnit to manage the project and work with the consultants. With the help of City staff, a Technical Advisory Committee (TAC) and extensive public input, a final draft of the updated Parks & Trails Master Plan is ready for review by City Council and Planning Commission members. As has been the case with much of the past 15 months, original plans for soliciting the second round of public input were updated to accommodate Covid restrictions. A virtual public meeting format was employed with positive results.

Relevant City staff members, the TAC and the Parks & Trails Advisory Board (PTAB), have reviewed the final draft. The PTAB held two work sessions, led by key consultant Tracy Johnson. Board members were able to ask questions and thoroughly familiarize themselves with the details of the plan. PTAB staff liaison Sarah Richardson forwarded a letter of endorsement from the PTAB that is attached.

Tracy Johnson will conduct a brief presentation at the work session and be available to answer questions. All parties involved in the Parks & Trails Master Plan update are excited to have arrived at this critical juncture and look forward to input from City Councilors and Planning Commissioners.

BUDGETARY IMPACT:

Included in the PTMP is methodology for funding Parks capital and maintenance projects through various sources including grants, Urban Renewal money, SDC's, Fee in Lieu, general fund and/or bonds.

RECOMMENDATION:

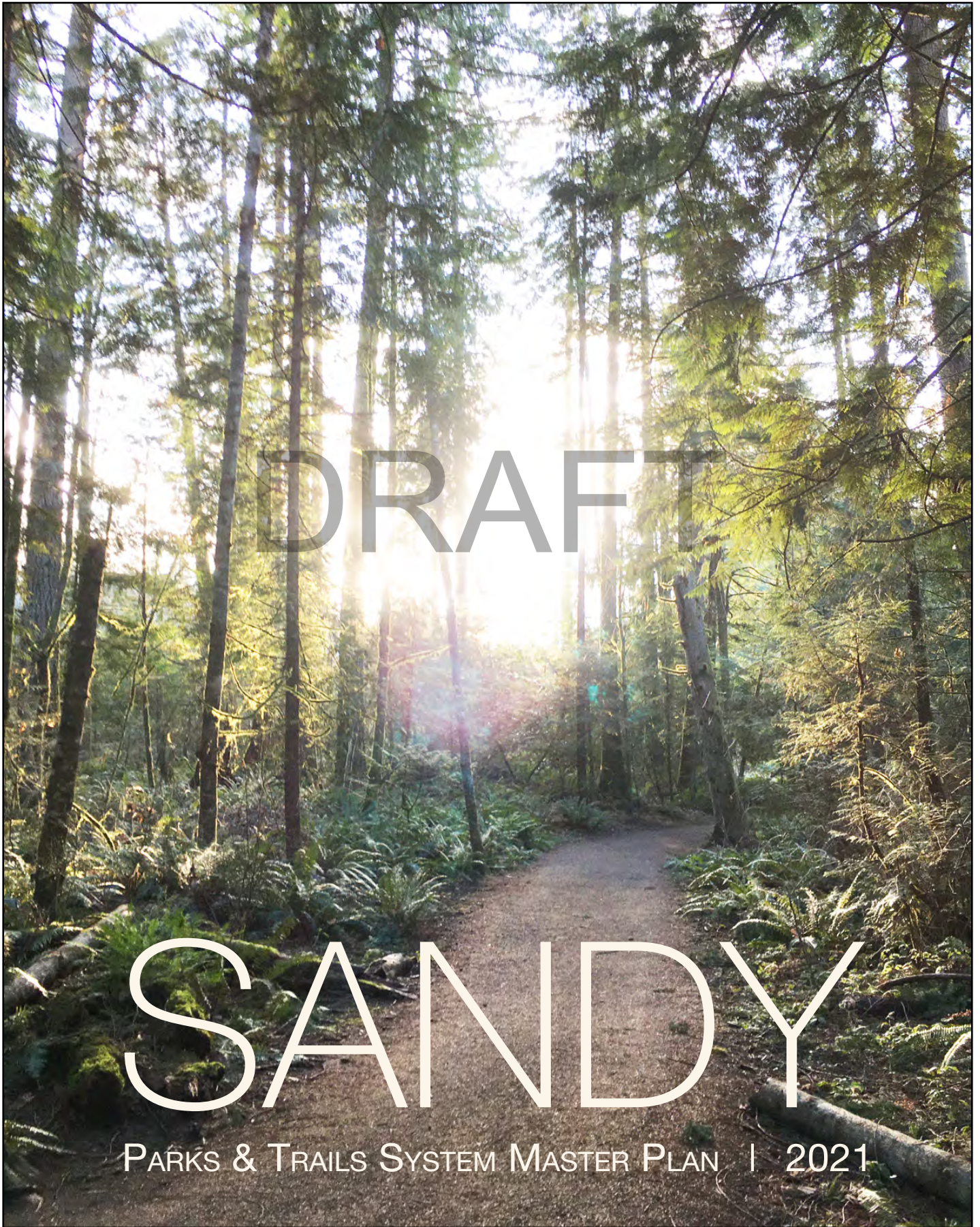
Review the final draft of Parks & Trails Master Plan Update and advance to Sandy Planning Commission for a hearing.

SUGGESTED MOTION:

N/A - consensus is sufficient to forward the draft to the Planning Commission

LIST OF ATTACHMENTS/EXHIBITS:

1. Final Draft Parks & Trails Master Plan Update
2. Draft Parks & Trails Master Plan Appendices
3. Parks & Trails Advisory Board Letter
4. PowerPoint Presentation



DRAFT

SANDY

PARKS & TRAILS SYSTEM MASTER PLAN | 2021

Draft

CITY OF SANDY
PARKS AND TRAILS MASTER PLAN
Update

Prepared for
City of Sandy

May 2021



819 SE Morrison Street
Suite 310
Portland, OR 97214
503.274.2010
esassoc.com



Bend	Orlando	San Jose
Camarillo	Pasadena	Santa Monica
Delray Beach	Petaluma	Sarasota
Destin	Portland	Seattle
Irvine	Sacramento	Tampa
Los Angeles	San Diego	
Oakland	San Francisco	

D201900682.00

DRAFT

OUR COMMITMENT TO SUSTAINABILITY | ESA helps a variety of public and private sector clients plan and prepare for climate change and emerging regulations that limit GHG emissions. ESA is a registered assessor with the California Climate Action Registry, a Climate Leader, and founding reporter for the Climate Registry. ESA is also a corporate member of the U.S. Green Building Council and the Business Council on Climate Change (BC3). Internally, ESA has adopted a Sustainability Vision and Policy Statement and a plan to reduce waste and energy within our operations. This document was produced using recycled paper.

ACKNOWLEDGEMENTS

MAYOR AND CITY COUNCIL

Stan Pulliam, Mayor
Carl Exner
Don Hokanson
Jeremy Pietzold
Laurie Smallwood
Rich Sheldon
Kathleen Walker

PARKS & TRAILS ADVISORY BOARD (PTAB)

Don Robertson
Rachel Stephens
Sarah Schrodetz
David Breames
Makoto Lane
Mary Casey
Will Toogood

TECHNICAL ADVISORY COMMITTEE

Dayna Brown
Kate Holleran
Chelsea Lincoln Lane, Oregon Trail School District
Emily Meharg, City Staff
Sarah Richardson, City Staff
Tanya Richardson, City Staff
Don Robertson, PTAB
Laurie Smallwood, City Council
Kathleen Walker, PTAB (former), City Council

CITY STAFF

Nancy Enabnit, Project Manager
Jordan Wheeler, City Manager
Tanya Richardson, Community Services Director
Sarah Richardson, Recreation Manager
Kelly O'Neill, Development Services Director
Emily Meharg, Senior Planner
Joe Preston, Parks Superintendent
Mike Walker, Public Works Director

DESIGN TEAM

Tracy Johnson, PLA, ESA
David Reese, PLA, ESA
Adrienne DeDona, JLA
Doug Gabbard, FCS

DRAFT

TABLE OF CONTENTS

Executive Summary	1
Chapter 1 Introduction	3
1.1 Plan Purpose	3
1.2 Progress Since Previous Master Plan.....	3
1.3 Related Plans.....	4
Chapter 2 Community Profile	7
2.1 Physical Context and Planning Area.....	7
2.2 Demographics.....	9
2.3 Planning Process and Community Engagement	11
Chapter 3 Existing Park System.....	15
3.1 Organization and Partnerships.....	15
3.2 Park Classification and Inventory	16
3.3 Trail System Inventory	24
3.4 Other Providers	27
Chapter 4 Level of Service and Needs Assessment.....	29
4.1 Level of Service	29
4.2 Park and Trail Needs.....	33
4.3 Recreation Amenity Needs.....	34
4.4 Planning, Operations, and Maintenance Needs.....	36
Chapter 5 Recommendations	37
5.1 General Priorities.....	37
5.2 Park and Open Space Improvements	38
5.3 Trail Improvements	48
5.4 Planning, Operations, and Maintenance	51
Chapter 6 Implementation.....	53
6.1 Priorities.....	53
6.2 Capital Improvement Plan.....	54
6.3 Financing Strategies	56
6.4 Operations and Maintenance	57
6.5 Funding Sources	59

Appendices

- Appendix A – Capital Project List
- Appendix B – Park & Trail Design Guidelines
- Appendix C – Existing Park & Trail Inventory
- Appendix D – Undeveloped Park Concepts
- Appendix E – Potential Grants
- Appendix F – Preliminary Parks System Development Charge Analysis
- Appendix F – Public Outreach Summary

Figures

Figure 1 Vicinity Map..... 7
 Figure 2 Planning Area..... 8
 Figure 3 Population..... 9
 Figure 4 Age Distribution..... 10
 Figure 5 Existing Park System..... 17
 Figure 6 Existing Trail System..... 25
 Figure 7 Park Service Areas..... 31
 Figure 8 Proposed Park System..... 39
 Figure 9 Bornstedt Park Master Plan..... 41
 Figure 10 Champion Way Neighborhood Park Concept..... 44
 Figure 11 Deer Point Neighborhood Park Concept..... 45
 Figure 12 Ponder Lane Neighborhood Park Concept..... 46
 Figure 13 Sandy Community Campus Phase 1 Concept..... 47
 Figure 14 Proposed Trail System..... 49
 Figure 15 FY 2021-2023 Budget Parks Capital Funding..... 56
 Figure 16 Existing Funding Trend..... 58
 Figure 17 Maintenance Staff Levels and Facilities Maintained..... 58

Tables

Table 1 Race and Ethnicity..... 10
 Table 2 Language..... 11
 Table 3 Mini Park Inventory..... 19
 Table 4 Neighborhood Park Inventory..... 20
 Table 5 Community Park Inventory..... 21
 Table 6 Natural Area and Open Space Inventory..... 22
 Table 7 Special Use Area Inventory..... 23
 Table 8 Trail Inventory..... 24
 Table 9 Level of Service Analysis..... 30
 Table 10 Park and Trail Needs Analysis..... 33
 Table 11 Recreation Facility Level of Service..... 35
 Table 12 Tier 1 Capital Improvement Plan..... 55
 Table 13 Capital Funding Estimate..... 57
 Table 14 Land Acquisition Funding Estimate..... 57

EXECUTIVE SUMMARY

The 2021 Sandy Parks and Trails Master Plan provides a framework for managing the continuing growth and maintenance of the City's parks and recreation resources through the year 2035. The document is intended to be reviewed and updated regularly in response to plan progress and changing conditions. The plan is a reflection of the community's values and a significant accomplishment made possible by a collaborative effort involving community stakeholders, City Council, the Parks and Trails Advisory Board, the Technical Advisory Committee, and City staff.

The plan is divided into six sections with supporting material included in appendices:

- Chapter 1 describes the purposes of the plan, reports progress made since the prior plan, and identifies related planning documents that have bearing on Sandy's parks and trails system.
- Chapter 2 characterizes the physical and demographic context of the planning area and summarizes public outreach efforts.
- Chapter 3 outlines the park system's organization, classifies and inventories park and trail assets, and briefly discusses other regional recreation providers.
- Chapter 4 explains the concept of level of service and uses it to identify needs in the existing park and trail resources and set goals for future acquisition, development, operations, and maintenance growth.
- Chapter 5 provides recommendations for general priorities and improvements to existing parks, concepts for existing undeveloped parks and trails, and guidance on potential funding and operations changes.
- Chapter 6 identifies strategies to implement and fund the recommended improvements and includes near term capital improvements projects.
- The Appendices contain full capital project lists, design guidelines, existing park and trail inventories, additional context for the undeveloped park concepts in Chapter 5, and a full description of public outreach during the planning process.

Unlike land-constrained Portland and its suburbs, the City of Sandy is largely surrounded by tracts of natural, low density residential, and agricultural lands. The availability of undeveloped land presents an opportunity for the parks and trails system to be extensive, well connected, and high quality. On the other hand, Sandy is one of the fastest growing communities in Oregon and faces consistent pressure to develop land for residential use. The City must be strategic and forward looking to preserve the unique character and charm of beloved assets like Meinig Memorial Park, the Tickle Creek Trail, and Jonsrud Viewpoint, while continuing to develop a diverse, accessible system that serves all community members.

Future parks will be designed to incorporate amenities, features, and practices which prioritize a diverse, inclusive, accessible, and sustainable park system that incorporates public art where possible.

DRAFT

This page intentionally left blank

CHAPTER 1

Introduction

The City of Sandy, Oregon, is located approximately halfway between the state's largest population center, Portland, and its highest mountain, Mt. Hood. The City is adjacent to its namesake, the Sandy River and surrounded by mountains, forests, streams and rolling foothills. The scenic nature of Sandy's setting makes it an attractive bedroom community to the Portland-metro area. It also serves as the first full service city for those headed west from Mt. Hood.

1.1 PLAN PURPOSE

This update to the 1997 City of Sandy Parks Master Plan was undertaken to address the City's steady population growth, recent expansion of the Urban Growth Boundary (UGB), and completion of most of the projects identified in the 1997 Plan. The update sets the year 2035 as the target planning horizon. The general purpose for the amendment is to:

- Update the previous plan to reflect current parks and trails system conditions
- Identify the type and geographic distribution of proposed new parks and trails to meet the needs of continued population expansion
- Recommend improvements to existing parks to repair or replace older features to reduce maintenance costs and improve user experiences
- Recommend funding strategies for future park and trail projects
- Update the Capital Improvement Plan (CIP) to help guide priorities over the 15 year planning period.

1.2 PROGRESS SINCE PREVIOUS MASTER PLAN

When Sandy adopted its first Parks Master Plan in 1997, the parks system was limited to a handful of parks and undeveloped parcels and relied heavily on school, church, and regional park facilities to serve the community. To meet growing demand, the City initiated the planning process by inventorying existing facilities, assessing recreational needs, and crafting recommendations for park development. Current and projected demographics and public engagement efforts informed recommendations which highlighted the following goals:

- Upgrade existing park facilities
- Acquire land for future parks, especially larger tracts, to meet community park needs
- Adjust system development charges to provide funding for future park development
- Develop new pedestrian and bicycle trails and provide connections between parks

- Develop new parks alongside residential and commercial development to ensure equitable access to parks and trails for a growing population

The 1997 Plan also prioritized athletic fields, indoor or covered facilities, sport courts, and the preservation of open space and natural areas. The community expressed interest in developing a cooperative partnership between Sandy and the Oregon Trail School District for joint use, maintenance, and funding of facilities.

Since the adoption of the 1997 Plan, Sandy's population has more than doubled and many of the Plan's goals have been achieved:

- Meinig Memorial Park facilities were upgraded
- The City added 5 mini parks, 6 neighborhood parks, a community park, an urban plaza, a skate park, and over 200 acres of natural and open space
- System development charges were established and have been used as a steady source of funding to develop and improve park and trail facilities
- Nearly two miles of the Tickle Creek Trail has been completed
- Park land is acquired via dedication or purchased using fee in lieu of land payments as a condition of development. Fee in lieu and System Development Charge (SDC) money is combined with grants, partnerships, and volunteer labor to acquire land and develop parks to support new residential development.



Basketball Court at Timberline Park

1.3 RELATED PLANS

Sandy Comprehensive Land Use Plan

The Sandy Comprehensive Land Use Plan is the guiding document for all planning and development efforts in the city. Goal 8 of the Plan directs the City to maintain, preserve, enhance, and reinforce its desirable and distinctive characteristics and those of its individual neighborhoods by providing parks and open space for each neighborhood. The Plan outlines policies and goals to guide park planning efforts. These include:

- Ensure new residential development contributes equitably to park land acquisition, development, and maintenance.
- Establish methods to maintain and enhance the quality and quantity of parks, open space, and recreational facilities and services. Ensure that these facilities and services serve the diverse recreational needs and interests of area residents and are accessible to all members of the community.

- Establish viewpoints for natural vistas and protect natural resources.
- Establish user fees for recreation uses and facility reservations.
- Use improvement funds such as transportation SDC's for sidewalk projects and bicycle facilities that implement elements of the Transportation System Plan.

The Plan also identifies the need to:

- Develop a Parks Master Plan outlining park locations, recreational facilities, and services.
- Develop a parks system that provides both active recreation and exercise and passive enjoyment of the outdoors.
- Locate parks near schools and cooperate with the school district on joint recreational facilities.



Trail at Sandy River Park

The Plan outlines funding policies to use system development charges, bonds, grants, and donations for new parks, open space and facilities. It calls for recreation user fees for recreation uses and facility reservations. The Plan calls for the City to consider the dedication of a portion of road construction and improvement funds for sidewalk projects and bicycle facilities and highlights the need for park maintenance volunteers.

Recommended changes to Goal 8 of the Comprehensive Plan are proposed in Chapter 5 of this report. Sandy will be embarking on a Comprehensive Plan update in 2021, with adoption anticipated in 2023.

Sandy Transportation System Plan

The City's Transportation System Plan (TSP) serves as the foundation for the construction of arterial and collector streets, helps shape the future development of Sandy, and serves as a valuable resource for staff, policy makers, and the public.

The current plan was adopted in 2011. The Bicycle and Pedestrian components of the plan are currently in the process of being updated with expected adoption in 2022. The update will identify strategies to improve mobility throughout Sandy by addressing bike and pedestrian needs, connectivity, increased traffic volumes, funding opportunities, street design, development conditions, and user preferences. Elements of the current (2011) plan that serve both recreation and transportation needs have been incorporated into this plan, including access way / trails that are not associated with roadway projects, and a proposed pedestrian over crossing of Highway 211.

Oregon Statewide Comprehensive Outdoor Recreation Plan

The Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP) identifies current trends in recreation participation and demand and key planning issues facing communities, and provides state and local recommendations to address these issues. The 2019–2023 SCORP identified five important demographic and societal changes facing outdoor recreation providers in the coming years, including an aging population, an increasingly diverse population, lack of youth engagement in outdoor recreation, an underserved low-income population, and the health benefits of physical activity.

The 2019-2023 SCORP identified Sandy’s UGB as a high priority area for families with children and middle old populations (75-84 years). As a high-priority city, Sandy is eligible for potential ranking prioritization when applying for Oregon Parks and Recreation Department (OPRD) grants.

Individual Park Master Plans

The City of Sandy has completed master plans for a number of parks in the system over the past decade. Elements or initial phases of these plans have been implemented, with future phases remaining incomplete. Those master plans supplemented these planning efforts and are included to identify planned improvements, community needs, and estimated costs. Reference master plans include:

- Bornstedt Park Master Plan
- Sandy River Park Master Plan



CHAPTER 2

Community Profile

The City of Sandy's parks and recreation facilities serve a population that is 2-3 times larger than the 11,650 people within City limits. These areas include residents of the villages of Mt. Hood, Boring, Eagle Creek and Estacada. Sandy manages lands within City limits, while Clackamas County manages lands within the Urban Growth Boundary (UGB) and Urban Growth Reserve (UGR). The Sandy UGB expanded in 2017 and 2020.

2.1 PHYSICAL CONTEXT AND PLANNING AREA

Regional Location

Sandy is separated from surrounding cities and towns by rural reserves. The areas of Clackamas County to the east of Sandy are unincorporated small villages: Alder Creek, Brightwood, Wemme, Welches, Zigzag, Rhododendron and Government Camp. These villages are surrounded by the Mt. Hood National Forest and Bureau of Land Management lands, which offer more than a million forested acres providing a wide range of recreational opportunities. Residents in these villages come to Sandy, to meet many of their shopping and personal needs. The larger towns south and west of Sandy including Boring, Eagle Creek and Estacada, are composed of some denser residential areas and large areas of farm and agricultural nursery lands interspersed with large home lots. Farther west, towards Gresham, the nursery land transitions to a more populated and urban setting.

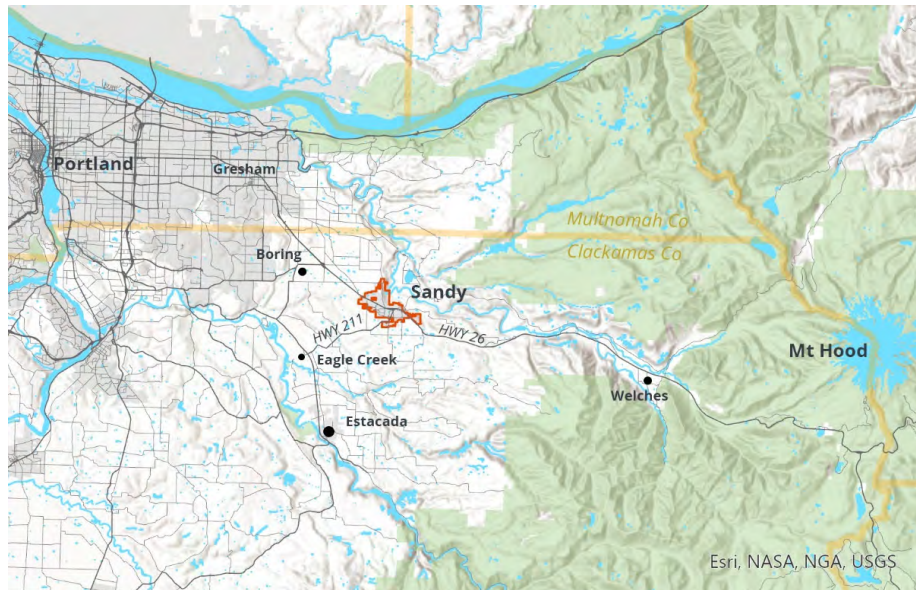


Figure 1 Vicinity Map

Planning Area

The planning area for Sandy’s Parks and Trails Master Plan Amendment is defined as the City’s Urban Growth Reserve (UGR), with an emphasis on the areas within the recently expanded urban growth boundary (UGB). The undeveloped areas within the UGB and UGR, but outside the City limits, are currently under the planning jurisdiction and policies of Clackamas County until they are annexed into the City.

Sandy is bisected by two state highways that act as significant physical barriers to community connectivity: Highway 26 provides access from Portland and Gresham to the Mt. Hood National Forest. State Highway 211 begins at an intersection with Highway 26 in Sandy and heads south to Estacada, Molalla and beyond.

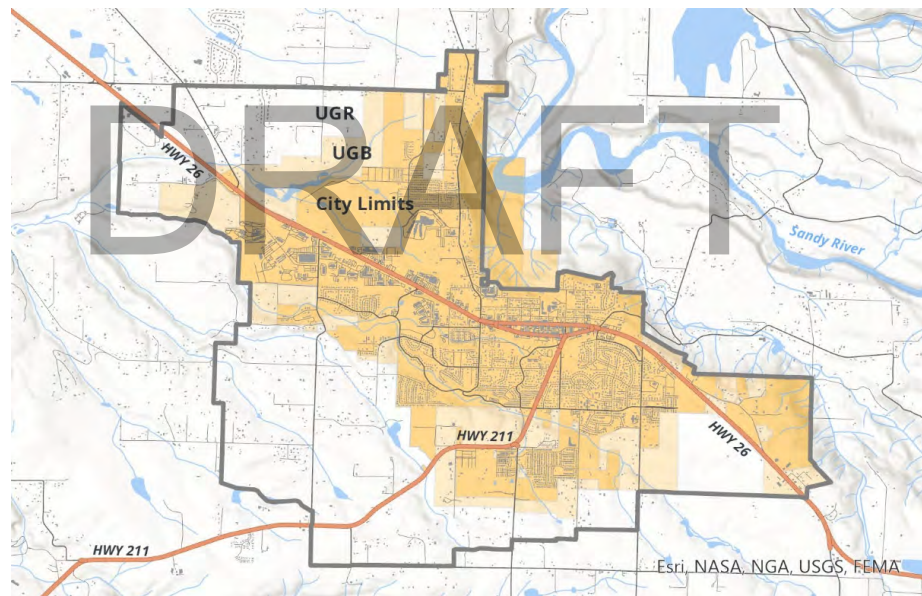


Figure 2 Planning Area

Climate and Surroundings

Sandy’s climate is fairly mild with wet winters and occasional wind storms, especially east winds along Bluff Road. Temperatures average in the mid 40’s in winter and in the mid 60’s in summer. Annual rainfall averages over 75 inches.

Land cover of non-urbanized areas within the planning area consists of a mixture of open agricultural fields (berry fields and nursery stock), small patches of forests, and large lots with single family homes. Forest lands are a mixture of hardwoods (alder, big leaf maples, and vine maples) and conifers (Douglas fir, western hemlock and western red cedar). There are numerous small creeks draining to Tickle Creek, Sandy River, and Deep Creek which support salmon runs. Wildlife is abundant in and around Sandy with signs and sightings of raccoons, possum, coyotes, bear, cougars, bobcats, bald eagles, osprey and a variety of birds.

Topography is the most limiting factor for development in Sandy. The north edge of town is defined by the Sandy River canyon and a precipitous drop of nearly 600 feet of elevation. The City sits at 1,000 feet above sea level and elevations generally rise as you head east towards Mt. Hood. Drainages increase south of Sandy and generally flow to the Clackamas River.

2.2 DEMOGRAPHICS

In 2018, there were nearly 4,400 estimated households in Sandy with an average size of 2.73 people. Of those households, 40% had children under the age of 18, and one third included someone over the age of 60. Sandy uses federal census data and population studies conducted by Portland State University.

Population and Age

Sandy’s population grew steadily over the previous decades and is expected to continue this trend through 2035.

Population Growth				
Year	2000	2010	Estimated 2020	Projected 2035
Population	5,361	9,570	11,650	19,100
Percent Change		79%	22%	64%

Source: U.S. Census Bureau, Metro, Clackamas County, and Portland State University

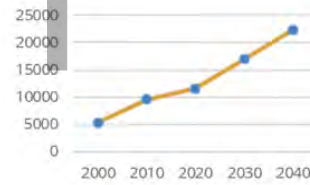
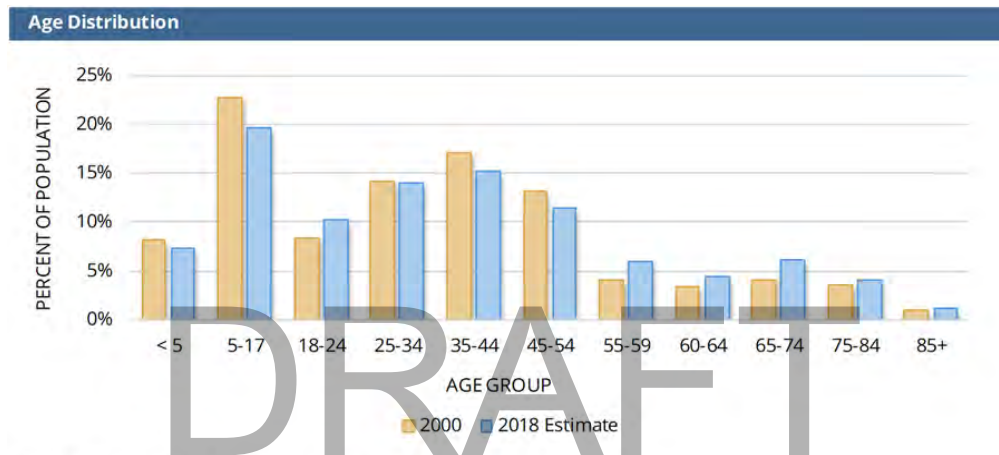


Figure 3 Population

The general age group composition remained relatively consistent between 2000 and 2018. Although adults over the age of 55 comprise a smaller percentage of the total population, the older age groups are exhibiting a growing trend which aligns with statewide and national trends. The percentage of adults over age 55 increased from 16% to 22% of the total population.



Source: U.S. Census Bureau and Portland State University

Figure 4 Age Distribution

Race, Ethnicity, and Language

While Sandy remains predominantly white, there has been a small reduction since 2000. The portion of Sandy’s population identifying as Hispanic or Latino more than doubled since the last parks planning effort. Steady growth of this demographic is expected to continue.

TABLE 1
RACE AND ETHNICITY

Race and Ethnicity	2000	2018 Estimate
White alone	94%	93%
Black or African American alone	0.1%	0.6%
American Indian and Alaska Native alone	1.2%	0.7%
Asian alone	0.7%	0.6%
Native Hawaiian and Other Pacific Islander alone	0.3%	0.0%
Some Other Race alone	1.7%	1.2%
Two or more races	2.1%	3.8%
Hispanic or Latino (of any race)	4%	10%
Not Hispanic or Latino	96%	90%

An estimated 10% of Sandy’s population speaks a language other than English, and an estimated 97% of the population speaks English only or speaks English “very well.”

TABLE 2
LANGUAGE

Language	
Speak only English	90%
Speak a language other than English	10%
Spanish	5.5%
Other Indo-European languages	4.1%
Asian and Pacific Island languages	0.8%

Source: U.S. Census Bureau

Income and Employment

In 2018, an estimated 2% of the Sandy labor force was unemployed. Median household income was consistent with state-wide estimates at \$64,296.

An estimated 11% of Sandy residents’ income was below poverty level with those under the age of 18 contributing a higher rate (around 16%) and those over 18 a slightly lower rate (around 9%).

2.3 PLANNING PROCESS AND COMMUNITY ENGAGEMENT

Planning for the update of the 1997 Parks Master Plan has been ongoing for a number of years. A variety of surveys and other community outreach has been conducted both prior to and through the current Parks and Trails Master Plan update process to insure that the final master plan is in line with community needs and desires. A summary of the types of outreach and input received is included below. A more detailed public engagement summary can be found in Appendix F.

Prior Surveys

2013 Community Needs and Perceptions Survey

In 2013, the City issued an online Parks and Trails Survey to City residents with more than 600 surveys returned. Nearly 97% of the respondents had visited a park within the last year with Meinig Park, Tickle Creek Trail, and Jonsrud Viewpoint being the most popular destinations.

One third of survey respondents said they visited a park daily, another 25% visited weekly or bi-weekly, and another third visited a city park at least monthly. Nearly 90% felt that the city parks were in good or excellent condition.

When asked about park types and park features needed in Sandy, the most common responses included restrooms, picnic facilities and off-leash dog parks. Sandy has since added one dog park, but interest in additional dog parks remains high and users desire more amenities at existing facilities.

Most residents felt that park funds should be allocated to maintain existing facilities and construct new facilities on existing park land rather than be used to purchase additional land for parks and trails.

2018 Longest Day Parkway

In 2018, City staff had a booth at the Longest Day Parkway event held in June to reconnect with the public and gather updated information regarding needs and preferences. The event included a series of display boards with a dot-voting exercise and a one-page questionnaire, which was a streamlined version of the 2013 survey. The responses to the questionnaire were fairly similar to the 2013 survey, with the top parks and park features closely aligned. Notably, the number of respondents that visited parks up to twice a month was substantially higher at 84% of Longest Day Parkway attendees, over 61% of survey participants. This could be in part due to the population likely to participate in this type of event. In the dot exercise, spraygrounds, obstacle courses, and natural play equipment were the top choices across age groups. Kids indicated a preference for an updated skatepark, and trails and natural space, while adults preferred trails and natural space, and sports fields and courts to round out their top five priorities. The survey participants included 44 adults and 107 children

2019 Community Survey

In 2019, the City conducted a Parks and Recreation Survey to City residents. Over 5,000 copies were mailed to residents and an online option was also available. More than 1,200 responses were received, 12% online and 88% by mail. The primary purpose of the survey was to solicit feedback from the community on how to use manage the old Cedar Ridge Middle School, pool and grounds which had been recently acquired by the City. Nearly 75% of respondents supported expanding or renovating the existing pool. The survey also asked for preferences for which amenities to include within the park. Top priorities included paths or trails to the river, playground, outdoor sports fields, and dog park.

Other Surveys

In addition to the surveys noted above, Sandy has conducted several surveys to garner input on potential redevelopment of the former Cedar Ridge Middle School and Olin Bignall Aquatic Center complex, also known as the Sandy Community Campus. Specifically, a survey was conducted in 2014 to gauge interest on the City acquisition of the School District facility. More than half of respondents felt that continued operation of the pool was very important and supported a potential monthly fee to help fund it. In 2020, a survey was conducted to investigate the potential of pursuing an Aquatic and Recreation Fee District to help fund pool renovations, operations and maintenance costs. Initial response included

46% “No”, 43% “Yes”, and 11% “Don’t know”. The formation of a recreation district would require passage by voters, and the analysis of the survey results indicated that the Aquatics & Recreation District formation was not likely to pass.

2020 Parks & Trails Master Plan

The City of Sandy began the Master Plan update with an inventory of existing parks. Parks maintenance staff conducted and documented routine facility condition inventories and identified deferred maintenance needs. Staff reviewed updates to the Transportation Plan, participated in the expansion of the Urban Growth Boundary (UGB) planning process, and reviewed updates to national park land standards.

The City conducted a series of stakeholder meetings, technical advisory committee meetings, open houses, and online surveys to collect data on existing park use patterns, desires and priorities. The Parks Board worked with City planners to review population projections and potential City boundary adjustments that would influence future park locations. The Board developed a preliminary needs assessment based on the findings.

The City reviewed the current development code’s role in parks and trails development and noted opportunities for system expansion.

Technical Advisory Committee

The city formed a technical advisory committee to guide and inform the PTSMMP update. The committee was composed of one City Councilor, two Park and Trail Advisory Board members, two City staff, one School District representative, and several local community representatives. The technical advisory committee met six times during the course of the project to review public input, comment on draft maps and reports, and review the proposed master plan.

Stakeholder interviews

A series of stakeholder meetings were conducted to collect input from key user groups within the community. Twelve stakeholders were interviewed to inform the PTSMMP update. They represented a diverse array of community groups, residents, and special interests. Key topics included special recreational amenities (skate parks, pump tracks, dog parks, community gardens), sports fields, maintenance and operations, accessibility and universal design, the trail system, and balanced distribution of parks and amenities.

Public Open Houses

Several public open houses were held over the course of the project. The first open house was held at the Sandy Community/Senior Center and was intended to gather input on park distribution, needs and desired park amenities. A questionnaire and comment form was collected at the meeting. The second open house was held at the Sandy Vista Apartments Community room. The meeting included the maps and posters from the first open house, translated into Spanish, as well as a translated questionnaire. The second open house featured bi-lingual staff who were able to present materials and answer questions in both English and Spanish. The third open house was held online due to the ongoing public health crisis. The online open house featured a number of stations with survey questions related to the materials embedded at each station. The online open house materials were translated into a Spanish language flyer and distributed at Sandy Vista Apartments as a follow up to the second open house.



CHAPTER 3

Existing Park System

Sandy is among the fastest growing cities in Oregon. To plan a parks system that will adequately serve its future population, the City must first assess its current condition. Department structure, community partnerships, funding sources, and the park facilities themselves all contribute to the success of the system in meeting anticipated growth.

3.1 ORGANIZATION AND PARTNERSHIPS

Organization

The Parks, Buildings, & Grounds Department program 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.

- **Staff and Roles** - Sandy's parks, grounds, trails, and open spaces are maintained by three full-time employees and a seasonal worker employed during the summer months. Parks maintenance staff also perform minor building maintenance for some City facilities. Local landscaping firms are contracted to maintain landscaping at the library, police building, community center, and two landscape island at either end of downtown.
- **Policy and Planning** - Policy for Sandy's parks system is created by the City Council with assistance from a seven-person citizen advisory board. One City Council member is assigned as a liaison between the Parks & Trails Advisory Board and the Sandy City Council. The Parks & Trails Advisory Board is a volunteer board that supports planning and advocacy for the parks system and assists with park improvement projects.

Partnerships

- **Oregon Trail School District (OTSD)** – The City occasionally provides funding for sports fields and court improvements, and the district rents out facilities for youth and adult recreation sport leagues, summer camps, parades, pet shows, and other community events.
- **AntFarm** - AntFarm is a non-profit dedicated to serving community youth including job and environmental skills training through hands-on volunteer work. The City partnered with AntFarm and its YouthCore Crew to construct trails at Sandy River Park and a community garden at Bornstedt Park.
- **Mt Hood Athletic Club** - The City occasionally partners with the Mt. Hood Athletic Club for special events including fun runs and senior activities.
- **Non-profits and For-profits** - The City is finalizing a permit process that includes an application, fee structure, insurance requirements, and permits to formalize the increasing use of City parks and trails for fundraisers and other events.

- **Volunteers** - Sandy has a long history of parks related volunteerism, including a 100-person effort to construct the Fantasy Forest Playground in Meinig Park, fundraising for dog parks and other improvements, and service day outings such as Solv-it in Sandy. However, there is no coordinated parks and trails volunteer organization to provide consistent operations and maintenance assistance.



Fantasy Forest playground at Meinig Park

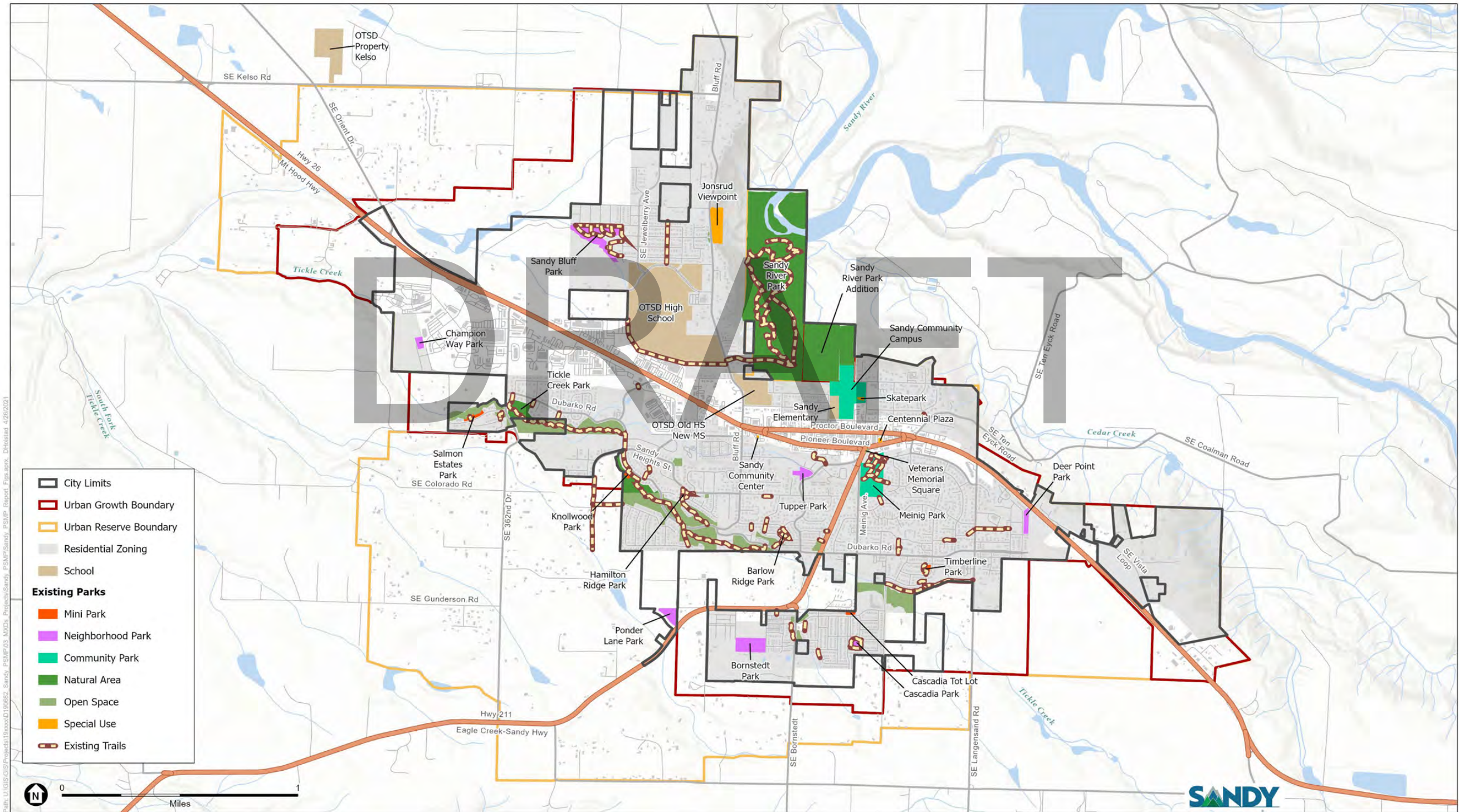
3.2 PARK CLASSIFICATION AND INVENTORY

Sandy classifies its park facilities according to the Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP) developed by Oregon Parks and Recreation Department (OPRD). According to this plan,

“The most effective park system to develop and manage is one made up of a variety of different types of parks, open space areas, and recreational venues, each designed to provide a specific type of recreation experience or opportunity. A park system that is classified and used properly is easier to maintain, encounters less conflicts between user groups, and minimizes negative impacts on adjoining neighbors. A good park classification system also helps assess what facilities are available for current use and what types of parks will be needed to serve the community in the future.”

The prior Park Master plan defined nine park and trail classifications, a number of which were owned and/or operated by other regional providers. Under the Parks and Trails Master Plan update, the park classifications were reviewed and streamlined to focus efforts on the key types of parks that the City currently has in its inventory, and the classifications that are likely to be the most beneficial to the community moving forward. The park system has been reorganized to include five primary classifications to meet the needs of the community:

- Mini parks,
- Neighborhood parks,
- Community parks,
- Natural areas and open space,
- Special use areas.



Esri, NASA, NGA, USGS, FEMA; USFWS NWI, Open Street Map, City of Sandy, OR.



Map 5
Existing Park Inventory



DRAFT

The following classifications were developed from the SCORP guidelines and selected as most applicable to Sandy’s park system. Each existing park was inventoried for total land area, area developed, and current amenities.

Mini Parks

Mini parks, sometimes called pocket parks, are the smallest park classification. Mini parks provide basic recreation opportunities on small lots, within residential areas serving an area within approximately 5-minute walking time (approximately ¼ mile) from neighbors. Typically less than one acre in size (¼ to ¾ acre), these parks are designed to serve residents in immediately adjacent neighborhoods. Mini parks provide limited recreation amenities, such as small playgrounds, benches, picnic tables, and accessible paths, and normally do not provide off-street parking. Mini parks should be used sparingly, primarily to fill service area gaps in developed neighborhoods, due to their high maintenance demand and limited service area. Sandy currently has six mini parks, all of which are developed.



Timberline Ridge Mini Park

**TABLE 3
MINI PARK INVENTORY**

MINI PARKS			Existing Amenities																					
Park Name	Total Acres	Developed Acres	Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area	Trail Signage
Barlow Ridge Park	0.81	0.81		✓	✓				✓							✓	✓		✓	✓		✓		
Cascadia Park Tot Lot	0.04	0.04			✓				✓											✓				
Hamilton Ridge Park	0.78	0.78		✓	✓				✓			✓						✓		✓	✓			
Knollwood Park Tot Lot	0.60	0.60			✓													✓		✓	✓	✓		✓
Salmon Estates Park	0.77	0.77			✓							✓						✓		✓	✓			
Timberline Ridge Park	0.87	0.87		✓	✓				✓							✓	✓		✓	✓				
Total	3.87	3.87																						

Neighborhood Parks

Neighborhood parks provide close-to-home recreation opportunities, primarily for passive and non-organized recreation activities. They are located within approximately 5-10 minute walking time (approximately ¼ - ½ mile) from local residences, without crossing major roads and/or other structures that can be considered barriers for safe and easy walking and biking. They serve up to a one-half-mile radius, although service areas are also influenced by neighborhood configuration, geographical and transportation barriers, and are generally 2-5 acres in size. Neighborhood parks typically include amenities such as playgrounds, outdoor sports courts, sports fields, picnic tables, pathways, and multi-use open grass areas. They may or may not provide off-street parking. Neighborhood parks can, when practical, be located next to elementary schools in order to provide more efficient use of public resources. Neighborhood parks should avoid inclusion of amenities that could be a draw to people travelling from further distances, such as dog parks, skate parks, and splash pads, unless appropriate support facilities such as restrooms and parking are also provided. Sandy currently has seven neighborhood parks, with four developed parks and three undeveloped parcels.



Deer Point Neighborhood Park

**TABLE 4
NEIGHBORHOOD PARK INVENTORY**

NEIGHBORHOOD PARKS			Existing Amenities																					
Park Name	Total Acres	Developed Acres	Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area	Trail Signage
Bornstedt Park	5.03	5.03	✓	✓	✓	✓	✓	✓	✓		✓	✓						✓		✓	✓			
Cascadia Park	1.83	1.83		✓			✓		✓			✓						✓		✓	✓			
Champion Way Park	0.99	0.00																						
Deer Point Park	1.41	0.00										✓						✓		✓	✓			
Ponder Lane	2.00	0.00																						
Sandy Bluff Park	8.37	8.37	✓	✓								✓						✓	✓	✓	✓			
Tupper Park	1.66	1.66	✓	✓					✓		✓					✓		✓	✓					
Total	21.29	16.89																						

Community Parks



Stage at Meinig Community Park

Community parks are typically larger in size and serve a broader purpose than neighborhood parks. Their focus is on meeting the recreation needs of several neighborhoods or large sections of the community, as well as preserving unique landscapes and open spaces.

Community parks are typically 10 to 30 acres, depending on the spatial requirements of the facilities provided and the amount of land dedicated to natural resource protection. Community

parks provide both active and passive recreation opportunities that appeal to the entire community serving an area within approximately 15 minutes driving time or three miles. While community parks may be proximate to a neighborhood and can provide typical neighborhood park amenities, they are normally designed to be driven to. Community parks typically accommodate large numbers of people, and offer a wide variety of facilities, such as group picnic areas and large shelters, sports fields and courts, large children’s play areas, swimming pools and splash pads, community gardens, extensive pathway systems, community festival or event space, and green space or natural areas. Community parks require additional support facilities, such as off-street parking and restrooms and can also serve as regional trailheads. Sandy currently has two community parks, one of which, Meinig Park, is developed. Sandy Community Campus includes a few amenities such as fields that are left over from its prior role as a school campus, and it houses the Sandy Skate Park but it is primarily undeveloped. Both parks are at the small end of the potential size range which limits the quantity and size of amenities they can accommodate.

**TABLE 5
COMMUNITY PARK INVENTORY**

COMMUNITY PARKS			Existing Amenities																					
Park Name	Total Acres	Developed Acres	Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field ¹	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area	Trail Signage
Sandy Community Campus & Skate Park	14.00	0.25										✓	✓ ¹	✓	✓		✓			✓	✓			
Meinig Memorial Park	10.82	10.82	✓	✓	✓		✓	✓	✓	✓							✓	✓		✓	✓			
Total	24.82	11.07																						

¹ Field is unmaintained and in poor condition

Natural and Open Space

Natural areas are lands set aside for preservation of significant natural resources, remnant landscapes, open space, and for visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, wetlands, riparian corridors, or unique and/or endangered plant species. Natural areas can vary in size from small parcels (less than 10 acres) to large properties of more than 100 acres, and typically serve the entire community. Public access to natural areas may be limited due to the sensitive nature of the habitats and features. Some nature parks may be managed secondarily to provide passive recreation opportunities. These sites may contain trails, interpretive displays, viewpoints, picnic and seating areas. Sandy currently has six natural areas, four of which include trails and other light passive use. Natural area acreage is not considered developed at the same level as other park classifications, but may include developed areas such as trails and trailheads.



**TABLE 6
NATURAL AREA AND OPEN SPACE INVENTORY**

NATURAL & OPEN SPACE			Existing Amenities																					
Park Name	Total Acres	Developed Acres ¹	Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area	Trail Signage
Knollwood Park	5.45	NA																✓		✓	✓	✓		
Sandy River Park	116.28	NA															✓				✓	✓		
Sandy River Park Addition	24.16	NA																			✓	✓		
Sandy Community Campus	7.10	NA																						
Tickle Creek Park	4.92	NA																			✓		✓	
Tickle Creek Open Space Parcels	66.73	NA																						
Total	224.64	NA																						

¹ Natural areas are generally not considered developed at the level of other park types

Special Use Areas



Centennial Plaza

The Special Use classification covers a broad range of park and recreation lands that are specialized or single-purpose in nature. Parks in this category can include waterfront parks, boat ramps, memorials, historic sites, waysides, sites with significant geologic or scenic features, and single purpose such as dedicated sports complexes, dog parks, skate parks, display gardens. Special use parks that have a community or regional draw may

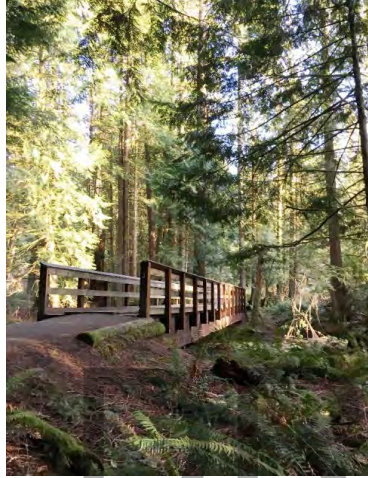
require supporting facilities such as parking or restrooms. Park size is dependent on the special use and can vary from very small to many acres. Sandy currently has four special use areas.

**TABLE 7
SPECIAL USE AREA INVENTORY**

Park Name	SPECIAL USE AREAS		Existing Amenities																					
	Total Acres	Developed Acres	Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area	Trail Signage
Jonsrud Viewpoint	4.91	0.80	✓														✓	✓					✓	
Centennial Plaza	0.22	0.22	✓	✓			✓			✓														
Community / Senior Center	0.10	0.10	✓	✓													✓							
Veterans Memorial Square	0.04	0.04	✓																				✓	
Total	5.27	1.16																						

3.3 TRAIL SYSTEM INVENTORY

Trails



Bridge on the Tickle Creek Trail

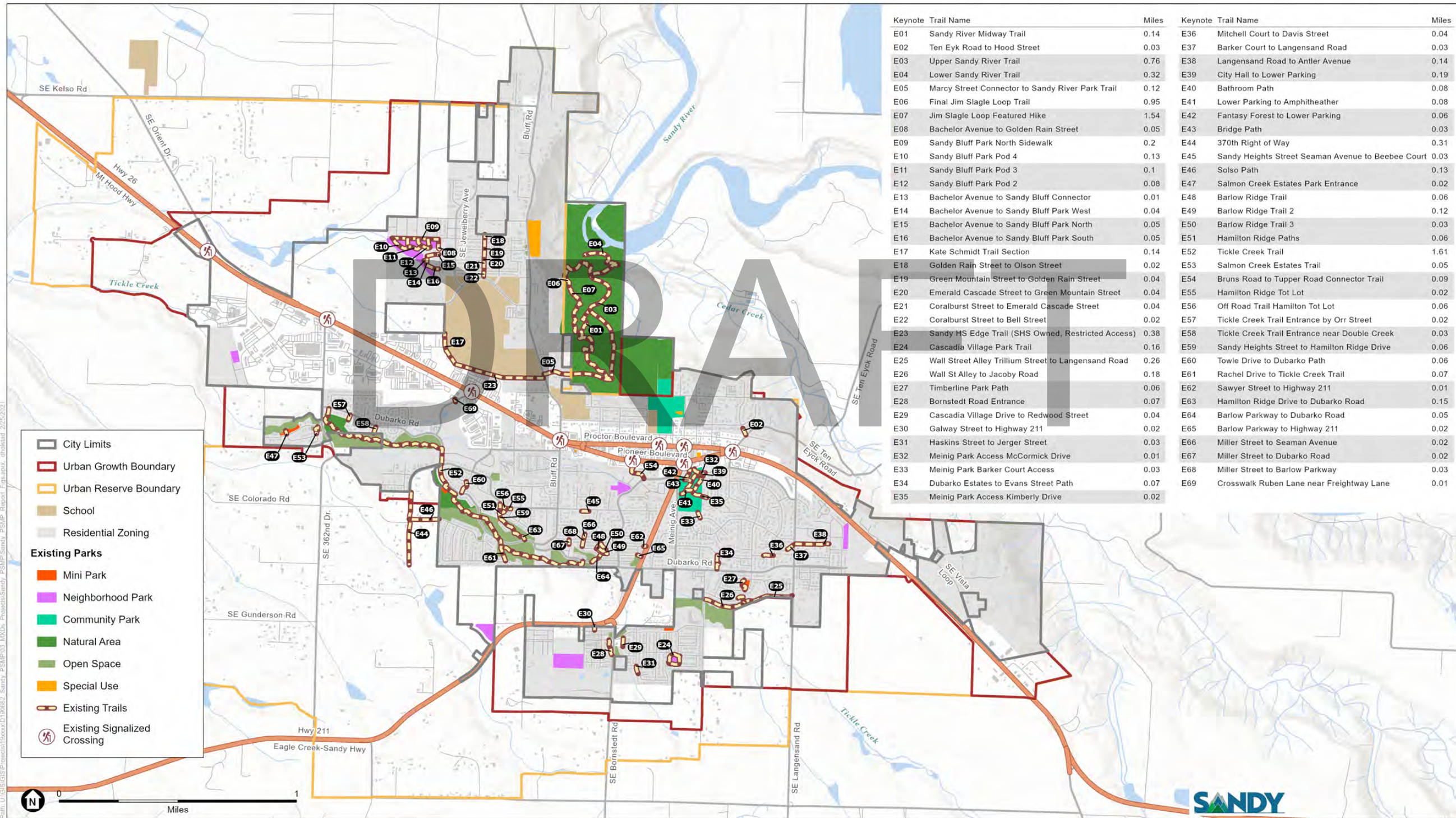
The trail classification encompasses a number of trail types including shared-use and pedestrian, hard and soft surface trails and paths to accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Trails may be located within parks or along existing streets and roadways and can serve as part of the bicycle and pedestrian components of the City transportation system. Shared-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicles. These trails are usually hard surfaced to provide accessibility for people with disabilities and wide enough to accommodate both bicyclists and pedestrians. Hard surfaced pedestrian trails are generally found within

smaller parks and as secondary trails within larger parks. Soft surfaced trails are composed of soft-surface materials, such as soil, crushed rock, hog fuel, and wood chips. Most soft surfaces do not provide accessibility for people with disabilities but are preferable for some recreation activities, such as running and hiking. Trails may include amenities such as directional and control signage, gates, benches, overlooks, drinking fountains, lighting, trailhead kiosks, and interpretive signs.

**TABLE 8
TRAIL INVENTORY**

TRAILS & PATHS WITHIN PARKS		TRAILS & PATHS OUTSIDE PARKS	
Park Name	Miles of Path / Trail	Associated Feature	Miles of Path / Trail
Sandy River Park	3.85	Tickle Creek	2.10
Sandy Bluff Park	0.70	Sandy High School ¹	0.53
Cascadia Park	0.16	Neighborhood Paths	0.99
Timberline Park	0.06	370th Right-of-way	0.44
Meinig Park	0.50	Kate Schmidt Trail	0.14
Salmon Estates Park	0.07	Total	4.20
Barlow Ridge Park	0.21		
Hamilton Ridge Park	0.21		
Total	5.76		

¹ High School trail includes restricted access nature trail no always available for public use.



Keynote	Trail Name	Miles	Keynote	Trail Name	Miles
E01	Sandy River Midway Trail	0.14	E36	Mitchell Court to Davis Street	0.04
E02	Ten Eyk Road to Hood Street	0.03	E37	Barker Court to Langensand Road	0.03
E03	Upper Sandy River Trail	0.76	E38	Langensand Road to Antler Avenue	0.14
E04	Lower Sandy River Trail	0.32	E39	City Hall to Lower Parking	0.19
E05	Marcy Street Connector to Sandy River Park Trail	0.12	E40	Bathroom Path	0.08
E06	Final Jim Slagle Loop Trail	0.95	E41	Lower Parking to Amphitheater	0.08
E07	Jim Slagle Loop Featured Hike	1.54	E42	Fantasy Forest to Lower Parking	0.06
E08	Bachelor Avenue to Golden Rain Street	0.05	E43	Bridge Path	0.03
E09	Sandy Bluff Park North Sidewalk	0.2	E44	370th Right of Way	0.31
E10	Sandy Bluff Park Pod 4	0.13	E45	Sandy Heights Street Seaman Avenue to Beebee Court	0.03
E11	Sandy Bluff Park Pod 3	0.1	E46	Solso Path	0.13
E12	Sandy Bluff Park Pod 2	0.08	E47	Salmon Creek Estates Park Entrance	0.02
E13	Bachelor Avenue to Sandy Bluff Connector	0.01	E48	Barlow Ridge Trail	0.06
E14	Bachelor Avenue to Sandy Bluff Park West	0.04	E49	Barlow Ridge Trail 2	0.12
E15	Bachelor Avenue to Sandy Bluff Park North	0.05	E50	Barlow Ridge Trail 3	0.03
E16	Bachelor Avenue to Sandy Bluff Park South	0.05	E51	Hamilton Ridge Paths	0.06
E17	Kate Schmidt Trail Section	0.14	E52	Tickle Creek Trail	1.61
E18	Golden Rain Street to Olson Street	0.02	E53	Salmon Creek Estates Trail	0.05
E19	Green Mountain Street to Golden Rain Street	0.04	E54	Bruns Road to Tupper Road Connector Trail	0.09
E20	Emerald Cascade Street to Green Mountain Street	0.04	E55	Hamilton Ridge Tot Lot	0.02
E21	Coralburst Street to Emerald Cascade Street	0.04	E56	Off Road Trail Hamilton Tot Lot	0.06
E22	Coralburst Street to Bell Street	0.02	E57	Tickle Creek Trail Entrance by Orr Street	0.02
E23	Sandy HS Edge Trail (SHS Owned, Restricted Access)	0.38	E58	Tickle Creek Trail Entrance near Double Creek	0.03
E24	Cascadia Village Park Trail	0.16	E59	Sandy Heights Street to Hamilton Ridge Drive	0.06
E25	Wall Street Alley Trillium Street to Langensand Road	0.26	E60	Towle Drive to Dubarko Path	0.06
E26	Wall St Alley to Jacoby Road	0.18	E61	Rachel Drive to Tickle Creek Trail	0.07
E27	Timberline Park Path	0.06	E62	Sawyer Street to Highway 211	0.01
E28	Bornstedt Road Entrance	0.07	E63	Hamilton Ridge Drive to Dubarko Road	0.15
E29	Cascadia Village Drive to Redwood Street	0.04	E64	Barlow Parkway to Dubarko Road	0.05
E30	Galway Street to Highway 211	0.02	E65	Barlow Parkway to Highway 211	0.02
E31	Haskins Street to Jerger Street	0.03	E66	Miller Street to Seaman Avenue	0.02
E32	Meinig Park Access McCormick Drive	0.01	E67	Miller Street to Dubarko Road	0.02
E33	Meinig Park Barker Court Access	0.03	E68	Miller Street to Barlow Parkway	0.03
E34	Dubarko Estates to Evans Street Path	0.07	E69	Crosswalk Ruben Lane near Freightway Lane	0.01
E35	Meinig Park Access Kimberly Drive	0.02			

Esri, NASA, NGA, USGS, FEMA; USFWS NWI, Open Street Map, City of Sandy, OR.



Map 6
Existing Trail Inventory

DRAFT

3.4 OTHER PROVIDERS

Below are some significant parks and natural areas managed by other providers within a ten-mile radius of Sandy.

Bureau of Land Management (BLM)

- **Sandy Ridge Trail System** – 15+ miles of single track mountain biking trails approximately 10 miles east of Sandy.

Oregon Parks and Recreation District (OPRD)

- **Milo McIver State Park** – 2,000-acre park with developed campgrounds, river recreation and fishing access, hiking and equestrian trails, and disc golf. Situated along the Clackamas River near Estacada.
- **Bonnie Lure State Recreation Area** – 150-acre passive day use nature park along the Clackamas River near Eagle Creek.

METRO

- **Oxbow Regional Park** – 2,000-acre park with developed campgrounds, river recreation and fishing access, hiking and biking trails, playgrounds, and wildlife viewing. Situated along the Sandy River east of Gresham.

Clackamas County Parks

- **Boring Station Trailhead** – Transition point between the Springwater Corridor and the Cazadero Trail. Small park in Boring with playground, restroom, picnic shelter.
- **Eagle Fern Park** – 360-acre day-use park with hiking, creek access, fishing, and picnic shelters.
- **Barton Park** – 300-acre park with developed campgrounds, hiking, multiple day use and event amenities, and a variety of river recreation opportunities. Situated along the Clackamas River.
- **Barlow Wayside Park** – 180-acre passive day use nature park with trails near the Sandy River and BLM Sandy Ridge Trail System



Barlow Wayside Trail – Clackamas County Parks

Portland Water Bureau

- **Dodge Park** – Day use river recreation, fishing, playground, and picnic facilities situated along the Sandy River north of Sandy.

DRAFT

This page intentionally left blank

CHAPTER 4

Level of Service and Needs Assessment

The needs assessment provides the information necessary to make informed decisions on how many parks, trails, and facilities to provide in Sandy now and in the future. The community needs identified will be used as a basis for determining recommendations for system-wide improvements, including acquiring or developing new park sites and improving existing parks.

4.1 LEVEL OF SERVICE

The Oregon Statewide Comprehensive Outdoor Recreation Plan defines level of service standards as “measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction’s basic needs and expectations.”

Level of service (LOS) standards are presented as a range and are meant to be flexible in accommodating the unique demographic, geographic, and economic characteristics of communities. LOS is usually represented as the ratio of park acres or trail miles per 1,000 residents.

Current Total LOS

Sandy’s current LOS was calculated to consider both total park acreage and developed park acreage for each classification. The Current City of Sandy LOS was then compared to the Standard that was established in the 1997 Parks Master Plan and the SCORP recommended ranges to evaluate progress since the last plan. The prior plan set aspirational goals to increase the level of service for almost all park classifications. Sandy has made substantial progress since the 1997 plan. The total park acreage LOS is currently 23.62 acres / 1000 population, which exceeds the standard of 17.80 acres / 1000 set in 1997. The total acreage is bolstered by significant increases in natural area and open space acreage. Analysis of the primary park classifications is summarized below:

- Mini parks - Sandy is exceeding the standard for mini parks, and is above average when compared to the SCORP.
- Neighborhood parks - Sandy is slightly exceeding the standard for total park acreage, with a developed park acreage that is slightly below the target City standard, and is in the middle of the SCORP recommended LOS range.
- Community parks – Sandy is below the standard in both total and developed acreage, and is at the low end of the recommended SCORP range.

**TABLE 9
LEVEL OF SERVICE ANALYSIS**

Park Classification	Total Acres	Developed Acres	Current Total LOS	Current Developed LOS	1997 Parks Master Plan Standard	SCORP Recommended LOS
Mini Parks	3.87	3.87	0.33	0.33	0.10	0.25 to 0.50
Neighborhood Parks	21.29	16.89	1.83	1.45	1.60	1.0 to 2.0
Community Parks	24.82	11.07	2.13	0.95	2.60	2.0 to 6.0
Natural & Open Space ³	224.64	NA	19.28	NA	12.00	2.0 to 6.0
Special Use Parks	5.27	1.16	0.45	0.10	1.10	No Guidance
Total	274.62	31.83	23.57	2.73	17.40	5.25 - 14.5
Trails (Miles)	9.96		0.85			0.5 to 1.5

¹ Level of Service (LOS) calculated based on Acres (or miles) / 1000 Population

² Current Population based on PSU PRC estimate for 2020 of 11,650

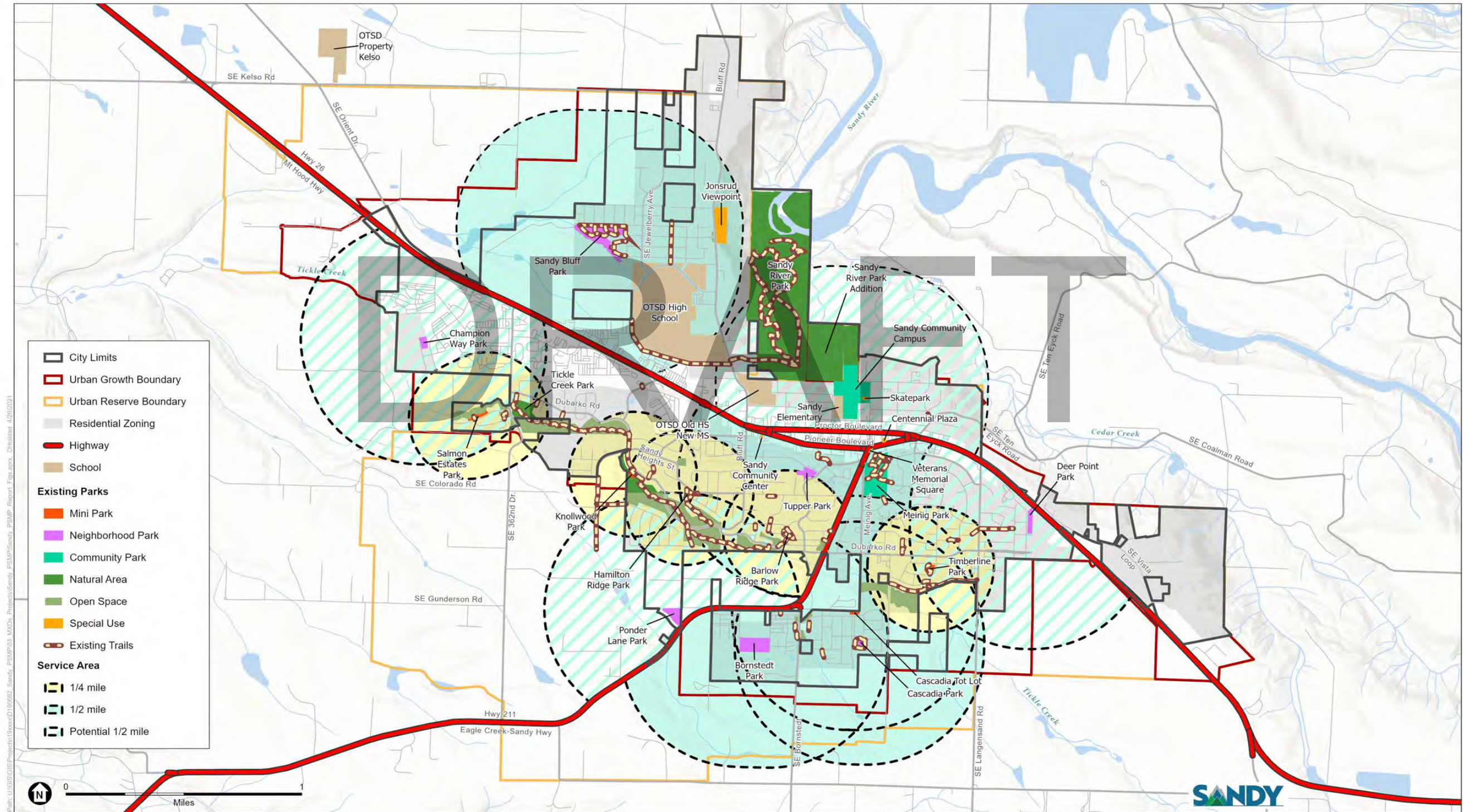
³ Natural Area level of service is based on total acreage.

Current Geographic LOS

The geographic service area analysis examines whether residential areas in Sandy are within a reasonable travel distance of mini and neighborhood parks. Service areas for these parks range from 1/4- to 1/2- mile radius, the service areas for existing mini and neighborhood parks are featured in Figure 7.

Because mini and neighborhood parks are generally accessed by walking or biking, major roads, railroad tracks, and natural obstacles such as rivers are considered barriers to access that the service area may not cross. Minor roads, signalized intersections, crosswalks, bridges, under- and over-passes can provide safe crossing, and help to mitigate the access barriers. The following high volume roads are considered barriers:

- **Highway 26** (Pioneer/Proctor Boulevard) is a major regional state highway and bisects the town into north and south. There are multiple signaled pedestrian crossings west of downtown, however some users may feel comfortable crossing in the downtown area where the traffic is divided, the road narrows, and speeds are reduced.
- **Highway 211** begins at an intersection with Highway 26 at the east end of downtown and joins a series of smaller towns along its route to Woodburn. There are no signaled or signed pedestrian crossings, no sidewalks or bike lanes, and traffic flows at high speeds with limited visibility in some locations. This road is a significant physical barrier dividing neighborhoods south of downtown.



Esri, NASA, NGA, USGS, FEMA; USFWS NWI, Open Street Map, City of Sandy, OR.



Map 7
Existing Park Service Areas

DRAFT

4.2 PARK AND TRAIL NEEDS

Communities establish their target park and trail LOS based on community values and goals and the availability of park land. The recommended LOS identified below is intended to balance the distribution of parks by classification to better meet the needs of the community. When compared to the SCORP recommended range, Sandy's target LOS for the 2035 planning horizon aims at the low end for mini parks, middle range for community parks, high end for neighborhood parks and trails, and a continuation of exceeding recommended acres of natural and open space. Specific figures are demonstrated in the table below.

**TABLE 10
PARK AND TRAIL NEEDS ANALYSIS**

Park Classification	Current Developed LOS ¹	SCORP Recommended LOS	Sandy PTSMF Recommended LOS	Current Acres Needed ^{2,3}	Future Acres Needed ⁴	Total Acres Needed
Mini Parks	0.33	0.25 to 0.50	0.25	-0.96	1.86	0.91
Neighborhood Parks	1.45	1.0 to 2.0	2.00	6.41	14.90	21.31
Community Parks	0.95	2.0 to 6.0	3.00	23.88	22.35	46.23
Natural & Open Space ⁵	19.28	2.0 to 6.0	15.00	-49.89	111.75	61.86
Special Use Parks	0.10	No Guidance	-	-	-	-
Total⁶	22.11	5.25 - 14.5	20.25	30.3	150.9	130.3
Miles Needed						
Trails (Miles)	0.85	0.5 - 1.5	1.50	7.52	11.18	18.69

¹ Level of Service (LOS) calculated based on Acres (or miles) / 1000 Population

² Current need based on 2020 PSU PRC population estimate of 11,650.

³ "Acres Needed" includes development of existing undeveloped parcels and acquisition to meet current needs.

⁴ Future need based on Sandy Urbanization Study estimated 2035 population of 19,100.

⁵ Natural Area level of service is based on total acreage.

⁶ Total Current parks and acres needed excludes surplus acreage in mini parks and natural areas.

Assessment

While Sandy has made much progress growing its parks and trail system, there is still work to do. Several neighborhood parks such as Champion Way, Deer Point, and Ponder Lane, as well as the newest community park, Sandy Community Campus, remain undeveloped open space which provides minimal recreational opportunity for neighbors. The large natural area of Sandy River Park and newly acquired adjacent parcel are underutilized by the broader community due to inadequate development of access points, trails and support facilities such as parking and restrooms. Over-development of mini parks has strained maintenance resources and resulted in service area gaps between parks.

Based on the recommended level of service target and planning for population growth, Sandy should plan to acquire and develop parks and acreage as noted in Table 10. This roughly equates to 2 mini parks, 9 neighborhood parks, 2 community parks, and nearly 20

miles of trails over the next 15 years. Natural areas will likely be acquired through donation or conservation easement with varying parcel sizes.

Geographic distribution of parks and trails should be equitable and responsive to natural and developed barriers that disrupt service areas. Non-standard amenities, such as skate spots, splash pads, dog parks, nature trails, etc., should also be distributed equitably across the system. This will likely require redevelopment of aging, existing facilities to add or expand amenities to avoid desirable public space clustering around new development.

As noted above, Sandy is currently underserved for developed community parks. This translates to below average access to larger active recreation facilities when compared to SCORP guidelines. Special urgency should be given to the development of community parks to meet demand for active recreation. Sandy's parks system is lacking in sport courts, sport courts and fields, and other active use spaces like disc golf and off-road cycling. These uses are best incorporated into community parks along with a variety of other passive recreation opportunities that appeal to a broad swath of user groups. Amenities such as ball fields, skate parks, and pump tracks are usually located in community parks because they tend to be a regional draw, require adequate space to accommodate the diversity of uses, and need support amenities such as restrooms and parking.

Sandy should also prioritize the development of larger neighborhood parks with programming and space to serve multiple user groups over continued reliance on mini parks which serve a narrower demographic, offer fewer amenities, and require higher levels of maintenance. Larger neighborhood parks could help to improve geographic distribution of a number of elements that are in the current park system, but not at the level necessary to serve all community members. Neighborhood parks can have the capacity to accommodate splash pads, dog parks and community gardens, if sited and distributed appropriately.



With its community garden, splash pad, and parking, Bornstedt Park provides elements with broader appeal than a traditional neighborhood park

4.3 RECREATION AMENITY NEEDS

In addition to park and trail needs, the quantity and distribution of specific recreation facilities, such as picnic tables, basketball courts, and sports fields was assessed. The level of service was determined based on the quantity of each item in the current park system relative to the quantity per 1,000 population.

The resulting level of service was then compared to the SCORP recommended level of service for each facility type. Sandy is doing fairly well in providing access to most of the standard facilities, with a few areas that require attention to address current deficiencies. Facilities that are below the recommended level of service for the current population include volleyball, tennis courts, picnic tables, disc golf, baseball and softball fields. Optional facilities are things that a community may or may not choose to focus on as a priority. A pump track and an indoor swimming pool are the optional facilities that are currently below the recommended level of service and are likely not meeting the needs of the community based on public input. Sandy has one existing indoor pool which is currently closed and was not included as an available facility in the analysis. A non-motorized boat launch could potentially be provided in the future if an appropriate river front site becomes available. Sports fields have not been an historic priority for Sandy, and therefore lacrosse is unlikely to be a priority in the near term. However, multi-use fields could be developed to serve soccer, lacrosse and other field sport needs.

TABLE 11
RECREATION FACILITY LEVEL OF SERVICE

Facility Type	Total Facilities in Community	SCORP Recommended Facility LOS ¹	Current Facility LOS ¹	Current Facility Need (Deficit)	Future Facility Need (Growth) ²
Standard Facilities					
Picnic shelters ^{3,4,5,7}	8	0.30	0.69	-5	2
Day-use picnic tables ^{3,4,5,7}	35	10.00	3.00	82	73
Basketball courts / multi-use courts ^{3,4,5}	3	0.20	0.26	-1	1
Playgrounds ^{3,4,7}	10	0.40	0.86	-5	3
Soccer fields / Multi-use field ^{4,5}	1	0.20	0.09	1	1
Tennis / Pickleball courts ⁵	0	0.35	0.00	4	3
Off-leash dog parks ⁵	1	0.04	0.09	-1	0
Disc golf courses ⁷	0	0.02	0.00	0	0
Volleyball courts	0	0.20	0.00	2	1
Skateboard parks ⁶	1	0.04	0.09	-1	0
Amphitheaters	3	0.03	0.26	-3	0
Baseball & Softball fields	1	0.20	0.09	1	1
Optional Facilities					
Pump Track (not in SCORP) ^{3,5,6}	0	0.00	0.00	1	0
Indoor swimming pools ^{3,4}	0	0.05	0.00	1	0
Splash Pads (not in SCORP) ⁶	1	0.00	0.09	-1	0
Community Gardens (not in SCORP) ³	1	0.00	0.09	-1	0
Non-motorized boat launches	0	0.25	0.00	3	2
Lacrosse fields	0	0.15	0.00	2	1
Football fields	1	0.10	0.09	0	1

¹Level of Service (LOS) calculated based on Acres or Miles / 1000 Population

²Future need quantity assumes current need has already been fulfilled

Top Priorities from Public Input

³PTSMP Open House 1 Dot Exercise top 10, February 2020.

⁶PTSMP Online Open House, October 2020

⁴PTSMP Survey 1 top 10, February 2020.

⁷Longest Day Parkway Input, June 2018.

⁵PTSMP Stakeholders interviews, January 2020.

In addition to the traditional facilities included in the SCORP, there are a number of emerging recreation trends that should be considered for addition to the Sandy park system including pickleball, a pump track, sensory gardens, and nature play. Passive recreation including unprogrammed spaces, natural areas, trails and paths are also priorities.

The priority deficiencies should be a focus that can be addressed as existing undeveloped park land is developed into neighborhood and community parks, as noted in the assessment above.

4.4 PLANNING, OPERATIONS, AND MAINTENANCE NEEDS

Parks maintenance staff consists of three full time equivalent (FTE) positions and two ½ FTE position hired on a seasonal basis that are increasingly difficult to fill. Staff commit approximately 15% of their time to building maintenance at City facilities, in addition to overseeing about 275 acres of park land and nearly 10 miles of trails.

According to the National Recreation and Park Association, Sandy’s parks maintenance staff to population ratio is below the lowest end of the national average. Median FTE staffing for jurisdictions serving 20,000 residents or less is 10 per 10,000 residents. With an estimated 2020 population of 11,650 and density of over 3,000 residents per square miles, Sandy’s staffing is below the lower quartile of 5 FTE for sparsely populated jurisdictions (less than 500 residents per square mile).



Aging amenities at Tupper Park

Low staffing levels make it difficult to perform anything more than standard maintenance such as mowing, garbage collection, and restroom cleaning and replenishment. Routine maintenance activities that may be deferred due to limited staff resources can result in reduced longevity of park features, resulting in more frequent replacement. Structures for example require power washing, painting, refinishing, and maintenance checks on hardware and connections to prevent compounding damage from weather exposure that can lead to rot, rust, and structural failure.

Park amenities have finite lifespans and must be replaced at some point. Some low cost features, such as benches or tables, can be repaired or replaced as part of regular maintenance. In other cases, the entire park or portions of the park must be redeveloped to meet modern safety and accessibility standards, respond to increased use demands or environmental factors, or simply replace larger, more expensive elements like custom play structures or sport courts. This type of major maintenance is generally not factored into operations and maintenance budgets and should be considered in capital improvement plans.

CHAPTER 5

Recommendations

This chapter summarizes recommendations for the development of new parks and trails and non-capital recommendations for operations and maintenance. These recommendations are based on the combined results of the existing facilities inventory, needs assessment, and public and stakeholder engagement. Several overarching themes recurred frequently during the planning process including the need for walking and biking connections to parks, additional amenities at existing parks, equitable distribution of park programming and recreation types across the city, access to large, multi-use fields, and improvement of existing undeveloped sites.

5.1 GENERAL PRIORITIES

The following are general recommendations that should be considered in Park and Trail planning and development within the City of Sandy.

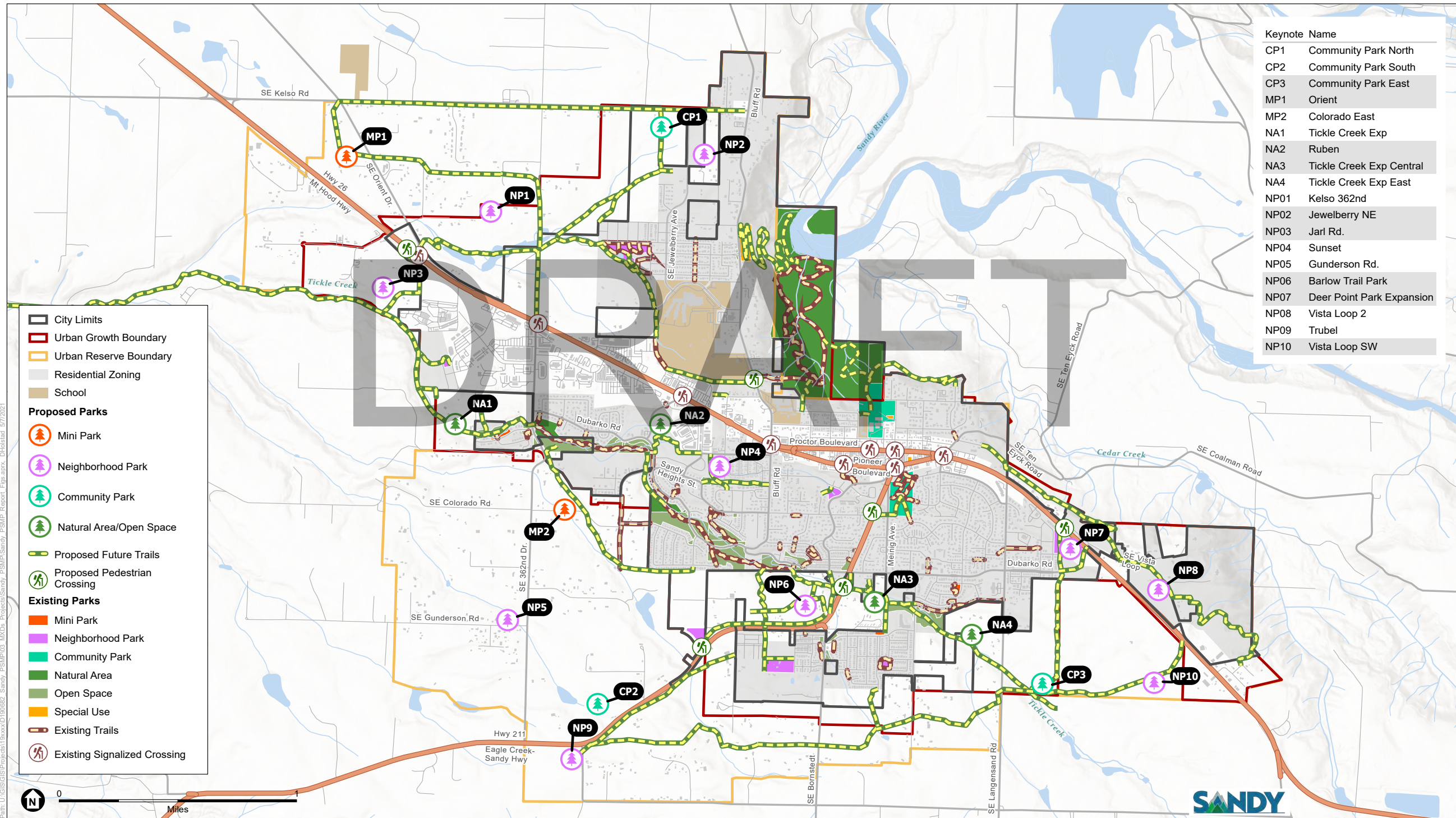
- Improve geographic distribution of key amenities: dog parks, community gardens, splash pads.
- Improve trail connections and pedestrian transportation throughout the city.
- Provide safe pedestrian crossings for Highways 26 and 211, and Bluff Road. Crossings could be signalized, over- or under-passes.
- Fill service area gaps so that all residential areas are served by either a neighborhood or mini park.
- Develop undeveloped park land: Champion Way, Deer Point, Ponder Lane, and Sandy Community Campus.
- Add unique amenities not currently offered in the park system such as a pump track, pickleball courts, a disc golf course, sensory gardens, nature play, sports field(s), and other unique features.
- Develop a new universal access playground that provides for a range of mobility types and user ages.
- Renovate existing parks to update aging equipment, such as playgrounds, sport courts, and paths: Tupper, Sandy Bluff, Meinig.
- Negotiate a public access easement with the Oregon Trail School District to allow unrestricted access/use of E17 and E23 trails along south edge of the high school.
- Focus on neighborhood and community park development.
- Minimize acquisition and development of mini parks to only highly constrained areas and small service area gaps without options for larger parcels.

- Prioritize neighborhood parks over mini parks when land is available.
- Residential areas should be served by the ¼-mile service area of a mini park or the ½-mile service area of a neighborhood park.
- Incorporate natural areas, wildlife habitat and native pollinator gardens into all park classifications.

5.2 PARK AND OPEN SPACE IMPROVEMENTS

Proposed Parks

The proposed park system is depicted in Figure 8. It identifies general areas where park land might be acquired to help expand the park system. Many of the proposed parks are located in the Urban Growth Boundary or the Urban Reserve Boundary and would serve new areas of the City in the future. The plan provides a conceptual distribution of proposed parks within the planning area to serve the needs of the current and future population. Specific land acquisitions will be determined based on land availability, areas of residential development, and site suitability for park development. Due to potential variability in park land availability and parcel size, a few additional park sites have been included on the map. After acquisition, park sites will proceed through site specific master planning, which may include site analysis, public outreach, and conceptual design, prior to proceeding with permitting, design, and construction.



Keystone Name	
CP1	Community Park North
CP2	Community Park South
CP3	Community Park East
MP1	Orient
MP2	Colorado East
NA1	Tickle Creek Exp
NA2	Ruben
NA3	Tickle Creek Exp Central
NA4	Tickle Creek Exp East
NP01	Kelso 362nd
NP02	Jewelberry NE
NP03	Jarl Rd.
NP04	Sunset
NP05	Gunderson Rd.
NP06	Barlow Trail Park
NP07	Deer Point Park Expansion
NP08	Vista Loop 2
NP09	Trubel
NP10	Vista Loop SW

- City Limits
- Urban Growth Boundary
- Urban Reserve Boundary
- Residential Zoning
- School
- Proposed Parks**
- Mini Park
- Neighborhood Park
- Community Park
- Natural Area/Open Space
- Proposed Future Trails
- Proposed Pedestrian Crossing
- Existing Parks**
- Mini Park
- Neighborhood Park
- Community Park
- Natural Area
- Open Space
- Special Use
- Existing Trails
- Existing Signalized Crossing

Esri, NASA, NGA, USGS, FEMA; USFWS NWI, Open Street Map, City of Sandy, OR.



Map 8
Proposed Park System

DRAFT

Existing Parks

Several existing parks within the City include undeveloped or underutilized areas that could better serve the community if they were renovated or expanded to increase the availability of popular amenities.

Bornstedt Park Phase 2

Phase 1 is complete and includes a looped path, splash pad, playground, picnic tables, a community garden, and two picnic shelters. As depicted in Figure 9 below, Phase 2 will include a half-sized basketball court, viewing mound, a community center, and parking, and half street improvements along the north and west sides. This park offers the only splash pad in the city, and even without the planned parking lot, there is ample street parking. These factors combine to make this a destination park and the city should consider including a plumbed restroom as surrounding development continues and use intensifies.



Figure 9 Bornstedt Park Master Plan

Jonsrud Viewpoint

Access to Jonsrud Viewpoint is narrow, and highly constrained by Bluff Road on the west and the steep slope below to the east. It currently functions as single lane pull through drive aisle with a few parallel parking spaces along the side. When a trail connection is developed to connect Jonsrud down the bluff to Sandy River Park, other improvements should be considered at the viewpoint, including accessibility and safety improvements for pedestrian paths, parking reconfiguration, picnic tables, and additional benches.

Meinig Memorial Park

The Fantasy Forest is a wooden play structure, and will require major redevelopment at some point in the future, although maintenance staff estimates at least 10 additional years of use. Although Meinig Park has one plumbed restroom, the City should consider locating another in closer proximity to the heavily used playground and event stage area. An undeveloped portion of the park with informal natural surface trails is separated from the larger park by a small stream and steep slope. This area could be programmed, but consideration should be given to its quality as natural and open space. Trails throughout the park are being undermined by the creek or damaged by tree roots, and may require replacement within the next few years. General park improvements could include delineating circulation and improving structures at event space, adding lighting, and improving paths to meet accessibility standards.



Fantasy Forest Playground at Meinig Park

Sandy Bluff Park

Sandy Bluff Park includes the only dog park in the City, as well as a playground, looped trails, and a bench. Near term priorities for improvement at the park include adding shade structures and other amenities to the dog park, replacing the play structure and improving accessibility to it, and adding picnic facilities and more benches.

Sandy Skate Park

The Sandy Skate Park is currently a standalone special use facility on the edge of the Sandy Community Campus. The skate park is at least 20-years old. There have been significant design and technological advancements in skate parks over its lifespan and its showing its age. A new or revamped skate park was a high priority during public outreach, and is included a potential element of the Sandy Community Campus (SCC) redevelopment. The skate park could be replaced in its current location or combined with the SCC and relocated within the broader planned park improvements.



Sandy Skate Park



Tupper Park

Tupper Park

This aging neighborhood park will require significant redevelopment in the near term. The play structure is at the end of its life span and the sport court pavement is failing. The sport court and much of the lawn are often unusable from poor drainage. Sandy should consider daylighting the creek, adding accessible routes to features, and improving drainage as part of any redevelopment plans.

Sandy River Park

The City should consider implementation of the previously developed Sandy River Park Master Plan. The park currently has no dedicated parking facilities and a few trails. The plan describes an expanded hierarchical trail system, parking and restroom facilities, wayfinding, and riverbank restoration. The plan includes offsite trail connections to other nearby parks including Jonsrud Viewpoint and Sandy Community Campus, which could contribute to an off-street trail network on the north side of Sandy. The plan should be updated to reflect the recent purchase of the adjacent forested parcel to the east and describe the trail connections to the Sandy Community Campus in greater detail.



Jim Slagle Loop Trail at Sandy River Park

Undeveloped Parks

The following concepts present possible solutions for undeveloped parcels that could be developed into new parks. Three of these are classified as neighborhood parks: Champion Way, Deer Point, and Ponder Lane. The Sandy Community Campus is an underdeveloped community park located at the site of the former Cedar Ridge Middle School. See Appendix D for additional details on each of these park sites.

Planning for these new parks should include a focus on filling some of the specific amenity needs within the community, such as a pump track, sport field(s), disc golf, and other features noted elsewhere in this plan.

Champion Way Neighborhood Park

Champion Way is an existing, undeveloped .99 acre park located on the west side of Sandy, just south of Highway 26 and the Sandy Cinema. The gently sloping park is bounded by fenced retaining walls on both street frontages, houses and an alley on a third side, and transitions to a steeply sloping forested area on the fourth. The concept would introduce standard neighborhood park amenities including an accessible looped path, playground, open lawn, picnic shelter and tables, and screening planting.

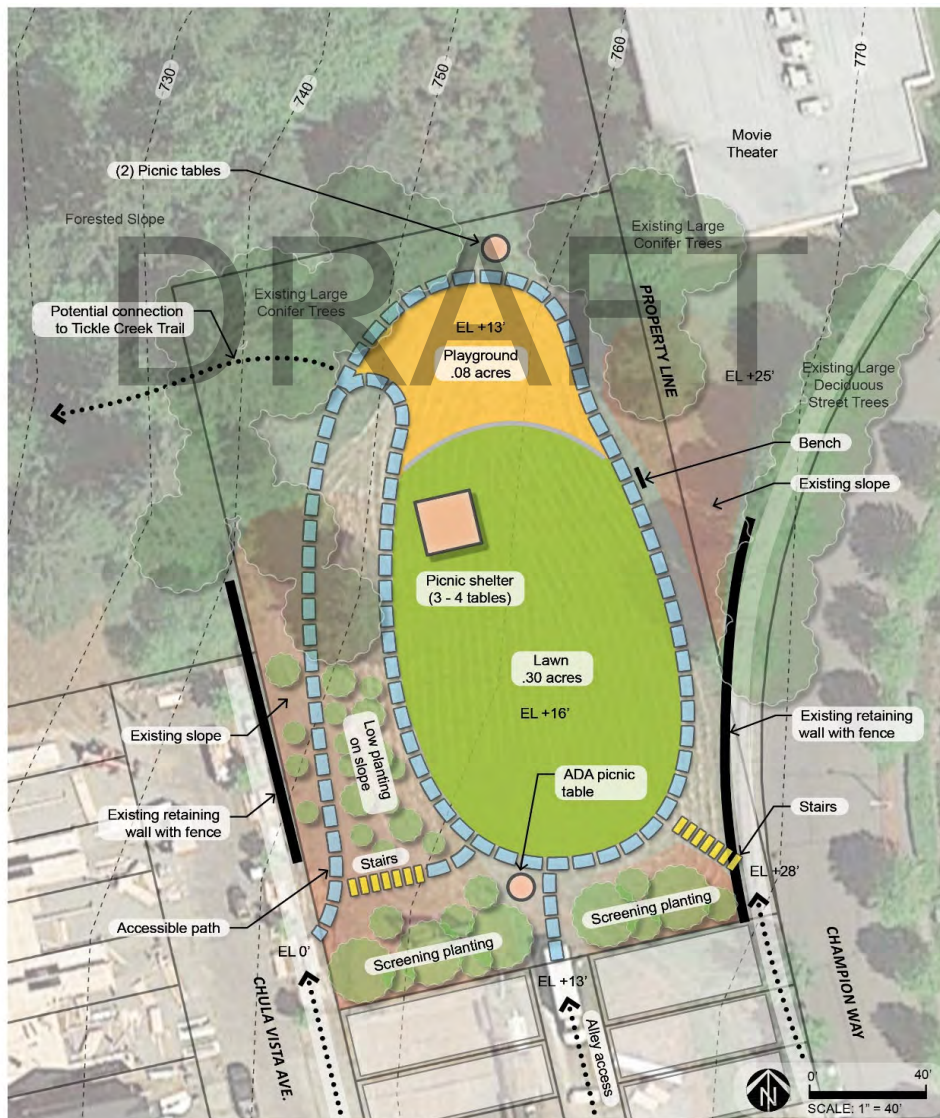


Figure 10
Champion Way Neighborhood Park Concept

Deer Point Neighborhood Park

Deer Point is an existing, undeveloped 1.41 acre park located on the east side of Sandy, just south of Highway 26 and Sandy Vista apartments. The long, narrow, gently sloping parcel is bounded by neighborhood streets on two sides, Highway 26 on a third, and fields with clusters of mature trees to the east. The concept provides standard neighborhood park amenities including an accessible looped path, playground, multi-use field, picnic shelters and tables, and a sport court with the option to expand east into the undeveloped parcel identified as NP 7, Deer Point Expansion on **Map 8**.



Figure 11
Deer Point Neighborhood Park Concept

Ponder Lane Neighborhood Park

Ponder Lane is a recently acquired, undeveloped 1.94 acre parcel located on the south side of Sandy. The gently sloping park is bounded on the east by a single family residence, Highway 211 to the south, and an under-construction Gunderson Road and neighborhood development to the west and north, respectively. The concept would introduce standard neighborhood park amenities including an accessible looped path, playground, multi-use field, picnic shelter and tables, a fenced off-leash dog park, and a small parking area. See Appendix E for additional detail.

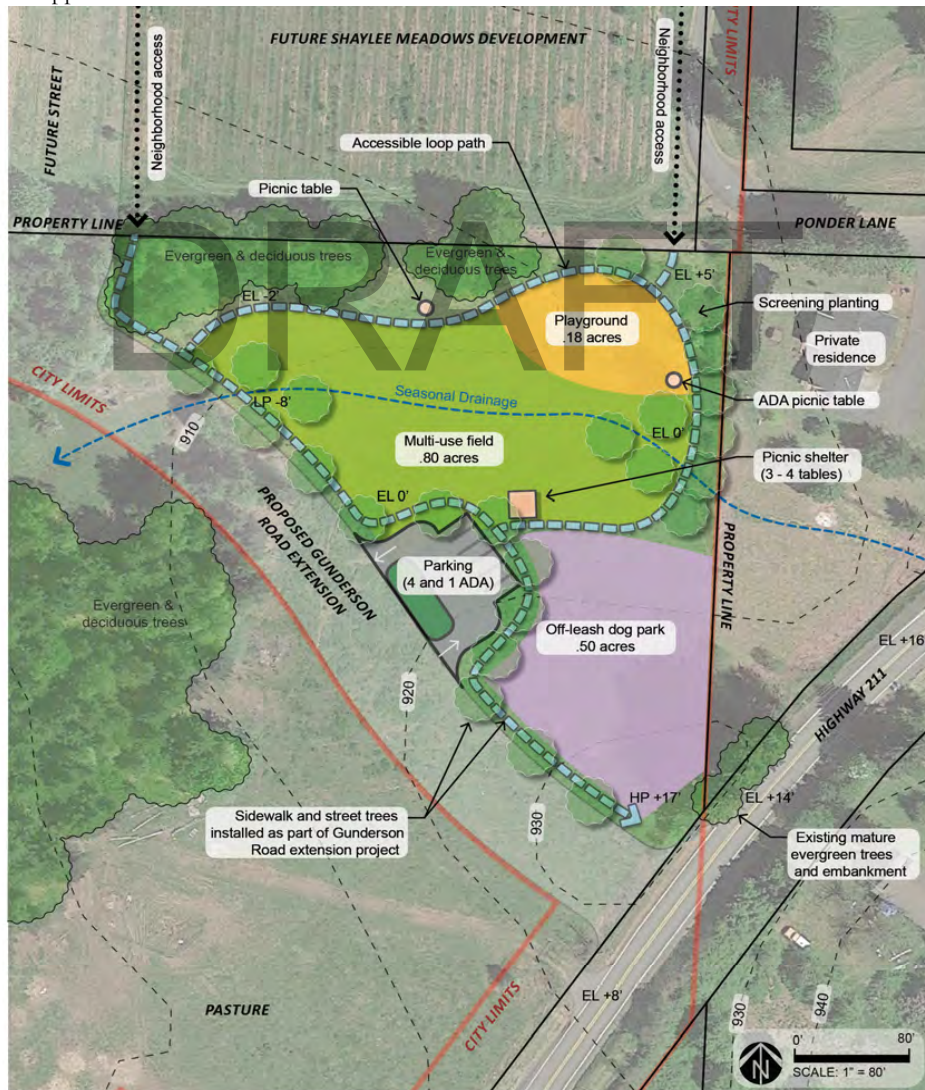


Figure 12
Ponder Lane Neighborhood Park Concept

Sandy Community Campus

This underdeveloped community park consists of school buildings, pool (currently closed), parking lot, and the surrounding land which includes the skate park, football field, track, and trails that connect to Sandy River Park natural area. The pool and buildings will remain closed for the time being and are not considered part of this master plan. City Council is studying options for the Cedar Ridge pool and buildings.

A preliminary concept for redevelopment of the park was created as part of the Aquatic Facility Analysis. The entire park will be too expensive to develop all at one time. The concept was broken into four phases.

The proposed Phase 1 schematic design is below. The final design is likely to evolve, but this concept provides guidance on the type of improvements that could be included in Phase 1. The Phase 1 park concept focuses on redevelopment of the east portion of the park and includes a parking lot, a playground, picnic area, basketball court, and a community garden. Sandy Community Campus will also fill a neighborhood park service area gap for community members within ½-mile of the park. The community expressed interest for prioritizing a pump track and the skate park replacement in Phase 1, while reducing parking.

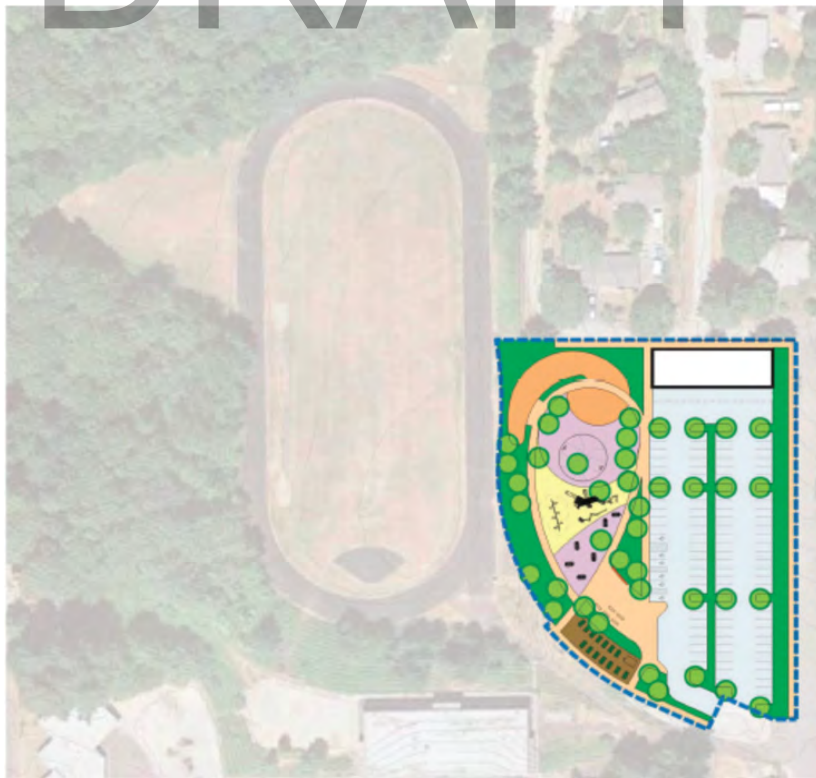


Figure 13
Sandy Community Campus Phase 1 Concept

5.3 TRAIL IMPROVEMENTS

The proposed trail system map includes potential local and regional trails throughout the city. Some of the trails have also been identified in the Transportation System Plan or other regional planning documents or could be incorporated into the new Transportation System Plan update. The goal of the proposed trail system is to create a looped network of trails that connects parks and neighborhoods, and provides opportunities for alternative transportation and recreation throughout the city.



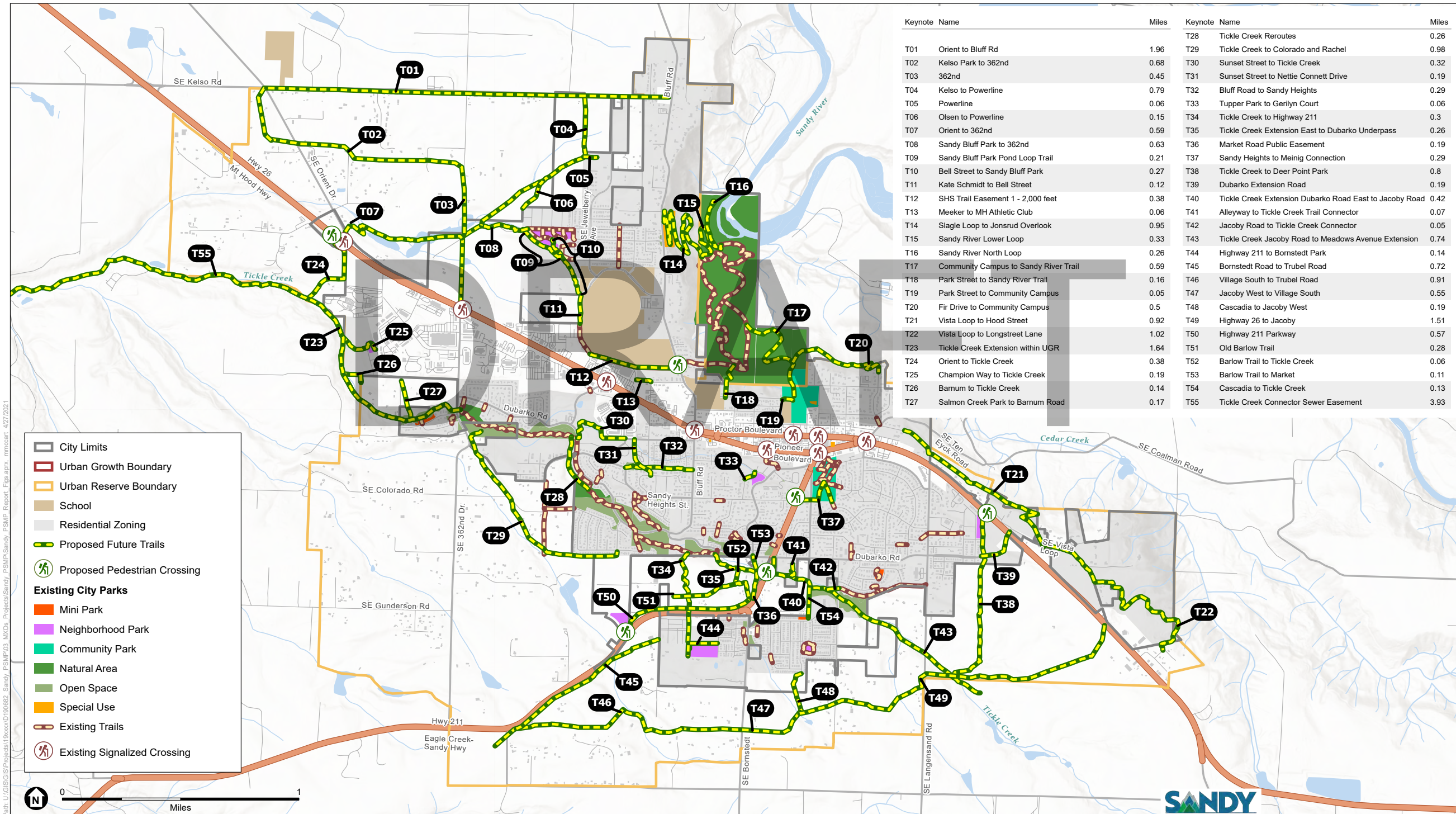
Pedestrian under-pass under Highway 20 in Bend, Oregon

To achieve this goal, an extensive network of trails has been proposed, as depicted in Figure 14, including several major highway crossings. The proposed trail system provides conceptual trail alignments that are intended to provide an alternative pedestrian network, not to replace the sidewalk network or paths associated with road improvements in the Transportation System Plan. Where proposed trails and roads follow similar alignments, trails may be developed initially as gravel multi use paths to serve current needs prior to eventual replacement with paved sidewalks or pathways associated with planned road improvements. Individual trails will require planning and analysis to refine the alignments to meet design criteria, including accommodating steep terrain, avoiding wetlands, potential creek crossings, and connections with other trails. Trail design criteria are further described in Appendix B.

The plan includes new pedestrian crossings at both the east and west ends of the City to facilitate safe crossing of Highway 26, Mt Hood Highway. The plan also includes three crossings of Highway 211, and one crossing of Bluff Road near the high school. The pedestrian crossings could take a number of forms: mid-block crossings with rapid flashing beacon, signalized street intersection, or a grade separated pedestrian bridge or under-pass.

Many of these crossings would be major multi-agency collaborations involving Oregon Department of Transportation (ODOT), Sandy Public Works, Clackamas County, and others. These projects have been identified in this plan as critical to a safe, linked trail system within the City, but they have been omitted from the CIP list, due to the scale and scope of the projects, combined with the necessary buy-in of ODOT and the likely long range implementation.

Budget estimates for the crossings and assumptions on crossing type have been included in the Capital Improvement Plan. Actual project costs will be determined by the type of crossing that is used, and the extent of permitting, design, and agency coordination required for the project. The crossings may also be included as transportation facilities in the Transportation System Master Plan.



Keynote Name	Miles	Keynote Name	Miles		
T01	Orient to Bluff Rd	1.96	T28	Tickle Creek Reroutes	0.26
T02	Kelso Park to 362nd	0.68	T29	Tickle Creek to Colorado and Rachel	0.98
T03	362nd	0.45	T30	Sunset Street to Tickle Creek	0.32
T04	Kelso to Powerline	0.79	T31	Sunset Street to Nettie Connett Drive	0.19
T05	Powerline	0.06	T32	Bluff Road to Sandy Heights	0.29
T06	Olsen to Powerline	0.15	T33	Tupper Park to Gerilyn Court	0.06
T07	Orient to 362nd	0.59	T34	Tickle Creek to Highway 211	0.3
T08	Sandy Bluff Park to 362nd	0.63	T35	Tickle Creek Extension East to Dubarko Underpass	0.26
T09	Sandy Bluff Park Pond Loop Trail	0.21	T36	Market Road Public Easement	0.19
T10	Bell Street to Sandy Bluff Park	0.27	T37	Sandy Heights to Meinig Connection	0.29
T11	Kate Schmidt to Bell Street	0.12	T38	Tickle Creek to Deer Point Park	0.8
T12	SHS Trail Easement 1 - 2,000 feet	0.38	T39	Dubarko Extension Road	0.19
T13	Meeker to MH Athletic Club	0.06	T40	Tickle Creek Extension Dubarko Road East to Jacoby Road	0.42
T14	Slagle Loop to Jonsrud Overlook	0.95	T41	Alleyway to Tickle Creek Trail Connector	0.07
T15	Sandy River Lower Loop	0.33	T42	Jacoby Road to Tickle Creek Connector	0.05
T16	Sandy River North Loop	0.26	T43	Tickle Creek Jacoby Road to Meadows Avenue Extension	0.74
T17	Community Campus to Sandy River Trail	0.59	T44	Highway 211 to Bornstedt Park	0.14
T18	Park Street to Sandy River Trail	0.16	T45	Bornstedt Road to Trubel Road	0.72
T19	Park Street to Community Campus	0.05	T46	Village South to Trubel Road	0.91
T20	Fir Drive to Community Campus	0.5	T47	Jacoby West to Village South	0.55
T21	Vista Loop to Hood Street	0.92	T48	Cascadia to Jacoby West	0.19
T22	Vista Loop to Longstreet Lane	1.02	T49	Highway 26 to Jacoby	1.51
T23	Tickle Creek Extension within UGR	1.64	T50	Highway 211 Parkway	0.57
T24	Orient to Tickle Creek	0.38	T51	Old Barlow Trail	0.28
T25	Champion Way to Tickle Creek	0.19	T52	Barlow Trail to Tickle Creek	0.06
T26	Barnum to Tickle Creek	0.14	T53	Barlow Trail to Market	0.11
T27	Salmon Creek Park to Barnum Road	0.17	T54	Cascadia to Tickle Creek	0.13
			T55	Tickle Creek Connector Sewer Easement	3.93

- City Limits
- Urban Growth Boundary
- Urban Reserve Boundary
- School
- Residential Zoning
- Proposed Future Trails
- Proposed Pedestrian Crossing
- Existing City Parks
 - Mini Park
 - Neighborhood Park
 - Community Park
 - Natural Area
 - Open Space
 - Special Use
- Existing Trails
- Existing Signalized Crossing

0 1 Miles

Esri, NASA, NGA, USGS, FEMA; USFWS NWI, Open Street Map, City of Sandy, OR.



Map 14
Proposed Trail System

DRAFT

The City of Sandy Trail system also has the potential to extend and connect to the larger regional trail network beyond the City planning area. Regional trail connections should be wide, paved multi user trails such as Class 1 or 2 as defined in Appendix B, the Park & Trail Design Guidelines. Regional trails may not be eligible for SDC's because they extend beyond the planning area. The City should work with regional partners such as Metro, to identify and pursue grants and other funding sources. Regional trails that could connect to or through the City of Sandy in the future include:

- Extending the Tickle Creek Trail west to connect with the Springwater Trail
- Extending east to the Sandy Ridge bike trail system and the extensive trail network in Mount Hood National Forest.
- Extending south along Highway 211 to connect to the Cazedero Corridor.



Tickle Creek Trail

5.4 PLANNING, OPERATIONS, AND MAINTENANCE

The following recommendations pertain to non-capital planning, operations and maintenance needs:

- Revise the City of Sandy Development Code, Chapters 17.32 and 17.86, to reflect new parks policies identified in this plan.
- Update Goal 8 of the City of Sandy Comprehensive Plan to align with recommendations included in this plan.
- Update the System Development Charge Methodology to reflect current demographics, population growth projections, and level of service recommendations identified in this plan.
 - Consider including a reimbursement fee for surplus park classifications such as mini parks and natural areas.
 - Include all capacity increasing improvements in the SDC, including new amenities at Meinig and Tupper Parks that are excluded in the current SDC.
 - Include ability to update SDC fees annually relative to economic indices.
 - SDC should be updated based on official 2020 census data when available.
 - Consider SDC fee estimates with and without a General Obligation (GO) Bond. Adjust the rate accordingly if GO Bond isn't passed within 5 years.

5. Recommendations

- Update the fee in lieu calculations related to parkland dedication as defined in the City of Sandy Development Code, 17.86, and include the ability to update the fees annually relative to economic indices.
- Investigate the potential to implement a General Obligation Bond to help fund park development and major renovation projects identified in the CIP.
- Investigate the potential to implement a Parks Utility Fee to help fund park maintenance and operations.
- Investigate applying stormwater user fees to supplement parks maintenance funding.
- Develop an asset management program including a detailed inventory and assessment of existing amenities to help plan for and prioritize life-cycle renovation and replacement for the existing park system.
- Consider shifting contracted landscape maintenance in-house (with commensurate staffing increase) or consolidating under a single contract to reduce management and coordination.



Light bollard, drinking fountain, and picnic table in various conditions at Timberline Ridge mini park



CHAPTER 6

Implementation

This chapter identifies a strategy to implement and fund the improvements recommended in this Plan. This is a long range plan that is anticipated to be implemented over the next 15+ years. As the economy, population, development, and other factors evolve and change, the plan will need to be reevaluated, updated, and modified to keep pace with current community needs and align with actual population growth. Capital Project Lists and Cost Estimates were developed to reflect Sandy's park needs through 2035. These projects are organized based on prioritization criteria developed to guide future decision making. Non-Capital costs to maintain the park system and available and potential funding sources are also discussed.

6.1 PRIORITIES

Projects in this plan have been prioritized as short term (Tier 1, 1 to 5 years), mid term (Tier 2, 6 to 10 years), and long term (Tier 3, 11+ years) to distribute park and trail development over the length of the planning period. Key criteria to guide this prioritization were developed from public input, the needs analysis, and general parks goals and policies. The list below is ranked in approximate priority order:

- Develop undeveloped park sites to serve existing neighborhoods.
- Acquire and develop new park land to meet current and future needs, with a particular focus on community parks and existing neighborhood park service area gaps.
- Develop trails to improve connectivity throughout the city, including safe separated crossings of Highways 26 and 211.
- Renovate and upgrade existing parks to expand capacity.
- Distribute parks equitably throughout the city.
- Plan for future growth within the UGB expansion areas, prioritize based on projected timing and location of future growth.

Short term projects have been selected based on these prioritization criteria. Final project selection and development will be determined by City staff, the Parks and Trails Advisory Committee, funding availability, and other factors. Community priorities and focus areas may change over the course of the plan. The priorities and the proposed project lists should be reviewed biennially during the budget cycle to ensure that they align with economic and demographic changes.

6.2 CAPITAL IMPROVEMENT PLAN

The City's capital improvement plan (CIP) is a combination major renovation, and development projects. The list accounts for the priorities identified above. Projects in the CIP are funded through a variety of sources including SDC's, grants, and donations. A general obligation (GO) bond, if approved by voters, could also be a source to fund significant acquisition and development projects. Partnerships, volunteers and other alternative sources may also assist with funding and executing projects, sometimes in the form of in-kind donations of labor or materials. The City General Fund is primarily reserved for Parks Department planning, operations, and maintenance activities and has not been included as a source of funding for capital improvements. Similarly, the land fee-in-lieu funds have not been allocated within the CIP but could be used for acquisition of a large community park parcel identified for development in the CIP.

Costs used in the Capital Improvement Program were derived from a variety of sources.

- Itemized cost estimates were prepared in association with concept plan development for the existing undeveloped park sites (Champion Way, Deer Point, and Ponder Lane), and are included in Appendix D.
- Cost estimates developed through prior park master plan efforts were reviewed. Costs were escalated to account for cost increases since the year the plan was adopted. (Bornstedt, Sandy River Park, and Sandy Community Campus).
- Park development cost estimates for future parks are based on an average size and cost per acre for that park classification, with the assumption that the site is reasonably flat and developable, and is designed to include all standard amenities, some optional amenities, and some half street improvements scaled to the park size.
- Trail development costs are based on a unit cost per linear foot depending on the trail classification, which defines the surface type and width.
- Soft costs, including survey, permitting, design, and project management costs are included in the cost for each project.
- Land acquisition costs were not included in the cost estimates. Land values are highly volatile, and dependent on parcel size, location, development pressure and other factors. Further analysis is anticipated during the Land Dedication / Fee-in-lieu policy review and update.

These costs should be considered to be preliminary budget-level estimates only. Actual project costs will be established for each site as part of the planning and development process. The capital costs included in Table 12 and Appendix A were developed with the following assumptions:

- Costs are based on Quarter 1 of 2021 dollars.
- Costs derived from other planning efforts have been escalated at 3% per year to the current year.
- Annual operations and maintenance fees are excluded from the estimates.
- Land acquisitions costs are excluded from the estimates.

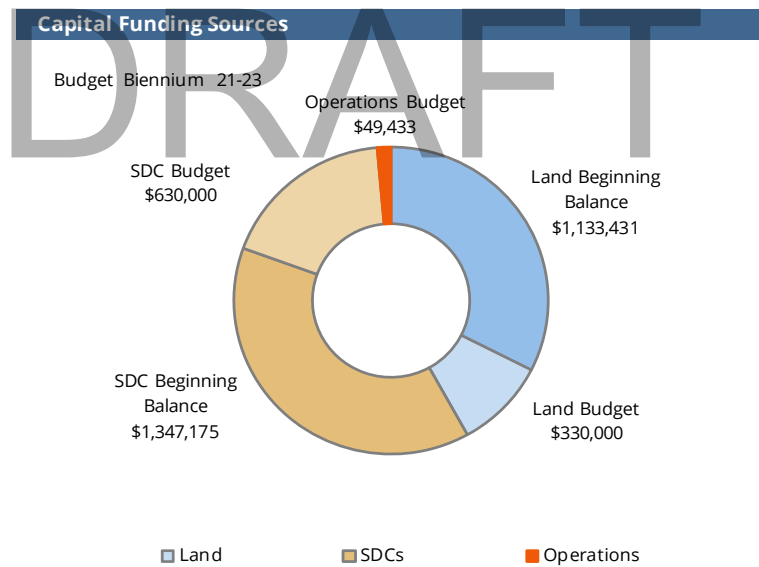
TABLE 12
TIER 1 CAPITAL IMPROVEMENT PLAN

Map ID	Site	Improvements	Cost
Tier 1 Existing Parks			
NP	Deer Point Park	Design, permitting, & development	\$ 1,442,800
NP	Champion Way Park	Design, permitting, & development	\$ 998,700
NP	Ponder Lane Park	Design, permitting, & development	\$ 1,848,000
NP	\	Dog Park; Playground; Picnic Area	\$ 250,000
CP	Sandy Community Campus - Phase 1	Parking area, playground, picnic, skate park	\$ 3,633,200
NA	Sandy River Park - Phase 1	Trailhead, trails	\$ 800,000
Tier 1 Existing Park Improvement Cost			\$ 8,972,700
Tier 1 Proposed Parks			
NP 4	Sunset	Fill service area gap on portion of City owned parcel	\$ 1,700,000
NP 7	Deer Point Expansion	Expand existing undeveloped park	\$ 1,700,000
CP 1	Community North	Develop future community park in north	\$ 5,900,000
NA 1	Tickle Creek Expansion - West	Opportunity acquisitions/ donations along creek	\$ -
Tier 1 Proposed Park Improvement Cost			\$ 9,300,000
Tier 1 Proposed Trails			
T03 (P21)	362 nd 3	6' - 8' wide gravel trail	\$ 104,500
T04	Kelso to Powerline	6' - 8' wide gravel trail	\$ 184,500
T05	Powerline	5' concrete path	\$ 30,600
T06	Olson to Powerline	5' concrete path	\$ 81,700
T08 (P19)	Sandy Bluff Park to 362 nd 3	6' - 8' wide gravel trail	\$ 146,300
T09 (P19)	Sandy Bluff Park Pond Loop Trail 3	6' - 8' wide gravel trail	\$ 48,400
T10 (P19)	Bell Street to Sandy Bluff Park 3	6' - 8' wide gravel trail	\$ 63,900
T11 (P19)	Kate Schmidt to Bell Street 3	3' wide natural surface trail	\$ 28,500
T12 (P19)	SHS Trail Easement 1 3	3' wide natural surface trail	\$ 88,400
T13	Meeker to MH Athletic Club	5' concrete path	\$ 34,800
T17	Community Campus to Sandy River Trail	3' wide natural surface trail	\$ 23,900
T19	Park Street to Community Campus	3' wide natural surface trail	\$ 1,800
T21	Vista Loop to Hood Street	6' - 8' wide gravel trail	\$ 37,100
T28 (P16)	Tickle Creek Reroutes 3	6' - 8' wide gravel trail	\$ 61,200
T30	Sunset Street to Tickle Creek	3' wide natural surface trail	\$ 13,000
T31	Sunset Street to Nettie Connett Drive	5' wide concrete path	\$ 101,600
T32	Bluff Road to Sandy Heights	3' wide natural surface trail	\$ 11,600
T33	Tupper Park to Gerilyn Court	5' concrete path	\$ 30,800
T35 (P17)	Tickle Creek Extension East to Dubarko Underp	6' - 8' wide gravel trail	\$ 59,900
T38	Tickle Creek to Deer Point Park	5' concrete path	\$ 432,000
T39	Dubarko Extension Road	8' wide asphalt trail	\$ 127,800
T40 (P22)	Tickle Creek Extension Dubarko East to Jacoby 3	6' - 8' wide gravel trail	\$ 98,700
T41	Alleyway to Tickle Creek Trail Connector	5' concrete path	\$ 37,500
T42	Jacoby Road to Tickle Creek Connector	5' concrete path	\$ 27,900
T44	Bornstedt Park	5' concrete path	\$ 78,000
T50 (P23)	Highway 211 Parkway		\$ 389,500
T54	Cascadia to Tickle Creek	6' - 8' wide gravel trail	\$ 30,200
TX1	Bluff Road Crossing (Mid-block)		\$ 150,000
Tier 1 Proposed Trail Improvement Cost			\$ 2,524,162
Total Tier 1 Cost			\$ 20,796,862

The complete Capital Improvement project lists for the 15-year planning period in this plan is included in Appendix A. Tier 1 or near term projects have been identified and prioritized for development within the next five years. These projects generally fulfill the top priorities identified above.

6.3 FINANCING STRATEGIES

There are numerous funding sources available to address both capital and non-capital funding needs for park and trail acquisition and development. The most commonly used funding sources are outlined below. A summary of additional potential grant options is included in Appendix E. Sandy uses a variety of funding approaches to achieve parkland acquisition and park and trail construction. The existing beginning balance and forecast budget from the primary funding sources (land fee in lieu and SDC's) for the current biennium are depicted in Figure 15. No other funding sources, such as grants, were included in the budget.



Source: City of Sandy Draft Budget Biennium 21-23

Figure 15
FY 2021-2023 Budget Parks Capital Funding

This budget information was reviewed and updated to reflect current available balances and develop capital funding estimates for the next 5 years. Funding levels can be expected to fluctuate from year to year and are influenced by the economic climate, population growth, construction activity and other factors. The Tier 1 capital project list exceeds the available funding from the current funding sources alone. In addition to the funding sources included in the biennial budget, the capital funding estimate includes the assumption that additional funding sources will be leveraged to fulfill the plan

goals. These additional funding sources include grants, donations, volunteers, urban renewal funds, and a general obligation bond. The annual SDC estimate is based on the FY 19-21 biennial budget and is likely to adjust upward with an SDC update and increase in residential development generating more funding than in prior budget cycles.

TABLE 13
CAPITAL FUNDING ESTIMATE

Funding Source	Amount
SDC Annual Budget Estimate	\$ 315,000
General Fund	\$ -
Grants	\$ 100,000
Donations / Volunteers	\$ 50,000
Estimated Annual Revenue	\$ 465,000
Estimated 5-year Revenue	\$ 2,325,000
Park System Development Charge (SDC) Balance ¹	\$ 1,355,028
Urban Renewal Funds	\$ 3,300,000
General Obligation Bond	\$ 10,000,000
Estimated 5-Year Capital Funding Total	\$ 16,980,028

¹ Fund balance as of 4/27/2021

Currently, the primary funding source for land acquisition has been either land dedication or fee-in-lieu funding. This process is described in greater detail in the following section. Similar to the SDC's, the fees collected have not kept pace with the current cost of land in the area. Due to this, the revenue generation has been below the potential, and is anticipated to improve after Chapter 17.86 of the Sandy Development code is updated. Additional funding sources that could be used for land acquisition in addition to development include grants and bonds. The available balance could be used to acquire new park land to help fulfill needs identified through this planning process.

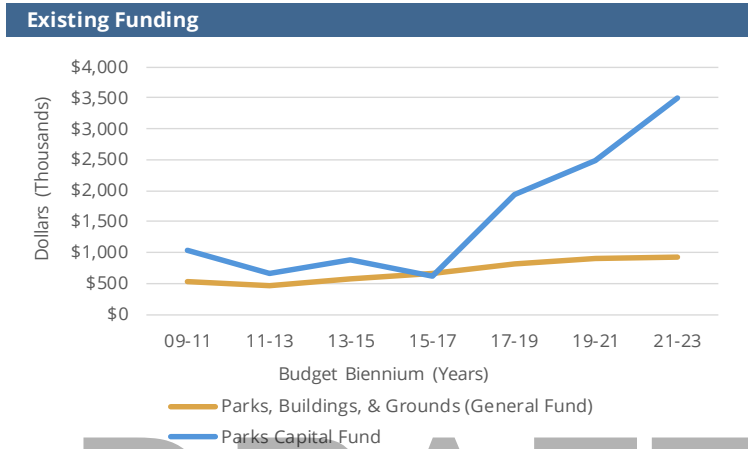
TABLE 14
LAND ACQUISITION FUNDING ESTIMATE

Funding Source	Amount
Land (Fee in Lieu) Annual Budget Estimate	\$ 165,000
Estimated 5-year Land (Fee-in-Lieu) Revenue	\$ 825,000
Land (Fee in Lieu) Beginning Balance ¹	\$ 1,133,431
Estimated 5-Year Land Acquisition Total	\$ 1,958,431

¹ Fund balance as of 4/27/2021

6.4 OPERATIONS AND MAINTENANCE

Operations and maintenance budgets are currently funded through the City General Fund. Figure 16 below shows a comparison of the parks maintenance funding and the parks capital fund. The parks capital fund is a combination of SDC's and fee in-lieu funds collected. The steep growth aligns with population growth and development in recent years.

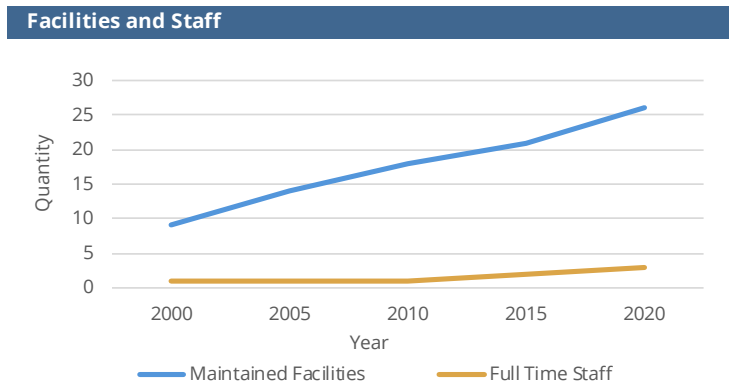


Source: City of Sandy Biennial Budgets

DRAFT

Figure 16
Existing Funding Trend

Figure 17 depicts the relationship between the number of full time staff and the number of maintained facilities over the previous 20 years, and closely correlates with the increased capital funding in Figure 16. Nearly half of the park system’s facilities have been added in the past 15 years. As noted previously staff are already stretched to adequately maintain the current parks and trails. As these facilities age, and the park system expands, the maintenance burden will increase. The City should plan for additional staff and increased maintenance costs when drafting future budgets.



Source: City of Sandy Biennial Budgets, Google Earth

Figure 17
Maintenance Staff Levels and Facilities Maintained

Operations and maintenance can be funded through a variety of sources. The general fund provides the current funding, but is stretched by many demands. As the park system grows, other funding sources should be explored. Sources of funding for operations and maintenance are more limited than those for capital projects. Two options to consider to fund maintenance of the growing park system are a parks utility fee and a local option levy.

6.5 FUNDING SOURCES

Existing Funding Sources

Park Land Dedication Policy

The park land dedication policy is defined in Chapter 17.86 of the Sandy Development Code and used to acquire land. New residential subdivisions, planned developments, multi-family or manufactured home park developments are required to provide park land to serve future residents of those developments.

Since the adoption of the 1997 Plan, the City has had the option to choose to require land dedication or collect fee in lieu funds on a case-by-case basis as development occurred. When park or trail land dedication is required, a formula is used to determine the acreage required based on the number of residential units and anticipated population. The land dedication requirement is in addition to SDC's collected for development.

The land dedication generally provides smaller neighborhood parks to serve new subdivisions. Fees collected can be combined to purchase larger parcels, such as community parks.

In addition, developers may propose the designation and protection of open space and/or greenway corridor areas as part of the City platting process. This open space does not count towards parkland dedication requirements. Open spaces may include natural areas of undisturbed vegetation, steep slopes, stream corridors, wetlands, or restored vegetation areas. Greenway corridors may link residential areas with parks and open space areas and may contain pedestrian and bike paths.

System Development Charges

Parks and trails system development charges (SDCs) are one-time fees assessed on new development to cover a portion of the cost of providing parks and trails to serve population growth associated with new development. The fees are assessed as part of building permits and may include two components: 1) a reimbursement fee to recover the cost of eligible existing improvements in the transportation and parks systems that will serve the new development and 2) an improvement fee to contribute to the cost of planned, eligible capacity-increasing park improvements which will serve the new development.

Potential Funding Sources

Grants

Historically grants have been used to assist in development of some parks in the City of Sandy. A wide array of grants are available from or administered through a number of sources including Oregon Parks and Recreation Department, Oregon Department of Transportation, Housing and Urban Development Block Grants. They generally require a percentage funding to be matched from another source. The match can be SDC's, donated or volunteered time, or recent prior expenditures such as land acquisitions. Additional detail on selection of specific grants that are likely to be most applicable to the Sandy park and trail system are included in Appendix E.

General Obligation Bond

There are several types of bonds that can be used a variety of public improvements. A general obligation bond can be used to fund capital improvements, renovations, and new facilities if approved a vote. A bond could form the basis for a comprehensive funding package to implement major acquisitions and development. A general obligation bond has been included in the 5-year revenue estimate.

Parks Utility Fee

A parks utility fee could be implemented a fee added to the monthly utility bill. The fee level would be determined by the revenue generation desired to support parks maintenance and operations, or could be divided between operations. The City Council has the authority to impose a fee without a vote of the electorate. A utility fee could be combined with other funding sources to provide revenue for maintenance or to support capital improvements funded through other sources. Implementing a fee of \$3.00 per month per single family residence and \$2.25 per multi family residence could generate adequate funding to support one or two additional FTE positions for operations and maintenance. Revenue generated by a utility fee could also be divided between parks operations and debt service on a bond.

Local Option Levy

A local option levy could be used to generate revenue to fund operations, maintenance, and/or capital projects. It is a tax based on assessed property value and must be approved in an election. The levy period is dependent on the intended use of the funds. An operations and maintenance levy would assess additional property taxes for a fixed period, after which time it would need to be renewed by another round of voter approval.

APPENDIX A

Capital Project List

The full capital improvement plan for the duration of the planning period is included in the following tables. The plan is broken into three tables: existing park, proposed park and proposed trail capital costs.

**TABLE A-1
CAPITAL IMPROVEMENT PLAN SUMMARY**

Improvement Category	Cost
Existing Park Improvements	\$ 18,214,900
Proposed Park Improvements	\$ 34,980,000
Trail Improvements	\$ 28,108,900
Total	\$ 81,303,800

DRAFT

**TABLE A-2
EXISTING PARK CAPITAL IMPROVEMENT PLAN**

Park Class	Site	Improvement Notes	Cost
Tier 1			
NP	Deer Point Park	Design, permitting, & development	\$ 1,442,800
NP	Champion Way Park	Design, permitting, & development	\$ 998,700
NP	Ponder Lane Park	Design, permitting, & development	\$ 1,848,000
NP	Sandy Bluff Park	Dog Park; Playground; Picnic Area	\$ 250,000
CP	Sandy Community Campus - Phase 1	Parking area, playground, picnic, skate park	\$ 3,633,200
CP	Meinig Memorial Park	Path renovations, creek restoration	\$ 100,000
NA	Sandy River Park - Phase 1	Trailhead, trails	\$ 800,000
Tier 1 Total Proposed Park Improvement Cost			\$ 9,072,700
Tier 2			
NP	Bornstedt Park - Phase 2	Half street, half-sized sport court, and viewing mound	\$ 652,000
NP	Tupper Park	ADA Improvements; Playground; Sport Court; Furnishings; Drainage; Stream daylighting	\$ 750,000
CP	Sandy Community Campus - Phase 2	Site grading, track removal, park trails, informal play area	\$ 2,481,100
CP	Meinig Memorial Park	ADA improvements, lighting, trails, dog park,	\$ 273,200
NA	Sandy River Park - Phase 2	Trails, river bank restoration	\$ 650,000
Tier 2 Total Proposed Park Improvement Cost			\$ 4,806,300
Tier 3			
CP	Sandy Community Campus - Phase 3	Amphitheater and event space	\$ 2,731,700
CP	Sandy Community Campus - Phase 4	Challenge course, bike pump track	\$ 1,104,200
CP	Meinig Memorial Park	Playground Renovation	\$ 500,000
NA	Sandy River Park Addition	Trails included in Community Campus	\$ -
Tier 3 Total Proposed Park Improvement Cost			\$ 4,335,900
Total Existing Park Improvement Cost			\$ 18,214,900

Assumptions:

1. Capital project cost estimates are based on 2021 dollars. Costs derived from other prior planning efforts include escalation of 3% per year up to 2021 dollars
2. Annual operations and maintenance fees are excluded from the estimates
3. Costs include soft costs (master planning, survey, design, permitting) of 25% for NP and CP, 30% for MP

TABLE A-3

PROPOSED PARK CAPITAL IMPROVEMENT PLAN

Park Key Site	Acres	Land Acq	Improvement Notes	Cost
Tier 1				
NP 7 Deer Point Expansion	2.0	Yes	Include disc golf or pump track?	\$ 1,700,000
NP 4 Sunset	2.0	Yes	City owned parcel	\$ 1,700,000
CP 1 Community North	10.0	Yes	Potential acquisition opportunities	\$ 5,900,000
NA 1 Tickle Creek Expansion - West	TBD	Yes	Opportunity acquisitions/ donations along riparian corridor. See Trail CIP for trail costs.	\$ -
Tier 1 Total Proposed Park Cost				\$ 9,300,000
Tier 2				
NP 3 Jarl Road	2.0	Yes		\$ 1,700,000
NP 2 Jewelberry NE	2.0	Yes	Existing service area gap	\$ 1,700,000
NP 8 Vista Loop	2.0	Yes	Existing service area gap	\$ 1,700,000
CP 3 Community East	12.5	Yes		\$ 6,900,000
NA 3 Tickle Creek Expansion - Central	TBD	Yes	Opportunity acquisitions/ donations along riparian corridor. See Trail CIP for trail costs.	\$ -
NA 4 Tickle Creek Expansion - East	TBD	Yes	Opportunity acquisitions/ donations along riparian corridor. See Trail CIP for trail costs.	\$ -
Tier 2 Total Proposed Park Cost				\$ 12,000,000
Tier 3				
MP 1 Orient	0.5	Yes		\$ 490,000
MP 2 Colorado East	0.5	Yes		\$ 490,000
NP 1 Kelso 362nd	2.0	Yes		\$ 1,700,000
NP 5 Gunderson Road West	2.0	Yes		\$ 1,700,000
NP 6 Barlow Trail	2.0	Yes		\$ 1,700,000
NP 9 Trubel	2.0	Yes		\$ 1,700,000
NP 10 Vista Loop SW	0.0	Yes		\$ -
CP 2 Community South	10.0	Yes		\$ 5,900,000
NA 2 Ruben	TBD	Yes	Potential wetland natural area with boardwalk	\$ -
Tier 3 Total Proposed Park Cost				\$ 13,680,000
Total Proposed Park Cost				\$ 34,980,000

Assumptions:

1. Capital project cost estimates are based on 2021 dollars.
2. Annual operations and maintenance fees are excluded from the estimates
3. Costs include soft costs (master planning, survey, design, permitting) of 25% for NP and CP, 30% for MP
4. Land Acquisition costs are excluded from the estimate
5. Listed recreation facilities could be stand alone development or embedded within larger parks.

**TABLE A-4
TRAILS CAPITAL IMPROVEMENT PLAN**

Map ID	Name	Trail Class ¹	Surface	Length (FT)	Cost
Tier 1					
T03 (P21)	362 nd ²	2	Gravel	2,376	\$ 104,500
T04	Kelso to Powerline	2	Gravel	4,195	\$ 184,500
T05	Powerline	3	Concrete	298	\$ 30,600
T06	Olson to Powerline	3	Concrete	796	\$ 81,700
T08 (P19)	Sandy Bluff Park to 362 nd ²	2	Gravel	3,326	\$ 146,300
T09 (P19)	Sandy Bluff Park Pond Loop Trail ²	2	Gravel	1,101	\$ 48,400
T10 (P19)	Bell Street to Sandy Bluff Park ²	2	Gravel	1,452	\$ 63,900
T11 (P19)	Kate Schmidt to Bell Street ²	2	Gravel	647	\$ 28,500
T12 (P19)	SHS Trail Easement 1 ²	2	Gravel	2,010	\$ 88,400
T13	Meeker to MH Athletic Club	3	Concrete	339	\$ 34,800
T17	Community Campus to Sandy River Trail	4	Natural	3,138	\$ 23,900
T19	Park Street to Community Campus	4	Natural	240	\$ 1,800
T21	Vista Loop to Hood Street	4	Natural	4,880	\$ 37,100
T28 (P16)	Tickle Creek Reroutes ²	2	Gravel	1,391	\$ 61,200
T30	Sunset Street to Tickle Creek	4	Natural	1,713	\$ 13,000
T31	Sunset Street to Nettie Connett Drive	3	Concrete	990	\$ 101,600
T32	Bluff Road to Sandy Heights	4	Natural	1,523	\$ 11,600
T33	Tupper Park to Gerilyn Court	3	Concrete	300	\$ 30,800
T35 (P17)	Tickle Creek Extension East to Dubarko Underpass ²	2	Gravel	1,361	\$ 59,900
T38	Tickle Creek to Deer Point Park	3	Concrete	4,208	\$ 432,000
T39	Dubarko Extension Road	1	Asphalt	988	\$ 127,800
T40 (P22)	Tickle Creek Extension Dubarko East to Jacoby ²	2	Gravel	2,243	\$ 98,700
T41	Alleyway to Tickle Creek Trail Connector	3	Concrete	365	\$ 37,500
T42	Jacoby Road to Tickle Creek Connector	3	Concrete	272	\$ 27,900
T44	Bornstedt Park	3	Concrete	760	\$ 78,000
T50 (P23)	Highway 211 Parkway	1	Asphalt	3,010	\$ 389,500
T54	Cascadia to Tickle Creek	2	Gravel	686	\$ 30,200
TX1	Bluff Road Crossing		Midblock		\$ 150,000
Tier 1 Total Proposed Trail Cost					\$ 2,524,100

¹ See Appendix B for trail class descriptions

² Trails identified in the 2011 Transportation System Plan, trail ID from TSP denoted as (P#) under 'Map ID'. Costs include preliminary development to gravel surface. Full development cost including paved surface included in Transportation System Plan.

³ Cost derived from 2011 TSP, escalated for inflation at 3% per year

⁴ Regional trail extends outside of planning area boundary may not be eligible for SDCs

Table Continued on Following Page

TABLE A-4 (CONTINUED)

Map ID	Name	Trail Class ¹	Surface	Length (FT)	Cost
Tier 2					
T14	Slagle Loop to Jonsrud Viewpoint	4	Natural	5,043	\$ 38,400
T15	Sandy River Lower Loop	4	Natural	1,768	\$ 13,400
T16	Sandy River North Loop	4	Natural	1,390	\$ 10,600
T18	Park Street to Sandy River Trail	4	Natural	870	\$ 6,600
T20	Fir Drive to Community Campus	4	Natural	2,623	\$ 19,900
T23 (P20)	Tickle Creek Extension within UGR ²	2	Gravel	8,636	\$ 379,900
T25	Champion Way to Tickle Creek	4	Natural	1,010	\$ 7,700
T26	Barnum to Tickle Creek	4	Natural	759	\$ 5,800
T27	Salmon Creek Park to Barnum Road	3	Concrete	915	\$ 93,900
T34	Tickle Creek to Highway 211	2	Gravel	1,591	\$ 70,000
T36	Market Road Public Easement ²	3	Concrete	997	\$ 102,400
T37	Sandy Heights to Meinig Connection	4	Natural	1,514	\$ 11,500
T43	Tickle Creek Jacoby Rd to Meadows Ave extension	2	Gravel	3,923	\$ 172,600
TX2	Hwy 26 / Vista Crossing		Underpass		\$ 5,000,000
TX3	Hwy 211 / Meinig Crossing ³		Overpass		\$ 6,370,000
TX4	Hwy 211 / Dubarko Crossing (Signal or under bridge)		Midblock		\$ 150,000
Tier 2 Total Proposed Trail Cost					\$ 12,452,700
Tier 3					
T01	Orient to Bluff Road ⁴	1	Asphalt	8,489	\$ 1,098,500
T02	Kelso to 362 nd	2	Gravel	3,590	\$ 157,900
T07 (P18)	Orient to 362 nd ²	2	Gravel	3,118	\$ 137,200
T22	Vista Loop to Longstreet Lane	4	Natural	5,370	\$ 40,800
T24	Orient to Tickle Creek	2	Gravel	2,006	\$ 88,200
T29	Tickle Creek to Colorado & Rachel	2	Gravel	5,163	\$ 227,100
T45	Bornstedt Road to Trubel Road	1	Asphalt	3,828	\$ 495,400
T46	Village South to Trubel Road	1	Asphalt	4,819	\$ 623,600
T47	Jacoby West to Village South	1	Asphalt	2,883	\$ 373,100
T48	Cascadia to Jacoby West	3	Concrete	996	\$ 102,300
T49	Highway 26 to Jacoby	1	Asphalt	7,981	\$ 1,032,800
T51	Old Barlow Trail	3	Concrete	1,478	\$ 151,700
T52	Barlow Trail to Tickle Creek	2	Gravel	317	\$ 13,900
T53	Barlow Trail to Market	2	Gravel	581	\$ 25,600
T55	Tickle Creek Connector Sewer Easement ⁴	2	Gravel	20,777	\$ 914,000
TX5	Hwy 26 / Orient Crossing		Overpass		\$ 7,500,000
TX6	Hwy 211 / Gunderson Crossing		Midblock		\$ 150,000
Tier 3 Total Proposed Trail Cost					\$ 13,132,100
Total Development Cost for All Trail Projects					\$ 28,108,900

¹ See Appendix B for trail class descriptions

² Trails identified in the 2011 Transportation System Plan, trail ID from TSP denoted as (P#) under 'Map ID'. Costs include preliminary development to gravel surface. Full development cost including paved surface included in Transportation System Plan.

³ Cost derived from 2011 TSP, escalated for inflation at 3% per year

⁴ Regional trail extends outside of planning area boundary may not be eligible for SDCs

DRAFT

APPENDIX B

Park & Trail Design Guidelines

These design standards outline general development approaches and criteria for parks and trails in the Sandy park system. Sandy should consider developing additional design standards such as avoiding tree removal and limiting environmental impact, and could also define elements such as graphic sign standards, plant palettes, and specific site furnishing products to create familiarity for park users, and simplify maintenance. The standards should be flexible in order to highlight a park's distinct context and sense of place. For example, a particular site furnishing may be appropriate at both an urban plaza and neighborhood park, but may not be appropriate at a natural area trailhead. Park structures, furnishings, and signage should adhere to applicable sections of "Sandy Style" as described in Chapter 17.90 of the Sandy Development Code.

All City park facilities should be designed to be usable by all people to the greatest extent possible, regardless of age, physical ability, or other segregating factor - an approach known as universal design. Consideration should also be given to the selection and application of the most appropriate set of accessibility standards to a given facility based on legal requirements and environmental context. For example, a neighborhood park playground may need to adhere to stricter accessibility standards than a hiking trail located in a natural area park. The 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design include standards and design criteria that should be included in all public facilities, including parks. These standards include guidance on the design of accessible routes, ramps and stairs, parking, drinking fountains, restrooms, play areas, sports facilities, swimming pools, and outdoor developed areas. In addition, the United States Department of Agriculture (USDA), Forest Service has developed Outdoor Recreation Accessibility Guidelines (FSORAG) which provide guidance on trails, beach access, and recreation sites. The FSORAG is intended to guide development on National Forest lands but is widely used by local governments to provide standards for trails in natural areas where application of the ADA Standards would be excessively impactful to the natural environment. Future parks should be planned to comply with ADA Standards, with the exception of natural area trails which may be developed using the FSORAG. More information is included under the trail section.

Parks

The recommendations presented in Table B-1 are the **minimum** development standards for the park classifications described in Chapter 3.2 of this report. Additional or expanded amenities are encouraged where conditions allow or when park programming increases demand. Generally, the park design standards are scaled based on the park size and intended use, with smaller parks including less amenities than larger parks. The first seven amenities are considered 'standard' park facilities and should be included in all mini, neighborhood, and community parks. Inclusion of the 'optional' amenities can depend on a variety of factors including site suitability, public input, community needs, available budget, and other considerations.

Amenities to include in natural areas, open spaces and special use areas will vary based on the specific site characteristics and conditions. Because of the variable nature of these spaces, Sandy should exercise discretion regarding appropriate amenities on a case-by-case basis. All of the amenities included in Table B-1 can be considered ‘Optional’ for these park classifications.

**TABLE B-1
PARK DESIGN STANDARDS**

Amenities	Mini Parks	Neighborhood Parks	Community Parks
Playground	2,000 square feet	3,500 square feet	6,000 square feet
Flat, Irrigated Lawn	3,000 square feet	1/4 acre	1 acre
Trash Receptacle	1	1	1 per 2 acres
Pet Waste Station	1	1	1 per 2 acres
Bicycle Parking	2 stalls	4 stalls	As required per code, but not less than 1 per acre
Picnic Table	1 per 1/4 acre	1 per 1/2 acre	2 per acre
Bench	1 per 1/4 acre	1 per 1/2 acre	1 per acre
Drinking Fountain	Optional	1	1 per 5 acres
Sport Court (half-sized)	Optional	Optional	Optional
Sport Court (full-sized)	Optional	Optional ¹	at least 1
Open Multi-Use Field	Optional	Standard	Standard
Sport Field	-	Optional ¹	at least 1
Looped Walking Path	Optional	Standard	Multiple
Splash Pad	-	Optional ¹	Optional ²
Dog off-leash area	-	Optional ¹	Optional ²
Picnic Shelter (3-4 tables)	-	Optional ¹	Multiple
Picnic Shelter (6-8 tables)	-	-	Optional ²
Restroom	-	Optional	Standard
Community Garden	-	Optional	Optional ²
Event Space	-	-	Optional ²
Disc Golf	-	-	Optional ²
Pump Track	-	-	Optional ²
Skate Spot / Park	-	Optional ¹	Optional ²
Natural Area	-	-	Optional ²
Off-street Parking	-	-	Standard
¹ Neighborhood parks should include at least 1 of noted optional amenities			
² Community parks should include at least 3 of noted optional amenities			



Meinig Park and Centennial Plaza host the only plumbed restrooms in the system

Parks that include destination type amenities shall include permanent public restrooms in the development of the parks. Destination amenities include skate parks, pump tracks, dog parks, splash pads, sports fields, community gardens, or any other park amenity that is likely to attract park users from beyond the 1/2-mile service area considered walking distance to the park. Where porta potties are used in lieu of a restroom building, a permanent three-sided structure shall be provided to improve

aesthetics and security of the units. Porta potties and enclosures should be sized and designed to meet the requirements of the Americans with Disabilities Act. The use of permanent or semi permanent porta potties should be confirmed with state and local building codes. Restrooms, picnic shelters, porta potty enclosures, and other park structures shall be designed to comply with the “Sandy Style” guidelines.

Trails

Trail standards have been developed to provide guidance for future trail development and maintenance or replacement. The trail standards are intended to provide a range of options to improve trail safety and minimize user conflict. These trail classifications and design guidelines have been used to inform the cost estimates included in the trails capital improvement plan. Some trails may need to be re-classified and improved over time if congestion or high use levels develop. Graphic standards should be developed to unify wayfinding and informational signage at trailheads and along trails.

**TABLE B-2
TRAIL DESIGN STANDARDS**

	Shared Use Path	Shared Use Path	Neighborhood Connector	Natural Area Trail
Users	Pedestrians, bicyclists, wheelchairs, skateboards, strollers	Pedestrians, bicyclists, wheelchairs, skateboards, strollers	Pedestrians, bicyclists, wheelchairs, skateboards, strollers	Pedestrians, bicyclists
Surface	Asphalt	Gravel ¹	Concrete or Asphalt	Natural Surface
Width	10-12'	6-8'	5-6'	3' Minimum
Level of Use	High	Moderate	Moderate	Low
Accessibility Standard	ADA	ADA	ADA	FSORAG

¹ Trails may initially be built as gravel surface and upgraded to paved surface in future phase

The following images illustrate the recommended trail classes based on common conditions:

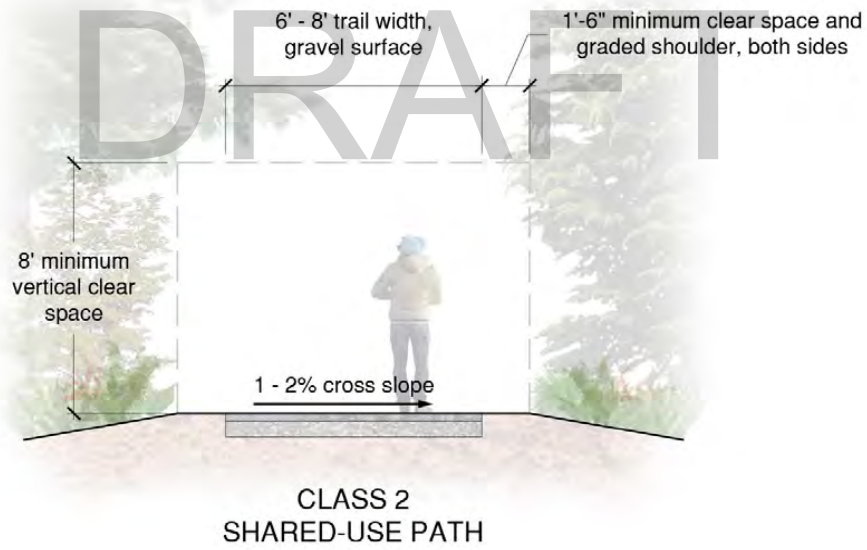
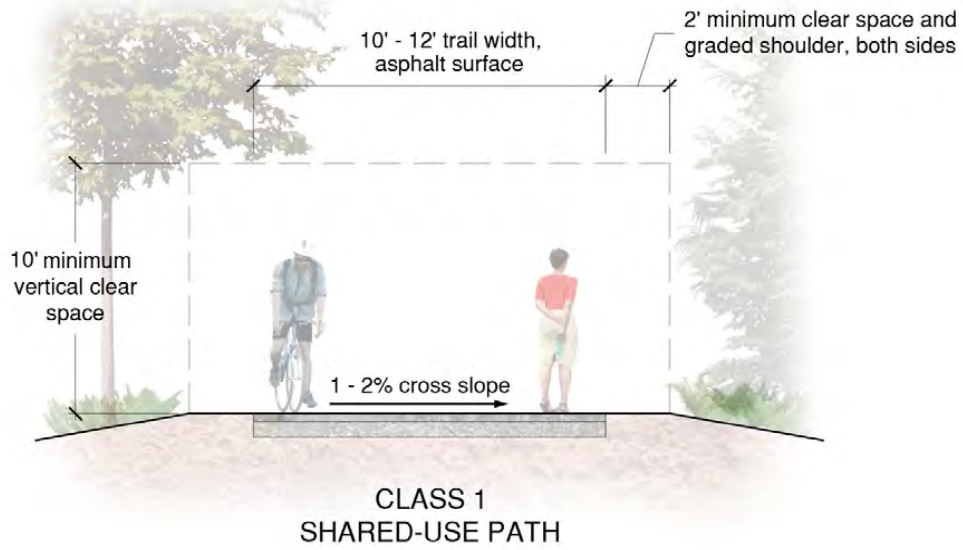
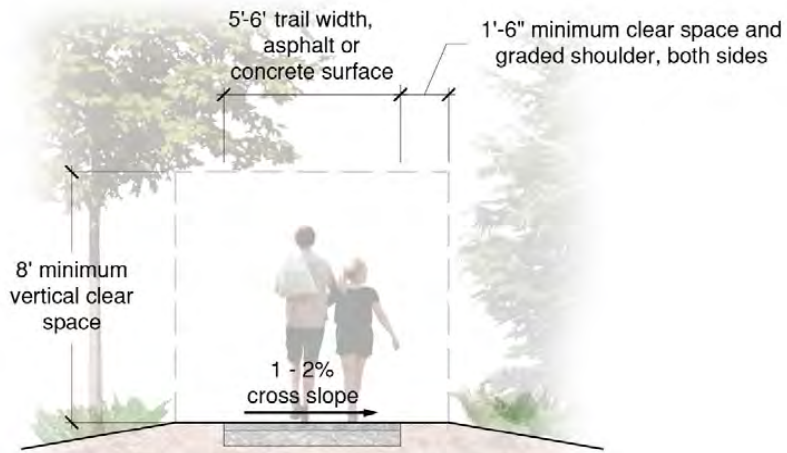
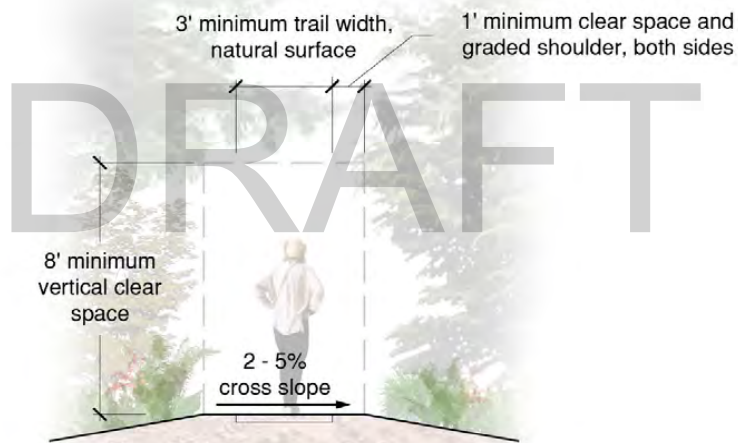


Figure B-1
Trail Standards – Class 1 & 2



**CLASS 3
NEIGHBORHOOD CONNECTOR PATH**



**CLASS 4
NATURAL AREA TRAIL**

Figure B-2
Trail Standards – Class 3 & 4

APPENDIX C

Existing Park & Trail Inventory

DRAFT

**TABLE C-1
EXISTING PARK INVENTORY**

Park Name	Park Classification	Total Acres	Developed Acres	Existing Amenities																			
				Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails
Barlow Ridge Park	MP	0.81	0.81	✓	✓				✓				✓					✓	✓	✓		✓	
Bornstedt Park	NP	5.03	5.03	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓				
Cascadia Park	NP	1.83	1.83	✓			✓	✓		✓							✓	✓	✓				
Cascadia Park Tot Lot	MP	0.04	0.04		✓				✓									✓					
Centennial Plaza	SU	0.22	0.22	✓	✓		✓		✓														
Champion Way Park	NP	0.99	0.00																				
Community / Senior Center	SU	0.10	0.10	✓	✓										✓								
Deer Point Park	NP	1.41	0.00							✓						✓	✓	✓					
Hamilton Ridge Park	MP	0.78	0.78	✓	✓			✓		✓						✓	✓	✓					
Jonsrud Viewpoint	SU	4.91	0.80	✓											✓	✓						✓	
Knollwood Park	NA	6.01	NA													✓	✓	✓	✓				
Knollwood Park Tot Lot	MP	0.60	0.60		✓											✓	✓	✓	✓				✓
Meinig Memorial Park	CP	10.82	10.82	✓	✓	✓	✓	✓	✓						✓	✓	✓	✓					

Park Classifications: Mini Park (MP), Neighborhood Park (NP), Community Park (CP), Natural Area (NA), Special Use Area (SU)

Park Name	Park Classification	Total Acres	Developed Acres	Existing Amenities																				
				Restroom	Drinking Fountain	Playground	Splash Pad	Picnic Shelter	Group Shelter	Picnic Tables	Stage / Amphitheater	Community Garden	Open Field	Baseball Field	Soccer Field	Skate-park	Sport Court	Parking	Benches	Dog Park Fenced	Dog Waste Station	Hiking / Walking Path	Bike Trails	Interpretive Area
Ponder Lane Park	NP	2.00	0.00																					
Salmon Estates Park	MP	0.77	0.77		✓													✓	✓	✓				
Sandy Bluff Park	NP	8.37	8.37	✓	✓													✓	✓	✓	✓			
Sandy Community Campus	CP	14.00	0.25														✓	✓	✓	✓	✓			
Sandy Community Campus	NA	7.10	NA																					
Sandy River Park	NA	116.28	NA																		✓	✓		
Sandy River Park Addition	NA	24.16	NA																		✓	✓		
Tickle Creek Open Space Parcels	NA	66.73	NA																					
Tickle Creek Park	NA	4.92	NA																		✓	✓		
Timberline Ridge Park	MP	0.87	0.87	✓	✓													✓	✓	✓	✓			
Tupper Park	NP	1.66	1.66	✓	✓													✓	✓	✓				
Veterans Memorial Square	SU	0.04	0.04	✓																			✓	
Total Park Acres		280.45	32.99																					

**TABLE C-2
EXISTING TRAIL INVENTORY**

Map ID	Trail Name	Miles	Notes
E 01	Sandy River Midway Trail	0.14	Sandy River Park
E 02	Ten Eyk Road to Hood Street	0.03	
E 03	Upper Sandy River Trail	0.76	
E 04	Lower Sandy River Trail	0.32	
E 05	Marcy Street Connector to Sandy River Park Trail	0.12	
E 06	Final Jim Slagle Loop Trail	0.95	
E 07	Jim Slagle Loop Featured Hike	1.54	
E 08	Bachelor Avenue to Golden Rain Street	0.05	Sandy Bluff Park
E 09	Sandy Bluff Park North Sidewalk	0.20	
E 10	Sandy Bluff Park Pod 4	0.13	
E 11	Sandy Bluff Park Pod 3	0.10	
E 12	Sandy Bluff Park Pod 2	0.08	
E 13	Bachelor Avenue to Sandy Bluff Connector	0.01	
E 14	Bachelor Avenue to Sandy Bluff Park West	0.04	
E 15	Bachelor Avenue to Sandy Bluff Park North	0.05	
E 16	Bachelor Avenue to Sandy Bluff Park South	0.05	
E 17	Kate Schmidt Trail Section	0.14	Undeveloped Right of Way
E 18	Golden Rain Street to Olson Street	0.02	Sandy High School
E 19	Green Mountain Street to Golden Rain Street	0.04	
E 20	Emerald Cascade Street to Green Mountain Street	0.04	
E 21	Coralburst Street to Emerald Cascade Street	0.04	
E 22	Coralburst Street to Bell Street	0.02	
E 23	Sandy HS Edge Trail (SHS owned, Restricted Access)	0.38	Sandy High School Natural Area
E 24	Cascadia Village Park Trail	0.16	Cascadia Park
E 25	Wall Street Alley Trillium Street to Langensand Road	0.26	SE Tickle Creek - 395th Avenue to Langensand Road
E 26	Wall Street Alley to Jacoby Road	0.18	
E 27	Timberline Park Path	0.06	Timberline Park
E 28	Bornstedt Road Entrance	0.07	Deep Creek
E 29	Cascadia Village Drive to Redwood Street	0.04	
E 30	Galway Street to Highway 211	0.02	
E 31	Haskins Street to Jerger Street	0.03	Neighborhood Path
E 32	Meinig Park Access McCormick Drive	0.01	Meinig Park
E 33	Meinig Park Barker Courtt Access	0.03	
E 34	Dubarko Estates to Evans Street Path	0.07	Neighborhood Path
E 35	Meinig Park Access Kimberly Drive	0.02	Meinig Park

Map ID	Trail Name	Miles	Notes
E 36	Mitchell Court to Davis Street	0.04	Neighborhood Path
E 37	Barker Court to Langensand Road	0.03	Neighborhood Path
E 38	Langensand Road to Antler Avenue	0.14	Neighborhood Path
E 39	City Hall to Lower Parking	0.19	Meinig Park
E 40	Bathroom Path	0.08	
E 41	Lower Parking to Amphitheater	0.08	
E 42	Fantasy Forest to Lower Parking	0.06	
E 43	Bridge Path	0.03	
E 44	370th Right of Way	0.31	Gravel Road to Creek
E 45	Sandy Heights Street Seaman Avenue to Beebee Court	0.03	Neighborhood Path
E 46	Solso Path	0.13	Gravel Road to Creek
E 47	Salmon Creek Estates Park Entrance	0.02	Salmon Estates Park
E 48	Barlow Ridge Trail	0.06	Barlow Ridge Park
E 49	Barlow Ridge Trail 2	0.12	
E 50	Barlow Ridge Trail 3	0.03	
E 51	Hamilton Ridge Paths	0.06	Hamilton Ridge Park
E 52	Tickle Creek Trail	1.61	Salmon Estates Park
E 53	Salmon Creek Estates Trail	0.05	
E 54	Bruns Road to Tupper Road Connector Trail	0.09	Neighborhood Path
E 55	Hamilton Ridge Tot Lot	0.02	Hamilton Ridge Park
E 56	Off Road Trail Hamilton Tot Lot	0.06	
E 57	Tickle Creek Trail Entrance by Orr Street	0.02	Hamilton Ridge Park
E 58	Tickle Creek Trail Entrance near Double Creek	0.03	
E 59	Sandy Heights Street to Hamilton Ridge Drive	0.06	Hamilton Ridge Park
E 60	Towle Drive to Dubarko Path	0.06	Neighborhood Path
E 61	Rachel Drive to Tickle Ceerk Trail	0.07	Neighborhood Path
E 62	Sawyer Street to Highway 211	0.01	Neighborhood Path
E 63	Hamilton Ridge Drive to Dubarko Road	0.15	to Hamilton Ridge Park
E 64	Barlow Parkway to Dubarko Road	0.05	to Barlow Ridge Park
E 65	Barlow Parkway to Highway 211	0.02	Neighborhood Path
E 66	Miller Street to Seaman Avenue	0.02	Neighborhood Path
E 67	Miller Street to Dubarko Road	0.02	Neighborhood Path
E 68	Miller Street to Barlow Parkway	0.03	Neighborhood Path
Total Trail Miles		9.96	

APPENDIX D

Undeveloped Park Concepts

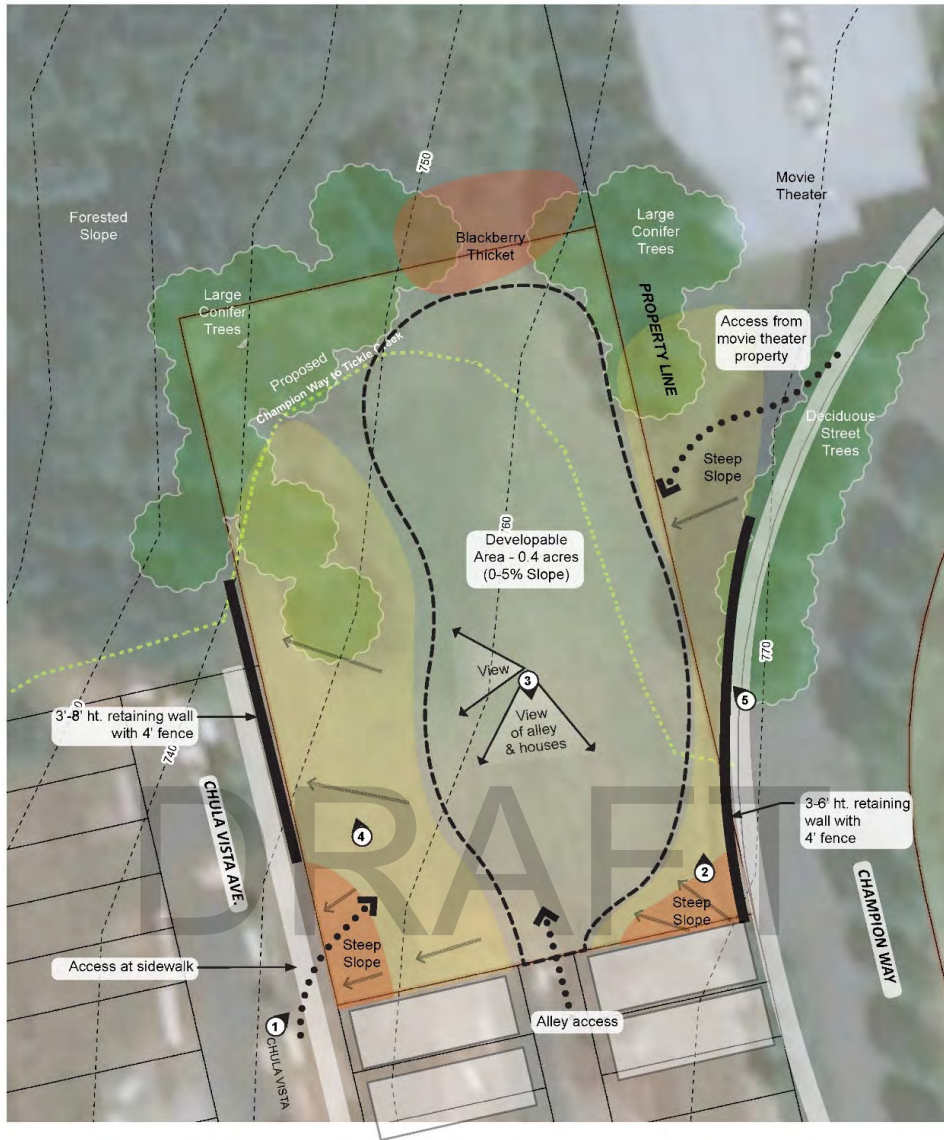
Champion Way Neighborhood Park

EXISTING CONDITIONS

- The park is bounded by Champion Way on the east and Chula Vista Avenue on the west. An alley between houses connects to the park from the south.
- Retaining walls and fences are located along both street frontages due to the steep transitions between the streets and the park.
- The central portion of the site is gently sloping, with steeper slopes along the transitions from the streets into the park.
- The alley provides an opportunity for an easier park entry point at similar elevation to the central area.
- There is a forested, natural area to the north and west of the park, with a potential trail connection to Tickle Creek Trail.

PARK CONCEPT

- The Champion Way Park concept includes standard neighborhood park amenities:
- Public access would be provided from all three street frontages.
 - A stairway would be provided on Champion Way due to the steep terrain.
 - Accessible paths would be provided from the alley and Chula Vista Avenue.
 - In addition to the accessible path, a stairway would be provided at the Chula Vista entrance to provide direct access up the hill into the park.
- The entries would connect to an internal loop trail in the central area of the park.
- The playground would be located at the north end of the park.
- An open lawn area would be located in the central portion of the park adjacent to the picnic shelter and playground.
- Additional picnic tables would be provided around the park.
- Trees would be planted along the south boundary to provide a buffer for the adjacent houses.



ESA CHAMPION WAY PARK - SITE ANALYSIS
CITY OF SANDY



Figure D-1
Champion Way Park – Site Analysis

**TABLE D-1
CHAMPION WAY PARK DEVELOPMENT COST ESTIMATE**

Item	Notes	Units	QTY	Unit Cost	Total Cost
Erosion Control	Construction entrance, tree protection, etc	LS	1	\$ 10,000.00	\$ 10,000
Utilities	Water meter, backflow, trenching	LS	1	\$ 15,000.00	\$ 15,000
Earthwork	Grading	CYD	2,000	\$ 40.00	\$ 80,000
ROW Extension	Half Street incl sidewalk, asphalt, curb	LF	150	\$ 500	\$ 75,000
ROW Extension	Sidewalk between ex and extension	SF	450	\$ 15	\$ 6,750
Paved Accessible Paths	Concrete Pavement - 6' width	SF	4,700	\$ 15	\$ 70,500
Stairs	Concrete w/ handrail - 7' width	SF	225	\$ 100	\$ 22,500
Picnic Shelter & Pad	Prefabricated - 16'x16'	EA	1	\$ 35,000	\$ 35,000
Playground Surfacing	Engineered wood fiber& subdrainage	SF	4,000	\$ 10	\$ 40,000
Playground Curb and Ramp		LF	285	\$ 30	\$ 8,550
Playground Equipment	Structure, swings, climber	LS	1	\$ 100,000	\$ 100,000
Picnic Tables	Includes concrete pad	EA	7	\$ 2,000	\$ 14,000
Site Furnishings	Benches (3), bike racks (3), drinking fountain, dog bag dispenser, trash, bollards.	LS	1	\$ 15,000	\$ 15,000
Park Signs	Entry and rules	LS	1	\$ 5,000	\$ 5,000
Irrigation	Lawn and planting areas	SF	21,000	\$ 2.00	\$ 42,000
Open Lawn	Soil preparation and seeding	SF	13,000	\$ 2.00	\$ 26,000
Landscape Improvements	Trees, shrubs, and groundcover, mulch	SF	8,000	\$ 5.00	\$ 40,000
Subtotal of Construction Costs					\$ 605,300
Contingency (for Design Development)				25%	\$ 151,325
Contractors General Conditions (Mobilization, OH & Profit, Bonding & Insurance)				15%	\$ 90,795
Soft Costs (City Project Management, Design & Permitting Fees)				25%	\$ 151,325
Total Construction Costs					\$ 998,745

Assumptions:

1. Costs are in 2021 dollars and do not include escalation.
2. Costs do not include annual operations and maintenance fees
3. Cost estimate is a rough order of magnitude based on a preliminary park concept. Contingency is intended to cover design details to be determined.
4. Poured-in-place rubber surfacing in the playground would be an additional \$15 per square foot

DRAFT

Deer Point Neighborhood Park

EXISTING CONDITIONS

- The park is easily accessed from the neighborhood to the west.
- The parcel is long and narrow.
- It is bounded by Meadow Avenue on the west and Fawn Street to the south.
- Traffic noise from Highway 26 can be heard in some portions of site.
- The site is gently sloping from south to north.
- Steeper slopes occur along the transitions from the streets into the park.
- There is a potential pedestrian connection to an existing sidewalk along Highway 26
- The park property could be expanded to the east with future development of that parcel.
- Mature trees, particularly in the expansion area to the east, provide shade.
- There is an existing drainage swale on the parcel east of the park.

PARK CONCEPT

- Sidewalks would be built along Meadow Avenue and Fawn Street.
- A paved, accessible trail would pass through the site, forming two loops with the sidewalks along the street.
- A trail connection would connect to the sidewalk along Highway 26.
- A picnic shelter is located in the north portion of the site adjacent to the loop trail and playground.
- A large multi-use field would be located in the central portion of the park.
- A basketball half-court or other sport court would be located at the south end of the park.
- If the park were expanded in the future, the trail loop could expand onto the adjacent parcel along with an additional picnic shelter and picnic areas. There is potential to add amenities such as disc golf, a bicycle pump track and/or more walking trails.



ESA DEER POINT PARK - SITE ANALYSIS
CITY OF SANDY

0' 50'
SCALE: 1" = 50'

Figure D-2
Deer Point Park – Site Analysis

**TABLE D-2
DEER POINT PARK DEVELOPMENT COST ESTIMATE**

Item	Notes	Units	QTY	Unit Cost	Total Cost
Erosion Control	Construction entrance, tree protection, etc	LS	1	\$ 20,000.00	\$ 20,000
Utilities	Water meter, backflow, trenching	LS	1	\$ 15,000.00	\$ 15,000
Earthwork & Site Prep	Rough and fine grading.	CYD	3,000	\$ 40.00	\$ 120,000
Paved Accessible Paths	Concrete Pavement - 6' width	SF	7,020	\$ 15	\$ 105,300
ROW	Half Street incl sidewalk, asphalt, curb	LF	200	\$ 500	\$ 100,000
Stairs	Concrete w/ handrail - 7' width	SF	175	\$ 100	\$ 17,500
Picnic Shelter & Pad	Prefabricated - 16'x16'	EA	1	\$ 35,000	\$ 35,000
Playground Surfacing	Engineered wood fiber & sub-drainage	SF	4,000	\$ 10	\$ 40,000
Playground Curb and Ramp		LF	255	\$ 30	\$ 7,650
Playground Equipment	Structure, swings, climbers, slide	LS	1	\$ 100,000	\$ 100,000
Sports Court	Half court, backstop (1), benches(2)	LS	1	\$ 50,000	\$ 50,000
Picnic Tables	Includes concrete pad	EA	7	\$ 2,000	\$ 14,000
Site Furnishings	Benches (3), bike racks (3), drinking fountain, dog bag dispenser, trash, bollards.	LS	1	\$ 15,000	\$ 15,000
Park Signs	Entry and rules	LS	1	\$ 5,000	\$ 5,000
Irrigation	Lawn and planting areas	SF	40,000	\$ 2.00	\$ 80,000
Open Lawn	Seeding and soil preparation	SF	20,000	\$ 2.50	\$ 50,000
Landscape Improvements	Shade trees, shrubs & ground cover, mulch	SF	10,000	\$ 5.00	\$ 50,000
ROW Landscape	Street trees & groundcover, mulch	SF	10,000	\$ 5.00	\$ 50,000
Subtotal of Construction Costs					\$ 874,450
Contingency (for Design Development)				25%	\$ 218,613
Contractors General Conditions (Mobilization, OH & Profit, Bonding & Insurance)				15%	\$ 131,168
Soft Costs (City Project Management, Design & Permitting Fees)				25%	\$ 218,613
Total Construction Costs					\$ 1,442,843

Assumptions:

1. Costs are in 2021 dollars and do not include escalation.
2. Costs do not include annual operations and maintenance fees
3. Cost estimate is a rough order of magnitude based on a preliminary park concept. Contingency is intended to cover design details to be determined.
4. Poured-in-place rubber surfacing in the playground would be an additional \$15 per square foot
5. Costs exclude work in potential expansion parcel to the east

DRAFT

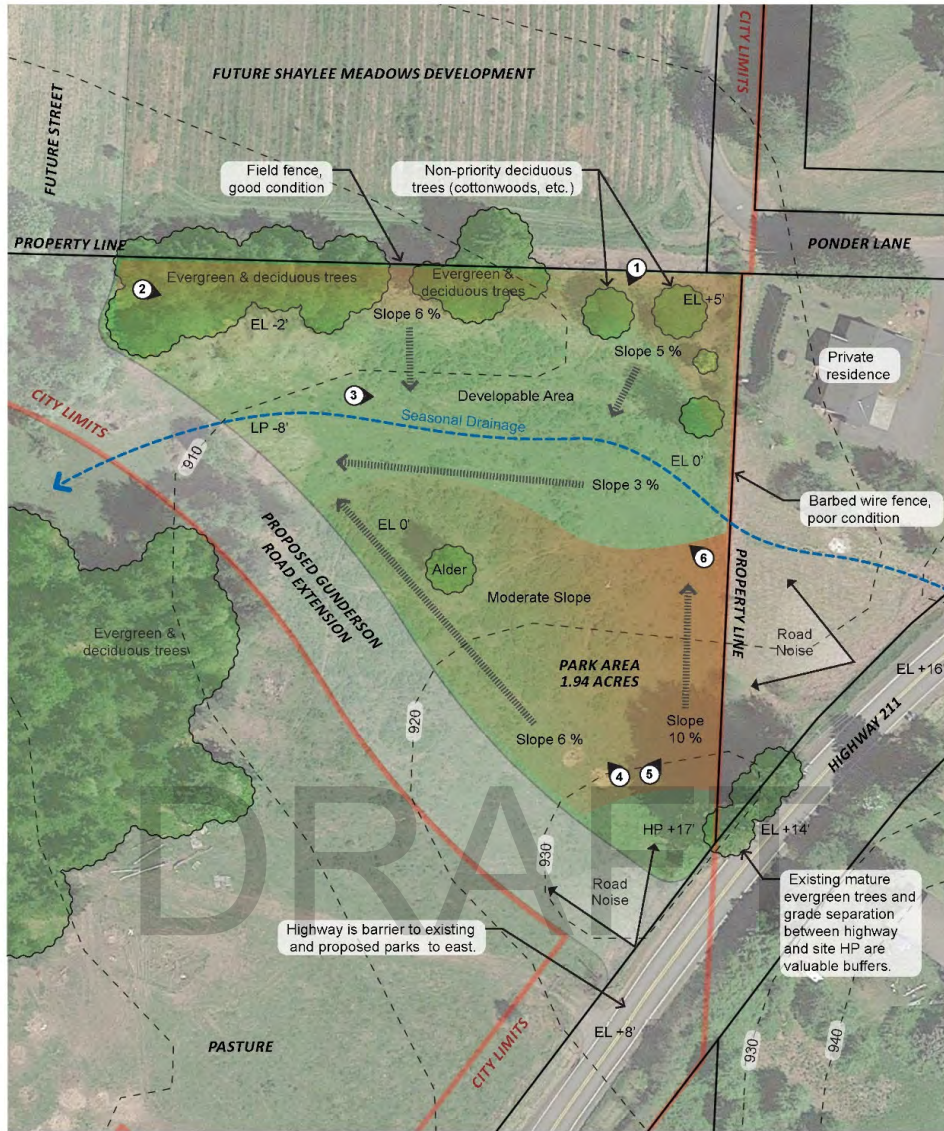
Ponder Lane Neighborhood Park

EXISTING CONDITIONS

- The parcel has good potential neighborhood access from Ponder Lane, a future street and Gunderson Road extension.
- Highway 211 is a barrier between the park and neighborhoods to the east.
- The park slopes gently from both the north and south toward a seasonal drainage in the center.
- Mature trees provide shade and screen views of adjacent uses.
- Traffic noise from Highway 211 can be heard within the park.

PARK CONCEPT

- Pedestrian access is possible from Ponder lane in the northeast corner, a future street in the northwest corner, and potentially Highway 211 in the southeast corner.
- A sidewalk would be built along Gunderson Road, connecting to an accessible paved loop trail within the park.
- A playground would be located in the northeast corner, adjacent to the trail and picnic areas.
- A picnic shelter would be located in the center of the park, between the dog park and the multi-use field.
- A fenced off-leash dog area would be located in the south portion of the park.
- All park features would be designed to meet accessibility requirements to the extent possible.
- There could be an opportunity for a crosswalk at Gunderson Road if the street were extended across Highway 211.



ESA PONDER LANE PARK - SITE ANALYSIS
CITY OF SANDY



Figure D-3
Ponder Lane Park – Site Analysis

**TABLE D-3
PONDER LANE PARK DEVELOPMENT COST ESTIMATE**

Item	Notes	Units	QTY	Unit Cost	Total Cost
Erosion Control	Construction entrance, tree protection, etc	LS	1	\$ 20,000.00	\$ 20,000
Utilities	Water meter, backflow, trenching, culverts	LS	1	\$ 20,000.00	\$ 20,000
Earthwork & Site Prep	Rough and fine grading	CYD	4,000	\$ 40.00	\$ 160,000
Parking Lot	Asphalt	SF	4,240	\$ 5	\$ 21,200
Parking Lot Curb and Ramp		LF	360	\$ 25	\$ 9,000
Paved Accessible Paths	Concrete Pavement - 6' width	SF	4,400	\$ 12	\$ 52,800
ROW Improvements	Half street incl. curb, sidewalk, asphalt				\$ 200,000
ROW Sidewalk	Concrete Pavement - 6' width	SF	3,360	\$ 12	\$ 40,320
Picnic Shelter & Pad	Prefabricated - 16'x16'	EA	1	\$ 35,000	\$ 35,000
Playground Surfacing	Engineered wood fiber, subdrainage	SF	7,930	\$ 10	\$ 79,300
Playground Curb and Ramp		LF	350	\$ 30	\$ 10,500
Playground Equipment	Structure, swings, slide, climbers	LS	1	\$ 100,000	\$ 100,000
Picnic Tables	Includes concrete pad	EA	6	\$ 2,000	\$ 12,000
Site Furnisings	Benches (3), bike racks (3), drinking fountain, dog bag dispenser, trash, bollards.	LS	1	\$ 15,000	\$ 15,000
Park Signs	Entry and rules	LS	1	\$ 5,000	\$ 5,000
Irrigation	Multi-use field and dog park	SF	61,800	\$ 2.00	\$ 123,600
Open Lawn	Soil preparation and seeding (Multi-use field and Dog Park)	SF	61,800	\$ 2.00	\$ 123,600
Landscape Improvements	Trees, shrubs & groundcover, mulch	SF	12,000	\$ 5.00	\$ 60,000
ROW Landscape	Trees, shrubs & groundcover, mulch	SF	3,400	\$ 5.00	\$ 17,000
Dog Park	Fences, gates, hose bibs	LS	1	15,700	\$ 15,700
Subtotal of Construction Costs					\$ 1,120,020
Contingency (for Design Development)				25%	\$ 280,005
Contractors General Conditions (Mobilization, OH & Profit, Bonding & Insurance)				15%	\$ 168,003
Soft Costs (City Project Management, Design & Permitting Fees)				25%	\$ 280,005
Total Construction Costs					\$ 1,848,033

Assumptions:

1. Costs are in 2021 dollars and do not include escalation.
2. Costs do not include annual operations and maintenance fees
3. Cost estimate is a rough order of magnitude based on a preliminary park concept. Contingency is intended to cover design details to be determined.
4. Poured-in-place rubber surfacing in the playground would be an additional \$15 per square foot

DRAFT

Sandy Community Campus

The City has the potential to use Urban Renewal Agency (URA) and other funds to renovate the school grounds into a park. Based on the needs analysis, the City would benefit from an additional neighborhood or community park in this area.

EXISTING CONDITIONS

- The Sandy Community Campus park site includes an old football field and track from the former school.
- The majority of the park is fairly flat, before sloping up to the former school buildings at the south end.
- The north end of the park transitions into forested slope and connects to the Sandy River Park natural area.
- The Sandy Skate Park is located in the southeast corner of the site.

PARK CONCEPT

- A preliminary concept for redevelopment of the park was created as part of the Aquatic Facility Analysis. The entire park will be too expensive to develop all at one time. The concept was broken into four phases. Below is the full build out concept.

DRAFT



Figure D-4
Sandy Community Campus Master Plan

DRAFT

APPENDIX E

Potential Grants

Oregon Park & Recreation Department (OPRD) Grant Programs

OPRD administers a number of grant programs that can be used to support planning, design and development of public parks and trails. These grants focus on capital improvements and do not provide funding for maintenance and operations.

- Local Government Grant Program (LGGP) can be used for acquisition, planning, development or major rehabilitation of public outdoor park and recreation facilities that are consistent with the goals outlined in the SCORP. A 40% match is required for communities the size of Sandy. The City's share of the match can be composed of a variety of sources including donations, City labor and equipment, general fund, other grant sources, SDC's, cost of land acquisition within the past 6 years, and/or cost of planning within the last two years.
- Recreational Trails Program (RTP) is a federally funded grant program that is administered by OPRD. It can be used to fund a variety of trail project types, including land or easement acquisition, trail and trailhead design, renovation of existing trails, safety improvements, and construction. The required match ranges from 20-40% depending on the size of the grant requested and can include volunteer labor and other donations.
- Land and Water Conservation Fund (LWCF) is another federally funded grant program that is administered by OPRD. The grants can be used to fund land acquisition and development of outdoor recreation facilities. Eligible projects need to be consistent with SCORP goals and objectives, the local adopted comprehensive plan or park system master plan, and the Americans with Disabilities Act (ADA). LWCF will fund up to 50% of project costs, but unlike the LGGP, prior project costs cannot be used for a match. Use of LWCF funding results in a permanent Section 6(f) resource protection to maintain the site for public recreation in perpetuity. Impacts to a 6(f) protected site require an extensive review and approval process, similar to an environmental impact analysis, and any impacts need to be mitigated to replace the lost recreation area in kind.

In addition, OPRD includes compiled sources of grant opportunities on their website. Links to the documents are below:

Potential Funding Sources for Outdoor Recreation:

<https://www.oregon.gov/oprd/GRA/Documents/GRA-Other-Outdoor-Recreation-Funding-Sources.pdf>

Potential Recreational Trail Funding Sources:

<https://www.oregon.gov/oprd/GRA/Documents/GRA-Other-Recreational-Trail-Funding-Sources.pdf>

Oregon Department of Transportation (ODOT) Grant Programs

ODOT's Local Government Assistance program administers transportation oriented grant programs to facilitate transportation improvements throughout the state. Many of these are specific to vehicular transportation, but a selection are available for pedestrian and bicycle safety and connectivity, and can be used for trail systems and crossing safety improvements.

- Connect Oregon Program can be used for bicycle and pedestrian infrastructure improvements to ensure that Oregon's transportation system is diverse and efficient. The grant is competitive and requires a 30% match from other funding sources.
- Safe Routes to Schools focusses on bicycle and pedestrian improvements to facilitate safe access between residential areas and schools. Funds can be used for sidewalk, bike lanes, crosswalk safety improvements, including flashing beacons. The funds are limited and highly competitive
- Competitive Construction Grant Program.

DRAFT

APPENDIX F

Preliminary Parks System Development Charge Analysis

DRAFT

To: Tracy Johnson, Environmental Science Associates
From: Doug Gabbard, FCS GROUP
CC: John Ghilarducci, FCS GROUP
RE: Preliminary Parks SDC Analysis

Date: April 23, 2021

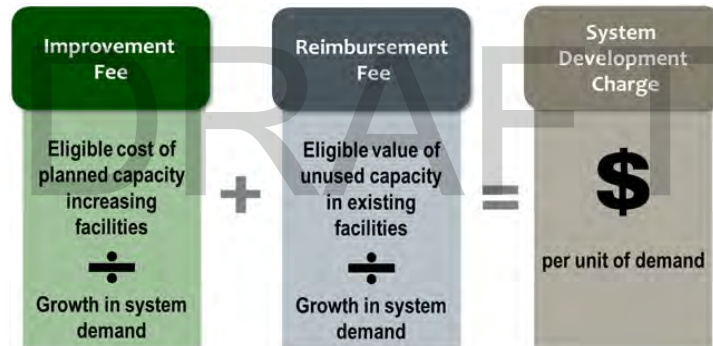
PRELIMINARY PARKS SDC ANALYSIS

This technical memorandum provides a preliminary calculation of a new parks system development charge (SDC) for the City of Sandy (City).

METHOD OF CALCULATION

SDCs are one-time fees imposed on new and increased development to recover the cost of system facilities needed to serve that growth.

In general, SDCs are calculated by adding an improvement fee component and a reimbursement fee component (if applicable)—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. Below is an illustration of this calculation:



GROWTH

In a parks master plan, growth is often measured as an increase in population due to new development (including redevelopment) activities. The increase in population causes an increase in parks usage. According to the City’s new parks master plan, population in the city is expected to grow to 19,100 from 11,650 during the planning period of 2020 to 2035. This implies a growth of 7,450 residents during the planning period, which will form the denominator of the SDC calculation.

Further, a growth of 7,450 residents means that 39.01 percent of the 2035 population will be residents that arrive during the planning period. That percentage is called the growth share. The growth share will be useful in the improvement fee section of this memo.

IMPROVEMENT FEE COST BASIS

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users.

Calculating the eligibility percentage for parks projects can be done in multiple ways. Parks projects can generally be divided into two lists: the expansion list and the infill list. Projects on the expansion list add a measurable quantity of park acres, trail miles, or special use facilities to the parks system inventory. Projects on the infill list add amenities to existing park facilities. Each list requires a different method of determining the eligibility of its projects. Both lists will be discussed in separate sections below and then brought back together to determine the full improvement fee cost basis.

Expansion List

Projects on the expansion list add a measurable quantity of park acres, trail miles, or special use facilities to the parks system inventory. The two tables below show all the parks projects that fit that description. The tables also display the park type of each parks project, the priority tier of each project, its total cost, and the quantity of acres or trail miles added. In addition, the last two columns of **Table 1** shows the number and type of park acres absorbed from other parks.

Table 1: Park Projects on the Expansion List

Park Name	Park Type	Tier	Total Cost	Acres Added	Acres Absorbed	Type of Park Acres Absorbed
Deer Point Park	Neighborhood Park	Tier 1	\$ 1,382,100	0.99	0.99	Undeveloped Park
Champion Way Park	Neighborhood Park	Tier 1	840,600	1.41	1.41	Undeveloped Park
Ponder Lane Park	Neighborhood Park	Tier 1	1,468,200	2.00	2.00	Undeveloped Park
Jewelberry NE	Neighborhood Park	Tier 1	1,250,000	2.00	-	
Ruben	Natural & Open Space	Tier 1	1,250,000	2.00	-	
Vista Loop	Neighborhood Park	Tier 1	1,250,000	2.00	-	
Community North	Community Park	Tier 1	6,562,500	15.00	-	
Tickle Creek Expansion - West	Natural & Open Space	Tier 1	-	-	-	
North Bluff	Mini Park	Tier 2	325,000	0.50	-	
Colorado East	Mini Park	Tier 2	325,000	0.50	-	
Kelso 362nd	Neighborhood Park	Tier 2	1,250,000	2.00	-	
Jarl Road	Neighborhood Park	Tier 2	1,250,000	2.00	-	
Deer Point Expansion	Neighborhood Park	Tier 2	1,250,000	2.00	-	
Vista Loop SW	Neighborhood Park	Tier 2	1,250,000	2.00	-	
Community South	Community Park	Tier 2	6,562,500	15.00	-	
Tickle Creek Expansion - Central	Natural & Open Space	Tier 2	-	-	-	
Tickle Creek Expansion - East	Natural & Open Space	Tier 2	-	-	-	
Orient	Mini Park	Tier 3	325,000	0.50	-	
Martin Road	Mini Park	Tier 3	325,000	0.50	-	
Village Boulevard South	Mini Park	Tier 3	325,000	0.50	-	
Colorado	Neighborhood Park	Tier 3	1,250,000	2.00	-	
Gunderson Road West	Neighborhood Park	Tier 3	1,250,000	2.00	-	
Trubel	Neighborhood Park	Tier 3	1,250,000	2.00	-	
Langensand SW	Neighborhood Park	Tier 3	1,250,000	2.00	-	
Community East	Community Park	Tier 3	6,562,500	15.00	-	
Ruben	Natural & Open Space	Tier 3	-	-	-	
Sandy Community Campus - Phases 1-4	Community Park		9,950,200	14.00	14.00	Undeveloped Park
			\$ 48,703,600	87.90	18.40	

Source: Environmental Science Associates, City staff.

Table 2: Trail Projects on the Expansion List

Trail Name	Tier	Total Cost	Miles Added
Sandy Bluff Park Pond Loop Trail	Tier 1	\$ 45,200	0.21
Bell Street to Sandy Bluff Park	Tier 1	59,600	0.28
Kate Schmidt to Bell Street	Tier 1	26,600	0.12
SHS Trail Easement 1*	Tier 1	82,500	0.38
Community Campus to Sandy River Trail	Tier 1	22,300	0.59
Park Street to Community Campus	Tier 1	1,700	0.05
Vista Loop to Hood Street	Tier 1	467,600	0.92
Tickle Creek Reroutes	Tier 1	57,100	0.26
Tupper Park to Gerilyn Court	Tier 1	28,700	0.06
Tickle Creek to Highway 211	Tier 1	65,300	0.30
Trickle Creek Extension East to Dubarko Underpass	Tier 1	55,900	0.26
Trickle Creek Extension Dubarko East to Jacoby	Tier 1	92,100	0.42
Alleyway to Trickle Creek Trail Connector	Tier 1	35,000	0.07
Jacoby Road to Trickle Creek Connector	Tier 1	26,100	0.05
Kelso Bluff to Orient	Tier 2	1,025,300	1.61
Kelso to Powerline	Tier 2	172,200	0.79
Sunflower to Powerline	Tier 2	28,600	0.06
Olson to Powerline	Tier 2	76,300	0.15
Sandy Bluff Park to 362nd	Tier 2	136,200	0.63
Slagle Loop to Jonsrud Overlook	Tier 2	35,800	0.96
Sandy River Lower Loop	Tier 2	12,500	0.33
Sandy River North Loop	Tier 2	9,900	0.26
Park Street to Sandy River Trail	Tier 2	6,200	0.16
Fir Drive to Community Campus	Tier 2	18,600	0.50
Trickle Creek Extension within UGR	Tier 2	354,600	1.64
Champion Way to Tickle Creek	Tier 2	7,200	0.19
Barnum to Tickle Creek	Tier 2	5,400	0.14
Salmon Creek Park to Barnum Road	Tier 2	87,700	0.17
Sunset Street to Tickle Creek	Tier 2	12,200	0.32
Sunset Street to Nettie Connett Drive	Tier 2	94,900	0.19
Bluff Road to Sandy Heights	Tier 2	10,800	0.29
Market Road Public Easement	Tier 2	95,500	0.19
Sandy Heights to Meinig Connection	Tier 2	10,700	0.29
Tickle Creek Jacoby Rd to Meadows Ave Extension	Tier 2	161,100	0.74
Highway 211 to Bornstedt Park	Tier 2	72,800	0.14
Kelso Park to Orient Park	Tier 3	147,400	0.68
362nd to Kelso Park	Tier 3	96,500	0.45
Orient to Powerline	Tier 3	128,000	0.59
Meeker to MH Athletic Club	Tier 3	32,500	0.06
Vista Loop to Longstreet Lane	Tier 3	514,600	1.02
Orient to Tickle Creek	Tier 3	82,400	0.38
Tickle Creek to Colorado & Rachel	Tier 3	212,000	0.98
Tickle Creek to Deer Point Park	Tier 3	403,200	0.80
Dubarko Extension Road	Tier 3	119,300	0.19
Bornstedt Road to Trubel Road	Tier 3	462,300	0.73
Village South to Trubel Road	Tier 3	582,000	0.91
Jacoby West to Village South	Tier 3	348,200	0.55
Cascadia to Jacoby West	Tier 3	95,400	0.19
Highway 216 to Jacoby	Tier 3	963,900	1.51
Tickle Creek Connector Sewer Easement	Tier 3	853,100	3.94
Total		\$ 8,541,000	26.69

Source: Environmental Science Associates, City staff.

Note that the costs for projects on these two tables do not include land acquisition costs, although those are perfectly eligible for inclusion in an improvement fee (as long as they are not recovered in any other kind of development impact fee).

For projects on the expansion list, eligibility is determined by a level-of-service analysis that quantifies the park facilities that are needed for growth (and are therefore eligible to be included in an improvement fee cost basis). Park facilities can be measured by sorting them into categories, or by considering their respective units of measurement. Further, in either approach, the current or future level-of-service may be targeted. These two separate choices create four distinct and equally defensible ways of calculating the eligibility percentage of each project.

Each method will be examined in the sections below.

Current Level-of-Service (By Category and Unit of Measurement)

Determining SDC eligibility for parks projects using the current level-of-service requires determining the quantity of parks facilities needed to maintain the current level-of-service. Any projects that add facilities in excess of that quantity are ineligible.

The City has seven relevant parks categories for determining its level-of-service by category. These are shown in the upper panel of the first column in **Table 3**. Each category receives its own level-of-service. Using neighborhood parks as an example, the City currently has 16.89 acres of neighborhood parks. Using the 2020 population discussed above, this implies that there are 1.45 acres of neighborhood parks per 1,000 residents. The parks project list, when completed, will add 24.40 acres of neighborhood parks. However, based on the 2035 population and the current level-of-service, only 10.80 additional acres of neighborhood parks are needed. So, only 10.80 acres out of the 24.40 acres added by the project list are eligible for inclusion in the improvement fee cost basis, or 44.27 percent.

The same line of reasoning is used to develop the eligibility percentages for other parks categories. Further, calculating eligibility using level-of-service by unit of measurement follows the same approach. The eligibility percentage for each parks category or unit of measurement is shown in the “Eligibility” column of **Table 3**.

Table 3: Improvement Fee Eligibility under the Current Level of Service

	Units	2020 Quantity	2020 Units per 1,000 Residents	Change in Quantity	Additional Needed to Maintain LoS	Eligibility
By category:						
Mini Park	Acres	3.87	0.33	2.50	2.47	98.99%
Neighborhood Park	Acres	16.89	1.45	24.40	10.80	44.27%
Community Park	Acres	10.82	0.93	59.00	6.92	11.73%
Natural & Open Space	Acres	224.64	19.28	2.00	143.65	100.00%
Undeveloped Park	Acres	22.51	1.93	-18.40	14.39	0.00%
Special Use Area	Number	4.00	0.34	0.00	2.56	0.00%
Trail	Miles	9.84	0.84	26.69	6.29	23.57%
By Unit of Measurement:						
Acres of Parks and Natural Areas	Acres	278.73	23.93	69.50	178.24	100.00%
Number of Special Use Sites	Number	4.00	0.34	0.00	2.56	0.00%
Miles of Trails	Miles	9.84	0.84	26.69	6.29	23.57%

Source: Environmental Science Associates, City staff.

Future Level-of-Service (By Category and Unit of Measurement)

To determine SDC eligibility using the future level-of-service, the proposed additional quantity of parks facilities is added to the current quantity of parks facilities. Using the future population, a future level-of-service is then calculated. Then, that level-of-service is compared to the current parks system to determine if any current deficiencies exist against the future level-of-service. Only parks projects that do not cure existing deficiencies are considered eligible for the improvement fee cost basis under this method.

As in the previous section, calculating SDC eligibility based on future level-of-service can be done both when measuring parks facilities by category and when measuring by unit of measurement.

Table 4 below outlines both methods using the future level-of-service. Using neighborhood parks as an example, the City currently has 16.89 acres of neighborhood parks. The parks project list, when completed, will add 24.40 acres of neighborhood parks. This results in a future level-of-service of 2.16 acres of neighborhood parks per 1,000 residents in 2035. If that level-of-service was applied to the 2020 population, a minimum of 25.18 acres would be needed. However, there are currently only 16.89 acres. Thus, the difference between 16.89 and 25.18 acres, or 8.29 acres, must be added to the system to cure a deficiency. So, only the remaining 16.11 acres added by the project list, or 66.01 percent of the neighborhood parks projects, are eligible for inclusion in the improvement fee cost basis under this method.

The same approach is used to develop the eligibility percentages for other parks categories. Calculating eligibility using level-of-service by unit of measurement follows the same logic. The eligibility percentage for each parks category or unit of measurement is shown in the “Eligibility” column of **Table 4** below.

When calculating an SDC based on the future level-of-service, it is possible that there may be park facilities eligible for inclusion in a reimbursement fee. This occurs when the future level-of-service for a parks category or unit of measurement is lower than the current level-of-service. If this is this case, and if the future level-of-service is targeted, then it follows that the parks system has an excess of parks facilities. The final column of **Table 4**, “Reimbursable Quantity,” shows the reimbursable quantity of parks facilities by category and unit of measurement which can be used to calculate a reimbursement fee.

Table 4: Improvement Fee Eligibility under the Future Level of Service

	Units	2020 Quantity	Change in Quantity	2040 Units per 1,000 Residents	2020 Minimum Quantity	Eligibility	Reimbursable Quantity
By category:							
Mini Park	Acres	3.87	2.50	0.33	3.89	99.39%	-
Neighborhood Park	Acres	16.89	24.40	2.16	25.18	66.01%	-
Community Park	Acres	10.82	59.00	3.66	42.59	46.16%	-
Natural & Open Space	Acres	224.64	2.00	11.87	138.24	100.00%	86.40
Undeveloped Park	Acres	22.51	-18.40	0.22	2.51	0.00%	20.00
Special Use Area	Number	4.00	0.00	0.21	2.44	0.00%	1.56
Trail	Miles	9.84	26.69	1.91	22.28	53.38%	-
By Unit of Measurement:							
Acres of Parks and Natural Areas	Acres	278.73	69.50	18.23	212.40	100.00%	66.33
Number of Special Use Sites	Number	4.00	0.00	0.21	2.44	0.00%	1.56
Miles of Trails	Miles	9.84	26.69	1.91	22.28	53.38%	-

Source: Environmental Science Associates, City staff.

Infill List

Projects on the infill list do not add park acres or trail miles to the parks system, but they do add amenities to existing park facilities that will be used by both current and future users. **Table 5** displays all projects on the infill list.

If a project adds amenities, those amenities are assumed to benefit both current and future users proportionately. Therefore, that project’s eligibility percentage is assumed to be the growth share discussed in the “Growth” section above. Projects that do not add amenities, but instead repair or renovate existing amenities, do not add capacity for future users and so receive an eligibility percentage of zero percent.

Table 5: Infill List Projects

	Tier	Total Cost	Eligibility	Eligible Costs
Sandy Bluff Park	Tier 1	\$ 125,000	39.01%	\$ 48,757
Sandy River Park - Phase 1	Tier 1	800,000	39.01%	312,042
Bornstedt Park - Phase 2	Tier 2	252,000	39.01%	98,293
Tupper Park	Tier 2	750,000	39.01%	292,539
Meinig Memorial Park	Tier 2	273,200	39.01%	106,562
Sandy River Park - Phase 2	Tier 2	650,000	39.01%	253,534
Meinig Memorial Park	Tier 3	500,000	0.00%	-
Sandy River Park Addition	Tier 3	-	39.01%	-
Total		\$ 3,350,200		\$ 1,111,727

Source: Environmental Science Associates, City staff.

Improvement Fee Cost Basis

Combining the eligible costs identified in the expansion and infill lists creates the full improvement fee cost basis. **Table 6** displays all four methods of calculating the eligible costs of the expansion list. While the eligible cost of the expansion list varies by method, the eligible cost of the infill list does not vary. As shown, the eligible costs for the improvement fee ranges from \$16.6 million when targeting the current level-of-service by category up to \$54.4 million when targeting the future level-of-service by unit of measurement.

Table 6: Improvement Fee Cost Basis

By Category	Cost	Current LoS		Future LoS	
		Eligibility	Eligible Cost	Eligibility	Eligible Cost
Mini Park	\$ 1,625,000	99%	\$ 1,608,624	99%	\$ 1,615,012
Neighborhood Park	16,190,900	44%	7,167,062	66%	10,686,831
Community Park	29,637,700	12%	3,475,763	46%	13,680,288
Natural & Open Space	1,250,000	100%	1,250,000	100%	1,250,000
Undeveloped Park	-	0%	-	0%	-
Special Use Area	-	0%	-	0%	-
Trail	8,541,000	24%	2,013,460	53%	4,559,543
Expansion Projects Total	\$ 57,244,600		\$ 15,514,909		\$ 31,791,673
Infill Projects	3,350,200		1,111,727		1,111,727
Total	\$ 60,594,800		\$ 16,626,636		\$ 32,903,401
By Unit of Measurement					
Acres of Parks and Natural Areas	\$ 48,703,600	100%	\$ 48,703,600	100%	\$ 48,703,600
Number of Special Use Sites	-	0%	-	0%	-
Miles of Trails	8,541,000	24%	2,013,460	53%	4,559,543
Expansion Projects Total	\$ 57,244,600		\$ 50,717,060		\$ 53,263,143
Infill Projects	3,350,200		1,111,727		1,111,727
Total	\$ 60,594,800		\$ 51,828,788		\$ 54,374,870

Source: Previous tables.

REIMBURSEMENT FEE COST BASIS

The reimbursement fee collects the cost of existing parks facilities that are available for future users. A reimbursement fee is possible for a parks SDC only when the future level-of-service is targeted. As discussed in the sections above, the parks system does have park facilities available for future use. However, the costs for these park facilities were not calculated for this preliminary parks SDC analysis, and so there is no reimbursement fee cost basis in this memo.

ADJUSTMENTS

Oregon Revised Statutes (ORS) 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in the SDC cost basis. After consultation with the City, we estimate the City will spend about \$28,290 over the planning period on the compliance costs allowed by statute.

Another typical adjustment to an SDC is the deduction of available fund balance from the total cost basis. Existing fund balance of \$1,223,401 was deducted from the improvement fee cost basis.

CALCULATED SDC

Table 7 below summarizes the calculation of the SDC. As shown, the total cost basis ranges from \$15.4 million up to \$53.2 million depending on the method chosen for calculating level-of-service. When dividing by the expected growth in residents during the planning period of 7,450, the total SDC per resident ranges from \$2,075 up to \$7,142. Because each method is equally defensible, \$7,142 is the maximum allowable SDC per resident.

Table 7: Calculated SDC

	Current by Category	Future by Category	Current by Unit	Future by Unit
Cost Basis:				
Improvement Fee	\$ 16,626,636	\$ 32,903,401	\$ 51,828,788	\$ 54,374,870
Estimated Improvement Fee Fund Balance	(1,223,401)	(1,223,401)	(1,223,401)	(1,223,401)
Compliance Costs	28,290	28,290	28,290	28,290
Total Cost Basis	\$ 15,431,525	\$ 31,708,290	\$ 50,633,677	\$ 53,179,759
Growth in Residents	7,450	7,450	7,450	7,450
Improvement Fee per Resident	\$ 2,071	\$ 4,256	\$ 6,796	\$ 7,138
Compliance Fee per Resident	4	4	4	4
Total SDC per Resident	\$ 2,075	\$ 4,260	\$ 6,800	\$ 7,142
Fee Schedule:				
	<u>Residents per Dwelling Unit</u>			
Single-family dwelling unit	2.73	\$ 5,665	\$ 11,629	\$ 18,563
Multi-family dwelling unit	2.02	4,200	8,622	13,763
Mobile home dwelling unit	2.20	4,563	9,366	14,952
				15,703

Source: Previous tables, City staff, 2015-2019 American Community Survey 5-Year Estimates, Tables B25024 and B25033 (residents per dwelling unit).

The last panel in **Table 7** shows the SDC calculated for various residential development types. The SDC is scaled to these types based on the average number of residents per dwelling unit, which is taken from Census data. As shown, the maximum allowable SDC for a single-family dwelling unit is \$19,496.

FUNDING PLAN

If the City implements the full parks SDCs calculated above, SDC revenues will still not be sufficient to cover the cost of the project list and additional revenue will be needed. Further, if a lower SDC is implemented, the amount to be collected from other sources will grow. **Table 8** below provides a summary of the funding plan for the City’s project list under the recommended method of calculating the parks SDC.

Table 8: Funding Plan

	Future by Unit
Resources	
Beginning fund balance	\$ 1,223,401
SDC revenue	53,179,759
Other needed revenue	6,219,930
Total resources	\$ 60,623,090
Uses	
Project list (total cost)	\$ 60,594,800
Compliance costs	28,290
Ending fund balance	-
Total requirements	\$ 60,623,090

Source: Environmental Science Associates, City staff, previous tables.

At a minimum, the City will require \$6,219,930 of non-SDC revenue to complete the capital improvement plan. One possible source is a general obligation bond with a voter-approved levy. As shown in the table below, the tax rate required to pay the debt service on such a bond issue would be 47.67 cents per \$1,000 of assessed value. For a house with an assessed value of \$300,000, the annual debt service levy would be \$143.

Table 9: General Obligation Bond with Low Proceeds

	Low Scenario
Bond proceeds	\$6,219,930
Interest rate	4.00%
Maturity (years)	20
Annual debt service	\$457,673
Assessed value in FY 2020-21	\$960,166,014
Bond levy tax rate	\$0.4767
Tax on \$300,000 house	\$143

In contrast, if the City wished to finance its entire capital improvement plan with a general obligation bond and make park SDCs unnecessary, the burden on a house with an assessed value of \$300,000 would be \$1,393 per year.

Table 10: General Obligation Bond with High Proceeds

	High Scenario
Bond proceeds	\$60,594,800
Interest rate	4.00%
Maturity (years)	20
Annual debt service	\$4,458,671
Assessed value in FY 2020-21	\$960,166,014
Bond levy tax rate	\$4.6436
Tax on \$300,000 house	\$1,393

INDEXING

ORS 223.304 allows for the periodic indexing of SDCs for inflation, as long as the index used is:

- (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.

We recommend that the City index its parks SDC to the *Engineering News Record* Construction Cost Index for the 20-City Average and adjust charges annually. There is no comparable Oregon-specific index.

OPPORTUNITIES TO REFINE THE ANALYSIS

This SDC analysis should be considered preliminary. Further data and analysis will improve the defensibility of the SDC. **Table 11** outlines some of the opportunities for improvement. Each item is listed with its estimated impact on the final calculated SDC.

Table 11: Analysis Improvement Opportunities

	Likely Impact on SDC
Year of Construction for Existing Parks	Higher
More Accurate Compliance Cost Estimates	Higher
Land Acquisition Costs	Higher
Planned Year of Construction for Future Parks	None
Reimbursement Fee Fund Balance	Unknown
Better Categorization of Expansion Projects	Unknown

Note that while outlining the planned year of construction for future parks will have no impact on the final SDC number, showing the timing of projects in the SDC methodology is required by ORS 223.309(1).

APPENDIX G

Public Outreach Summary

SANDY PARKS AND TRAILS MASTER PLAN

PUBLIC OUTREACH SUMMARY

Prepared for:
City of Sandy



Prepared by:
JLA Public Involvement

Winter 2021

DRAFT

Project Overview

Over the course of 2020, the City of Sandy worked to update their Parks and Trails Master Plan to better serve the community's needs now and into the future. In addition to conducting research on the existing conditions, the Master Plan update has been guided by input from the community to help the City ensure future park and trail projects serve the needs and desires of Sandy residents. The goals of the update are to:

- Identify the necessary parks and trails that are needed as the city grows.
- Distribute and build parks and trails equitably, so they serve everyone in the city.

Two phases of targeted outreach were conducted:

- Phase 1: Outreach was conducted from January – March 2020 and focused on creating awareness of the project, sharing existing conditions information, and gathering feedback about the community's needs and desires for future parks and trails facilities.
- Phase 2: Outreach was conducted in September – October 2020 and was focused on reporting out what was heard from the community in the previous phase, as well as sharing and soliciting feedback on proposed improvements to the overall Parks and Trails system and concepts for Champion Way, Deer Point, and Ponder Lane neighborhood parks, and the Sandy Community Campus.

Following both phases of public outreach, the draft Master Plan will be revised to include community input before sharing it with the City Council for acceptance.

PHASE 1 OUTREACH (JANUARY – MARCH 2020)

Participation and Format

The first phase of outreach included the following activities:

Stakeholder Interviews

On January 28, 2020, twelve community stakeholders were interviewed in small groups with two to three people and in some cases, one. These stakeholders were recruited based on their special knowledge, expertise, or experience with the Sandy Parks system. Each interview began with introductions and a brief project overview from the City and ESA. The main purpose of the interviews was to gather insight on needs, gaps and priorities within the Parks and Trails system that would help inform the Master Plan development process. A summary of the stakeholder interviews can be found at the end of this document in **Appendix B**.

Open House #1

The first in-person open house took place on February 27, 2020 at the Sandy Senior Center. Attendees were provided a project fact sheet at the door and invited to view a variety of display boards, as well as speak with project staff from the City of Sandy. Display boards included project information and feedback opportunities in the form of a dot exercise to identify preferred park amenities. Attendees were encouraged to ask questions and provide comments on print versions of the survey. **Approximately 28 people attended the open house and 21 completed survey questionnaires at the event.** A summary of the feedback received can be found in at the end of this document in **Appendix C**.

Bilingual Event

The project team held a bilingual event to gather feedback via hard copy questionnaires on March 11, 2020 at the Sandy Vista Apartments, a complex that houses predominately Spanish-speaking individuals and families. Participants were able to share their experience with Sandy parks, learn more about the park system, ask questions, and submit print surveys. Bilingual staff assisted with the presentation and communication with community members. The survey was available in both English and Spanish language versions at the event. **A total of 27 people submitted print survey responses.** A summary of the feedback received can be found in at the end of this document in **Appendix D.**

Online Survey

In addition to the in-person events, a corresponding online survey was available from February 28 to March 15, 2020. **A total of 81 surveys were submitted online.** A summary of the feedback received can be found in at the end of this document in **Appendix C.**

Outreach and Notification

For the first phase of outreach, the following methods were used to promote participation in the open house events and the online survey.

- Project website: The City posted information on the project website about the open house event and a link to the online survey.
- City e-mail list: The City distributed an announcement about the open house and online survey to their e-mail list.
- Social media posts: The City posted an event to their Facebook page advertising the in-person open house and shared the online survey on Facebook separately.
- Spanish Language outreach event at Sandy Vista: Flyers were distributed to every apartment unit and posted in the common areas with the date, time and location of the meeting.

PHASE 2 OUTREACH (SEPTEMBER – OCTOBER 2020)

Participation and Format

The second phase of outreach included the following activities:

Online Open House Event

Due to the ongoing COVID-19 public health crisis, the outreach was primarily online. The online open house event was posted for public viewing and participation from September 24 to October 25. During that time, the site garnered 1,573 unique visitors, with 72 people completing the online questionnaire. A summary of the feedback received can be found in at the end of this document in **Appendix E.** The bilingual mailer can be found in **Appendix F.**

Online open house located at: <https://openhouse.jla.us.com/sandy-ptsm#>

Spanish Language Community Survey

Since a second follow-up event at Sandy Vista Apartments was not possible due to the COVID-19 pandemic, a Spanish language survey was developed and distributed to residents of Sandy Vista in order to provide current information about the Master Plan effort and solicit input on proposed park designs concepts. A summary of the feedback received can be found in at the end of this document in **Appendix E.**

Outreach and Notification

For the fall round of outreach, a flyer was developed and distributed to the community by the City to promote the online open house feedback opportunity. In addition, the City promoted the event on their Social Media platforms and distributed the link to the online open house via their e-mail list serve. The city website also directed visitors to the online open house.

DRAFT

APPENDIX E.1: PROJECT FACT SHEET

Sandy Parks & Trails Master Plan



In Sandy we are proud of our parks system, from the 1.75-mile Tickle Creek Trail, to neighborhood playgrounds, to the 127-acre Sandy River Park. All told, there are 17 facilities within Sandy city limits. Those parks, grounds, trails and open spaces are maintained by just two full-time employees and a summer worker.

But the city is growing. After more than 20 years, it is time for an updated Parks & Trails Master Plan to serve our growing community in the near future, and for years to come.

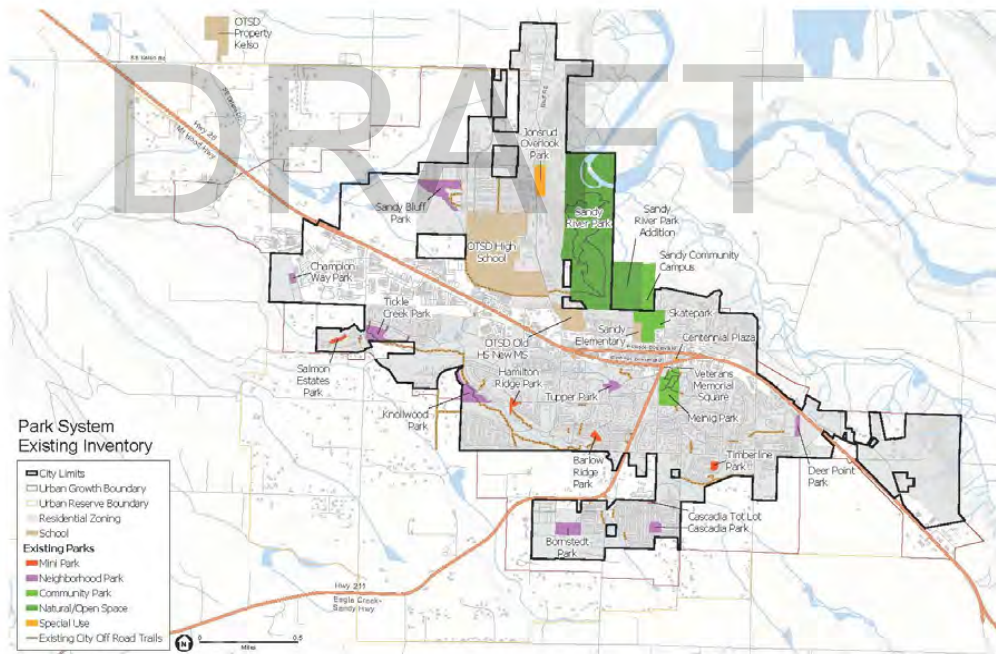
What's a "Master Plan"?

It's a reference document, a little like a map or an owner's manual. In this case, the City of Sandy will use it to help make sure future park and trail projects serve the goals, needs and hopes of residents like you.

The master plan will help us with two things:

- Identify the necessary parks and trails needed as the city grows.
- Distribute and build parks and trails equitably, so they serve everyone in the city.

This requires planning both in the short term (including what features the next new park should have) and the long term (including where to acquire land now that will become parks and trails in future decades).





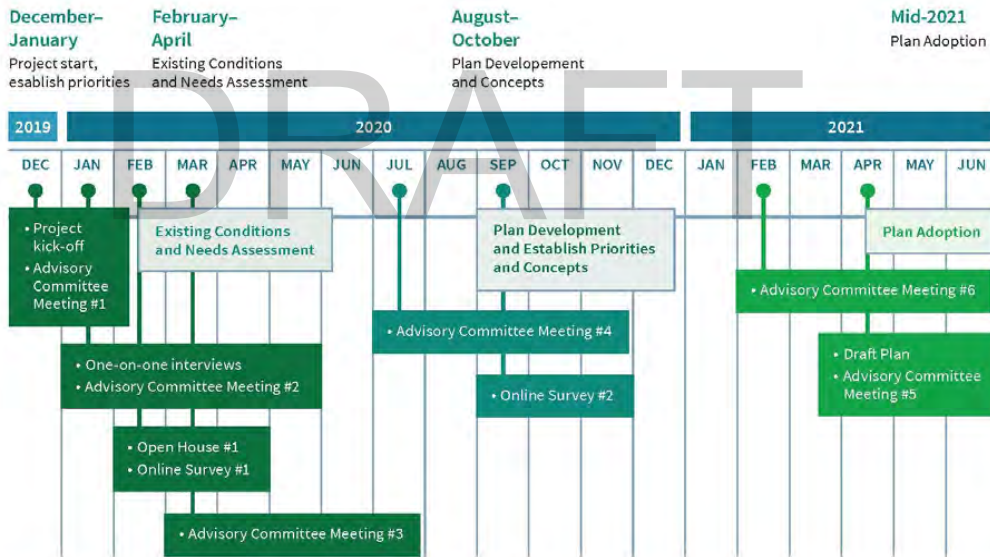
We need your input!

We need you to tell us how you use parks now and how you may use them in the future. This might include parks and trails connectivity and how you access them.

We also want to hear your preferences for potential park and trail projects and learn which ones you think should take priority (and why) as money becomes available.

What's next

The planning process is currently underway and will take approximately 10 months to complete. There will be multiple opportunities for community engagement and input to help guide the process. A Technical Advisory Committee (TAC), comprised of Sandy community members will meet at multiple times throughout the project to help guide the work of the project team, in addition to one-on-one interviews with key community groups, public open houses and online surveys.



For questions or more information, contact Nancy Ream Enabnit: 503.668.7535 | nancyenabnit@gmail.com.

APPENDIX E.2: STAKEHOLDER INTERVIEW SUMMARY

On January 28, 2020, Environmental Science Associates (ESA), JLA Public Involvement and the City of Sandy interviewed twelve community stakeholders based on their special knowledge, expertise or experience with the Sandy Parks system. Interviews were conducted in small groups with two to three people and in some cases, one. Each interview began with introductions and a brief project overview from the City and ESA. The main purpose of the interviews was to gather insight on needs, gaps and priorities within the Parks and Trails system that would help inform the Master Plan development process.

This report is a compilation of stakeholder responses that summarizes the key themes and most-often heard comments, and a few individual responses are included to give a fuller indication of the type of feedback received.

STAKEHOLDERS INTERVIEWED:

- Melissa Thompson, Sandy Senior Center & area resident
- Juntu Oberg, NW Trails Alliance
- Olga Gerberg, Latinx Community
- Carol Cohen, OBRA & area resident
- Susan Drew, Community Gardens & area resident
- Martin Montgomery, Sandy Mt. Festival & Kiwanis
- Joseph Preston, Parks Maintenance
- Chris Hargrave, Youth Sports & area resident
- Sarah Richardson, Adult Softball, Dog Park & area resident
- Carissa Strobel, Mike Strobel and Lori Engdall, Eastwind Running

Several other groups were invited, but did not attend, including:

- Sandy Helping Hands
- Ant Farm
- Community Action Center
- Sandy Transit
- SHS Green Club
- Mt. Hood Athletic Club
- Swimming Pool
- Police
- Library
- Pickle Ball

KEY THEMES:

Several themes emerged. It is important to note that these themes are not universally accepted points of view, but simply those that were raised by multiple interviewees.

Feedback about Needed facilities/amenities:

The following thoughts and ideas were offered by interview participants when asked what they felt was needed in regard to future Parks and Trails facilities and amenities. Most ideas were offered by more than one person, and a few were just mentioned by one.

- Pump tracks/skills course
- Sports fields for pick up sports, such as soccer, baseball
- Trails and trail connections (Tickle Creek to Cazadero, connect with Timberline Trail, add trail at Sandy Vista, Sandy River rustic trails, incorporate Tickle Creek trail, connect with Springwater)
 - Safer road crossings (underpass/overpass at 212/Hwy 26)
 - Include wayfinding on trails/paths
 - Trail system loop around city
 - Utilize powerline corridors
 - Connect Tickle Creek Trail connections off road
- Pickle Ball
- More programming/amenities for disabled, such as:
 - sensory gardens
 - raised beds for community gardens
 - improved surface trails
 - accessible trails
 - universal designed playground, such as Harper's in Portland
- Sports complex with lights and synthetic turf
- Standing Wave/Whitewater Park
- Progressive skills complex for both bike and skate skills.
- Outdoor basketball hoops
- Dog park trail system with natural features
- Shelters
- Restrooms
- Covered shelters/multipurpose spaces
- Family oriented facilities, broad appeal with activities for a range of age groups: open field/ soccer, picnic area, BBQ's
- Improve geographic distribution of facilities:
 - Community garden for north side of town (Knollwood?)
 - Dog park for south side of town
 - Basketball Court north side of town
 - Large field on south side of town.

Feedback about favorite parks and trails:

During the course of the conversation with stakeholders, a few popular parks and trails were mentioned. Those include:

- Tupper
- Tickle Creek
- Bornstedt
- Meinig Park

Parks that are in need of repair:

At least a few people mentioned parks that are in need of repair or rehabilitation. Those include:

- Tupper Park playground equipment
- Meinig Park (ADA access, power distribution, improved paths & bridges, undeveloped space could be improved, additional restrooms)
- Skatepark (demolish, redesign and relocate)

Nearby regional facilities:

A few people mentioned other, nearby regional facilities owned and managed by other providers, or other facilities as examples of what was desired in Sandy. Those are as follows:

- Timberline Trail – Mt. Hood (future connection)
- Sandy Ridge Trail system - Welches
- Cazadero/ Springwater Trail – Gresham to Portland (future connection)
- Hoodview Sports Complex – North Clackamas (example facility of what is desired in Sandy)
- Harper's Playground – Portland (example facility of what is desired in Sandy)
- Oral Hull Sensory Garden (example facility of what is desired in Sandy)
- Rock Ridge Bike Skills Course – Bend (example facility of what is desired in Sandy)
- Pump Track, Family man bike skills course – Hood River (example facility of what is desired in Sandy)
- Tree Course – Hagg Lake (example facility of what is desired in Sandy)
- Estacada has 2 disc golf courses.
- McKay Park Standing Wave – Bend (example facility of what is desired in Sandy)
- Standing wave – Boise (example facility of what is desired in Sandy)

Concerns and areas for improvement:

Overall, the comments provided by stakeholders were positive and supportive of the Master Planning effort. A few comments were shared with regard to how the system could be improved, such as:

- Cleanliness of parks. Some parks, particularly trails and natural areas are littered with garbage and needs. Homelessness is an issue in these areas.
- Parks appear private/not accessible to the Latinx community. More outreach and communication are needed to provide a more welcoming, accessible environment. Consider using universal symbols on signs in addition to terms as well as provide materials and signage in Spanish.
- It will be important to engage the Latinx community during the Master Planning process. Consider holding a separate, Spanish language meeting at Sandy Vista Community Room.
- Recreation programming at Senior/Community Center is great but could be marketed better.

- Future landscaping should include native, drought resistant plants and shrubs to reduce maintenance. Limit planting flower beds in key locations. Turf and trees are easier to maintain.
- Consider integrated pest management (reduce need to spray chemicals).
Provide trail maps in addition to park maps.

DRAFT

APPENDIX E.3: SPRING 2020 OPEN HOUSE AND ONLINE SURVEY

DISPLAY BOARDS

Sandy Parks & Trails Master Plan

What is a "Master Plan"?
It is a reference document, a little like a map or an owner's manual. In this case, the City of Sandy will use it to help make sure future park and trail projects serve the goals, needs and hopes of residents like you.

The master plan will help us with two things:

- Identify the necessary parks and trails needed as the city grows.
- Distribute and build parks and trails equitably, so they serve everyone in the city.

This requires planning both in the short term (including what features the next new park should have) and the long term (including where to acquire land now that will become parks and trails in future decades).



Why are we doing this?
In Sandy we are proud of our parks system, from the 1.75-mile Tickle Creek Trail, to neighborhood playgrounds, to the 127-acre Sandy River Park. All told, there are 19 parks within Sandy city limits. The parks, trails and open spaces are maintained by just two full-time employees and a summer worker.

After more than 20 years, it is time for an update to the Parks & Trails Master Plan. The City is growing and we need a plan to serve our community now and into the future.

Sandy Parks & Trails Master Plan



WELCOME

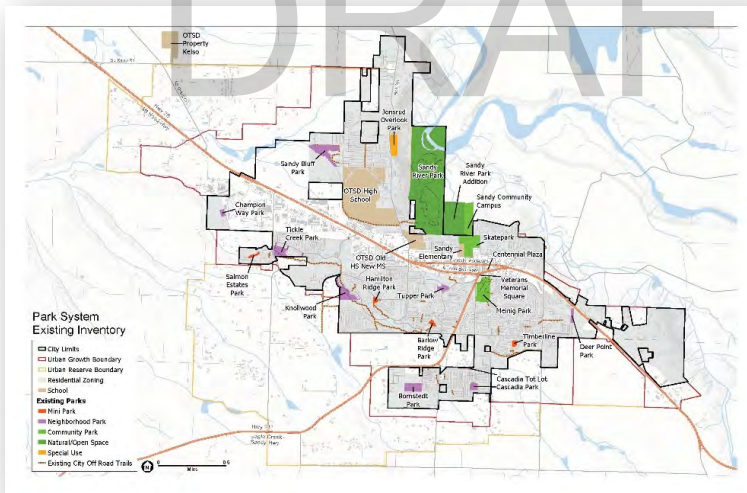
Please sign in!
We invite you to:

Sign up and stay updated on the project.

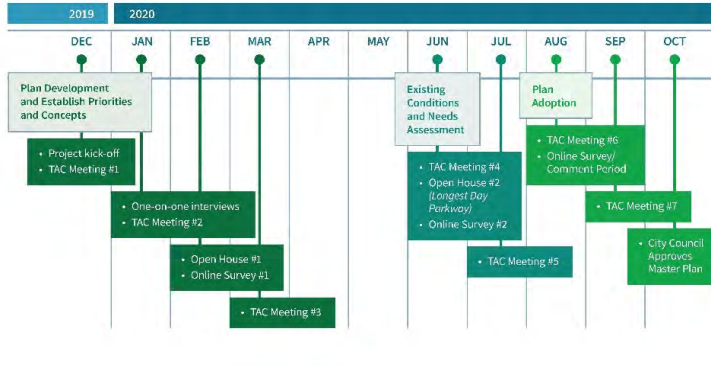
Ask questions! Talk with staff.

Visit each station and learn more about the project.

Complete a comment form to share your thoughts.



Sandy Parks & Trails Timeline



Proposed Amenities

What facilities or activities are most needed in the community? (check all that apply)



Restroom

Natural/Gravel Trails

Paved Multi-Use Trails

Picnic Areas/Shelters

Playgrounds

Soccer/Multipurpose Fields

Proposed Amenities

What facilities or activities are most needed in the community? (check all that apply)



Baseball and Softball Fields



Indoor Community Centers



Indoor Swimming Pools



Community Gardens



Disc Golf



Skateboard Park



Bicycle Pump Track

Proposed Amenities

What facilities or activities are most needed in the community? (check all that apply)



Off-Leash Dog Parks



Basketball Courts



Tennis Courts



Pickle Ball Courts



Sensory Garden



Universal Playground



Parking

Sandy Parks & Trails Master Plan



Share your vision for our community parks and trails!

We are collecting ideas to better understand the community's needs and identify priorities that inform the development of our Parks and Trails Master Plan. Now is your opportunity to think about what services, activities, and amenities are important to you.



Learn more about your community parks and help us plan for the future!

March 11, 2020 from 4:30-6:00 p.m.
Sandy Vista 40747 SE Hwy 26
Sandy, OR 9705



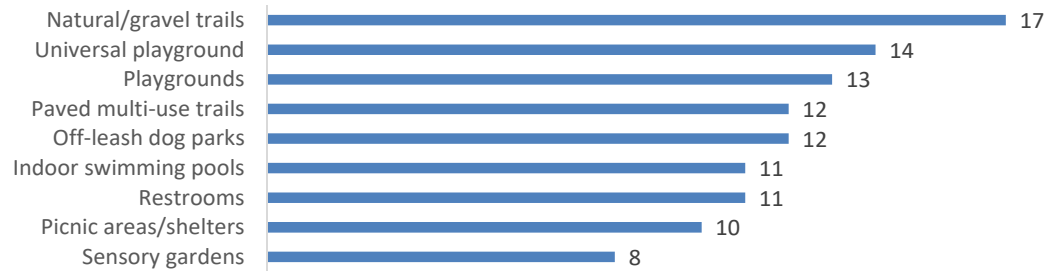
Thank you for
your input and
helping to shape
the future of Sandy
parks and trails!



SPRING 2020 OPEN HOUSE AND ONLINE SURVEY

Open House Dot Exercise

Each meeting participant was given five dots and asked to choose the amenities they would most like to see included in the parks and trails plan for Sandy. Below is a chart illustrating the most popular choices.



Other options included:

- Basketball courts (6)
- Indoor community centers (6)
- Community gardens (6)
- Bicycle pump tracks (6)
- Disc golf (4)
- Soccer/multipurpose fields (4)
- Pickle ball courts (3)
- Parking (3)
- Drinking fountains (3)
- Baseball/softball fields (2)
- Skateboard park (2)
- Tennis courts (1)

Online Survey Responses

A total of 129 surveys were received via the open house, community event, and online. Below is a summary of the responses.

1. How would you describe the current quality of parks and trails that serve Sandy residents?

A total of 127 people responded to this question.

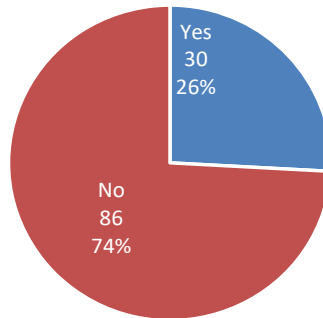


Participants were asked to explain why they chose their answer. Common responses include:

- Parks and greenspaces are not accessible due to lack of distribution and current proximity (7)
- Meinig Park needs better development and maintenance (5)
- Tickle Creek Trail is a great addition, but lacks adequate access (5)
- There is a lack of connections and crosswalks to support park access (4)
- Parks need to be bigger (3)

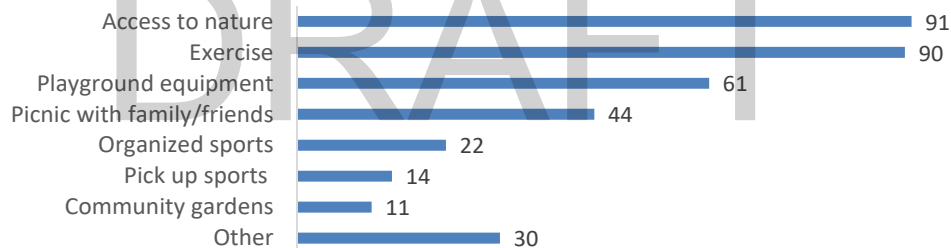
2. Do you feel there are enough parks and trails in Sandy?

A total of 116 people responded to this question.



3. Why do you visit the parks that you go to?

Participants were asked to choose from a list of reasons for why they visit parks and given the option to select all that apply. A total of 123 people responded to this question.

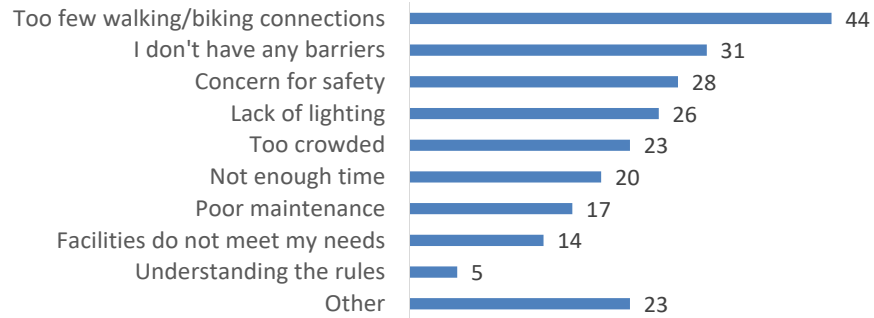


Of those that responded “other,” responses included:

- Water activities, i.e., splash pad, swimming, river access, fishing, etc. (10)
- Dog related activities and spaces (6)
- Wall ball (3)
- Time with family and friends (2)

4. What barriers prevent you from using park facilities more frequently?

Participants were given a list of barriers and asked to choose all that apply. A total of 121 people responded to this question.



Of those that selected “other,” responses included:

- Lack of access based on proximity (5)
- Lack of restrooms (3)
- Lack of shade (2)
- Lack of natural areas, i.e., nature parks (2)

5. What facilities or activities do you see as the most needed in the parks?

Participants were given a list of facilities and activities and asked to select all those they felt are most needed. A total of 120 people responded to this question. Below is a chart illustrating the most common responses.



Participants could also choose the following:

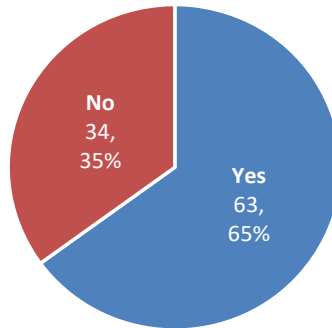
- Parking (34)
- Soccer/multipurpose fields (34)
- Basketball courts (31)
- Sensory garden (28)
- Off-leash dog parks (27)
- Bicycle pump track (25)
- Skateboard park (24)
- Baseball/softball fields (23)
- Disc golf (22)
- Tennis courts (20)
- Pickleball courts (17)
- Other (20)

Other suggestions included:

- Water features (8)
- Nature parks and natural areas (2)

**6. Are there parks elsewhere that you particularly like? If so, which parks?
Where?**

Participants were asked to indicate whether there are parks they like other than those in Sandy and given the option to list them. A total of 97 people responded to this question.

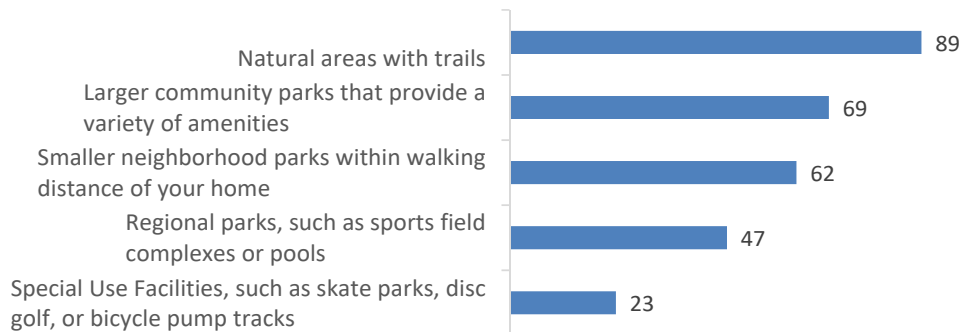


The parks participants suggested included:

- Imagination Station Park (7)
- Happy Valley Park (7)
- Wildwood Park (5)
- Westmoreland Park (4)
- Meinig Park (3)
- Thousand Acres Park (3)

7. What type of park do you like to visit?

Participants were shown a list of different types of parks and given the option to select all that apply. A total of 120 people responded to this question.



8. Do you have any other comments for us to consider as we develop the Sandy Parks & Trails Master Plan?

Participants were asked to answer in their own words what they would like considered in the Sandy Parks and Trails Master Plan. A total of 53 people responded to this question. Responses included:

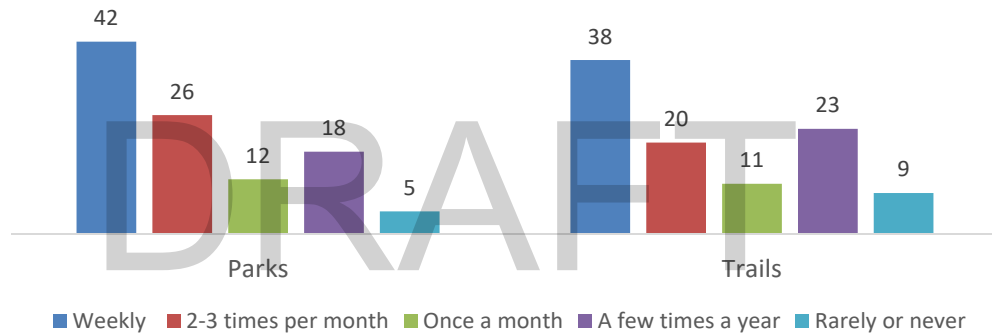
- Prioritize maintenance, security, and development of existing parks (10)
- Build more water features and facilities and provide better access to rivers and lakes (7)
- Develop parks and trails in the Champion Way area (3)
- Develop parks and trails in the Deer Pointe area (3)
- Provide more shade for park activities, especially for summer activities (2)
- Provide more and increase accessibility to information about parks so people understand how to use them (2)

9. Where do you live?

Participants were asked to indicate what zip code they live in. A total of 108 participants responded to this question with the majority (96) indicating that they live in 97055. Other zip codes participants provided include 97009, 97023, 97049, 97206, and 40793.

10. How often do you use parks or trails in Sandy?

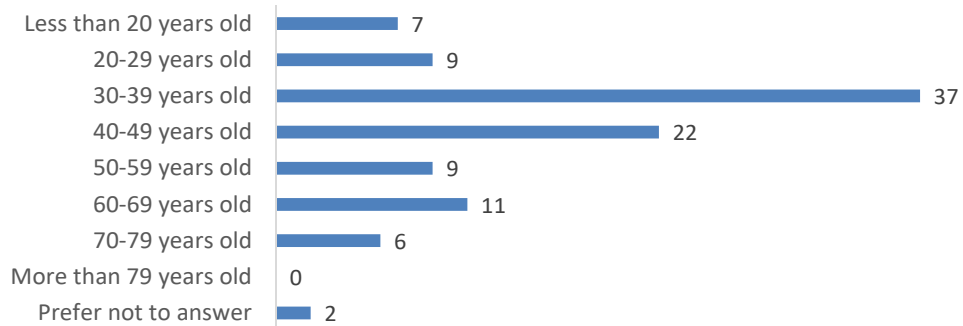
A total of 106 people responded to this question.



Demographic Information

Age

A total of 103 people responded to this question.



Gender

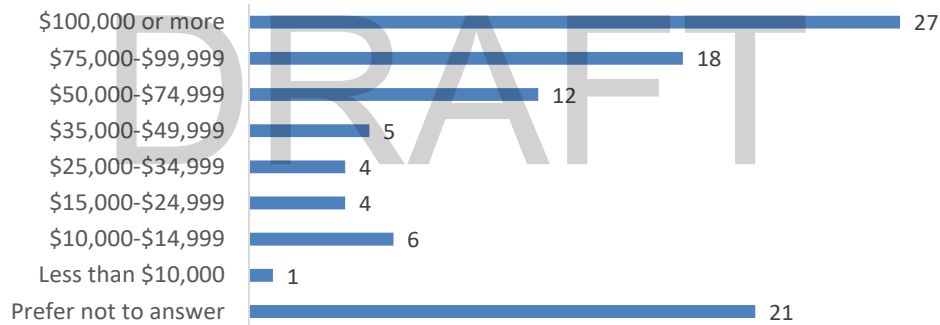
Participants were asked to choose what best describes their gender. A total of 101 participants answered this question. A majority (70) indicated that they are female, 26 said they are male, four said they preferred not to answer, and one chose non-binary.

Race/Ethnicity

A total of 101 people responded to this question. A majority (75) indicated that they are white, 17 said they are Hispanic/Latino, and one said they are Asian. Five participants said they preferred not to answer and three said they are another race other than what was listed.

Household Income

A total of 98 people responded to this question.



APPENDIX E.4: SPRING 2020 SANDY VISTA SPANISH-LANGUAGE OPEN HOUSE

Plan Maestro de
Sandy parques y caminos



¡Comparta su visión para nuestros parques y caminos comunitarios!

Estamos recopilando ideas para comprender mejor las necesidades de la comunidad e identificar las prioridades que informan el desarrollo de nuestro Plan de Parques y Caminos. Ahora es su oportunidad de pensar qué servicios, actividades y comodidades son importantes para usted.



¡ Aprenda más sobre sus parques comunitarios y cómo ayudarnos a planificar para el futuro!

El 11 de marzo, 2020
de las 4:30-6:00 p.m.

Sandy Vista 40747 SE Hwy 26
Sandy, OR 9705



¡Gracias por su aporte y por ayudarnos a dar forma al futuro de los parques y caminos de Sandy!



APPENDIX E.5: FALL 2020 ONLINE OPEN HOUSE

FLYER

Sandy Parks & Trails
Master Plan



**Help shape the future of Sandy Parks and Trails
by participating in our online open house!**

We need your input and ideas to help shape the development of our future parks and trails system in Sandy. Learn about proposed concepts for Deer Pointe, Ponder Lane, Champion Way and Sandy Community Campus and share your thoughts by visiting us online at:
www.ci.sandy.or.us/ParksandTrailsMasterPlanUpdate



**Thanks for your interest in
Sandy's Parks and Trails.**

For questions or more information contact:
Nancy Ream Enabnit: 503.668.7535 | nancyenabnit@gmail.com
Para preguntas en español o para recibir una encuesta en español contacte:
Travis Rumohr: 971.303.9311 | travisrumohr@jla.us.com

**Thanks for your
interest in Sandy's
Parks and Trails.**



Plan Maestro de *Sandy parques y caminos*



¡Contribuya a dar forma al futuro de Sandy Parks and Trails participando en nuestra jornada de puertas abiertas en línea!

Necesitamos su opinión e ideas para ayudar a dar forma al desarrollo de nuestro futuro sistema de parques y senderos en Sandy. Conozca los conceptos propuestos para Deer Point, Ponder Lane, Champion Way y Sandy Community Complexy comparta sus pensamientos visitándonos en línea:

www.ci.sandy.or.us/ParksandTrailsMasterPlanUpdate.



Gracias por su interés en Sandy's Parks and Trails.

Para preguntas o más información contacte.

Nancy Ream Enabnit: 503.668.7535 | nancyenabnit@gmail.com

Para preguntas en español o para recibir una encuesta en español contacte.

Travis Rumohr: 703.785.54534, travisrumohr@jla.us.com



¡Gracias por su interés en Sandy's Parks and Trails.!



ONLINE OPEN HOUSE RESPONSES

Those that participated in the online open house generally felt like the proposed parks and trails served the needs of the community, with some disagreeing, and some feeling there just needed to be some changes to the plans. Responses to the proposed park developments were also positive. When asked how well they like the layout of features in the park concepts the breakdown skewed positive:

- Champion Way – 37 said “Like it” compared to 2 that said “Dislike it”
- Deer Point – 37 said “Like it” compared to 3 that said “Dislike it”
- Ponder Lane – 33 said “Like it” compared to 2 that said “Dislike it”
- Sandy Community Campus – 31 said “Like it” compared to 7 that said “Dislike it”

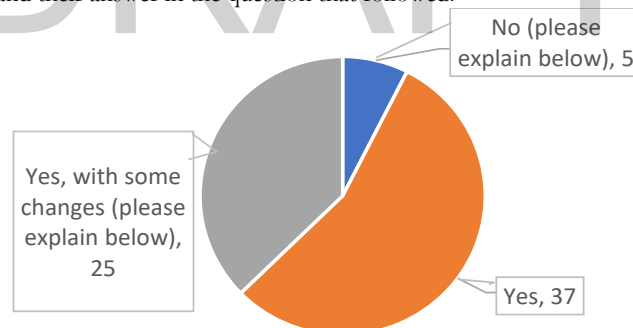
The results of the feedback portion of the online open house indicate that there is general approval of the proposed concepts, with some proposed changes to reflect community desires. Some of the common features that people liked or said they would like to see included were:

- Skate parks
- Pump tracks
- Interconnected trails
- Safety features
- Bathrooms
- Splash pads
- Parking

The following represents the summary of the feedback portion of the online open house:

1. Do you feel that the proposed park system map will serve the needs of the growing community? (Check one.)

There was overall approval from most respondents to the proposed park system map, with 37 saying they felt it will serve the needs of the growing community, 25 saying it would do so with some changes, and only five saying it would not. Respondents were given an opportunity to explain and expand their answer in the question that followed.



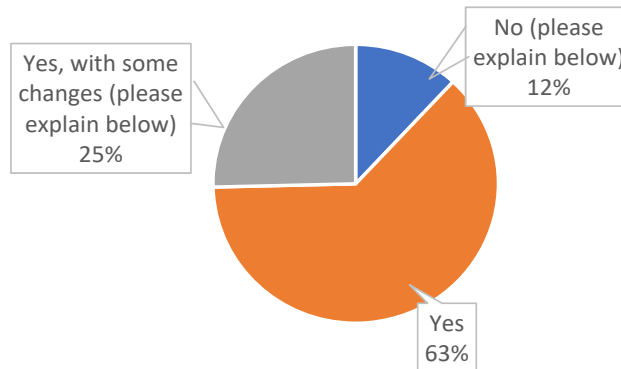
2. Do you have any changes to suggest?

- 6 respondents said they wanted a revamped or expanded skate park as a priority.
- 4 respondents said they wanted to see more connectivity and mobility involved in the park designs, with them being a way for the public to get around.

- 3 respondents said they desired park development near existing neighborhoods for accessibility.
- 2 respondents said they wanted to see more dog parks.

3. Do you feel that the proposed trail system map will serve the needs of the growing community? (Check one.)

There was overall approval from most respondents to the proposed park system map, with 42 saying they felt it will serve the needs of the growing community, 17 saying it would do so with some changes, and only eight saying it would not. Respondents were given an opportunity to explain and expand their answer in the question that followed.



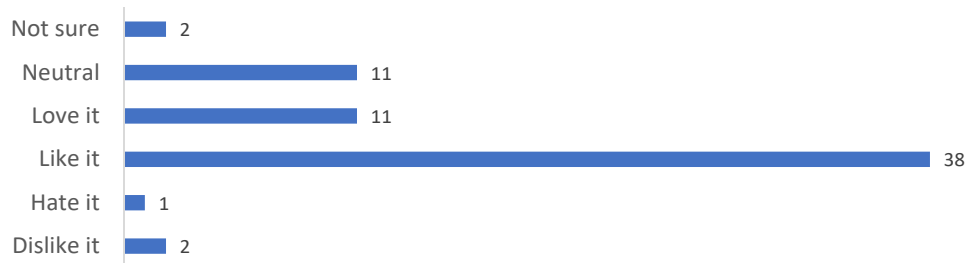
4. Do you have any changes to suggest?

- 4 respondents said they were concerned about connecting Tickle Creek Trail to the Springwater Trail or just generally concerned about replicating the unsafe conditions on the Springwater.
- 3 respondents said they believed the number of trails in the plan was too ambitious and that more focus should be put into maintaining and improving what Sandy already has.
- 3 respondents said they like the idea of interconnectivity and making trails that provide people the ability to get around town.
- 2 respondents said they like the idea of varied difficulty trails and more options for people with mobility issues.

Feedback related to Champion Way Neighborhood Park:

1. How well do you like the layout of features in the Champion Way Park concept? (Check one.)

The most common response to the proposed layout in the Champion Way Park concept was “Like it”, followed by “Love it” and “Neutral”. Only three respondents selected that they “Hate it” or “Dislike it”. The data signifies that there was a significant positive response to the concepts proposed.



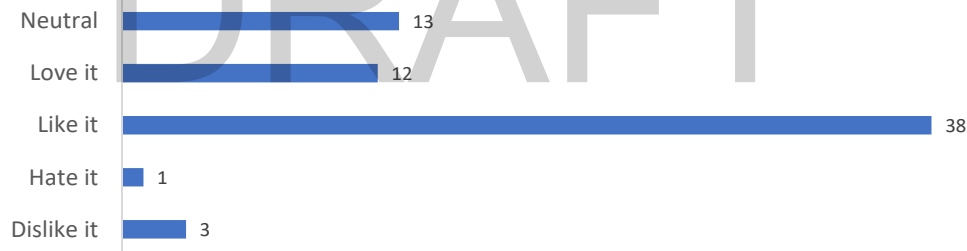
2. If you could change / add one thing in the Champion Way Park concept, what would it be?

- 4 respondents expressed a desire for more sports courts.
- 3 respondents said they wanted to see a splash pad.
- 3 respondents said they wanted accessible bathrooms.
- 3 respondents said space for parking should be ensured.
- 2 respondents said they wanted to see a skate park added.

Feedback related to Deer Point Neighborhood Park

1. How well do you like the layout of features in the Deer Point Park concept? (Check one.)

There was significant positive response to the concepts laid out for the Deer Point Neighborhood Park, as well. Of the respondents, 50 said they “Like it” or “Love it”, while only four said they “Dislike it” or “Hate it”.



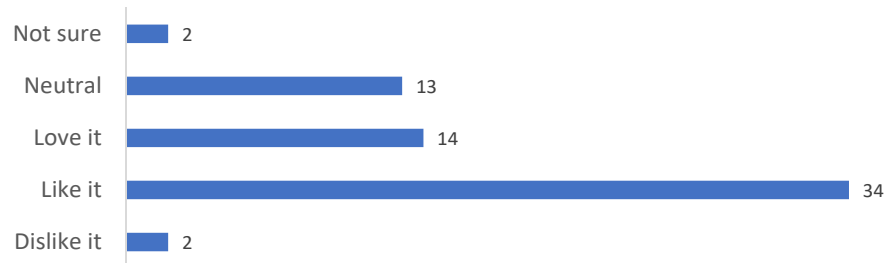
2. If you could change / add one thing in the Deer Point Park concept, what would it be?

- 6 respondents expressed concern about the connection and accessibility of Highway 26, especially in the case of children’s safety.
- 5 respondents said they would like a pump track to be included.
- 4 respondents said they wanted more space for dogs to be considered.
- 4 respondents said they want a splash pad.
- 4 respondents said they really like the inclusion of a disc golf course.
- 3 respondents said that a skate park would be a good addition.

Feedback related to Ponder Lane Neighborhood Park

1. How well do you like the layout of features in the Ponder Lane Park concept? (Check one.)

The Ponder Lane Neighborhood Park concept gained significant positive responses. Of the respondents, 48 said the “Like it” or “Love it”, in reference to the concepts, with only two that said they “Dislike it”.



2. If you could change / add one thing in the Ponder Lane Park concept, what would it be?

- 3 respondents said there is a shortage of parking.
- 3 respondents expressed concern about the proximity of the park to a busy road.
- 4 respondents said they really like the addition of a dog park.
- 2 respondents said they think there should be a barrier to separate the off-leash dog park from the rest of the park.
- 2 respondents said they want a skate park.

Sandy Community Campus

1. How well do you like the Sandy Community Campus Phase 1 concept? (Check one.)

Out of all the proposed park concepts, the Sandy Community Campus Phase one concept had the most diversity of opinion, but there was still an overall positive response. 56 respondents said they “Like it” or “Love it”, while eight said they “Dislike it” or “Hate it”. Only five respondents said they were “Neutral” or “Not sure”.

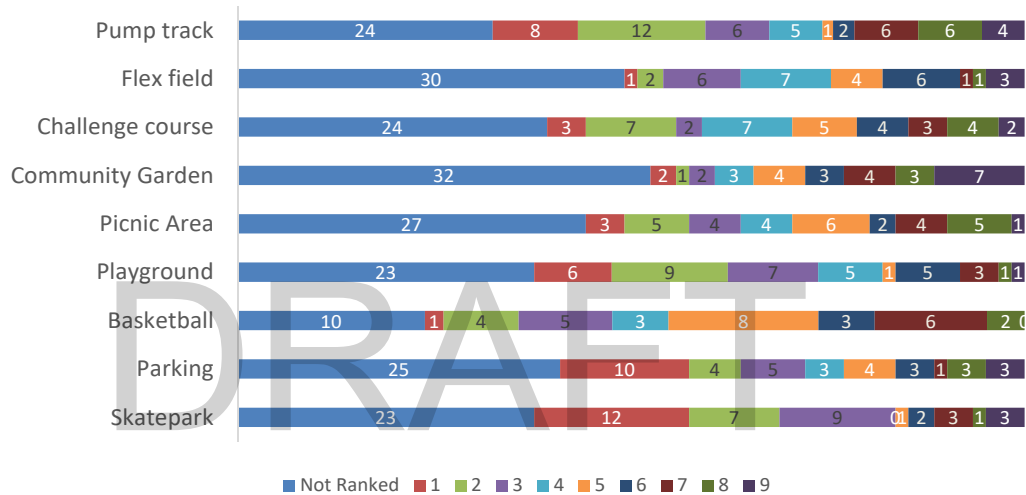


2. If you could change / add one thing in the Sandy Community Campus Phase 1 concept, what would it be?

- 11 respondents said they thought that a quality skate park should be a priority.
- 4 respondents said they want a pump track.
- 7 respondents said they want a pool to be a priority.
- 3 respondents noted the need for public restrooms.

3. Please rank which elements you feel should be included in the first phase.

The most popular number one choices that people said they feel should be included in the first phase were “Skatepark”, “Parking”, and “Pump Track”. The popularity of these choices tracks with their prevalence in open-ended comments about park elements. “Skatepark” and “Pump track” were also among the most popular selections for respondents’ 2nd choice, along with “Playground” and “Challenge course”. The element that the most respondents ranked last or chose not to rank at all, was that of “Picnic Area”, which also tracks with a lack of significant support in open-ended comments.

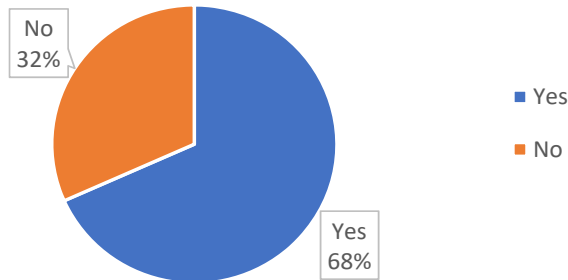


Tell us about yourself

1. Which parks do you live within walking distance of: (Check all that apply.)



2. Are you interested in participating in a follow-up meeting regarding park design? (Check one.)

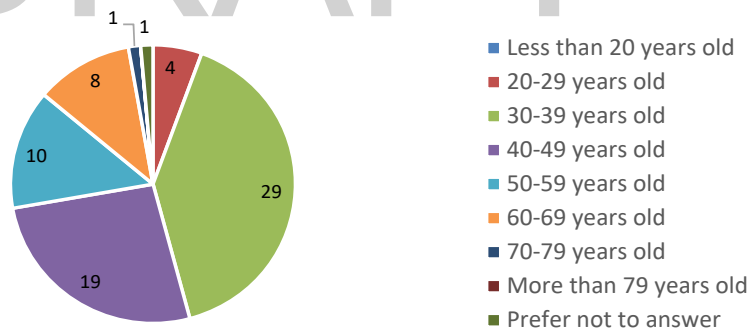


3. Which park(s) are you interested in learning more about: (Check all that apply.)

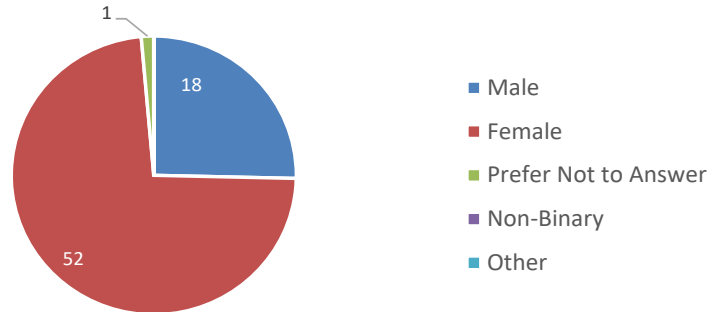


Demographic Questions

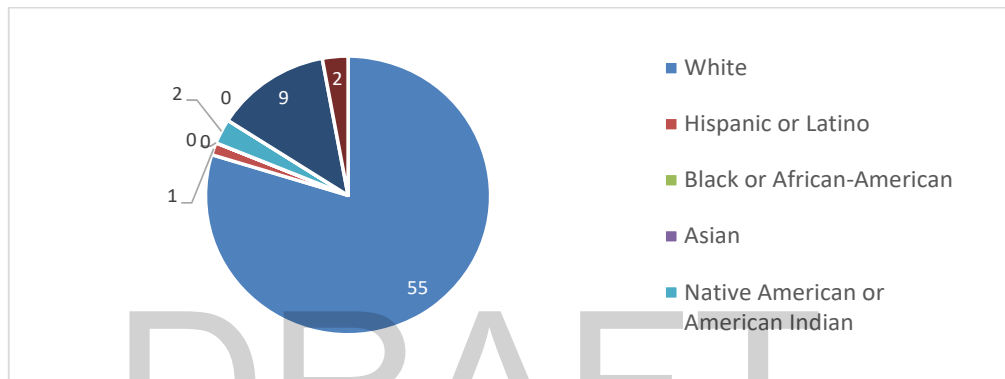
1. What is your age? (Check one.)



2. What best describes your gender? (Check one.)



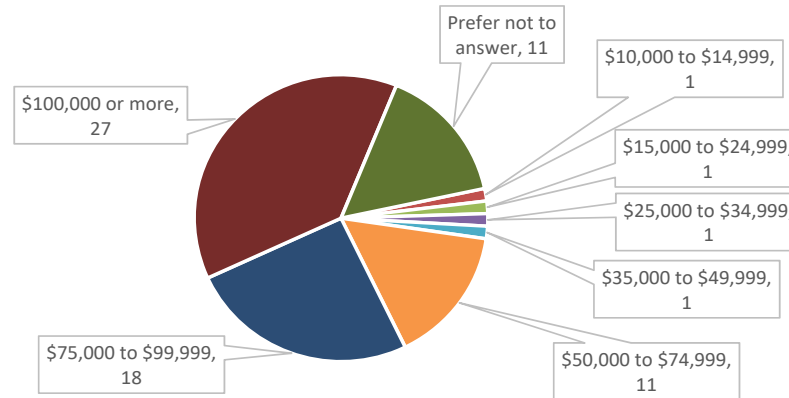
3. What is your race or ethnicity (Check one.)



4. What is your preferred language?

A total of 56 people responded to this question. All respondents indicated that they spoke English as a preferred language.

5. What is the combined income of all the people in your household? (Check one.)



PHYSICAL SURVEY IN SPANISH

Those that opted to participate in the Spanish language survey were informed that they would be entered into a raffle to win a \$25 Fred Meyer gift card upon receipt of their completed survey by October 25. One survey was completed and returned to JLA by mail.

The completed survey indicated general satisfaction with the concepts presented for the future of Sandy parks and trails. Below are the comments from the completed survey:

1. Do you feel that the proposed park system map will serve the needs of the growing community?

- Yes

2. Do you feel that the proposed trail system map will serve the needs of the growing community?

- Yes

3. How well do you like the layout of features in the Deer Point Park concept?

- Like it

4. If you could change / add one thing in the Deer Point Park concept, what would it be?

- (No answer)

5. How well do you like the layout of features in the Champion Way Park concept?

- Like it

6. If you could change / add one thing in the Champion Way Park concept, what would it be?

- (No answer)

7. How well do you like the layout of features in the Ponder Lane Park concept?

- Like it

8. If you could change / add one thing in the Ponder Lane Park concept, what would it be?

- (No answer)

9. Do you like the Sandy Community Campus Phase 1 concept?

- Yes

10. Which elements do you feel should be included in the first phase of Sandy Community Campus? (please rank in order of preference with 1 being the highest priority)

- Skate Park
- Parking

- Basketball
- Playground
- Picnic Area
- Community Garden

11. Which parks do you live within walking distance of?


- Sandy Community Campus

12. Would you be interested in participating in a follow-up meeting regarding your neighborhood park?

- Sandy Community

DRAFT

APPENDIX E.6: FALL 2020 BILINGUAL MAILER



Sandy Parks & Trails Master Plan

What's a Master Plan?
A master plan is like a map the City of Sandy will use to guide the development of future park and trail projects in order to serve the goals, needs and hopes of residents like you.

The Master plan will help us with two things:


- Identify the necessary parks and trails needed as the city grows.
- Distribute and build parks and trails equitably, to serve everyone in the city.

This requires planning both in the short term (including what features the next new park should have) and the long term (including where to acquire land now that will become parks and trails later).

What have we heard so far?

- The most popular park features are unpaved trails, playgrounds, paved multi-use trails and off-leash dog areas.
- 63% of households felt the condition of existing parks is good or very good.
- 74% feel that the city could use more parks and trails.
- The top three reasons people visit parks are access to nature, exercise, and to use the playground.
- Lack of walking/biking connectors to parks is a big reason people don't visit more often. Other factors are safety concerns, lack of lighting, and feeling crowded.

PROPOSED IMPROVEMENTS
The trail system map shows potential local and regional trails. Some are also shown in the Transportation System Master Plan and other regional planning documents.



Take our community survey available through

October 25 2020

Mail this survey or complete online, and you will be entered in a raffle for a \$25 Fred Meyer gift card.
More information: ci.sandy.or.us/parksandtrails/masterplanupdate

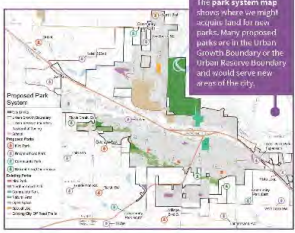
Natural areas with trails are the most popular, followed by neighborhood parks. Amenities people want more of are:

- Restrooms
- Indoor swimming pools
- Playgrounds
- Natural surface trails
- Picnic area and shelters

Other feedback included:

- Improve trail network connections between parks by:
 - Creating a loop trail around the city.
 - Improving walking/biking safety at U.S. 26 and OR 211 crossings.
- Acquire and develop community parks, with recreation for everyone: sports fields, skate parks, bike pump tracks, and other features.
- Now neighborhood parks to fill service-area gaps.
- Improve access to certain amenities, such as splash pad north of U.S. 26 and a dog park south of U.S. 26.

PROPOSED IMPROVEMENTS
The park system map shows where we might acquire land for new parks. Many proposed parks are in the Urban Growth Boundary or the Urban Reserve Boundary and would serve new areas of the city.



BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 98500 PORTLAND, OR

POSTAGE WILL BE PAID BY ADDRESSEE

U.S. PUBLIC INVOLVEMENT
921 SW WASHINGTON ST., STE. 570
PORTLAND OR 97205-9809

Tell us what you think! Fill out and mail this survey or complete online: ci.sandy.or.us/parksandtrails/masterplanupdate

1. Do you feel that the proposed park system map will serve the needs of the growing community?
 Yes Yes, with some changes (please explain below) No (please explain below)

2. Do you feel that the proposed trail system map will serve the needs of the growing community?
 Yes Yes, with some changes (please explain below) No (please explain below)

3. How well do you like the layout of features in the Deer Point Park concept?
 Love it Like it Neutral Dislike it Hate it Not sure

4. If you could change / add one thing in the Deer Point Park concept, what would it be?

5. How well do you like the layout of features in the Champion Way Park concept?
 Love it Like it Neutral Dislike it Hate it Not sure

6. If you could change / add one thing in the Champion Way Park concept, what would it be?

7. How well do you like the layout of features in the Ponder Lane Park concept?
 Love it Like it Neutral Dislike it Hate it Not sure

8. If you could change / add one thing in the Ponder Lane Park concept, what would it be?

9. Do you like the Sandy Community Campus Phase 1 concept?
 Yes Yes, with some changes (please explain below) No (please explain below)

10. Which elements do you feel should be included in the first phase of Sandy Community Campus? (please rank in order of preference with 1 being the highest priority)

<input type="checkbox"/> Skate Park	<input type="checkbox"/> Parking	<input type="checkbox"/> Basketball	<input type="checkbox"/> Playground	<input type="checkbox"/> Picnic Area
<input type="checkbox"/> Community Garden	<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Flexible Field	<input type="checkbox"/> Pump Track	

11. Which parks do you live within walking distance of?
 Champion Way Deer Point Ponder Lane Sandy Community Campus Other



12. Would you be interested in participating in a follow-up meeting regarding your neighborhood park?
 Yes No If yes, which park are you interested in learning more about?
 Champion Way Deer Point Ponder Lane Sandy Community Campus Other

Please provide contact information if you would like to receive future updates or come to a meeting:
 Name _____ E-mail _____

Park design concepts
Design Concepts for four parks were developed and are presented for your review and comment. Three neighborhood parks (Deer Point, Champion Way and Ponder Lane) and one community park (Sandy Community Campus).




Neighborhood parks often include playgrounds, picnic areas and open lawn areas. They sometimes include splash pools, sport courts, community gardens, dog off-leash areas and other amenities.

A community park serves the entire community. Along with the amenities of a neighborhood park, it might include a skate park, sports fields, restrooms and parking.

Sandy Community Campus Concept

Skate Park (Parking)
Basketball
Playground
Picnic Area
Pizza with Benches
Community Garden

Ponder Lane Park Concept **Champion Way Park Concept** **Deer Point Park Concept**

For more information contact: Travis Rumohr 971-303-9311 | travis.rumohr@jla.us.com

SANDY PLAN MAESTRO DEL SISTEMA DE PARQUES Y SENDEROS DE LA CIUDAD DE SANDY

¿Qué es un plan maestro?
 Un plan maestro es como un mapa que la Ciudad de Sandy usará para guiar el desarrollo de futuros proyectos de parques y senderos, para atender las necesidades, necesidades y aspiraciones de los residentes de la ciudad.

El plan maestro nos ayudará con dos cosas:

- Identificar los parques y senderos necesarios a medida que la ciudad crece.
- Diseñar, construir parques y senderos que, idealmente, parquen a todos en la ciudad.

Este requiere una planificación tanto a corto plazo (diciendo qué características debe tener el próximo parque), como a largo plazo (diciendo dónde adquirir terrenos ahora, que más tarde se convertirán en parques y senderos).

¿Qué hemos escuchado hasta ahora?

- Hemos escuchado que los parques son un buen uso del dinero. Los áreas de pago, los senderos, pavimentos de uso múltiple y las zonas para caminar y correr.
- 63% de hogares dicen que la cantidad de los parques existentes es buena o muy buena.
- Más del 70% de los hogares dicen que la cantidad de los parques y senderos es buena o muy buena.
- Las áreas verdes y espacios verdes que la gente visita los parques son: acceso a la naturaleza, ejercicio y el uso del área de juegos.
- La falta de conexiones peatonales y para bicicleta hacia los parques es una gran razón por la que la gente no los visita más a menudo. Otros factores son: preocupaciones con respecto a la seguridad, falta de iluminación y sensación de que hay mucho gente.

Áreas naturales con senderos son más populares en Sandy. Parques comunitarios y recreativos también son populares. Las principales características que la gente quiere ver más son:

- Sanitarios
- Pícaras en espacios abiertos
- Senderos con superficies suaves
- Áreas de picnic y restaurante
- Área de juego

Otras opiniones de la comunidad incluyen:

- Diseñar áreas de senderos más allá, para mejorar conexiones entre parques.
- Creando circuitos de senderos de la ciudad.
- Mejorando la seguridad en intersecciones peatonales y para bicicletas en las autopistas 267 y 211.
- Agregando senderos parques comunitarios, como el Campus de la Comunidad de Sandy, con áreas para la comunidad, campos deportivos, parques de patinaje, y otras características (verano).
- Diseñar áreas verdes recreativas para hacer los senderos de servicio.
- Mejorar acceso a instalaciones, como un área para retroceso al aire libre y la autopista 16 y un parque para perros al sur de la autopista 26.

MEJORAS PROPUESTAS
 El mapa del sistema de parques y senderos muestra dónde se necesitan más parques y senderos. Algunos cambios propuestos en el Plan Maestro del Sistema de Parques y Senderos de la Ciudad de Sandy se muestran en el mapa.

Responde nuestra encuesta, comunitaria disponible el 25 de octubre de 2020

En la próxima encuesta por correo o línea en línea y participará en un sorteo de una tarjeta de regalo de \$25. Más información: sandy.or.us/parksandtrailsmasterplanupdate

MEJORAS PROPUESTAS
 El mapa del sistema de parques y senderos muestra dónde se necesitan más parques y senderos. Algunos cambios propuestos en el Plan Maestro del Sistema de Parques y Senderos de la Ciudad de Sandy se muestran en el mapa.

BUSINESS REPLY MAIL
 POSTAGE WILL BE PAID BY ADDRESSEE
 JLA PUBLIC INVOLVEMENT
 921 SW WASHINGTON ST., STE 570
 PORTLAND, OR 97205-9909

¡Oiganos qué piensa! Envíenos esta encuesta o complete un línea: sandy.or.us/parksandtrailsmasterplanupdate

1. ¿Siente que el mapa del sistema de parques propuesto atenderá las necesidades de la creciente comunidad?
 Sí SI, con algunos cambios (por favor, explique abajo) No (por favor, explique abajo)

2. ¿Siente que el mapa del sistema de senderos propuesto atenderá las necesidades de la creciente comunidad?
 Sí SI, con algunos cambios (por favor, explique abajo) No (por favor, explique abajo)

3. ¿Qué tanto le gusta la organización de elementos en el concepto del parque Deer Point?
 Le encanta Le gusta Neutral No le gusta Lo odia No está seguro

4. Si pudiera cambiar o agregar una cosa al concepto del parque Deer Point, ¿qué sería?

5. ¿Qué tanto le gusta la organización de elementos en el concepto del parque Champion Way?
 Le encanta Le gusta Neutral No le gusta Lo odia No está seguro

6. Si pudiera cambiar o agregar una cosa al concepto del parque Champion Way, ¿qué sería?

7. ¿Qué tanto le gusta la organización de elementos en el concepto del parque Ponder Lane?
 Le encanta Le gusta Neutral No le gusta Lo odia No está seguro

8. Si pudiera cambiar o agregar una cosa al concepto del parque Ponder Lane, ¿qué sería?

9. ¿Le gusta el concepto para la Fase 1 del Campus de la Comunidad de Sandy?
 Sí SI, con algunos cambios (por favor, explique abajo) No (por favor, explique abajo)

10. ¿Qué elementos considera que deberían incluirse en la primera fase del Campus de la Comunidad de Sandy? (por favor, clasifíquelos por prioridad, siendo 1 la máxima prioridad.)
 Pista de patinaje Estacionamiento Béisbol Área de juegos Área de picnic
 Jardín comunitario Mesa de obstáculos Campo de uso flexible Pista para Pump Track

11. ¿Qué parques están a poca distancia de donde usted vive?
 Champion Way Deer Point Ponder Lane Campus de la Comunidad de Sandy Otro

12. Would you be interested in participating in a follow-up meeting regarding your neighborhood park?
 Sí No SI sí, sobre qué parque le interesa conocer más?
 Champion Way Deer Point Ponder Lane Campus de la Comunidad de Sandy Otro

Por favor, proporcionar información de contacto si quiere recibir actualizaciones futuras o venir a una reunión:
 Nombre _____ Correo electrónico _____

Conceptos de diseño de parques
 Se han desarrollado Conceptos de Diseño para cuatro parques y se están presentando para que usted los revise y comente sobre ellos. Tres parques recreativos (Deer Point, Champion Way y Ponder Lane) y un parque comunitario (Campus de la Comunidad de Sandy).

Los parques recreativos a menudo incluyen áreas de juegos, áreas de picnic y áreas abiertas para deportes. A veces incluyen áreas acústicas para reflexión, áreas de ejercicio, pista de patinaje, cancha deportiva, sanitarios y otras instalaciones.

Un Parque Comunitario sirve a toda la comunidad. Suele incluir instalaciones de pista de patinaje, también puede incluir una pista de patinaje, cancha deportiva, sanitarios y otras instalaciones.

¡Preguntas? ¡Información! Contacte a Travis Rimont: 971-303-8311 | travis.rimont@jla.us.com



City of Sandy
39250 Pioneer Blvd.,
Sandy, OR 97055

Date: May 26, 2021

To: City of Sandy Planning Commission and Council

From: Sarah Richardson, Staff Liaison Parks and Trails Advisory Board

Subject: Parks and Trails Master Plan Update

Attachments: None

Background:

Over the last 18 months Environmental Science Associates (ESA) along with city staff and the Technical Advisory Committee have been working to update the city's Parks and Trails Master Plan. The plan provides vision and direction for future park and trail projects with the goal of providing residents of Sandy with a stellar parks and trails system that will serve the community now and in the future.

Extensive public outreach in the form of surveys and open houses were conducted to gather direct input from Sandy residents to identify priorities and vision for the short and long term.

The Parks and Trails Advisory Board reviewed the plan and had the opportunity to ask questions during work sessions on April 14th and April 28th. At the regular meeting on May 12th the Advisory Board unanimously voted to endorse the plan with one important note.

The board would like to be certain that fields for community sports (baseball, soccer, football etc.) are included as a priority in the updated plan.

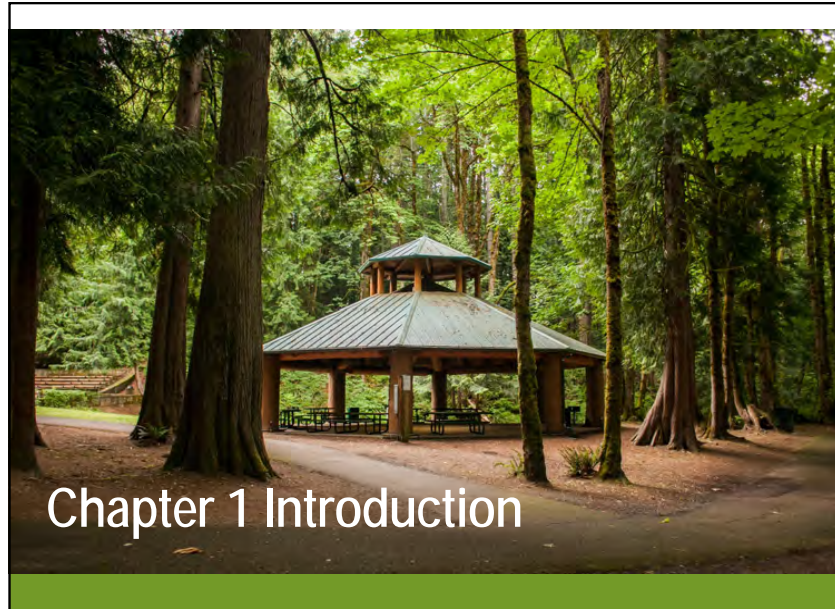
Staff Contact:

Sarah Richardson
503-489-2150
srichardson@cityofsandy.com



What is the purpose of the Parks & Trails Master Plan?

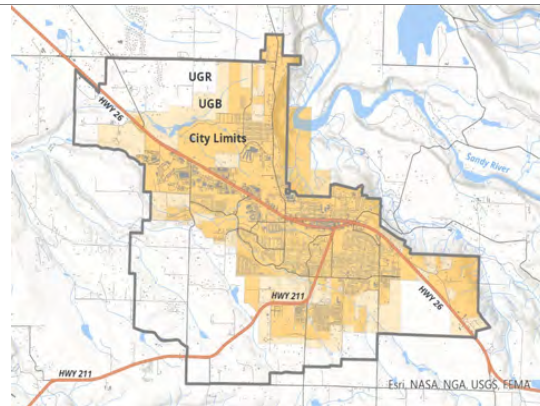
- to plan for the future
- provide equitable park facilities to all citizens
- to determine where to look for new park property
- to identify priorities for park acquisition and development
- to guide dedication of park property to serve growth needs
- to help direct use of Parks SDC's in an equitable way



Project Goals

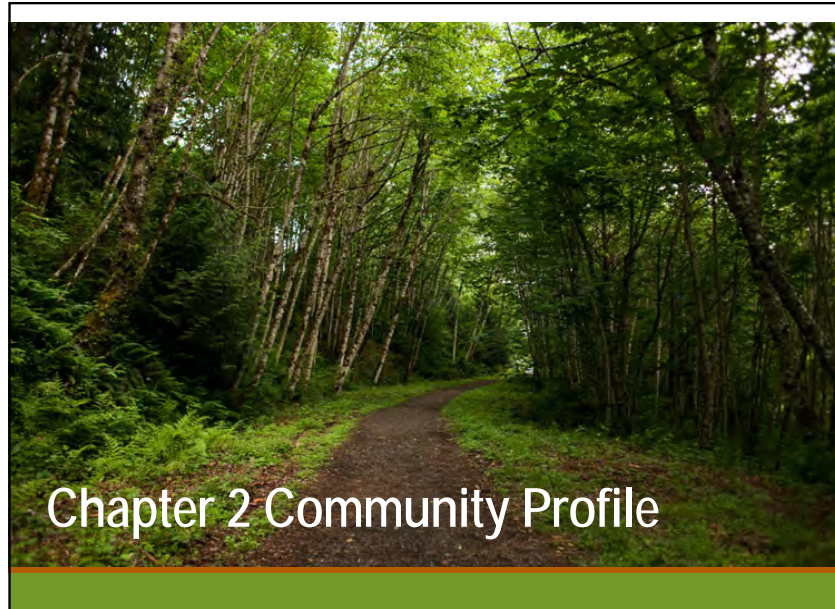
- ❑ Plan for the future of the Sandy Community Campus
- ❑ Plan for future community growth
- ❑ Map conceptual park and trail locations for acquisition
- ❑ Develop a new CIP with short, mid and long range priorities
- ❑ Develop trail system to connect parks, neighborhoods, and other places
- ❑ Strategize funding sources for maintenance and operations staff
- ❑ Review and update level of service and needs to meet current community desires
- ❑ Develop existing undeveloped park land

Planning Area



Progress since 1997 Master Plan

- ❑ Planned through 2015
- ❑ Anticipated for substantial population growth over the plan horizon
- ❑ Established 11 park and trail classifications
- ❑ Recommended Levels of Service for 8 classifications with a target of 30.12 Acres per 1000 population
- ❑ Acquired and developed numerous mini and neighborhood parks, and over 200 acres of natural open space

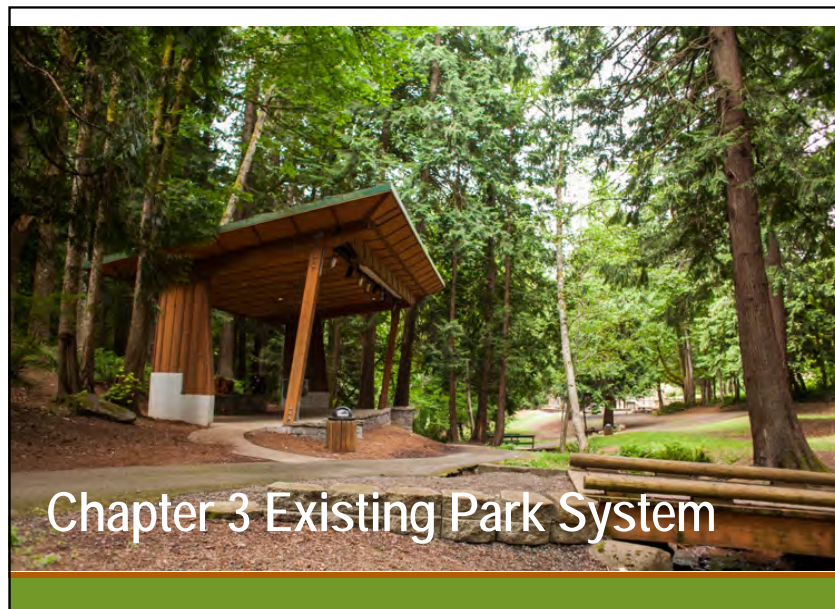


Current Demographics

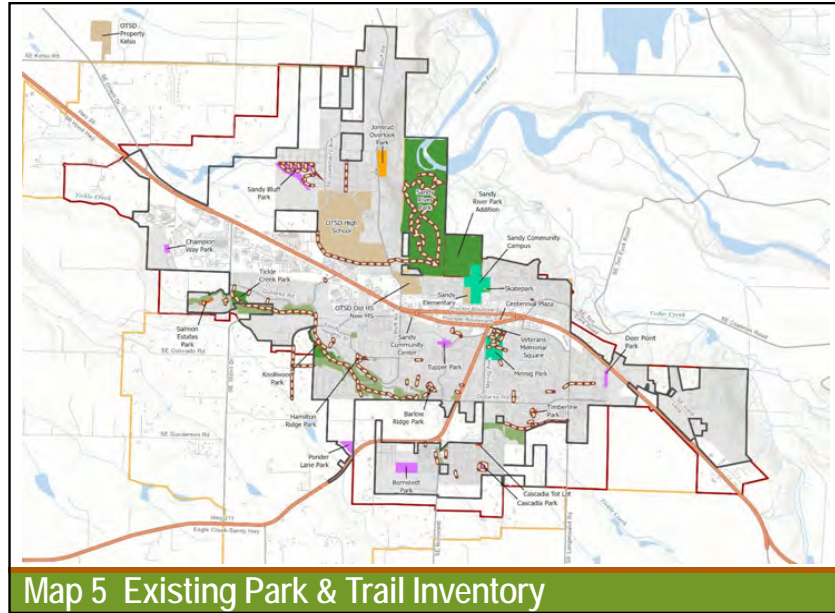
- ❑ Population with UGB: 11,650
- ❑ Forecast Population (2035): 19,100
- ❑ Shifts since 2000:
 - Population grew, but not as much as anticipated.
 - Increase in adults over 55 years of age
 - Increase in people indicating Hispanic or Latino ethnicity

Public Outreach

- ❑ Website / Social Media / Traditional Media
- ❑ Stakeholder Interviews
- ❑ Stakeholder Advisory Committee
- ❑ Open Houses/Community Workshops (3)
- ❑ Online Surveys (3)



Chapter 3 Existing Park System



Map 5 Existing Park & Trail Inventory

Park Inventory

- **Mini Parks:**
 - 6 parks, 3.87 acres
- **Natural Areas & Open Space:**
 - 6 parcels,
 - 224.64 acres
- **Neighborhood Parks:**
 - 7 parks,
 - 16.89 developed acres,
 - 21.29 total acres
- **Special Use Areas:**
 - 5 sites, 5.27 acres
- **Community Park:**
 - 2 parks,
 - 10.82 developed acres,
 - 24.82 total acres
- **Trails:**
 - 5.70 miles in parks
 - 4.14 miles in other areas



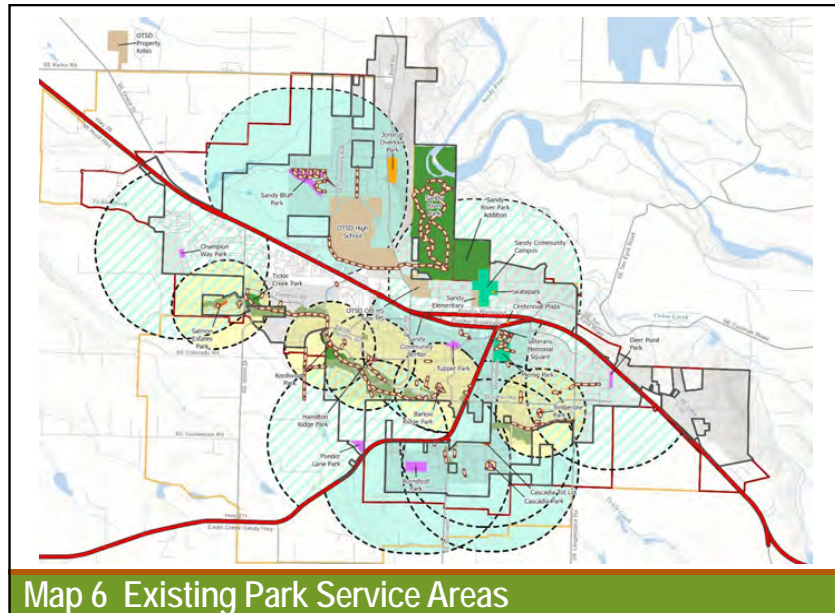
Level of Service

Park Classification	Total Acres	Developed Acres	Current Total LOS	Current Developed LOS	1997 Parks Master Plan Standard	SCORP Recommended LOS
Mini Parks	3.87	3.87	0.33	0.33	0.10	0.25 to 0.50
Neighborhood Parks	21.29	16.89	1.83	1.45	1.60	1.0 to 2.0
Community Parks	24.82	11.07	2.13	0.95	2.60	2.0 to 6.0
Natural & Open Space	224.64	0.00	19.32	0.00	12.00	2.0 to 6.0
Special Use Parks	5.27	1.16	0.45	0.10	1.10	No Guidance
Total	274.62	31.83	23.62	2.74	17.40	5.25 - 14.5

Trails (Miles) 9.84 0.85 0.5 to 1.5

¹ Level of Service (LOS) calculated based on Acres (or miles) / 1000 Population

² Current Population based on PSU PRC estimate for 2020 of 11,628



Needs Analysis

Park Classification	Current Developed LOS ¹	SCORP Recommended LOS	Sandy PTSMP Recommended LOS	Current Acres Needed ^{2,3}	Future Acres Needed ⁴	Total Acres Needed
Mini Parks	0.33	0.25 to 0.50	0.25	-0.96	1.86	0.91
Neighborhood Parks	1.45	1.0 to 2.0	2.00	6.41	14.90	21.31
Community Parks	0.95	2.0 to 6.0	3.00	23.88	22.35	46.23
Natural & Open Space ⁵	19.28	2.0 to 6.0	15.00	-49.89	111.75	61.86
Special Use Parks	0.10	No Guidance	-	-	-	-
Total⁶	22.11	5.25 - 14.5	20.25	30.3	150.9	130.3
Miles Needed						
Trails (Miles)	0.85	0.5 - 1.5	1.50	7.52	11.18	18.69

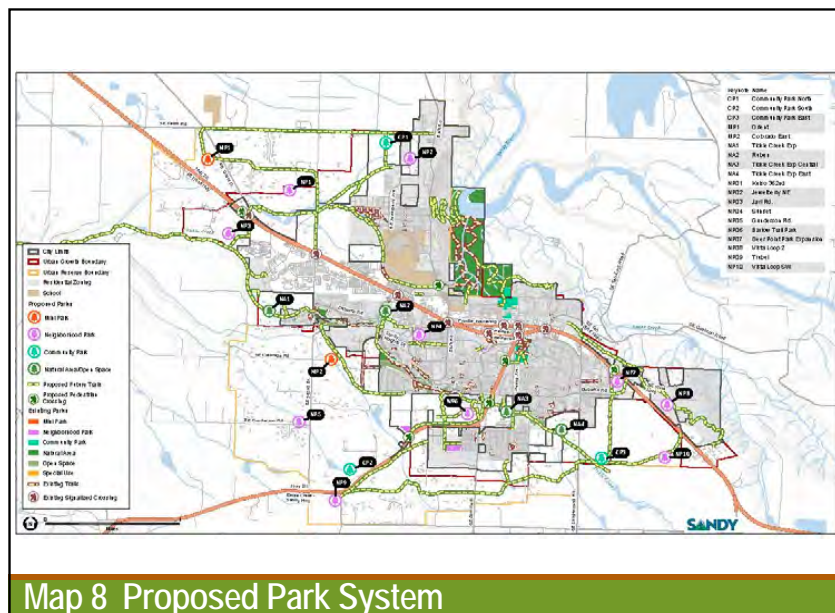
Facility Type	Total Facilities in Community	SCORP Recommended Facility LOS ¹	Current Facility LOS ¹	Current Facility Need (Deficit)	Future Facility Need (Growth) ²
Standard Facilities					
Picnic shelters ^{3,4,5,7}	8	0.30	0.69	-5	2
Day-use picnic tables ^{3,4,5,7}	35	10.00	3.00	82	73
Basketball courts / multi-use courts ^{3,4,5}	3	0.20	0.26	-1	1
Playgrounds ^{3,4,7}	10	0.40	0.86	-5	3
Soccer fields / Multi-use field ^{4,5}	1	0.20	0.09	1	1
Tennis / Pickleball courts ⁵	0	0.35	0.00	4	3
Off-leash dog parks ⁵	1	0.04	0.09	-1	0
Disc golf courses ⁷	0	0.02	0.00	0	0
Volleyball courts	0	0.20	0.00	2	1
Skateboard parks ⁶	1	0.04	0.09	-1	0
Amphitheaters	3	0.03	0.26	-3	0
Baseball & Softball fields	1	0.20	0.09	1	1
Optional Facilities					
Pump Track (not in SCORP) ^{3,5,6}	0	0.00	0.00	1	0
Indoor swimming pools ^{3,4}	0	0.05	0.00	1	0
Splash Pads (not in SCORP) ⁶	1	0.00	0.09	-1	0
Community Gardens (not in SCORP) ³	1	0.00	0.09	-1	0
Non-motorized boat launches	0	0.25	0.00	3	2
Lacrosse fields	0	0.15	0.00	2	1
Football fields	1	0.10	0.09	0	1



Chapter 5 Recommendations

Recommendations

- Derived from all of the work to date, input from TAC, City staff and public input
 - Existing Parks
 - Undeveloped Parks
 - Proposed Parks & Trail
 - Recreational Facilities
 - Policy and Code Revisions
 - Operations and Maintenance



Map 8 Proposed Park System

Priorities

- ❑ Undeveloped parks
- ❑ Acquire and develop new parks
 - Community parks
 - Neighborhood park service area gaps
 - New neighborhoods
- ❑ Improve trail system
 - Safe crossings
 - Looped trail system
- ❑ Renovate and upgrade existing parks
- ❑ Distribute parks and facilities equitably
- ❑ Plan for future growth

Tier 1 CIP

Map ID	Site	Improvements	Cost
Tier 1 Existing Parks			
NP	Deer Point Park	Design, permitting, & development	\$ 1,442,800
NP	Champion Way Park	Design, permitting, & development	\$ 998,700
NP	Ponder Lane Park	Design, permitting, & development	\$ 1,848,000
NP		Dog Park; Playground; Picnic Area	\$ 250,000
CP	Sandy Community Campus - Phase 1	Parking area, playground, picnic, skate park	\$ 3,633,200
NA	Sandy River Park - Phase 1	Trailhead, trails	\$ 800,000
Tier 1 Existing Park Improvement Cost			\$ 8,972,700
Tier 1 Proposed Parks			
NP 4	Sunset	Fill service area gap on portion of City owned parcel	\$ 1,700,000
NP 7	Deer Point Expansion	Expand existing undeveloped park	\$ 1,700,000
CP 1	Community North	Develop future community park in north	\$ 5,900,000
NA 1	Tickle Creek Expansion - West	Opportunity acquisitions/ donations along creek	\$ -
Tier 1 Proposed Park Improvement Cost			\$ 9,300,000

Tier 1 Proposed Trails			
T03 (P21)	362nd ³	6' - 8' wide gravel trail	\$ 104,500
T04	Kelso to Powerline	6' - 8' wide gravel trail	\$ 184,500
T05	Powerline	5' concrete path	\$ 30,600
T06	Olson to Powerline	5' concrete path	\$ 81,700
T08 (P19)	Sandy Bluff Park to 362nd ²	6' - 8' wide gravel trail	\$ 146,300
T09 (P19)	Sandy Bluff Park Pond Loop Trail ³	6' - 8' wide gravel trail	\$ 48,400
T10 (P19)	Bell Street to Sandy Bluff Park ²	6' - 8' wide gravel trail	\$ 63,900
T11 (P19)	Kate Schmidt to Bell Street ³	3' wide natural surface trail	\$ 28,500
T12 (P19)	SHS Trail Easement 1 ³	3' wide natural surface trail	\$ 88,400
T13	Meecker to MH Athletic Club	5' concrete path	\$ 34,800
T17	Community Campus to Sandy River Trail	3' wide natural surface trail	\$ 23,900
T19	Park Street to Community Campus	3' wide natural surface trail	\$ 1,800
T21	Vista Loop to Hood Street	6' - 8' wide gravel trail	\$ 37,100
T28 (P16)	Tickle Creek Reroutes ³	6' - 8' wide gravel trail	\$ 61,200
T30	Sunset Street to Tickle Creek	3' wide natural surface trail	\$ 13,000
T31	Sunset Street to Nettle Connett Drive	5' wide concrete path	\$ 101,600
T32	Bluff Road to Sandy Heights	3' wide natural surface trail	\$ 11,600
T33	Tupper Park to Gerilyn Court	5' concrete path	\$ 30,800
T35 (P17)	Tickle Creek Extension East to Dubarko Underp ³	6' - 8' wide gravel trail	\$ 59,900
T38	Tickle Creek to Deer Point Park	5' concrete path	\$ 432,000
T39	Dubarko Extension Road	8' wide asphalt trail	\$ 127,800
T40 (P22)	Tickle Creek Extension Dubarko East to Jacoby ³	6' - 8' wide gravel trail	\$ 98,700
T41	Alleyway to Tickle Creek Trail Connector	5' concrete path	\$ 37,500
T42	Jacoby Road to Tickle Creek Connector	5' concrete path	\$ 27,900
T44	Bornstedt Park	5' concrete path	\$ 78,000
T50 (P23)	Highway 211 Parkway		\$ 389,500
T54	Cascadia to Tickle Creek	6' - 8' wide gravel trail	\$ 30,200
TX1	Bluff Road Crossing (Mid-block)		\$ 150,000
Tier 1 Proposed Trail Improvement Cost			\$ 2,524,162

Current Funding Sources

- General Fund - Operations
- System Development Charges
- Land Dedication / Fee in Lieu
- Grants
- Donations

Development Funding

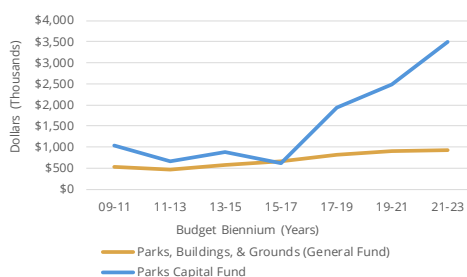
Funding Source	Amount
SDC Annual Budget Estimate	\$ 315,000
General Fund	\$ -
Grants	\$ 100,000
Donations / Volunteers	\$ 50,000
Estimated Annual Revenue	\$ 465,000
Estimated 5-year Revenue	\$ 2,325,000
Park System Development Charge (SDC) Balance	\$ 1,355,028
Urban Renewal Funds	\$ 3,300,000
General Obligation Bond	\$ 10,000,000
Estimated 5-Year Capital Funding Total	\$ 16,980,028

Land Acquisition Funding

Funding Source	Amount
Land (Fee in Lieu) Annual Budget Estimate	\$ 165,000
Estimated 5-year Land (Fee-in-Lieu) Revenue	\$ 825,000
Land (Fee in Lieu) Beginning Balance	\$ 1,133,431
Estimated 5-Year Land Acquisition Total	\$ 1,958,431

Operations Funding

Existing Funding

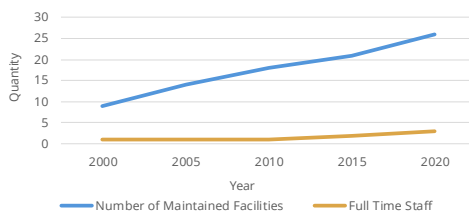


Source: City of Sandy Biennial Budgets

Operations Funding

3 staff 26 parks

Facilities and Staff



Source: City of Sandy Biennial Budgets, Google Earth



Appendices

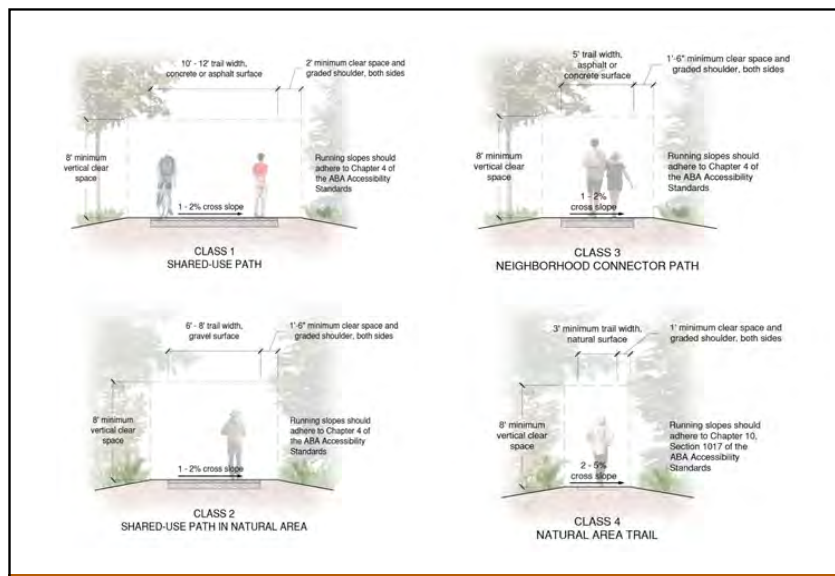
- Capital Project Lists
- Existing Park Inventory
- Design Guidelines
- Park Concepts
- Potential Grants
- Preliminary SDC Analysis
- Public Outreach Summary



Amenities	Mini Parks	Neighborhood Parks	Community Parks
Playground	2,000 square feet	3,500 square feet	6,000 square feet
Flat, Irrigated Lawn	3,000 square feet	1/4 acre	1 acre
Trash Receptacle	1	1	1 per 2 acres
Pet Waste Station	1	1	1 per 2 acres
Bicycle Parking	2 stalls	4 stalls	As required per code, but not less than 1 per acre
Picnic Table	1 per 1/4 acre	1 per 1/2 acre	2 per acre
Bench	1 per 1/4 acre	1 per 1/2 acre	1 per acre
Drinking Fountain	Optional	1	1 per 5 acres
Sport Court (half-sized)	Optional	Optional	Optional
Sport Court (full-sized)	Optional	Optional ¹	at least 1
Open Multi-Use Field	Optional	Standard	Standard
Sport Field	-	Optional ¹	at least 1
Looped Walking Path	Optional	Standard	Multiple
Splash Pad	-	Optional ¹	Optional ²
Dog off-leash area	-	Optional ¹	Optional ²
Picnic Shelter (3-4 tables)	-	Optional ¹	Multiple
Picnic Shelter (6-8 tables)	-	-	Optional ²
Restroom	-	Optional	Standard
Community Garden	-	Optional	Optional ²
Event Space	-	-	Optional ²
Disc Golf	-	-	Optional ²
Pump Track	-	-	Optional ²
Skate Spot / Park	-	Optional ¹	Optional ²
Natural Area	-	-	Optional ²
Off-street Parking	-	-	Standard

¹ Neighborhood parks should include at least 1 of noted optional amenities
² Community parks should include at least 3 of noted optional amenities

Design Standards



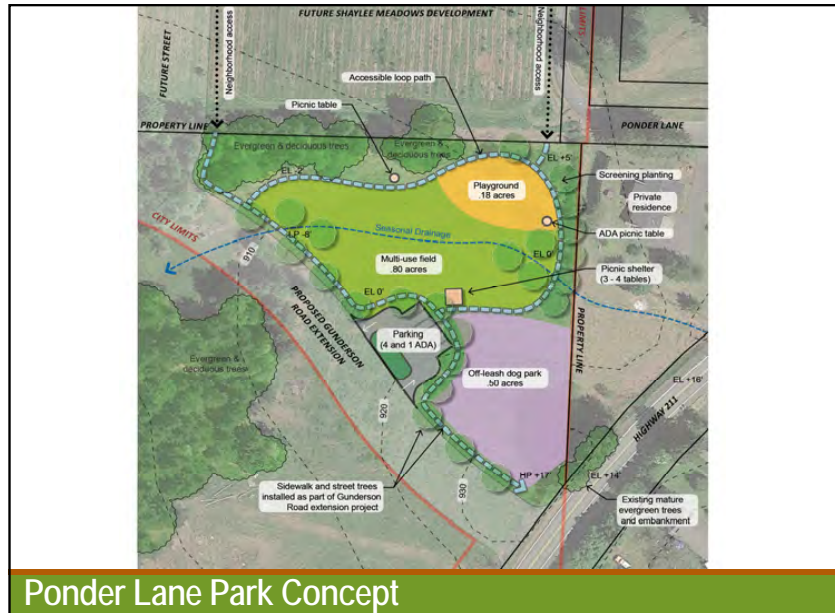
Trail Classifications



Champion Way Park Concept



Deer Point Park Concept





Sandy Community Campus Concept



Next Steps

- ❑ Planning Commission – July?
- ❑ City Council Adoption – August?





MINUTES
City Council Meeting
Monday, May 17, 2021 6:00 PM

COUNCIL PRESENT: Stan Pulliam, Mayor, Jeremy Pietzold, Council President, Laurie Smallwood, Councilor, Richard Sheldon, Councilor, Kathleen Walker, Councilor, Carl Exner, Councilor, and Don Hokanson, Councilor

COUNCIL ABSENT:

STAFF PRESENT: Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, Kelly O'Neill, Development Services Director, Greg Brewster, IT/SandyNet Director, Ernie Roberts, Police Chief, Shelley Denison, Associate Planner, Tyler Deems, Deputy City Manager / Finance Director, and Mike Walker, Public Works Director

MEDIA PRESENT: Sandy Post

1. City Council Work Session - 6:00 p.m.

1.1. Water Master Plan Update and Presentation on Portland Water Bureau Supply Options

Staff Report - 0422

The City's contractor, Murraysmith, provided an information on the Water Master Plan update process and Portland Water Bureau supply options. Their presentation slides were included in the agenda packet.

The Council discussed the following issues related to the presentation:

- Whether groundwater sources were sufficiently studied
- The need to construct an additional pipeline
- Treatment status of Portland water available to Sandy
- Comparison of existing costs vs. anticipated future costs
- History of the City's water supply agreement with Portland
- The extent of the City's planning efforts on this issue over the past several years
- Total project costs and potential impact on water rates
- Dynamics of the City's working relationship with Portland
- The short timeframe in which to make a decision

- Uncertainty concerning possible changes to Portland's rates in the future
- Potential impact of other wholesale purchasers terminating their agreements with Portland
- Concern about remaining reliant on Portland in the future, and lack of leverage
- Possibility of choosing to purchase untreated water and retaining more control
- Possibility of exploring groundwater and well options

Lauren Courter with the Cottrell CPO provided a presentation with concerns regarding the Portland Water Bureau's plans for constructing a new water filtration facility in the area. She also raised the possibility of using ultraviolet light to treat water rather than filtration.

David Peters and Cecelia Huynh with the Portland Water Bureau presented their plans for constructing a new filtration facility.

The Council proceeded to discuss the following topics:

- Frustration and skepticism that Portland will be a supportive partner in the future
- Why Portland chose not to locate their facility further upstream
- Cost of purchasing finished water and potential rate increases
- Whether Portland will continue using its well sources and potential impacts on Sandy
- The process for approving Portland rate increases, and lack of wholesale customer representation in the rate setting process
- Possible cooperation (joint build) between Portland and wholesale customers needing to connect to the system
- The need for more certainty regarding future rates before deciding whether to purchase treated or untreated water
- The importance of pursuing options that do not involve reliance on Portland
- Possibly purchasing Portland water temporarily while a different permanent solution is developed
- Possibly using leverage to negotiate a better agreement with Portland
- Frustration with the short timeline for making this decision and the need for staff to work more proactively in the future

2. City Council Regular Meeting - 7:00 p.m.

3. Pledge of Allegiance

4. **Roll Call**
5. **Changes to the Agenda**
6. **Public Comment**
(none)
7. **Response to Previous Public Comments**
(none)

8. **PROCLAMATIONS**

8.1. **National Pollinator Week**

Mayor Pulliam read a proclamation designating Sandy's observance of National Pollinator Week. The proclamation text was included in the agenda packet.

9. **PRESENTATIONS**

9.1. **New Police Officer Oaths**

Mayor Pulliam administered oaths to Officer Sabella and Officer Santos. The oath text was included in the agenda packet.

10. **Consent Agenda**

10.1. **City Council Minutes** - April 19, 2021

Moved by Carl Exner, seconded by Don Hokanson

Approve the Consent Agenda.

CARRIED. 6-0

Ayes: Carl Exner, Don Hokanson, Stan Pulliam, Jeremy Pietzold, Richard Sheldon, and Kathleen Walker

Absent: Laurie Smallwood

11. **Ordinances**

11.1. **PUBLIC HEARING (continued): Ordinance 2021-03**

HB 2001 Code Amendments

Staff Report - 0420

Abstentions: none

Conflicts of Interest: none

Staff Report

The **Development Services Director** summarized the staff report. He noted the robust public comment process, and the multiple public meetings during which the amendments were considered. The Council input during its April 19th meeting was incorporated into the amendments presented for adoption at this meeting.

Public Testimony: none

Moved by Don Hokanson, seconded by Jeremy Pietzold

Close the public hearing.

CARRIED. 6-0

Ayes: Jeremy Pietzold, Don Hokanson, Stan Pulliam, Richard Sheldon, Kathleen Walker, and Carl Exner

Absent: Laurie Smallwood

Moved by Don Hokanson, seconded by Jeremy Pietzold

Approve the first reading of Ordinance 2021-03.

CARRIED. 6-0

Ayes: Jeremy Pietzold, Don Hokanson, Stan Pulliam, Richard Sheldon, Kathleen Walker, and Carl Exner

Absent: Laurie Smallwood

Moved by Carl Exner, seconded by Richard Sheldon

Approve the second reading of Ordinance 2021-03.

CARRIED. 6-0

Ayes: Richard Sheldon, Carl Exner, Stan Pulliam, Jeremy Pietzold, Kathleen Walker, and Don Hokanson

Absent: Laurie Smallwood

12. Resolutions

12.1. **Resolution 2021-11**

Bee City USA

Staff Report - 0423

The **Associate Planner** summarized the staff report.

The Council discussed the following issues related to this item:

- The role of the Parks and Trails Advisory Board
- The importance of devoting staff time to amending the development code

Moved by Don Hokanson, seconded by Carl Exner

Approve Resolution 2021-11.

CARRIED. 5-0

Ayes: Carl Exner, Don Hokanson, Stan Pulliam, Jeremy Pietzold, and Richard Sheldon

Abstained: Kathleen Walker

Absent: Laurie Smallwood

13. New Business

13.1. **PUBLIC HEARING: Appeal of Land Use File 20-049 ADJ**

38797 & 38799 Creekside Loop Garage Setback Adjustment Second Appeal

Staff Report - 0416

Abstentions: none

Conflicts of Interest: none

Ex Parte Contacts

Councilor Exner disclosed that he has visited the site.

Staff Report

The **Development Services Director** summarized the staff report. The presentation slides were included in the agenda packet.

Applicant Testimony

Jeff Newberry delivered testimony asserting that sufficient is indeed being provided for parking. He also stressed the livability of the housing units in question.

Appellant Testimony

William Trimble stated that this situation should include a replat process . He raised concerns about potential impacts to Creekside Loop, including to pedestrian traffic. He stated that the original platted access would be preferable. He also raised concerns regarding an easement for an existing fence.

Public Testimony: none

Staff Recap

The **Development Services Director** recommended that the Council affirm the Planning Commission's decision.

Council Members asked questions about the following issues:

- Possible encroachment into the right-of-way
- Legal principles raised by the Appellant, about which the **City Attorney** expressed no concern
- The history of the lots in question regarding partitioning and right-of-way access

Applicant Rebuttal

Mr. Newberry addressed concerns related to public ownership of the right-of-way.

Council Discussion

Council Members discussed the following issues related to the application:

- The importance of providing sufficient parking
- The benefits of adding additional parking
- The relatively limited nature of the requested changes

Moved by Jeremy Pietzold, seconded by Kathleen Walker

Close the public hearing.

CARRIED. 6-0

Ayes: Stan Pulliam, Jeremy Pietzold, Richard Sheldon,
Kathleen Walker, Carl Exner, and Don Hokanson

Absent: Laurie Smallwood

Moved by Kathleen Walker, seconded by Jeremy Pietzold

Uphold the staff and Planning Commission decision to approve a Type I adjustment to the garage setback for both units of the duplex per the final order for File No. 20-049 ADJ dated December 30, 2020.

CARRIED. 6-0

Ayes: Stan Pulliam, Jeremy Pietzold, Richard Sheldon,
Kathleen Walker, Carl Exner, and Don Hokanson

Absent: Laurie Smallwood

14. Report from the City Manager

The **City Manager** updated the Council on the following topics:

- The transition on June 21st to hybrid in-person and online meetings, leveraging technology while remaining mindful of health concerns
- Plans to revisit the water supply issue on June 7th as well as June 21st to give the Council more opportunities to consider the issue
- Upcoming interviews of government relations firms
- Upcoming interviews of applicants to multiple boards and commissions
- Upcoming community meeting regarding wastewater discharge options
- The recent email seeking Council input on desired amendments to the development code

15. Committee /Council Reports

Council Members discussed the following topics:

Councilor Sheldon

- The importance of open discussion and transparency, and of deliberating during public meetings as opposed to via email

Councilor Exner

- Fewer applications than open seats were received for the Arts Advisory Board
- Upcoming community meeting regarding wastewater discharge options
- Maintenance of medians along Hwy 26
- Sidewalk needs along Siandy Heights St

Councilor Walker

- The need for staff to identify development code sections needing revision regarding clear and objective standards

- Reopening and summer programming plans at the Community Center
- The importance of code enforcement and the need to address abandoned vehicles and other chronic problems
- Upcoming Council consideration of the Parks and Trails Master Plan update

Councilor Hokanson

- The need for recommended motion text to be included in all staff reports
- Advertisements of board and commission vacancies on social media
- The need for turn signage on Ruben Lane
- The importance of sidewalk maintenance
- The need to update the development code, particularly regarding planned developments
- The importance of decorum and respect

Council President Pietzold

(none)

Mayor Pulliam

- The upcoming transition to hybrid in-person and online meetings
- The 2021-23 budget approved by the Budget Committee on May 10th.

16. Staff updates

16.1. [Monthly Reports](#)

17. Adjourn

18. CITY COUNCIL EXECUTIVE SESSION

Following the regular meeting, the City Council met in executive session pursuant to ORS 192.660(2)(e).

Mayor, Stan Pulliam

City Recorder, Jeff Aprati



Staff Report

Meeting Date: June 7, 2021

From Ernie Roberts, Police Chief
Renewal of IGAs for Diversion Services and Safety Communications Services

SUBJECT: Services

BACKGROUND:

Included are renewals for two existing intergovernmental agreements:

- IGA with Clackamas County to provide diversion program services for at-risk youth as part of the Clackamas County Juvenile Crime Prevention Plan
- IGA with the City of Lake Oswego to provide warrant confirmation and limited scale and national law enforcement database system entry services through the Law Enforcement Data System and the National Crime Information Center

BUDGETARY IMPACT:

Renewal of both intergovernmental agreements was accounted for in the proposed budget for 2021-2023.

RECOMMENDATION:

Staff recommends Council approval of renewal of both intergovernmental agreements.

SUGGESTED MOTION:

"I move to authorize the City Manager to execute the proposed intergovernmental agreement renewals, with Clackamas County for diversion services, and with the City of Lake Oswego for public safety communications services."

LIST OF ATTACHMENTS/EXHIBITS:

- Renewal addendum for Clackamas County IGA
- Original IGA with Clackamas County
- Updated IGA with City of Lake Oswego

**Renewal No 1 to the 2019-IGA
Between the County, through its Juvenile Department
and the City of Sandy
For Diversion Program Services for At Risk Youth**

This Renewal No. 1, when signed by each party, as authorized by the original Intergovernmental Agreement dated October 22, 2019, will become part of the contract documents, superseding the original to the applicable extent indicated.

AGREEMENT FORM

- III A.1. Compensation - Fiscal year 2020-21 begins on July 1, 2020 and ends on June 30, 2021.
- III A.2. Compensation - CITY agrees to pay COUNTY \$2,500 for services in fiscal year 2020-2021.
- III B.1. COUNTY will bill CITY on or about September 1, 2020 for fiscal year 2020-21. Payment is due within 30 days of invoice.
- III B.2. CITY Payments shall be mailed to: Clackamas County Juvenile Dept, Attn: Ed Jones, 2121 Kaen Road, Oregon City, OR 97045
- VII A. Term of Agreement - The term of this Agreement begins on July 1, 2020, and ends on June 30, 2021, and is effective upon signature of both parties.

CITY OF SANDY

CLACKAMAS COUNTY, OREGON

X

Jordan Wheeler
City Manager

DATE

X

Christina McMahan
Juvenile Department Director

DATE



Approved by County Counsel

9/8/2020
Date

**INTERGOVERNMENTAL AGREEMENT
BETWEEN CLACKAMAS COUNTY JUVENILE DEPARTMENT
AND THE CITY OF SANDY, OREGON**

THIS AGREEMENT (this "Agreement") is entered into and between Clackamas County ("County"), a political subdivision of the State of Oregon, and the City of Sandy, Oregon ("City"), an Oregon municipal corporation, collectively referred to as the "Parties" and each a "Party."

RECITALS

Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

This agreement provides the basis for a cooperative working relationship for the purpose of County providing to City Diversion Program services for at-risk youth who live within the City limits and are referred from the Clackamas County Juvenile Department to Diversion Program services as part of the Clackamas County Juvenile Crime Prevention Plan.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

TERMS

1. **Term.** This Agreement shall be effective upon execution, and shall expire upon the completion of each and every obligation of the Parties set forth herein, or June 30, 2020, whichever is sooner.
2. **Scope of Work.** The County agrees to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein ("Work").
3. **Consideration.** The City agrees to pay County, from available and authorized funds, a sum not to exceed two thousand five hundred dollars (\$2,500) for accomplishing the Work required by this Agreement.
4. **Payment.** County will bill City on or about July 1, 2019 for fiscal year 2019-20. Payment is due within 30 days of invoice. Payment is to be sent to County's Contact listed in paragraph 9 below.
5. **Representations and Warranties.**
 - A. *City Representations and Warranties:* City represents and warrants to County that City has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of City enforceable in accordance with its terms.
 - B. *County Representations and Warranties:* County represents and warrants to City that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
 - C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Termination.

- A. Either the County or the City may terminate this Agreement at any time upon thirty (30) days written notice to the other party.
- B. Either the County or the City may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County or the City shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The City may terminate this Agreement in the event the City fails to receive expenditure authority sufficient to allow the City, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the City is prohibited from paying for such work from the planned funding source.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Indemnification.

- A. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the County agrees to indemnify, save harmless and defend the City, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof, except for attorney's fees, arising out of or based upon damages or injuries to persons or property caused by the negligent or willful acts of the County or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the County has a right to control.

Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act or successor statute, the City agrees to indemnify, save harmless and defend the County, its officers, elected officials, agents and employees from and against all costs, losses, damages, claims or actions and all expenses incidental to the investigation and defense thereof, except for attorney's fees, arising out of or based upon damages or injuries to persons or property caused by the negligent or willful

acts of the City or its officers, elected officials, owners, employees, agents, or its subcontractors or anyone over which the City has a right to control.

8. **Insurance.** The Parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law.
9. **Notices; Contacts.** Legal notice provided under this Agreement shall be delivered personally, by email or by certified mail to the individuals identified below. Any communication or notice so addressed and mailed shall be deemed to be given upon receipt. Any communication or notice sent by electronic mail to an address indicated herein is deemed to be received 2 hours after the time sent (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Either Party may change the Party contact information, or the invoice or payment addresses by giving prior written notice thereof to the other Party at its then current notice address.
 - A. Clackamas County Juvenile Department Administrative Services Manager, or their designee, will act as liaison for the County.

Contact Information:

Ed Jones
Administrative Services Manager
2121 Kaen Rd.
Oregon City, OR 97045
503-650-3169
ejones@clackamas.us

Sandy, Oregon City Manager, or their designee, will act as liaison for the City.

Contact Information:

Jordan Wheeler
City Manager
39250 Pioneer Blvd.
Sandy, OR 97055
503-668-5767
jwheeler@cityofsandy.com

10. General Provisions.

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be

brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. City, by execution of this Agreement, hereby consents to the in personam jurisdiction of the courts referenced in this section.

- B. Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. Access to Records.** City shall retain, maintain, and keep accessible all records relevant to this Agreement ("Records") for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. City shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, City shall permit the County's authorized representatives' access to the Records at reasonable times and places for purposes of examining and copying.
- E. Work Product.** All work performed under this Agreement shall be considered work made for hire and shall be the sole and exclusive property of the District. The District shall own any and all data, documents, plans, copyrights, specifications, working papers and any other materials produced in connection with this Agreement. On completion or termination of the Agreement, the City shall promptly deliver these materials to the District's Project Manager.
- F. Hazard Communication.** City shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 137, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County's request, City shall

immediately provide Material Safety Data Sheets for the products subject to this provision.

- G. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- H. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- I. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- J. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- K. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- L. **No Third-Party Beneficiary.** City and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- M. **Subcontract and Assignment.** City shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval

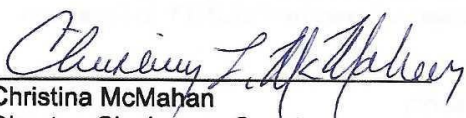
from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve City of any of its duties or obligations under this Agreement.

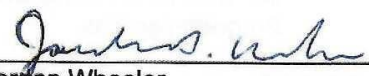
- N. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- O. **Survival.** All provisions in Sections 5, 7, and 10 (A), (C), (D), (G), (H), (I), (J), (L), (Q), (T), and (U) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- P. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- Q. **Time is of the Essence.** City agrees that time is of the essence in the performance this Agreement.
- R. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- S. **Force Majeure.** Neither City nor County shall be held responsible for delay or default caused by events outside of the City or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, City shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- T. **Confidentiality.** City acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by City or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County ("Confidential Information"). City agrees to hold Confidential Information in strict confidence, using at least the same degree of care that City uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.
- U. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

Clackamas County

City of Sandy, Oregon


Christina McMahan
Director, Clackamas County
Juvenile Department


Jordan Wheeler
City Manager

10/22/19
Date

10/11/19
Date

Exhibit A

SCOPE OF WORK

- A. CITY agrees to the following obligations:
 - 1. Permit COUNTY to determine, at its sole discretion, eligibility and referral to Diversion Program services for at risk youth.
 - 2. Make payment to COUNTY for services provided to eligible youth who live within CITY limits who have been referred by COUNTY to Diversion Program services.

- B. COUNTY agrees to the following obligations:
 - 1. Determine youth eligibility and provide referral to Diversion Program services for at risk youth who live within the CITY limits that have been identified for eligibility through criminal investigation reports received by the Clackamas County Juvenile Department.
 - 2. Notify CITY of youth's eligibility and referral to Diversion Program services.
 - 3. Provide, or contract with subcontractors to provide, Diversion Program services within the city.
 - 4. Serve as a centralized depository for all records involving juvenile offenders referred for Diversion Program services.
 - 5. Provide liaison staff for communication and networking with CITY as required.

INTERGOVERNMENTAL AGREEMENT

PUBLIC SAFETY COMMUNICATIONS SERVICES

THIS AGREEMENT is made and entered into by and between the CITY OF LAKE OSWEGO, an Oregon municipal corporation (hereinafter "Lake Oswego"), and the CITY OF SANDY, an Oregon municipal corporation (hereinafter "Sandy").

WITNESSETH:

RECITALS

1. Lake Oswego operates through its Police Department, Communications Division, a public safety dispatching facility (hereinafter "LOCOM Center") to provide public safety dispatching services to fire and police departments of Lake Oswego, and the City of West Linn and City of Milwaukie police departments.
2. The parties to this Agreement desire for LOCOM Center to also provide warrant confirmation and associated limited information entries to the state and national law enforcement database systems for the City of Sandy.
3. The parties acknowledge that they have authority to execute this cooperative intergovernmental agreement pursuant to the terms of their respective municipal charters and pursuant to ORS 190.010.

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

1. Description of Services to be Provided. Lake Oswego, through LOCOM Center, shall provide warrant confirmation and limited state and national law enforcement database system entry services through the Law Enforcement Data System (hereinafter LEDS) and the National Crime Information Center (hereinafter NCIC) for Sandy Police Department for the period of July 1, 2021, through June 30, 2023, as outlined on the attached Exhibit A.
 - a. Weekdays between 5:00 pm and 8:00 am and on weekends and holidays, LOCOM will enter and/or remove priority information from LEDS and NCIC databases as set forth in Exhibit A.
 - b. All days and hours, Sandy will provide LOCOM original physical copies of Municipal Warrants. Warrants will be confirmed 24 hours a day.
 - c. LOCOM is a public safety answering point, and must prioritize those duties. The database system entries subject to this agreement are a lower priority, as outlined on Exhibit A. Best efforts will be made to complete warrant confirmation in the LEDS/NCIC required timelines.
 - d. LOCOM is authorized to utilize Sandy Police Department's Originating Agency Identifier (ORI) to execute these transactions.
 - e. LOCOM will develop protocols for the database entry and the confirmation process, along with any other necessary protocols to ensure accurate and timely transactions. Sandy must agree in writing to the protocols before services under this agreement commence.
 - f. LOCOM will take all reasonable and necessary steps to ensure that its services under this Agreement are provided in a manner that follow current Criminal Justice Information Security policies and procedures and/or other applicable State and/or Federal laws.
2. Control. The manner of LOCOM Center's performance of LEDS/NCIC services, including but not limited to the establishment of standards of personnel performance, the hiring, supervision and discipline of LOCOM Center employees, and all other matters incident to LOCOM Center's performance of such services shall be under the exclusive authority of Lake Oswego.

3. Obligation of Lake Oswego to Provide Labor and Equipment. Lake Oswego shall provide personnel with required qualifications to make national and state database entries, supervision, equipment and supplies necessary to maintain the services to be rendered under this Agreement.
4. Obligation of Both Parties. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party in any way related to this Agreement.
5. Consideration. Sandy shall pay Lake Oswego as set forth for Sandy in Exhibit B, with the first payment within 30 days of this Agreement being executed, and the second year's payment within 30 days of the first anniversary of this Agreement.
6. Indemnity and Hold Harmless. Subject to the limitations of the Oregon Tort Claims Act ORS 30.260 *et. seq.*, and the Oregon Constitution:
 - a. Except to the extent caused by the acts or omissions of Sandy or its officers, agents and employees, Lake Oswego hereby covenants and agrees to defend, indemnify and hold Sandy and its officers, agents, and employees harmless from all liability, claims, actions or judgments to the proportionate extent caused by or resulting from any negligent act or omission of Lake Oswego or its officers, agents and employees in the performance of the duties to be performed by Lake Oswego under the terms of this Agreement, including without limitation the accuracy or timelines of the information and data provided to LOCOM. (Employees of LOCOM Center shall be deemed to be employees of Lake Oswego not as agents or employees of Sandy.)
 - b. Except to the extent caused by the acts or omissions of Lake Oswego, its officers, agents or employees, Sandy hereby covenants and agrees to defend, indemnify and hold Lake Oswego and its officers and employees harmless from all liability, claims, actions or judgments to the proportionate extent caused by or resulting from any negligent act or omission of Sandy, its agents, officers, and employees in the performance this Agreement, including without limitation the accuracy or timelines of the information and data provided to LOCOM.The indemnity obligations in this Section 6 shall survive termination or expiration of the Agreement.
7. Insurance. Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 to 30.274.
8. Termination of Agreement. Lake Oswego may terminate this Agreement at any time for non-payment of any sum when due as required by Section 5 of this Agreement upon 30 days' notice of nonpayment. Otherwise, either party may terminate this agreement effective 180 day after providing written notice of termination to the other party.
9. Non-appropriation. Either party may terminate this Agreement, in whole or in part, upon thirty (30) days' written notice to the non-terminating party, in the event that party fails to receive funding, appropriations or other expenditure authority at levels sufficient to perform the services set forth in this Agreement.
10. Amendment Provisions. The terms of this Agreement may be amended by mutual agreement of the parties. Any amendment shall be in writing, shall refer specifically to this Agreement, and shall be executed by the parties.

11. Force Majeure. In the event that either party is unable to perform any of its obligations under this Agreement due to natural disaster, acts of war, actions or decrees of governmental bodies, or communications line or power failure extending more than 72 hours, or other unforeseeable circumstances beyond the control of the affected party (hereinafter referred to as a "Force Majeure Event"), the affected party shall immediately give notice to the other Party and shall do everything reasonably possible as determined by the affected party's City Manager or designee under the circumstances to resume performance. If the period of nonperformance exceeds fifteen (15) calendar days from the receipt of notice of the Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.
12. No Third Party Beneficiaries. The parties expressly agree that nothing contained in this Agreement shall create any legal right or inure to the benefit of any third party. This Agreement is entered into for the benefit of the Parties. Except as set forth herein, nothing in this Agreement shall be construed as giving any benefits, rights, remedies or claims to any other person, firm, corporation or other entity, including, without limitation, the general public or any member thereof, or to authorize anyone not a party to this Agreement to maintain a suit for breach of contract, personal injuries, property damage, or any other relief in law or equity in connection with this Agreement.
13. Severability. The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, shall not affect the remainder of this Agreement.
14. Remedies, Oregon Law, Dispute Resolution and Forum. The remedies provided under this Agreement shall not be exclusive. The parties shall also be entitled to any other equitable and legal remedies that are available. This Agreement shall be construed according to the laws of the State of Oregon. The parties shall negotiate in good faith to resolve any dispute arising out of this Agreement. If the parties are unable to resolve any dispute within fourteen (14) calendar days, the parties are free to pursue any legal remedies that may be available. Any litigation between the parties arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Clackamas County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon located in Portland, Oregon.
15. Waiver. The failure of a party to insist upon the strict performance of any of the terms of this Agreement shall not be construed as a waiver or relinquishment of such terms, but the same shall continue and remain in full force and effect. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach of this Agreement.
16. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
17. Integration. This Agreement constitutes the entire Agreement between the Parties and supersedes all prior written or oral discussions, proposals, presentations, understandings or agreements between the Parties on the subject.
18. Notice. Any notice under this Agreement shall be in writing and shall be effective when actually delivered or when deposited in the mail, registered or certified, addressed to the parties as follows:

Lake Oswego: Martha Bennett, City Manager
City of Lake Oswego
P.O. Box 369
Lake Oswego, OR 97034

Sandy: Jordan Wheeler, City Manager
City of Sandy
39250 Pioneer Blvd.
Sandy, OR 97055

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date of the signatures below.

CITY OF SANDY, an Oregon municipal corporation

CITY OF LAKE OSWEGO, an Oregon municipal corporation

By: Jordan Wheeler, City Manager

By: Martha Bennett, City Manager

Date

Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Sandy City Attorney

Evan Boone
Lake Oswego City Attorney Pro Tem

EXHIBIT A

LOCOM Center will:

1. Verify and confirm all warrants, stolen and other "hits" by telephone and teletype on behalf of Sandy, including missing persons, stolen vehicles or license plates, firearms, articles, impounds.
2. Compose and send all time critical teletype messages using the state and national computerized files.
3. Maintain the warrant file for Sandy 's municipal court.
4. Enter all missing persons, stolen vehicles or license plates, and firearms. LOCOM Center will enter articles when needed for investigative purposes and a serial number or owner applied number is known.
5. Enter impounded vehicles, modifying entries when appropriate to ensure the data is as comprehensive as possible.
6. Enter emergency protection orders and temporary orders when requested.

Sandy will:

1. Provide sworn staff for after-hours confirmation of all non-warrant entries.
2. Enter Sandy's warrants into LEDS/NCIC. A fax copy or the original Warrant must be received at LOCOM Center the same business day. If a fax copy is submitted the original warrant must be mailed to LOCOM Center.
3. Maintain staff to handle entries, confirmations and routine teletype functions during business hours, for all LEDS/NCIC functions except warrants.
4. Authorize LEDS to route all after-hours teletypes to an appropriate LEDS mnemonic for LOCOM Center.

Both Parties Acknowledge:

LOCOM Center is able to provide this service because it is a 24-HOUR emergency communications center. LOCOM Center's workload is prioritized AS LISTED BELOW to ensure the Center's primary duties are not compromised:

- a. Priority police and fire calls and the handling of all emergency phone calls before any other tasks.
- b. LEDS requests requiring a ten (10) minute confirmation, and in most cases, missing person entries.
- c. Non-emergency police and fire matters and business lines.
- d. LEDS/NCIC entries: stolen vehicles, plates, firearms and vehicle impounds.

Exhibit B

Agency	Year 1	Year 2
Canby Police Department	6700.00	7500.00
Gladstone Police Department	1700.00	1900.00
Sandy Police Department	1700.00	1900.00
Oregon City Police Department	12,000.00	13,000.00
Sandy Police Department	4000.00	4500.00



Staff Report

Meeting Date: June 7, 2021

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Library Loan Extension

BACKGROUND:

In 2011 the Sandy City Council approved a tax-exempt loan in the amount of \$800,000 from Clackamas County Bank to complete the Library renovation project. The original loan amount was amortized over 25 years with a fixed interest rate of 2.75%, with a five year term. The loan was extended in June 2016 with a fixed interest rate of 3.0%, again with a five year term.

It is now time to extend the loan again, for another five year term. Clackamas County Bank has indicated to staff that the interest rate would be fixed at 2.75%. The semi-annual payments would total approximately \$91,000 for the upcoming biennium (21-23).

BUDGETARY IMPACT:

None. The BN21-23 budget includes \$95,000 for Library debt service.

RECOMMENDATION:

Approve Resolution 2021-12.

SUGGESTED MOTION:

"I move to approve Resolution 2021-12, A Resolution Authorizing The City Manager And Deputy City Manager/Finance Director To Sign For Clackamas County Bank Library Renovation Loan Extension."



NO. 2021-12

A RESOLUTION AUTHORIZING THE CITY MANAGER AND THE DEPUTY CITY MANAGER/FINANCE DIRECTOR TO SIGN FOR CLACKAMAS COUNTY BANK LIBRARY RENOVATION LOAN EXTENSION

Whereas, the Sandy City Council adopted Resolution 2011-11 authorizing the issuance of a tax-exempt loan with the original principal sum of \$800,000 with interest accruing at a fixed rate of 2.75% per annum on a twenty-five (25) year amortization with a balloon payment satisfying all indebtedness to be paid at the expiration of ten (10) monthly payments on July 1, 2016; and

Whereas, the Sandy City Council adopted Resolution 2016-09 authorizing the extension of the original loan for a five (5) year term at a fixed interest rate of 3% on June 14, 2016; and

Whereas, the City of Sandy has notified Clackamas County Bank its intent on extending the Library Renovation Loan for another five (5) year term at a fixed interest rate of 2.75%; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy to authorize Jordan Wheeler, City Manager, and Tyler Deems, Deputy City Manager/Finance Director to sign for the tax-exempt loan extension through Clackamas County Bank, Loan No. 178330001 for the remaining balance of the loan.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 07 day of June 2021

Stan Pulliam, Mayor

ATTEST:

Jeff Aprati, City Recorder

#2021-12



Staff Report

Meeting Date: June 7, 2021

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: BN 21-23 Budget Adoption

BACKGROUND:

The City of Sandy operates on a two year budget, as allowed by Oregon's Local Budget Law. The two year period 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. City Manager Jordan Wheeler presented the budget message and the proposed budget on [April 26](#), [May 3](#), and [May 10, 2021](#). After deliberations from the budget committee, the proposed budget was approved, as amended. The amendments included the allocation of \$308,000 General Fund surplus as follows:

- \$152,000 to the Police Department for the purchase of dash and body cameras (\$71,000), three new leased vehicles (\$67,000), and additional training (\$14,000); and
- \$75,000 to the Parks, Buildings, & Grounds Department to be used for additional repairs and maintenance of existing parks; and
- \$81,000 to the Aquatic/Recreation Center Fund as a placeholder for operational funding for the pool.

The budget committee also approved the permanent property tax rate of \$4.1152 per \$1,000 of assessed value. Once the budget committee has approved the budget, the city council then must hold a public hearing before adopting the budget. Staff suggests holding a public hearing first to receive comments from the public, prior to making any motions on the following resolutions.

There are two resolutions presented within this staff report. A summary of each resolution is described below:

Each year, Oregon's Department of Administrative Services requires that the City pass a resolution to receive state-shared revenues, which includes cigarette, liquor, gas, and state taxes.

- Resolution 2021-14: Election to Receive State-Shared Revenues: To receive state-shared revenues, the City must elect to receive said revenues by adopting a resolution (attached). A public hearing is required to be held before the budget committee, as well as before the city council. The hearing was held before the budget committee on April 26, May 3, May 10, 2021. A public hearing before the city council will be held on June 7, 2021.

In addition to the above resolution, Council also needs to adopt a resolution adopting the budget, making appropriations, and levying taxes.

- Resolution 2021-15: Adopting the Biennium 2021 - 23 Budget, Making Appropriations, and Levying Taxes: To formally adopt the BN 21-23 budget, the city must adopt a resolution adopting the budget, making appropriations, and levying taxes (attached). This resolution outlines the total budget, appropriations by organizational unit/program or object classification, depending on the fund. A public hearing before the city council will be held on June 7, 2021.

As noted during the Budget Committee meetings, the City has budgeted our projected share of the American Rescue Plan Act (ARPA) funds, expected to be \$2.3 million, in General Fund contingency until we have further clarity on the uses of the funds and have Council direction on the allocation. Of our share, we've identified approximately \$320,000 in lost revenue last year that could be replaced with ARPA funds. The remaining amount, approximately \$2 million can be used to respond to the public health emergency, additional revenue loss calculations, and infrastructure improvements to water, wastewater, and broadband. We have not received our first tranche of the funding yet.

Staff will be meeting with other Clackamas County cities next week to compare notes and review the interim rules and guidance on the use of funds. Our recommendation is to schedule future discussions with the Council to discuss the options and priorities for the use of the ARPA funds that meet the criteria.

Additional budget notes and recommendations to the City Council as specified by the Budget Committee are as follows:

- Fund the City's share of an economic development strategy, with the remainder of the plan being paid for by the Urban Renewal Agency.
- If additional funds are identified within the budget to be replaced or recovered by ARPA funds, allocate additional funds to the Recreation/Aquatic Center.

BUDGETARY IMPACT:

None. All resources and requirements related to these resolutions has been accounted for in the BN 21-23 budget.

RECOMMENDATION:

Approve Resolution No. 2021-14 and No. 2021-15. These two resolutions should be adopted separately.

In addition, Resolution No. 2021-15 should be voted on and discussed in two separate sections: first, discuss and vote on the utility appropriations (Street, Water, Sewer, and Stormwater Funds), and second, discuss and vote on the remaining appropriations as identified in the resolution.

SUGGESTED MOTION:

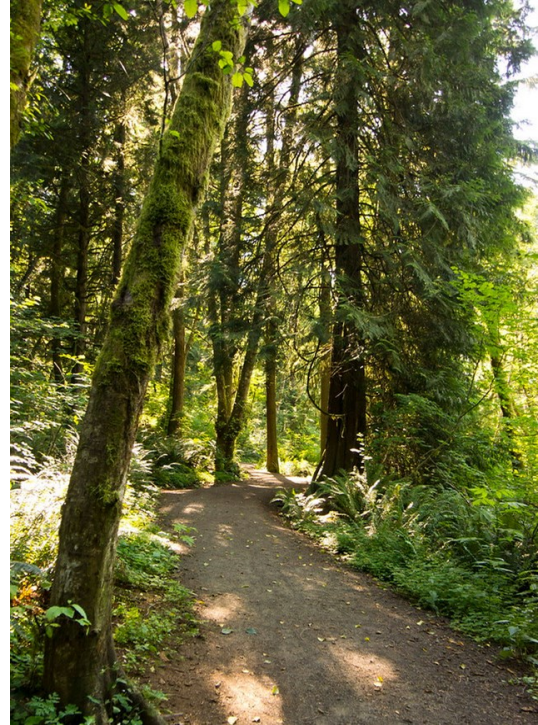
"I make a motion to approve Resolution No. 2021-14, a resolution electing to receive state-shared revenues;" and

"I make a motion to approve the appropriations for the Street, Water, Sewer, and Stormwater Funds in Resolution No. 2021-15;" and

"I make a motion to approve all remaining elements of Resolution No. 2021-15, A Resolution Adopting the Biennium 2021-23 Budget, Making Appropriations, and Levying Taxes."

LIST OF ATTACHMENTS/EXHIBITS:

1. Approved BN21-23 Budget
2. Resolution 2021-14
3. Resolution 2021-15



CITY OF SANDY, OREGON PROPOSED BUDGET BN 2021 - 2023

As Approved by the Sandy Budget Committee: May 10, 2021



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sandy
Oregon**

For the Biennium Beginning

July 1, 2019

Christopher P. Morill

Executive Director

2021-2023 Proposed Budget

Table of Contents

Budget Message	1	Parks, Buildings, Grounds	42
City Overview & Demographics	5	Planning	45
City Council Goals	6	Building	48
Budget Process	7	Economic Development	50
Financial Trends		Non-Departmental	53
Resources	9	Information Technology	56
Property Taxes	10	Street Fund	58
Requirements	11	Transit Fund	62
Operating Budget	12	Aquatic/Recreation Center Fund	66
Debt Summary	13	Parks Capital Fund	68
Budget Summaries		Sewer Bond Reserve Fund	71
Citywide	14	Full, Faith & Credit Fund	72
General Fund	15	Water Fund	73
Fund Balances	17	Sewer Fund	77
General Revenue Allocation	18	Stormwater Fund	81
General Fund Department Budgets		Telecommunications Fund	85
Mayor & Council	20	Operations Center Fund	89
Administration	22	Facilities Maintenance Fund	91
Legal	24	Capital Improvement Projects	92
Court	25	Appendix	
Finance	27	Organizational Chart	94
Library	29	FTE Summary	95
Police	32	Indirect Services Cost Allocation	102
Code Enforcement	35	Financial Policies	103
Recreation	36	Glossary	105
Seniors	39		

BN 2021-23 Budget Message

April 21, 2021

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

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

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

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

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

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

Proposed Budget Highlights and Changes

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

BN 2021-23 Budget Message

Significantly, this proposed budget will:

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

Additional important notes include:

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

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

Financial Trends and Assumptions

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

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

BN 2021-23 Budget Message

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

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

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

Other trends reflected in the budget include the following:

- The city continues to experience steady development activity, especially residential development. This activity is reflected in the growth in assessed value which has averaged 5% over the last five years. This translates to healthy growth in property tax collections. Property tax revenue is projected to increase 13% over the previous biennial budget. General revenue growth is predicted to be 8.85%.
- Our subscribership for SandyNet continues to grow with most of the city's households receiving state-of-the-art fiber internet service from the City of Sandy. Budgeted revenue from fiber to the home charges reflect an increase of 13% over the previous biennium. The contribution from the General Fund to the Telecommunications Fund has been reduced to \$60,000.
- The city's full-time-equivalent (FTE) per capita will remain steady at 6.75 per 1,000 population by the second year of the biennium. Total FTE will increase slightly to 79.87 from 77.25. New positions include a new engineering position in Public Works, an additional Utility Worker for SandyNet (planned for year two of the biennium), and other small changes to part time staff in various departments.
- The city's largest expense, salaries and benefits, have increased 14% over the previous biennium. The major drivers for this increase are the implementation of the results of the pay equity and compensation study to bring the city in-line with our comparators, PERS contribution (\$496,815), and employee benefits (\$362,183). Outside of the Police labor agreement, which has a minimum cost of living adjustment of 2%, annual cost of living adjustments for non-represented staff follow the consumer price index (CPI-U) for the west region. The Bureau of Labor Statistics' CPI West Size Class B/C indicated the CPI as of January 2021 is 1.6%.
- Total debt for the city is projected to increase to \$37,684,124. This is due to loans and bonds for the wastewater system improvements project and a full faith and credit obligation that will

BN 2021-23 Budget Message

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

Budget Committee and City Council Input

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

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

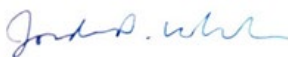
As mentioned previously, the American Rescue Plan Act will net the City of Sandy a total of \$2.3 million for coronavirus recovery and infrastructure investments. The funds have been budgeted in the City's general fund contingency as we learn more about the rules and criteria for expending the funds.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

Conclusion

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

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

Respectfully submitted,



Jordan Wheeler

Sandy, Oregon

City Overview

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

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

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

Demographics & City Stats

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

Economic Indicators

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

City Council

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

2021 City Council

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

Appointed Budget Committee Members

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

Budget Process

Council Goals

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

1. Plan and provide sustainable infrastructure.

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

2. Be proactive in managing and planning for growth.

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

3. Foster economic recovery and growth.

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

4. Update Council policies and rules.

5. Maintain financial strength and sustainability.

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

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

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

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

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

8. Expand recreation opportunities that align with community needs

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

Budget Process

Oregon Budget Law & Budgeting in the City of Sandy

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

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

Budget Committee

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

City of Sandy Budget Approach and Philosophy

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

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

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

Budget Process

Funds/Fund Structure

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

Governmental Funds

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

Proprietary Funds

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

Budget Calendar

January 2021

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

February 2021

- Department directors prepare their individual budgets

March 2021

- City Manager prepares proposed budget

April 2021

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

May 2021

- Second budget committee meeting (May 3rd)
- Third budget committee meeting (May 10th)
- Budget committee approves budget
- Publish budget summary and notice of budget hearing

June 2021

- Hold budget hearing (June 7th)
- Council meeting to enact resolutions to adopt budget, make appropriations, and impose taxes
- Submit tax certification documents to County Assessor

July 2021

- Submit copy of complete budget document to County Clerk

Financial Trends

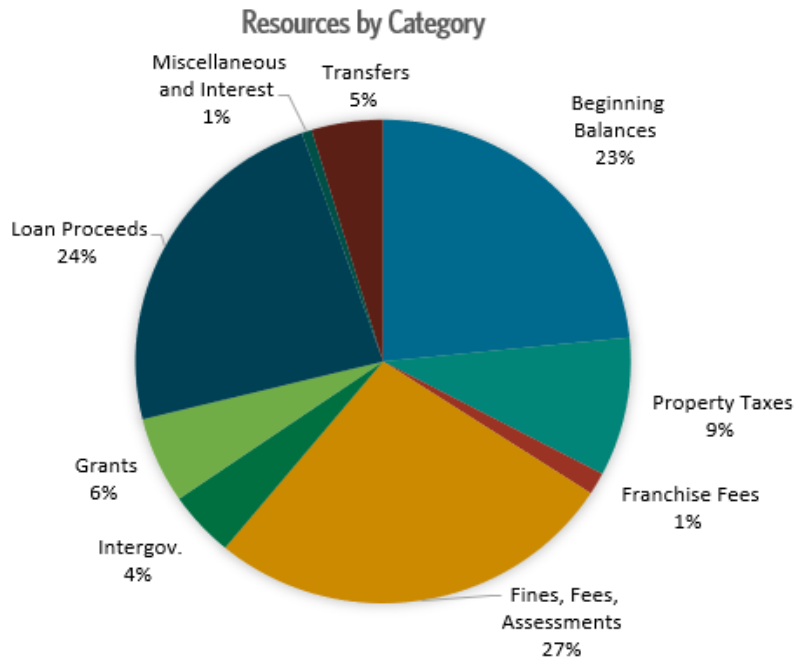
Resources

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

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

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

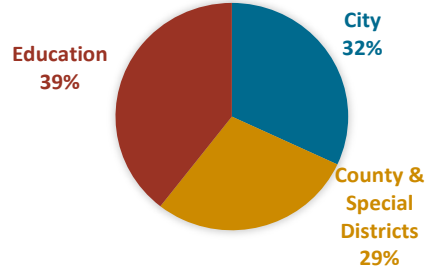
Grants include county, state, and federal grants for transit, police, and community services. Loan proceeds reflect a proposed Clean Water Revolving Loan Fund to complete the initial work identified in the Wastewater System Facilities Plan.



Financial Trends

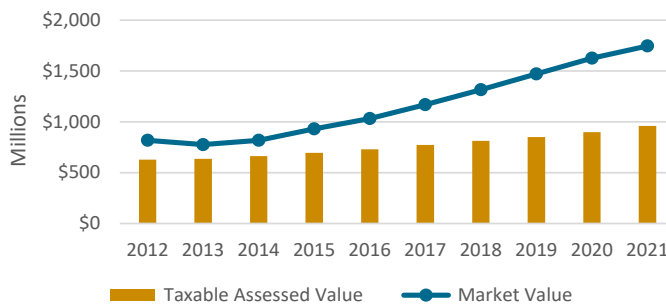
Property Taxes

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



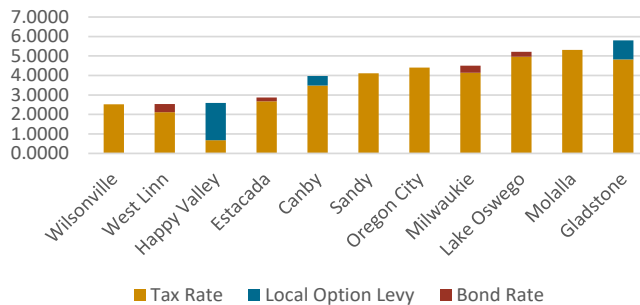
The City receives about 32% of a property's total tax bill. For a home with the average assessed value of \$213,000, the city receives about \$1,177.

Taxable Assessed vs. Market Value



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

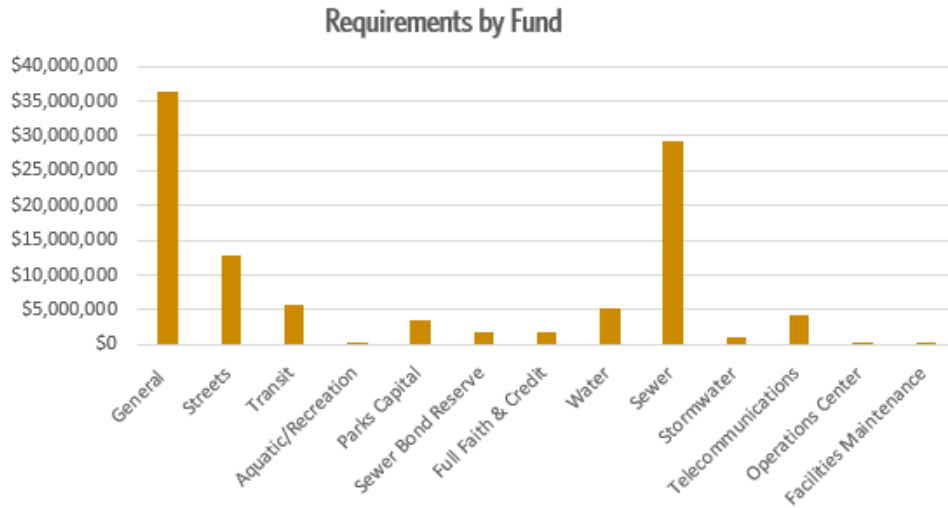
Cities in Clackamas County Tax Rate Comparison



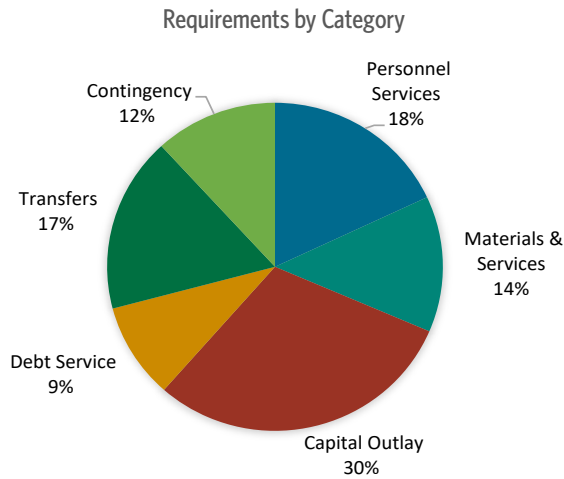
Financial Trends

Requirements

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



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.



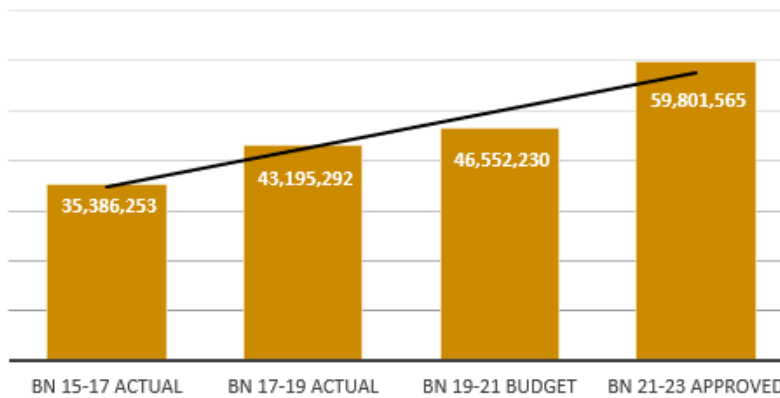
Financial Trends

Operating Budget

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

Category	BN 21-23 Approved
Personnel Services	18,507,200
Materials & Services	13,848,851
Debt Service	9,719,265
Transfers	17,726,249
Total Operating	59,801,565

Total Operating Budget



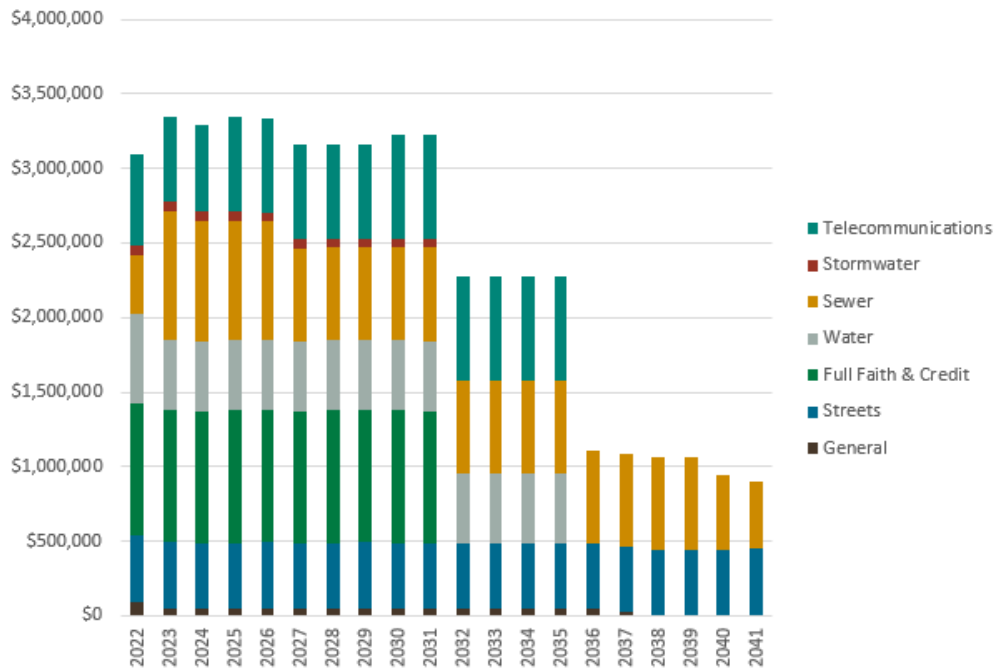
Operating Budget by Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Approved
General	22,263,229	25,567,097	26,989,743	32,231,032
Streets	1,679,473	1,720,940	1,832,727	2,976,880
Transit	2,330,065	3,602,922	3,998,356	4,347,649
Aquatic/Recreation	-	582,431	253,700	254,251
Parks Capital	9,996	35,360	204,687	149,433
Sewer Bond Reserve	-	-	-	1,875,957
Full Faith & Credit	-	1,657,640	1,775,634	1,775,634
Water	3,447,575	3,298,623	3,774,429	3,811,464
Sewer	2,580,402	2,893,031	3,301,748	7,337,598
Stormwater	455,359	559,189	820,920	844,990
Telecommunications	2,515,920	3,168,919	3,376,286	3,821,677
Operations Center	104,234	109,140	124,000	125,000
Facilities Maintenance	-	-	100,000	250,000
Total Operating Budget	35,386,253	43,195,292	46,552,230	59,801,565

Debt Summary

Citywide Debt Service

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

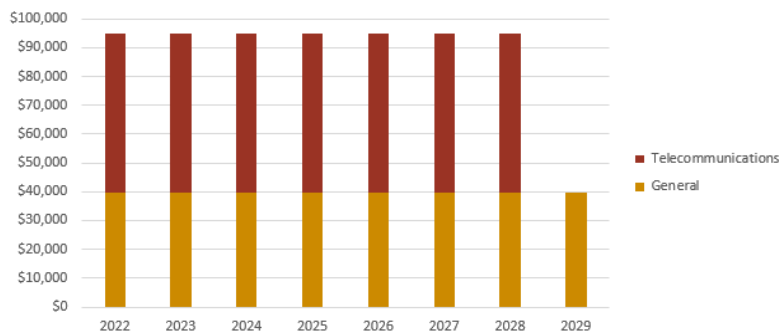
Annual Debt Service by Fund



Interfund Loans

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

Interfund Loans by Fund



2021-2023 Proposed Budget

City of Sandy, Oregon

Budget Summaries

Citywide Summary by Fund

	Beginning Balance	Revenues	Total Resources	Operating Expenditures	Capital Outlay	Contingency/Reserve	Total Requirements
General	2,521,710	33,944,204	36,465,914	32,231,032	442,000	3,792,882	36,465,914
Streets	9,388,868	3,491,700	12,880,568	2,976,880	8,321,000	1,582,688	12,880,568
Transit	1,504,333	4,224,264	5,728,597	4,347,649	835,000	545,948	5,728,597
Aquatic/Recreation	93,624	243,000	336,624	254,251	-	82,373	336,624
Parks Capital	2,530,039	960,000	3,490,039	149,433	1,800,000	1,540,606	3,490,039
Sewer Bond Reserve	1,825,957	50,000	1,875,957	1,875,957	-	-	1,875,957
Full Faith & Credit	-	1,775,634	1,775,634	1,775,634	-	-	1,775,634
Water	970,470	4,305,096	5,275,566	3,811,464	293,096	1,171,006	5,275,566
Sewer	918,233	28,410,869	29,329,102	7,337,598	19,037,096	2,954,408	29,329,102
Stormwater	304,791	634,110	938,901	844,990	70,610	23,301	938,901
Telecommunications	125,638	4,178,464	4,304,102	3,821,677	420,000	62,425	4,304,102
Operations Center	-	125,000	125,000	125,000	-	-	125,000
Facilities Maintenance	299,230	110,000	409,230	250,000	-	159,230	409,230
Total	20,482,893	82,452,341	102,935,234	59,801,565	31,218,802	11,914,867	102,935,234

Citywide Summary by Category

Resources	BN 21-23 Proposed
Beginning Balances	20,482,893
Property Taxes	8,110,000
Franchise Fees	1,290,000
Fines, Fees, Assessments	23,471,228
Inter-governmental	3,844,504
Interest	408,516
Grants	5,031,345
Transfers	4,076,446
Loans Proceeds	20,576,302
Miscellaneous	170,000
Indirect Service Revenue	2,359,000
General Revenue	13,115,000
Total	102,935,234

Requirements	BN 21-23 Proposed
Personnel Services	18,507,200
Materials & Services	13,848,851
Capital Outlay	31,218,802
Debt Service	9,719,265
Transfers	17,726,249
Contingency	11,914,867
Total	102,935,234

Budget Summaries

General Fund Summary

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

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

General Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
Beginning Balance	2,654,244	2,393,994	2,321,142	2,521,710	2,521,710
Property Taxes	6,016,107	6,703,250	7,140,500	8,110,000	8,110,000
Franchise Fees	1,163,414	1,272,344	1,275,000	1,290,000	1,290,000
Fines, Fees, & Assessments	2,299,874	2,085,146	2,367,580	2,471,200	2,471,200
Intergovernmental	3,997,667	4,103,620	3,611,000	3,844,504	3,844,504
Interest	70,142	113,407	72,400	75,000	75,000
Grants	282,354	415,035	326,000	2,598,000	2,598,000
Transfers	-	175,234	-	-	-
Loan Proceeds	260,310	758,752	-	25,000	325,000
Miscellaneous Revenue	64,655	192,724	71,700	57,500	57,500
Indirect Service Revenue	1,690,893	1,868,674	2,084,000	2,359,000	2,359,000
General Revenue	7,628,655	8,585,930	9,481,000	12,895,000	12,814,000
Total Resources	26,128,315	28,668,109	28,750,322	36,246,914	36,465,914
Personnel Services	9,846,399	10,766,645	12,098,424	13,645,500	13,645,500
Materials & Services	3,097,122	3,261,072	3,174,994	3,387,947	3,476,947
Capital Outlay	1,396,348	679,126	339,346	71,000	442,000
Debt Service	286,419	478,701	289,275	283,933	350,933
Transfers	9,033,289	11,060,679	11,427,050	14,757,652	14,757,652
Contingency	-	-	1,421,233	4,100,882	3,792,882
Total Requirements	23,659,576	26,246,223	28,750,322	36,246,914	36,465,914

Budget Summaries

General Fund Summary by Department

General Fund	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
General Revenue	8,328,779	9,535,374	9,791,000	13,115,000	13,115,000
Mayor & Council	48,494	67,916	87,980	119,799	119,799
Administration	499,981	487,978	487,961	714,101	714,101
Legal	242,849	215,689	207,414	250,000	250,000
Municipal Court	173,063	246,674	196,026	172,764	172,764
Finance	634,076	707,259	772,100	853,350	853,350
Library	3,089,887	3,222,092	3,249,693	3,407,738	3,407,738
Police	5,703,779	6,522,097	6,700,388	7,269,500	7,721,500
Code Enforcement	156,632	-	-	-	-
Recreation	940,919	955,358	1,000,614	977,619	977,619
Seniors	986,125	1,265,670	1,288,054	1,321,892	1,321,892
Parks, Buildings, & Grounds	671,854	821,055	907,298	923,439	998,439
Planning	645,037	853,713	781,783	1,168,134	1,168,134
Building	1,269,482	1,348,517	1,157,665	959,677	959,677
Economic Development	240,680	387,500	250,344	286,321	286,321
Non-Departmental	2,035,315	1,514,163	1,286,189	4,173,458	3,865,458
Information Technology	461,363	517,055	585,813	534,122	534,122
Total Resources	26,128,315	28,668,109	28,750,322	36,246,914	36,465,914
General Revenue	7,778,655	8,995,496	9,791,000	13,115,000	13,115,000
Mayor & Council	58,759	55,986	87,980	119,799	119,799
Administration	437,464	475,041	487,961	714,101	714,101
Legal	180,761	219,993	207,414	250,000	250,000
Municipal Court	110,776	155,298	196,026	172,764	172,764
Finance	525,251	604,848	772,100	853,350	853,350
Library	2,862,666	3,134,512	3,249,693	3,407,738	3,407,738
Police	5,800,338	6,666,523	6,700,388	7,269,500	7,721,500
Code Enforcement	145,109	-	-	-	-
Recreation	691,199	697,362	1,000,614	977,619	977,619
Seniors	958,145	1,008,599	1,288,054	1,321,892	1,321,892
Parks, Buildings, & Grounds	606,074	748,380	907,298	923,439	998,439
Planning	443,327	548,602	781,783	1,168,134	1,168,134
Building	678,440	780,614	1,157,665	959,677	959,677
Economic Development	235,460	357,905	250,344	286,321	286,321
Non-Departmental	1,725,857	1,384,159	1,286,189	4,173,458	3,865,458
Information Technology	421,295	412,903	585,813	534,122	534,122
Total Requirements	23,659,576	26,246,223	28,750,322	36,246,914	36,465,914

Fund Balances

Beginning Balances and Contingencies by Fund/Department

Fund/Department	Beginning Balance	Contingency
General Revenue	374,500	-
Mayor & Council	12,799	6,139
Administration	18,101	37,601
Legal	-	-
Municipal Court	69,764	21,374
Finance	79,350	60,000
Library	131,534	52,754
Police	-	34,365
Recreation	221,719	17,500
Seniors	226,892	60,958
Parks, Buildings, & Grounds	72,439	15,122
Planning	232,034	63,106
Building	360,677	147,472
Economic Development	62,321	24,311
Non-Departmental	633,458	3,250,258
Information Technology	26,122	1,922
General Fund	2,521,710	3,792,882
Streets	9,388,868	932,688
Transit	1,504,333	545,948
Aquatic/Recreation	93,624	82,373
Parks Capital	2,530,039	1,540,606
Sewer Bond Reserve	1,825,957	-
Full Faith & Credit	-	-
Water	970,470	1,171,006
Sewer	918,233	2,954,408
Stormwater	304,791	23,301
Telecommunications	125,638	62,425
Operations Center	-	-
Facilities Maintenance	299,230	159,230
Subtotal Other Funds	17,961,183	7,471,985
City Total	20,482,893	11,264,867

BN 2021-23 Budget Notes

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

General Revenue

Overview

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

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

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

Budget Summary & Detail

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

General Revenue Distribution:

Council	39,604	47,181	73,000	107,000	107,000
Administration	-	-	-	129,000	129,000
Court	162,347	176,315	100,000	93,000	93,000
Library	286,794	311,292	339,000	339,000	339,000
Police	3,831,956	4,580,030	5,660,000	6,063,000	6,215,000
Code Enforcement	160,068	-	-	-	-
Recreation	601,461	546,938	563,000	605,000	605,000
Seniors	532,964	683,047	740,000	760,000	760,000
Parks, Buildings, & Grounds	634,475	688,387	743,000	795,000	870,000
Planning	238,384	258,145	130,000	547,000	547,000
Economic Development	215,459	343,680	242,000	224,000	224,000
Non-Departmental	925,143	950,915	891,000	3,233,000	2,925,000
SandyNet	150,000	162,817	150,000	60,000	60,000
Aquatic/Recreation Center	-	241,179	160,000	160,000	241,000
Parks Capital	-	5,570	-	-	-
Total Requirements	7,778,655	8,995,496	9,791,000	13,115,000	13,115,000

BN 21-23 Budget Notes

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

General Revenue

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

Mayor & Council

Department Overview

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

2019-21 Accomplishments and Highlights

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

Goals

- See Council Goals listed earlier in this document.

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Mayor & Council

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

Administration

Department Overview

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

2019-21 Accomplishments and Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	1.89	1.53	1.56	2.01

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Administration

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

Legal

Department Overview

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

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

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

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

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

Municipal Court

Department Overview

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

2019-21 Accomplishments and Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	0.48	0.80	0.63	0.65

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Municipal Court

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

Finance

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.06	2.40	2.55	2.67

Budget Summary & Detail

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

BN 21-23 Budget Notes

- 73% of Materials & Services is directly related to cost of conducting the annual audit.
- Contingency funds reserved for future office furniture replacement and new computers for department staff.

Finance

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

Library

Department Overview

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world. The department delivers on its mission by offering traditional library services including reference assistance and materials for entertainment and study, as well as high speed internet access, downloadable e-books and e-audiobooks, databases, the ability to receive and send information online (such as tax forms, job applications, and photos), and staff to assist customers in using technology. Community members enjoy library space to sit quietly and read or study. The library offers space for programs such as English language and reading tutoring, book clubs, story times, classes, musical performers, and community meetings.



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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	13.49	13.82	13.34	13.33

Library

Budget Summary & Detail

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

BN 21-23 Budget Notes

- Intergovernmental accounts for revenue from the Clackamas County Library District for both the Sandy and Hoodland service areas. Funding is detailed below:
 - City residents: \$709,506
 - Unincorporated residents within the Sandy Service Area: \$1,604,254
 - Unincorporated residents within the Hoodland Service Area: \$561,744
- Debt Service reflects the principal and interest payments on the library construction loan. The City took out a mortgage on behalf of the Library, rather than make a lump sum payment, and committed the City to reimburse the Library the semi-annual payments.

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

Requirements are listed on the following page.

Library

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

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. Our mission is to ensure that our community members feel safe to walk our streets and to picnic in our parks with their families. The department conducts police activities that help to achieve the mission, while ensuring that all people are treated with dignity and respect, without regard for a person's gender, ethnicity, race, religion, color, or sexual orientation.

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	19.00	19.94	19.31	19.88

Police

Budget Summary & Detail

	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
Beginning Balance	222,820	(159,780)	(157,012)	-	-
Fines, Fees, & Assessments	469,489	312,343	870,000	960,500	960,500
Interest	-	2,423	2,400	5,000	5,000
Intergovernmental	1,096,737	934,808	230,000	231,000	231,000
Grants	-	96,942	75,000	-	-
Loan Proceeds	69,225	736,239	-	-	300,000
Miscellaneous Revenue	13,552	19,093	20,000	10,000	10,000
General Revenue	3,831,956	4,580,030	5,660,000	6,063,000	6,215,000
Total Resources	5,703,779	6,522,097	6,700,388	7,269,500	7,721,500
Personnel Services	4,306,127	4,631,924	5,089,000	5,653,000	5,653,000
Materials & Services	784,295	836,508	724,300	795,675	809,675
Capital Outlay	122,246	455,781	43,046	-	371,000
Debt Service	161,873	227,376	185,801	171,228	238,228
Transfers	425,797	514,934	658,241	615,232	615,232
Contingency	-	-	-	34,365	34,365
Total Requirements	5,800,338	6,666,523	6,700,388	7,269,500	7,721,500

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

BN 21-23 Budget Notes

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

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
110-030-401100	Beginning Balance	222,820	(159,780)	(157,012)	-	-
110-030-440300	Federal Grants	-	96,942	75,000	-	-
110-030-441160	State Shared - Marijuana Tax	-	31,716	-	-	-
110-030-442500	Other Agencies	1,014,823	724,381	-	-	-
110-030-442701	Oregon Trail SD SRO	31,750	123,750	180,000	191,000	191,000
110-030-443000	Public Safety Fee	-	-	520,000	557,000	557,000
110-030-456100	Police Reports	6,165	4,292	4,000	5,000	5,000
110-030-456300	Fingerprinting	2,790	495	20,000	15,000	15,000
110-030-456400	Vehicle Impound	11,172	5,767	4,500	5,000	5,000
110-030-456500	Police Witness Fees	526	-	500	500	500
110-030-456600	Police Range Rent	605	-	-	-	-
110-030-456605	Alarm Program	13,187	12,032	11,000	25,000	25,000
110-030-456800	Police Asset Forfeiture	25,704	1,564	-	-	-
110-030-466100	Municipal Court Fines	409,335	284,992	310,000	350,000	350,000
110-030-466200	Other Jurisdiction Court Fines	50,164	54,961	50,000	40,000	40,000
110-030-471101	Collection Interest	-	2,423	2,400	5,000	5,000
110-030-478030	Miscellaneous Revenue	13,552	19,093	20,000	10,000	10,000
110-030-479030	Surplus Property	5	3,200	-	3,000	3,000
110-030-491110	General Revenue	3,831,956	4,580,030	5,660,000	6,063,000	6,215,000
110-030-495300	Interfund Loan Proceeds	-	356,272	-	-	-
110-030-495400	Loan Proceeds	69,225	379,967	-	-	300,000
Total Resources		5,703,779	6,522,097	6,700,388	7,269,500	7,721,500

Requirements are listed on the following page.

Police

110-030-511100	Salaries	2,623,536	2,696,138	2,929,000	3,152,000	3,152,000
110-030-511200	Overtime	182,413	247,477	200,000	250,000	250,000
110-030-511210	Overtime - Estacada	38,627	23,129	-	-	-
110-030-521100	Insurance Benefits	463,203	487,805	651,000	785,000	785,000
110-030-521200	FICA Taxes	217,383	227,459	241,000	260,000	260,000
110-030-521300	PERS	578,424	738,248	901,000	1,036,000	1,036,000
110-030-521350	City Pd. PERS 6%	13,746	-	-	-	-
110-030-521360	Other Benefits	66,594	106,462	34,000	17,000	17,000
110-030-521400	Life Insurance	2,143	-	-	-	-
110-030-521500	Workers' Benefit Fund	1,211	2,020	3,000	3,000	3,000
110-030-521600	Unemployment Insurance	2,806	2,951	3,000	3,000	3,000
110-030-521800	Workers' Comp Insurance	99,353	82,378	108,000	126,000	126,000
110-030-521900	Transit Tax	16,448	17,856	19,000	21,000	21,000
110-030-521901	Other - Drug Tests	-	-	-	-	-
110-030-522100	FSA Fee	240	-	-	-	-
110-030-601100	Supplies	32,412	15,186	16,000	14,000	14,000
110-030-601200	Postage	2,465	1,805	1,200	1,500	1,500
110-030-601300	Printing	4,031	1,283	1,800	1,000	1,000
110-030-601400	Copier Charges	378	478	700	600	600
110-030-601401	Branding & Marketing	-	242	-	250	250
110-030-601500	Public Notices	-	84	100	100	100
110-030-601700	Memberships	1,708	1,502	1,300	1,500	1,500
110-030-601800	Books and Subscriptions	1,972	-	500	500	500
110-030-601900	Uniforms	27,626	7,909	10,000	12,000	12,000
110-030-602000	Uniform Cleaning	2,270	2,459	2,400	500	500
110-030-602100	Employee Recruitment	1,437	822	-	-	-
110-030-602200	Conferences	3,254	2,967	2,500	2,500	2,500
110-030-602300	Training & Professional Advancement	6,693	14,977	12,000	17,000	31,000
110-030-602500	Meetings & Meals	1,861	2,077	1,500	1,700	1,700
110-030-603100	Mileage Reimbursement	295	385	300	300	300
110-030-603200	Vehicle Fuel	69,747	83,163	75,000	60,000	60,000
110-030-603400	Vehicle Reg/Licenses	420	115	500	225	225
110-030-603500	Vehicle Repair & Maintenance	49,321	49,508	40,000	35,000	35,000
110-030-604100	Repairs & Maintenance	16,036	17,306	20,000	17,000	17,000
110-030-605100	Contractual Services	29,880	48,087	16,000	65,000	65,000
110-030-606100	Equipment Rental	819	-	-	-	-
110-030-607100	Utilities	59,120	54,675	50,000	50,000	50,000
110-030-608100	Professional Services	66,606	103,353	50,000	58,000	58,000
110-030-609100	Insurance	96,208	107,506	122,500	152,000	152,000
110-030-610200	Fees	-	3,072	3,000	4,500	4,500
110-030-628100	Bank Finance Charges	70	-	-	-	-
110-030-630100	Ammunition/Range Practice	6,965	8,779	8,500	8,500	8,500
110-030-630300	Police County Dispatch	277,890	280,906	265,000	275,000	275,000
110-030-630350	Equipment	18,985	23,721	20,000	17,000	17,000
110-030-630700	Investigation	1,009	1,267	-	-	-
110-030-630750	Police Detoxification	2,395	2,460	2,500	-	-
110-030-630800	Police Reserves	2,421	415	1,000	-	-
110-030-740000	Furniture & Office Equipment	1,062	340	-	-	-
110-030-740100	Computer Equipment	9,386	99,125	3,046	-	71,000
110-030-740120	800 MHz Radio System	42,222	70,686	40,000	-	-
110-030-750000	Vehicles	69,575	285,631	-	-	300,000
110-030-812100	Loan Principal	151,860	223,426	185,232	171,228	238,228
110-030-812200	Interfund Loan Principal	-	-	65,940	68,496	68,496
110-030-830001	Interfund Loan Interest	-	-	13,054	10,498	10,498
110-030-832903	Loan Interest	10,014	3,950	569	-	-
110-030-910670	Transfer to Op Center IS Fund	-	5,813	7,163	7,163	7,163
110-030-911110	Indirect Support Cost	425,797	509,121	572,084	529,075	529,075
110-030-951000	Contingency	-	-	-	34,365	34,365
Total Requirements		5,800,338	6,666,523	6,700,388	7,269,500	7,721,500

Code Enforcement

Department Overview

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	0.80	-	-	-

Budget Summary & Detail

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

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

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

Recreation

Department Overview

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

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

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

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

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

2019-21 Accomplishments & Highlights

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

Goals

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

Recreation

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.32	2.40	3.08	3.33

Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
Beginning Balance	123,020	249,720	248,814	221,719	221,719
Fines, Fees, & Assessments	216,438	158,700	188,800	150,900	150,900
General Revenue	601,461	546,938	563,000	605,000	605,000
Total Resources	940,919	955,358	1,000,614	977,619	977,619
Personnel Services	364,058	427,592	620,500	727,000	727,000
Materials & Services	252,074	194,130	220,700	157,272	157,272
Capital Outlay	14,448	8,821	18,000	-	-
Transfers	60,619	66,820	75,025	75,847	75,847
Contingency	-	-	66,389	17,500	17,500
Total Requirements	691,199	697,362	1,000,614	977,619	977,619

BN 21-23 Budget Notes

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

Recreation

Account Number	Account Name	BN15-17	BN 17-19	BN 19- 21	BN 21- 23	BN 21- 23
		Actual	Actual	Budget	Proposed	Approved
110-033-401100	Beginning Balance	123,020	249,720	248,814	221,719	221,719
110-033-436100	Recreation Fees	174,156	79,298	100,000	72,500	72,500
110-033-436110	Youth Basketball Fees	33,257	36,069	36,000	32,000	32,000
110-033-436120	Special Events	-	31,907	26,000	22,000	22,000
110-033-436130	Adult Softball	-	3,114	21,000	20,000	20,000
110-033-442500	Other Agencies	-	-	-	-	-
110-033-474000	Community Garden Rental	1,060	1,845	1,800	2,400	2,400
110-033-475601	Concert Revenue	7,965	6,327	4,000	2,000	2,000
110-033-478000	Miscellaneous Revenue	-	141	-	-	-
110-033-491110	General Revenue	601,461	546,938	563,000	605,000	605,000
Total Resources		940,919	955,358	1,000,614	977,619	977,619
110-033-511100	Salaries	260,713	291,410	380,000	465,000	465,000
110-033-511101	Salaries - Seasonal/On-Call	-	-	33,000	28,000	28,000
110-033-511200	Overtime	123	186	-	-	-
110-033-521100	Insurance Benefits	28,006	30,129	44,000	41,000	41,000
110-033-521200	FICA Taxes	19,953	22,421	32,000	38,000	38,000
110-033-521300	PERS	40,841	65,828	110,000	140,000	140,000
110-033-521360	Other Benefits	6,127	8,913	10,000	-	-
110-033-521400	GFrec Life Insurance	156	-	-	-	-
110-033-521500	Workers' Benefit Fund	128	216	500	500	500
110-033-521600	Unemployment Insurance	258	289	500	500	500
110-033-521800	Workers' Comp Insurance	6,168	6,473	8,000	11,000	11,000
110-033-521900	Transit Tax	1,526	1,729	2,500	3,000	3,000
110-033-522100	FSA Fee	58	-	-	-	-
110-033-601100	Supplies	4,184	4,051	4,000	3,500	3,500
110-033-601200	Postage	523	101	1,000	500	500
110-033-601300	Printing	5,334	5,249	5,800	1,000	1,000
110-033-601400	Copier Charges	1,078	1,935	1,500	1,162	1,162
110-033-601401	Branding & Marketing	-	721	1,000	4,000	4,000
110-033-601700	Memberships	1,056	755	1,000	1,000	1,000
110-033-601900	Uniforms	-	-	500	100	100
110-033-602100	Employee Recruitment	119	9	100	-	-
110-033-602200	Conferences	2,331	981	4,000	1,000	1,000
110-033-602300	Training & Professional Advancement	65	734	100	300	300
110-033-602500	Meetings & Meals	602	77	500	250	250
110-033-603100	Mileage Reimbursement	110	146	500	500	500
110-033-603200	Vehicle -Fuel	-	208	1,000	1,300	1,300
110-033-603500	Vehicle Repair & Maintenance	544	121	-	-	-
110-033-604100	Repairs & Maintenance	1,462	540	5,500	5,000	5,000
110-033-604110	Elevator Maintenance	4,962	292	5,000	1,000	1,000
110-033-605100	Contractual Services	1,698	11,790	9,000	9,000	9,000
110-033-607100	Utilities	19,821	15,261	15,000	15,000	15,000
110-033-609100	Insurance	6,192	5,583	9,000	4,500	4,500
110-033-633100	Program - Recreation	133,615	57,461	76,500	54,460	54,460
110-033-633200	Program - Youth Basketball	21,616	17,350	14,000	15,500	15,500
110-033-633300	Program - Adult Softball	-	(63)	13,200	13,200	13,200
110-033-633400	Program - Concerts in Park	38,211	35,195	22,500	4,000	4,000
110-033-633500	Program - Movies in Park	8,551	8,847	9,000	6,000	6,000
110-033-633700	Program - Special Events	-	26,765	21,000	10,000	10,000
110-033-633800	Program - Community Garden	-	-	-	5,000	5,000
110-033-639100	Cash Over/Short	-	22	-	-	-
110-033-715000	Building Improvemets	-	-	10,000	-	-
110-033-720000	Buildings	3,720	-	-	-	-
110-033-740000	Furniture & Office Equipment	6,361	1,094	2,000	-	-
110-033-740100	Computer Equipment	1,503	4,342	2,000	-	-
110-033-740101	Software	2,864	3,384	4,000	-	-
110-033-911110	Indirect Support Cost	60,619	66,820	75,025	75,847	75,847
110-033-951000	Contingency	-	-	66,389	17,500	17,500
Total Requirements		691,199	697,362	1,000,614	977,619	977,619

Senior Services

Department Overview

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

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

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

2019-21 Accomplishments & Highlights

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

Goals

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

Senior Services

Staffing

	15-17	17-19	19-21	21-23
Total FTE	3.55	3.62	4.78	4.96

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Senior Services

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

Parks, Buildings, & Grounds

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.28	2.28	3.13	3.18

Parks, Buildings, & Grounds

Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
Beginning Balance	(7,440)	65,779	108,798	72,439	72,439
Fines, Fees, & Assessments	44,719	46,798	54,500	55,500	55,500
Miscellaneous Revenue	100	20,090	1,000	500	500
General Revenue	634,475	688,387	743,000	795,000	870,000
Total Resources	671,854	821,055	907,298	923,439	998,439
Personnel Services	411,297	453,343	532,000	661,000	661,000
Materials & Services	137,976	186,818	225,400	151,450	226,450
Capital Outlay	2,713	43,449	65,500	5,000	5,000
Debt Service	-	-	-	8,505	8,505
Transfers	54,088	64,770	73,351	82,362	82,362
Contingency	-	-	11,047	15,122	15,122
Total Requirements	606,074	748,380	907,298	923,439	998,439

BN 21-23 Budget Notes

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

Parks, Buildings, & Grounds

Account Number	Account Name	BN15-17	BN17-19	BN19-21	BN 21-23	BN 21-23
		Actual	Actual	Budget	Proposed	Approved
110-035-401100	Beginning Balance	(7,440)	65,779	108,798	72,439	72,439
110-035-474000	Property Rental Revenue	37,819	46,632	50,000	55,000	55,000
110-035-475010	Gazebo Rental Revenue	3,700	(100)	4,000	500	500
110-035-478000	Miscellaneous Revenue	100	20,090	1,000	500	500
110-035-479030	Surplus Property	3,200	267	500	-	-
110-035-491110	General Revenue	634,475	688,387	743,000	795,000	870,000
Total Resources		671,854	821,055	907,298	923,439	998,439
110-035-511100	Salaries	262,647	289,615	330,000	369,000	369,000
110-035-511200	Overtime	629	1,496	-	1,500	1,500
110-035-521100	Insurance Benefits	54,809	64,045	77,000	132,000	132,000
110-035-521200	FICA Taxes	20,155	22,283	25,000	28,000	28,000
110-035-521300	PERS	60,419	63,919	83,000	106,000	106,000
110-035-521360	Other Benefits	30	929	-	-	-
110-035-521400	GFpkm Life Insurance	226	-	-	-	-
110-035-521500	Workers' Benefit Fund	143	300	500	500	500
110-035-521600	Unemployment Insurance	261	290	500	500	500
110-035-521800	Workers' Comp Insurance	10,493	8,727	14,000	21,000	21,000
110-035-521900	Transit Tax	1,426	1,740	2,000	2,500	2,500
110-035-522100	FSA Fee	60	-	-	-	-
110-035-601100	Supplies	11,098	17,674	35,000	13,000	13,000
110-035-601200	Postage	15	1	50	50	50
110-035-601300	Printing	-	-	50	-	-
110-035-601400	Copier Charges	2	1	50	-	-
110-035-601401	Branding & Marketing	-	337	-	-	-
110-035-601700	Memberships	500	250	1,000	1,000	1,000
110-035-601900	Uniforms	1,194	1,122	1,500	1,750	1,750
110-035-602100	Employee Recruitment	616	308	300	200	200
110-035-602300	Training & Professional Advancement	82	1,950	2,500	1,500	1,500
110-035-602500	Meetings & Meals	308	822	1,200	-	-
110-035-603100	Mileage Reimbursement	206	101	200	150	150
110-035-603200	Vehicle - Fuel	6,877	10,367	10,000	9,000	9,000
110-035-603500	Vehicle Repair & Maintenance	2,079	3,611	5,000	2,500	2,500
110-035-604100	Repairs & Maintenance	19,397	26,156	25,000	30,000	105,000
110-035-605100	Contractual Services	9,844	1,734	16,000	11,600	11,600
110-035-606100	Equipment Rental	4,935	5,717	5,000	2,500	2,500
110-035-607100	Utilities	38,677	54,266	67,500	50,000	50,000
110-035-608100	Professional Services	29,766	41,525	35,300	10,000	10,000
110-035-609100	Insurance	11,716	14,679	13,000	18,000	18,000
110-035-610200	Fees	-	5,610	6,000	-	-
110-035-650300	Regulatory Fees	665	588	750	200	200
110-035-715000	Improvements	-	28,868	45,000	-	-
110-035-715010	Meinig Park	-	2,466	20,000	-	-
110-035-740000	Furniture & Office Equipment	675	-	500	-	-
110-035-760000	Machinery & Equipment	2,038	12,115	-	5,000	5,000
110-035-812100	Loan Principal	-	-	-	8,505	8,505
110-035-910670	Transfer to Op Center IS Fund	-	6,554	8,075	8,075	8,075
110-035-911110	Indirect Support Cost	54,088	58,216	65,276	74,287	74,287
110-035-951000	Contingency	-	-	11,047	15,122	15,122
Total Requirements		606,074	748,380	907,298	923,439	998,439

Planning

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	1.75	1.76	2.86	2.76

Planning

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Planning

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

Building

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.47	2.70	3.03	2.50

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Building

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

Economic Development

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	0.90	0.80	0.50	0.58

Economic Development

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Economic Development

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

Non-Departmental

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	0.40	0.40	-	-

Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN21-23 Proposed	BN21-23 Approved
Beginning Balance	807,264	309,457	269,189	633,458	633,458
Loan Proceeds	124,088	22,513	-	25,000	25,000
Miscellaneous Revenue	5,000	46,180	17,000	20,000	20,000
Indirect Service Revenue	173,820	185,098	259,000	262,000	262,000
General Revenue	925,143	950,915	741,000	3,233,000	2,925,000
Total Resources	2,035,315	1,514,163	1,286,189	4,173,458	3,865,458
Personnel Services	12,172	-	-	-	-
Materials & Services	652,758	439,105	365,500	496,000	496,000
Capital Outlay	975,927	50,272	22,000	25,000	25,000
Debt Service	-	124,006	9,006	9,200	9,200
Transfers	85,000	770,777	85,000	85,000	85,000
Contingency	-	-	804,683	3,558,258	3,250,258
Total Requirements	1,725,857	1,384,159	1,286,189	4,173,458	3,865,458

BN 21-23 Budget Notes

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

Non-Departmental

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
110-039-401100	Beginning Balance	807,264	309,457	269,189	633,458	633,458
110-039-477000	Merchandise	-	242	-	-	-
110-039-478000	Miscellaneous Revenue	-	24,559	-	-	-
110-039-478200	Reimbursement	5,000	21,112	17,000	20,000	20,000
110-039-479000	Surplus Property	-	267	-	-	-
110-039-491110	General Revenue	925,143	950,915	741,000	3,233,000	2,925,000
110-039-492110	Indirect Service Revenue	173,820	185,098	259,000	262,000	262,000
110-039-495400	Loan Proceeds	124,088	22,513	-	25,000	25,000
Total Resources		2,035,315	1,514,163	1,286,189	4,173,458	3,865,458

Requirements listed on the following page.

Non-Departmental

110-039-511100	Salaries	10,369	-	-	-	-
110-039-521100	Insurance Benefits	379	-	-	-	-
110-039-521200	FICA Taxes	797	-	-	-	-
110-039-521300	PERS	339	-	-	-	-
110-039-521360	Other Benefits	54	-	-	-	-
110-039-521400	GF MS Life Insurance	0	-	-	-	-
110-039-521500	Workers' Benefit Fund	-	-	-	-	-
110-039-521600	Unemployment Insurance	10	-	-	-	-
110-039-521800	Workers' Comp Insurance	165	-	-	-	-
110-039-521900	Transit Tax	59	-	-	-	-
110-039-522100	FSA Fee	0	-	-	-	-
110-039-601100	Supplies	33,383	24,897	30,000	40,000	40,000
110-039-601200	Postage	8,409	3,396	2,500	2,000	2,000
110-039-601300	Printing	610	173	1,000	1,000	1,000
110-039-601400	Copier Charges	1,673	902	2,000	2,000	2,000
110-039-601401	Branding & Marketing	-	12,271	8,000	5,000	5,000
110-039-601500	Public Notices	1,550	143	1,000	1,000	1,000
110-039-601600	Organizational Fees	2,258	11,706	22,000	20,000	20,000
110-039-601700	Memberships	19,564	9,785	1,000	1,000	1,000
110-039-601800	Books and Subscriptions	2,649	323	-	1,000	1,000
110-039-602300	Training & Professional Advancement	325	1,163	-	-	-
110-039-602500	Meetings & Meals	642	60	-	-	-
110-039-603100	Mileage Reimbursement	14	-	-	-	-
110-039-603200	Vehicle - Fuel	775	2,347	1,000	500	500
110-039-603500	Vehicle Repair & Maintenance	-	937	1,000	1,000	1,000
110-039-604100	Repairs & Maintenance	8,132	11,118	9,000	15,000	15,000
110-039-605100	Contractual Services	34,464	51,332	50,000	75,000	75,000
110-039-607100	Utilities	54,716	58,721	60,000	60,000	60,000
110-039-608100	Professional Services	242,424	60,092	20,000	45,000	45,000
110-039-609100	Insurance	46,953	69,603	75,000	154,000	154,000
110-039-610200	Fees	4,776	7,602	7,000	1,000	1,000
110-039-624400	Election Expenses	160	53	500	500	500
110-039-628200	Credit Card Merchant Fee	17,982	6,728	7,000	8,000	8,000
110-039-639100	Cash Over/Short	394	(137)	500	-	-
110-039-639201	Cable Programming	25,764	22,101	25,000	20,000	20,000
110-039-639202	Program - Web Site	-	729	1,000	3,000	3,000
110-039-639301	Program - Mountain Festival	6,345	2,861	5,000	10,000	10,000
110-039-639302	Program - Spring Cleanup	524	-	-	-	-
110-039-639401	Program - Employee Recognition	8,811	9,927	10,000	10,000	10,000
110-039-639402	Program - Wellnes Program	-	339	-	-	-
110-039-639403	Program - Gym Fees	44,244	44,597	-	-	-
110-039-639500	Program - Neighborhd Assns.	786	2,032	1,000	-	-
110-039-639505	Program - Safety Meetings	474	722	-	-	-
110-039-639604	Program -Tourism Promotion	-	80	-	-	-
110-039-639700	Program - Contributions	56,000	-	-	-	-
110-039-639701	Program - Sandy Recreation Center	751	-	-	-	-
110-039-639703	Program - Fireworks Display	17,500	17,040	17,000	20,000	20,000
110-039-639806	Program - Park District	9,708	-	-	-	-
110-039-639810	Program - Arts Commission	-	5,464	8,000	-	-
110-039-715008	Land	575,000	-	-	-	-
110-039-721000	City Hall Improvements - Structural	49,650	225	-	-	-
110-039-721003	City Hall Improvements - Security	289	-	-	-	-
110-039-740000	Furniture & Office Equipment	1,110	-	-	-	-
110-039-740100	Computer Equipment	7,128	6,126	7,000	-	-
110-039-740101	Archive Equipmnt/Software	201,612	10,278	15,000	-	-
110-039-750000	Transportation Equipment	54,750	-	-	-	-
110-039-760000	Machinery & Equipment	4,294	33,643	-	25,000	25,000
110-039-780100	Fiber Extension	82,094	-	-	-	-
110-039-812100	Principal	-	124,006	9,006	9,200	9,200
110-039-910125	Transfer to Administration	-	-	-	-	-
110-039-910126	Transfer to Legal	-	18,275	-	-	-
110-039-910130	Transfer to Police	-	100,000	-	-	-
110-039-910134	Transfer to Senior Center	-	175,234	-	-	-
110-039-910280	Transfer to Aquatic/Rec Fund	-	350,000	-	-	-
110-039-910350	Transfer to Parks Cap. Project Fund	-	42,268	-	-	-
110-039-910670	Transfer to Facilities Maint. Fund	85,000	85,000	85,000	85,000	85,000
110-039-955000	Contingency	-	-	804,683	3,558,258	3,250,258
Total Requirements		1,713,685	1,384,159	1,286,189	4,173,458	3,965,458

Information Technology

Department Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	1.18	1.30	1.30	1.30

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Information Technology

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

Street Fund

Fund Overview

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

Operations

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

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

Capital Improvements

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

2019-21 Accomplishments & Accomplishments

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

Street Fund

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

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.30	2.61	2.51	2.79

Budget Summary & Detail

	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN21-23 Proposed	BN21-23 Approved
RESOURCES					
Beginning Balance	294,298	709,334	905,803	1,723,795	1,723,795
Fines, Fees, & Assessments	1,980,258	2,148,812	2,215,000	2,370,000	2,370,000
Interest	10,234	164,122	70,000	75,000	75,000
Loan Proceeds	-	11,653	12,500	36,000	36,000
Miscellaneous	21,181	55,825	15,300	10,500	10,500
Operations Total	2,305,971	3,089,747	3,218,603	4,215,295	4,215,295
Beginning Balance	2,182,789	2,458,567	3,295,053	7,665,073	7,665,073
Fines, Fees, & Assessments	604,143	1,250,920	1,340,000	1,000,000	1,000,000
Interest	34,673	977	1,000	200	200
Capital Total	2,821,605	3,710,463	4,636,053	8,665,273	8,665,273
Total Resources	5,127,575	6,800,211	7,854,656	12,880,568	12,880,568
REQUIREMENTS					
Personnel Services	405,295	496,231	489,000	608,000	608,000
Materials & Services	1,033,767	992,547	1,161,050	1,334,550	1,334,550
Capital Outlay	38,476	61,510	506,500	271,000	271,000
Debt Service	-	4,662	4,662	31,580	31,580
Transfers	119,097	106,230	117,357	118,723	118,723
Contingency	-	-	1,575,429	932,688	932,688
Operations Total	1,596,636	1,661,179	3,853,998	3,296,541	3,296,541
Capital Outlay	241,725	1,856	3,940,000	8,050,000	8,050,000
Debt Service	121,313	121,271	60,658	884,027	884,027
Contingency	-	-	-	650,000	650,000
Capital Total	363,038	123,127	4,000,658	9,584,027	9,584,027
Total Requirements	1,959,674	1,784,306	7,854,656	12,880,568	12,880,568

Street Fund

BN 21-23 Budget Notes

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

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

Requirements are listed on the following page.

Street Fund

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

Transit Fund

Fund Overview

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



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

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

2019-21 Accomplishments & Highlights

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

Goals

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

Transit Fund

Staffing

	15-17	17-19	19-21	21-23
Total FTE	1.80	1.80	3.00	2.80

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Transit Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
RESOURCES						
270-070-401000	Beginning Balance	1,406,207	2,064,458	1,659,476	1,504,333	1,504,333
270-070-411300	Employer Transit Tax	1,248,076	1,346,479	1,200,000	1,000,000	1,000,000
270-070-440300	Federal Grants	1,218,869	1,333,657	1,149,031	1,587,187	1,587,187
270-070-441450	State Grants	252,873	249,937	257,435	265,158	265,158
270-070-441470	STIF Revenue	-	57,709	276,282	279,444	279,444
270-070-442500	Other Agencies	-	115,600	110,000	122,640	122,640
270-070-459100	Transit Farebox Revenues	164,802	135,684	140,000	48,048	48,048
270-070-459101	Transit Fare Media	47,826	36,863	40,000	6,552	6,552
270-070-459110	Revenue Other Districts	18,800	-	10,000	10,000	10,000
270-070-471100	Interest	27,496	75,499	50,000	40,000	40,000
270-070-471101	Interest - STIF	-	-	1,000	1,000	1,000
270-070-474200	Facility & Vehicle Fees	-	16,973	14,400	50,880	50,880
270-070-478040	Miscellaneous Revenue	807	(2,667)	-	-	-
270-070-478200	Reimbursements	11,019	10,224	11,000	42,500	42,500
270-070-495355	Interfund Loan Payments	-	55,431	160,258	189,855	189,855
Operations Total		4,396,776	5,495,847	5,078,882	5,147,597	5,147,597
270-170-401000	Beginning Balance	77,034	(183,030)	(45,887)	-	-
270-170-440300	Federal Grants	465,304	228,988	1,719,542	521,000	521,000
270-170-440400	State Revenue	-	-	106,000	60,000	60,000
270-170-479000	Surplus Property	19,900	-	-	-	-
270-170-490000	Transfer from Transit Operations	-	-	838,345	-	-
Capital Total		562,238	45,958	2,618,000	581,000	581,000
Total Resources		4,959,014	5,541,805	7,696,882	5,728,597	5,728,597

Requirements are listed on the following page.

Transit Fund

REQUIREMENTS						
270-070-511100	Salaries	215,721	326,730	404,000	447,000	447,000
270-070-511200	Overtime	-	-	-	-	-
270-070-521100	Insurance Benefits	56,615	69,608	78,000	65,000	65,000
270-070-521200	FICA Taxes	16,514	25,259	31,000	34,000	34,000
270-070-521300	PERS	36,196	60,909	97,000	118,000	118,000
270-070-521360	Other Benefits	278	3,168	-	-	-
270-070-521400	TR Life Insurance	192	-	-	-	-
270-070-521500	Workers' Benefit Fund	110	275	500	500	500
270-070-521600	Unemployment Insurance	213	330	500	500	500
270-070-521800	Workers' Comp Insurance	647	356	500	500	500
270-070-521900	Transit Tax	1,230	1,981	2,500	3,000	3,000
270-070-601100	Supplies	4,170	2,671	3,000	5,000	5,000
270-070-601200	Postage	2,994	3,967	3,000	4,000	4,000
270-070-601300	Printing	8,669	6,637	10,000	10,000	10,000
270-070-601400	Copier Charges	26	209	200	500	500
270-070-601401	Branding & Marketing	11,108	10,191	15,000	15,000	15,000
270-070-601500	Public Notices	-	-	-	500	500
270-070-601700	Memberships	3,049	3,884	4,000	4,000	4,000
270-070-602100	Employee Recruitment	100	69	500	1,000	1,000
270-070-602200	Conferences	5,838	7,964	9,000	10,000	10,000
270-070-602300	Training & Professional Advancement	939	4,699	5,000	5,000	5,000
270-070-602500	Meetings & Meals	4,033	2,516	3,000	3,000	3,000
270-070-603100	Mileage Reimbursement	2,554	2,576	3,000	3,000	3,000
270-070-603200	Vehicle - Fuel	186,795	245,041	350,000	350,000	350,000
270-070-603400	Vehicle Reg/Licenses	327	195	1,600	600	600
270-070-603500	Vehicle Repair & Maintenance	179,530	209,991	190,000	350,000	350,000
270-070-603510	Vehicle Repair & Maintenance - MHX	-	-	-	42,500	42,500
270-070-604100	Vehicle Accessory Equipment	2,900	2,663	8,800	50,000	50,000
270-070-604200	Bus Shelter Maintenance	14,807	16,794	16,000	16,000	16,000
270-070-605100	Contractual Services	891,023	1,002,808	1,068,400	1,621,555	1,621,555
270-070-051110	Contractual Services - MHX	-	-	-	-	-
270-070-605300	Administrative Contracts	-	14,198	50,000	10,000	10,000
270-070-607100	Utilities	4,839	4,589	11,000	6,000	6,000
270-070-608200	Bus Shelters	829	6,596	11,200	8,000	8,000
270-070-609100	Insurance	81,074	111,788	95,000	36,000	36,000
270-070-610200	Fees	700	645	900	1,000	1,000
270-070-636100	Program - E&D	417,256	428,950	494,478	910,571	910,571
270-070-639100	Cash Over/Short	-	(39)	-	-	-
270-070-740000	Furniture & Office Equipment	690	-	1,000	-	-
270-070-740100	Computer Equipment	1,563	2,482	50,000	20,000	20,000
270-070-812200	Interfund Loan Principal	-	856,272	-	-	-
270-070-910030	Transfer to GF Police	-	-	-	-	-
270-070-910110	Transfers to General Fund	127,249	113,850	127,608	150,598	150,598
270-070-910270	Transfer to Transit Capital	-	-	838,345	-	-
270-070-910370	Transfer to Facilities Maint. Fund	-	12,043	12,200	12,200	12,200
270-070-910560	Transfer to Telecom Fund	-	-	-	-	-
270-070-910670	Transfer to Op Ctr ISF	51,540	42,541	53,125	53,125	53,125
270-070-950000	Contingency	-	-	1,029,526	545,948	545,948
Operations Total		2,332,318	3,605,404	5,078,882	4,913,597	4,913,597
270-170-723400	Transit Center	-	-	300,000	-	-
270-170-734600	Bus Barn	-	-	810,000	-	-
270-170-735000	Capacity Improvements	-	-	106,000	15,000	15,000
270-170-750000	Transportation Equipment	745,268	90,745	1,402,000	800,000	800,000
270-170-750100	Bus Shelters	-	-	-	-	-
Capital Total		745,268	90,745	2,618,000	815,000	815,000
Total Requirements		3,077,586	3,696,149	7,696,882	5,728,597	5,728,597

Aquatic/Recreation Center Fund

Fund Overview

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	-	-	0.30	0.25

Budget Summary & Detail

	BN 15-17	BN 17-19	BN 19-21	BN 21-23	BN 21-23
	Actual	Actual	Budget	Proposed	Approved
Beginning Balance	-	-	133,482	93,624	93,624
Fines, Fees, & Assessments	-	110,752	-	-	-
Interest	-	455	-	2,000	2,000
Transfers	-	350,000	-	-	-
General Revenue	-	241,179	160,000	160,000	241,000
Total Resources	-	702,385	293,482	255,624	336,624
Personnel Services	-	353,362	47,700	58,700	58,700
Materials & Services	-	229,069	206,000	182,600	182,600
Capital Outlay	-	5,909	-	-	-
Transfers	-	-	-	12,951	12,951
Contingency	-	-	39,782	1,373	82,373
Total Requirements	-	588,340	293,482	255,624	336,624

BN 21-23 Budget Notes

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

Aquatic/Recreation Center Fund

Account Number	Account Name	BN 15-17	BN 17-19	BN 19-21	BN 21-23	BN 21-23
		Actual	Actual	Budget	Proposed	Approved
280-000-401000	Beginning Balance	-	-	133,482	93,624	93,624
280-000-451000	Building Rental	-	7,200	-	-	-
280-000-451100	Memberships	-	5,270	-	-	-
280-000-451200	Aquatic Facility Rentals	-	25,332	-	-	-
280-000-451300	Merchandise	-	817	-	-	-
280-000-451400	Swimming Lessons	-	50,598	-	-	-
280-000-451500	Water Exercise	-	5,459	-	-	-
280-000-451600	Open Recreation	-	16,076	-	-	-
280-000-471100	Interest	-	455	-	2,000	2,000
280-000-478000	Miscellaneous Revenue	-	-	-	-	-
280-000-491000	Transfer from Non-Departmental	-	350,000	-	-	-
280-000-491110	General Revenue	-	241,179	160,000	160,000	241,000
Total Resources		-	702,385	293,482	255,624	336,624
280-000-511100	Salaries	-	123,202	31,000	33,000	33,000
280-000-511101	Salaries - Guest Services	-	27,130	-	-	-
280-000-511102	Salaries - Lifeguards	-	83,279	-	-	-
280-000-511103	Salaries - Swim Instructors	-	35,038	-	-	-
280-000-511104	Salaries - Water Exercise Instructors	-	5,627	-	-	-
280-000-511200	Overtime	-	314	-	-	-
280-000-521100	Insurance Benefits	-	13,211	7,000	12,000	12,000
280-000-521200	FICA Taxes	-	20,991	3,000	3,000	3,000
280-000-521300	PERS	-	37,792	5,000	8,000	8,000
280-000-521360	Other Benefits	-	4,314	-	-	-
280-000-521500	Workers' Benefit Fund	-	445	100	100	100
280-000-521600	Unemployment Insurance	-	288	100	100	100
280-000-521800	Workers' Comp Insurance	-	-	1,000	2,000	2,000
280-000-521900	Transit Tax	-	1,730	500	500	500
280-000-601100	Supplies	-	55,705	10,000	1,000	1,000
280-000-601101	Supplies - Pool Chemicals	-	9,661	26,000	4,000	4,000
280-000-601102	Supplies - Safety	-	1,961	-	-	-
280-000-601103	Supplies - Swim Lessons	-	530	-	-	-
280-000-601104	Supplies - Water Exercise	-	130	-	-	-
280-000-601200	Postage	-	49	-	-	-
280-000-601400	Copier Charges	-	116	-	-	-
280-000-601401	Branding & Marketing	-	196	-	-	-
280-000-601402	Merchandise	-	815	-	-	-
280-000-601700	Membership	-	134	500	-	-
280-000-601900	Uniforms	-	646	-	-	-
280-000-602100	Employee Recruitment	-	69	-	-	-
280-000-602300	Training & Professional Advancement	-	428	500	500	500
280-000-602500	Meetings & Meals	-	730	-	-	-
280-000-603100	Mileage Reimbursement	-	105	-	100	100
280-000-604100	Repairs & Maintenance	-	24,074	20,000	10,000	10,000
280-000-605100	Contractual Services	-	16,286	10,000	-	-
280-000-606100	Equipment Rental	-	107	-	2,000	2,000
280-000-607100	Utilities	-	116,205	120,000	110,000	110,000
280-000-609100	Insurance	-	-	18,000	54,000	54,000
280-000-610200	Fees	-	1,123	1,000	1,000	1,000
280-000-639100	Cash Over/Short	-	34	-	-	-
280-000-740100	Computer Equipment	-	4,944	-	-	-
280-000-760000	Machinery & Equipment	-	965	-	-	-
280-000-910110	Transfer to General Fund	-	-	-	12,951	12,951
280-000-951000	Contingency	-	-	39,782	1,373	82,373
Total Requirements		-	588,374	293,482	255,624	336,624

Parks Capital Fund

Fund Overview

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

Land

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

Operations

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

System Development Charges (SDC)

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

2019-21 Accomplishments & Highlights

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

Goals

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

Parks Capital Fund

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Parks Capital Fund

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

Sewer Bond Reserve Fund

Fund Overview

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

Goals

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

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

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

Full Faith & Credit Fund

Fund Overview

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

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

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

Water Fund

Fund Overview

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

Operations

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

Capital Improvements

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.43	2.76	2.65	2.91

Water Fund

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Water Fund

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
RESOURCES						
520-052-401000	Beginning Balance	2,873,938	3,644,973	4,664,708	970,470	970,470
520-052-441450	State Grants	15,640	-	-	-	-
520-052-451100	Water Charges	2,770,159	3,152,300	3,300,000	3,664,000	3,664,000
520-052-457100	Engineering Fees	11,147	26,547	12,000	20,000	20,000
520-052-471100	Interest	27,223	78,545	25,000	70,000	70,000
520-052-478000	Miscellaneous Revenue	79,070	79,963	20,000	50,000	50,000
520-052-479030	Surplus Property	750	750	500	500	500
520-052-495400	Loan Proceeds	-	11,653	-	67,596	67,596
Operations Total		5,777,927	6,994,731	8,022,208	4,842,566	4,842,566
520-152-401000	Beginning Balance	(613,959)	(1,683,320)	(2,655,338)	-	-
520-152-433520	Water SDC	316,333	478,028	330,000	433,000	433,000
520-152-459001	Payment in Lieu Water Improvement Fees	-	4,279	2,500	-	-
520-152-471100	Interest	9,854	9,250	6,500	-	-
520-152-478000	Miscellaneous Revenue	16,872	-	5,000	-	-
520-152-495400	Loan Proceeds	8,517	-	-	-	-
Capital Total		(262,383)	(1,191,763)	(2,311,338)	433,000	433,000
Total Resources		5,515,544	5,802,968	5,710,870	5,275,566	5,275,566

Requirements are listed on the following page.

Water Fund

REQUIREMENTS

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

Sewer Fund

Department Overview

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

Operations

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

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

Capital Improvements

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

2019-21 Accomplishments & Highlights

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

Goals

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

Sewer Fund

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	2.43	2.76	3.15	3.41

Budget Summary & Detail

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

Sewer Fund

BN 21-23 Budget Notes

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

Account Number	Account Name	BN15-17 Actual	BN17-19 Actual	BN19-21 Budget	BN 21- 23 Proposed	BN 21- 23 Approved
RESOURCES						
530-053-401000	Beginning Balance	245,742	344,122	280,325	918,233	918,233
530-053-452100	Sewer Charges	2,437,288	2,866,484	2,950,000	6,000,000	6,000,000
530-053-457100	Engineering Fees	9,825	41,148	20,000	20,000	20,000
530-053-471100	Interest	6,645	20,728	2,000	20,000	20,000
530-053-478000	Miscellaneous Revenue	45,737	64,170	5,000	5,000	5,000
530-053-479030	Surplus Property	1,900	950	500	-	-
530-053-495400	Loan Proceeds	-	11,653	16,000	87,096	87,096
Operations Total		2,747,137	3,349,255	3,273,825	7,050,329	7,050,329
530-153-401000	Beginning Balance	200,503	125,523	15,601	-	-
530-153-428303	AFRD Due CoS Bluff Est I	-	44,175	-	-	-
530-153-433530	Sewer SDC	323,427	405,796	650,000	400,000	400,000
530-153-433535	North Bluff Sewer SDCs	31,097	5,217	-	-	-
530-153-471100	Interest	645	594	500	2,816	2,816
530-153-940440	Transfer from Sewer Bond Reserve Fund	-	-	-	1,875,957	1,875,957
530-153-495200	Bond Proceeds	-	-	-	15,000,000	15,000,000
530-153-495400	Loan Proceeds	-	128,760	6,250,000	5,000,000	5,000,000
Capital Total		555,672	710,065	6,916,101	22,278,773	22,278,773
Total Resources		3,302,809	4,059,320	10,189,926	29,329,102	29,329,102

Requirements are listed on the following page.

Sewer Fund

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

Stormwater Fund

Fund Overview

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

Operations

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

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

Capital Improvements

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	1.19	1.52	2.37	2.35

Stormwater Fund

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Stormwater Fund

Account Number	Account Name	BN15-17 Actual	BN 17-19 Actual	BN19- 21 Budget	BN 21- 23 Proposed	BN 21- 23 Approved
RESOURCES						
550-055-401000	Beginning Balance	691,719	782,873	839,518	304,791	304,791
550-055-452500	Stormwater Charges	463,692	478,778	500,000	540,000	540,000
550-055-457100	Engineering Fees	7,483	26,147	20,000	17,000	17,000
550-055-471100	Interest	8,659	20,294	12,500	12,500	12,500
550-055-478000	Miscellaneous Revenue	2,489	2,900	2,500	4,000	4,000
550-055-479030	Surplus Property	750	-	-	-	-
550-055-495400	Loan Proceeds	-	11,653	-	60,610	60,610
Operations Total		1,174,793	1,322,645	1,374,518	938,901	938,901
550-155-401000	Beginning Balance	(136,307)	(255,567)	(415,427)	-	-
Capital Total		(136,307)	(255,567)	(415,427)	-	-
Total Resources		1,038,486	1,067,078	959,091	938,901	938,901

Requirements are listed on the following page.

Stormwater Fund

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

Telecommunications Fund

Fund Overview

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



Operations

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

Capital

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

2019-21 Accomplishments & Highlights

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

Goals

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

Staffing

	15-17	17-19	19-21	21-23
Total FTE	3.81	6.10	6.09	7.00

Telecommunications Fund

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Telecommunications Fund

Account Number	Account Name	BN 15-17 Actual	BN 17-19 Actual	BN 19-21 Budget	BN 21-23 Proposed	BN 21-23 Approved
RESOURCES						
560-056-401000	Beginning Balance	292,723	1,089,660	2,583,653	125,638	125,638
560-056-451500	FTTH Charges	1,753,056	2,427,003	2,910,000	3,300,000	3,300,000
560-056-451510	Voice Charges	56,930	94,254	95,000	110,000	110,000
560-056-451520	Video Charges	193	2,209	2,500	2,000	2,000
560-056-451530	Rural Fiber	-	-	-	16,464	16,464
560-056-451700	Wireless Charges	130,280	49,697	20,000	90,000	90,000
560-056-451800	Business Charges	239,642	315,024	450,000	400,000	400,000
560-056-451900	BIP Rural Charges	189,841	170,179	215,000	150,000	150,000
560-056-457000	Equipment Sales	2,508	-	-	-	-
560-056-457200	Software Licensing Fees	10,000	(10,000)	-	-	-
560-056-471100	Interest	(10,972)	667	-	-	-
560-056-478000	Miscellaneous Revenue	42,487	142,479	-	-	-
560-056-490110	General Revenue	150,000	162,817	150,000	60,000	60,000
Operations Total		2,856,688	4,443,988	6,426,153	4,254,102	4,254,102
560-156-401000	Beginning Balance	(213,471)	(1,750,479)	(2,889,526)	-	-
560-156-451530	Fiber Installation Charges	61,240	72,070	50,000	50,000	50,000
560-156-471100	Interest	-	548	-	-	-
560-156-495300	Loan Proceeds	124,363	296,457	32,843	-	-
560-156-495644	Interfund Loan Proceeds	-	500,000	-	-	-
Capital Total		(27,868)	(881,404)	(2,806,683)	50,000	50,000
Total Resources		2,828,820	3,562,584	3,619,470	4,304,102	4,304,102

Requirements are listed on the following page.

Telecommunications Fund

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

Operations Center Internal Service Fund

Fund Overview

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

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

Operations Center Internal Service Fund

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

Facilities Maintenance Internal Service Fund

Fund Overview

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

Budget Summary & Detail

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

BN 21-23 Budget Notes

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

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

Capital Improvement Projects

2021-2023 Budgeted Capital Improvement Projects

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

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

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

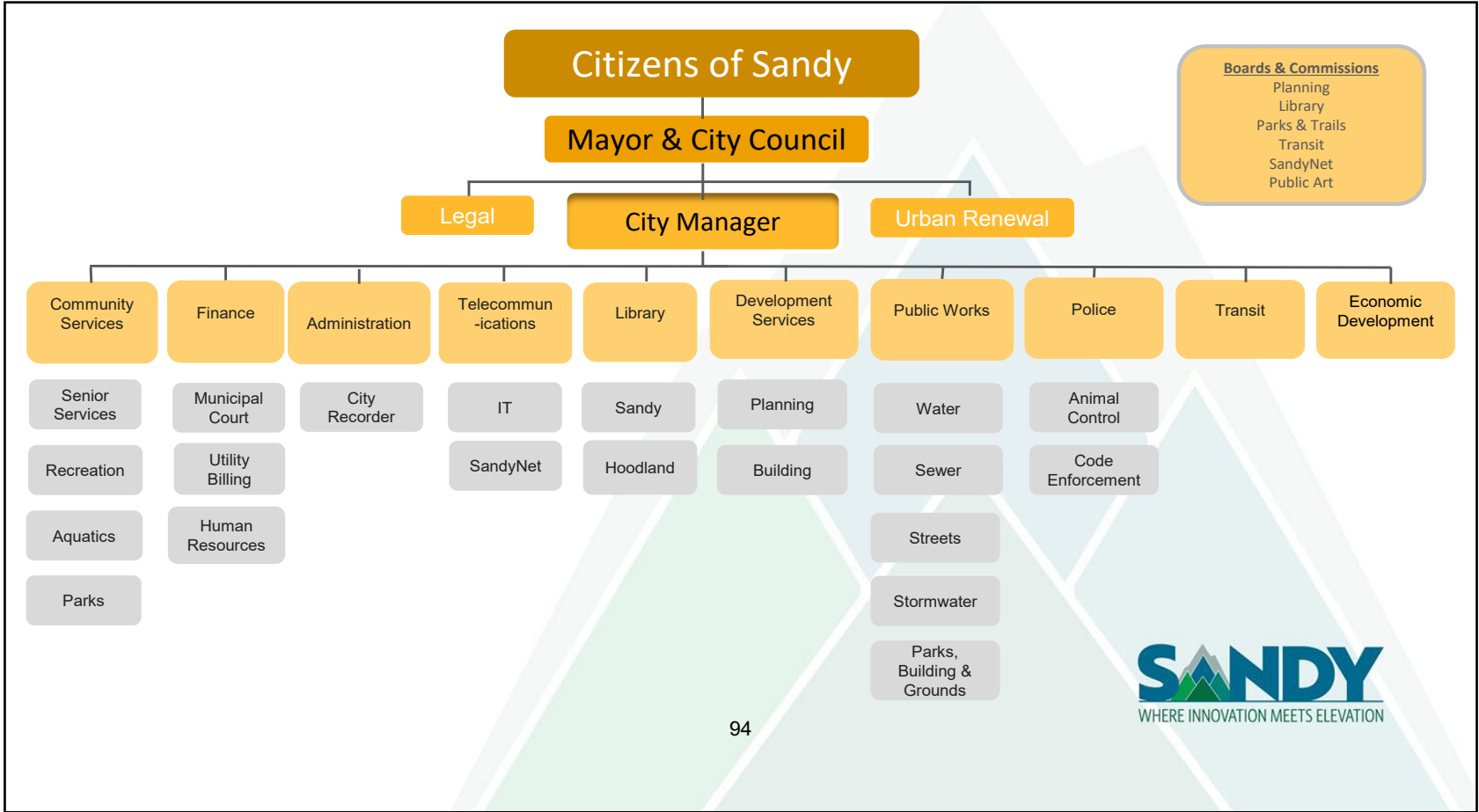
Additional information on the budgeted capital projects can be found within the department summaries or fund overviews in this document.

Appendix

2021-2023 Proposed Budget

93

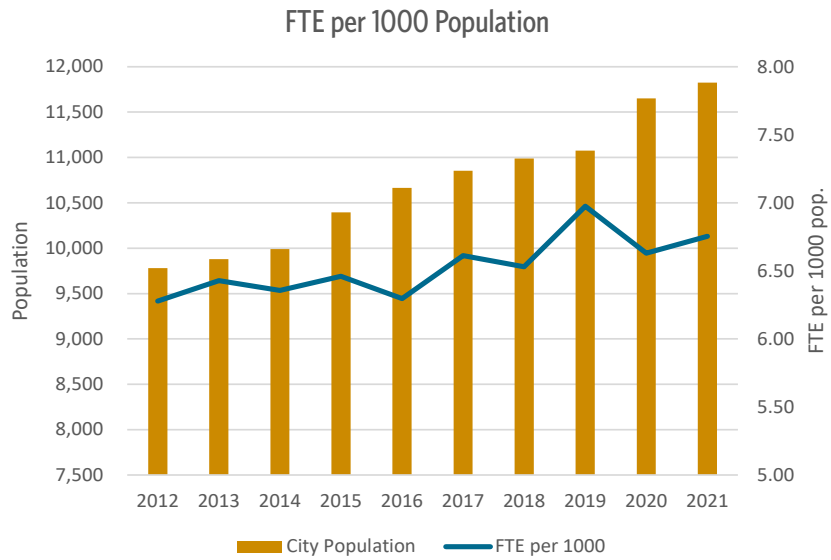
City of Sandy, Oregon



FTE Summary

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

	15-17	17-19	19-21	21-23
Total FTE	67.15	71.77	77.25	79.87



Summary of Changes

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

FTE Summary

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

FTE Summary

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

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

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

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

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

FTE Summary

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

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

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

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

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

FTE Summary

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

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

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

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

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

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

FTE Summary

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

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

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

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

FTE Summary

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

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

Total FTEs				67.15	71.77	77.25	79.87
-------------------	--	--	--	--------------	--------------	--------------	--------------

Indirect Service Cost Allocation

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

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.

Financial Policies

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

GENERAL FUND RESERVE POLICY

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

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

INVESTMENT POLICY

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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



NO. 2021-14

A Resolution Declaring the City of Sandy's Election to Receive State Revenues

Whereas, The City of Sandy Resolves as Follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2021-2022.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 07 day of June 2021

Stan Pulliam, Mayor

ATTEST:

Jeff Aprati, City Recorder

I certify that a public hearing before the Budget Committee was held on April 26, May 3, and May 10, 2021 and a public hearing before the City Council was held on June 7, 2021 for the 2021 - 2023 biennium, giving citizens an opportunity to comment on the use of State Revenue Sharing.

#2021-14



NO. 2021-15

A Resolution Adopting the Biennium 2021 - 23 Budget, Making Appropriations, and Levying Taxes

Whereas, the City of Sandy desires to adopt a budget for the biennial period July 1, 2021 to June 30, 2023, make appropriations, and levy property taxes, as required by ORS Chapter 294.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy that:

Section 1. The City Council hereby adopts the budget for the biennium 2021 - 2023 in the sum of \$102,935,234. The budget is now on file at the Finance Department, City Hall, Sandy, OR.

Section 2. The amounts listed below are hereby appropriated for the biennium beginning July 1, 2021 for the purposes stated.

GENERAL FUND

Mayor & Council	\$	119,799
Administration		714,101
Legal		250,000
Municipal Court		172,764
Finance		853,350
Library		3,407,738
Police		7,721,500
Recreation		977,619
Senior Services		1,321,892
Parks, Buildings, & Grounds		998,439
Planning		1,168,134
Building		959,677
Economic Development		286,321
Non-Departmental		3,865,458
Information Technology		534,122
General Revenue		13,115,000
Transfers		
Total Appropriations	\$	36,465,914

SPECIAL REVENUE FUNDS

#2021-15

<u>Street Fund</u>		
Operations	\$	3,296,541
Capital		9,584,027
Total Appropriations	\$	12,880,568

<u>Transit Fund</u>		
Operations	\$	4,913,597
Capital		815,000
Total Appropriations	\$	5,728,597

<u>Aquatic/Recreation Fund</u>		
Operations	\$	336,624
Total Appropriations	\$	336,624

CAPITAL PROJECTS FUND

<u>Parks</u>		
Land	\$	1,463,431
Operations		49,433
SDC		1,977,175
Total Appropriations	\$	3,490,039

DEBT SERVICE FUNDS

<u>Sewer Bond Reserve Fund</u>		
Transfers	\$	1,875,957
Total Appropriations	\$	1,875,957

<u>Full Faith & Credit Fund</u>		
Debt Service	\$	1,775,634
Total Appropriations	\$	1,775,634

ENTERPRISE FUNDS

<u>Water Fund</u>		
Operations	\$	3,729,416
Capital		1,546,150
Total Appropriations	\$	5,275,566

<u>Sewer Fund</u>		
Operations	\$	6,761,161
Capital		4,067,941
WWSI Project		18,500,000
Total Appropriations	\$	29,329,102

#2021-15

<u>Stormwater Fund</u>		
Operations	\$	819,656
Capital		119,245
Total Appropriations	\$	938,901

<u>Telecommunications Fund</u>		
Operations	\$	2,572,397
Capital		1,731,705
Total Appropriations	\$	4,304,102

INTERNAL SERVICE FUNDS

<u>Operations Center</u>		
Materials & Services	\$	125,000
Total Appropriations	\$	125,000

<u>Facilities Maintenance</u>		
Materials & Services	\$	250,000
Contingency		159,230
Total Appropriations	\$	409,230

SUMMARY OF ALL FUNDS

Total Appropriations	\$	102,935,234
Total Biennial Budget 21-23	\$	102,935,234

Section 3. **Imposing the Tax:** The City Council hereby imposes the taxes provided for in the biennium 2021 - 2023 adopted budget at the rate of \$4.1152 per \$1,000 of assessed value as the permanent tax rate.

Section 4. **Categorizing the Tax:** The taxes imposed are hereby categorized for purposes of Article XI section 11b as General Government Limitation of a permanent tax rate of \$4.1152/\$1,000.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 07 day of June 2021

Stan Pulliam, Mayor

#2021-15

ATTEST:

Jeff Aprati, City Recorder

#2021-15



Staff Report

Meeting Date: June 7, 2021

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Master Fee Schedule Update

BACKGROUND:

All fees that the City of Sandy charges are adopted via resolution and included on the Master Fee Schedule. In 2019 staff began proposing fee adjustments to the Council on a more consistent and regular schedule. This enables us to implement smaller increases under this model, in lieu of large increases after years of making no updates. Attached you will find a summary of all proposed changes.

The Council has previously expressed its desire for additional advertisement of the proposed changes to provide for more opportunity for public input. To facilitate that, staff notified the community of the proposed rate increases via social media and advertised the opportunity to testify at this meeting. These rate increases were also presented during the Budget Committee meetings.

The utility rate adjustments (water and sewer) were previously presented to the Council in November and December 2020. At the time, the Council decided to defer the sewer and water rate increases because of the coronavirus pandemic. In April the updated sewer rate model was presented to the Council.

The **proposed effective date** of the changes is listed below, with additional information on each item:

- **Sewer Rates** (effective with July 2021 billing)
 - Increase rates by 15% as indicated in our rate model and included in the budget to keep up with debt service and coverage requirements, as well as maintaining adequate cash reserves to pay for the cash-funded portion of mandated capital improvements in our wastewater system. The rate increase was originally discussed in [November](#) and [December 2020](#), but the Council chose to defer the increase due to the COVID-19 pandemic. An updated rate model was recently presented and discussed in [April 2021](#). Since then, the City learned from the EPA that up to 80% of the total project costs could be funded by the WIFIA loan and the city's existing DEQ CWSRF Loan could be used for the match portion. With these changes, the 15% rate increase is still necessary for the current fiscal year, but the following year rate increases will be smaller. The projected rate increases for the current and future fiscal years is attached. Rate

increases are necessary for funding the project through our current and future debt financing obligations, including WIFIA. Consistent and adherence to planned rate increases demonstrate credit worthiness and commitment to the obligations set forth in our borrowings.

- **Water Rates** (effective with July 2021 billing)
 - Increase all rates (base fee, meter fee, and volume charge) by 8% as identified in the budget and in the recent rate model. This was originally discussed in [November](#) and [December 2020](#), but the Council chose to defer the increase due to the COVID-19 pandemic. The rate increase is required to keep up with new debt service and maintain fund balances at the required level. Projected rate increases for future fiscal years is attached. It's important to note the current model does not include updated projected costs associated with the treatment of the Bull Run water source yet that will drive future rate increases.
- **Miscellaneous Charges** (effective July 1, 2021)
 - *Parks Use* - Currently we charge \$300 to reserve the Meinig Park Gazebo, with \$100 of that being refundable. Staff is proposing to change this to a flat fee of \$200 for city residents, and \$300 for non-residents, with no \$100 refund. Additionally, staff is proposing to charge the same fee structure (\$200/\$300) for Centennial Plaza. Lastly, we are not currently charging or offering reservations for the covered picnic structures at Bornstedt Park. Staff is proposing to implement a fee of \$100 for city residents, and \$200 for non-residents. The reason for the difference in cost for Bornstedt Park mainly due to the size of the amenity and the lack of permanent restrooms within the park area.
- **Stormwater Rates** (effective with July 2021 billing)
 - Increase rates from \$3.25 to \$3.50 per month, or approximately 7%, as identified in the budget. This increase is required to balance the budget for the Stormwater Fund. The fee was established and initially adopted at \$3.00 per month in May 2005. The last time this rate was increased was in November 2011. The increase at that time was also \$0.25.

A public hearing should be held to take comments from members of the public. The resolution adopting these changes is scheduled for June 21, 2021.

BUDGETARY IMPACT:

The proposed rate adjustments above are included in the BN 21-23 budget. We can expect to see a nominal increase in the Parks, Buildings, & Grounds revenue as a result of establishing a fee to reserve Centennial Plaza and Bornstedt Park.

RECOMMENDATION:

Open a public hearing to allow the public to comment on the proposed changes, continue the public hearing to June 21, 2021, and adopt the changes to the master fee schedule.

SUGGESTED MOTION:

"I move to continue the public hearing to June 21, 2021 and keep the record open for further public comment."

City of Sandy Water Rate Study Projected Rates

Total Rate = Class Rate + Meter Rate + (Volume Rate × Volume)

Class Rates	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ATB Increases		0%	8%	2%	2%	1%	0%	0%	0%	0%	0%
Single Family	\$ 7.23	\$ 7.23	\$ 7.81	\$ 7.96	\$ 8.12	\$ 8.21	\$ 8.21	\$ 8.21	\$ 8.21	\$ 8.21	\$ 8.21
Outside City Single Family	10.87	10.87	11.74	11.97	12.21	12.34	12.34	12.34	12.34	12.34	12.34
Multi-Family	7.23	7.23	7.81	7.96	8.12	8.21	8.21	8.21	8.21	8.21	8.21
Commercial/Industrial	7.23	7.23	7.81	7.96	8.12	8.21	8.21	8.21	8.21	8.21	8.21
Wholesale	8.65	8.65	9.34	9.53	9.72	9.82	9.82	9.82	9.82	9.82	9.82

Source [Current Rate Schedule](#)

Meter Rates	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ATB Increases		0%	8%	2%	2%	1%	0%	0%	0%	0%	0%
Inside City											
5/8"	\$ 0.26	\$ 0.26	\$ 0.28	\$ 0.29	\$ 0.29	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30
3/4"	0.39	0.39	0.42	0.43	0.44	0.44	0.44	0.44	0.44	0.44	0.44
1"	0.67	0.67	0.72	0.74	0.75	0.76	0.76	0.76	0.76	0.76	0.76
1 1/2"	1.28	1.28	1.38	1.41	1.44	1.45	1.45	1.45	1.45	1.45	1.45
2"	2.05	2.05	2.21	2.26	2.30	2.33	2.33	2.33	2.33	2.33	2.33
3"	3.89	3.89	4.20	4.29	4.37	4.41	4.41	4.41	4.41	4.41	4.41
4"	6.45	6.45	6.97	7.11	7.25	7.32	7.32	7.32	7.32	7.32	7.32
6"	12.93	12.93	13.96	14.24	14.53	14.67	14.67	14.67	14.67	14.67	14.67
8"	20.68	20.68	22.33	22.78	23.24	23.47	23.47	23.47	23.47	23.47	23.47
10"	29.75	29.75	32.13	32.77	33.43	33.76	33.76	33.76	33.76	33.76	33.76
Outside City											
5/8"	\$ 0.38	\$ 0.38	\$ 0.41	\$ 0.42	\$ 0.43	\$ 0.43	\$ 0.43	\$ 0.43	\$ 0.43	\$ 0.43	\$ 0.43
3/4"	0.60	0.60	0.65	0.66	0.67	0.68	0.68	0.68	0.68	0.68	0.68
1"	0.98	0.98	1.06	1.08	1.10	1.11	1.11	1.11	1.11	1.11	1.11
1 1/2"	1.94	1.94	2.10	2.14	2.18	2.20	2.20	2.20	2.20	2.20	2.20
2"	3.06	3.06	3.30	3.37	3.44	3.47	3.47	3.47	3.47	3.47	3.47
3"	5.77	5.77	6.23	6.36	6.48	6.55	6.55	6.55	6.55	6.55	6.55
4"	9.61	9.61	10.38	10.59	10.80	10.91	10.91	10.91	10.91	10.91	10.91
6"	19.20	19.20	20.74	21.15	21.57	21.79	21.79	21.79	21.79	21.79	21.79
8"	32.03	32.03	34.59	35.28	35.99	36.35	36.35	36.35	36.35	36.35	36.35
10"	44.19	44.19	47.73	48.68	49.65	50.15	50.15	50.15	50.15	50.15	50.15

Source [Current Rate Schedule](#)

Volume Charges per CCF	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ATB Increases		0%	8%	2%	2%	1%	0%	0%	0%	0%	0%
Single Family	\$ 2.90	\$ 2.90	\$ 3.13	\$ 3.19	\$ 3.26	\$ 3.29	\$ 3.29	\$ 3.29	\$ 3.29	\$ 3.29	\$ 3.29
Outside City Single Family	4.35	4.35	4.70	4.79	4.89	4.94	4.94	4.94	4.94	4.94	4.94
Multi-Family	2.73	2.73	2.95	3.01	3.07	3.10	3.10	3.10	3.10	3.10	3.10
Commercial/Industrial	2.50	2.50	2.70	2.75	2.81	2.84	2.84	2.84	2.84	2.84	2.84
Outside City Commercial/Industrial	3.89	3.89	4.20	4.29	4.37	4.41	4.41	4.41	4.41	4.41	4.41
Wholesale	3.06	3.06	3.30	3.37	3.44	3.47	3.47	3.47	3.47	3.47	3.47
Skyview Acres	0.75	0.75	0.81	0.83	0.84	0.85	0.85	0.85	0.85	0.85	0.85

Source [Current Rate Schedule](#)

City of Sandy
Sewer Rate and SDC Study
Projected Rates

Rates	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ATB Increases		0%	15%	8%	8%	8%	8%	8%	8%	7%	5%
Residential											
Base	\$ 20.61	\$ 20.61	\$ 23.70	\$ 25.60	\$ 27.65	\$ 29.86	\$ 32.25	\$ 34.83	\$ 37.61	\$ 40.24	\$ 42.26
Volume (CCF)	5.29	5.29	6.08	6.57	7.10	7.66	8.28	8.94	9.65	10.33	10.85
Outside City Flat Rate	74.34	74.34	85.49	92.33	99.72	107.69	116.31	125.61	135.66	145.16	152.42
Single Family - Reduced											
Base	\$ 10.31	\$ 10.31	\$ 11.86	\$ 12.81	\$ 13.83	\$ 14.94	\$ 16.13	\$ 17.42	\$ 18.81	\$ 20.13	\$ 21.14
Volume	2.65	2.65	3.05	3.29	3.55	3.84	4.15	4.48	4.84	5.17	5.43
Commercial/Industrial											
Base	\$ 9.82	\$ 9.82	\$ 11.29	\$ 12.20	\$ 13.17	\$ 14.23	\$ 15.36	\$ 16.59	\$ 17.92	\$ 19.18	\$ 20.13
Volume (CCF)	7.18	7.18	8.26	8.92	9.63	10.40	11.23	12.13	13.10	14.02	14.72

[Source: Review Meeting Notes](#)

Source [Current Rate Schedule](#)

Fee Name	Current	Proposed	Description
1. MISCELLANEOUS CHARGES			
F. Park Use			
a.-Residents		\$0.00	
b.-Non-Residents		\$25.00	
c.-Meinig Park Gazebo			
	\$200.00		\$200 deposit, with \$100 refund, per user agreement
a. Centennial Plaza/Meinig Park Gazebo			
i. Resident		\$200.00	
ii. Non-Resident		\$300.00	
b. Bornstedt Park structures			
i. Resident		\$100.00	
ii. Non-Resident		\$200.00	
7. WATER RATES			
A. Base by Customer Class			
a. Single Family	\$7.23	\$7.81	per month
b. Multi-Family	\$7.23	\$7.81	per month
c. Commercial/Industrial	\$7.23	\$7.81	per month
d. Wholesale	\$8.65	\$9.34	per month
e. Single Family - outside City limits	\$10.87	\$11.74	per month
B. Charge by Meter Size - inside city limits			
a. 5/8" Meter	\$0.26	\$0.28	per month
b. 3/4" Meter	\$0.39	\$0.42	per month
c. 1" Meter	\$0.67	\$0.72	per month
d. 1 1/2" Meter	\$1.28	\$1.38	per month
e. 2" Meter	\$2.05	\$2.21	per month
f. 3" Meter	\$3.89	\$4.20	per month
g. 4" Meter	\$6.45	\$6.97	per month
h. 6" Meter	\$12.93	\$13.96	per month
i. 8" Meter	\$20.68	\$22.33	per month
j. 10" Meter	\$29.75	\$32.13	per month
C. Charge by Meter Size - outside city limits			
a. 5/8" Meter	\$0.38	\$0.41	per month
b. 3/4" Meter	\$0.60	\$0.65	per month
c. 1" Meter	\$0.98	\$1.06	per month
d. 1 1/2" Meter	\$1.94	\$2.10	per month
e. 2" Meter	\$3.06	\$3.30	per month
f. 3" Meter	\$5.77	\$6.23	per month
g. 4" Meter	\$9.61	\$10.38	per month
h. 6" Meter	\$19.20	\$20.74	per month
i. 8" Meter	\$32.03	\$34.59	per month
j. 10" Meter	\$44.19	\$47.73	per month
D. Volume Charge by Customer Class			
a. Single Family	\$2.90	\$3.13	per 100 cubic feet
b. Multi-Family	\$2.73	\$2.95	per 100 cubic feet
c. Commercial/Industrial	\$2.50	\$2.70	per 100 cubic feet
d. Wholesale	\$3.06	\$3.30	per 100 cubic feet
e. Single Family - outside City limits	\$4.35	\$4.70	per 100 cubic feet
f. Commercial/Industrial - outside City limits	\$3.89	\$4.20	per 100 cubic feet
g. Skyview Acres	\$0.75	\$0.81	per 100 cubic feet, plus COP pass through
8. SEWER RATES			
A. Base by Customer Class			
a. Single Family	\$20.61	\$23.70	per month
b. Single Family - Reduced	\$10.31	\$11.86	per month
c. Multi-Family	\$20.61	\$23.70	per month
d. Commercial/Industrial	\$9.82	\$11.29	per month
B. Volume Charges by Customer Class			
a. Single Family	\$5.29	\$6.08	per 100 cubic feet
b. Single Family - Reduced	\$2.65	\$3.05	per 100 cubic feet
c. Multi-Family	\$5.29	\$6.08	per 100 cubic feet
d. Commercial/Industrial	\$7.18	\$8.26	per 100 cubic feet
e. Residential - No water service	\$74.34	\$85.49	per month
9. STORMWATER RATES			
A. Utility Fee			
a. Equivalent Residential Unit (ERU)	\$3.25	\$3.50	per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)



Staff Report

Meeting Date: June 7, 2021
From Mike Walker, Public Works Director
SUBJECT: Water Supply Options Background

BACKGROUND:

In response to the City Council's discussions and questions at the May 17 work session on the Water Master Plan update and the Bull Run water supply treatment options, staff have prepared a more thorough review of the background on the city's exploration of water sources and the decisions that have led to the current issue in front of council. Sandy's water supply options have been the subject of numerous analyses, studies, and Council decisions over many years, most recently dating back to a series of choices made by the Council in the mid to late 2000s. Attached is a table of the timeline of these studies and decisions and links to the reports.

In [February 2007](#), the City's consulting engineer, Curran-McLeod, produced a comprehensive analysis of Sandy's water supply alternatives. Curran-McLeod compared several water source options with regard to relative quality, reliability, volume, and feasibility.

The options studied included:

- Bull Run water purchased from Portland Water Bureau (PWB)
 - The report emphasized the quality and reliability of PWB water
 - It also acknowledged the potential for future cost increases due to cryptosporidium treatment requirements

- Water from the Salmon River
 - Analysis included changing the point of diversion location to the Salmon's confluence with the Sandy River
 - The report acknowledged the strategic advantages of positioning the City to be able to tap this resource, but also recognized the challenges related to cost and special interest opposition.
 - The City's permit (water rights are not secured until the water is put to beneficial use) to develop a water supply on the Salmon River has been extended to 2069. However fish persistence conditions required under ORS 537.230 and 537.260 prohibit diversion of water from the Salmon River between August 16th and October 31st under any circumstance and limit diversion between November 1 and March 1 if flows drop below 129 CFS.

- Well and groundwater sources from the Troutdale Formation (north of Tickle Creek) and Firwood area.
 - The report explored the possibility of partnering with other entities including the Boring Water District and Scenic Fruit Company.
 - It recommended further exploratory testing of possible groundwater sources.

In [May 2007](#), GSI Water Solutions issued a memorandum to the City regarding the potential of using groundwater sources in the Troutdale Formation. The memo stated that the feasibility of using this source is limited due to (1) low aquifer permeability and resulting low yields from local wells, (2) aquifer level declines due to over-pumping, (3) the senior water rights of other local users, and (4) OWRD's prohibition on groundwater development for all but exempt uses in the Boring-Sandy Groundwater Management Area (see map).

In [October 2007](#), Curran-McLeod composed a memorandum comparing the upfront capital costs of connecting to the PWB system versus developing the Salmon River as a source for the City. The PWB option was estimated at just over \$12 million, while the system development and storage improvement costs of the Salmon River option were estimated at \$14.8 million.

During the year that followed, the City held a number of work sessions and public open houses as the Council considered the options. In [October 2008](#), staff ultimately recommended that the City enter into a purchase agreement with PWB.

The reasons cited for the recommendation were:

- Lower initial capital costs
- Lower ongoing costs (though it was acknowledged these could increase)
- Redundancy through using a separate source in a different watershed
- Lack of water right or permitting issues

At the time, Council Members expressed concerns about being reliant on Portland, but ultimately voted unanimously to approve the agreement with PWB. The 20-year agreement gave the City five years to construct the necessary capital improvements to connect to the PWB system.

The pipeline and the intertie with the Bull Run system was completed in 2013. It should be noted that the Council decision to purchase PWB water committed the City to a substantial financial investment. Engineering and construction of the intertie with PWB's system cost approximately \$11 million. The project was funded with SDCs, cash reserves, and a \$7.1 million loan through Business Oregon. The debt is not scheduled to be retired until 2034.

In September 2018, the city entered into a bilateral compliance agreement with the State of Oregon Drinking Water Services to comply with the cryptosporidium treatment

requirements. The agreement requires us to complete an update to our Water Master Plan and submit an action plan of how the city will treat the water purchased from the PWB. The contract for the water master plan update was authorized in March 2020.

As presented at the [May 17 meeting](#), the options of purchasing finished treated water from PWB or purchasing raw Bull Run water have similar cost projections over a 30-year horizon. Constructing our own treatment facility presents a higher capital cost and ongoing operating cost, but will have a lower cost for purchasing water from PWB. It also gives the city a little more control over future rate impacts from system reinvestments.

BUDGETARY IMPACT:

	Purchase Treated Water from PWB	Purchase Raw Water and Treat	Savings
30-year total cost	\$144,075,794	\$137,022,808	\$7,052,985
75-year total cost	\$723,773,657	\$655,540,396	\$68,233,262

Purchasing ‘raw’ water and treating it would save approximately \$7M in the first 30 years and approximately \$68.2M in the following 45 years.

These figures include initial capital costs for each option and future capital costs for upgrade and replacements at 10% of original capital cost (plus inflation at 3.0% per year) for the purchase and treat option only. It is assumed that future capital costs of purchasing treated water would be included in the treated water rate. For the raw water option, the assumptions include constructing a filtration plant and the bulk water purchase cost projections from PWB. The City would have some options to weigh in how the water is treated.

Rates are based on PWB forecast rates for 2022-2031 followed by 2.0% per year average annual rate increases. Underlying data for these costs figures are available from our contractor if desired.

RECOMMENDATION:

Given the large capital investment already committed to deliver water from the Bull Run system, the prior studies and Council decisions in analyzing alternative water sources, and the long term viability of the Bull Run water source to meet current and future needs, staff’s recommendation is that we notify Drinking Water Services that the City will construct a new treatment plant prior to September 2027 and continue purchase agreement for raw water from the City of Portland after 2028.

To exhaust all options, Council may want the city to further explore the possibility of groundwater with exploratory testing and additional regulatory and legal considerations. Since the city has until 2023 to notify the city of Portland whether we would be purchasing water beyond 2028, we have some time to do additional research into the groundwater questions before fully committing to the project.

Staff recommends that the Council consider the information presented, discuss Staff's recommendation, and make any requests for further information before a decision is made at the June 21, 2021 Council meeting.

CHOICES FOR THE COUNCIL (June 21, 2021):

- Notify our intent to purchase raw Bull Run water from PWB and construct our own water treatment plant; purchase untreated PWB water (**Staff recommendation**)
 - Potential addition: Further explore groundwater options for future water supply

OR

- Notify our intent to purchase treated PWB water and connect to PWB's new filtration plant
 - Potential addition: Further explore groundwater options for future water supply

SUGGESTED MOTION:

No motion or decision is requested at this time. Council will be asked to make a decision at the June 21 meeting.

LIST OF ATTACHMENTS/EXHIBITS:

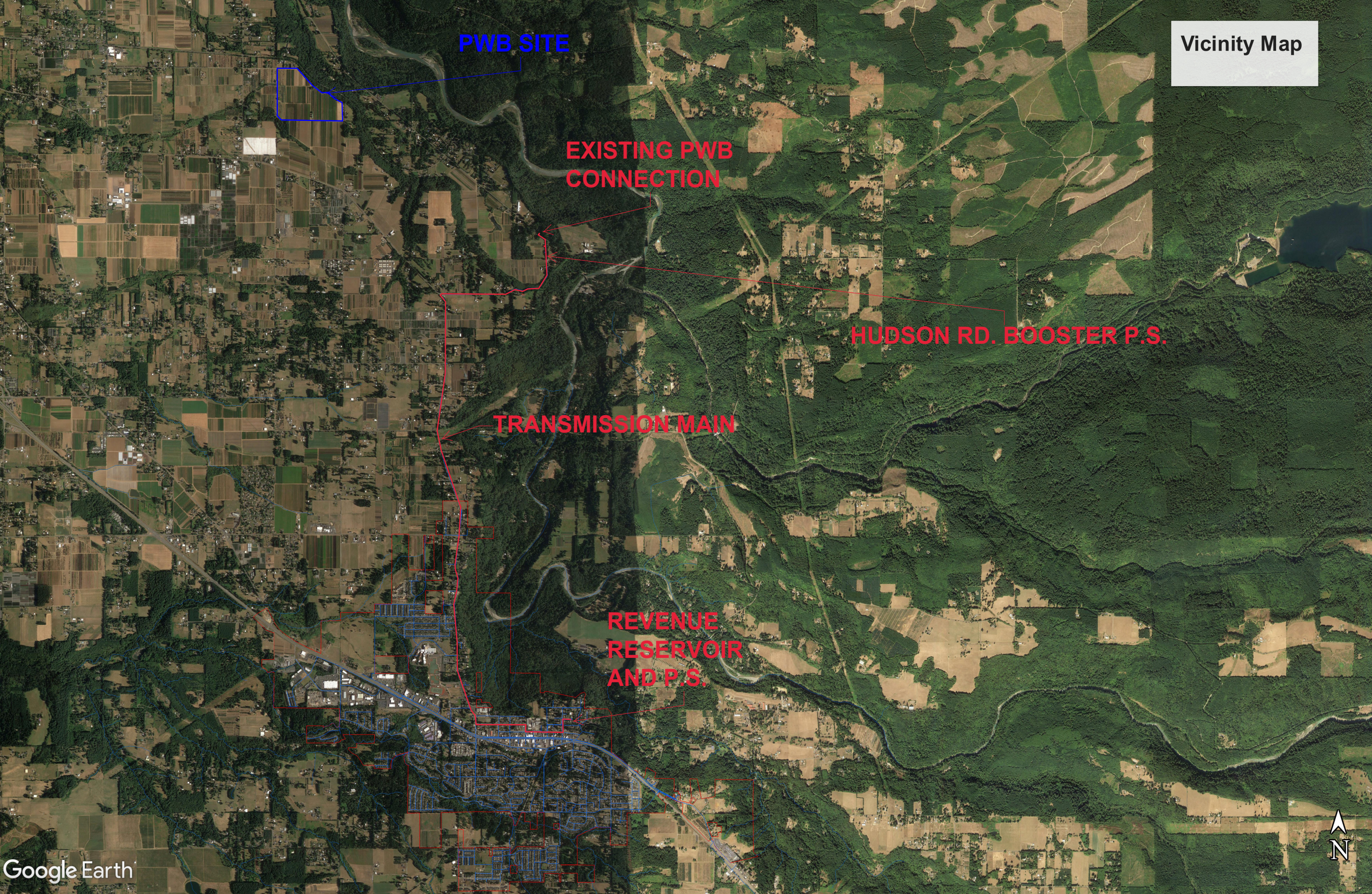
- Timeline of Water Supply Decisions and Documents
- Murraysmith Presentation Slides: May 17, 2021

Timeline of City of Sandy Water Supply Decisions and Bull Run Water Source

DATE	DOCUMENT	AUTHOR	DECISION / RECOMMENDATION
February 2007	Water Supply Alternatives Analysis	Curran McLeod	Provided key analysis of water supply options; especially Salmon River water rights vs. purchasing from PWB. Also included several years of technical memos citing the challenges with well sources
May 2007	Groundwater Resource Development Potential (Troutdale)	GSI Water Solutions	Recommendation against using wells in the Troutdale aquifer
October 2007	Work Session Packet (page 3): Analysis comparing PWB with Salmon River option	Curran McLeod	PWB option shown to have lower construction cost than Salmon River
August 2008	Council Packet (page 16): Water sales agreement with Portland	Staff	Staff recommendation to sign agreement with PWB
October 2008	Council Packet (page 18): Water sales agreement with Portland	Staff	Council Decision: sign water sale agreement with City of Portland
March 2011	Council Packet (page 14): Engineering contract for intertie with PWB system	Staff	Council Decision: award intertie project to Curran McLeod Note: due to a subsequent

			objection, the contract was nullified and the project was put out for a formal RFP
August 2011	Council Packet (page 33): Engineering contract for intertie with PWB system	Staff	Council Decision: award intertie project to Murraysmith
November 2012	Salmon River Water Right Extension Final Order; Findings from ODFW	State of Oregon	Addition of 'fish persistence' conditions to Salmon River water rights
September 2018	Staff Report and Agreement: Bi-lateral compliance with State of Oregon Drinking Water Department	Staff / State of Oregon	Council Decision: Executive Bi-lateral compliance agreement
March 2020	Council Packet (page 17): Water Master Plan Update Contract Approval	Staff / Murraysmith	Council Decision: award Water Master Plan Update contract to Murraysmith
May 2021	Water Master Plan Update and Presentation of PWB Water Supply Options	Staff / Murraysmith	

Vicinity Map



Google Earth

Water System Master Plan City Council Update

May 17, 2021



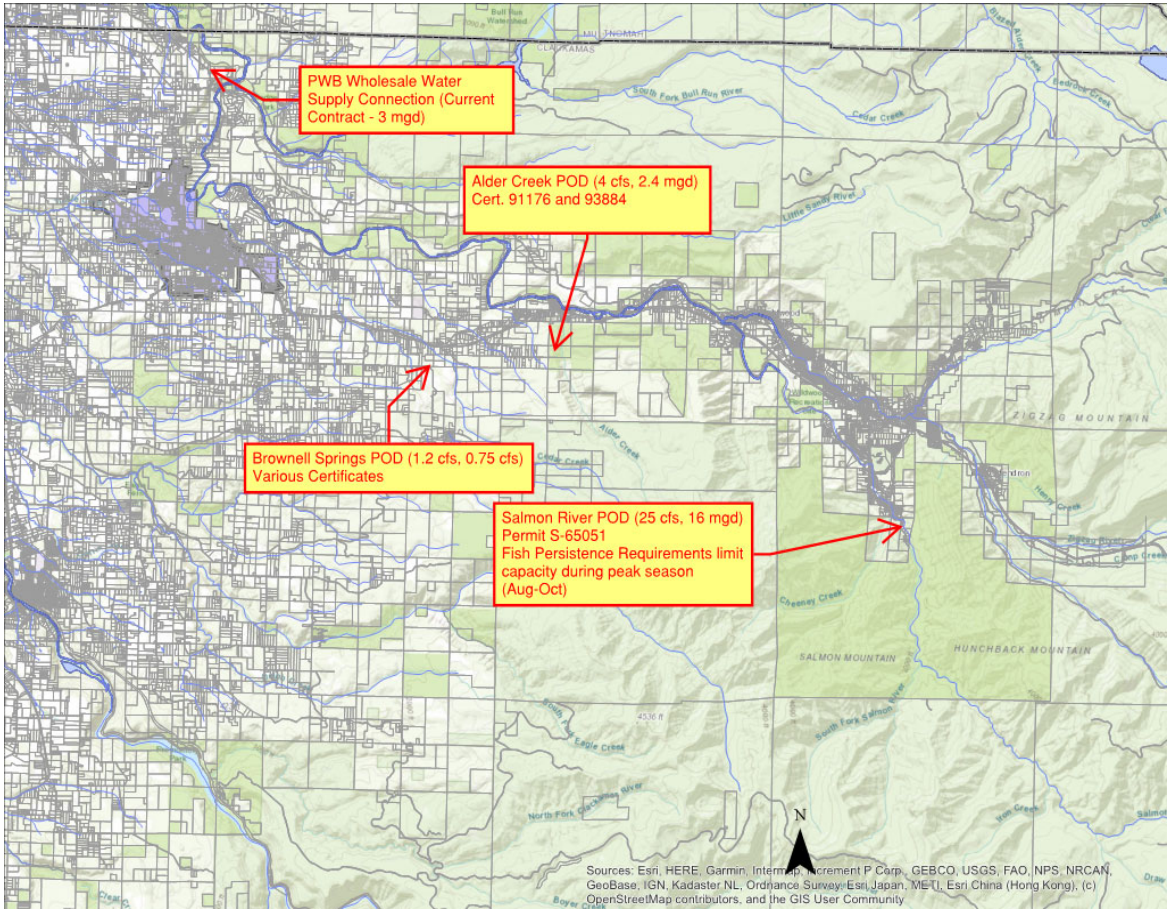
Presented by:
Mike Walker
Public Works Director
Brian Ginter, PE
Murraysmith

Presentation Overview

- Overview of Historical Water Supply Sources, Investigation and Development
- Master Plan Purpose
- Status of Water System Master Plan
- Water Supply Analysis
- Next Steps
- Q&A

Water Supply History

Existing Sources



Water Supply Investigations

- **Sandy River (2006 Investigation)**
 - Significant capital cost
 - Challenging water quality conditions
 - Fish persistence requirements

- **Groundwater (2007 Investigations)**
 - Alluvial aquifer (Sandy and Salmon Rivers)
 - Similar treatment costs and challenges to Sandy River
 - Fish persistence requirements
 - Troutdale Formation Aquifers
 - Critical Groundwater Management Area Designation
 - Existing agricultural wells: <500 gpm yield

- **Portland Water Bureau Wholesale Supply (2008)**
 - 20-year wholesale supply agreement
 - Conduit connection, pump station and transmission main constructed

Why Master Plan?

- Required by the State of Oregon (OAR 333-061)
- Identify short- and long-term needs
 - Capital improvements
 - Staffing levels
 - Policy updates
 - Financial strategy
- Improve level of service to customers
 - Economic development support
 - System Resilience
 - Developer standards identification
- Develop short- and long-term roadmap for system improvements

Plan Elements

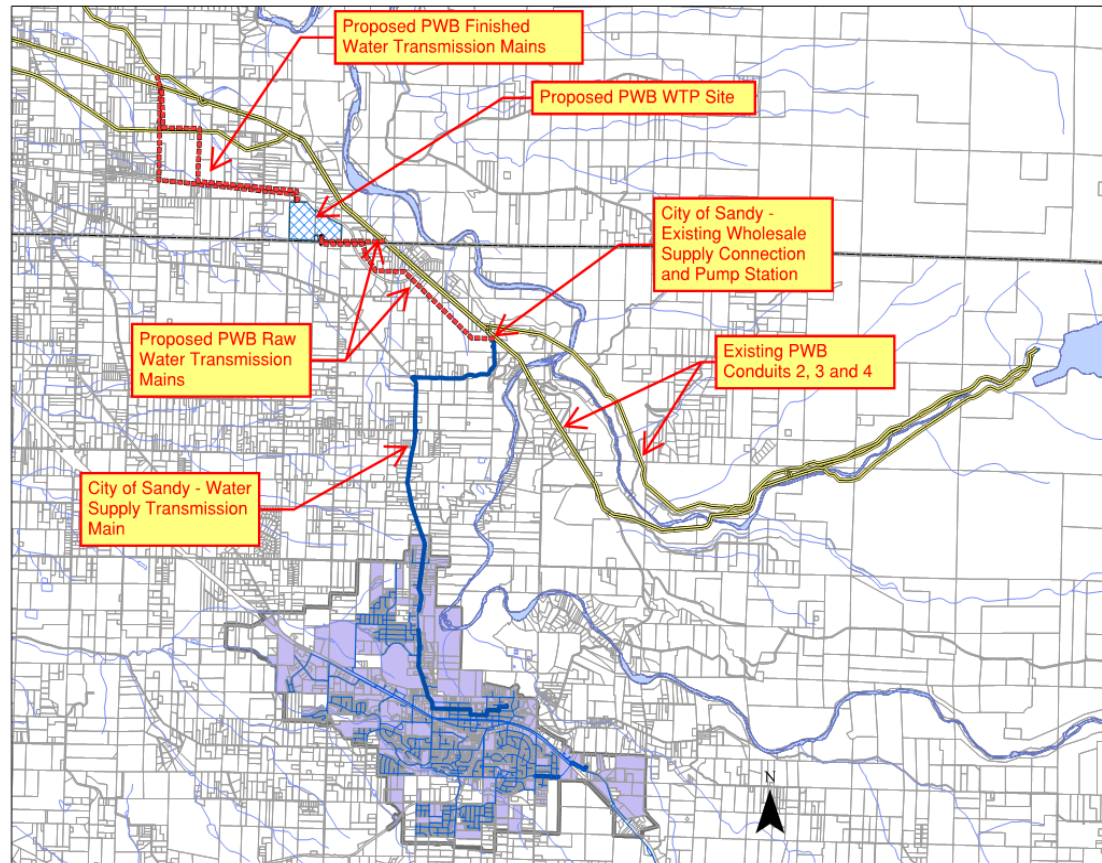
- Describe existing facilities
- Establish water need (demand)
 - Existing
 - 20-year growth horizon
- Establish water service goals (performance criteria)
- Identify deficiencies and develop solutions
- Describe financing options

Water System Master Plan Status

- Developing Water Demand Forecast
- Updating and Calibrating Hydraulic Model
- Water Supply Analysis
 - Future PWB Wholesale Supply Options
- Schedule:
 - Water Supply Decision: June 2021
 - Overall Water System Master Plan: December 2021

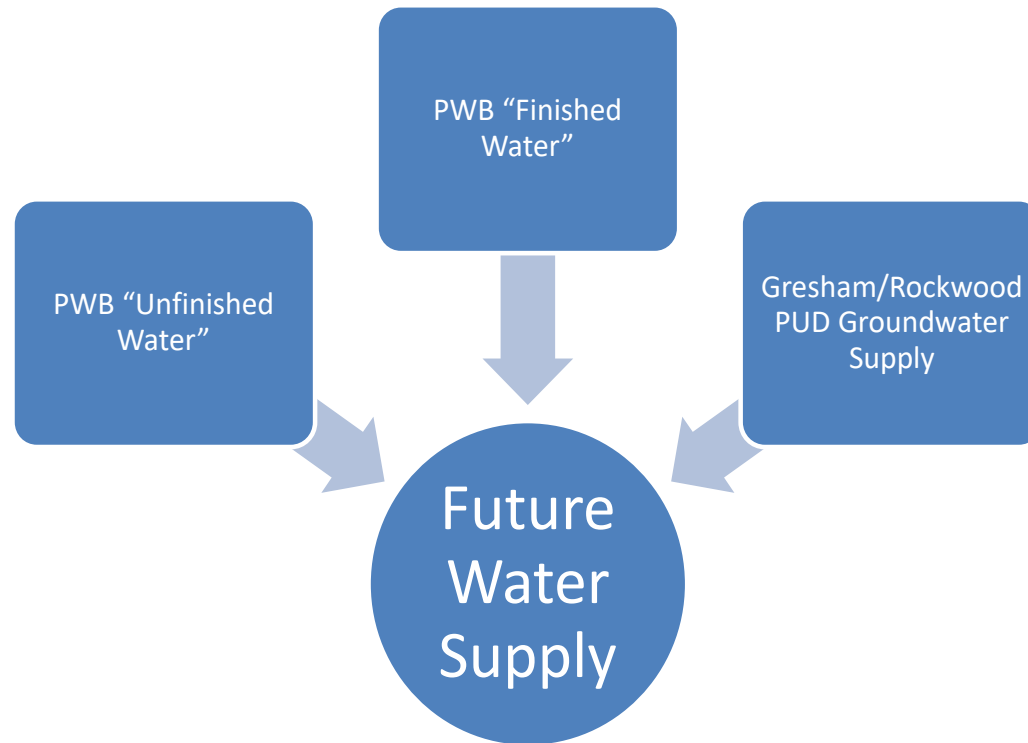
Water Supply Analysis

Wholesale Water Supply Changes



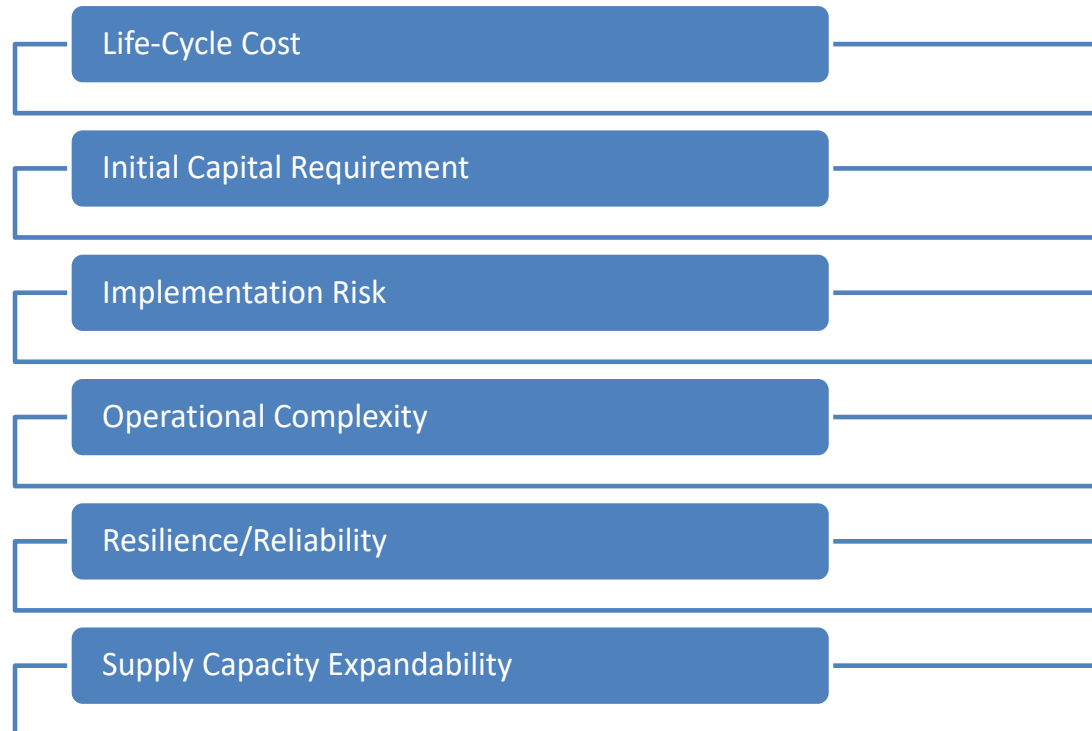
Water Supply Analysis

Alternatives Considered



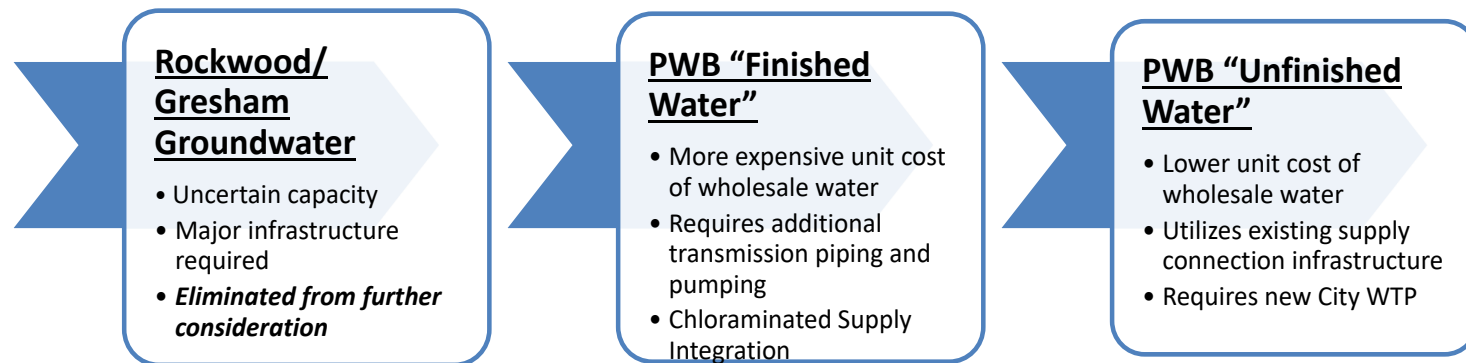
Water Supply Analysis

Preliminary Selection Criteria



Water Supply Analysis

Data Gathering



Water Supply Analysis

Economic Analysis

Component	Input/Assumptions	
	Unfinished Water	Finished Water
Initial Capital Cost	Water Treatment Plant and Property	Transmission Main - Hudson Road to PWB WTP
<u>Water Rates</u>		
FY2030:	\$1.528/ccf	\$3.281/ccf
Future:	2% Average Annual Increase	2% Average Annual Increase
Inflation	3% Average Annual Increase	
Facility O&M	Staff, Chemicals, Electricity, etc. ~4% of initial capital cost	Limited <0.1% of initial capital cost
Future Facility Investment	WTP Upgrades, Membrane Replacement ~10% of initial capital cost every 10 years	Limited
Supply Rate	FY 2027-2034: 1 mgd FY 2035-2044: 2 mgd FY 2045+: 3 mgd	

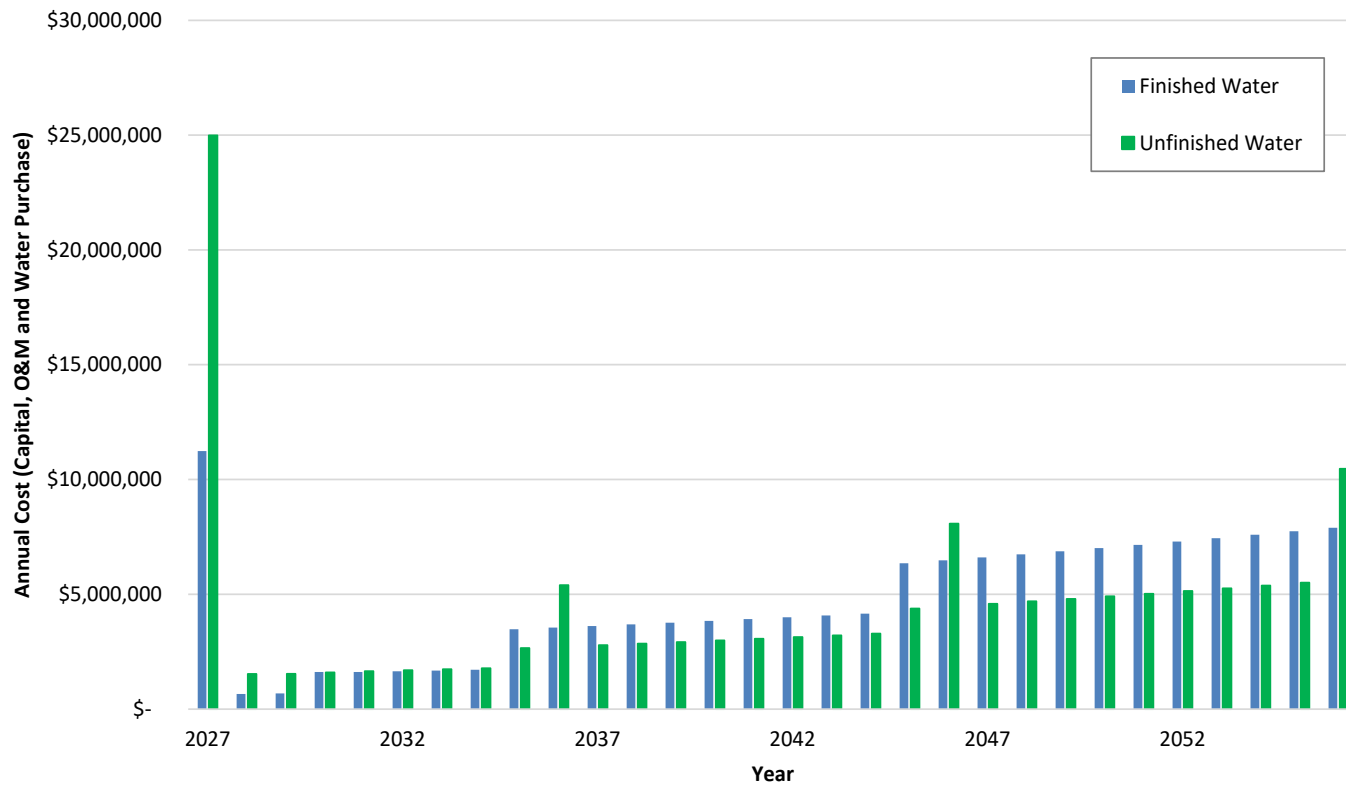
Water Supply Analysis

Economic Analysis - Uncertainty



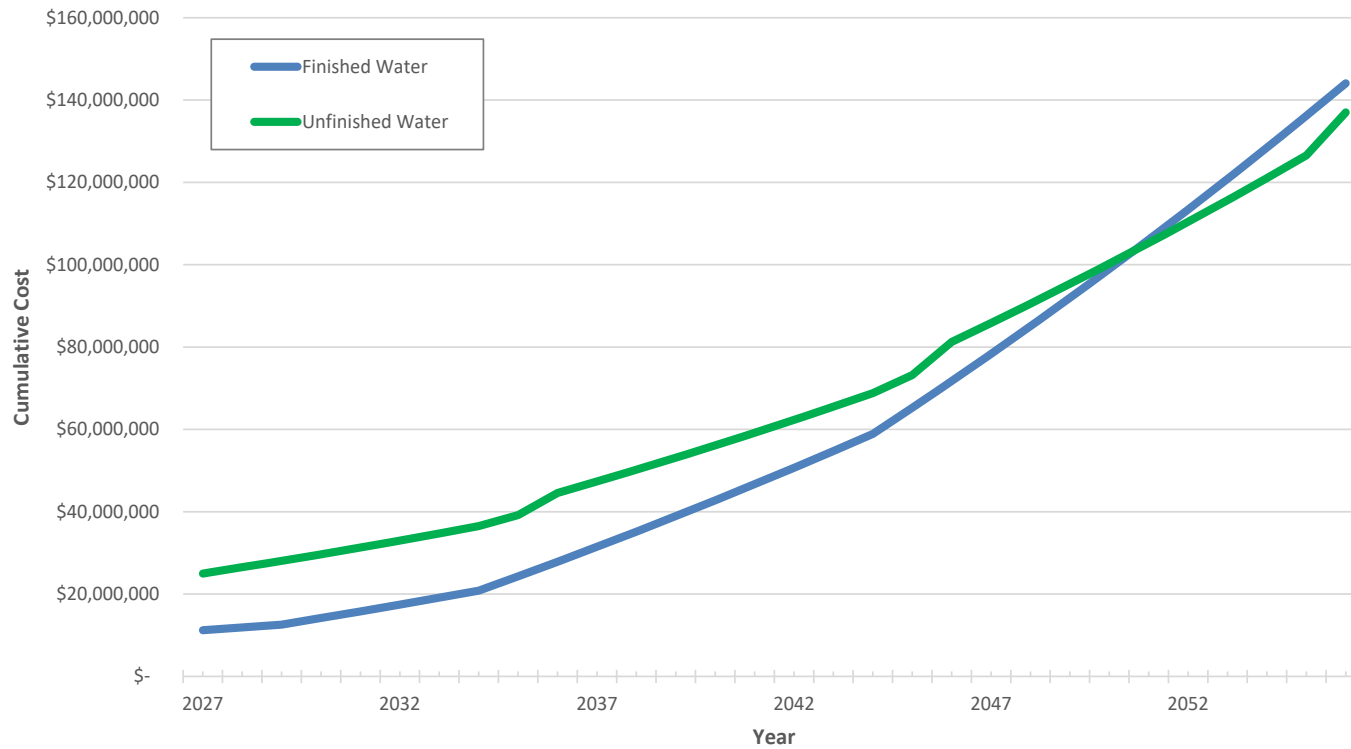
Water Supply Analysis

Annual Cost of Water Supply



Water Supply Analysis

Cumulative Cost of Water Supply



Water Supply Analysis

Preliminary Alternative Comparison

Criteria	Finished Water		Unfinished Water	
Life-Cycle Cost	Comparable total cost over 30-years Lower capital and O&M Higher water purchase cost	0	Comparable total cost over 30-years Higher capital and O&M Lower water purchase cost	0
Initial Capital Requirement	Lower initial capital expenditure	+	Higher capital expenditure	-
Implementation Risk	Most infrastructure required is planned and funded by PWB	+	Requires planning, siting, design, and construction of a new WTP	-
Operational Complexity	No additional facilities to operate Need to address blending of disinfectants	0	City operation of a 2 nd WTP	0
Resilience/Reliability	New facilities constructed to provide resilient supply	0	New facilities constructed to provide resilient supply	0
Impact of Rate Changes	More sensitive to increased costs from rate changes	-	Less sensitive to increased costs from rate changes	+

Next Steps

- Confirm additional data required to select water supply strategy
- Refine analysis and recommendation
- Approve and execute water supply strategy
 - Inform OHA-DWS per Bilateral Compliance Agreement
 - Inform PWB – Design Inputs
 - Pipeline Corridors
 - Shared Infrastructure Potential
 - Develop funding strategy

Questions





Staff Report

Meeting Date: June 7, 2021
From Jeff Aprati, City Recorder
SUBJECT: Pool Exploratory Task Force Appointments

BACKGROUND:

On April 19, 2021, the Council established the Pool Exploratory Task Force and adopted [its bylaws](#). The purpose of the task force is "to produce a recommendation on how the Olin Bignall Aquatic Center could be reopened successfully." The bylaws state that the task force may have up to 10 members, and that no more than 2 members may reside outside the city limits.

Staff advertised the task force widely including in the City newsletter, on our social media channels, and on our website. Applications were due by May 14, 2021. Significant interest was generated, with 15 applications received. 10 applicants were interviewed by Councilors Exner, Hokanson, and Walker on May 26th and 27th.

RECOMMENDATION:

Given the advantages inherent in having an odd number of members, the interview panel recommends appointing the following 6 individuals to join Councilors Exner, Hokanson, and Walker as task force members, for a total of 9:

- Kacie Bund (non-resident)
- Grant Hayball (resident)
- Meagan Lancaster (non-resident)
- Jan Sharman (resident)
- Blake Smith (resident)
- Mark Smith (resident)

SUGGESTED MOTION:

"I move to appoint Councilor Exner, Councilor Hokanson, Councilor Walker, Kacie Bund, Grant Hayball, Meagan Lancaster, Jan Sharman, Blake Smith, and Mark Smith to the Pool Exploratory Task Force."

LIST OF ATTACHMENTS/EXHIBITS:

- Application forms

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #15

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Wed, 05/12/2021 - 11:42pm

First Name

Kacie

Last Name

Bund

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] SE Cherryville Dr

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

Same

Please explain your interest in serving on the Pool Exploratory Task Force

I grew up in Sandy at the pool. I learned to swim there, working my way through all of the lessons. I enjoyed rec swim when I got a little older. I swam and played water polo in high school, which lead to swimming and playing water polo in college. When I returned home after college, I taught water aerobics at the pool and helped coach the high school swim and water polo teams. I recognize the vital role the pool plays in our community. I taught swimming lessons for years and it scares me that this is something the children of our community are lacking. I feel bad for the kids who don't have access to learn about water safety and I'm disappointed that Sandy doesn't offer aquatic opportunities it once used to. I now have children of my own and I desperately want this for them. I want a safe place for teens and tweens to swim. I want there to be somewhere for the elderly to access low impact exercise. I want this pool that holds a special place in my heart to find it's way into the hearts of the community again.

What knowledge, education, or skills would you bring to the Task Force?

I have worked and ran programs at pools for many years. I have coached, officiated, and run events at pools for many years. I have access to people with pool connections. I have been teaching for

over a decade and I am the department chair so I am great at running meetings, organizing budgets, and working with diverse populations.

Upload Current Resume

[bund_resume_2021_.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/4891>

Links

[1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>

[2] https://www.ci.sandy.or.us/system/files/webform/bund_resume_2021_.pdf

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #6

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Mon, 04/26/2021 - 11:59am

First Name

Grant

Last Name

Hayball

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] Loundree Drive

City

Sandy

State

Oregon

Zip Code

97055

Mailing Address (if different)

17714 Loundree Drive

Please explain your interest in serving on the Pool Exploratory Task Force

I have lived in Sandy/Boring for most of my life. I had the opportunity to swim on the swim team in Sandy as an age group swimmer on to high school where I earned a swimming scholarship to Linfield through swimming and grades. I have worked in a variety of position in aquatics. I am driven and feel that my experience managing aquatic centers (Olin Bignal and the Madras Aquatic Center) can help this committee. I have children in the community and I want to make sure that my children and children in Sandy have a affordable place to learn how to swim and partake of all of the amazing aquatic programs that a aquatic center can provide. Our community has a variety of rivers and lakes around us, and needs a place for our community to learn water safety. This facility could also be resource for a variety of age groups and needs in the aquatics.

What knowledge, education, or skills would you bring to the Task Force?

I have two bachelors degrees in Mathematics and Business. I also have a Masters degree in Education as well as two school administration licenses. I have been a head high school water polo and swim coach. I also have helped manage the old Olin Bignal aquatic center. I also was the first general manager for the Madras Aquatic Center when it was first opened. I switched career paths and went into teaching. Through teaching and various leadership opportunities, I have served in

variety of school administration roles where I am currently serving as a high school principal in Colton Oregon. I love my community and would like to bring my knowledge and experience in leadership and aquatics to this exploratory task force.

Upload Current Resume

[grant_resume_2021_1-compressed_2.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/3761>

Links

[1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>

[2] https://www.ci.sandy.or.us/system/files/webform/grant_resume_2021_1-compressed_2.pdf

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #5

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Sat, 04/24/2021 - 4:54pm

First Name

Meagan

Last Name

Lancaster

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] SE Locksmith Lane

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

Please explain your interest in serving on the Pool Exploratory Task Force

I grew up as an avid user and swimmer of the Sandy Aquatic Center and now I have two young children. I'd like to help find a way to bring back this city asset to improve not only the health, but the safety of our community.

What knowledge, education, or skills would you bring to the Task Force?

I've spent the last 15 years in nonprofit development with specialization in peer to peer fundraising campaigns and corporate sponsorships. I feel there may be opportunities to leverage these kinds of campaigns to raise funds to reopen the pool.

Upload Current Resume

[meagan_lancaster.docx](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/3721>

Links

- [1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>
- [2] https://www.ci.sandy.or.us/system/files/webform/meagan_lancaster.docx

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #2

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Fri, 04/23/2021 - 4:40pm

First Name

Jan

Last Name

Sharman

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] Van Fleet Ave

City

Sandy

State

Or

Zip Code

97055

Mailing Address (if different)

Please explain your interest in serving on the Pool Exploratory Task Force

I believe strongly that we need programs for our community that a pool offers.

What knowledge, education, or skills would you bring to the Task Force?

I have worked at this pool in the past. I'm involved with Sandy High School swimming. I believe that our community really needs this asset of the pool in so many different ways.

Upload Current Resume

[image.jpg](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/3691>

5/13/2021

Submission #2

Links

[1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>

[2] <https://www.ci.sandy.or.us/system/files/webform/image.jpg>

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #9

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Wed, 04/28/2021 - 12:15pm

First Name

Blake

Last Name

Smith

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] SE BLUFF RD

City

SANDY

State

United States (1)

Zip Code

97055

Mailing Address (if different)**Please explain your interest in serving on the Pool Exploratory Task Force**

My interest in the task force is to help develop a feasible plan to re-open the existing aquatic center and help develop a plan for a new aquatic center in Sandy. I was born and raised in Sandy and grew up in the aquatic center. The aquatic center offers our community members the opportunity to learn life saving water rescue skills among other recreational activities.

What knowledge, education, or skills would you bring to the Task Force?

I have a BS in Social Science and will soon be completing my masters degree in clinical mental health counseling. I have been a lifeguard and water safety instructor for several years. I was also a competitive swimmer for 15 years. I watched my father (the longest serving Sandy Aquatic Center Director - under the Oregon Trail School District) operate the facility for over 20 years.

Upload Current Resume

[blake_smith_resume_-sandy_pool.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I

be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/3881>

Links

- [1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>
- [2] https://www.ci.sandy.or.us/system/files/webform/blake_smith_resume_-sandy_pool.pdf

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Pool Exploratory Task Force Application](#) > [Webform results](#) > Submission #13

Submission information

Form: [Pool Exploratory Task Force Application](#) [1]
Submitted by Visitor (not verified)
Wed, 05/12/2021 - 12:36pm

First Name

Marcus (Mark)

Last Name

Smith

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED] SE Bluff Rd.

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)

N/A

Please explain your interest in serving on the Pool Exploratory Task Force

To re-establish and provide a safe viable aquatic facility. This includes sound comprehensible water safety, instructional, and recreational programming serving the patrons of the community. The need for aquatic instruction and safety is extremely important for the citizens our community. Citizens of all ages can be taught basic water safety skills that have proven to save lives in our area. I would like to assist the committee and city council to determine a feasible direction for the future of the aquatic center. I can assist with identifying upgrades, repairs, modifications, programming, and other expenditures that might be required to open the facility.

What knowledge, education, or skills would you bring to the Task Force?

As the former Aquatics Director of the Olin Bignall Aquatic Center from 1974 through 1999, I created, implemented, developed, evaluated, and supervised aquatic programming. My educational background and experience in the field of education, coaching, and aquatics follows:

Education:

- Bachelor's Degree from University of Washington in Physical & Health Education – 1973
- Master's Degree from Portland State University in Education – 1982

Coaching Experience:

- Sandy High School Head Swim Coach – 27 years
- Blue Marlin Aquatic Club Head Swim Coach (Sandy, OR) – 13 years
- U.S. National High School Coaches Association Regional Coach of the Year Award – 1991
- Olympic Festival Water Polo Assistant Coach & Team Leader (Raleigh, N.C.) – 1988
- U.S. Women's National Water Polo Assistant Coach & Team Leader (Budapest, Hungary) - 1988
- U.S. Women's National Water Polo Assistant Coach - 1991
- U.S.A. National Developmental Women's Water Polo Camp Co-Director (Colorado Springs-Olympic Training Center) - 1986
- Coached & trained Sandy swimmers who received National High School All American Honors & Honorable Mention Awards
- Many Sandy (age group) swimmers competed in regional and national competitions
- Many Sandy athletes received either a full or partial higher education scholarship for competitive swimming and were recruited to universities across the nation (i.e. University of Florida, University of Minnesota, BYU, Linfield, Texas Christian University, Central Washington State College, University of Nevada Las Vegas, Kansas State University, University of Washington, Lewis & Clark College, Wheaton College, amongst others).

Upload Current Resume

[supporting_documentation_for_pool_advisory_committee_3_mark_smith.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/16201/submission/4851>

Links

[1] <https://www.ci.sandy.or.us/bc/webform/pool-exploratory-task-force-application>

[2]

https://www.ci.sandy.or.us/system/files/webform/supporting_documentation_for_pool_advisory_committee_3_mark_smith.pdf



Staff Report

Meeting Date: June 7, 2021
From Sarah McIntyre, Library Director
SUBJECT: Library Advisory Board Appointments

BACKGROUND:

Seat 3 (term expiration 12/31/22) and Seat 7 (term expiration 12/31/2023) on the Library Advisory Board are currently vacant. The City advertised for new members from the Sandy library service area, one from within the City limits, and one from the unincorporated area. Five (three City residents, and two unincorporated) interested individuals were interviewed by Mayor Pulliam, Councilors Walker and Sheldon, and Library Advisory Board Chair McMahan. Their selections were unanimous.

Cheyenne Holliday grew up in Boring, Oregon and got her first library card at the Sandy Public Library. She received a Master's Degree in Conflict and Dispute Resolution from the University of Oregon. She has experience in community engagement and has worked with Indigenous, low income, migrant, and Black communities in the state of Oregon. Here is a quote from her application "I enjoyed walking through the library and browsing the books, but I always felt that, as a young black girl, there was not a space for me or books that connected with me. I want to be part of the Advisory Board to not only positively impact the library, but also to show Sandy citizens that representation matters and show other brown children that they can have safe and educational spaces."

Bethany Shultz served as the City Council liaison to the Library Advisory Board ending December 2020. She Graduated from Oregon State University with a Bachelor of Science degree in Human Development and Family Sciences with an emphasis in Early Childhood Education. She is a mom with two young kids who uses the library extensively. Here is a quote from her application "I attended most of the Library Advisory Board meetings during my tenure on City Council and feel I have a good grasp on the challenges and successes that face the Sandy and Hoodland Libraries. I am able to give a voice to the other families with children in the area that love the library and all the amazing programs and materials it has to offer."

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Appoint Cheyenne Holliday and Bethany Shultz to Library Advisory Board Seats 7 and 3, respectively, to represent the Unincorporated and City residents of the Sandy Service Area.

SUGGESTED MOTION:

"I move to appoint Cheyenne Holliday and Bethany Shultz to Library Advisory Board Seats 7 and 3, respectively."

LIST OF ATTACHMENTS/EXHIBITS:

- Application forms

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Library Advisory Board Application](#) > [Webform results](#) > Submission #5

Submission information

Form: [Library Advisory Board Application](#) [1]
Submitted by Visitor (not verified)
Thu, 04/29/2021 - 4:25pm

First Name

Cheyenne

Last Name

Holliday

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED]

City

Boring

State

OR

Zip Code

97009

Mailing Address (if different)**Please explain your interest in serving on the Library Advisory Board**

I am interested in serving on the Library Advisory Board because I have been going to the Sandy Library since I was a young girl and I would love to use my education and experience to make the library and Board more accessible and diverse. When I was young, I remember my mother taking me to the Sandy Library to get my first library card! I enjoyed walking through the library and browsing the books, but I always felt that, as a young black girl, there was not a space for me or books that connected with me. I want to be apart of the Advisory Board to not only positively impact the library, but also show Sandy citizens that representation matters and show other brown children that they can have a safe and educational space.

What knowledge, education, or skills would you bring to the Board?

I will bring all of me to the Board. This includes my experience as a Black woman who grew up in the Sandy area, as well as my education that includes a masters degree in conflict and dispute resolution that I received form the University of Oregon. I have experience in community engagement work and have worked with various Indigenous, low income, migrant and Black communities throughout the state of Oregon. I am a certified mediator and have facilitation experience. I have even facilitated large community meetings/conversations around environmental and racial justice.

Upload Current Resume

[chollidayresume_.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/15791/submission/4021>

Links

[1] <https://www.ci.sandy.or.us/bc-lab/webform/library-advisory-board-application>

[2] https://www.ci.sandy.or.us/system/files/webform/chollidayresume_.pdf

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Library Advisory Board Application](#) > [Webform results](#) > Submission #2

Submission information

Form: [Library Advisory Board Application](#) [1]
Submitted by Visitor (not verified)
Mon, 04/19/2021 - 2:42pm

First Name

Bethany

Last Name

Shultz

Email

[REDACTED]

Phone Number

[REDACTED]

Address

[REDACTED]

City

Sandy

State

OR

Zip Code

97055

Mailing Address (if different)**Please explain your interest in serving on the Library Advisory Board**

I loved serving as council liaison to the Library Advisory Board and would like to continue to help make our library the best it can be as a board member.

What knowledge, education, or skills would you bring to the Board?

I attended most of the Library Advisory Board meetings during my tenure on City Council and feel that I have a good grasp on the challenges and successes that face the Sandy and Hoodland libraries. I am also a mom with 2 kids, so we use our library extensively. I am able to give a voice to the other families with children in the area that love the library and all the amazing programs and materials it has to offer.

Upload Current Resume

[resume_1.pdf](#) [2]

By checking this box, I agree to the following:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed.

Source URL: <https://www.ci.sandy.or.us/node/15791/submission/3391>

Links

[1] <https://www.ci.sandy.or.us/bc-lab/webform/library-advisory-board-application>

[2] https://www.ci.sandy.or.us/system/files/webform/resume_1.pdf



Staff Report

Meeting Date: June 7, 2021
From Jordan Wheeler, City Manager
SUBJECT: Contract Approval: Government Relations Services

BACKGROUND:

On April 19, 2021, the Council identified the need for the City to retain a firm to provide government relations (lobbying) services on the City's behalf, particularly in light of the numerous grant and other appropriation opportunities currently available at the state and federal level.

The following areas were identified as areas in which a government relations firm could be of assistance:

- Securing funding available to local governments
- Assisting with identifying, applying for, and receiving competitive grants and other discretionary funding available to the City
- Developing strong working relationships with members of the City's state and federal delegation and their staff, federal agencies, and other key stakeholders
- Drafting letters, legislative language, and talking points on legislation as necessary
- Meeting with state and federal legislators and their staffs
- Testifying at the direction of and on behalf of the City at hearings before legislative committees

Consistent with the City's contracting policies outlined in Resolution 2017-28, Staff asked five firms for proposals, with a deadline of May 7, 2021. Proposals were received from two firms: Pac/West Lobby Group and deVries Strategies.

Council President Pietzold, Councilor Smallwood, and Councilor Walker conducted interviews with the two firms on May 20, 2021.

BUDGETARY IMPACT:

The contract includes a flat fee of \$4,500 per month. Allocation of costs across budget funds has yet to be determined but we can expense the contract costs from the Nondepartmental budget.

RECOMMENDATION:

The interview panel recommends Council approval of the contract with Pac/West Lobby Group.

SUGGESTED MOTION:

"I move to authorize the City Manager to sign the contract with Pac/West Lobby Group."

LIST OF ATTACHMENTS/EXHIBITS:

- Contract: Pac/West Lobby Group
- Proposal: Pac/West Lobby Group



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made as of the 24th day of May 2021, by and between City of Sandy (hereinafter "Client") and Ryan Tribbett Company, dba Pac/West Lobby Group, an Oregon corporation (hereinafter "Pac/West Lobby Group").

Client is in need of government affairs services.

Pac/West Lobby Group is engaged in the specialty of government relations services and will support the interests of the Client in this area of expertise for duties assigned by the Client. Pac/West Lobby Group shall hold in strict confidence any information received from the Client or its agents and use this information only in connection with the services provided under this memorandum.

Now, Therefore, the Client and Pac/West Lobby Group hereby agree as follows:

1. This memorandum of understanding shall be effective as of June 8, 2021. It is understood and agreed to by the parties that Client or Pac/West Lobby Group may terminate this Agreement by giving a minimum of thirty (30) days written notice prior to the effective date of termination of such services.
2. In consideration for the services to be performed by Pac/West Lobby Group, the Client agrees to pay Pac/West Lobby Group a monthly flat fee of \$4,500 for professional services rendered by Pac/West Lobby Group. In addition, the Client will reimburse Pac/West Lobby Group for reasonable out-of-pocket expenses incurred by Pac/West Lobby Group in connection with this memorandum, including printing, postage, travel, business meals, and other customary expenses – as pre-approved by the Client on a case-by-case basis.
3. Client and Pac/West Lobby Group shall comply with Oregon lobbying registration and reporting requirements that arise as a result of this Agreement. In addition to meeting Pac/West Lobby Group's own lobbying registration and reporting requirements under Oregon law, Pac/West Lobby Group shall assist Client in meeting Client's lobbying requirements by submitting quarterly reports to Client within ten days after the end of each calendar quarter.
4. The Client agrees to comply with all reasonable requests of Pac/West Lobby Group necessary for Pac/West Lobby Group to assist the Client. In this regard, Pac/West Lobby Group shall operate as an independent contractor and shall not be treated as an employee of the Client for federal, state, or local tax purposes, or for any other purposes.



5. The parties hereby warrant that the persons executing this memorandum of understanding are authorized to execute this memorandum and are authorized to obligate the respective parties to perform under this memorandum.

In Witness Whereof, the parties hereto execute this memorandum.

RYAN TRIBBETT COMPANY, DBA PAC/WEST LOBBY GROUP

By: 
Ryan Tribbett, President

May 24, 2021
Date

CITY OF SANDY

By: _____
Jordan Wheeler, City Manager

Date

cc: Paul Phillips



PAC/WEST LOBBY
G R O U P

CITY OF SANDY
PROPOSAL FOR STATE & FEDERAL GOVERNMENT RELATIONS SERVICES

INTRODUCTORY LETTER

Jeff Aprati
City of Sandy
japrati@ci.sandy.or.us

Subject: Letter of Interest

Dear Mr. Aprati,

Pac/West Lobby Group, in partnership with its sister company Pac/West Communications, is pleased to present this proposal for your consideration. As one of the largest and most successful government affairs firms in the Pacific Northwest, Pac/West is the ideal choice to assist the City of Sandy with its federal, state, and local government affairs needs.

Pac/West brings decades of experience in lobbying and public affairs, representing some of the nation's largest companies, nonprofits, and government entities. Our success is driven by our ability to achieve policy objectives and **obtain state funding** for a broad range of clients.

Pac/West is a local firm with a national reach. Its team and approach are dynamic. Its principled approach and spirit of innovation have made Pac/West one of the most successful government affairs and public relations firms in the region. The American Association of Political Consultants, the Public Relations Society of America, and PR News have all recognized our work year after year with top awards.

In the past couple of years, our portfolio has expanded to represent even more local governments than ever before, making us exceptionally qualified to represent you. We now provide services to City of Coos Bay, City of Hermiston, City of Millersburg, City of Stanfield, City of Tigard, Clackamas County Vector Control, Clatsop County, Deschutes County, Douglas County, and Umatilla County. We are also on the approved vendor list with Lane County Transit and the Oregon Department of Agriculture. Former government affairs clients include Washington County and Clackamas County. Our team has also expanded with new staff who bring experience and expertise on a wide range of issues, including the Ways & Means (budget) process.

We are also in regular contact with the offices of Oregon's delegation, including Ron Wyden, Peter DeFazio, Kurt Schrader, and Earl Blumenauer. We are also in contact with leadership in the state of Colorado. Beyond that, we are closely aligned with those in D.C. who engage on a broader scale.

We will be partnering with The Livingston Group (TLG), a federal government affairs firm based in Washington D.C. TLG was founded in 1999 and represents domestic and foreign clients including non-profit institutions, international corporations, foreign governments and municipalities.

What sets Pac/West apart is our ability to open doors for you and gather intelligence from the highest levels. Pac/West maintains close relationships with Democrats and Republicans, including and especially the Governor's office, caucus leadership, committee leadership, and the Ways & Means Committee. We also engage successfully with state agencies, and we have a direct line to agency directors and division leaders throughout the government. We also maintain broad contacts with other state governments. In other words, **Pac/West adds value to your team that you will not find anywhere else.**

In addition, Pac/West Communications President Paul Phillips is a long-time member of the Boone & Crockett Club. Through his work with that organization, he is intensively involved with the Western Governors' Association and serves as Co-Chair of the club's Conservation Policy Committee. Paul also represents the Boone & Crockett Club on the U.S. Department of the Interior's American Wildlife Conservation Partnership.

Pac/West stands above the rest, and based on our longstanding ties to Clackamas County, we are in a great position to represent you effectively. Please consider the following:

- Our success for local governments is unparalleled. We provide public relations services for City of Hermiston, census work for Umatilla County, economic development for City of Millersburg, and government affairs for Deschutes County and City of Coos Bay. For many years, we represented Washington County and helped pass initiatives related to education, public safety, health care, and infrastructure. A major accomplishment was passing Gain Share (2007), which has brought millions of dollars to county coffers from the Strategic Investment Program.
- Thanks to our large and diverse portfolio, as well as our large team, we are a major player with **significant access and influence in offices of the Governor and legislative leadership**. We have worked directly with every facet of state and local government, including state agencies like the Oregon Health Authority, Department of Energy, Department of Consumer and Business Services, Department of Human Services, Department of Agriculture, Metro, and Building Codes Division.
- We track federal budgets including stimulus monies to assist clients with what funding is available and what has been spent.
- We have close relationships with Commissioners Savas and Schrader—please ask them about us. Also, we currently perform outreach, public relations, and marketing services for Clackamas County Vector Control District.
- Pac/West represents Coordinated Care Organizations (CCOs), which provide health care services to low-income Oregonians and those with disabilities. In fact, we were leaders on the Health Care Transformation policy that created CCOs, and we have been involved since day one. As such, we are familiar with the federal waiver process.

Pac/West is firmly rooted in Oregon, and we have worked in every single county in Oregon and with nearly every state agency on a wide range of issues. We also offer a full suite of public relations, media relations, crisis communications, digital, campaign, and creative services. Pac/West is uniquely qualified to represent you. If selected, we can begin work immediately. Thank you for your consideration.

Sincerely,



Paul Phillips
President, Pac/West Communications



Ryan Tribbett
President, Pac/West Lobby Group

WORKING WITH PAC/WEST LOBBY GROUP

SCOPE OF WORK

It is our understanding that the City of Sandy is seeking state and federal government relations services to represent the City in legislative matters at the state and federal level for projects and initiatives as identified by the City Council and staff. Services may include:

- Managing the legislative, regulatory, and economic development policy and strategy that represent the objectives and associated initiatives of the City.
- Creating and maintaining internal and external relationships with legislators, legislative staff, agencies, and other stakeholder groups.
- Analyzing proposed legislation to determine the possible impact on local government and reporting out accordingly.
- Representing the city in key organizations, work groups, and coalitions that position the City for current and future legislative and economic success
- Coordinating, tracking, and reporting on local, state, and federal government legislative and regulatory affairs activities.
- Coordinating and working with the League of Oregon Cities to communicate and further the City's goals and strengthening its brand in the state.
- Researching programs at the local, state, and federal level that are of interest to the City.
- Assisting in the development of testimony, legislative materials, and informational pieces that support the City's positions.
- Maintaining positions on external boards, as assigned, that represent issues that are important to the City and its citizens.

EXPERIENCE MATTERS

Offering more than just proven bipartisan relationships, Pac/West has a high-level professional understanding of the legislative, administrative, and political process. The difference between understanding the process and being effective within the process often lies in the experience one brings to the table. Pac/West brings a unique and specific set of skills that we can put to work for your organization's goals. Beyond just years of professional service, our staff has:

- Served in the Oregon House of Representatives and Oregon State Senate while in the majority and minority, and chaired key committees.
- Held top responsibilities in the Governor's Office.
- Served in legislative staff positions of both major parties.
- Held campaign staff positions, again from both sides of the aisle.
- Maintained relationships of trust with the Governor and her staff, State Labor Commissioner, State Treasurer, Speaker of the House, Senate President, Majority and Minority leaders, key legislative members who are committee chairs and co-chairs, and more.
- Developed a thorough understanding of the state revenue and budget (ways & means) process.
- Established positive working relationships with agencies.

CURRENT & RECENT LOCAL GOVERNMENT CLIENTS

Government Affairs & Lobby Services

- City of Coos Bay
- City of Echo
- City of Hermiston
- City of Millersburg
- City of Stanfield
- City of Umatilla
- Clatsop County
- Deschutes County
- Douglas County
- Umatilla County
- Washington County

Marketing Services

- Clackamas County Vector Control
- City of Hermiston
- Umatilla County COVID Recovery (*Umatilla County, City of Hermiston, City of Pendleton, Confederate Tribes of the Umatilla Indian Reservation, Hermiston School District, Intermountain Education Services District, Saint Anthony's Hospital, Good Shepherd Hospital*)

ACCOUNT SERVICE & CAPACITY

Pac/West has relationships, fiscal management, communication systems, and administrative resources in place to meet your organization's requirements. We pride ourselves on being dedicated to obtaining the desired results for our clients. We strive to build solid, candid working relationships. Being a trusted partner allows us to fully understand our clients' needs, anticipate their challenges, and deliver results that meet and surpass their expectations. Our goal is also to build and maintain working relationships with our clients' allies.

Part of our firm's philosophy is to immerse ourselves in the issues and then respond quickly to emerging news and challenges. In fact, that's how many clients describe us - they know we are solidly "in their corner" at all times.

We are always available to our clients - and that means the firm's management and junior staff. Fiscal accountability is central to Pac/West's relationship with all our clients. All financial activities are completed with transparency. Expenses are documented in accordance with state requirements. Time-specific work plans are submitted. Budget categories are carefully monitored to ensure work is on target and meets budget guidelines. Pac/West could not have achieved such long-term success without a proven reputation of controlling the quality of our products, as well as completing projects on time and on budget.

CLIENT COMMUNICATION

We are proud of our communication with clients. Our team meets regularly with clients to ensure that everyone works in concert and according to your team's direction. We also provide written newsletter articles monthly for many clients, and weekly during legislative sessions. We attend meetings as often as necessary. We utilize email, phone, and in-person meetings to provide information to our clients.

Every legislative session concludes with an end-of-session report, whether in the form of a printed booklet or as a presentation. Our reports contain an overview of the session, a narrative description, and a glimpse into the future. We customize our final reports based on our client's input, and we will be available to make an end-of-session presentation to the City and its key stakeholders.

PROPOSED SERVICES

GOVERNMENT AFFAIRS & LOBBY SERVICES

The work of Pac/West Lobby Group's fingerprints has been on nearly every major piece of legislation passed into law in Oregon over the past three decades. The principals have been involved in every legislative session since 1977. Our team helped fashion the medical malpractice reforms of the late 1980s, create the Oregon Health Plan, and the nationally recognized Mahonia Hall Workers Compensation reforms of the early 1990s, drive improvements to the Forest Practices Act, Strategic Investment Program, and Single Sales Factor corporate tax policy. In the most recent sessions, our team was some of the primary architects of the largest public works investments in state history, known as the 2009 Jobs and Transportation Act, and the 2017 Keep Oregon Moving legislation.

However, the most important element of Pac/West's legislative know-how is the ability to apply that expertise to any situation, regardless of the issue. To successfully influence the legislative process, you must know the procedures, the players, and the politics. In addition to being well-respected for getting the job done with state legislators, our team has established a good working relationship with the Governor's office, numerous state agencies, and commissions to ensure a positive regulator climate.

Pac/West is one of the largest government affairs firms in the Northwest, which translates into having the horsepower to make things happen. We have the bandwidth necessary to tackle large and controversial projects.

Access to Decision Makers

Pac/West brings more than 30 years of relationships that span both major political parties across the state. We believe in the importance of good state policy. We guide our clients through the procedures and politics to exert influence in the legislative process. Rather than approaching legislators only when we want something, it's best to engage them throughout the year. We will arrange introductions and meetings with legislators and agency leaders as necessary.

Legislative Strategy

At Pac/West Lobby Group, we work through a deliberate and time-tested approach with our government affairs clients. The first step is to develop a comprehensive legislative strategy that evaluates and prioritizes threats and opportunities and ensures we are prepared for all foreseeable eventualities.

The basic components of any proactive government affairs and legislative strategy include:

1. Building member/client identify with elected and appointed officials;
2. Monitoring opposition/competitor activity and legislative actions;
3. Assisting with the development of an agenda;
4. Drafting and obtaining sponsors of bills;
5. Working leadership to garner favorable committee assignments;
6. Meeting with the Chair and members of the applicable committees;
7. Lobbying the originating chamber in its entirety to ensure passage of the legislation;
8. Repetition of steps 2-4 in the other chamber;
9. Re-working the original chamber if concurrence is necessary;



10. Completion of the process with a signature from the governor;
11. Monitoring agency rulemaking to ensure legislation is implemented accurately.

A defensive legislative strategy would include many of the same activities, but hopefully with fewer steps along the way (killing a bill by assignment to a committee without sufficient votes to pass is always an appealing option).

Whether a Joint Ways & Means Committee or separate House and Senate Committees, the budgetary process is much longer than the traditional policy route, thus requiring a different strategy. We maintain close relationships with budget chairs to ensure relationships in this sphere of policymaking as well.

Bill Monitoring

As part of our standard government affairs services, Pac/West tracks priority issues through legislative and rulemaking hearings. We work diligently to know in advance when various proposals will be heard, even if we only have a 24-hour notice before it is publicly posted. By working with the committee, legislative and leadership staff, our team keeps a close watch on all legislation. Our team meets regularly with clients to ensure that everyone works in concert and according to your team's direction. These regular meetings have worked well during previous legislative sessions to keep lines of communication running effectively.

With the entire Pac/West team at your disposal, you can be assured that written testimony, talking points, or other deliverable materials will be of the highest quality and delivered on time. We monitor all legislation of interest on a daily basis.

Coalition Building

To be successful in the legislative process, it may be necessary to build coalitions of support. Our professionals are well-connected with a wide range of partners across industry sectors. We also have long-standing relationships with elected officials and business leaders through the Northwest and nationally. Pac/West leadership has extensive experience and connections in politics at the local, regional, state, and federal levels. We have experience working at all levels of government and on both sides of the political aisle. Many firms claim to be bipartisan or nonpartisan, but our firm sets itself apart from others because we deliberately hire professionals with diverse backgrounds to ensure our clients have the experience needed to reach the desired outcomes in the legislative process.

Preparing Testimony, Position Papers, and Advocacy Materials

The importance of messaging and testimony in the legislative process cannot be overlooked. Over the years, we have prepared and assisted in the preparation of testimony for numerous clients. We may work with presenters to prepare concise and persuasive testimony and coach them on delivery. We can also draft and deliver the testimony ourselves - it just depends on the circumstances.

Pac/West has tremendous experience producing effective educational and advocacy material. These may include one-pagers, presentations, brochures, informational websites, and more to supplement our lobbying efforts as needed. Depending on the strategy, these materials may be targeted to legislators, agency leaders, coalition partners, or the public.



Here is a partial list of action items to give you an idea of how we would approach the Scope of Work outlined in the RFQ:

Before Sessions:

- Meet with the City of Sandy team to develop work plan based on legislative priorities. Identify specific strategy for proposed legislation and budget items; keep the City of Sandy informed of all developments.
- Conduct in-depth research on legislative priorities; develop position papers
- Outreach to other groups/coalitions, including Clackamas County, Washington County, Multnomah County, Metro, and the League of Oregon Cities, among others.
- Coordinate and schedule meetings with legislators, the Governor, the Governor’s policy staff and agency officials to advance the legislative agenda.
- Read every introduced bill and provide a comprehensive report of relevant legislation.

During Sessions:

- Meet with legislators and the Governor’s office to advance legislative priorities.
- Attend committee hearings to track bills through the legislative process.
- Assist with providing oral and/or written testimony and working with members of the City of Sandy to deliver that testimony, from planning to follow-through.

- Provide weekly reports that include new and developing legislation, budget issues and amendments, and an evaluation of the progress of the work plan (communication between main points of contact may be more frequent—even daily, if necessary).
- Regular in-person or phone meetings to discuss legislation and strategy.

After Sessions:

- Secure Governor’s approval (or veto) of bills.
- Present final legislative report describing successes and recommendations for the future.
- Keep the City of Sandy informed of activities, including implementation of legislation in the Executive Branch, as well as other political activity.
- Engage in work groups or other interim activities.
- Provide reports (as requested) to the City of Sandy.



PROPOSED TEAM



Ryan Tribbett
President

Ryan has spent over two decades working on legislative and business issues related to economic development, transportation infrastructure, apprenticeships, labor law, contracting code, capital construction funding, local governments, LNG terminals, and procurement.

Ryan's coalition-building skills have led to the development of key state programs like Connect Oregon, where millions have been invested in roads, rail, bridges, and ports, to move business commodities to domestic and global markets. Most recently, Ryan helped clients secure a \$10 million capital construction funding allocation for the Southern Oregon Medical Workforce Center and \$2 million for the Curry Health Network Brookings Emergency Room, as well as the establishment of a new tax credit for Oregon's shortline railroads, and passage of both of Oregon's largest and environmentally friendly transportation packages, totaling over \$6 billion in transportation project investments.

Ryan's expertise comes from knowing the legislative process and his strong relationships with leaders in both political parties in the House, Senate, and Governor's Office. Ryan has served as a policy advisor and chief of state in the Oregon State Senate, as well as a campaign manager and field director on campaigns. Additionally, Ryan excels at helping policymakers understand the real-world effects of proposed bills or regulations on his clients.

Regardless of political swings, Ryan's ability to translate client needs into an obtainable political strategy has helped Pac/West Lobby Group clients achieve success.



Paul Phillips
Strategic Partner

Paul is one of the leading public affairs and political campaign strategists active today. With more than 30 years of professional experience in politics, marketing, and issues management, Paul has an impressive track record of designing and implementing successful plans on a

wide range of issues such as taxation, transportation, waste management, sportsman/conservation, natural resources, health care, energy, tourism, and economic development.

Paul began his political career while working on the successful Oregon gubernatorial campaign of Victor G. Atiyeh. After five years working as an assistant to Governor Atiyeh, Paul was hired by Nike, Inc., to manage communication development. While working at Nike, Paul was appointed to the State House of Representatives. After successfully winning two elections, Paul left the House and was elected to the State Senate where he served two terms. In the Senate, he was Assistant Majority Leader and chaired the Revenue and School Finance Committee.

Paul was recently appointed to the Native American Youth and Family Center Board of Trustees. He has also previously served as a member of the board for Pacific University, People for Washington County Charities, Tigard/Tualatin Community Youth Services, and Washington County Community Corrections Advisory Board.



Phil Scheuers
Account Manager

For the last 12 years, Phil has worked on government affairs and economic development. Before coming to Pac/West, he served as the legislative director to the ranking member of the House of

Representatives, focusing much of his time on the joint ways and means and capital construction processes. Phil also has significant experience in economic development programs, including business incentives, industrial land development, and more. He maintains strong relationships with regional and state partners.



Daniel Wattenburger
Director of Media Relations

Daniel boasts 10 years of managing editorial experience from his time at the award-winning East Oregonian daily newspaper, with individual accolades for editorial and design. He harnesses his expertise for Pac/West Lobby Group to create

communications and public engagement campaigns for a variety of public and private organizations including local governments, healthcare, economic development, agriculture, and education. Daniel brings a fresh and first-hand understanding of the current media and marketing landscape gives me an objective view of how campaigns and strategies will be received. As a lifelong resident of Eastern Oregon and Washington, he has a close connection with rural issues and an interest in collaboration for the betterment of all.



Anne Johnson
Account Manager

Anne specializes in rural concerns with a current emphasis on agriculture and local government interaction. She assists clients by lobbying on their behalf and educating decision-makers on the many

concerns facing the rural areas of the state. In addition, she attends public hearings, gives testimony, arranges meetings, and otherwise provides logistical support for her clients and the Pac/West team.

Prior to joining Pac/West, Anne spent 13 years working at the Oregon State Capitol, where she worked as a Legislative Assistant in both the Oregon House and Senate. She has held various creative positions working in both print and radio. She has facilitated a number of interim task force meetings and most recently worked with the Oregon Coastal Caucus on the annual Oregon Coast Economic Summit. Anne has worked on multiple Senate and House campaigns as well as a statewide campaign.



Bernie Robinson, Partner
The Livingston Group

Bernie Robinson joined The Livingston Group in 2001 and became a Partner in 2008. Prior to TLG, he served in Governor George Ryan's cabinet as the lead lobbyist for the State of Illinois from 1999 to 2001. Mr.

Robinson helped elect and also served as Chief of Staff to Congressman Jim McGovern (D-MA).

On behalf of Philip Morris, Mr. Robinson established and led a 50-state U.S. government affairs program from 1978 to 1984. Mr. Robinson was based in Lausanne, Switzerland for Philip Morris International

from 1984 to 1990 as a member of the firm's 13-person management team overseeing operations in 86 countries, including Scandinavia/Finland, Africa, the Middle East, Turkey, Eastern Europe and the former USSR. He directed Philip Morris' successful tort reform program in the U.S. from 1990 to 1993.

In 2002, Mr. Robinson helped develop an agreement between the Government of Cuba and the Social Service USA Research Council to preserve Ernest Hemingway's writings in Cuba. Mr. Robinson has a Bachelor of Arts degree in history from Thomas More College and a juris doctorate from the Chase School of Law in his home state of Kentucky.

PROPOSED PRICING

Flat Monthly Retainer

The retainer covers administrative costs, labor, communication and message drafting, media relations, economic development services, and other associated tasks related to the scope of work.

As a beginning scope, Pac/West suggests a flat monthly retainer of \$3,000/month for state government affairs and lobby services, and \$1,500/month for federal government affairs monitoring services. After meeting with the City of Sandy to discuss a more thorough scope of work, funding levels, and priorities, we can develop a detailed budget that fits your needs and budget.

Hard Costs & Reimbursable Expenses

Hard costs or reasonable out-of-pocket expenses incurred by Pac/West Lobby Group in connection with the scope of work of this proposal, including printing, postage, travel, business meals, and other customary expenses, will be billed separately from the proposed flat monthly retainer as pre-approved by you on a case-by-case basis.

	Monthly	Annual
State Government Affairs & Lobby Services	\$3,000	\$36,000
Federal Government Affairs Monitor Services	\$1,500	\$18,000
	\$4,500	\$54,000

CONCLUSION

Pac/West is committed to providing excellent and responsive service. We take pride in the many long-standing relationships we maintain with our clients. Our work has delivered winning results for our clients across the state. We are confident in our ability to deliver above and beyond your expectations.

Thank you for your consideration. If you have any questions, please feel free to contact us. We have also included the below references for your convenience.

Key Contacts

Ryan Tribbett, President
Pac/West Lobby Group
503-851-1783
tribbett@pwlobby.com

Paul Phillips, President
Pac/West Communications
503-720-1260
phillips@pacwestcom.com

Phillip Scheuers, Account Manager
Pac/West Lobby Group
541-667-7150
scheuers@pwlobby.com