



Budget Message

Budget Committee

Council Goals

**Organizational
Chart**

CITY OF SANDY

ADOPTED BIENNIAL BUDGET



FY 2017-2019

BUDGET CALENDAR

**INDIRECT SERVICE
ALLOCATION COSTS**

**CITY-WIDE OVERALL
BUDGET**

**DEPARTMENT & FUND
BUDGETS**

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2017-2019 Adopted Biennial Budget



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CITY OF SANDY

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Gateway to Mt. Hood

July 1, 2017

Mayor and City Council, members of the Budget Committee, residents of Sandy, Oregon:

OVERVIEW

Presented herein is the 2017 - 2019 Biennium Proposed Budget for the City of Sandy and the Urban Renewal Agency. The budget document is the most important document that is adopted by the City Council and represents the desires of the community.

Input from the community comes to the council in many formats, direct contact, public meetings, social media, letters and phone calls are but just a few. The 2017 - 2019 Council Goals reflect the input council receives from the community. In January 2016, the City Council held a Council Retreat to review the status of past goals, policies, and to update these items for the future.

Once the goals are established, city staff then prepare department/fund proposed budgets to reflect those priorities and the City Manager, acting as the city's budget officer, compiles these into the total budget for the city. For the biennium period beginning July 1, 2017, the overall budget totals \$68,655,459 and is balanced, as required by the statutory limits of Oregon budget law.

Budget

The City of Sandy prepares and adopts a budget in accordance with its City Charter and ORS 249.305 through 294.565. The City Manager has responsibility for 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.

Sandy has used "expenditure control budgeting" which is based on the premise that directors are paid to manage, and gives the directors the flexibility over individual line items, as long as they remain within the "bottom line". A key feature is that department directors are allowed carry over savings from one biennium into the next. The policy eliminates the "spend it or lose it" incentive. Carryover savings are shown as the beginning balance in the department/fund budgets.

The budget is comprised of 15 funds: 9 governmental and 6 proprietary.

Personnel

Considering that the personnel costs are over \$14,007,000 of the City's budget, funding in this area is integral to balancing the budget while continuing services at a level to meet community expectations. The City has one collective bargaining unit, the Sandy Police Officers Association (SPOA). The SPOA negotiates with the City for all pay, allowances and conditions of employment. All other employees are considered general employees and are provided the same pay, benefits and are governed under the City's Personnel Handbook/Policy Manual.

There is an overall increase of 4.62 Full Time Equivalent (FTE) proposed in the budget, from 67.15 to 71.77 FTEs. An FTE is the hours worked by one employee on a full-time bases. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day, x 5 days per week, x 52 weeks per year. Notable FTE changes are summarized as follows:

- Increase Administrative Assistant and Planning Assistant FTE from a total of 1.25 to 2.00.
- Add 1.00 FTE Utility Worker.
- Retain 3.00 Telecom Utility Workers (hired during the 15-17 biennium, but not budgeted).

Personnel costs include a cost of living adjustment (COLA) of 3% and 2% are included in the budget, respectively FY 17-18 and FY 18-19. Also included in personnel costs is an annual salary step increase of 5% for employees who have not yet reached the maximum step in the pay range.

PERS pension costs continue to climb significantly. These increases are reflected in the budget. We have balanced the budget inclusive of the PERS rate increases, which become effective July 2017. The rate increases are summarized as follows:

- General Service
 - Tier 1/Tier 2: +29.27%
 - OPSRP: +29.81%
- Police/Fire
 - Tier 1/Tier 2: +29.27%
 - OPSRP: +25.87%

The City will continue to pick up the employee's 6% share of the PERS contribution.

Healthcare benefits premiums are budgeted with an estimated increase of 6.25% above FY 16-17 levels. The City continues to offer a monthly premium cap of \$793 for general service and \$1,300 for SPOA members, plus an additional 50% for the premium cost above the cap. Employees contribute to the premium cost, ranging from \$0.00 to \$590.46 per month depending on the number of dependents and their medical & dental plan choice.

Infrastructure, Assets and Programs

Some of our larger or new projects that fall under this heading include, but are not limited to:

Cedar Ridge Project – The city purchased a 40-acre school campus and aquatic center from the Oregon Trail School District earlier this year. We have a sent out a Request for Proposal and once a firm is chosen start a master planning process. Our vision is for a multi-generational use community center, hiking trails, sports complex in addition to an aquatic venue. Due to the size and costs related to this project, we will be using a phased approach that will be built into the master plan.

Tenant Improvement Grant Program - The purpose of this newly funded program is to encourage new restaurants in Sandy by helping to address the cost of a commercial kitchen acting as a barrier to entry into this market. We also help this will encourage private investment in existing downtown businesses and commercial properties. Lastly, this program helps to address two stated Council goals of “encouraging the location of a brewpub/restaurant? And “encouraging the development of other dining opportunities to complement the offerings of existing businesses”.

Fleet Management Program – The city has entered a contract for fleet management and lease purchase of vehicles. Public Works, Sandy Net/IT and the Police Department will all be getting new vehicles. This lease program allows us to cycle through vehicles sooner, save us money and comes with a fleet management program. The fleet management software and account specialist assigned to Sandy will ensure our vehicles are performing as inexpensively as possible and that all maintenance it done on time.

Respectfully,

Kim Yamashita

City Manager



BUDGET COMMITTEE MEMBERS

NAME

TERM EXPIRES

Mayor

Bill King

December 2018

Councilors

Jeremy Pietzold

December 2018

Lois Coleman

December 2018

Carl Exner

December 2018

John Hamblin

December 2020

Donald Hollis

December 2020

Olga Gerberg

December 2020

Citizens

Laurie Smallwood

June 2018

Mary Dickinson

June 2018

Jan Lee

June 2019

Garrett Thornton

June 2019

Barry Abrams

June 2020

Jeff Cary

June 2020

Brian Singer

June 2020

CITY STAFF

City Manager & Budget Officer

Kim Yamashita

Finance Director

Lisa Young

Police Chief

Ernie Roberts

Library Director

Sarah McIntyre

Planning and Building Director

Kelly O'Neill, Jr.

Public Works Director

Mike Walker

Community Services Director

Tanya Richardson

SandyNet General Manager & IT Director

Joe Knapp

Transit Director

Andi Howell

CITY COUNCIL GOALS

1. IMPROVE THE CITY'S INFRASTRUCTURE TO MEET CURRENT STANDARDS AND PROVIDE FOR MANAGED FUTURE GROWTH

This Year

- a) Explore and implement new funding for transportation needs.
- b) Continue to conduct sidewalk and sidewalk access apron inventory each year to improve pedestrian safety.
- c) Implement a phased approach to connecting multiple dwelling units and business community to fiber optics.
- d) Pursue a transfer of jurisdiction of Hwy 211 within the city limits to the City of Sandy as a step toward creating a safe pedestrian connection.
- e) Continue to work toward expansion of fiber optic network in the business community.
- f) Explore solutions to traffic problems at the library crosswalk, pending availability of funds for the long term solution identified in the Transportation Systems Plan. Work with ODOT to improve signal timing on Hwy 26.

Next Two Years

- a) As funding becomes available, implement plan for 362nd Ave, Kate Schmitz Street and Bell Street extensions.

- b) Complete a facility assessment for long-term needs.
- c) Complete upgrades to security and accessibility to City Hall.

Long Range

- a) Identify a strategy to fund and build small individual landscaped medians on Hwy 26 east of 362nd.
- b) Look for opportunities to purchase land that can be used for community purposes in the future.
- c) Explore opportunities to improve pedestrian crossing at the east/west end of town across Hwy 26.
- d) Explore options to include a parking garage at or during the Cedar Ridge development.
- e) Expand City Hall frontage.

2. BUILD THE CITY'S TAX BASE BY SUPPORTING AND EXPANDING THE BUSINESS COMMUNITY

This Year

- a) Continue the Urban Renewal "facade" program.
- b) Maintain and build on the downtown community events (First Fridays, Trick or Treat Trail, Christmas Tree Lighting)

Next Two Years

- a) Explore incentives to promote new business construction on vacant land and underdeveloped properties.

CITY COUNCIL GOALS

- b) Develop a Pleasant Street Master Plan.
- c) Complete development and licensing program on SandyNet software.

Long Range

- a) Encourage location or development of a brew pub/restaurant.
- b) Encourage development of other dining opportunities to complement the offerings of existing businesses.
- c) Continue to seek medical facility that provide 24-hour service.
- d) Encourage development of a destination hotel/restaurant/conference center.
- e) Encourage development of apartments and condominiums on the top floors of downtown commercial buildings.

3. MANAGE GROWTH PRESSURE THROUGH CAREFUL PLANNING

This Year

- a) Expand the urban growth boundary to increase the potential supply of larger residential lots.
- b) Identify ways to provide more "move up" home opportunities for Sandy residents.
- c) Fine tune zoning; e.g., consolidation of I-3 and I-2 zones.
- d) Finalize implementation of new system software with the eventual

goal to reduce turnaround time for development applications.

Next Two Years

- a) Annex islands (properties surrounded by city limits) into the city.

4. BUILD ON THE CITY'S SUPERB QUALITY OF LIFE

This Year

- a) Improve communication for city events and issues.
- b) Look for ways for the city to recognize notable achievements and people in the community.
- c) Complete the update of the park master plan.
- d) Develop Master plan for community center/pool facility and implement operational funding.
- e) Construct second planned dog park.

Next Two Years

- a) In cooperation with other agencies, develop a mountain bike trail in Sandy.
- b) Explore options to promote the development of "smart homes" within new subdivisions.
- c) Explore options for outdoor art installations.

Long Range

- a) Continue to seek funding for the bike/ped connection to the Springwater Trail.
- b) Plan for a loop trail system within the city and develop a strategy for funding it.
- c) Seek options for an RV park and camping for short-term stays.

CITY COUNCIL GOALS

5. ENSURE OUR CITY IS A SAFE PLACE FOR OUR RESIDENTS AND VISITORS

This Year

- a) Continue communication of resources for neighborhood watch programs.

Next Two Years

- a) Increase officer safety by increasing police resources (personnel, equipment, etc.)
- b) Develop warming/emergency Shelter Facility

6. OTHER GOALS/PROJECTS

This Year

- a) Continue to build relationships between the City Council and other local governments and community organizations.
- b) Continue to explore ways to encourage the city's growing Spanish-speaking population to participate in city government, educational resources, and community activities. Examine ways that city facilities could be used for educational purposes.
- c) Identify strategies for eliminating the "digital divide" in Sandy.
- d) Update and implement a branding strategy. Identify funding mechanism for a branding plan.
- e) Establish youth council.

Next Two Years

- a) Identify new grant opportunities for city projects.
- b) Work with Oregon Trail School District to develop ROTC program.
- c) Explore options for Youth Programs and Internships.

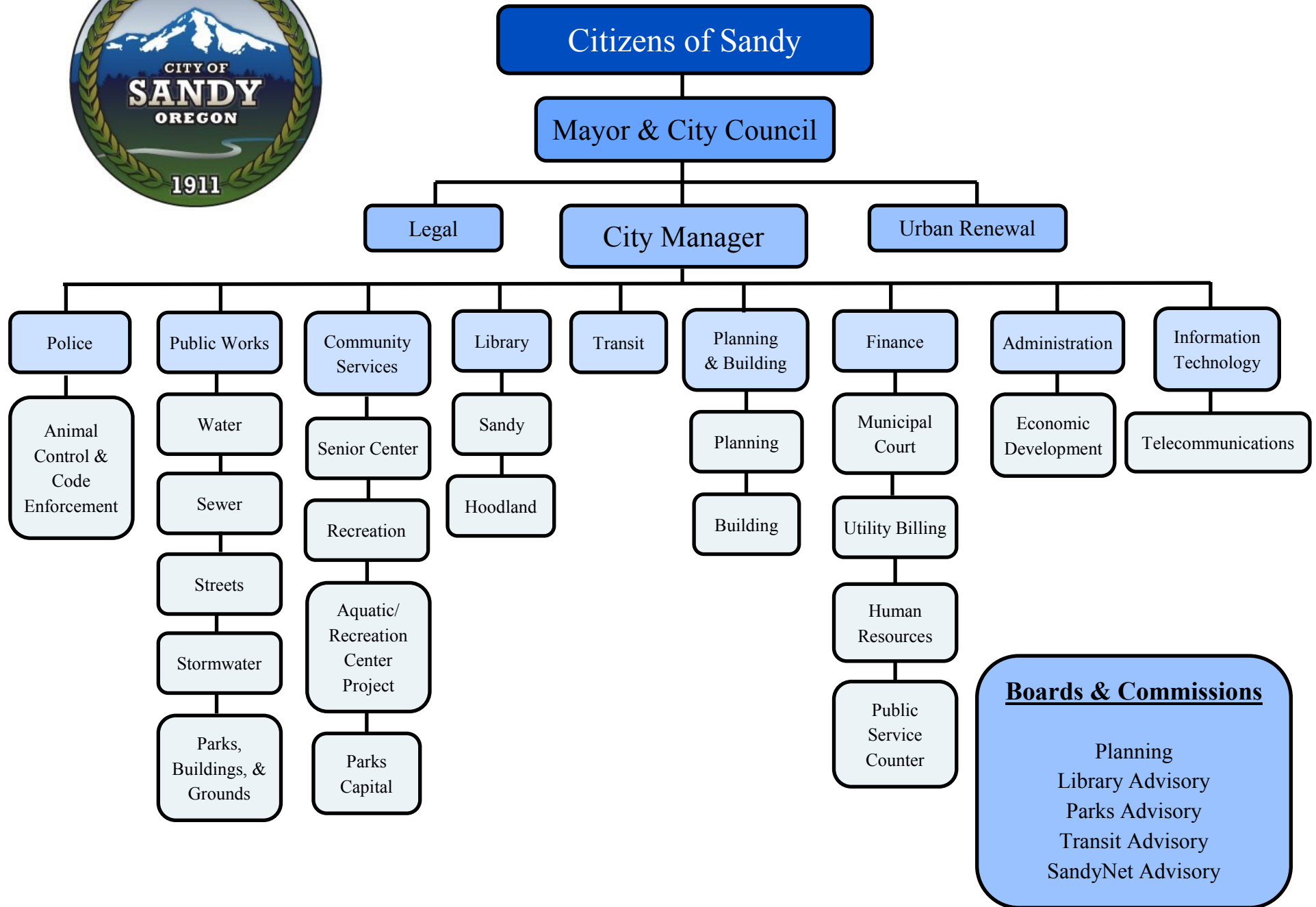
Long Term

- a) Identify a location and develop a makerspace program.

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ORGANIZATIONAL CHART





BUDGET CALENDAR

January 2017

- Council Goal Setting Workshop
- 2nd Quarter Financial Review
- Budget sheets distributed to Department Directors.

March 2017

- Budget Narratives and worksheets due to the City Manager.
- Advertise for Budget Committee member vacancies.
- Appointment Budget Committee members

April 2017

- Budget Committee meetings are published in Sandy Post and on the city's website.
- City Manager presents the budget message and delivers the Proposed Budget at the first official Budget Committee meeting.
- Budget Committee discusses, deliberates and approves the budget.
 - **Tuesday – 7:00 p.m. – City Hall - April 25th (Budget Message Delivered)**
 - **Tuesday – 7:00 p.m. – City Hall – April 26th**

May 2017

- Budget is updated to reflect any Committee changes.
- Prepare and publish Notice of Budget Hearing.
- Council discusses, deliberates and reviews approved budget from Committee.
- Council passes resolutions for state revenue sharing eligibility and proposed rates.
- Council holds Budget Hearing and adopts Budget, makes appropriations and declares tax rate.

June 2017

- Adopt Biennial Budget for Fiscal Years 2017 -2019

July 2017

- Adopted Budget goes into effect July 1st.
- Budget and property tax certification is submitted to County by July 15th.



CITY OF SANDY

INDIRECT SERVICE COST ALLOCATION

| | | Indirect Service Cost Allocation | | | | | | | |
|------------------------|----------------------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | | 024 | 025 | 026 | 028 | 040 | 067 | 039 | Indirect Total |
| | Support Service | Council | Admin | Legal | Finance | IT | Opt Ctr | NonDept | |
| | Notes | 1,2 | 2 | 2 | 2 | 2 | 3 | 4 | |
| Direct Services | | | | | | | | | |
| 024 | City Council | - | 3,958 | 1,259 | 5,551 | 4,438 | 730 | 8,500 | 24,436 |
| 027 | Municipal Court | 620 | 3,288 | 1,046 | 4,611 | 3,687 | - | 7,758 | 21,009 |
| 029 | Library | 2,480 | 73,776 | 23,470 | 103,468 | 82,724 | - | 17,768 | 303,685 |
| 030 | Police | 3,720 | 119,431 | 37,993 | 167,496 | 133,915 | 5,813 | 28,705 | 497,074 |
| 031 | Animal Control/Code | 620 | 4,223 | 1,344 | 5,923 | 4,736 | - | 1,018 | 17,863 |
| 033 | Recreation | 620 | 16,218 | 5,159 | 22,745 | 18,185 | - | 3,893 | 66,820 |
| 034 | Seniors | 620 | 21,971 | 6,989 | 30,814 | 24,636 | - | 5,282 | 90,312 |
| 035 | Parks, Buildings & Grounds | 620 | 14,109 | 4,488 | 19,787 | 15,820 | 6,554 | 3,392 | 64,771 |
| 036 | Planning | 3,100 | 11,161 | 3,551 | 15,653 | 12,515 | - | 26,102 | 72,081 |
| 037 | Building | 3,100 | 16,272 | 5,176 | 22,820 | 18,245 | - | 38,226 | 103,840 |
| 038 | Economic Development | 620 | 5,189 | 1,651 | 7,277 | 5,818 | - | 11,962 | 32,515 |
| 054 | Street | 3,100 | 21,670 | 6,893 | 30,391 | 24,298 | 11,455 | 5,184 | 102,990 |
| 070 | Transit | 1,240 | 27,599 | 8,780 | 38,706 | 30,946 | 42,541 | 6,579 | 156,390 |
| 052 | Water | 3,100 | 25,059 | 7,972 | 35,144 | 28,098 | 11,455 | 5,990 | 116,816 |
| 053 | Sewer | 3,100 | 26,743 | 8,507 | 37,506 | 29,986 | 11,455 | 6,389 | 123,686 |
| 055 | Stormwater | 620 | 6,579 | 2,093 | 9,226 | 7,377 | 11,455 | 1,584 | 38,933 |
| 056 | SandyNet | 620 | 24,279 | 7,724 | 34,051 | 27,224 | 12,000 | 5,834 | 111,732 |
| 072 | Urban Renewal | 3,100 | 3,870 | 1,231 | 5,428 | 4,340 | - | 930 | 18,899 |
| | | 30,998 | 425,395 | 135,326 | 596,596 | 476,987 | 113,457 | 185,098 | 1,963,856 |

NOTES:

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

REQUIREMENTS SUMMARY – ALL CITY FUNDS COMBINED

The information below provides an overview of two year fiscal year actuals, fiscal years 15-17 current biennial budget and the fiscal years 17-19 biennial budgets for all funds and programs.



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 110 - GENERAL FUND | 11,602,364 | 14,290,066 | 24,727,514 | 26,997,482 | 26,997,482 | 26,997,482 |
| 240 - STREET FUND | 1,472,093 | 3,867,361 | 4,302,588 | 6,358,426 | 6,358,426 | 6,358,426 |
| 270 - TRANSIT FUND | 1,673,880 | 2,927,036 | 5,382,951 | 5,573,891 | 5,573,891 | 5,573,891 |
| 280 - AQUATIC/RECREATION CENTER FUND | - | - | - | 133,105 | 133,105 | 133,105 |
| 350 - PARKS CAPITAL PROJECTS FUND | 428,839 | 249,851 | 688,071 | 1,258,556 | 1,258,556 | 1,258,556 |
| 440 - SEWER BOND RESERVE FUND | 80,764 | 962,394 | 1,557,120 | 1,826,002 | 1,826,002 | 1,826,002 |
| 450 - CITY FFC DEBT SERVICE FUND | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| 520 - WATER FUND | 1,458,616 | 3,960,024 | 4,637,931 | 4,453,207 | 4,453,207 | 4,453,207 |
| 530 - SEWER FUND | 1,348,092 | 1,876,162 | 3,137,578 | 3,669,035 | 3,669,035 | 3,669,035 |
| 550 - STORMWATER | 222,694 | 789,488 | 1,002,203 | 1,007,340 | 1,007,340 | 1,007,340 |
| 560 - TELECOMMUNICATIONS FUND | 1,301,585 | 1,312,643 | 3,325,589 | 3,906,611 | 3,906,611 | 3,906,611 |
| 670 - OP CTR INTERNAL SERVICE FUND | 649 | 225,358 | 335,691 | 115,900 | 115,900 | 115,900 |
| 680 - FACILITIES MAINTENANCE INTERNAL SERVICE FUND | - | - | - | 330,000 | 330,000 | 330,000 |
| 720 - URBAN RENEWAL AGENCY FUND | 1,439,769 | 2,998,601 | 14,499,263 | 11,239,014 | 11,239,014 | 11,239,014 |
| Total Resources: | 21,029,346 | 33,458,984 | 63,596,499 | 68,655,459 | 68,655,459 | 68,655,459 |

REQUIREMENTS SUMMARY – GENERAL FUND PROGRAMS

The table below summarizes the budget by each program of two year fiscal year actuals, fiscal years 15-17 current biennial budget and the fiscal years 17-19 biennial budgets.

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|---|---|--|
| Requirements | | | | | | |
| 110 - GENERAL FUND | 10,922,840 | 11,402,881 | 24,727,514 | 26,997,482 | 26,997,482 | 26,997,482 |
| 240 - STREET FUND | 997,232 | 1,036,872 | 4,302,588 | 6,358,426 | 6,358,426 | 6,358,426 |
| 270 - TRANSIT FUND | 1,333,376 | 1,128,140 | 5,382,951 | 5,573,891 | 5,573,891 | 5,573,891 |
| 280 - AQUATIC/RECREATION CENTER FUND | - | - | - | 133,105 | 133,105 | 133,105 |
| 350 - PARKS CAPITAL PROJECTS FUND | 57,648 | 82,863 | 688,071 | 1,258,556 | 1,258,556 | 1,258,556 |
| 440 - SEWER BOND RESERVE FUND | 500,000 | - | 1,557,120 | 1,826,002 | 1,826,002 | 1,826,002 |
| 450 - CITY FFC DEBT SERVICE FUND | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| 520 - WATER FUND | 1,002,429 | 1,875,788 | 4,637,931 | 4,453,207 | 4,453,207 | 4,453,207 |
| 530 - SEWER FUND | 1,199,237 | 1,402,641 | 3,137,578 | 3,669,035 | 3,669,035 | 3,669,035 |
| 550 - STORMWATER | 177,223 | 236,940 | 1,002,203 | 1,007,340 | 1,007,340 | 1,007,340 |
| 560 - TELECOMMUNICATIONS FUND | 7,297,831 | 1,698,832 | 3,325,589 | 3,906,611 | 3,906,611 | 3,906,611 |
| 670 - OP CTR INTERNAL SERVICE FUND | 52,764 | 67,098 | 335,691 | 115,900 | 115,900 | 115,900 |
| 680 - FACILITIES MAINTENANCE INTERNAL SERVICE FUND | - | - | - | 330,000 | 330,000 | 330,000 |
| 720 - URBAN RENEWAL AGENCY FUND | 722,578 | 964,477 | 14,499,263 | 11,239,014 | 11,239,014 | 11,239,014 |
| Total Requirements: | 24,263,159 | 19,896,534 | 63,596,499 | 68,655,459 | 68,655,459 | 68,655,459 |

PURPOSE AND FUNCTION

The General Fund revenues accounts for resources not accounted for by other specific departments or funds of the City.

Principal sources of revenues are:

- Property taxes
- Shared revenues
- Franchise fees
- Business licenses
- Various fees.

The use of general revenue has been shown explicitly as transfers to specific direct service programs; City Council, Municipal Court, Library, Police, Recreation, Seniors, Parks, Planning, Economic Development, Non-Departmental, Parks Capital Project Fund, Aquatic/Recreation Center Fund, and Telecommunication Fund.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Actual revenue received came in higher than originally projected throughout the biennium, specifically Property Taxes.

GOALS AND FOCUS FOR Fiscal Years 17-19

None.

BUDGET HIGHLIGHTS

- ✓ Property tax revenue projections assume a 4% increase in assessed value for each fiscal year with a 95% collection rate. City's tax rate is \$4.1152 and the projected assessed value beginning in FY 17-18 is \$ 804,530,965.
- ✓ 49.27% of the revenue distribution budget is allocated to the Police Department for public safety services.
- ✓ One-time transfer to the Parks Capital Projects Fund to fund the Parks Advisory Board budget.

General Revenue Department

FUND:
110 – General Fund

DEPARTMENT:
000

DEPARTMENT HEAD:
Kim Yamashita,
City Manager

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Property Tax Revenue
- Franchise Fees Revenue
- State Shared Revenue

SUB-FUNDS:

- N/A



BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|----------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 000 - General Revenue | | | | | | |
| Beginning Balance | - | 234,865 | 234,865 | 340,472 | 340,472 | 340,472 |
| Property Tax | 2,781,196 | 2,920,002 | 5,733,400 | 6,504,000 | 6,504,000 | 6,504,000 |
| Transient Room Tax | 37,648 | 37,448 | 51,530 | 60,000 | 60,000 | 60,000 |
| Franchise Fees | 604,829 | 579,826 | 1,104,830 | 1,062,400 | 1,062,400 | 1,060,240 |
| Business Licenses | 61,233 | 53,958 | 110,000 | 100,000 | 100,000 | 100,000 |
| Liquor Licenses | 2,185 | 1,995 | 4,370 | 4,000 | 4,000 | 4,000 |
| School Excise Administration Fee | 1,978 | 1,685 | 1,000 | 1,000 | 1,000 | 1,000 |
| State Shared - Revenues | 260,841 | 289,255 | 426,360 | 580,600 | 580,600 | 580,600 |
| Tourism Development Grants | 20,000 | - | 40,000 | - | - | - |
| Erosion Control Plan Review Fee | 250 | 1,392 | - | - | - | - |
| City Administration Fee | 136 | 4,512 | - | - | - | - |
| Lien Search Fee | 17,040 | 18,610 | 27,600 | 30,000 | 30,000 | 30,000 |
| Interest | 18,107 | 21,837 | 31,700 | 36,000 | 36,000 | 36,000 |
| Miscellaneous | 4,158 | 10,425 | 5,000 | - | - | - |
| PEG Fees | 8,753 | 7,874 | 7,000 | 5,000 | 5,000 | 5,000 |
| Garage Sale Sign Revenue | 507 | 357 | 1,000 | 500 | 500 | 500 |
| Total General Revenue: | 3,818,861 | 4,184,042 | 7,778,655 | 8,723,972 | 8,723,972 | 8,723,972 |
| Requirements | | | | | | |
| 000 - General Revenue | | | | | | |
| Transfers | 4,012,829 | 3,813,830 | 7,778,655 | 8,723,972 | 8,723,972 | 8,723,972 |
| Total General Revenue | 4,012,829 | 3,813,830 | 7,778,655 | 8,723,972 | 8,723,972 | 8,723,972 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---------------------------------------|-----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 110-000-401000 | Beginning Balance | 0.00 | 234,865.00 | 234,865.00 | 340,472.00 | 340,472.00 | 340,472.00 |
| 110-000-410100 | Current Year Property Tax | 2,723,487.86 | 2,871,129.75 | 5,631,400.00 | 6,416,000.00 | 6,416,000.00 | 6,416,000.00 |
| 110-000-410200 | Prior Years Property Tax | 57,708.48 | 48,872.10 | 102,000.00 | 88,000.00 | 88,000.00 | 88,000.00 |
| 110-000-411100 | Transient Room Tax | 37,647.60 | 37,447.92 | 51,530.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| 110-000-431001 | Franchise Fee Electricity | 346,240.81 | 347,608.73 | 626,330.00 | 630,000.00 | 630,000.00 | 630,000.00 |
| 110-000-431002 | Franchise Fee Telephone | 23,866.02 | 23,317.31 | 36,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-000-431003 | Franchise Fee Garbage | 51,714.84 | 31,811.98 | 84,500.00 | 75,000.00 | 75,000.00 | 75,000.00 |
| 110-000-431004 | Franchise Fee Television | 51,268.34 | 48,736.42 | 88,000.00 | 90,000.00 | 90,000.00 | 90,000.00 |
| 110-000-431005 | Franchise Fee Gas | 131,635.32 | 127,228.81 | 270,000.00 | 225,000.00 | 225,000.00 | 225,000.00 |
| 110-000-431120 | Telephone ROW Privilege Tax | 104.11 | 1,123.23 | 0.00 | 2,400.00 | 2,400.00 | 2,400.00 |
| 110-000-432100 | Business Licenses | 61,233.44 | 53,958.20 | 110,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| 110-000-432400 | Liquor Licenses | 2,185.00 | 1,995.00 | 4,370.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-000-434300 | School Excise Administration F... | 1,977.58 | 1,685.01 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-000-441110 | State Shared - Liquor | 145,633.61 | 148,190.35 | 250,640.00 | 338,900.00 | 338,900.00 | 338,900.00 |
| 110-000-441120 | State Shared - Revenue Share | 101,755.02 | 127,507.32 | 149,720.00 | 216,700.00 | 216,700.00 | 216,700.00 |
| 110-000-441130 | State Shared - Cigarette Tax | 13,452.25 | 13,557.76 | 26,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 110-000-441240 | Tourism Development Grants | 20,000.00 | 0.00 | 40,000.00 | | | |
| 110-000-454400 | Erosion Control Plan Reveiw F... | 250.00 | 1,392.00 | 0.00 | | | |
| 110-000-454500 | City Administration Fee | 136.30 | 4,511.84 | 0.00 | | | |
| 110-000-455100 | Lien Search Fee | 17,040.00 | 18,610.00 | 27,600.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 110-000-471100 | Interest | 18,106.51 | 21,837.28 | 31,700.00 | 36,000.00 | 36,000.00 | 36,000.00 |
| 110-000-478000 | Miscellaneous | 4,157.72 | 10,425.16 | 5,000.00 | | | |
| 110-000-478150 | PEG Fees | 8,752.80 | 7,873.60 | 7,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-000-478300 | Garage Sale Sign Revenue | 507.00 | 357.00 | 1,000.00 | 500.00 | 500.00 | 500.00 |
| | Revenue Total: | 3,818,860.61 | 4,184,041.77 | 7,778,655.00 | 8,723,972.00 | 8,723,972.00 | 8,723,972.00 |
| Expense | | | | | | | |
| 110-000-911024 | Revenue Distribution - Council | 16,500.00 | 19,302.00 | 39,604.00 | 42,181.00 | 42,181.00 | 42,181.00 |
| 110-000-911027 | Revenue Distribution - Court | 84,205.00 | 81,174.00 | 162,347.00 | 176,315.00 | 176,315.00 | 176,315.00 |
| 110-000-911029 | Revenue Distribution - Library | 148,752.00 | 143,398.00 | 286,794.00 | 311,292.00 | 311,292.00 | 311,292.00 |
| 110-000-911030 | Revenue Distribution - Police | 1,989,781.00 | 1,915,978.00 | 3,831,956.00 | 4,297,135.00 | 4,297,135.00 | 4,297,135.00 |
| 110-000-911031 | Revenue Distribution - Code | 80,772.50 | 80,034.00 | 160,068.00 | 180,446.00 | 180,446.00 | 180,446.00 |
| 110-000-911033 | Revenue Distribution - Recreat... | 311,961.50 | 283,606.00 | 601,461.00 | 599,938.00 | 599,938.00 | 599,938.00 |
| 110-000-911034 | Revenue Distribution - Seniors | 276,433.50 | 283,606.00 | 532,964.00 | 630,047.00 | 630,047.00 | 630,047.00 |
| 110-000-911035 | Revenue Distribution - Parks | 259,064.00 | 317,238.00 | 634,475.00 | 688,387.00 | 688,387.00 | 688,387.00 |
| 110-000-911036 | Revenue Distribution - Planning | 110,018.00 | 119,192.00 | 238,384.00 | 258,145.00 | 258,145.00 | 258,145.00 |
| 110-000-911038 | Revenue Distribution - Econom.. | 154,838.00 | 107,730.00 | 215,459.00 | 343,680.00 | 343,680.00 | 343,680.00 |
| 110-000-911039 | Revenue Distribution - Non-D... | 505,503.00 | 462,572.00 | 925,143.00 | 894,915.00 | 894,915.00 | 894,915.00 |
| 110-000-911056 | Revenue Distribution - SandyN... | 75,000.00 | 0.00 | 150,000.00 | 162,817.00 | 162,817.00 | 162,817.00 |
| 110-000-911280 | Revenue Distribution - Aquatic... | 0.00 | 0.00 | 0.00 | 133,104.00 | 133,104.00 | 133,104.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-000-911350 Revenue Distribution - Parks C... | 0.00 | 0.00 | 0.00 | 5,570.00 | 5,570.00 | 5,570.00 |
| Expense Total: | 4,012,828.50 | 3,813,830.00 | 7,778,655.00 | 8,723,972.00 | 8,723,972.00 | 8,723,972.00 |
| Department: 000 - Undesignated Surplus (Deficit): | -193,967.89 | 370,211.77 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | -193,967.89 | 370,211.77 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | -193,967.89 | 370,211.77 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Mayor and City Council department represents costs directly associated with the City Council. The Mayor and City Council members are elected by the citizens of Sandy to provide leadership and establish the policies of the City, which are implemented by the City Manager and staff. Formal decisions by the Council are made in regular Council meetings.

The Council represents the City at special events and reviews staff reports, ordinances, resolutions and special reports. The City Council also represents the City on local and regional committees.

The positions are nonpartisan and members serve without pay. The City Council meets on the first and third Mondays of each month.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

See Council Goals.

GOALS AND FOCUS FOR Fiscal Years 17-19

See Council Goals.

BUDGET HIGHLIGHTS

✓ New computers for Mayor and all Councilors.

Mayor & Council Department

FUND:
110 – General Fund

DEPARTMENT:
024

DEPARTMENT HEAD:
Bill King, Mayor

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Indirect Service Revenue

SUB-FUNDS:

- N/A



BUDGET COMPARISON REPORT



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 024 - Mayor and City Council | | | | | | |
| Beginning Balance | - | 1,038 | 12,069 | (7,229) | (7,229) | (7,229) |
| Reimbursement | 93 | 717 | - | - | - | - |
| General Revenue | 16,500 | 19,302 | 39,604 | 42,181 | 42,181 | 42,181 |
| Indirect Service Revenue | 3,715 | 3,567 | 7,135 | 31,000 | 31,000 | 31,000 |
| Total 024 - Mayor and City Council: | 20,308 | 24,624 | 58,808 | 65,952 | 65,952 | 65,952 |
| Requirements | | | | | | |
| 024 - Mayor and City Council | | | | | | |
| Materials & Services | 12,762 | 20,933 | 34,312 | 39,016 | 39,016 | 39,016 |
| Capital Outlay | 2,520 | - | 500 | 2,500 | 2,500 | 2,500 |
| Transfers | 12,487 | 11,998 | 23,996 | 24,436 | 24,436 | 24,436 |
| Total 024 - Mayor and City Council: | 27,768 | 32,931 | 58,808 | 65,952 | 65,952 | 65,952 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 024 - Mayor and City Council | | | | | | | |
| Revenue | | | | | | | |
| 110-024-401100 | Beginning Balance | 0.00 | 1,038.00 | 12,069.00 | -7,229.00 | -7,229.00 | -7,229.00 |
| 110-024-478200 | Reimbursement | 93.07 | 716.58 | 0.00 | | | |
| 110-024-491110 | General Revenue | 16,500.00 | 19,302.00 | 39,604.00 | 42,181.00 | 42,181.00 | 42,181.00 |
| 110-024-492110 | Indirect Service Revenue | 3,714.50 | 3,567.00 | 7,135.00 | 31,000.00 | 31,000.00 | 31,000.00 |
| | Revenue Total: | 20,307.57 | 24,623.58 | 58,808.00 | 65,952.00 | 65,952.00 | 65,952.00 |
| Expense | | | | | | | |
| 110-024-601100 | Supplies | 1,090.01 | 669.85 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-024-601200 | Postage | 8.45 | 1,568.55 | 2,000.00 | 1,900.00 | 1,900.00 | 1,900.00 |
| 110-024-601300 | Printing | 7.36 | 0.00 | 200.00 | 140.00 | 140.00 | 140.00 |
| 110-024-601400 | Copier Charges | 29.67 | 0.00 | 500.00 | 150.00 | 150.00 | 150.00 |
| 110-024-601500 | Public Notices | 89.30 | 0.00 | 300.00 | 150.00 | 150.00 | 150.00 |
| 110-024-601700 | Memberships | 125.00 | 0.00 | 400.00 | 275.00 | 275.00 | 275.00 |
| 110-024-601800 | Books and Subscriptions | 164.64 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-024-602200 | Conferences | 5,376.59 | 12,628.32 | 16,000.00 | 17,500.00 | 17,500.00 | 17,500.00 |
| 110-024-602300 | Training and Professional Adv... | 50.00 | 0.00 | 600.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-024-602500 | Meetings & Meals | 852.11 | 700.48 | 1,200.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 110-024-603100 | Mileage Reimbursement | 402.69 | 56.00 | 1,200.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-024-607100 | Utilities | 2,465.80 | 3,271.03 | 6,712.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 110-024-624100 | Clackamas Cities Dinners | 536.00 | 640.00 | 1,000.00 | 3,360.00 | 3,360.00 | 3,360.00 |
| 110-024-624200 | Council Work Sessions | 291.01 | 0.00 | 300.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-024-624300 | Mayor and Council Expense | 0.00 | 0.00 | 200.00 | 661.00 | 661.00 | 661.00 |
| 110-024-624500 | Economic Development | 0.00 | 0.00 | 0.00 | 240.00 | 240.00 | 240.00 |
| 110-024-624600 | Volunteer Recognition | 1,273.07 | 1,398.46 | 2,500.00 | 240.00 | 240.00 | 240.00 |
| 110-024-740000 | Furniture & Office Equipment | 2,519.93 | 0.00 | 500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 110-024-910670 | Transfer to Op Center IS Fund | 0.00 | 0.00 | 0.00 | 730.00 | 730.00 | 730.00 |
| 110-024-911110 | Indirect Support Cost | 12,486.50 | 11,998.00 | 23,996.00 | 23,706.00 | 23,706.00 | 23,706.00 |
| | Expense Total: | 27,768.13 | 32,930.69 | 58,808.00 | 65,952.00 | 65,952.00 | 65,952.00 |
| Department: 024 - Mayor and City Council Surplus (Deficit): | | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |

Group Summary

| Account Typ... | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | |
| Department: 024 - Mayor and City Council | | | | | | |
| Revenue | 20,307.57 | 24,623.58 | 58,808.00 | 65,952.00 | 65,952.00 | 65,952.00 |
| Expense | 27,768.13 | 32,930.69 | 58,808.00 | 65,952.00 | 65,952.00 | 65,952.00 |
| Department: 024 - Mayor and City Council Surplus (Deficit): | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | -7,460.56 | -8,307.11 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Administration Department includes the city manager and support staff. The responsibilities of the department include day-to-day management of the city; converting City Council goals into action; managing city contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, working with state and federal elected officials and departments, managing city records, and thriving on chaos.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.93 | 0.93 | 0.93 | 0.93 |
| Administrative Assistant | 0.30 | 0.41 | 0.45 | 0.25 |
| Permit Technician | 0.20 | 0.20 | 0.20 | 0.20 |
| Economic Development Manager | 0.10 | 0.10 | 0.10 | - |
| Court Clerk | - | 0.05 | 0.13 | 0.10 |
| Utility Clerk | - | 0.20 | 0.20 | 0.20 |
| Total | 1.53 | 1.89 | 2.01 | 1.68 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Improved turnaround time for development applications.
- ✓ Reformed the conditional use permit process.
- ✓ Improved trails in the Sandy River Park. Possibility of additional trails if the land behind Cedar Ridge Middle School is acquired.
- ✓ Successful contract developed with City of Estacada to provide police services.
- ✓ Successful outreach programs in both the Police and Library departments geared towards the local Spanish-speaking population.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Complete a facility assessment for long-term needs.
- ✓ Expand City Hall frontage and include upgrades to security and accessibility.
- ✓ Improve communication for neighborhood events.
- ✓ Look for ways for the City to recognize notable achievements and people in the community.
- ✓ Work with other agencies on the long-term economic viability of a public pool in Sandy.

Administration Department

FUND:
110 -General Fund

DEPARTMENT:
025

DEPARTMENT HEAD:
Kim Yamashita,
City Manager

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Indirect Service Revenue

SUB-FUNDS:

- N/A



- ✓ Continue to explore ways to encourage the City’s growing Spanish-speaking population to participate in city government, educational resources, and community activities. Examine ways that City facilities could be used for educational purposes.
- ✓ Encourage multi-cultural training among City staff.
- ✓ Identify new grant opportunities for City projects.
- ✓ Develop a Disaster Recovery Plan.

BUDGET HIGHLIGHTS

- ✓ City Manager Recruitment

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|------------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 025 - Administration | | | | | | |
| Beginning Balance | - | 105,565 | 95,940 | 87,808 | 87,808 | 87,808 |
| Reimbursement | - | - | - | - | - | - |
| Indirect Service Revenue | 205,000 | 196,977 | 393,955 | 425,395 | 425,395 | 425,395 |
| Total 025 - Administration: | 205,000 | 302,542 | 489,895 | 513,203 | 513,203 | 513,203 |
| Requirements | | | | | | |
| 025 - Administration | | | | | | |
| Personnel Services | 181,128 | 196,656 | 414,774 | 405,805 | 405,805 | 405,805 |
| Materials & Services | 7,892 | 11,027 | 25,625 | 83,500 | 83,500 | 83,500 |
| Capital Outlay | - | 66 | 10,000 | 11,000 | 11,000 | 11,000 |
| Contingency | - | - | 39,496 | 12,898 | 12,898 | 12,898 |
| Total 025 - Administration: | 189,020 | 207,749 | 489,895 | 513,203 | 513,203 | 513,203 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|---|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 025 - Administration | | | | | | | |
| Revenue | | | | | | | |
| 110-025-401100 | Beginning Balance | 0.00 | 105,565.00 | 95,940.00 | 87,808.00 | 87,808.00 | 87,808.00 |
| 110-025-478200 | Reimbursement | 0.00 | 0.00 | 0.00 | | | |
| 110-025-492110 | Indirect Service Revenue | 205,000.00 | 196,977.00 | 393,955.00 | 425,395.00 | 425,395.00 | 425,395.00 |
| | Revenue Total: | 205,000.00 | 302,542.00 | 489,895.00 | 513,203.00 | 513,203.00 | 513,203.00 |
| Expense | | | | | | | |
| 110-025-511100 | Salaries | 127,590.87 | 138,850.14 | 291,127.00 | 283,733.00 | 283,733.00 | 283,733.00 |
| 110-025-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-025-521100 | Insurance Benefits | 19,579.41 | 19,971.90 | 47,277.00 | 38,286.00 | 38,286.00 | 38,286.00 |
| 110-025-521200 | FICA Taxes | 9,760.76 | 10,625.55 | 22,142.00 | 21,705.00 | 21,705.00 | 21,705.00 |
| 110-025-521300 | PERS | 19,842.14 | 22,798.17 | 48,287.00 | 54,709.00 | 54,709.00 | 54,709.00 |
| 110-025-521360 | Other Benefits | 1,948.52 | 2,809.82 | 0.00 | 4,312.00 | 4,312.00 | 4,312.00 |
| 110-025-521400 | Life Insurance | 209.55 | 154.86 | 3,041.00 | | | |
| 110-025-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 190.00 | 190.00 | 190.00 |
| 110-025-521600 | Unemployment Insurance | 128.74 | 137.03 | 2,110.00 | 284.00 | 284.00 | 284.00 |
| 110-025-521800 | Workers' Comp Insurance | 458.36 | 469.31 | 790.00 | 859.00 | 859.00 | 859.00 |
| 110-025-521900 | Transit Tax | 1,581.94 | 815.20 | 0.00 | 1,702.00 | 1,702.00 | 1,702.00 |
| 110-025-522100 | FSA Fee | 27.98 | 23.97 | 0.00 | 25.00 | 25.00 | 25.00 |
| 110-025-601100 | Supplies | 185.74 | 653.07 | 1,600.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-025-601200 | Postage | 0.00 | 1,431.05 | 1,200.00 | 2,200.00 | 2,200.00 | 2,200.00 |
| 110-025-601300 | Printing | 0.00 | 12.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 110-025-601400 | Copier Charges | 9.19 | 0.00 | 350.00 | 200.00 | 200.00 | 200.00 |
| 110-025-601500 | Public Notices | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 110-025-601600 | Organizational Fees | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-025-601700 | Memberships | 933.93 | 1,133.58 | 2,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-025-601800 | Books and Subscriptions | 0.00 | 0.00 | 275.00 | 500.00 | 500.00 | 500.00 |
| 110-025-602100 | Employee Recruitment | 0.00 | 11.00 | 0.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 110-025-602200 | Conferences | 5,099.17 | 6,021.83 | 10,500.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-025-602300 | Training & Professional Advan... | 0.00 | 0.00 | 2,200.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-025-602500 | Meetings & Meals | 490.04 | 468.62 | 900.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-025-603100 | Mileage Reimbursement | 832.23 | 882.02 | 4,000.00 | 500.00 | 500.00 | 500.00 |
| 110-025-604100 | Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-025-605100 | Contractual Services | 0.00 | 18.05 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-025-607100 | Utilities | 341.85 | 395.86 | 750.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-025-609100 | Insurance | 0.00 | 0.00 | 1,350.00 | | | |
| 110-025-610200 | Fees | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-025-740000 | Furniture & Office Equipment | 0.00 | 65.98 | 10,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 110-025-740100 | Computer Equipment | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-025-951000 Contingency | 0.00 | 0.00 | 39,496.00 | 12,898.00 | 12,898.00 | 12,898.00 |
| Expense Total: | 189,020.42 | 207,749.01 | 489,895.00 | 513,203.00 | 513,203.00 | 513,203.00 |
| Department: 025 - Administration Surplus (Deficit): | 15,979.58 | 94,792.99 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | 15,979.58 | 94,792.99 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | 15,979.58 | 94,792.99 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Legal Department accounts for the legal services to the City Council, Sandy Urban Renewal Agency, City Manager and all city departments/funds. The revenue source is a general revenue transfer.

City Council 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 resolution, enforcement of city codes, defense against lawsuits, and legal advice to the City Council and staff.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Manage and prioritize resources to meet council goals in a timely manner, while providing ongoing and proactive advice to departments.
- ✓ Provide risk management services.

BUDGET HIGHLIGHTS

None.

Legal Department

FUND:

110 – General Fund

DEPARTMENT:

026

DEPARTMENT HEAD:

Kim Yamashita,
City Manager

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Indirect Service Revenue

SUB-FUNDS:

- N/A



BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 026 - Legal | | | | | | |
| Beginning Balance | - | 39,145 | 45,074 | 66,399 | 66,399 | 66,399 |
| Indirect Service Revenue | 105,999 | 101,852 | 203,704 | 135,326 | 135,326 | 135,326 |
| Total 026 - Legal: | 105,999 | 140,997 | 248,778 | 201,725 | 201,725 | 201,725 |
| Requirements | | | | | | |
| 026 - Legal | | | | | | |
| Materials & Services | 88,302 | 85,560 | 248,778 | 201,725 | 201,725 | 201,725 |
| Total 026 - Legal: | 88,302 | 85,560 | 248,778 | 201,725 | 201,725 | 201,725 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---------------------------------|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 026 - Legal | | | | | | | |
| Revenue | | | | | | | |
| 110-026-401100 | Beginning Balance | 0.00 | 39,145.00 | 45,074.00 | 66,399.00 | 66,399.00 | 66,399.00 |
| 110-026-492110 | Indirect Service Revenue | 105,999.00 | 101,852.00 | 203,704.00 | 135,326.00 | 135,326.00 | 135,326.00 |
| | Revenue Total: | 105,999.00 | 140,997.00 | 248,778.00 | 201,725.00 | 201,725.00 | 201,725.00 |
| Expense | | | | | | | |
| 110-026-608102 | City Attorneys | 88,302.01 | 85,560.33 | 248,778.00 | 201,725.00 | 201,725.00 | 201,725.00 |
| | Expense Total: | 88,302.01 | 85,560.33 | 248,778.00 | 201,725.00 | 201,725.00 | 201,725.00 |
| | Department: 026 - Legal Surplus (Deficit): | 17,696.99 | 55,436.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 17,696.99 | 55,436.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 17,696.99 | 55,436.67 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Municipal Court Department is the judicial branch of city government. The Municipal Court Judge is appointed by the City Council. The Finance Director oversees the court administration and operation.

As the judicial branch of local government, the court is committed to the following:

- Resolving cases in a manner that is fair impartial.
- Treating all defendants, police officers, and witnesses with respect as we provide services that are efficient, timely, and accurate.
- Listening carefully so members of the public feel that their unique situations have been addressed.

The municipal court judge determines the judicial philosophy for the court and creates rules to ensure consistent service to the citizens involved in Sandy’s judicial system. The judge presides over arraignments and rules.

Many of the daily responsibilities of the court staff are guided by the court rules established by the judge. The rules allow staff to reduce presumptive fine amounts for many citizens, set cases for new hearing dates, establish payment plans, and enforce judgements through collection actions.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|--------------------------|-------------|-------------|-------------|-------------|
| Court Clerk | 0.50 | 0.45 | 0.48 | 0.40 |
| Administrative Assistant | 0.10 | 0.03 | 0.40 | 0.40 |
| Utility Clerk | 0.20 | - | - | - |
| Total | 0.80 | 0.48 | 0.88 | 0.80 |

ACCOMPLISHMENTS – Fiscals Years 15-17

- ✓ Implemented and integrated Incode court system.
- ✓ Completing a RFP for Collection Services.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Review and analyze old cases and establishing collection policies and procedures.

Municipal Court Department

FUND:

110 - General Fund

DEPARTMENT:

027

DEPARTMENT HEAD:

Lisa Young,
Finance Director

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Court Fees

SUB-FUNDS:

- N/A



- ✓ Implement court notification system for hearing dates and payment arrangements.
- ✓ Implement Department of Motor Vehicles (DMV) electronic filing system.
- ✓ Update Municipal Court website.
- ✓ Implement Interactive Voice Response (IVR) – Automated Payment Handling System.

BUDGET HIGHLIGHTS

- ✓ The municipal court clerk FTE was increased from 0.48 to 0.80, which is a combination of three front counter staff.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|-------------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 027 - Municipal Court | | | | | | |
| Beginning Balance | - | 7,031 | 8,314 | 61,238 | 61,238 | 61,238 |
| Court Fees | - | 628 | - | 2,000 | 2,000 | 2,000 |
| General Revenue | 84,205 | 81,174 | 162,347 | 176,315 | 176,315 | 176,315 |
| Total 027 - Municipal Court: | 84,205 | 88,833 | 170,661 | 239,553 | 239,553 | 239,553 |
| Requirements | | | | | | |
| 027 - Municipal Court | | | | | | |
| Personnel Services | 55,642 | 23,978 | 62,548 | 120,727 | 120,727 | 120,727 |
| Materials & Services | 6,802 | 9,618 | 24,825 | 44,750 | 44,750 | 44,750 |
| Capital Outlay | 2,136 | 2,321 | - | 2,000 | 2,000 | 2,000 |
| Transfers | 13,759 | 13,220 | 26,440 | 21,010 | 21,010 | 21,010 |
| Contingency | - | - | 56,848 | 51,066 | 51,066 | 51,066 |
| Total 027 - Municipal Court: | 78,339 | 49,137 | 170,661 | 239,553 | 239,553 | 239,553 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|--|----------------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 027 - Municipal Court | | | | | | | |
| Revenue | | | | | | | |
| 110-027-401100 | Beginning Balance | 0.00 | 7,031.00 | 8,314.00 | 61,238.00 | 61,238.00 | 61,238.00 |
| 110-027-477000 | Court Fees | 0.00 | 628.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-027-491110 | General Revenue | 84,205.00 | 81,174.00 | 162,347.00 | 176,315.00 | 176,315.00 | 176,315.00 |
| Revenue Total: | | 84,205.00 | 88,833.00 | 170,661.00 | 239,553.00 | 239,553.00 | 239,553.00 |
| Expense | | | | | | | |
| 110-027-511100 | Salaries | 38,675.46 | 16,283.64 | 43,129.00 | 75,592.00 | 75,592.00 | 75,592.00 |
| 110-027-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-027-521100 | Insurance Benefits | 6,492.11 | 4,893.95 | 8,693.00 | 22,566.00 | 22,566.00 | 22,566.00 |
| 110-027-521200 | FICA Taxes | 2,958.49 | 1,245.80 | 3,281.00 | 5,781.00 | 5,781.00 | 5,781.00 |
| 110-027-521300 | PERS | 5,200.46 | 1,023.09 | 6,958.00 | 14,572.00 | 14,572.00 | 14,572.00 |
| 110-027-521360 | Other Benefits | 1,805.10 | 297.52 | 0.00 | 1,437.00 | 1,437.00 | 1,437.00 |
| 110-027-521400 | Life Insurance | 104.70 | 37.31 | 114.00 | | | |
| 110-027-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 99.00 | 99.00 | 99.00 |
| 110-027-521600 | Unemployment Insurance | 44.24 | 15.78 | 312.00 | 76.00 | 76.00 | 76.00 |
| 110-027-521800 | Workers' Comp Insurance | 108.99 | 90.68 | 61.00 | 150.00 | 150.00 | 150.00 |
| 110-027-521900 | Transit Tax | 214.39 | 89.94 | 0.00 | 454.00 | 454.00 | 454.00 |
| 110-027-522100 | FSA Fee | 38.03 | 0.00 | 0.00 | | | |
| 110-027-601100 | Supplies | 1,001.77 | 1,222.10 | 2,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-027-601200 | Postage | 0.00 | 653.90 | 3,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-027-601300 | Printing | 0.00 | 60.34 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-027-601400 | Copier Charges | 25.07 | 0.00 | 260.00 | 300.00 | 300.00 | 300.00 |
| 110-027-601700 | Memberships | 0.00 | 200.00 | 290.00 | 400.00 | 400.00 | 400.00 |
| 110-027-601800 | Books and Subscriptions | 70.00 | 35.96 | 200.00 | 250.00 | 250.00 | 250.00 |
| 110-027-602100 | Employee Recruitment | 0.00 | 488.00 | 0.00 | | | |
| 110-027-602200 | Conferences | 0.00 | 0.00 | 1,000.00 | 3,800.00 | 3,800.00 | 3,800.00 |
| 110-027-602300 | Training & Professional Advan... | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-027-602500 | Meetings & Meals | 0.00 | 156.84 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-027-603100 | Mileage Reimbursement | 0.00 | 0.00 | 100.00 | 700.00 | 700.00 | 700.00 |
| 110-027-604100 | Repairs & Maintenance | 245.50 | 0.00 | 1,100.00 | 13,100.00 | 13,100.00 | 13,100.00 |
| 110-027-605100 | Contractual Services | 135.00 | 551.17 | 675.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-027-608300 | Municipal Court Judge | 5,229.95 | 6,250.00 | 16,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 110-027-627100 | State/County Court Assmts | 95.00 | 0.00 | 0.00 | | | |
| 110-027-628200 | Credit Card Merchant Fee | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-027-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-027-740100 | Computer Equipment | 2,136.00 | 2,321.00 | 0.00 | | | |
| 110-027-911110 | Indirect Support Cost | 13,758.50 | 13,220.00 | 26,440.00 | 21,010.00 | 21,010.00 | 21,010.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-027-951000 | Contingency | 0.00 | 0.00 | 56,848.00 | 51,066.00 | 51,066.00 | 51,066.00 |
| | Expense Total: | 78,338.76 | 49,137.02 | 170,661.00 | 239,553.00 | 239,553.00 | 239,553.00 |
| | Department: 027 - Municipal Court Surplus (Deficit): | 5,866.24 | 39,695.98 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 5,866.24 | 39,695.98 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 5,866.24 | 39,695.98 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Finance Department centers its mission on the values of accountability, customer service and integrity. Our team serves the public and internal customers by providing timely and accurate fiscal information, evaluating financial alternatives and coordinating among departments to meet the council's public service goals. In addition, we strive to look for cost efficiencies in all city operations and be transparent with City finances.

The Finance Department carries out the duties listed below:

- Public Service Center, Utility Billing, Municipal Court, and City Recorder,
- Financial - Accounts Payable, Internal Controls, Banking, Investment, Debt, Budget, and Audit.
- Human Resources, Benefits, and Payroll Management
- Risk and Liability Insurance Management
- Capital Assets and Project Management

PERSONNEL SUMMARY - Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|--------------------------|-------------|-------------|-------------|-------------|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant/HR Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 0.40 | 0.06 | - | - |
| Total | 2.40 | 2.06 | 2.00 | 2.00 |

Administrative Assistant hours increased to reflect the true allocation of time within the department.

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Completed Electronic Funds Transfer (EFT) payment program and offer to all vendors.
- ✓ Completed an integrated Accounts Receivable system.
- ✓ Met all Affordable Care Act (ACA) compliance requirements both years of the biennium.
- ✓ Implements a new job description format and standards – 82% complete.

Finance Department

FUND:
110 - General Fund

DEPARTMENT:
028

DEPARTMENT HEAD:
Lisa Young,
Finance Director

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Indirect Service Revenue

SUB-FUNDS:

- N/A



- ✓ Reduced insurance mod to under one, therefore reducing the annual premium.
- ✓ Recognize employee years of service, monthly staff emails, and posting to monthly newsletter.
- ✓ Received the OGFOA Excellence in Financial Reporting Award for the 26th consecutive year.

GOALS AND FOCUS FOR Fiscal Years 17-19

Finance

- ✓ Prepare and submit the Popular Annual Financial Report (PAFR) to Government Financial Officer's Association (GFOA). This is a NEW report for the City of Sandy which is a useful tool.
- ✓ Update lien system and procedures

Human Resources, Benefits and Payroll

- ✓ Continue work on completing a comprehensive update of the Personnel Handbook

City Recorder:

- ✓ Evaluate current process, evaluate and reorganize functions and procedures to a professional level.

Municipal Court:

- ✓ Evaluate collection procedures
- ✓ Implement electronic DMV filing
- ✓ Implement court notifications; court date and late notices

Utility Billing

- ✓ Implement backflow device compliance and billing with Incode
- ✓ Implement utility billing notifications; late and shut off notices

Public Center:

- ✓ Develop user-friendly and informational webpage for Utility Billing and Municipal Court

BUDGET HIGHLIGHTS

- ✓ 89% of the budget is for personnel costs and contractual services
 - 73.21% for personnel
 - 15.60% for contractual services covers the 2 annual audits for City and SURA, and Single Audits for both fiscal years.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|-----------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 028 - Finance | | | | | | |
| Beginning Balance | - | 79,261 | 92,362 | 105,513 | 105,513 | 105,513 |
| Miscellaneous Revenue | - | 714 | - | 3,000 | 3,000 | 3,000 |
| Indirect Service Revenue | 286,613 | 275,397 | 550,793 | 596,597 | 596,597 | 596,597 |
| Total 028 - Finance: | 286,613 | 355,372 | 643,155 | 705,110 | 705,110 | 705,110 |
| Requirements | | | | | | |
| 028 - Finance | | | | | | |
| Personnel Services | 178,651 | 205,195 | 430,118 | 516,223 | 516,223 | 516,223 |
| Materials & Services | 45,229 | 52,235 | 111,200 | 146,120 | 146,120 | 146,120 |
| Capital Outlay | 1,927 | 442 | 4,000 | 5,000 | 5,000 | 5,000 |
| Contingency | - | - | 97,837 | 37,767 | 37,767 | 37,767 |
| Total 028 - Finance: | 225,807 | 257,873 | 643,155 | 705,110 | 705,110 | 705,110 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|----------------------------------|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 028 - Finance | | | | | | | |
| Revenue | | | | | | | |
| 110-028-401100 | Beginning Balance | 0.00 | 79,261.00 | 92,362.00 | 105,513.00 | 105,513.00 | 105,513.00 |
| 110-028-478000 | Miscellaneous Revenue | 0.00 | 714.00 | 0.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-028-492110 | Indirect Service Revenue | 286,612.50 | 275,397.00 | 550,793.00 | 596,597.00 | 596,597.00 | 596,597.00 |
| | Revenue Total: | 286,612.50 | 355,372.00 | 643,155.00 | 705,110.00 | 705,110.00 | 705,110.00 |
| Expense | | | | | | | |
| 110-028-511100 | Salaries | 126,045.08 | 147,201.43 | 308,533.00 | 359,128.00 | 359,128.00 | 359,128.00 |
| 110-028-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-028-521100 | Insurance Benefits | 20,202.29 | 10,652.21 | 44,753.00 | 19,646.00 | 19,646.00 | 19,646.00 |
| 110-028-521200 | FICA Taxes | 9,642.43 | 10,876.77 | 23,455.00 | 27,468.00 | 27,468.00 | 27,468.00 |
| 110-028-521300 | PERS | 19,536.19 | 28,631.68 | 49,777.00 | 85,954.00 | 85,954.00 | 85,954.00 |
| 110-028-521360 | Other Benefits | 760.20 | 6,085.93 | 0.00 | 20,124.00 | 20,124.00 | 20,124.00 |
| 110-028-521400 | Life Insurance | 222.60 | 208.20 | 508.00 | | | |
| 110-028-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 | 300.00 |
| 110-028-521600 | Unemployment Insurance | 124.82 | 139.56 | 2,238.00 | 360.00 | 360.00 | 360.00 |
| 110-028-521800 | Workers' Comp Insurance | 487.94 | 458.75 | 854.00 | 1,088.00 | 1,088.00 | 1,088.00 |
| 110-028-521900 | Transit Tax | 1,594.82 | 850.83 | 0.00 | 2,155.00 | 2,155.00 | 2,155.00 |
| 110-028-522100 | FSA Fee | 35.00 | 90.00 | 0.00 | | | |
| 110-028-601100 | Supplies | 581.72 | 1,549.18 | 3,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-028-601200 | Postage | 5.90 | 966.42 | 2,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-028-601300 | Printing | 60.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-028-601400 | Copier Charges | 40.20 | 0.00 | 200.00 | 300.00 | 300.00 | 300.00 |
| 110-028-601500 | Public Notices | 21.15 | 0.00 | 300.00 | | | |
| 110-028-601600 | Organizational Fees | 869.50 | 980.00 | 2,100.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-028-601700 | Memberships | 220.00 | 430.00 | 1,500.00 | 700.00 | 700.00 | 700.00 |
| 110-028-601800 | Books and Subscriptions | 110.00 | 0.00 | 500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-028-602100 | Employee Recruitment | 250.00 | 30.00 | 0.00 | | | |
| 110-028-602200 | Conferences | 3,303.76 | 3,765.92 | 7,000.00 | 14,500.00 | 14,500.00 | 14,500.00 |
| 110-028-602300 | Training and Profession Advan... | 1,243.00 | 5,489.00 | 2,100.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-028-602500 | Meetings & Meals | 225.00 | 226.23 | 1,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-028-603100 | Mileage Reimbursement | 519.81 | 695.94 | 500.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 110-028-604100 | Repairs & Maintenance | 85.00 | 0.00 | 0.00 | | | |
| 110-028-605100 | Contractual Services | 37,692.00 | 38,100.00 | 88,600.00 | 110,000.00 | 110,000.00 | 110,000.00 |
| 110-028-607100 | Utilities | 2.19 | 2.58 | 400.00 | 2,220.00 | 2,220.00 | 2,220.00 |
| 110-028-609100 | Insurance | 0.00 | 0.00 | 1,800.00 | | | |
| 110-028-740000 | Furniture & Office Equipment | 1,729.77 | 442.20 | 2,500.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-028-740100 | Computer Equipment | 196.76 | 0.00 | 1,500.00 | 3,000.00 | 3,000.00 | 3,000.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-028-951000 Contingency | 0.00 | 0.00 | 97,837.00 | 37,767.00 | 37,767.00 | 37,767.00 |
| Expense Total: | 225,807.13 | 257,872.83 | 643,155.00 | 705,110.00 | 705,110.00 | 705,110.00 |
| Department: 028 - Finance Surplus (Deficit): | 60,805.37 | 97,499.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | 60,805.37 | 97,499.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | 60,805.37 | 97,499.17 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

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.

We strive to deliver on our mission by offering traditional library services: reference assistance and materials for entertainment and study, and deliver Library 2.0 services including: high speed internet access, digital materials in various formats for various devices (kindle, Ipad, nook, MP3, etc.) ,the ability to receive and send information online (e.g. tax forms, job applications, pictures of grandchildren), and the staff to assist customers in using available technology to access information in all of the ways it is available. Community members enjoy library space to sit quietly and read, and we offer space for programs such as book clubs, storytimes, classes, concerts, presentations, and community meetings.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------------|--------------|--------------|--------------|--------------|
| Library Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant to the Library Director | 0.93 | 0.88 | - | - |
| Librarian | 2.60 | 2.00 | 1.88 | 1.88 |
| Library Clerk | 4.09 | 0.56 | 1.48 | 0.56 |
| Library Assistant | 3.43 | 3.40 | 1.88 | 2.00 |
| Shelvers | 0.78 | 0.83 | 1.05 | 0.53 |
| Library Aide | 1.00 | 4.82 | 4.87 | 5.80 |
| Lib. Catalog Specialist | - | - | 0.88 | 0.88 |
| Total | 13.82 | 13.49 | 13.04 | 12.65 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Held Interheld Intercambio, Dia de Los Muertos, Dia de los Ninos, Hora de Cuentos (Storytime), and English for Speakers of Other Languages (ESOL) English language and culture classes.
- ✓ Continued to offer a wide diversity of programming.
 - 545 programs (FY 2015 – 318)
 - 12,172 attendance (FY 2015 – 7,745)
- ✓ Increased Teen area in the Sandy Library.
- ✓ Completed Strategic Plan for the Sandy and Hoodland Libraries.

Library Department

FUND:

110 - General Fund

DEPARTMENT:

029

DEPARTMENT HEAD:

Sarah McIntyre,
Library Director

LOCATIONS:

Sandy Public Library
38980 Proctor Blvd.

Hoodland Public Library
24525 E. Welches Rd.

FUND RESOURCES:

- District Funding
- General Revenue
- Library Fines

SUB-FUNDS:

- N/A



GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Implement Strategic Plan Objectives:
 - Babies and Toddlers will know the 5 practices (talking, singing, reading, writing, and playing) and will be ready to read and learn when they enter school.
 - Adults, teens, and kids will have print, media, and digital materials to keep their brains and imaginations active and allow them to explore ideas.
 - All ages will have creative hands-on educational and entertainment programming.
 - High School seniors will be information literate.
 - Middle School students will use the library catalog and databases for homework resources.
 - Native English speakers and Non-English speakers will improve their English language skills, and will have strengthened bonds with the community at large.

BUDGET HIGHLIGHTS

- ✓ Indirect service costs (accounting, payroll, etc.) for the library are covered by general revenue.
- ✓ Direct service costs (all other expenses) are funded through the county library funding district and other library sources (fines, copier charges, etc.).

BUDGET COMPARSION



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|-----------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 029 - Library | | | | | | |
| Beginning Balance | - | 345,985 | 234,360 | 266,795 | 266,795 | 266,795 |
| State Grants | - | 4,822 | 10,018 | 9,506 | 9,506 | 9,506 |
| District Funding | 1,120,611 | 1,142,436 | 2,259,136 | 2,402,144 | 2,402,144 | 2,402,144 |
| Other Agencies | - | 13,014 | - | - | - | - |
| Fines | 34,267 | 30,784 | 70,000 | 58,500 | 58,500 | 58,500 |
| Donations/Other | 12,191 | 10,807 | 15,000 | 17,500 | 17,500 | 17,500 |
| Renovation Grant | 250,000 | - | - | - | - | - |
| Miscellaneous Revenue | 6,286 | 5,671 | 10,000 | 12,300 | 12,300 | 12,300 |
| Lost/Paid Fees | 2,262 | 3,339 | 4,500 | 6,700 | 6,700 | 6,700 |
| Library Card Revenue | 19 | - | - | - | - | - |
| Summer Reading Program | - | - | 500 | 500 | 500 | 500 |
| Reimbursement | - | - | - | - | - | - |
| General Revenue | 148,752 | 143,398 | 286,794 | 311,292 | 311,292 | 311,292 |
| Total 029 - Library: | 1,574,387 | 1,700,256 | 2,890,308 | 3,085,237 | 3,085,237 | 3,085,237 |
| Requirements | | | | | | |
| 029 - Library | | | | | | |
| Personnel Services | 856,866 | 904,981 | 1,956,747 | 2,161,985 | 2,161,985 | 2,161,985 |
| Materials & Services | 247,642 | 206,092 | 423,155 | 451,031 | 451,031 | 451,031 |
| Capital Outlay | 178,116 | 101,028 | 91,000 | 19,282 | 19,282 | 19,282 |
| Debt Service | 44,088 | 44,088 | 88,176 | 91,876 | 91,876 | 91,876 |
| Transfers | 148,944 | 143,115 | 286,230 | 303,686 | 303,676 | 303,676 |
| Contingency | - | - | 45,000 | 57,377 | 57,377 | 57,377 |
| Total 029 - Library: | 1,475,656 | 1,399,304 | 2,890,308 | 3,085,237 | 3,085,237 | 3,085,237 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|----------------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 029 - Library | | | | | | | |
| Revenue | | | | | | | |
| 110-029-401100 | Beginning Balance | 0.00 | 345,985.00 | 234,360.00 | 266,795.00 | 266,795.00 | 266,795.00 |
| 110-029-441210 | State Grants | 0.00 | 4,822.00 | 10,018.00 | 9,506.00 | 9,506.00 | 9,506.00 |
| 110-029-442400 | District Funding | 1,120,611.00 | 1,142,436.00 | 2,259,136.00 | 2,402,144.00 | 2,402,144.00 | 2,402,144.00 |
| 110-029-442500 | Other Agencies | 0.00 | 13,014.00 | 0.00 | | | |
| 110-029-463100 | Fines | 34,266.93 | 30,783.98 | 70,000.00 | 58,500.00 | 58,500.00 | 58,500.00 |
| 110-029-475000 | Donations/Other | 12,190.65 | 10,807.29 | 15,000.00 | 17,500.00 | 17,500.00 | 17,500.00 |
| 110-029-477050 | Renovation Grant | 250,000.00 | 0.00 | 0.00 | | | |
| 110-029-477100 | Miscellaneous Revenue | 6,286.05 | 5,670.59 | 10,000.00 | 12,300.00 | 12,300.00 | 12,300.00 |
| 110-029-477110 | Lost/Paid Fees | 2,261.95 | 3,339.21 | 4,500.00 | 6,700.00 | 6,700.00 | 6,700.00 |
| 110-029-477120 | Library Card Revenue | 18.50 | 0.00 | 0.00 | | | |
| 110-029-477200 | Summer Reading Program | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 110-029-478200 | Reimbursement | 0.00 | 0.00 | 0.00 | | | |
| 110-029-491110 | General Revenue | 148,752.00 | 143,398.00 | 286,794.00 | 311,292.00 | 311,292.00 | 311,292.00 |
| | Revenue Total: | 1,574,387.08 | 1,700,256.07 | 2,890,308.00 | 3,085,237.00 | 3,085,237.00 | 3,085,237.00 |
| Expense | | | | | | | |
| 110-029-511100 | Salaries | 580,905.08 | 640,554.67 | 1,357,362.00 | 1,497,396.00 | 1,497,396.00 | 1,497,396.00 |
| 110-029-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-029-521100 | Insurance Benefits | 80,304.68 | 77,914.62 | 242,139.00 | 186,743.00 | 186,743.00 | 186,743.00 |
| 110-029-521200 | FICA Taxes | 44,439.19 | 49,002.67 | 103,210.00 | 114,560.00 | 114,560.00 | 114,560.00 |
| 110-029-521300 | PERS | 118,877.21 | 108,285.47 | 237,570.00 | 293,220.00 | 293,220.00 | 293,220.00 |
| 110-029-521360 | Other Benefits | 20,549.33 | 19,972.48 | 0.00 | 52,648.00 | 52,648.00 | 52,648.00 |
| 110-029-521400 | Life Insurance | 795.00 | 624.60 | 2,286.00 | 643.00 | 643.00 | 643.00 |
| 110-029-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 1,724.00 | 1,724.00 | 1,724.00 |
| 110-029-521600 | Unemployment Insurance | 716.42 | 628.06 | 9,820.00 | 1,497.00 | 1,497.00 | 1,497.00 |
| 110-029-521800 | Workers' Comp Insurance | 3,262.33 | 4,129.33 | 3,760.00 | 4,570.00 | 4,570.00 | 4,570.00 |
| 110-029-521900 | Transit Tax | 6,827.03 | 3,808.67 | 0.00 | 8,984.00 | 8,984.00 | 8,984.00 |
| 110-029-522100 | FSA Fee | 190.00 | 60.00 | 600.00 | | | |
| 110-029-601100 | Supplies | 12,876.87 | 11,590.47 | 20,000.00 | 20,239.00 | 20,239.00 | 20,239.00 |
| 110-029-601200 | Postage | 80.33 | 136.47 | 600.00 | 826.00 | 826.00 | 826.00 |
| 110-029-601300 | Printing | 1,003.84 | 192.00 | 400.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-029-601400 | Copier Charges | 493.34 | 245.58 | 600.00 | 973.00 | 973.00 | 973.00 |
| 110-029-601600 | Organizational Fees | 2,976.06 | 250.00 | 0.00 | 360.00 | 360.00 | 360.00 |
| 110-029-601700 | Memberships | 99.00 | 99.00 | 750.00 | 700.00 | 700.00 | 700.00 |
| 110-029-601800 | Books and Subs. (NOT LIBR) | 81.99 | 297.98 | 500.00 | 593.00 | 593.00 | 593.00 |
| 110-029-602100 | Employee Recruitment | 25.00 | 147.35 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-029-602200 | Conferences | 10.00 | 775.10 | 2,900.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-029-602300 | Training & Professional Advan... | 235.38 | 1,863.63 | 3,000.00 | 3,444.00 | 3,444.00 | 3,444.00 |
| 110-029-602500 | Meetings & Meals | 510.12 | 399.46 | 2,000.00 | 594.00 | 594.00 | 594.00 |
| 110-029-603100 | Mileage Reimbursement | 258.86 | 14.38 | 700.00 | 130.00 | 130.00 | 130.00 |
| 110-029-604100 | Repairs & Maintenance | 2,906.76 | 10,105.42 | 9,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-029-605100 | Contractual Services | 31,317.96 | 35,548.53 | 61,000.00 | 69,606.00 | 69,606.00 | 69,606.00 |
| 110-029-606120 | Building Rent | 42,856.72 | 20,985.00 | 42,000.00 | 42,636.00 | 42,636.00 | 42,636.00 |
| 110-029-607100 | Utilities | 20,872.54 | 19,420.44 | 50,200.00 | 35,793.00 | 35,793.00 | 35,793.00 |
| 110-029-608100 | Professional Services | 130.00 | 0.00 | 6,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-029-609100 | Insurance | 5,638.90 | 6,407.32 | 15,000.00 | 12,500.00 | 12,500.00 | 12,500.00 |
| 110-029-629101 | Library Books | 46,294.60 | 41,432.27 | 90,973.00 | 82,764.00 | 82,764.00 | 82,764.00 |
| 110-029-629102 | Library Magazines | 3,878.59 | 5,582.89 | 9,200.00 | 6,345.00 | 6,345.00 | 6,345.00 |
| 110-029-629103 | Videos/DVD's | 10,154.20 | 6,618.15 | 16,000.00 | 15,464.00 | 15,464.00 | 15,464.00 |
| 110-029-629104 | Acquisition Database | 1,295.00 | 0.00 | 2,600.00 | 14,090.00 | 14,090.00 | 14,090.00 |
| 110-029-629105 | Video Games | 0.00 | 0.00 | 0.00 | 4,800.00 | 4,800.00 | 4,800.00 |
| 110-029-629106 | CD Music | 5,595.03 | 1,986.59 | 4,000.00 | 3,331.00 | 3,331.00 | 3,331.00 |
| 110-029-629107 | Audio Books | 9,857.64 | 4,947.22 | 6,000.00 | 9,405.00 | 9,405.00 | 9,405.00 |
| 110-029-629108 | Program Story Time | 232.86 | 0.00 | 1,000.00 | | | |
| 110-029-629109 | Reference Databases | 6,549.12 | 6,214.41 | 14,000.00 | 14,756.00 | 14,756.00 | 14,756.00 |
| 110-029-629110 | Digital | 2,100.88 | 0.00 | 2,000.00 | 21,688.00 | 21,688.00 | 21,688.00 |
| 110-029-629120 | Supplies-Hood | 2,107.78 | 1.75 | 0.00 | | | |
| 110-029-629121 | Library Books-Hood | 12,417.54 | 9,162.80 | 21,314.00 | 18,149.00 | 18,149.00 | 18,149.00 |
| 110-029-629122 | Library Magazines-Hood | 1,517.37 | 2,332.91 | 3,200.00 | 2,048.00 | 2,048.00 | 2,048.00 |
| 110-029-629123 | Videos/DVD's-Hood | 3,890.74 | 2,903.00 | 7,500.00 | 8,156.00 | 8,156.00 | 8,156.00 |
| 110-029-629126 | CD Music-Hood | 1,428.39 | 1,154.42 | 2,000.00 | 1,859.00 | 1,859.00 | 1,859.00 |
| 110-029-629127 | Audio Books-Hood | 3,299.26 | 1,434.30 | 3,000.00 | 3,520.00 | 3,520.00 | 3,520.00 |
| 110-029-629129 | Reference Databases-Hood | 1,000.00 | 1,305.54 | 3,000.00 | 3,051.00 | 3,051.00 | 3,051.00 |
| 110-029-629130 | Digital-Hood | 521.90 | 0.00 | 500.00 | 5,047.00 | 5,047.00 | 5,047.00 |
| 110-029-629200 | Program - Child. State Library | 1,886.89 | 4,292.32 | 10,018.00 | 9,506.00 | 9,506.00 | 9,506.00 |
| 110-029-629300 | Program - Summer Reading | 3,968.59 | 2,569.18 | 6,000.00 | 4,768.00 | 4,768.00 | 4,768.00 |
| 110-029-629350 | Program - General | 7,271.60 | 5,676.22 | 6,000.00 | 10,190.00 | 10,190.00 | 10,190.00 |
| 110-029-722101 | Library Expansion Project | 157,806.65 | 89,720.30 | 0.00 | | | |
| 110-029-740000 | Furniture & Office Equipment | 17,028.91 | 3,845.81 | 6,000.00 | 5,282.00 | 5,282.00 | 5,282.00 |
| 110-029-740100 | Computer Equipment | 3,280.13 | 7,462.17 | 10,000.00 | 14,000.00 | 14,000.00 | 14,000.00 |
| 110-029-740200 | Library Equipment | 0.00 | 0.00 | 75,000.00 | | | |
| 110-029-812100 | Loan Principal | 24,018.44 | 24,683.44 | 49,993.00 | 53,359.00 | 53,359.00 | 53,359.00 |
| 110-029-832903 | Loan Interest | 20,069.48 | 19,404.48 | 38,183.00 | 38,517.00 | 38,517.00 | 38,517.00 |
| 110-029-911110 | Indirect Support Cost | 148,944.00 | 143,115.00 | 286,230.00 | 303,686.00 | 303,686.00 | 303,686.00 |
| 110-029-951000 | Contingency | 0.00 | 0.00 | 45,000.00 | 57,377.00 | 57,377.00 | 57,377.00 |
| | Expense Total: | 1,475,655.53 | 1,399,303.87 | 2,890,308.00 | 3,085,237.00 | 3,085,237.00 | 3,085,237.00 |
| | Department: 029 - Library Surplus (Deficit): | 98,731.55 | 300,952.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 98,731.55 | 300,952.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 98,731.55 | 300,952.20 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Sandy Police Department is a progressive department that strives to deliver quality personal service to Sandy residents and people visiting our community. Our staff handle criminal investigations, traffic control/enforcement, school resource functions, and code enforcement/animal control and general report and case management.

A full-time detective is responsible for investigating more complex and time-intensive cases. The detective is also assigned to the Clackamas County Major Crimes Team (on-call basis), called out to assist with major crimes and emergencies. In exchange, we can utilize Clackamas County Major Crimes Team when we need assistance beyond our own departments' resources.

In cooperation with the Oregon Trail School District, one officer is assigned as a School Resource Officer. In addition to patrolling the schools and interacting with the students, the School Resource Officer attends interagency street gang and school resource officer meetings, provides training to school staff and teaches a variety of classes such as drug and alcohol awareness to students of the district.

The Sandy Police Department also supplies law enforcement through a cooperative agreement with the City of Estacada. Two officers patrol Estacada and provide 80 hours a week of contracted police services. In addition to the two patrol officers, the City of Estacada and the Estacada School District now fund a School Resource Officer. The officer is assigned to the Estacada High School but serves the entire school district. The program has been a success thus far.

The Sandy Police Department also has a reserve program, with a Reserve Sergeant, and three Reserve Officers. Reserve Officers perform a variety of support functions including prisoner transport, traffic control and security during Sandy Mountain Festival. They also provide security at school functions, and patrol with regular officers.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|--------------|--------------|--------------|--------------|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 |
| Lieutenant | 1.00 | - | - | - |
| Sergeant | 2.00 | 2.00 | 2.00 | 2.00 |
| Officer | 12.00 | 13.00 | 11.00 | 10.00 |
| Office Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Records Clerk/Evidence Tech | 2.00 | 2.00 | 2.00 | 1.50 |
| Total | 19.00 | 19.00 | 17.00 | 15.50 |

Police Department

FUND:

110 - General Fund

DEPARTMENT:

030

DEPARTMENT HEAD:

Ernie Roberts,
Police Chief

LOCATION:

Sandy Police Department
39850 Pleasant St.

FUND RESOURCES:

- General Revenue
- Other Agency Revenue
- Municipal Court Fines

SUB-FUNDS:

- Police
- Code Enforcement



ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Introduced electronic application which is available free to the public. This app allows for the department to get key information to the public in a timely fashion.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Increase communication of resources for neighborhood watch programs.
- ✓ Look for ways to increase Police resources.
- ✓ Develop a plan for increased enforcement in key intersections. This includes possibly implementing red light camera systems at key intersections.

BUDGET HIGHLIGHTS

- ✓ Challenging biennial budget, with increased personnel costs, resulting in a budget shortfall.
- ✓ Majority of department revenue comes primarily from property taxes.
- ✓ Remaining revenue comes from other agencies, traffic fines, and grants.
- ✓ Contact for police services with Estacada is expected to continue through this biennium.
- ✓ New contract to provide code enforcement services to Estacada was recently executed.

BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--------------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 030 - Police | | | | | | |
| Beginning Balance | - | 222,820 | 245,371 | (136,633) | (136,633) | (136,633) |
| Federal Grants | 12,228 | - | - | - | - | - |
| Other Agencies | 412,227 | 471,186 | 979,551 | 1,208,700 | 1,208,700 | 1,208,700 |
| Oregon Trail SD SRO | 37,000 | 31,750 | 75,500 | 75,500 | 75,500 | 75,500 |
| Police Reports | 2,155 | 3,343 | 4,000 | 3,000 | 3,000 | 3,000 |
| Fingerprinting | 8,027 | 2,766 | 17,000 | - | - | - |
| Vehicle Impound | 5,390 | 5,982 | 12,000 | 10,000 | 10,000 | 10,000 |
| Police Witness Fees | 70 | 180 | 400 | 500 | 500 | 500 |
| Police Range Rent | 980 | 605 | 900 | - | - | - |
| Alarm Program | 5,974 | 6,788 | 4,000 | 9,000 | 9,000 | 9,000 |
| Police Asset Forfeiture | - | - | 25,704 | - | - | - |
| Municipal Court Fines | 223,521 | 219,116 | 583,300 | 570,000 | 570,000 | 570,000 |
| Other Jurisdiction Court Fines | 19,500 | 23,625 | 42,000 | 45,000 | 45,000 | 45,000 |
| Miscellaneous Revenue | 3,564 | 6,276 | 15,000 | 5,000 | 5,000 | 5,000 |
| Surplus Property | - | - | 5,000 | - | - | - |
| General Revenue | 1,990,081 | 1,915,978 | 3,831,956 | 4,477,580 | 4,477,580 | 4,477,580 |
| Loan Proceeds | - | 69,225 | 69,225 | 261,056 | 261,056 | 261,056 |
| Total 030 - Police: | 2,720,716 | 2,979,639 | 5,910,907 | 6,528,703 | 6,528,703 | 6,528,703 |
| 031 - Code Enforcement | | | | | | |
| Beginning Balance | - | (3,436) | (4,735) | - | - | - |
| General Revenue | 80,773 | 80,034 | 160,068 | - | - | - |
| Total 031 - Code Enforcement: | 80,773 | 76,598 | 155,333 | - | - | - |
| Requirements | | | | | | |
| 030 - Police | | | | | | |
| Personnel Services | 1,780,209 | 2,083,455 | 4,220,879 | 4,640,715 | 4,640,715 | 4,640,715 |
| Materials & Services | 388,612 | 456,599 | 935,605 | 733,175 | 733,175 | 733,175 |
| Capital Outlay | 45,286 | 99,013 | 171,575 | 382,356 | 382,356 | 382,356 |
| Debt Service | 66,004 | 80,945 | 132,008 | 239,271 | 239,271 | 239,271 |
| Transfers | 210,508 | 212,899 | 425,797 | 509,121 | 509,121 | 509,121 |
| Contingency | - | - | 25,043 | 18,252 | 18,252 | 18,252 |
| Total 030 - Police: | 2,490,619 | 2,932,910 | 5,910,907 | 6,528,703 | 6,528,703 | 6,528,703 |
| Requirements | | | | | | |
| 031 - Code Enforcement | | | | | | |
| Personnel Services | 67,228 | 64,723 | 144,420 | - | - | - |
| Materials & Services | (2) | - | - | - | - | - |
| Transfers | 5,679 | 5,456 | 10,913 | - | - | - |
| Total 031 - Code Enforcement: | 72,904 | 70,179 | 155,333 | - | - | - |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---------------------------------|--------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 030 - Police | | | | | | | |
| Revenue | | | | | | | |
| 110-030-401100 | Beginning Balance | 0.00 | 222,820.00 | 245,371.00 | -136,633.00 | -136,633.00 | -136,633.00 |
| 110-030-440300 | Federal Grants | 12,228.29 | 0.00 | 0.00 | | | |
| 110-030-442500 | Other Agencies | 412,227.41 | 471,185.88 | 979,551.00 | 1,208,700.00 | 1,208,700.00 | 1,208,700.00 |
| 110-030-442701 | Oregon Trail SD SRO | 37,000.00 | 31,750.00 | 75,500.00 | 75,500.00 | 75,500.00 | 75,500.00 |
| 110-030-456100 | Police Reports | 2,154.51 | 3,342.66 | 4,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-030-456300 | Fingerprinting | 8,026.65 | 2,765.78 | 17,000.00 | | | |
| 110-030-456400 | Vehicle Impound | 5,390.00 | 5,981.75 | 12,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-030-456500 | Police Witness Fees | 70.00 | 180.00 | 400.00 | 500.00 | 500.00 | 500.00 |
| 110-030-456600 | Police Range Rent | 980.00 | 605.00 | 900.00 | | | |
| 110-030-456605 | Alarm Program | 5,973.58 | 6,788.11 | 4,000.00 | 9,000.00 | 9,000.00 | 9,000.00 |
| 110-030-456800 | Police Asset Forfeiture | 0.00 | 0.00 | 25,704.00 | | | |
| 110-030-466100 | Municipal Court Fines | 223,521.00 | 219,115.72 | 583,300.00 | 570,000.00 | 570,000.00 | 570,000.00 |
| 110-030-466200 | Other Jurisdiction Court Fines | 19,499.95 | 23,624.80 | 42,000.00 | 45,000.00 | 45,000.00 | 45,000.00 |
| 110-030-478030 | Miscellaneous Revenue | 3,563.74 | 6,276.12 | 15,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-030-479030 | Surplus Property | 0.00 | 0.00 | 5,000.00 | | | |
| 110-030-491110 | General Revenue | 1,990,081.00 | 1,915,978.00 | 3,831,956.00 | 4,477,580.00 | 4,477,580.00 | 4,477,580.00 |
| 110-030-495400 | Loan Proceeds | 0.00 | 69,225.32 | 69,225.00 | 261,056.00 | 261,056.00 | 261,056.00 |
| | Revenue Total: | 2,720,716.13 | 2,979,639.14 | 5,910,907.00 | 6,528,703.00 | 6,528,703.00 | 6,528,703.00 |
| Expense | | | | | | | |
| 110-030-511100 | Salaries | 1,204,126.97 | 1,297,805.55 | 2,516,303.00 | 2,828,871.00 | 2,828,871.00 | 2,828,871.00 |
| 110-030-511200 | Overtime | 25,940.18 | 76,897.43 | 145,000.00 | 150,000.00 | 150,000.00 | 150,000.00 |
| 110-030-511210 | Overtime - Estacada | 13,811.27 | 10,698.05 | 33,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-030-521100 | Insurance Benefits | 206,744.47 | 233,158.48 | 665,104.00 | 552,145.00 | 552,145.00 | 552,145.00 |
| 110-030-521200 | FICA Taxes | 95,042.76 | 105,860.58 | 191,380.00 | 216,402.00 | 216,402.00 | 216,402.00 |
| 110-030-521300 | PERS | 160,194.62 | 271,688.69 | 549,326.00 | 706,030.00 | 706,030.00 | 706,030.00 |
| 110-030-521360 | Other Benefits | 12,588.48 | 23,253.97 | 20,000.00 | 49,668.00 | 49,668.00 | 49,668.00 |
| 110-030-521400 | Life Insurance | 2,381.35 | 2,140.49 | 4,826.00 | | | |
| 110-030-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 2,492.00 | 2,492.00 | 2,492.00 |
| 110-030-521600 | Unemployment Insurance | 1,217.24 | 1,353.89 | 18,210.00 | 2,828.00 | 2,828.00 | 2,828.00 |
| 110-030-521800 | Workers' Comp Insurance | 42,920.12 | 52,252.47 | 77,230.00 | 95,306.00 | 95,306.00 | 95,306.00 |
| 110-030-521900 | Transit Tax | 14,936.27 | 8,105.08 | 0.00 | 16,973.00 | 16,973.00 | 16,973.00 |
| 110-030-521901 | Other - Drug Tests | 0.00 | 0.00 | 500.00 | | | |
| 110-030-522100 | FSA Fee | 305.00 | 239.97 | 0.00 | | | |
| 110-030-601100 | Supplies | 9,412.04 | 21,354.63 | 20,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 110-030-601200 | Postage | 1,135.94 | 1,313.60 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-030-601300 | Printing | 889.89 | 3,021.90 | 3,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-030-601400 | Copier Charges | 332.19 | 280.58 | 1,200.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-030-601500 | Public Notices | 0.00 | 0.00 | 75.00 | 75.00 | 75.00 | 75.00 |
| 110-030-601700 | Memberships | 565.00 | 890.30 | 1,500.00 | 1,300.00 | 1,300.00 | 1,300.00 |
| 110-030-601800 | Books and Subscriptions | 0.00 | 664.60 | 500.00 | 500.00 | 500.00 | 500.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|--|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 110-030-601900 | Uniforms | 3,406.04 | 24,710.75 | 27,500.00 | 3,500.00 | 3,500.00 | 3,500.00 |
| 110-030-602000 | Uniform Cleaning | 1,564.71 | 1,422.52 | 2,500.00 | 2,400.00 | 2,400.00 | 2,400.00 |
| 110-030-602050 | Police Boot Allowance | 0.00 | 0.00 | 450.00 | | | |
| 110-030-602100 | Employee Recruitment | 670.45 | 1,245.60 | 1,000.00 | 500.00 | 500.00 | 500.00 |
| 110-030-602200 | Conferences | 180.00 | 2,123.87 | 1,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-030-602300 | Training & Professional Advan... | 5,303.86 | 1,085.96 | 5,400.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 110-030-602500 | Meetings & Meals | 454.61 | 896.24 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-030-603100 | Mileage Reimbursement | 118.45 | 59.93 | 160.00 | 100.00 | 100.00 | 100.00 |
| 110-030-603200 | Vehicle Fuel | 48,488.15 | 33,999.74 | 130,000.00 | 75,000.00 | 75,000.00 | 75,000.00 |
| 110-030-603400 | Vehicle Reg/Licenses | 496.33 | 350.00 | 3,500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-030-603500 | Vehicle Repair & Maintenance | 17,861.15 | 26,816.94 | 40,000.00 | 45,000.00 | 45,000.00 | 45,000.00 |
| 110-030-604100 | Repairs & Maintenance | 11,394.71 | 9,956.95 | 25,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-030-605100 | Contractual Services | 20,363.50 | 19,447.39 | 1,500.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-030-606100 | Equipment Rental | 6,900.40 | 33.87 | 5,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-030-607100 | Utilities | 30,221.51 | 31,946.58 | 60,000.00 | 65,000.00 | 65,000.00 | 65,000.00 |
| 110-030-608100 | Professional Services | 4,756.50 | 34,868.30 | 102,370.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 110-030-609100 | Insurance | 37,954.86 | 45,011.57 | 71,000.00 | 93,200.00 | 93,200.00 | 93,200.00 |
| 110-030-610200 | Fees | 0.00 | 0.00 | 2,500.00 | | | |
| 110-030-627100 | State/County Court Assmt | 48,826.50 | 40,831.36 | 100,000.00 | | | |
| 110-030-628100 | Bank Finance Charges | 0.00 | 5.16 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-030-630100 | Ammunition/Range Practice | 17.50 | 5,841.97 | 11,500.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 110-030-630300 | Police County Dispatch | 133,142.00 | 137,097.00 | 290,000.00 | 305,000.00 | 305,000.00 | 305,000.00 |
| 110-030-630350 | Equipment | 65.00 | 8,242.89 | 17,850.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-030-630360 | Armament | 229.90 | 0.00 | 0.00 | | | |
| 110-030-630400 | Crime Prevention | 0.00 | 0.00 | 600.00 | 500.00 | 500.00 | 500.00 |
| 110-030-630500 | Drug Forfeitures | 0.00 | 72.48 | 0.00 | | | |
| 110-030-630700 | Investigation | 1,735.48 | 501.24 | 1,500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-030-630750 | Police Detoxification | 1,650.00 | 925.00 | 3,000.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 110-030-630800 | Police Reserves | 475.51 | 1,580.21 | 3,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-030-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | | | |
| 110-030-740100 | Computer Equipment | 9,391.20 | 8,776.45 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-030-740120 | 800 MHz Radio System | 19,090.00 | 20,661.00 | 60,000.00 | 116,300.00 | 116,300.00 | 116,300.00 |
| 110-030-750000 | Vehicles | 16,805.08 | 69,575.32 | 106,575.00 | 261,056.00 | 261,056.00 | 261,056.00 |
| 110-030-812100 | Loan Principal | 59,397.92 | 76,078.70 | 122,709.00 | 235,320.00 | 235,320.00 | 235,320.00 |
| 110-030-832903 | Loan Interest | 6,606.29 | 4,866.26 | 9,299.00 | 3,951.00 | 3,951.00 | 3,951.00 |
| 110-030-910670 | Transfer to Op Center IS Fund | 0.00 | 0.00 | 0.00 | 5,813.00 | 5,813.00 | 5,813.00 |
| 110-030-911110 | Indirect Support Cost | 210,507.50 | 212,898.50 | 425,797.00 | 509,121.00 | 509,121.00 | 509,121.00 |
| 110-030-951000 | Contingency | 0.00 | 0.00 | 25,043.00 | 18,252.00 | 18,252.00 | 18,252.00 |
| | Expense Total: | 2,490,618.90 | 2,932,910.01 | 5,910,907.00 | 6,528,703.00 | 6,528,703.00 | 6,528,703.00 |
| | Department: 030 - Police Surplus (Deficit): | 230,097.23 | 46,729.13 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 230,097.23 | 46,729.13 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 230,097.23 | 46,729.13 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

Sandy continues to be one of Oregon’s fastest growing communities. Newcomers often comment on the quality of life and appreciate the investment in the special touches the city offers. The comprehensive slate of recreation services is built on personal growth, fun, health and fitness, family and friends. Hundreds of offerings are displayed three times each year in the Recreation & Leisure Guide.

Programs such as Sandy Summer Sounds & Starlight Cinema ensures all families, regardless of income, can enjoy entertainment opportunities in a unique setting.

Staff works with recreation providers throughout the area to share ideas and resources, partner on projects where appropriate, and maximize programming for Sandy citizens. The department offers administrative support to local private, non-profit sports groups including meeting space, centralized registration and advertising. Mountain Storm Basketball for youth and the adult co-ed softball league are made possible using Oregon Trail School facilities.

Special Events prove popular with the Sandy/Boring Corn Cross bike race added in 2013. It joined annual favorites including the Teen Flashlight Egg Hunt, Noah’s Quest Walk/Run, Brewgrass (now Hops & Blues), and Wine in the Woods.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Community Services Director | 0.40 | 0.20 | 0.20 | 0.20 |
| Recreation Manager | 0.80 | 0.80 | 0.80 | 0.80 |
| Administrative Secretary | 0.50 | 0.50 | 0.75 | 0.50 |
| Custodian/Driver | - | 0.27 | 0.23 | 0.23 |
| Events Coordinator | 0.40 | 0.25 | 0.25 | 0.25 |
| Summer Program | 0.30 | 0.30 | 0.30 | 0.30 |
| Total | 2.40 | 2.32 | 2.53 | 2.28 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Purchased Cedar Ridge Middle School for future community center.
- ✓ First Dogs Day Out held at Liepold Farms in conjunction with Corn Cross.

Recreation Department

FUND:

110 - General Fund

DEPARTMENT:

033

DEPARTMENT HEAD:

Tanya Richardson,
Community Services
Director

LOCATION:

Sandy Community Center
38348 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Program Revenue

SUB-FUNDS:

- N/A



- ✓ Attended National Recreation Parks Association conference in 2015.
- ✓ Hosted State Championship Cyclocross races in 2015 and 2016 with nearly 1,000 riders in total at both events.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Improve communication for City events and issues.
- ✓ Develop Master Plan for community center and pool facility; implement operational funding.
- ✓ Research additional funding options for ongoing recreation program operations.
- ✓ Support ongoing dog park advocacy and fundraising.
- ✓ Continue to host popular special events and new events as staffing and funding allow.
- ✓ Explore purchase/lease/rental options for 15-passenger vehicle for recreation program use.
- ✓ Purchase upgraded Adobe software to use in developing Recreation Guide and other promotional materials.
- ✓ Contract with a translation service to assist in preparing promotional materials in Spanish.
- ✓ Equip and supply gym space and classroom areas at Cedar Ridge for recreation program use.

BUDGET HIGHLIGHTS

- ✓ Placeholder added to fund a new 15-passanger van (other options to be explored such as leasing, renting, etc.).

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 033 - Recreation | | | | | | |
| Beginning Balance | - | 123,020 | 110,729 | 196,393 | 196,393 | 196,393 |
| Recreation Fees | 66,557 | 78,306 | 150,000 | 200,000 | 200,000 | 200,000 |
| Youth Basketball Fees | 7,606 | 15,313 | 20,000 | 30,000 | 30,000 | 30,000 |
| Concert Revenue | 5,433 | 4,715 | 12,000 | 10,000 | 10,000 | 10,000 |
| General Revenue | 311,962 | 283,606 | 567,212 | 599,938 | 546,938 | 546,938 |
| Total 033 - Recreation: | 391,557 | 504,960 | 859,941 | 1,036,331 | 983,331 | 983,331 |
| Requirements | | | | | | |
| 033 - Recreation | | | | | | |
| Personnel Services | 169,608 | 174,601 | 396,967 | 452,460 | 452,460 | 452,460 |
| Materials & Services | 106,335 | 118,292 | 258,900 | 291,700 | 291,700 | 291,700 |
| Capital Outlay | 2,299 | 6,584 | 13,500 | 9,000 | 9,000 | 9,000 |
| Transfers | 31,544 | 30,309 | 60,619 | 66,820 | 66,820 | 66,820 |
| Contingency | - | - | 129,955 | 216,351 | 163,351 | 163,351 |
| Total 033 - Recreation: | 309,786 | 329,786 | 859,941 | 1,036,331 | 983,331 | 983,331 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|-------------------------------------|----------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 033 - Recreation | | | | | | | |
| Revenue | | | | | | | |
| 110-033-401100 | Beginning Balance | 0.00 | 123,020.00 | 110,729.00 | 196,393.00 | 196,393.00 | 196,393.00 |
| 110-033-436100 | Recreation Fees | 66,556.82 | 78,305.80 | 150,000.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| 110-033-436110 | Youth Basketball Fees | 7,605.50 | 15,313.00 | 20,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 110-033-474000 | Community Garden Rental | 0.00 | 0.00 | 0.00 | | | |
| 110-033-475601 | Concert Revenue | 5,433.06 | 4,715.00 | 12,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-033-491110 | General Revenue | 311,961.50 | 283,606.00 | 567,212.00 | 599,938.00 | 546,938.00 | 546,938.00 |
| | Revenue Total: | 391,556.88 | 504,959.80 | 859,941.00 | 1,036,331.00 | 983,331.00 | 983,331.00 |
| Expense | | | | | | | |
| 110-033-511100 | Salaries | 120,654.95 | 124,727.43 | 279,132.00 | 309,965.00 | 309,965.00 | 309,965.00 |
| 110-033-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-033-521100 | Insurance Benefits | 15,675.22 | 14,193.73 | 34,442.00 | 38,458.00 | 38,458.00 | 38,458.00 |
| 110-033-521200 | FICA Taxes | 9,230.10 | 9,542.30 | 21,216.00 | 23,700.00 | 23,700.00 | 23,700.00 |
| 110-033-521300 | PERS | 19,112.24 | 19,255.94 | 54,290.00 | 71,991.00 | 71,991.00 | 71,991.00 |
| 110-033-521360 | Other Benefits | 180.02 | 2,030.48 | 0.00 | | | |
| 110-033-521400 | GFrec Life Insurance | 190.79 | 156.21 | 381.00 | | | |
| 110-033-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 299.00 | 299.00 | 299.00 |
| 110-033-521600 | Unemployment Insurance | 147.19 | 122.25 | 2,017.00 | 310.00 | 310.00 | 310.00 |
| 110-033-521800 | Workers' Comp Insurance | 2,864.32 | 3,769.88 | 4,989.00 | 5,877.00 | 5,877.00 | 5,877.00 |
| 110-033-521900 | Transit Tax | 1,503.92 | 744.84 | 0.00 | 1,860.00 | 1,860.00 | 1,860.00 |
| 110-033-521901 | Other - Drug Tests | 0.00 | 0.00 | 200.00 | | | |
| 110-033-522100 | FSA Fee | 48.98 | 57.73 | 300.00 | | | |
| 110-033-601100 | Supplies | 942.96 | 1,539.02 | 6,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-033-601200 | Postage | 49.00 | 199.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-601300 | Printing | 1,876.19 | 1,641.45 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-033-601400 | Copier Charges | 51.04 | 476.09 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-033-601700 | Books and Subscriptions | 277.50 | 635.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-602100 | Employee Recruitment | 0.00 | 25.30 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-033-602200 | Conferences | 1,318.56 | 2,277.05 | 2,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-033-602300 | Training & Professional Advan... | 40.00 | 65.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-602500 | Meetings & Meals | 52.66 | 2.00 | 400.00 | 500.00 | 500.00 | 500.00 |
| 110-033-603100 | Mileage Reimbursement | 267.57 | 11.90 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-603200 | Vehicle -Fuel | 107.56 | 0.00 | 500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-603500 | Vehicle Repair & Maintenance | 0.00 | 531.81 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-604100 | Repairs & Maintenance | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-033-604110 | Elevator Maintenance | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-033-605100 | Contractual Services | 263.25 | 1,063.50 | 1,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-033-607100 | Utilities | 8,575.21 | 10,459.13 | 16,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 110-033-609100 | Insurance | 0.00 | 4,805.18 | 6,000.00 | 5,100.00 | 5,100.00 | 5,100.00 |
| 110-033-633100 | Program - Recreation | 57,203.17 | 58,018.71 | 140,000.00 | 150,000.00 | 150,000.00 | 150,000.00 |
| 110-033-633200 | Program -Youth Basketball | 13,226.58 | 12,235.36 | 20,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |

Budget Worksheet

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|--------------------------------|--|-----------------------|-----------------------|---------------------|---------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| 110-033-633400 | Program - Concerts in Park | 17,928.62 | 19,880.53 | 45,000.00 | 45,000.00 | 45,000.00 | 45,000.00 |
| 110-033-633500 | Program - Movies in Park | 4,154.83 | 4,426.31 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-033-720000 | Buildings | 0.00 | 0.00 | 5,000.00 | | | |
| 110-033-740000 | Furniture & Office Equipment | 0.00 | 4,720.00 | 4,500.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-033-740100 | Computer Equipment | 1,367.24 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-033-740101 | Software | 932.00 | 1,864.00 | 2,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-033-911110 | Indirect Support Cost | 31,544.00 | 30,309.00 | 60,619.00 | 66,820.00 | 66,820.00 | 66,820.00 |
| 110-033-951000 | Contingency | 0.00 | 0.00 | 129,955.00 | 216,351.00 | 163,351.00 | 163,351.00 |
| | Expense Total: | 309,785.67 | 329,786.13 | 859,941.00 | 1,036,331.00 | 983,331.00 | 983,331.00 |
| | Department: 033 - Recreation Surplus (Deficit): | 81,771.21 | 175,173.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 81,771.21 | 175,173.67 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 81,771.21 | 175,173.67 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Sandy Senior Center continues to be a one-stop focal point center providing nutrition, transportation, recreation and social services for adults 60 years and better residing within the Oregon Trail School District (exclusive of the Hoodland area). Many newcomers have described the center and its members as friendly and welcoming.

The need for client service coordination continues to increase as does the need for mental health services. Clients request aid for personal issues, and oftentimes adult children need assistance navigating the labyrinth system of care for their aging parents. The Alzheimer’s Support Group averages 20 attendees per month and the Alzheimer’s respite group has seen an increase in participation.

Along with programming for center participants comes the challenge of coordinating use and maintenance of the building itself. Dozens of community groups use the facility on an ongoing basis including AA, Al-Anon, scout groups, volunteer boards for sports leagues, supervised visitations, gleaners, neighborhood associations and fundraising committees. On weekends the building is often rented out to private individuals for birthday parties, weddings, baptisms, showers and funeral gatherings.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Recreation Manager | 0.20 | 0.20 | 0.20 | 0.20 |
| Senior Services Coordinator | 1.00 | 1.00 | 1.00 | 0.88 |
| Administrative Secretary | 0.50 | 0.50 | 0.75 | 0.50 |
| Food Services Manager | 0.58 | 0.58 | 0.63 | 0.63 |
| Custodian/Driver | 0.59 | 0.32 | 0.27 | 0.27 |
| Program Coord.--Alzh. | 0.25 | 0.25 | 0.20 | 0.20 |
| Total | 3.12 | 2.85 | 3.05 | 2.68 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Purchased Cedar Ridge Middle School for future community center.
- ✓ Took delivery of MV-1 in December 2016.
- ✓ Received State Innovation Grant to provide dental services county-wide.
- ✓ Purchases new refrigerator for commercial kitchen.

Seniors Department

FUND:

110 - General Fund

DEPARTMENT:

034

DEPARTMENT HEAD:

Tanya Richardson,
Community Services
Director

LOCATION:

Sandy Community Center
38348 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Grant Revenue
- Program Revenue

SUB-FUNDS:

- N/A



- ✓ Purchased new color copier/printer.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Develop Master Plan for community center and pool facility; implement operational funding.
- ✓ Secure grant money to fund Under 60 Meals-on-Wheels delivery.
- ✓ Refinish interior doors.
- ✓ Replace dining room ceiling fans.
- ✓ Paint exterior trim.
- ✓ Evaluate and update Center programs.
- ✓ Expand advertisement of Center.

BUDGET HIGHLIGHTS

- ✓ Clackamas County allocated approximately \$200,000 for the Senior Center to extend service provision outside the city limits to citizens residing in the unincorporated areas of Sandy and Boring. County funds support nutrition, wellness, transportation, and client services.
- ✓ Nutrition budget reflects approximately \$8,000 in mileage reimbursement (rate is \$0.35/mile) for volunteer meals-on-wheels drivers.
- ✓ Money allocated for Client Services Coordinator to attend National Alzheimer's Conference.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 034 - Seniors | | | | | | |
| Beginning Balance | - | 89,984 | 78,843 | 16,734 | 16,734 | 16,734 |
| Activity Fee | 18,795 | 25,200 | 65,000 | 65,000 | 65,000 | 65,000 |
| Federal Grants | - | - | 48,000 | - | - | - |
| County Senior Citizens Grant | 106,244 | 125,703 | 180,000 | 210,000 | 210,000 | 210,000 |
| County Senior Disabled Grant | 3,645 | 15,795 | 19,000 | 20,000 | 20,000 | 20,000 |
| Nutrition Program | 32,011 | 27,819 | 65,000 | 65,000 | 65,000 | 65,000 |
| General Revenue | 276,634 | 283,606 | 567,213 | 630,047 | 683,047 | 683,047 |
| Total 034 - Seniors: | 437,329 | 568,107 | 1,023,056 | 1,006,781 | 1,059,781 | 1,059,781 |
| Requirements | | | | | | |
| 034 - Seniors | | | | | | |
| Personnel Services | 302,578 | 303,538 | 639,776 | 651,969 | 651,969 | 651,969 |
| Materials & Services | 107,894 | 119,248 | 218,900 | 259,500 | 259,500 | 259,500 |
| Capital Outlay | 1,289 | 4,719 | 56,500 | 5,000 | 5,000 | 5,000 |
| Transfers | 46,415 | 44,598 | 89,196 | 90,312 | 90,312 | 90,312 |
| Contingency | - | - | 18,684 | - | 53,000 | 53,000 |
| Total 034 - Seniors: | 458,175 | 472,103 | 1,023,056 | 1,006,781 | 1,059,781 | 1,059,781 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|----------------------------------|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 034 - Seniors | | | | | | | |
| Revenue | | | | | | | |
| 110-034-401100 | Beginning Balance | 0.00 | 89,984.00 | 78,843.00 | 16,734.00 | 16,734.00 | 16,734.00 |
| 110-034-437100 | Activity Fee | 18,795.03 | 25,200.32 | 65,000.00 | 65,000.00 | 65,000.00 | 65,000.00 |
| 110-034-440300 | Federal Grants | 0.00 | 0.00 | 48,000.00 | | | |
| 110-034-442200 | County Senior Citizens Grant | 106,244.00 | 125,702.74 | 180,000.00 | 210,000.00 | 210,000.00 | 210,000.00 |
| 110-034-442210 | County Senior Disabled Grant | 3,645.00 | 15,795.00 | 19,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-034-475100 | Nutrition Program | 32,011.36 | 27,819.21 | 65,000.00 | 65,000.00 | 65,000.00 | 65,000.00 |
| 110-034-491110 | General Revenue | 276,633.50 | 283,606.00 | 567,213.00 | 630,047.00 | 683,047.00 | 683,047.00 |
| | Revenue Total: | 437,328.89 | 568,107.27 | 1,023,056.00 | 1,006,781.00 | 1,059,781.00 | 1,059,781.00 |
| Expense | | | | | | | |
| 110-034-511100 | Salaries | 181,030.64 | 182,710.99 | 368,170.00 | 350,609.00 | 350,609.00 | 350,609.00 |
| 110-034-511103 | Salary - Nutrition | 20,639.49 | 20,729.15 | 42,560.00 | 42,980.00 | 42,980.00 | 42,980.00 |
| 110-034-511104 | Salary - Alzh | 0.00 | 0.00 | 22,014.00 | 22,224.00 | 22,224.00 | 22,224.00 |
| 110-034-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-034-521100 | Insurance Benefits | 31,210.72 | 32,845.89 | 67,596.00 | 72,254.00 | 72,254.00 | 72,254.00 |
| 110-034-521200 | FICA Taxes | 15,427.74 | 15,563.27 | 32,909.00 | 31,809.00 | 31,809.00 | 31,809.00 |
| 110-034-521300 | PERS | 46,759.98 | 42,752.69 | 95,061.00 | 111,322.00 | 111,322.00 | 111,322.00 |
| 110-034-521360 | Other Benefits | 179.98 | 2,368.33 | 0.00 | 9,526.00 | 9,526.00 | 9,526.00 |
| 110-034-521400 | GFsen Life Insurance | 305.34 | 249.80 | 610.00 | | | |
| 110-034-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 451.00 | 451.00 | 451.00 |
| 110-034-521600 | Unemployment Insurance | 222.68 | 199.53 | 3,142.00 | 416.00 | 416.00 | 416.00 |
| 110-034-521800 | Workers' Comp Insurance | 4,396.78 | 4,848.96 | 7,414.00 | 7,883.00 | 7,883.00 | 7,883.00 |
| 110-034-521900 | Transit Tax | 2,373.56 | 1,206.91 | 0.00 | 2,495.00 | 2,495.00 | 2,495.00 |
| 110-034-521901 | Other - Drug Tests | 0.00 | 0.00 | 100.00 | | | |
| 110-034-522100 | FSA Fee | 31.02 | 62.27 | 200.00 | | | |
| 110-034-601100 | Supplies | 2,168.49 | 1,684.87 | 7,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-034-601200 | Postage | 367.82 | 674.82 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-034-601300 | Printing | 494.36 | 107.44 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-034-601400 | Copier Charges | 557.42 | 718.39 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-034-601600 | Organizational Fees | 807.22 | 0.00 | 0.00 | | | |
| 110-034-601700 | Memberships | 168.50 | 115.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 110-034-601800 | Books and Subscriptions | 0.00 | 50.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-034-602100 | Employee Recruitment | 0.00 | 29.70 | 0.00 | | | |
| 110-034-602200 | Conferences | 511.80 | 741.94 | 1,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-034-602300 | Training & Professional Advan... | 195.00 | 169.01 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-034-602500 | Meetings & Meals | 129.58 | 256.74 | 1,000.00 | 500.00 | 500.00 | 500.00 |
| 110-034-603100 | Mileage Reimbursement | 412.08 | 700.78 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-034-603200 | Vehicle -Fuel | 3,727.70 | 2,506.09 | 15,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-034-603500 | Vehicle Repair & Maintenance | 970.77 | 3,437.02 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-034-604100 | Repairs & Maintenance | 4,321.84 | 4,867.64 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-034-604110 | Elevator Maintenance | 1,356.52 | 8,312.24 | 2,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|---|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 110-034-605100 | Contractual Services | -125.00 | 468.00 | 500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-034-607100 | Utilities | 5,628.45 | 2,758.98 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 110-034-609100 | Insurance | 4,024.71 | 0.00 | 8,000.00 | 5,100.00 | 5,100.00 | 5,100.00 |
| 110-034-634100 | Program - Senior Activities | 46,941.74 | 54,418.48 | 80,000.00 | 120,000.00 | 120,000.00 | 120,000.00 |
| 110-034-634200 | Program - Alzheimers | 276.26 | 353.20 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-034-634300 | Program - Music Program | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-034-634400 | Program - Nutrition | 34,958.36 | 36,877.86 | 65,000.00 | 70,000.00 | 70,000.00 | 70,000.00 |
| 110-034-740000 | Furniture & Office Equipment | 356.98 | 4,719.00 | 4,500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-034-740100 | Computer Equipment | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-034-740101 | Software | 932.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-034-750000 | Transportation Equipment | 0.00 | 0.00 | 48,000.00 | | | |
| 110-034-911110 | Indirect Support Cost | 46,414.50 | 44,598.00 | 89,196.00 | 90,312.00 | 90,312.00 | 90,312.00 |
| 110-034-951000 | Contingency | 0.00 | 0.00 | 18,684.00 | | 53,000.00 | 53,000.00 |
| | Expense Total: | 458,175.03 | 472,102.99 | 1,023,056.00 | 1,006,781.00 | 1,059,781.00 | 1,059,781.00 |
| | Department: 034 - Seniors Surplus (Deficit): | -20,846.14 | 96,004.28 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | -20,846.14 | 96,004.28 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | -20,846.14 | 96,004.28 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Parks, Buildings and Grounds program (formerly Parks Maintenance - part of the Public Works Department) maintains and makes minor improvements to the city’s parks, open spaces, public spaces, buildings and grounds.

Parks, Buildings and Grounds is responsible for five City buildings and one rental dwelling, ten developed parks totaling approximately 34 acres, four undeveloped parks and various open space tracts comprising approximately 185 acres, the popular Tickle Creek Trail as well as scattered pedestrian paths, stairways, walkways and trails. The program also uses local landscape contractors to perform regular maintenance at certain city facilities and public areas.

The Seasonal (April - October) Parks Worker position was funded in the second year of the current biennium. However, some turnover with permanent parks staff in the spring of 2016 forced us to shuffle personnel so we weren’t able to utilize this position fully until summer. We were able to get caught up on a lot of backlogged items with this new position despite the limited availability.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Parks Superintendent | 1.00 | 1.00 | 1.00 | - |
| Parks Utility Worker | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Seasonal | 0.18 | 0.18 | 0.18 | 0.18 |
| Parks Attendant | - | - | - | 1.00 |
| Community Services Director | 0.10 | 0.10 | 0.10 | 0.10 |
| Total | 2.28 | 2.28 | 2.28 | 2.28 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Planted three dozen five to six foot tall trees at the east end of Tickle Creek Trail to replace wind thrown trees adjacent to clear-cut.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Install cameras and improve lighting in high-vandalism areas of City Parks.
- ✓ Resurface worn portions of Tickle Creek Trail.
- ✓ Install wayfinding signs in Meinig Park.

Parks, Buildings, & Grounds Department

FUND:

110 - General Fund

DEPARTMENT:

035

DEPARTMENT HEAD:

Mike Walker,
Public Works Director

LOCATION:

Operations Center
16610 Champion Way

FUND RESOURCES:

- General Revenue
- Property Rental Revenue

SUB-FUNDS:

- N/A



BUDGET HIGHLIGHTS

None.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 035 - Parks, Buildings & Grounds | | | | | | |
| Beginning Balance | - | (7,440) | (17,135) | 32,637 | 32,637 | 32,637 |
| Other Agencies | - | - | - | - | - | - |
| Property Rental Revenue | - | 22,720 | 38,000 | 40,000 | 40,000 | 40,000 |
| Gazebo Rental Revenue | 900 | 2,975 | 800 | - | - | - |
| Miscellaneous Revenue | 4,196 | - | 500 | 500 | 500 | 500 |
| Surplus Property | - | - | - | 500 | 500 | 500 |
| General Revenue | 259,064 | 317,238 | 634,475 | 688,387 | 688,387 | 688,387 |
| Total 035 - Parks, Blds. & Grounds | 264,160 | 335,493 | 656,640 | 762,024 | 762,024 | 762,024 |
| Requirements | | | | | | |
| 035 - Parks, Buildings and Grounds | | | | | | |
| Personnel Services | 191,336 | 203,570 | 432,044 | 401,683 | 401,683 | 401,683 |
| Materials & Services | 58,742 | 84,220 | 139,080 | 192,440 | 192,440 | 192,440 |
| Capital Outlay | 16,625 | 1,636 | 25,500 | 97,550 | 97,550 | 97,550 |
| Transfers | 28,146 | 27,044 | 54,088 | 64,770 | 64,770 | 64,770 |
| Contingency | - | - | 5,928 | 5,581 | 5,581 | 5,581 |
| Total 035 - Parks, Buildings and Grounds | 294,848 | 316,469 | 656,640 | 762,024 | 762,024 | 762,024 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 035 - Parks Maintenance | | | | | | | |
| Revenue | | | | | | | |
| 110-035-401100 | Beginning Balance | 0.00 | -7,440.00 | -17,135.00 | 32,637.00 | 32,637.00 | 32,637.00 |
| 110-035-474000 | Property Rental Revenue | 0.00 | 22,720.28 | 38,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-035-475010 | Gazebo Rental Revenue | 900.00 | 2,975.00 | 800.00 | | | |
| 110-035-478000 | Miscellaneous Revenue | 4,195.50 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 110-035-479030 | Surplus Property | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 110-035-491110 | General Revenue | 259,064.00 | 317,238.00 | 634,475.00 | 688,387.00 | 688,387.00 | 688,387.00 |
| | Revenue Total: | 264,159.50 | 335,493.28 | 656,640.00 | 762,024.00 | 762,024.00 | 762,024.00 |
| Expense | | | | | | | |
| 110-035-511100 | Salaries | 130,686.40 | 137,517.01 | 299,594.00 | 251,963.00 | 251,963.00 | 251,963.00 |
| 110-035-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-035-521100 | Insurance Benefits | 22,156.78 | 25,962.64 | 48,195.00 | 58,424.00 | 58,424.00 | 58,424.00 |
| 110-035-521200 | FICA Taxes | 9,997.58 | 10,520.10 | 20,055.00 | 19,271.00 | 19,271.00 | 19,271.00 |
| 110-035-521300 | PERS | 21,421.19 | 22,592.43 | 51,409.00 | 59,497.00 | 59,497.00 | 59,497.00 |
| 110-035-521360 | Other Benefits | 0.00 | 0.00 | 0.00 | | | |
| 110-035-521400 | GFpkm Life Insurance | 267.07 | 225.89 | 533.00 | | | |
| 110-035-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 284.00 | 284.00 | 284.00 |
| 110-035-521600 | Unemployment Insurance | 143.18 | 135.24 | 1,911.00 | 252.00 | 252.00 | 252.00 |
| 110-035-521800 | Workers' Comp Insurance | 5,211.22 | 5,776.85 | 10,147.00 | 10,480.00 | 10,480.00 | 10,480.00 |
| 110-035-521900 | Transit Tax | 1,347.71 | 779.42 | 0.00 | 1,512.00 | 1,512.00 | 1,512.00 |
| 110-035-521901 | Other -Drug Tests | 45.00 | 0.00 | 100.00 | | | |
| 110-035-522100 | FSA Fee | 60.00 | 60.00 | 100.00 | | | |
| 110-035-601100 | Supplies | 2,110.76 | 6,423.18 | 49,000.00 | 56,000.00 | 56,000.00 | 56,000.00 |
| 110-035-601200 | Postage | 0.00 | 13.09 | 10.00 | 20.00 | 20.00 | 20.00 |
| 110-035-601300 | Printing | 0.00 | 0.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| 110-035-601400 | Copier Charges | 0.53 | 0.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| 110-035-601700 | Memberships | 250.00 | 250.00 | 450.00 | 500.00 | 500.00 | 500.00 |
| 110-035-601900 | Uniforms | 410.26 | 684.57 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-035-602100 | Employee Recruitment | 1,091.20 | 385.00 | 100.00 | 250.00 | 250.00 | 250.00 |
| 110-035-602300 | Training & Professional Advan... | 341.71 | 42.00 | 700.00 | 500.00 | 500.00 | 500.00 |
| 110-035-602500 | Meetings & Meals | 0.00 | 269.43 | 50.00 | 50.00 | 50.00 | 50.00 |
| 110-035-603100 | Mileage Reimbursement | 0.00 | 189.73 | 50.00 | 100.00 | 100.00 | 100.00 |
| 110-035-603200 | Vehicle - Fuel | 0.00 | 2,869.93 | 4,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 110-035-603500 | Vehicle Repair & Maintenance | 895.17 | 587.09 | 3,200.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 110-035-604100 | Repairs & Maintenance | 6,128.26 | 14,418.97 | 10,000.00 | 19,500.00 | 19,500.00 | 19,500.00 |
| 110-035-605100 | Contractual Services | 5,597.87 | 6,994.48 | 10,000.00 | 17,500.00 | 17,500.00 | 17,500.00 |
| 110-035-606100 | Equipment Rental | 2,655.48 | 3,042.33 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-035-607100 | Utilities | 26,329.71 | 20,408.22 | 25,000.00 | 44,000.00 | 44,000.00 | 44,000.00 |
| 110-035-608100 | Professional Services | 6,386.71 | 21,276.50 | 20,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 110-035-609100 | Insurance | 5,258.21 | 5,908.03 | 14,500.00 | 13,200.00 | 13,200.00 | 13,200.00 |
| 110-035-635100 | Parks Master Plan | 1,066.30 | 0.00 | 0.00 | | | |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|-------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 110-035-650300 | Regulatory Fees | 219.71 | 457.23 | 0.00 | 300.00 | 300.00 | 300.00 |
| 110-035-715000 | Improvements | 1,561.83 | 0.00 | 10,500.00 | 48,000.00 | 48,000.00 | 48,000.00 |
| 110-035-715010 | Meinig Park | 2,800.72 | 0.00 | 10,000.00 | 38,000.00 | 38,000.00 | 38,000.00 |
| 110-035-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 |
| 110-035-760000 | Machinery & Equipment | 12,262.15 | 1,635.82 | 5,000.00 | 11,300.00 | 11,300.00 | 11,300.00 |
| 110-035-910670 | Transfer to Op Center IS Fund | 0.00 | 0.00 | 0.00 | 6,554.00 | 6,554.00 | 6,554.00 |
| 110-035-911110 | Indirect Support Cost | 28,145.50 | 27,044.00 | 54,088.00 | 58,216.00 | 58,216.00 | 58,216.00 |
| 110-035-951000 | Contingency | 0.00 | 0.00 | 5,928.00 | 5,581.00 | 5,581.00 | 5,581.00 |
| | Expense Total: | 294,848.21 | 316,469.18 | 656,640.00 | 762,024.00 | 762,024.00 | 762,024.00 |
| Department: 035 - Parks Maintenance Surplus (Deficit): | | -30,688.71 | 19,024.10 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | | -30,688.71 | 19,024.10 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | | -30,688.71 | 19,024.10 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Planning & Development Department is responsible for reviewing development proposals and completing long range planning projects such as municipal code updates and relevant community studies. The department is committed to serving existing and future residents with comprehensive planning services in the belief that a growing community can remain livable, meet the needs of its citizens, and become a diverse community through job creation and providing a variety of housing types.

The Planning & Development Department is staffed by the Planning and Building Director, an Associate Planner, and a Planning Assistant, with occasional assistance from the Engineering Technician.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------------------|-------------|-------------|-------------|-------------|
| Planning & Building Director | 0.55 | 0.45 | 0.45 | 0.50 |
| Associate Planner | 0.60 | 0.60 | 0.60 | 0.57 |
| Planning Assistant | 0.38 | 0.50 | 0.30 | 0.25 |
| Engineering Tech. | 0.20 | 0.20 | 0.10 | 0.20 |
| Code Enforcement Officer | 0.03 | - | - | - |
| Permit Technician II | - | - | - | 0.05 |
| Administrative Assistant | - | - | 0.05 | - |
| Total | 1.76 | 1.75 | 1.50 | 1.57 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Phase I of the wayfinding project is complete.
- ✓ The UGB Expansion has been adopted by the City of Sandy and Clackamas County. DLCD will hopefully acknowledge the expansion in the spring of 2017.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Continue implementation of the Energov permitting system/software.
- ✓ Introduce a new community oriented planning approach that is focused on assisting applicants and finding creative solutions to issues, while maintaining proper administration of the Development Code.
- ✓ Annex islands.
- ✓ Consolidate the I-3 and I-2 zoning districts.
- ✓ Create the Pleasant Street Master Plan.

Planning Department

FUND:

110 - General Fund

DEPARTMENT:

036

DEPARTMENT HEAD:

Kelly O’Neill Jr.,
Planning & Building
Director

LOCATION:

Sandy City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Permits and Special Assessments Revenue

SUB-FUNDS:

- N/A



- ✓ Increase business recruitment for brewery/distillery.
- ✓ Annex Cedar Ridge parkland.

BUDGET HIGHLIGHTS

- ✓ Approximately 60% of planning revenues come from development application fees.
- ✓ Substantial upgrades to technology for all staff in the department.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 036 - Planning | | | | | | |
| Beginning Balance | - | 155,743 | 138,552 | 171,547 | 171,547 | 171,547 |
| Permit Administration Fee | 49,895 | 37,590 | 60,000 | 60,000 | 60,000 | 60,000 |
| Planning Fees | 60,950 | 81,364 | 50,000 | 70,000 | 70,000 | 70,000 |
| EC Permit 1&2 Family | 15,191 | 13,528 | 20,000 | 20,000 | 20,000 | 20,000 |
| ZRF-SFD | 12,731 | 10,875 | 17,000 | 18,000 | 18,000 | 18,000 |
| EC Plan Check | 6,744 | 6,379 | 9,000 | 8,000 | 8,000 | 8,000 |
| Urban Forest Fees/Grants | 2,050 | 550 | 500 | 500 | 500 | 500 |
| Plaza Rent Revenue | 6,280 | 6,350 | 6,000 | 5,000 | 5,000 | 5,000 |
| Refunds | (100) | (3,800) | (1,500) | (1,500) | (1,500) | (1,500) |
| Miscellaneous Revenue | - | - | - | 100 | 100 | 100 |
| Document/Copy Fees | 257 | 121 | 300 | 200 | 200 | 200 |
| General Revenue | 110,018 | 119,192 | 238,384 | 258,145 | 258,145 | 258,145 |
| Total 036 - Planning: | 264,015 | 427,892 | 538,236 | 609,992 | 609,992 | 609,992 |
| Requirements | | | | | | |
| 036 - Planning | | | | | | |
| Personnel Services | 143,033 | 163,287 | 335,064 | 379,907 | 379,907 | 379,907 |
| Materials & Services | 18,676 | 14,989 | 37,950 | 94,381 | 94,381 | 94,381 |
| Capital Outlay | 2,168 | 2,144 | 7,000 | 12,000 | 12,000 | 12,000 |
| Transfers | 31,658 | 30,418 | 60,837 | 72,082 | 72,082 | 72,082 |
| Contingency | - | - | 97,385 | 51,622 | 51,622 | 51,622 |
| Total Department: 036 - Planning: | 195,534 | 210,838 | 538,236 | 609,992 | 609,992 | 609,992 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|-----------------------------------|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 036 - Planning | | | | | | | |
| Revenue | | | | | | | |
| 110-036-401100 | Beginning Balance | 0.00 | 155,743.00 | 138,552.00 | 171,547.00 | 171,547.00 | 171,547.00 |
| 110-036-434200 | Permit Administration Fee | 49,894.78 | 37,590.33 | 60,000.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| 110-036-454100 | Planning Fees | 60,950.00 | 81,364.20 | 50,000.00 | 70,000.00 | 70,000.00 | 70,000.00 |
| 110-036-454200 | EC Permit 1&2 Family | 15,191.00 | 13,527.50 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-036-454300 | ZRF-SFD | 12,730.50 | 10,875.00 | 17,000.00 | 18,000.00 | 18,000.00 | 18,000.00 |
| 110-036-454400 | EC Plan Check | 6,744.00 | 6,379.00 | 9,000.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 110-036-454500 | Urban Forest Fees/Grants | 2,050.00 | 550.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 110-036-458005 | Plaza Rent Revenue | 6,280.00 | 6,350.00 | 6,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-036-466100 | Refunds | -100.00 | -3,800.00 | -1,500.00 | -1,500.00 | -1,500.00 | -1,500.00 |
| 110-036-478000 | Miscellaneous Revenue | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-036-478100 | Document/Copy Fees | 256.75 | 120.75 | 300.00 | 200.00 | 200.00 | 200.00 |
| 110-036-491110 | General Revenue | 110,018.00 | 119,192.00 | 238,384.00 | 258,145.00 | 258,145.00 | 258,145.00 |
| | Revenue Total: | 264,015.03 | 427,891.78 | 538,236.00 | 609,992.00 | 609,992.00 | 609,992.00 |
| Expense | | | | | | | |
| 110-036-511100 | Salaries | 96,058.87 | 112,783.72 | 229,362.00 | 255,042.00 | 255,042.00 | 255,042.00 |
| 110-036-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-036-521100 | Insurance Benefits | 11,261.69 | 14,384.75 | 41,351.00 | 34,051.00 | 34,051.00 | 34,051.00 |
| 110-036-521200 | FICA Taxes | 7,349.50 | 8,619.56 | 17,438.00 | 19,518.00 | 19,518.00 | 19,518.00 |
| 110-036-521300 | PERS | 21,472.31 | 20,830.17 | 42,806.00 | 57,987.00 | 57,987.00 | 57,987.00 |
| 110-036-521360 | Other Benefits | 4,006.19 | 3,932.29 | 0.00 | 8,625.00 | 8,625.00 | 8,625.00 |
| 110-036-521400 | GFplng Life Insurance | 146.25 | 130.17 | 317.00 | | | |
| 110-036-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 220.00 | 220.00 | 220.00 |
| 110-036-521600 | Unemployment Insurance | 97.63 | 110.89 | 1,669.00 | 255.00 | 255.00 | 255.00 |
| 110-036-521800 | Workers' Comp Insurance | 1,390.29 | 1,842.23 | 2,121.00 | 2,679.00 | 2,679.00 | 2,679.00 |
| 110-036-521900 | Transit Tax | 1,250.42 | 653.12 | 0.00 | 1,530.00 | 1,530.00 | 1,530.00 |
| 110-036-601100 | Supplies | 1,825.78 | 674.82 | 3,500.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-036-601200 | Postage | 0.00 | 800.26 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-036-601300 | Printing | 60.00 | 0.00 | 300.00 | 300.00 | 300.00 | 300.00 |
| 110-036-601400 | Copier Charges | 73.30 | 0.00 | 800.00 | 600.00 | 600.00 | 600.00 |
| 110-036-601500 | Public Notices | 914.15 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 110-036-601600 | Organizational Fees | 429.86 | 0.00 | 0.00 | | | |
| 110-036-601700 | Memberships | 740.00 | 380.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-036-601800 | Books and Subscriptions | 0.00 | 0.00 | 250.00 | 500.00 | 500.00 | 500.00 |
| 110-036-602100 | Employee Recruitment | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-036-602200 | Conferences | 2,737.29 | 2,109.99 | 5,000.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 110-036-602300 | Training & Professional Advan... | 199.00 | 132.71 | 600.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-036-602500 | Meetings & Meals | 453.20 | 46.96 | 500.00 | 800.00 | 800.00 | 800.00 |
| 110-036-603100 | Mileage Reimbursement | 33.98 | 54.94 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-036-604100 | Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 4,281.00 | 4,281.00 | 4,281.00 |
| 110-036-607100 | Utilities | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 2,500.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|--|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 110-036-608200 | Professional Services - Enginee... | 6,974.08 | 7,150.25 | 10,000.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 110-036-608500 | Contract Services - Planning | 2,797.75 | 966.14 | 10,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 110-036-628200 | Credit Card Merchant Fee | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 |
| 110-036-637100 | Planning Commission | 150.00 | 1,803.05 | 300.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-036-639610 | Tree City USA | 1,287.30 | 869.71 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-036-740000 | Furniture & Office Equipment | 481.52 | 0.00 | 2,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 110-036-740100 | Computer Equipment | 1,686.04 | 2,144.25 | 5,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 110-036-911110 | Indirect Support Cost | 31,657.50 | 30,418.00 | 60,837.00 | 72,082.00 | 72,082.00 | 72,082.00 |
| 110-036-951000 | Contingency | 0.00 | 0.00 | 97,385.00 | 51,622.00 | 51,622.00 | 51,622.00 |
| | Expense Total: | 195,533.90 | 210,837.98 | 538,236.00 | 609,992.00 | 609,992.00 | 609,992.00 |
| | Department: 036 - Planning Surplus (Deficit): | 68,481.13 | 217,053.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 68,481.13 | 217,053.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 68,481.13 | 217,053.80 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Building Department is committed to serving existing and future residents with comprehensive administration of building, plumbing, mechanical, and fire/life/safety codes as required by the State of Oregon. This department ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools and government facilities are constructed in conformance with all regulatory codes to ensure the continued safety and well-being of all members of the community.

The Building Department is staffed by the Planning and Building Director, the Building Official, and a Permit Technician II, with occasional assistance from a contracted Commercial Plumbing Inspector.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------------------|-------------|-------------|-------------|-------------|
| Planning & Building Director | 0.25 | 0.20 | 0.20 | 0.20 |
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | 0.30 | 0.20 | 0.20 | 0.05 |
| Permit Technician II | 0.74 | 0.74 | 0.74 | 0.70 |
| Planning Assistant | 0.38 | 0.13 | 0.13 | 0.63 |
| Code Enforcement Officer | 0.03 | 0.20 | 0.10 | 0.50 |
| Total | 2.70 | 2.47 | 2.37 | 3.08 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Implemented a successful Business Safety Inspection Program in conjunction with new business licenses.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Continue implementation of the Energov permitting system/software.
- ✓ Continue to develop a business friendly approach to building remodel while maintaining proper administration of codes as required by the State.
- ✓ Implement an annual Business Fire/Life/Safety Inspection Program in coordination with the Fire Marshall.
- ✓ Create accessible punch lists for new businesses/new home owners.

Building Department

FUND:

110 - General Fund

DEPARTMENT:

037

DEPARTMENT HEAD:

Kelly O’Neill Jr.,
Planning & Building
Director

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Permits and Licenses Revenue

SUB-FUNDS:

- N/A



BUDGET HIGHLIGHTS

- ✓ Carrying over a moderate contingency as a buffer against the potential slowdown in construction activity dues to lack of single family home lot availability.
- ✓ The department is fully funded through building, plumbing, and mechanical permit fees.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 037 - Building | | | | | | |
| Beginning Balance | - | 407,549 | 312,963 | 516,191 | 516,191 | 516,191 |
| Permits - Building | 156,398 | 149,903 | 195,000 | 200,000 | 200,000 | 200,000 |
| Permits - Plumbing | 77,095 | 67,117 | 90,000 | 90,000 | 90,000 | 90,000 |
| Permits - Mechanical | 24,579 | 22,891 | 30,000 | 30,000 | 30,000 | 30,000 |
| Permits - Fire Life & Safety | 900 | 10,212 | 4,000 | 10,000 | 10,000 | 10,000 |
| Permits -Other Building | 5,150 | 10,899 | 9,000 | 10,000 | 10,000 | 10,000 |
| Permits - State % | 30,852 | 29,660 | 38,000 | 40,000 | 40,000 | 40,000 |
| Permits - State MH Fee | - | 90 | - | - | - | - |
| Plan Check Fee | 112,610 | 125,807 | 136,000 | 150,000 | 150,000 | 150,000 |
| Building Administration Fee | - | - | - | - | - | - |
| Total 037 - Building: | 407,583 | 824,128 | 814,963 | 1,046,191 | 1,046,191 | 1,046,191 |
| Requirements | | | | | | |
| 037 - Building | | | | | | |
| Personnel Services | 221,473 | 235,848 | 496,113 | 577,774 | 577,774 | 577,774 |
| Materials & Services | 40,441 | 36,202 | 77,450 | 119,762 | 119,762 | 119,762 |
| Capital Outlay | 802 | 2,424 | 10,500 | 15,000 | 15,000 | 15,000 |
| Transfers | 56,974 | 54,745 | 109,489 | 103,839 | 103,839 | 103,839 |
| Contingency | - | - | 121,411 | 229,816 | 229,816 | 229,816 |
| Total 037 - Building: | 319,690 | 329,219 | 814,963 | 1,046,191 | 1,046,191 | 1,046,191 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|-----------------------------------|----------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 037 - Building | | | | | | | |
| Revenue | | | | | | | |
| 110-037-401100 | Beginning Balance | 0.00 | 407,549.00 | 312,963.00 | 516,191.00 | 516,191.00 | 516,191.00 |
| 110-037-433110 | Permits - Building | 156,397.53 | 149,903.30 | 195,000.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| 110-037-433120 | Permits - Plumbing | 77,094.75 | 67,117.25 | 90,000.00 | 90,000.00 | 90,000.00 | 90,000.00 |
| 110-037-433130 | Permits - Mechanical | 24,578.70 | 22,890.70 | 30,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 110-037-433140 | Permits - Fire Life & Safety | 900.20 | 10,212.40 | 4,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-037-433400 | Permits -Other Building | 5,149.65 | 10,899.20 | 9,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-037-433910 | Permits - State % | 30,851.52 | 29,659.58 | 38,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-037-433920 | Permits - State M H Fee | 0.00 | 90.00 | 0.00 | | | |
| 110-037-434100 | Plan Check Fee | 112,610.35 | 125,806.80 | 136,000.00 | 150,000.00 | 150,000.00 | 150,000.00 |
| 110-037-434150 | Building Administration Fee | 0.00 | 0.00 | 0.00 | | | |
| | Revenue Total: | 407,582.70 | 824,128.23 | 814,963.00 | 1,046,191.00 | 1,046,191.00 | 1,046,191.00 |
| Expense | | | | | | | |
| 110-037-511100 | Salaries | 152,389.20 | 161,803.47 | 336,376.00 | 389,466.00 | 389,466.00 | 389,466.00 |
| 110-037-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-037-521100 | Insurance Benefits | 27,783.91 | 29,486.30 | 68,902.00 | 67,418.00 | 67,418.00 | 67,418.00 |
| 110-037-521200 | FICA Taxes | 11,656.73 | 12,385.69 | 25,568.00 | 29,809.00 | 29,809.00 | 29,809.00 |
| 110-037-521300 | PERS | 24,194.77 | 26,785.40 | 57,725.00 | 79,177.00 | 79,177.00 | 79,177.00 |
| 110-037-521360 | Other Benefits | 1,265.16 | 1,392.47 | 0.00 | 4,312.00 | 4,312.00 | 4,312.00 |
| 110-037-521400 | GFbldg Life Insurance | 285.74 | 245.48 | 595.00 | | | |
| 110-037-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 336.00 | 336.00 | 336.00 |
| 110-037-521600 | Unemployment Insurance | 150.18 | 159.01 | 2,432.00 | 389.00 | 389.00 | 389.00 |
| 110-037-521800 | Workers' Comp Insurance | 1,901.12 | 2,632.66 | 4,515.00 | 4,530.00 | 4,530.00 | 4,530.00 |
| 110-037-521900 | Transit Tax | 1,844.25 | 945.98 | 0.00 | 2,337.00 | 2,337.00 | 2,337.00 |
| 110-037-522100 | FSA Fee | 2.00 | 12.00 | 0.00 | | | |
| 110-037-601100 | Supplies | 1,718.57 | 942.92 | 4,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-037-601200 | Postage | 0.00 | 173.32 | 200.00 | 500.00 | 500.00 | 500.00 |
| 110-037-601300 | Printing | 116.63 | 0.00 | 200.00 | 250.00 | 250.00 | 250.00 |
| 110-037-601400 | Copier Charges | 25.87 | 0.00 | 250.00 | 250.00 | 250.00 | 250.00 |
| 110-037-601600 | Organizational Fees | 28.41 | 40.00 | 300.00 | 500.00 | 500.00 | 500.00 |
| 110-037-601700 | Memberships | 370.00 | 340.00 | 1,200.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-037-601800 | Books and Subscriptions | 1,061.59 | 758.75 | 2,000.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 110-037-601900 | Uniforms | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-037-602200 | Conferences | 0.00 | 0.00 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-037-602300 | Training & Professional Advan... | 1,075.00 | -125.00 | 2,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-037-602500 | Meetings & Meals | 0.00 | 0.00 | 100.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 110-037-603100 | Mileage Reimbursement | 2,773.40 | 2,832.96 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 110-037-604100 | Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 8,562.00 | 8,562.00 | 8,562.00 |
| 110-037-605100 | Contractual Services | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-037-605101 | Contractual Services - Planning | 685.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-037-607100 | Utilities | 660.00 | 720.00 | 1,200.00 | 2,500.00 | 2,500.00 | 2,500.00 |

Budget Worksheet

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|--------------------------------|--|-----------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| 110-037-608200 | Professional Services - Enginee... | 1,106.25 | 71.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-037-628200 | Credit Card Merchant Fee | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-037-637200 | State Bldg Fee Surcharge | 30,820.12 | 30,448.28 | 38,000.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| 110-037-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 2,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-037-740100 | Computer Equipment | 801.83 | 2,423.75 | 8,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-037-911110 | Indirect Support Cost | 56,974.00 | 54,745.00 | 109,489.00 | 103,839.00 | 103,839.00 | 103,839.00 |
| 110-037-951000 | Contingency | 0.00 | 0.00 | 121,411.00 | 229,816.00 | 229,816.00 | 229,816.00 |
| | Expense Total: | 319,689.73 | 329,219.44 | 814,963.00 | 1,046,191.00 | 1,046,191.00 | 1,046,191.00 |
| | Department: 037 - Building Surplus (Deficit): | 87,892.97 | 494,908.79 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 87,892.97 | 494,908.79 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 87,892.97 | 494,908.79 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Economic Development program includes expenses relating to the broader economic development activities of the city, including acting as the City Hall liaison to the business community and representing the City on various applicable boards of directors (Sandy Area Chamber of Commerce, Mt. Hood Economic Alliance), business communications and outreach, tourism development and promotion, promoting and marketing the community, assisting commercial property owners with marketing their properties, assisting existing businesses with expansion and new businesses with locating in Sandy. Manages the Special Service Contract program (grant program providing funding stream from City Council to local non-profit organizations to further Council goals) and the Sandy Tourism Board (review board for Clackamas Co. Community Partnership Program).

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------------------|-------------|-------------|-------------|-------------|
| Economic Development Manager | 0.80 | 0.90 | 0.90 | - |
| Planning & Devpt. Director | - | - | - | 0.23 |
| Associate Planner | - | - | - | 0.25 |
| Secretary | - | - | 0.20 | - |
| Total | 0.80 | 0.90 | 1.10 | 0.48 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Contract has been signed with North Star Destination Strategies for a complete rebranding effort for the City in 2017.
- ✓ Leveraged urban renewal funds to remove derelict properties on Connelly property to encourage development.
- ✓ Researched Oregon Main Street Revitalization Grant program for potential use at 38756 Pioneer Blvd for 2017-2018. Make Façade Program funds available for this project if approved.
- ✓ Launch new Tenant Improvement grant program in 2017 to help improve existing and incentivize new restaurant construction.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Execute a branding strategy.
- ✓ Continue to maintain and build on the downtown community events.
- ✓ Explore incentives to promote new business construction on vacant land and underdeveloped properties in the downtown area.

Economic Development Department

FUND:

110 - General Fund

DEPARTMENT:

038

DEPARTMENT HEAD:

Kim Yamashita,
City Manager

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue

SUB-FUNDS:

- N/A



- ✓ Leverage the City’s gigabit fiber infrastructure to encourage business development in Sandy.
- ✓ Market Sandy as a destination for out-of-state business.
- ✓ Develop a small projects program to work towards the beautification of downtown Sandy.
- ✓ Continue to develop a tourism strategy with Sandy as the regional hub for outdoor recreation on the south end of Mount Hood. Focus on summer recreation and connecting Sandy to Estacada and the mountain communities to form a regional outdoor recreation and tourism plan.

BUDGET HIGHLIGHTS

- ✓ Expenses related to the maintenance of the downtown entrance triangles has been moved to the Non-Departmental budget.
- ✓ Flower basket program was underfunded by approximately \$10,000 in the last biennium.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 038 - Economic Development | | | | | | |
| Beginning Balance | - | 12,970 | 12,970 | 8,938 | 8,938 | 8,938 |
| Other Agencies | - | 14,000 | 14,000 | - | - | - |
| Public Market Program Revenue | 75 | - | - | - | - | - |
| Tree Lighting Program Revenue | 12 | - | 55 | - | - | - |
| Miscellaneous Revenue | 60 | 81 | 250 | - | - | - |
| Frist Fridays Program Revenue | 1,820 | - | - | - | - | - |
| General Revenue | 154,838 | 107,730 | 215,459 | 343,680 | 343,680 | 343,680 |
| Total 038 - Econ. Development: | 156,805 | 134,781 | 242,734 | 352,618 | 352,618 | 352,618 |
| Requirements | | | | | | |
| 038 - Economic Development | | | | | | |
| Personnel Services | 77,488 | 67,573 | 145,033 | 148,196 | 148,196 | 148,196 |
| Materials & Services | 65,750 | 41,600 | 73,083 | 170,120 | 170,120 | 170,120 |
| Capital Outlay | 342 | 2,822 | 200 | - | - | - |
| Transfers | 11,463 | 11,014 | 22,029 | 32,517 | 32,517 | 32,517 |
| Contingency | - | - | 2,389 | 1,785 | 1,785 | 1,785 |
| Total 038 - Economic Development: | 155,043 | 123,009 | 242,734 | 352,618 | 352,618 | 352,618 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 038 - Econ. Development | | | | | | | |
| Revenue | | | | | | | |
| 110-038-401100 | Beginning Balance | 0.00 | 12,970.00 | 12,970.00 | 8,938.00 | 8,938.00 | 8,938.00 |
| 110-038-442500 | Other Agencies | 0.00 | 14,000.00 | 14,000.00 | | | |
| 110-038-458010 | Public Market Program Reven... | 75.00 | 0.00 | 0.00 | | | |
| 110-038-476619 | Tree Lighting Program Revenue | 12.00 | 0.00 | 55.00 | | | |
| 110-038-478000 | Miscellaneous Revenue | 60.00 | 80.96 | 250.00 | | | |
| 110-038-478400 | Frist Fridays Program Revenue | 1,820.00 | 0.00 | 0.00 | | | |
| 110-038-491110 | General Revenue | 154,838.00 | 107,730.00 | 215,459.00 | 343,680.00 | 343,680.00 | 343,680.00 |
| | Revenue Total: | 156,805.00 | 134,780.96 | 242,734.00 | 352,618.00 | 352,618.00 | 352,618.00 |
| Expense | | | | | | | |
| 110-038-511100 | Salaries | 53,722.48 | 47,537.41 | 102,891.00 | 103,634.00 | 103,634.00 | 103,634.00 |
| 110-038-521100 | Insurance Benefits | 9,825.09 | 8,004.63 | 16,470.00 | 15,520.00 | 15,520.00 | 15,520.00 |
| 110-038-521200 | FICA Taxes | 4,109.93 | 3,637.68 | 7,821.00 | 7,928.00 | 7,928.00 | 7,928.00 |
| 110-038-521300 | PERS | 8,868.24 | 7,714.45 | 16,596.00 | 19,976.00 | 19,976.00 | 19,976.00 |
| 110-038-521360 | Other Benefits | 0.00 | 0.00 | 0.00 | | | |
| 110-038-521400 | GF MS Life Insurance | 114.48 | 93.67 | 229.00 | | | |
| 110-038-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-038-521600 | Unemployment Insurance | 52.63 | 46.51 | 747.00 | 104.00 | 104.00 | 104.00 |
| 110-038-521800 | Workers' Comp Insurance | 231.75 | 199.23 | 279.00 | 312.00 | 312.00 | 312.00 |
| 110-038-521900 | Transit Tax | 509.52 | 285.23 | 0.00 | 622.00 | 622.00 | 622.00 |
| 110-038-522100 | FSA Fee | 54.02 | 54.06 | 0.00 | | | |
| 110-038-601100 | Supplies | 342.74 | 113.70 | 2,000.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 110-038-601200 | Postage | 0.00 | 5.28 | 150.00 | 100.00 | 100.00 | 100.00 |
| 110-038-601300 | Printing | 51.41 | 0.00 | 450.00 | 400.00 | 400.00 | 400.00 |
| 110-038-601400 | Copier Charges | 61.65 | 0.00 | 140.00 | 100.00 | 100.00 | 100.00 |
| 110-038-601700 | Memberships | 1,600.03 | 4,230.00 | 7,100.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-038-601800 | Books and Subscriptions | 34.99 | 87.90 | 50.00 | 100.00 | 100.00 | 100.00 |
| 110-038-602200 | Conferences | 1,429.92 | 2,735.18 | 2,800.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| 110-038-602300 | Training & Professional Advan... | 475.85 | 70.00 | 400.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-038-602500 | Meetings & Meals | 115.68 | 70.87 | 200.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-038-603100 | Mileage Reimbursement | 475.42 | 563.39 | 1,400.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-038-604100 | Repairs & Maintenance | 0.00 | 0.00 | 400.00 | 500.00 | 500.00 | 500.00 |
| 110-038-605100 | Contractual Services | 42,036.05 | 12,920.00 | 16,300.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-038-606120 | Building Rent | 390.00 | 1,560.00 | 3,120.00 | | | |
| 110-038-607100 | Utilities | 257.59 | 323.42 | 720.00 | 720.00 | 720.00 | 720.00 |
| 110-038-639606 | Sandy Public Market | 1,078.75 | 0.00 | 0.00 | | | |
| 110-038-639607 | Downtown Flower Baskets | 13,944.74 | 18,886.20 | 37,853.00 | 38,000.00 | 38,000.00 | 38,000.00 |
| 110-038-639608 | Program - Contributions SSCP | 0.00 | 0.00 | 0.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| 110-038-639609 | Program - Tenant Improvemen... | 0.00 | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 110-038-639611 | Main Street Program | 1,763.96 | 34.15 | 0.00 | | | |
| 110-038-639613 | First Fridays Program | 1,691.22 | 0.00 | 0.00 | | | |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-038-740000 | Furniture & Office Equipment | 341.75 | 2,821.61 | 200.00 | | | |
| 110-038-911110 | Indirect Support Cost | 11,463.00 | 11,014.00 | 22,029.00 | 32,517.00 | 32,517.00 | 32,517.00 |
| 110-038-951000 | Contingency | 0.00 | 0.00 | 2,389.00 | 1,785.00 | 1,785.00 | 1,785.00 |
| | Expense Total: | 155,042.89 | 123,008.57 | 242,734.00 | 352,618.00 | 352,618.00 | 352,618.00 |
| | Department: 038 - Econ. Development Surplus (Deficit): | 1,762.11 | 11,772.39 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 1,762.11 | 11,772.39 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 1,762.11 | 11,772.39 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Non-Departmental budget includes general fund expenses that don't apply to a single department, or miscellaneous expenses that aren't associated with any of the operating departments.

The Non-Departmental budget includes the general (i.e., not allocated to specific programs) contingency account.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|--------|-------|-------|-------|-------|
| Intern | 0.40 | 0.40 | 0.40 | 0.40 |
| Total | 0.40 | 0.40 | 0.40 | 0.40 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Software upgrade (Financial, Court, Planning, etc.) completed.
- ✓ Marketing tools and software for Library were purchased.
- ✓ Recreation Youth Scholarships awarded.
- ✓ Upgrades to police dash-cams, plus one additional police vehicle.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ City Hall updates, including windows and both lobbies. In addition, security updates are needed on lower level doors and the server room.
- ✓ New vehicle purchase for City Hall Pool Car.
- ✓ Increased security features in City parks, including security cameras.
- ✓ Creation of a Parks Master Plan.

BUDGET HIGHLIGHTS

- ✓ Contributions program was moved to Economic Development Department, as the Economic Development Manager oversees this program.
- ✓ One additional payment of \$115,000 for the purchase of the Sunset Shop Property is due in December 2017.

Non-Departmental

FUND:

110 - General Fund

DEPARTMENT:

039

DEPARTMENT HEAD:

Kim Yamashita,
City Manager

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue
- Indirect Service Revenue

SUB-FUNDS:

- N/A



BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--------------------------------------|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 039 - Non-Departmental | | | | | | |
| Beginning Balance | - | 807,264 | 698,098 | 497,376 | 497,376 | 497,376 |
| General Revenue | 505,503 | 462,572 | 925,143 | 894,915 | 894,915 | 894,915 |
| Indirect Service Revenue | 90,450 | 86,908 | 173,820 | 185,098 | 185,098 | 185,098 |
| Loan Proceeds | - | 4,438 | - | 23,171 | 23,171 | 23,171 |
| Total 039 - Non-Departmental: | 595,953 | 1,361,182 | 1,797,061 | 1,600,560 | 1,600,560 | 1,600,560 |
| Requirements | | | | | | |
| 039 - Non-Departmental | | | | | | |
| Personnel Services | 8,301 | 3,871 | 29,734 | 25,500 | 25,500 | 25,500 |
| Materials & Services | 175,461 | 211,931 | 601,540 | 471,242 | 471,242 | 471,242 |
| Capital Outlay | 147,302 | 249,547 | 377,500 | 224,174 | 224,174 | 224,174 |
| Debt Service | - | - | - | 9,644 | 9,644 | 9,644 |
| Transfers | - | 42,500 | 85,000 | 85,000 | 85,000 | 85,000 |
| Contingency | - | - | 703,287 | 785,000 | 785,000 | 785,000 |
| Total 039 - Non-Departmental: | 331,064 | 507,850 | 1,797,061 | 1,600,560 | 1,600,560 | 1,600,560 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|---|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 039 - Non-Departmental | | | | | | | |
| Revenue | | | | | | | |
| 110-039-401100 | Beginning Balance | 0.00 | 807,264.00 | 698,098.00 | 497,376.00 | 497,376.00 | 497,376.00 |
| 110-039-478200 | Reimbursement | 0.00 | 0.00 | 0.00 | | | |
| 110-039-491110 | General Revenue | 505,503.00 | 462,572.00 | 925,143.00 | 894,915.00 | 894,915.00 | 894,915.00 |
| 110-039-492110 | Indirect Service Revenue | 90,449.50 | 86,908.00 | 173,820.00 | 185,098.00 | 185,098.00 | 185,098.00 |
| 110-039-495400 | Loan Proceeds | 0.00 | 4,438.35 | 0.00 | 23,171.00 | 23,171.00 | 23,171.00 |
| | Revenue Total: | 595,952.50 | 1,361,182.35 | 1,797,061.00 | 1,600,560.00 | 1,600,560.00 | 1,600,560.00 |
| Expense | | | | | | | |
| 110-039-511100 | Salaries | 0.00 | 2,869.46 | 23,109.00 | 21,887.00 | 21,887.00 | 21,887.00 |
| 110-039-521100 | Insurance Benefits | -42.54 | 379.07 | 0.00 | | | |
| 110-039-521200 | FICA Taxes | 0.00 | 222.93 | 1,760.00 | 1,670.00 | 1,670.00 | 1,670.00 |
| 110-039-521300 | PERS | 7,829.75 | 163.96 | 3,730.00 | 690.00 | 690.00 | 690.00 |
| 110-039-521360 | Other Benefits | 0.00 | 53.60 | 0.00 | | | |
| 110-039-521400 | GFnd Life Insurance | 0.01 | 0.06 | 0.00 | | | |
| 110-039-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 |
| 110-039-521600 | Unemployment Insurance | 12.79 | 2.91 | 170.00 | 22.00 | 22.00 | 22.00 |
| 110-039-521800 | Workers' Comp Insurance | 463.43 | 164.75 | 920.00 | 950.00 | 950.00 | 950.00 |
| 110-039-521900 | Transit Tax | 37.63 | 14.44 | 0.00 | 131.00 | 131.00 | 131.00 |
| 110-039-521901 | Other - Drug Tests | 0.00 | 0.00 | 45.00 | 100.00 | 100.00 | 100.00 |
| 110-039-522100 | FSA Fee | 0.00 | 0.03 | 0.00 | | | |
| 110-039-601100 | Supplies | 10,623.61 | 10,263.32 | 32,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 110-039-601200 | Postage | 15,197.54 | 4,396.84 | 19,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-039-601300 | Printing | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-039-601400 | Copier Charges | 1,991.87 | 1,092.27 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-039-601500 | Public Notices | -331.40 | 121.00 | 600.00 | 1,300.00 | 1,300.00 | 1,300.00 |
| 110-039-601600 | Organizational Fees | -19,360.98 | 1,153.04 | 5,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-039-601700 | Memberships | 10,926.51 | 10,533.90 | 24,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 110-039-601800 | Books and Subscriptions | 0.00 | 2,450.00 | 500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 110-039-602300 | Training & Professional Advan... | 52.48 | 325.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 110-039-602500 | Meetings & Meals | 147.65 | 136.96 | 400.00 | 500.00 | 500.00 | 500.00 |
| 110-039-603100 | Mileage Reimbursement | 0.00 | 14.04 | 0.00 | 100.00 | 100.00 | 100.00 |
| 110-039-603200 | Vehicle - Fuel | 287.32 | 455.52 | 540.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 110-039-604100 | Repairs & Maintenance | 3,905.02 | 4,912.27 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 110-039-605100 | Contractual Services | 17,187.00 | 17,447.91 | 27,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-039-607100 | Utilities | 39,048.68 | 25,213.26 | 55,000.00 | 55,000.00 | 55,000.00 | 55,000.00 |
| 110-039-608100 | Professional Services | 5,207.12 | 15,895.46 | 35,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-039-609100 | Insurance | 25,088.32 | 19,610.07 | 100,000.00 | 62,700.00 | 62,700.00 | 62,700.00 |
| 110-039-610200 | Fees | 1,348.25 | 2,026.07 | 1,800.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-039-624400 | Election Expenses | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 | 300.00 |
| 110-039-628200 | Credit Card Merchant Fee | 8,186.00 | 10,372.69 | 17,000.00 | 19,000.00 | 19,000.00 | 19,000.00 |
| 110-039-639100 | Cash Over/Short | 1,382.66 | 868.23 | 0.00 | | | |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 110-039-639201 | Cable Programming | 8,733.12 | 13,727.25 | 23,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 110-039-639202 | Program - Web Site | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-039-639301 | Program - Mountain Festival | 1,551.82 | 3,123.77 | 3,500.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 110-039-639302 | Program - Spring Cleanup | 1,158.33 | 524.06 | 3,400.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 110-039-639401 | Program - Employee Recogniti... | 194.32 | 1,284.17 | 10,500.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-039-639402 | Program - Wellnes Program | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-039-639403 | Program - Gym Fees | 18,758.88 | 21,496.89 | 38,000.00 | 39,000.00 | 39,000.00 | 39,000.00 |
| 110-039-639500 | Program - Neighborhd Assns. | 32.28 | 453.32 | 500.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-039-639505 | Program - Safety Meetings | 19.30 | 33.75 | 300.00 | 500.00 | 500.00 | 500.00 |
| 110-039-639604 | Program -Tourism Promotion | 20,000.00 | 0.00 | 40,000.00 | | | |
| 110-039-639608 | Program - Public Forums | 0.00 | 0.00 | 0.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 110-039-639700 | Program - Contributions | 4,000.00 | 28,000.00 | 60,000.00 | | | |
| 110-039-639701 | Program - Sandy Recreation C... | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 110-039-639703 | Program - Fireworks Display | 125.00 | 8,750.00 | 13,000.00 | 18,000.00 | 18,000.00 | 18,000.00 |
| 110-039-639806 | Program - Park District | 0.00 | 7,250.28 | 71,500.00 | 56,500.00 | 56,500.00 | 56,500.00 |
| 110-039-639810 | Program - Arts Commission | 0.00 | 0.00 | 0.00 | 13,842.00 | 13,842.00 | 13,842.00 |
| 110-039-710730 | Loan to Other Agency | 30,000.00 | 0.00 | 0.00 | | | |
| 110-039-715008 | Land | 0.00 | 0.00 | 0.00 | 115,000.00 | 115,000.00 | 115,000.00 |
| 110-039-721000 | City Hall Improvements | 46,670.86 | 45,455.12 | 50,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-039-721003 | Cty Hall Impr.- Security | 0.00 | 288.95 | 0.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 110-039-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 110-039-740100 | Computer Equipment | 0.00 | 5,189.50 | 10,000.00 | 4,003.00 | 4,003.00 | 4,003.00 |
| 110-039-740101 | Archive Equipmnt/Software | 70,631.33 | 139,570.02 | 150,000.00 | | | |
| 110-039-750000 | Transportation Equipment | 0.00 | 54,749.75 | 60,000.00 | | | |
| 110-039-760000 | Machinery & Equipment | 0.00 | 4,294.08 | 7,500.00 | 23,171.00 | 23,171.00 | 23,171.00 |
| 110-039-780100 | Fiber Extension | 0.00 | 0.00 | 100,000.00 | | | |
| 110-039-812100 | Principal | 0.00 | 0.00 | 0.00 | 9,644.00 | 9,644.00 | 9,644.00 |
| 110-039-910670 | Transfer to Op Ctr ISF | 0.00 | 42,500.00 | 85,000.00 | 85,000.00 | 85,000.00 | 85,000.00 |
| 110-039-955000 | Contingency | 0.00 | 0.00 | 703,287.00 | 785,000.00 | 785,000.00 | 785,000.00 |
| | Expense Total: | 331,063.96 | 507,849.97 | 1,797,061.00 | 1,600,560.00 | 1,600,560.00 | 1,600,560.00 |
| | Department: 039 - Non-Departmental Surplus (Deficit): | 264,888.54 | 853,332.38 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 110 - GENERAL FUND Surplus (Deficit): | 264,888.54 | 853,332.38 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 264,888.54 | 853,332.38 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

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 Internet Protocol (VOIP) phone system, and IP networks at each city facility, optical connecting the city’s facility, etc.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------|-------------|-------------|-------------|-------------|
| IT Director | 0.20 | 0.50 | 0.50 | 0.50 |
| Network Administrator | 1.00 | 0.30 | - | - |
| IT Analyst | 0.10 | 0.38 | 0.50 | 0.50 |
| Total | 1.30 | 1.18 | 1.00 | 1.00 |

Dedication of full time Network Administrator to service all IT related tasks for all city departments.

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Incode software has been deployed and is in operation.
- ✓ New server infrastructure was installed and the old phone system was migrated over to the new implementation.
- ✓ Forty new computers were purchased and deployed throughout the city on a lease schedule with a four year cycle of replacement.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Finalize implementation of new system software with the eventual goal to reduce turnaround time for development applications.
- ✓ Complete upgrades to security and accessibility to City Hall.
- ✓ Explore options for Youth Programs and Internships.

BUDGET HIGHLIGHTS

- ✓ Sizeable increase in the computer equipment budget to update licenses, servers, and network infrastructure.
- ✓ Dedication of one full time staff member to assist in all IT related tasks for all departments.

Information Technology Department

FUND:

110 - General Fund

DEPARTMENT:

040

DEPARTMENT HEAD:

Joe Knapp,
IT Director

LOCATION:

City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Indirect Service Revenue

SUB-FUNDS:

- N/A



BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| 040 - Information Technology | | | | | | |
| Beginning Balance | - | 32,880 | 19,900 | 42,543 | 42,543 | 42,543 |
| Indirect Service Revenue | 188,104 | 180,743 | 361,486 | 476,987 | 476,987 | 476,987 |
| Loan Proceeds | - | 66,997 | 66,997 | - | - | - |
| Total 040 - Information Technology: | 188,104 | 280,620 | 448,383 | 519,530 | 519,530 | 519,530 |
| Requirements | | | | | | |
| 040 - Information Technology | | | | | | |
| Personnel Services | 114,423 | 116,017 | 235,463 | 247,689 | 247,689 | 247,689 |
| Materials & Services | 55,072 | 44,964 | 94,479 | 108,656 | 108,656 | 108,656 |
| Capital Outlay | 7,424 | 85,430 | 85,997 | 125,000 | 125,000 | 125,000 |
| Debt Service | 20,538 | 17,723 | 32,280 | 35,445 | 35,445 | 35,445 |
| Contingency | - | - | 164 | 2,740 | 2,740 | 2,740 |
| Total 040 - Information Technology: | 197,457 | 264,134 | 448,383 | 519,530 | 519,530 | 519,530 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 110 - GENERAL FUND | | | | | | | |
| Department: 040 - Information Technology | | | | | | | |
| Revenue | | | | | | | |
| 110-040-401100 | Beginning Balance | 0.00 | 32,880.00 | 19,900.00 | 42,543.00 | 42,543.00 | 42,543.00 |
| 110-040-492110 | Indirect Service Revenue | 188,103.50 | 180,743.00 | 361,486.00 | 476,987.00 | 476,987.00 | 476,987.00 |
| 110-040-495400 | Loan Proceeds | 0.00 | 66,996.97 | 66,997.00 | | | |
| | Revenue Total: | 188,103.50 | 280,619.97 | 448,383.00 | 519,530.00 | 519,530.00 | 519,530.00 |
| Expense | | | | | | | |
| 110-040-511100 | Salaries | 81,808.74 | 80,464.72 | 164,033.00 | 168,007.00 | 168,007.00 | 168,007.00 |
| 110-040-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 110-040-521100 | Insurance Benefits | 11,124.92 | 10,796.43 | 25,922.00 | 26,037.00 | 26,037.00 | 26,037.00 |
| 110-040-521200 | FICA Taxes | 6,258.40 | 6,510.34 | 12,467.00 | 12,859.00 | 12,859.00 | 12,859.00 |
| 110-040-521300 | PERS | 12,296.25 | 13,879.58 | 26,458.00 | 32,390.00 | 32,390.00 | 32,390.00 |
| 110-040-521360 | Other Benefits | 417.51 | 3,398.27 | 0.00 | 1,437.00 | 1,437.00 | 1,437.00 |
| 110-040-521400 | GF IT Life Insurance | 127.23 | 91.95 | 203.00 | | | |
| 110-040-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 162.00 | 162.00 | 162.00 |
| 110-040-521600 | Unemployment Insurance | 79.14 | 83.99 | 1,190.00 | 168.00 | 168.00 | 168.00 |
| 110-040-521800 | Workers' Comp Insurance | 1,545.85 | 285.97 | 5,190.00 | 5,621.00 | 5,621.00 | 5,621.00 |
| 110-040-521900 | Transit Tax | 747.34 | 506.01 | 0.00 | 1,008.00 | 1,008.00 | 1,008.00 |
| 110-040-522100 | FSA Fee | 17.48 | 0.00 | 0.00 | | | |
| 110-040-601100 | Supplies | 2,429.42 | 1,556.45 | 7,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 110-040-601200 | Postage | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 110-040-601400 | Copier Charges | 0.00 | 0.00 | 300.00 | 300.00 | 300.00 | 300.00 |
| 110-040-601600 | Organizational Fees | 390.46 | 0.00 | 0.00 | | | |
| 110-040-602300 | Training & Professional Advan... | 0.00 | 0.00 | 1,500.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-040-602500 | Meetings & Meals | 62.40 | 52.74 | 300.00 | 500.00 | 500.00 | 500.00 |
| 110-040-603100 | Mileage Reimbursement | 457.65 | 1,693.05 | 750.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 110-040-604100 | Repairs & Maintenance | 10,593.26 | 3,907.60 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 110-040-605100 | Contactual Services | 21,832.06 | 33,357.40 | 48,429.00 | 57,656.00 | 57,656.00 | 57,656.00 |
| 110-040-607100 | Utilities | 12,200.42 | 2,341.62 | 22,000.00 | 18,000.00 | 18,000.00 | 18,000.00 |
| 110-040-639202 | Web Site | 7,106.34 | 2,054.94 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-040-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 1,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 110-040-740100 | Computer Equipment | 7,424.33 | 72,875.37 | 81,997.00 | 110,000.00 | 110,000.00 | 110,000.00 |
| 110-040-740201 | Phone Equipment | 0.00 | 12,554.58 | 3,000.00 | 11,000.00 | 11,000.00 | 11,000.00 |
| 110-040-812100 | Loan Principal | 19,880.25 | 16,778.04 | 32,280.00 | 34,024.00 | 34,024.00 | 34,024.00 |
| 110-040-832903 | Loan Interest | 657.45 | 944.75 | 0.00 | 1,421.00 | 1,421.00 | 1,421.00 |
| 110-040-951000 | Contingency | 0.00 | 0.00 | 164.00 | 2,740.00 | 2,740.00 | 2,740.00 |
| | Expense Total: | 197,456.90 | 264,133.80 | 448,383.00 | 519,530.00 | 519,530.00 | 519,530.00 |
| Department: 040 - Information Technology Surplus (Deficit): | | -9,353.40 | 16,486.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund: 110 - GENERAL FUND Surplus (Deficit): | | -9,353.40 | 16,486.17 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | | -9,353.40 | 16,486.17 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

Street Operations: The street fund repairs and maintains more than thirty-seven (37) centerline miles of streets inside the city limits. Major street operating costs include street lighting, the power costs for traffic signals (although Oregon Department of Transportation (ODOT) manages and sets the timing for the signals) and the street sweeping contract. Major maintenance activities in the street fund consist of traffic line and parking stall striping, traffic control sign repair and installation, weed control in rights-of-way, snow and ice control, pothole patching and street sweeping.

The City uses Pavement Management System software to prioritize street maintenance projects. With the Local Option Fuel Tax providing a stable source of funding we try to complete approximately \$200,000 worth of street maintenance (asphalt overlays and surface treatments) annually. The amount of annual street work, (in miles or square feet for example) is difficult to quantify since some years may involve more costly maintenance over a smaller area and some years may have relatively inexpensive projects covering many streets.

Street Capital Improvements: New streets, widening, intersection improvements, and other street capital projects are funded through systems development charges, other development cash contributions, and grants. The Transportation Systems Plan identifies the long term needs and facilities for cars, bicycles, and pedestrians.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.31 | 0.31 | 0.31 | 0.31 |
| Public Works Crew Leader | 0.25 | 0.25 | 0.31 | 0.31 |
| Public Works Utility Worker | 1.49 | 1.24 | 1.24 | 1.24 |
| Engineering Technician | 0.20 | 0.20 | 0.25 | 0.25 |
| Public Works - Seasonal | 0.25 | 0.25 | 0.25 | 0.25 |
| Transit Assistant | 0.05 | 0.05 | 0.05 | 0.05 |
| Planning Assistant | 0.06 | - | - | - |
| Total | 2.61 | 2.30 | 2.41 | 2.41 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Replacement of fifty (50) city-owned wood streetlight poles is scheduled to be complete prior to the end of the current fiscal year.

Street Fund

FUND:
240 - Street Fund

DEPARTMENT:
054 and 154

DEPARTMENT HEAD:
Mike Walker,
Public Works Director

LOCATION:
Operations Center
16610 Champion Way

FUND RESOURCES:

- State Shared Revenue
- Public Service Taxes

SUB-FUNDS:

- Operations
- Capital Improvements



- ✓ Agreement with ODOT to transfer jurisdiction of OR-211 within the Urban Growth Boundary will be finalized prior to the end of the current fiscal year.
- ✓ Completed modest increase for single-family dwellings and significant increase for commercial-industrial uses reflecting the added traffic burden generated by this type of development.
- ✓ Pedestrian projects were included with the motor vehicle projects in the updated Transportation System Development Charges (SDC). Trail projects were included with the updated Parks SDC.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Explore and implement funding for transportation needs.
- ✓ Conduct annual sidewalk inventory to improve pedestrian safety.
- ✓ Explore options for the signalized intersection at Alt/Shelby and Proctor Blvd.
- ✓ Complete the Vista Loop – Ten Eyck sidewalk project on US-26.
- ✓ Replace remaining fifty (50) untreated wood street light poles.
- ✓ Replace City-owned streetlights with light-emitting diodes (LED) using an energy savings performance contract (ESPC).

BUDGET HIGHLIGHTS

- ✓ Plans to purchase new Public Works vehicles to replace aging fleet.
- ✓ Other capital improvements in conjunction with the Transportation Capital Improvement Plan (CIP).

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 240 - STREET FUND | | | | | | |
| 054 - Streets Operations | | | | | | |
| Beginning Balance | - | 294,298 | 162,496 | 620,811 | 620,811 | 620,811 |
| State Share - Gas Tax | 582,967 | 609,374 | 1,120,000 | 1,200,000 | 1,200,000 | 1,200,000 |
| City Gas Tax | 289,769 | 360,943 | 520,000 | 600,000 | 600,000 | 600,000 |
| Other Agencies | - | - | - | 500,000 | 500,000 | 500,000 |
| Engineering Fees | 663 | 9,641 | 1,000 | 10,000 | 10,000 | 10,000 |
| Interest | 9,209 | 17,785 | 8,000 | 25,000 | 25,000 | 25,000 |
| Res. Sidewalk Repair | - | - | 50 | - | - | - |
| Miscellaneous Revenue | 10,902 | 9,528 | 22,000 | 11,000 | 11,000 | 11,000 |
| Surplus Property | - | - | - | 1,000 | 1,000 | 1,000 |
| Loan Proceeds | - | - | - | 12,488 | 12,488 | 12,488 |
| Total 054 - Streets Operations: | 893,511 | 1,301,569 | 1,833,546 | 2,980,299 | 2,980,299 | 2,980,299 |
| 154 - Street Capital Improvements | | | | | | |
| Beginning Balance | - | 2,182,789 | 1,945,042 | 2,158,027 | 2,158,027 | 2,158,027 |
| AFRD Reimbursement | - | 19,858 | 30,000 | - | - | - |
| Streets SDC | 254,536 | 352,862 | 200,000 | 500,000 | 500,000 | 500,000 |
| Sandy Bluff 4/5/6 SDCs | 26,730 | 1,656 | 30,000 | 10,000 | 10,000 | 10,000 |
| ODOT STP Funds | 297,316 | - | 234,000 | 700,000 | 700,000 | 700,000 |
| ODOT Bike/Ped Grant | - | - | 30,000 | - | - | - |
| Payment In Lieu Street Improvement Fees | - | 8,627 | - | 10,000 | 10,000 | 10,000 |
| Interest | - | - | - | 100 | 100 | 100 |
| Total 154 - Street Capital Improv: | 578,582 | 2,565,792 | 2,469,042 | 3,378,127 | 3,378,127 | 3,378,127 |
| Total Fund: 240 - STREET FUND: | 1,472,093 | 3,867,361 | 4,302,588 | 6,358,426 | 6,358,426 | 6,358,426 |
| Requirements | | | | | | |
| Fund: 240 - STREET FUND | | | | | | |
| 054 - Streets Operations | | | | | | |
| Personnel Services | 183,625 | 193,045 | 404,931 | 470,735 | 470,735 | 470,735 |
| Materials & Services | 300,859 | 527,848 | 1,025,025 | 1,276,450 | 1,276,450 | 1,276,450 |
| Capital Outlay | 36,819 | 1,056 | 486,500 | 342,739 | 342,739 | 342,739 |
| Debt Service | - | - | - | 5,249 | 5,249 | 5,249 |
| Transfers | 54,388 | 59,549 | 119,097 | 106,230 | 106,230 | 106,230 |
| Contingency | - | - | 22,993 | 504,210 | 504,210 | 504,210 |
| Total 054 - Streets Operations: | 575,690 | 781,498 | 2,058,546 | 2,705,613 | 2,705,613 | 2,705,613 |
| 154 - Street Capital Improvements | | | | | | |
| Capital Outlay | 360,885 | 194,718 | 2,122,729 | 3,531,500 | 3,531,500 | 3,531,500 |
| Debt Service | 60,657 | 60,657 | 121,313 | 121,313 | 121,313 | 121,313 |
| Total 154 - Street Capital Improvements: | 421,541 | 255,374 | 2,244,042 | 3,652,813 | 3,652,813 | 3,652,813 |
| Total Fund: 240 - STREET FUND: | 997,232 | 1,036,872 | 4,302,588 | 6,358,426 | 6,358,426 | 6,358,426 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|---------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 240 - STREET FUND | | | | | | | |
| Department: 054 - Streets Operations | | | | | | | |
| Revenue | | | | | | | |
| 240-054-401000 | Beginning Balance | 0.00 | 294,298.00 | 162,496.00 | 620,811.00 | 620,811.00 | 620,811.00 |
| 240-054-441150 | State Share - Gas Tax | 582,967.18 | 609,374.10 | 1,120,000.00 | 1,200,000.00 | 1,200,000.00 | 1,200,000.00 |
| 240-054-441190 | City Gas Tax | 289,769.26 | 360,943.08 | 520,000.00 | 600,000.00 | 600,000.00 | 600,000.00 |
| 240-054-442500 | Other Agencies | 0.00 | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| 240-054-457100 | Engineering Fees | 662.90 | 9,641.16 | 1,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 240-054-471100 | Interest | 9,209.33 | 17,784.57 | 8,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 240-054-471104 | Res. Sidewalk Repair | 0.00 | 0.00 | 50.00 | | | |
| 240-054-478000 | Miscellaneous Revenue | 10,902.35 | 9,528.17 | 22,000.00 | 11,000.00 | 11,000.00 | 11,000.00 |
| 240-054-479030 | Surplus Property | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 240-054-495400 | Loan Proceeds | 0.00 | 0.00 | 0.00 | 12,488.00 | 12,488.00 | 12,488.00 |
| | Revenue Total: | 893,511.02 | 1,301,569.08 | 1,833,546.00 | 2,980,299.00 | 2,980,299.00 | 2,980,299.00 |
| Expense | | | | | | | |
| 240-054-511100 | Salaries | 115,781.58 | 125,958.10 | 262,191.00 | 298,121.00 | 298,121.00 | 298,121.00 |
| 240-054-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 240-054-521100 | Insurance Benefits | 26,173.50 | 24,288.10 | 58,127.00 | 61,490.00 | 61,490.00 | 61,490.00 |
| 240-054-521200 | FICA Taxes | 8,857.31 | 9,671.30 | 19,937.00 | 22,812.00 | 22,812.00 | 22,812.00 |
| 240-054-521300 | PERS | 24,090.72 | 22,287.17 | 47,441.00 | 63,334.00 | 63,334.00 | 63,334.00 |
| 240-054-521360 | Other Benefits | 622.75 | 1,331.11 | 0.00 | 4,456.00 | 4,456.00 | 4,456.00 |
| 240-054-521400 | SF Life Insurance | 263.72 | 207.99 | 523.00 | | | |
| 240-054-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 326.00 | 326.00 | 326.00 |
| 240-054-521600 | Unemployment Insurance | 113.84 | 119.70 | 1,903.00 | 297.00 | 297.00 | 297.00 |
| 240-054-521800 | Workers' Comp Insurance | 6,148.27 | 8,420.00 | 14,709.00 | 18,110.00 | 18,110.00 | 18,110.00 |
| 240-054-521900 | Transit Tax | 1,454.41 | 742.97 | 0.00 | 1,789.00 | 1,789.00 | 1,789.00 |
| 240-054-521901 | Other - Drug Tests | 100.00 | 0.00 | 50.00 | | | |
| 240-054-522100 | FSA Fee | 18.61 | 18.61 | 50.00 | | | |
| 240-054-601100 | Supplies | 19,024.71 | 12,680.87 | 40,000.00 | 35,000.00 | 35,000.00 | 35,000.00 |
| 240-054-601200 | Postage | 0.00 | 43.94 | 200.00 | 150.00 | 150.00 | 150.00 |
| 240-054-601300 | Printing | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 240-054-601400 | Copier Charges | 12.42 | 0.00 | 50.00 | 50.00 | 50.00 | 50.00 |
| 240-054-601500 | Public Notices | 36.80 | 0.00 | 50.00 | 50.00 | 50.00 | 50.00 |
| 240-054-601600 | Organizational Fees | 312.59 | 0.00 | 75.00 | 200.00 | 200.00 | 200.00 |
| 240-054-601700 | Memberships | 75.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| 240-054-601800 | Books and Subscriptions | 1,183.00 | 21.75 | 250.00 | 150.00 | 150.00 | 150.00 |
| 240-054-601900 | Uniforms | 604.33 | 468.11 | 700.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 240-054-602100 | Employee Recruitment | 191.02 | 437.00 | 50.00 | 300.00 | 300.00 | 300.00 |
| 240-054-602200 | Conferences | 622.67 | 0.00 | 700.00 | 900.00 | 900.00 | 900.00 |
| 240-054-602300 | Training Professional Advanc... | 2.50 | 41.54 | 800.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 240-054-602500 | Meetings & Meals | 76.72 | 70.31 | 75.00 | 200.00 | 200.00 | 200.00 |
| 240-054-603100 | Mileage Reimbursement | 92.77 | 9.79 | 375.00 | 50.00 | 50.00 | 50.00 |
| 240-054-603200 | Vehicle - Fuel | 5,211.73 | 2,647.11 | 12,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|--|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 240-054-603400 | Vehicle Reg/Licenses | 0.00 | 0.00 | 100.00 | 200.00 | 200.00 | 200.00 |
| 240-054-603500 | Vehicle Repair & Maintenance | 1,536.74 | 4,201.31 | 4,000.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 240-054-604100 | Repairs & Maintenance | 14,264.36 | 8,099.34 | 45,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 240-054-604500 | Street Maintenance Program | 17,263.38 | 203,766.21 | 400,000.00 | 600,000.00 | 600,000.00 | 600,000.00 |
| 240-054-605100 | Contractual Services | 91,234.46 | 114,055.58 | 200,000.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| 240-054-606100 | Equipment Rental | 3,345.70 | 2,046.80 | 7,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 240-054-607100 | Utilities | 137,024.53 | 129,103.03 | 275,000.00 | 280,000.00 | 280,000.00 | 280,000.00 |
| 240-054-608100 | Professional Services | 3,159.31 | 37,390.68 | 7,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 240-054-608200 | Professional Services - Enginee... | 2,165.00 | 8,768.25 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 240-054-609100 | Insurance | 3,239.52 | 3,617.29 | 10,000.00 | 8,100.00 | 8,100.00 | 8,100.00 |
| 240-054-628200 | Credit Card Merchant Fee | 0.00 | 38.61 | 100.00 | 100.00 | 100.00 | 100.00 |
| 240-054-650300 | Regulatory Fees | 179.33 | 340.86 | 200.00 | 500.00 | 500.00 | 500.00 |
| 240-054-734000 | Improvements | 3,665.86 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 240-054-734800 | Sidewalk/Bike Path Improvem... | 0.00 | 0.00 | 255,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| 240-054-740100 | Computer Equipment | 343.68 | 1,055.62 | 1,500.00 | 500.00 | 500.00 | 500.00 |
| 240-054-760000 | Machinery & Equipment | 10,293.62 | 0.00 | 45,000.00 | 67,239.00 | 67,239.00 | 67,239.00 |
| 240-054-770000 | Major Repairs & Maintenance | 22,516.00 | 0.00 | 180,000.00 | 170,000.00 | 170,000.00 | 170,000.00 |
| 240-054-812100 | Loan Principal | 0.00 | 0.00 | 0.00 | 5,249.00 | 5,249.00 | 5,249.00 |
| 240-054-910110 | Transfer to General Fund | 54,388.00 | 52,260.00 | 104,520.00 | 91,536.00 | 91,536.00 | 91,536.00 |
| 240-054-910370 | Transfer to Facilities Maint. Fu... | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| 240-054-910670 | Transfer to Op Ctr ISF | 0.00 | 7,289.00 | 14,577.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 240-054-950000 | Contingency | 0.00 | 0.00 | 22,993.00 | 504,210.00 | 504,210.00 | 504,210.00 |
| | Expense Total: | 575,690.46 | 781,498.05 | 2,058,546.00 | 2,705,613.00 | 2,705,613.00 | 2,705,613.00 |
| | Department: 054 - Streets Operations Surplus (Deficit): | 317,820.56 | 520,071.03 | -225,000.00 | 274,686.00 | 274,686.00 | 274,686.00 |
| Department: 154 - Street Capital Improvements | | | | | | | |
| Revenue | | | | | | | |
| 240-154-401000 | Beginning Balance | 0.00 | 2,182,789.00 | 1,945,042.00 | 2,158,027.00 | 2,158,027.00 | 2,158,027.00 |
| 240-154-423000 | AFRD Reimbursement | 0.00 | 19,857.84 | 30,000.00 | | | |
| 240-154-433540 | Streets SDC | 254,536.42 | 352,861.57 | 200,000.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| 240-154-433545 | Sandy Bluff 4/5/6 SDCs | 26,730.00 | 1,656.25 | 30,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 240-154-441434 | ODOT STP Funds | 297,315.83 | 0.00 | 234,000.00 | 700,000.00 | 700,000.00 | 700,000.00 |
| 240-154-441437 | ODOT Bike/Ped Grant | 0.00 | 0.00 | 30,000.00 | | | |
| 240-154-459001 | Payment In Lieu Street Improv... | 0.00 | 8,627.00 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 240-154-471100 | Interest | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| | Revenue Total: | 578,582.25 | 2,565,791.66 | 2,469,042.00 | 3,378,127.00 | 3,378,127.00 | 3,378,127.00 |
| Expense | | | | | | | |
| 240-154-734000 | Improvements | 360,083.54 | 0.00 | 1,218,772.00 | 2,700,000.00 | 2,700,000.00 | 2,700,000.00 |
| 240-154-734025 | Street Imp Fm Develper Cont | 0.00 | 0.00 | 613,957.00 | | | |
| 240-154-734500 | Improvements | 801.25 | 0.00 | 200,000.00 | 831,500.00 | 831,500.00 | 831,500.00 |
| 240-154-734506 | ODOT Bike/Ped Project | 0.00 | 0.00 | 30,000.00 | | | |
| 240-154-785117 | AFRD Reimbursement | 0.00 | 49,620.58 | 30,000.00 | | | |
| 240-154-785140 | Sandy Bluff 4/5/6 SDC Reimbu... | 0.00 | 145,097.00 | 30,000.00 | | | |
| 240-154-812903 | Bond Principal | 52,225.91 | 53,603.19 | 108,620.00 | 114,424.00 | 114,424.00 | 114,424.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 240-154-832902 Bond Interest | 8,430.74 | 7,053.46 | 12,693.00 | 6,889.00 | 6,889.00 | 6,889.00 |
| Expense Total: | 421,541.44 | 255,374.23 | 2,244,042.00 | 3,652,813.00 | 3,652,813.00 | 3,652,813.00 |
| Department: 154 - Street Capital Improvements Surplus (Deficit): | 157,040.81 | 2,310,417.43 | 225,000.00 | -274,686.00 | -274,686.00 | -274,686.00 |
| Fund: 240 - STREET FUND Surplus (Deficit): | 474,861.37 | 2,830,488.46 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | 474,861.37 | 2,830,488.46 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

Transit Operations. Sandy Transit provides safe, efficient, effective transportation service to its customers through Sandy Area Metro (SAM) routes connecting Sandy and Gresham as well as Sandy and Estacada; Sandy Transit Area Rides (STAR) — door to door demand/response service; and complementary American with Disabilities Act (ADA) service to qualified individuals. As an augmentation to the STAR dial-a-ride service and to better serve Sandy residents, Sandy added a fareless Shopper Shuttle in December 2016. The new vehicle and route were made possible through a state grant, providing three (3) years of service and a new vehicle at no additional cost to the City. To date, Sandy Transit has provided 3.1 million rides.

Operations are contracted through RoJoy Services, a locally-owned company. RoJoy also operates connecting service Mt. Hood Express (MHX), a public/private partnership offering public transportation between Sandy and Villages at Mt Hood/Government Camp/Timberline Lodge.

Transit Capital Improvements. Grant money and local match will fund construction of the last two bus barns at the Operations Center and fleet replacement vehicles (2 medium duty transit vehicles).

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------|-------------|-------------|-------------|-------------|
| Transit Director | 1.00 | - | - | - |
| Transit Manager | - | 1.00 | 1.00 | 1.00 |
| Office Assistant | 0.80 | 0.80 | 0.80 | 0.80 |
| Total | 1.80 | 1.80 | 1.80 | 1.80 |

ACCOMPLISHMENTS – FY 15-17

- ✓ 2016 written/verbal customer satisfaction survey indicated a continued high level of customer satisfaction.
- ✓ Staff chose to first implement technology to all fixed route vehicles (7) to prove real time arrival information, reporting features, inter vehicle communication, automated data collection, and automated stop announcements.

Transit Fund

FUND:
270 - Transit Fund

DEPARTMENT:
072 and 172

DEPARTMENT HEAD:
Andi Howell,
Transit Director

LOCATION:
Operations Center
16610 Champion Way

- FUND RESOURCES:**
- Grants
 - Public Service Taxes
 - Charges for Services

- SUB-FUNDS:**
- Operations
 - Capital Improvements



- ✓ Collaborated on a Transportation Options campaign to promote the SAM/MHX connection to the Portland Metro region. Introduced a \$5.00 all-day pass valid for SAM and MHX. Implemented fareless in-town fare structure. Obtained new technology grant for real time arrival information.
- ✓ All vehicle signage is posted in English and Spanish, more Spanish was added to the schedules and the webpages.
- ✓ State Transportation Improvement Program (STIP) money awarded; coupled with City match will fund construction of two additional bus barns.
- ✓ One transit bus, one cutaway and one minivan were purchased; fleet is in “state of good repair.”
- ✓ Federal Lands Access Program (FLAP) grant awarded for three (3) additional years (through FY 20). Additional funds also awarded for sustainable operations plan for FLAP funds future use.

GOALS AND FOCUS FOR FY 17-19

- ✓ Maintain optimal customer service through continuation of on-time, safe transportation using capable, courteous drivers and support staff.
- ✓ Install technology equipment on seven (7) SAM vehicles for network and communication improvement; Wi-Fi on four SAM buses.
- ✓ Further develop the strong collaboration between SAM and MHX for network improvement and efficiencies.
- ✓ Market to discretionary riders; promote Portland/Metro/A/P connections to MHX.
- ✓ Obtain telephone service for non-English speakers for scheduling/schedule information.
- ✓ Construct bus storage areas with STIP/Transit funds.
- ✓ Fleet replacement of two medium duty transit vehicles; maintain the fleet in a “State of Good Repair.”

BUDGET HIGHLIGHTS

- ✓ Local payroll tax (\$1,000,000) provides match to leverage State (\$249,937) and Federal (\$1,300,000) operating grant funds as well as capital Federal funds (\$689,000). The implementation of fares for all services generated \$220,000 during the 15-17 biennium. The new fare structure implemented in November 2016, which allows fareless transportation on all in-town fixed routes, is expected to add \$195,000 in revenue for the 17-19 biennium.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 270 - TRANSIT FUND | | | | | | |
| 070 - Transit Operations | | | | | | |
| Beginning Balance | - | 1,406,207 | 1,409,434 | 1,964,682 | 1,964,682 | 1,964,682 |
| Employer Transit Tax | 508,202 | 640,798 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Payment in Lieu of Tax | 24,472 | - | 47,334 | 47,500 | 47,500 | 47,500 |
| Federal Grants | 723,360 | 546,105 | 1,229,000 | 1,300,000 | 1,300,000 | 1,300,000 |
| State Grants | 271,180 | 126,437 | 364,000 | 249,937 | 249,937 | 249,937 |
| Transit Farebox Revenues | 97,237 | 87,261 | 216,000 | 145,000 | 145,000 | 145,000 |
| Transit FareMedia | 26,133 | 26,373 | 57,000 | 40,000 | 40,000 | 40,000 |
| Revenue Other Districts | 12,167 | 7,200 | 24,400 | 24,400 | 24,400 | 24,400 |
| Interest | 5,947 | 9,586 | 10,000 | 10,000 | 10,000 | 10,000 |
| Miscellaneous Revenue | - | 35 | 100 | - | - | - |
| Reimbursements | - | - | - | - | - | - |
| Total 070 - Transit Operations: | 1,668,697 | 2,850,002 | 4,357,268 | 4,781,519 | 4,781,519 | 4,781,519 |
| 170 - Transit Capital Improvement | | | | | | |
| Beginning Balance | - | 77,034 | 28,683 | 103,372 | 103,372 | 103,372 |
| Federal Grants | - | - | 987,000 | 689,000 | 689,000 | 689,000 |
| Capital Reserves | - | - | - | - | - | - |
| Surplus Property | 5,183 | - | 10,000 | - | - | - |
| Total 170 - Transit Capital Improvement: | 5,183 | 77,034 | 1,025,683 | 792,372 | 792,372 | 792,372 |
| Total Fund: 270 - TRANSIT FUND: | 1,673,880 | 2,927,036 | 5,382,951 | 5,573,891 | 5,573,891 | 5,573,891 |
| Requirements | | | | | | |
| Fund: 270 - TRANSIT FUND | | | | | | |
| 070 - Transit Operations | | | | | | |
| Personnel Services | 163,217 | 168,403 | 360,713 | 379,795 | 379,795 | 379,795 |
| Materials & Services | 938,490 | 869,050 | 1,856,570 | 1,910,625 | 1,910,625 | 1,910,625 |
| Capital Outlay | 165,454 | 1,293 | 2,000 | 3,000 | 3,000 | 3,000 |
| Transfers | 66,216 | 89,394 | 178,789 | 168,434 | 168,434 | 168,434 |
| Contingency | - | - | 1,818,879 | 1,923,758 | 1,923,758 | 1,923,758 |
| Total 070 - Transit Operations: | 1,333,376 | 1,128,140 | 4,216,951 | 4,385,612 | 4,385,612 | 4,385,612 |
| 170 - Transit Capital Improvement | | | | | | |
| Capital Outlay | - | - | 1,166,000 | 1,188,279 | 1,188,279 | 1,188,279 |
| Total 170 - Transit Capital Improvement: | - | - | 1,166,000 | 1,188,279 | 1,188,279 | 1,188,279 |
| Total Fund: 270 - TRANSIT FUND: | 1,333,376 | 1,128,140 | 5,382,951 | 5,573,891 | 5,573,891 | 5,573,891 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 270 - TRANSIT FUND | | | | | | | |
| Department: 070 - Transit Operations | | | | | | | |
| Revenue | | | | | | | |
| 270-070-401000 | Beginning Balance | 0.00 | 1,406,207.00 | 1,409,434.00 | 1,964,682.00 | 1,964,682.00 | 1,964,682.00 |
| 270-070-411300 | Employer Transit Tax | 508,202.00 | 640,798.38 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 |
| 270-070-411400 | Payment in Lieu of Tax | 24,471.83 | 0.00 | 47,334.00 | 47,500.00 | 47,500.00 | 47,500.00 |
| 270-070-440300 | Federal Grants | 723,360.00 | 546,104.96 | 1,229,000.00 | 1,300,000.00 | 1,300,000.00 | 1,300,000.00 |
| 270-070-441450 | State Grants | 271,180.00 | 126,436.50 | 364,000.00 | 249,937.00 | 249,937.00 | 249,937.00 |
| 270-070-459100 | Transit Farebox Revenues | 97,237.37 | 87,261.35 | 216,000.00 | 145,000.00 | 145,000.00 | 145,000.00 |
| 270-070-459101 | Transit FareMedia | 26,132.80 | 26,372.74 | 57,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 270-070-459110 | Revenue Other Districts | 12,166.67 | 7,200.00 | 24,400.00 | 24,400.00 | 24,400.00 | 24,400.00 |
| 270-070-471100 | Interest | 5,946.51 | 9,585.75 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 270-070-478040 | Miscellaneous Revenue | 0.00 | 35.00 | 100.00 | | | |
| 270-070-478200 | Reimbursements | 0.00 | 0.00 | 0.00 | | | |
| | Revenue Total: | 1,668,697.18 | 2,850,001.68 | 4,357,268.00 | 4,781,519.00 | 4,781,519.00 | 4,781,519.00 |
| Expense | | | | | | | |
| 270-070-511100 | Salaries | 109,517.59 | 109,643.29 | 238,939.00 | 252,069.00 | 252,069.00 | 252,069.00 |
| 270-070-521100 | Insurance Benefits | 22,352.31 | 29,780.30 | 50,909.00 | 57,096.00 | 57,096.00 | 57,096.00 |
| 270-070-521200 | FICA Taxes | 8,378.19 | 8,393.04 | 18,274.00 | 19,272.00 | 19,272.00 | 19,272.00 |
| 270-070-521300 | PERS | 20,624.91 | 18,966.08 | 49,724.00 | 48,600.00 | 48,600.00 | 48,600.00 |
| 270-070-521360 | Other Benefits | 278.36 | 278.36 | 0.00 | | | |
| 270-070-521400 | TR Life Insurance | 228.92 | 191.77 | 457.00 | | | |
| 270-070-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 225.00 | 225.00 | 225.00 |
| 270-070-521600 | Unemployment Insurance | 114.82 | 107.25 | 1,752.00 | 253.00 | 253.00 | 253.00 |
| 270-070-521800 | Workers' Comp Insurance | 432.35 | 406.80 | 658.00 | 768.00 | 768.00 | 768.00 |
| 270-070-521900 | Transit Tax | 1,289.42 | 636.51 | 0.00 | 1,512.00 | 1,512.00 | 1,512.00 |
| 270-070-601100 | Supplies | 618.95 | 1,229.15 | 1,600.00 | 1,600.00 | 1,600.00 | 1,600.00 |
| 270-070-601200 | Postage | 123.43 | 1,575.21 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 270-070-601300 | Printing | 4,101.05 | 4,211.68 | 12,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 270-070-601400 | Copier Charges | 2.04 | 0.00 | 20.00 | 25.00 | 25.00 | 25.00 |
| 270-070-601401 | Marketing | 5,495.29 | 4,287.39 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 270-070-601700 | Memberships | 1,179.00 | 1,074.00 | 2,500.00 | 2,600.00 | 2,600.00 | 2,600.00 |
| 270-070-602100 | Employee Recruitment | 0.00 | 45.00 | 250.00 | | | |
| 270-070-602200 | Conferences | 3,424.56 | 5,732.99 | 5,000.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 270-070-602300 | Training & Professional Advan... | 272.18 | 829.92 | 1,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 270-070-602500 | Meetings & Meals | 852.00 | 3,086.45 | 1,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 270-070-603100 | Mileage Reimbursement | 1,703.88 | 1,436.06 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 270-070-603200 | Vehicle - Fuel | 126,123.99 | 84,484.38 | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| 270-070-603400 | Vehicle Reg/Licenses | 209.00 | 104.50 | 200.00 | 300.00 | 300.00 | 300.00 |
| 270-070-603500 | Vehicle Repair & Maintenance | 102,214.67 | 71,073.48 | 190,000.00 | 190,000.00 | 190,000.00 | 190,000.00 |
| 270-070-604100 | Vehicle Accessory Equipment | 5,775.32 | 2,900.00 | 0.00 | 2,900.00 | 2,900.00 | 2,900.00 |
| 270-070-604200 | Bus Shelter Maintenance | 7,040.00 | 7,080.00 | 14,000.00 | 14,200.00 | 14,200.00 | 14,200.00 |
| 270-070-605100 | Contractual Services | 437,014.28 | 436,895.96 | 811,500.00 | 872,000.00 | 872,000.00 | 872,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|---|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 270-070-605300 | Administrative Contracts | 836.00 | 0.00 | 20,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 270-070-607100 | Utilities | 2,073.53 | 2,111.98 | 10,500.00 | 10,500.00 | 10,500.00 | 10,500.00 |
| 270-070-608200 | Bus Shelters | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 270-070-609100 | Insurance | 37,731.56 | 36,426.55 | 75,000.00 | 84,000.00 | 84,000.00 | 84,000.00 |
| 270-070-610200 | Fees | 307.39 | 382.83 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 270-070-636100 | Program - E&D | 201,391.42 | 204,082.12 | 388,000.00 | 380,000.00 | 380,000.00 | 380,000.00 |
| 270-070-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 270-070-740100 | Computer Equipment | 0.00 | 1,292.94 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 270-070-750000 | Transportation Equipment | 165,454.00 | 0.00 | 0.00 | | | |
| 270-070-910110 | Transfers to General Fund | 66,215.50 | 63,624.00 | 127,249.00 | 113,850.00 | 113,850.00 | 113,850.00 |
| 270-070-910370 | Transfer to Op Ctr Fund | 0.00 | 0.00 | 0.00 | 12,043.00 | 12,043.00 | 12,043.00 |
| 270-070-910670 | Transfer to Op Ctr ISF | 0.00 | 25,770.00 | 51,540.00 | 42,541.00 | 42,541.00 | 42,541.00 |
| 270-070-950000 | Contingency | 0.00 | 0.00 | 1,818,879.00 | 1,923,758.00 | 1,923,758.00 | 1,923,758.00 |
| | Expense Total: | 1,333,375.91 | 1,128,139.99 | 4,216,951.00 | 4,385,612.00 | 4,385,612.00 | 4,385,612.00 |
| | Department: 070 - Transit Operations Surplus (Deficit): | 335,321.27 | 1,721,861.69 | 140,317.00 | 395,907.00 | 395,907.00 | 395,907.00 |
| Department: 170 - Transit Capital Improvement | | | | | | | |
| Revenue | | | | | | | |
| 270-170-401000 | Beginning Balance | 0.00 | 77,034.00 | 28,683.00 | 103,372.00 | 103,372.00 | 103,372.00 |
| 270-170-440300 | Federal Grants | 0.00 | 0.00 | 987,000.00 | 689,000.00 | 689,000.00 | 689,000.00 |
| 270-170-479000 | Surplus Property | 5,183.00 | 0.00 | 10,000.00 | | | |
| | Revenue Total: | 5,183.00 | 77,034.00 | 1,025,683.00 | 792,372.00 | 792,372.00 | 792,372.00 |
| Expense | | | | | | | |
| 270-170-734600 | Bus Barn | 0.00 | 0.00 | 570,000.00 | 570,000.00 | 570,000.00 | 570,000.00 |
| 270-170-750000 | Transportation Equipment | 0.00 | 0.00 | 596,000.00 | 618,279.00 | 618,279.00 | 618,279.00 |
| | Expense Total: | 0.00 | 0.00 | 1,166,000.00 | 1,188,279.00 | 1,188,279.00 | 1,188,279.00 |
| | Department: 170 - Transit Capital Improvement Surplus (Deficit): | 5,183.00 | 77,034.00 | -140,317.00 | -395,907.00 | -395,907.00 | -395,907.00 |
| | Fund: 270 - TRANSIT FUND Surplus (Deficit): | 340,504.27 | 1,798,895.69 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 340,504.27 | 1,798,895.69 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Aquatics/Recreation Center Fund is a special revenue fund to account for and report the proceeds of specific revenue sources that are restricted for the specific purpose of operations for the future multi-use facility.

The City will take possession of the existing building by the fall of 2017. The fund is being established to cover the general operations of the facilities during the transition period. The main resource was a General Revenue transfer.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Design and release a Request for Qualifications for Mater Planning of the Aquatic/Recreation Center Project.
- ✓ Begin construction of first phase of Aquatic/Recreation Center Project.
- ✓ Move existing staff and programs from old Community Center to new facility.

BUDGET HIGHLIGHTS

None.

Aquatic/ Recreation Center Fund

FUND:
280 – Aquatic/Recreation
Center Fund

DEPARTMENT:
028

DEPARTMENT HEAD:
Tanya Richardson,
Community Services
Director

LOCATION:
Aquatic/Recreation Center
17255 Smith Ave.

FUND RESOURCES:

- General Revenue
- Charges for Services

SUB-FUNDS:

- N/A



BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 280 - AQUATIC/RECREATION CENTER FUND | | | | | | |
| 028 - Operations | | | | | | |
| General Revenue | - | - | - | 133,105 | 133,105 | 133,105 |
| Total 028 - Operations: | - | - | - | 133,105 | 133,105 | 133,105 |
| Total 280 - AQUATIC/REC. CENTER FUND: | - | - | - | 133,105 | 133,105 | 133,105 |
| Requirements | | | | | | |
| Fund: 280 - AQUATIC/RECREATION CENTER FUND | | | | | | |
| 028 - Operations | | | | | | |
| Personnel Services | - | - | - | 14,508 | 14,508 | 14,508 |
| Materials & Services | - | - | - | 118,597 | 118,597 | 118,597 |
| Total 028 - Operations | - | - | - | 133,105 | 133,105 | 133,105 |
| Fund: 280 - AQUATIC/RECREATION CENTER FUND: | - | - | - | 133,105 | 133,105 | 133,105 |



Sandy, OR

Budget Worksheet

Account Summary

| | | Total Activity | Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|--|----------------|----------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 280 - AQUATIC/RECREATION CENTER FUND | | | | | | | |
| Department: 028 - Finance | | | | | | | |
| Revenue | | | | | | | |
| 280-028-491110 | General Revenue | 0.00 | 0.00 | 0.00 | 133,105.00 | 133,105.00 | 133,105.00 |
| | Revenue Total: | 0.00 | 0.00 | 0.00 | 133,105.00 | 133,105.00 | 133,105.00 |
| Expense | | | | | | | |
| 280-028-521100 | Salaries | 0.00 | 0.00 | 0.00 | 14,508.00 | 14,508.00 | 14,508.00 |
| 280-028-601100 | Supplies | 0.00 | 0.00 | 0.00 | 20,620.00 | 20,620.00 | 20,620.00 |
| 280-028-601700 | Membership | 0.00 | 0.00 | 0.00 | 415.00 | 415.00 | 415.00 |
| 280-028-604100 | Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 8,460.00 | 8,460.00 | 8,460.00 |
| 280-028-607100 | Utilities | 0.00 | 0.00 | 0.00 | 68,805.00 | 68,805.00 | 68,805.00 |
| 280-028-609100 | Insurance | 0.00 | 0.00 | 0.00 | 20,297.00 | 20,297.00 | 20,297.00 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 133,105.00 | 133,105.00 | 133,105.00 |
| | Department: 028 - Finance Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 280 - AQUATIC/RECREATION CENTER FUND Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Sandy Park System offers a variety of facilities including several neighborhood parks, Meinig Memorial Park (home to Sandy Mountain Festival and Sandy Summer Sounds & Starlight Cinema), Jonsrud Viewpoint, Sandy River Park, and the Tickle Creek Trail.

The volunteer Park Advisory Board meets monthly to discuss current park issues and plan for future park improvements.

In Lieu of Land: The Parks land dedication requirement was created in December, 2004 with the adoption of Ordinance 2004-06. Park land acquisition costs had formerly been included in the Parks System Development Charge methodology. 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 division was newly created division to account for costs incurred by the Parks Advisory Board.

System Development Charges (SDC) are fees that are collected when new development occurs in the city and used to fund new or expansion of parks. In addition, the City actively seeks grant money to fund parks projects. Park SDC methodology was evaluated and increased to include funding for expanding trail infrastructure as well park facilities. City Council approved the increase in 2016.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Addition of Jim Slagle Loop to the network of trails in Sandy River Park.
- ✓ All park facilities became some-free in 2016.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Complete update of Parks Master Plan.

Parks Capital Project Fund

FUND:
350 – Parks Capital Project Fund

DEPARTMENT:
035

DEPARTMENT HEAD:
Tanya Richardson,
Community Services
Director

LOCATION:
Sandy Community Center
38348 Pioneer Blvd.

FUND RESOURCES:

- System Development Charges
- Fee in Lieu of Land

SUB-FUNDS:

- N/A
-



- ✓ Develop Master plan for community center/pool facility .and implement operational funding.
- ✓ Construct second planned dog park.
- ✓ In cooperation with other agencies, develop a mountain bike trail in Sandy.
- ✓ Replace Tupper Park play structure.
- ✓ Install ramps and make other modifications to Tickle Creek Trail approaches to optimize accessibility of trail.
- ✓ Develop conceptual plan for property purchased in 2015 from Oregon Department of Transportation (ODOT) 1.49 acres at Dubarko & Highway 211.
- ✓ Continue pursuing trail connection between Jonsrud Viewpoint and Sandy River Park.
- ✓ Explore potential locations for park in Vista Loop area.

BUDGET HIGHLIGHTS

- ✓ \$275,000 in grant money from Oregon Parks & Recreation Department will be used for path and riparian area improvements, new lighting and construction of an off-leash dog area in Meinig Park.

BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 350 - PARKS CAPITAL PROJECTS FUND | | | | | | |
| 000 - Land | | | | | | |
| Beginning Balance | - | 41,436 | (11,929) | 248,000 | 248,000 | 248,000 |
| Park Payment In Lieu of Land | 207,199 | 45,192 | 100,000 | 250,000 | 250,000 | 250,000 |
| Park SDCs | 157,972 | 146,857 | 300,000 | - | - | - |
| Deer Pointe SDC's | 12,964 | 3,175 | 50,000 | - | - | - |
| Sandy Bluff Park SDC | 19,548 | 12,725 | - | - | - | - |
| Grants | 14,110 | - | 250,000 | - | - | - |
| Interest | 24 | 466 | - | - | - | - |
| Property Rental Revenue | 17,021 | - | - | - | - | - |
| Total Department: 000 - Land: | 428,839 | 249,851 | 688,071 | 498,000 | 498,000 | 498,000 |
| 099 - Operations | | | | | | |
| Beginning Balance | - | - | - | (6,070) | (6,070) | (6,070) |
| Gazebo Rental Revenue | - | - | - | 2,500 | 2,500 | 2,500 |
| General Revenue | - | - | - | 5,570 | 5,570 | 5,570 |
| Total 099 - Operations: | - | - | - | 2,000 | 2,000 | 2,000 |
| 135 - System Development Charges | | | | | | |
| Beginning Balance | - | - | - | 233,556 | 233,556 | 233,556 |
| Park SDCs | - | - | - | 300,000 | 300,000 | 300,000 |
| Grants | - | - | - | 225,000 | 225,000 | 225,000 |
| Total 135 - System Development Charges: | - | - | - | 758,556 | 758,556 | 758,556 |
| Total 350 - PARKS CAPITAL PROJECTS FUND: | 428,839 | 249,851 | 688,071 | 1,258,556 | 1,258,556 | 1,258,556 |
| Requirements | | | | | | |
| Fund: 350 - PARKS CAPITAL PROJECTS FUND | | | | | | |
| 000 - Land | | | | | | |
| Capital Outlay | - | - | - | 350,000 | 350,000 | 350,000 |
| Contingency | - | - | - | 148,000 | 148,000 | 148,000 |
| Total 000 - Land | - | - | - | 498,000 | 498,000 | 498,000 |
| 099 - Operations | | | | | | |
| Materials & Services | 9,837 | 9,135 | 22,200 | 2,000 | 2,000 | 2,000 |
| Capital Outlay | 47,811 | 73,728 | 665,871 | - | - | - |
| Total Operations: | 57,648 | 82,863 | 688,071 | 2,000 | 2,000 | 2,000 |
| 135 - System Development Charges | | | | | | |
| Capital Outlay | - | - | - | 627,000 | 627,000 | 627,000 |
| Contingency | - | - | - | 131,556 | 131,556 | 131,556 |
| Total 135 - System Development Charges | - | - | - | 758,556 | 758,556 | 758,556 |
| Total Fund: 350 - PARKS CAPITAL PROJECTS FUND: | 57,648 | 82,863 | 688,071 | 1,258,556 | 1,258,556 | 1,258,556 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 350 - PARKS CAPITAL PROJECTS FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 350-000-401000 | Beginning Balance | 0.00 | 41,436.00 | -11,929.00 | 248,000.00 | 248,000.00 | 248,000.00 |
| 350-000-433420 | Park Payment In Lieu of Land | 207,199.49 | 45,191.96 | 100,000.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| 350-000-433510 | Park SDCs | 157,972.00 | 146,856.98 | 300,000.00 | | | |
| 350-000-433511 | Deer Pointe SDC's | 12,964.00 | 3,175.00 | 50,000.00 | | | |
| 350-000-433610 | Sandy Bluff Park SDC | 19,548.00 | 12,724.50 | 0.00 | | | |
| 350-000-440990 | Grants | 14,110.00 | 0.00 | 250,000.00 | | | |
| 350-000-471100 | Interest | 24.02 | 466.31 | 0.00 | | | |
| 350-000-474000 | Property Rental Revenue | 17,021.06 | 0.00 | 0.00 | | | |
| | Revenue Total: | 428,838.57 | 249,850.75 | 688,071.00 | 498,000.00 | 498,000.00 | 498,000.00 |
| Expense | | | | | | | |
| 350-000-715008 | Land | 0.00 | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 350,000.00 |
| 350-000-950000 | Contingency | 0.00 | 0.00 | 0.00 | 148,000.00 | 148,000.00 | 148,000.00 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 498,000.00 | 498,000.00 | 498,000.00 |
| | Department: 000 - Undesignated Surplus (Deficit): | 428,838.57 | 249,850.75 | 688,071.00 | 0.00 | 0.00 | 0.00 |
| Department: 099 - No Operating Division | | | | | | | |
| Revenue | | | | | | | |
| 350-099-401000 | Beginning Balance | 0.00 | 0.00 | 0.00 | -6,070.00 | -6,070.00 | -6,070.00 |
| 350-099-475010 | Gazebo Rental Revenue | 0.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 350-099-491110 | General Revenue | 0.00 | 0.00 | 0.00 | 5,570.00 | 5,570.00 | 5,570.00 |
| | Revenue Total: | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Expense | | | | | | | |
| 350-099-601100 | Supplies | 2,507.38 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 350-099-602500 | Meetings & Meals | 229.90 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 350-099-603100 | Mileage Reimbursement | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| 350-099-608100 | Professional Services | 7,099.42 | 9,135.11 | 20,000.00 | | | |
| 350-099-628200 | Credit Card Merchant Fee | 0.00 | 0.00 | 200.00 | | | |
| 350-099-715008 | Land | 15,525.00 | 52,000.00 | 150,000.00 | | | |
| 350-099-715071 | Tickle Creek Bike Path | 0.00 | 0.00 | 5,000.00 | | | |
| 350-099-715072 | Sandy River Park | 8,959.68 | 16,834.09 | 10,000.00 | | | |
| 350-099-715090 | Bornstedt Park | 11,880.08 | 670.49 | 5,000.00 | | | |
| 350-099-715900 | Future Parks Projects | 11,446.60 | 4,223.78 | 445,871.00 | | | |
| 350-099-785111 | Deer Pointe SDC Reimburse... | 0.00 | 0.00 | 50,000.00 | | | |
| | Expense Total: | 57,648.06 | 82,863.47 | 688,071.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| | Department: 099 - No Operating Division Surplus (Deficit): | -57,648.06 | -82,863.47 | -688,071.00 | 0.00 | 0.00 | 0.00 |
| Department: 135 - SDCs | | | | | | | |
| Revenue | | | | | | | |
| 350-135-401000 | Beginning Balance | 0.00 | 0.00 | 0.00 | 233,556.00 | 233,556.00 | 233,556.00 |
| 350-135-433510 | Park SDCs | 0.00 | 0.00 | 0.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| 350-135-440990 | Grants | 0.00 | 0.00 | 0.00 | 225,000.00 | 225,000.00 | 225,000.00 |
| | Revenue Total: | 0.00 | 0.00 | 0.00 | 758,556.00 | 758,556.00 | 758,556.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|---|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| Expense | | | | | | | |
| 350-135-715071 | Tickle Creek Bike Path | 0.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 350-135-715090 | Bornstedt Park | 0.00 | 0.00 | 0.00 | 122,000.00 | 122,000.00 | 122,000.00 |
| 350-135-715900 | Future Parks Projects | 0.00 | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| 350-135-950000 | Contingency | 0.00 | 0.00 | 0.00 | 131,556.00 | 131,556.00 | 131,556.00 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 758,556.00 | 758,556.00 | 758,556.00 |
| | Department: 135 - SDCs Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 350 - PARKS CAPITAL PROJECTS FUND Surplus (Deficit): | 371,190.51 | 166,987.28 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 371,190.51 | 166,987.28 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Sewer Bond Reserve Fund is a sinking fund established to allow the city to retire the debt on the sewer treatment plant earlier than scheduled.

The goal is to retire the current debt prior to or by 2019 when we expect to issue more debt for the sewer plant expansion project. Funds are transferred in from the sewer fund based on the debt retirement schedule and earn interest until the loan is paid off.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

None.

BUDGET HIGHLIGHTS

None.

Sewer Bond Reserve Fund

FUND:

440 – Sewer Bond Reserve Fund

DEPARTMENT:

000

DEPARTMENT HEAD:

Mike Walker,
Public Works Director

LOCATION:

Operations Center
16610 Champion Way

FUND RESOURCES:

- N/A

SUB-FUNDS:

- N/A



BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 440 - SEWER BOND RESERVE FUND | | | | | | |
| Beginning Balance | - | 756,116 | 1,253,288 | 1,287,885 | 1,287,885 | 1,287,885 |
| Interest | 11,337 | 5,483 | 3,111 | 30,000 | 30,000 | 30,000 |
| Transfer From Sewer Fund | - | - | 100,000 | 200,000 | 200,000 | 200,000 |
| Interfund Loan Payments | 69,427 | 200,795 | 200,721 | 308,117 | 308,117 | 308,117 |
| Total Fund: 440 - SEWER BOND RESERVE FUND: | 80,764 | 962,394 | 1,557,120 | 1,826,002 | 1,826,002 | 1,826,002 |
| Requirements | | | | | | |
| Fund: 440 - SEWER BOND RESERVE FUND | | | | | | |
| 098 - Treasury Management | | | | | | |
| Interfund Loan | 500,000 | - | - | 500,000 | 500,000 | 500,000 |
| Reserve for Future Payments | - | - | 1,557,120 | 1,326,002 | 1,326,002 | 1,326,002 |
| Total Fund: 440 - SEWER BOND RESERVE FUND: | 500,000 | - | 1,557,120 | 1,826,002 | 1,826,002 | 1,826,002 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 440 - SEWER BOND RESERVE FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 440-000-401000 | Beginning Balance | 0.00 | 756,116.00 | 1,253,288.00 | 1,287,885.00 | 1,287,885.00 | 1,287,885.00 |
| 440-000-471100 | Interest | 11,336.78 | 5,482.50 | 3,111.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| 440-000-490440 | Transfer From Sewer Fund | 0.00 | 0.00 | 100,000.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| 440-000-495355 | Interfund Loan Payments | 69,427.00 | 200,795.38 | 200,721.00 | 308,117.00 | 308,117.00 | 308,117.00 |
| | Revenue Total: | 80,763.78 | 962,393.88 | 1,557,120.00 | 1,826,002.00 | 1,826,002.00 | 1,826,002.00 |
| | Department: 000 - Undesignated Total: | 80,763.78 | 962,393.88 | 1,557,120.00 | 1,826,002.00 | 1,826,002.00 | 1,826,002.00 |
| Department: 098 - Treasury Management | | | | | | | |
| Expense | | | | | | | |
| 440-098-910570 | Loan to Telecom Fund | 500,000.00 | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| 440-098-980100 | Reserve for Future Payment | 0.00 | 0.00 | 1,557,120.00 | 1,326,002.00 | 1,326,002.00 | 1,326,002.00 |
| | Expense Total: | 500,000.00 | 0.00 | 1,557,120.00 | 1,826,002.00 | 1,826,002.00 | 1,826,002.00 |
| | Department: 098 - Treasury Management Total: | 500,000.00 | 0.00 | 1,557,120.00 | 1,826,002.00 | 1,826,002.00 | 1,826,002.00 |
| | Fund: 440 - SEWER BOND RESERVE FUND Surplus (Deficit): | -419,236.22 | 962,393.88 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | -419,236.22 | 962,393.88 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Full Faith Credit (FFC) Debt Service Fund is to account for payment of long-term debt principal and interest on a Full Faith & Credit funding loaned to the Sandy Urban Renewal Agency (SURA) for the 2014 Refunding Bond - Sandy Police Building and the 2017 Series - capital improvements to fire district facilities, and purchase of property for a future aquatic/recreation center property. Both projects are listed in the Urban Renewal Plan.

The primary source of revenue for the debt service fund is a transfer from SURA.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

Amounts budgeted in this fund are for payment of annual maturing principal and interest for the following:

- 2014 Series – Principal \$971,431 and Interest \$38,408
 - Maturity Date – June 2019
- 2017 Series – Principal \$319,458 and Interest \$457,593
 - Maturity Date – June 2031

BUDGET HIGHLIGHTS

The City FFC Debt Service Fund is newly created to comply with the Intergovernmental Agreement with the City of Sandy and the Sandy Urban Renewal Agency regarding the financing of the 2014 Refunding Bond and 2017 SURA Bank Placement.

FFC Debt Service Fund

FUND:
450 – FFC Debt Service Fund

DEPARTMENT:
045

DEPARTMENT HEAD:
Lisa Young,
Finance Director

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Transfer

SUB-FUNDS:

- N/A



BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 450 - CITY FFC DEBT SERVICE FUND | | | | | | |
| Transfer from URA | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| Total Fund: 450 - CITY FFC DEBT SERVICE FUND: | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| Requirements | | | | | | |
| Fund: 450 - CITY FFC DEBT SERVICE FUND | | | | | | |
| 000 - Operations | | | | | | |
| Debt Service | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| Total Operations: | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |
| Total Fund: 450 - CITY FFC DEBT SERVICE FUND: | - | - | - | 1,786,890 | 1,786,890 | 1,786,890 |



Sandy, OR

Budget Worksheet

Account Summary

| | | Total Activity | Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|--|----------------|----------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 450 - CITY FFC DEBT SERVICE FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 450-000-490272 | Transfer from URA | 0.00 | 0.00 | 0.00 | 1,786,890.00 | 1,786,890.00 | 1,786,890.00 |
| | Revenue Total: | 0.00 | 0.00 | 0.00 | 1,786,890.00 | 1,786,890.00 | 1,786,890.00 |
| Expense | | | | | | | |
| 450-000-814100 | Bond Principal | 0.00 | 0.00 | 0.00 | 1,290,889.00 | 1,290,889.00 | 1,290,889.00 |
| 450-000-834100 | Bond Interest | 0.00 | 0.00 | 0.00 | 496,001.00 | 496,001.00 | 496,001.00 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 1,786,890.00 | 1,786,890.00 | 1,786,890.00 |
| | Department: 000 - Undesignated Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 450 - CITY FFC DEBT SERVICE FUND Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

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 MGD, (Million Gallons per Day) 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 through the PWB Intertie system (capacity 3.0 MGD). The City contracts for operation and maintenance of the treatment plant, springs source and pump stations with CH2M. 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 30 miles of 4” through 16” pipe, more than 3800 customer meters, twelve pressure regulating stations, and over 220 fire hydrants.

During calendar year 2016 more than 423,226,000 gallons of water were produced and delivered to over 3,800 residential, commercial and industrial accounts and three wholesale customers.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Public Works Crew Leader | 0.25 | 0.25 | 0.31 | 0.31 |
| Public Works Utility Worker | 1.49 | 1.24 | 1.24 | 1.24 |
| Engineering Technician | 0.20 | 0.20 | 0.24 | 0.24 |
| Utility Clerk | 0.20 | 0.20 | 0.20 | 0.20 |
| Court Clerk | 0.12 | 0.12 | - | - |
| Planning Assistant | 0.06 | - | - | - |
| Administrative Assistant | 0.05 | 0.03 | 0.05 | 0.05 |
| Transit Assistant | 0.05 | 0.05 | 0.06 | 0.05 |
| Permit Technician | 0.03 | 0.03 | 0.03 | 0.03 |
| Total | 2.45 | 2.12 | 2.13 | 2.12 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Automatic Meter Readers (AMR) meters used for all new construction, over 400 meters in service. A full scale change out is more cost effective than the incremental approach.
- ✓ Update for water system development charges will be completed prior to the end of the current fiscal year.

Water Fund

FUND:
520 - Water Fund

DEPARTMENT:
052, and 152

DEPARTMENT HEAD:
Mike Walker,
Public Works Director

LOCATION:
Operations Center
16610 Champion Way

FUND RESOURCES:

- Charges for Services

SUB-FUNDS:

- Operations
- Capital Improvements



- ✓ Completed Water Management and Conservation Plan. Perfected water rights at Brownell Springs and Alder Creek, and secured 50 year extension on Salmon River permit.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Complete Water Facilities Plan.
- ✓ Install chemical feed equipment at Hudson Road pump station to adjust pH (potential of hydrogen) and reduce disinfection by-products from Portland Water Bureau source.
- ✓ Rehab booster pump station and filter units at Alder Creek Water Treatment Plant.

BUDGET HIGHLIGHTS

- ✓ Plans to purchase new Public Works vehicles to replace aging fleet.
- ✓ Other capital improvements in conjunction with the Water Facilities Plan.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 520 - WATER FUND | | | | | | |
| 052 - Operations | | | | | | |
| Beginning Balance | - | 2,873,938 | 2,702,672 | 1,468,470 | 1,468,470 | 1,468,470 |
| State Grants | - | 15,640 | - | - | - | - |
| Water Charges | 1,211,415 | 1,395,763 | 2,310,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Engineering Fees | 663 | 10,314 | 1,000 | 12,500 | 12,500 | 12,500 |
| Interest | 5,593 | 14,957 | 10,000 | 10,000 | 10,000 | 10,000 |
| Miscellaneous Revenue | 48,815 | 43,787 | 15,000 | 15,000 | 15,000 | 15,000 |
| Surplus Property | - | - | - | 300 | 300 | 300 |
| Loan Proceeds | - | - | - | 12,489 | 12,489 | 12,489 |
| Total 052 - Operations: | 1,266,485 | 4,354,399 | 5,038,672 | 4,018,759 | 4,018,759 | 4,018,759 |
| 152 - Capital Improvements | | | | | | |
| Beginning Balance | - | (613,959) | (630,741) | 84,448 | 84,448 | 84,448 |
| Water SDC | 181,190 | 208,643 | 200,000 | 330,000 | 330,000 | 330,000 |
| Interest | 5,227 | 4,971 | 5,000 | 5,000 | 5,000 | 5,000 |
| Miscellaneous Revenue | - | - | 25,000 | 15,000 | 15,000 | 15,000 |
| Loan Proceeds | 5,714 | 5,971 | - | - | - | - |
| Total 152 - Capital Improvements: | 192,131 | (394,375) | (400,741) | 434,448 | 434,448 | 434,448 |
| Total Fund: 520 - WATER FUND: | 1,458,616 | 3,960,024 | 4,637,931 | 4,453,207 | 4,453,207 | 4,453,207 |
| Requirements | | | | | | |
| Fund: 520 - WATER FUND | | | | | | |
| 052 - Water Operations | | | | | | |
| Personnel Services | 198,125 | 207,200 | 438,201 | 515,531 | 515,531 | 515,531 |
| Materials & Services | 577,459 | 769,896 | 1,295,525 | 1,667,250 | 1,667,250 | 1,667,250 |
| Capital Outlay | 10,817 | 9,454 | 211,000 | 513,239 | 513,239 | 513,239 |
| Debt Service | - | - | - | 5,249 | 5,249 | 5,249 |
| Transfers | 54,118 | 59,290 | 118,579 | 120,058 | 120,058 | 120,058 |
| Contingency | - | - | 1,159,208 | 9,530 | 9,530 | 9,530 |
| Total 052 - Water Operations: | 840,519 | 1,045,841 | 3,222,513 | 2,830,857 | 2,830,857 | 2,830,857 |
| 152 - Water Capital Improvements | | | | | | |
| Capital Outlay | 33,185 | - | - | 450,000 | 450,000 | 450,000 |
| Debt Service | 128,725 | 829,947 | 1,415,418 | 1,172,350 | 1,172,350 | 1,172,350 |
| Total 152 - Water Capital Improvements: | 161,911 | 829,947 | 1,415,418 | 1,622,350 | 1,622,350 | 1,622,350 |
| Total Fund: 520 - WATER FUND: | 1,002,429 | 1,875,788 | 4,637,931 | 4,453,207 | 4,453,207 | 4,453,207 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|----------------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 520 - WATER FUND | | | | | | | |
| Department: 052 - Water Operations | | | | | | | |
| Revenue | | | | | | | |
| 520-052-401000 | Beginning Balance | 0.00 | 2,873,938.00 | 2,702,672.00 | 1,468,470.00 | 1,468,470.00 | 1,468,470.00 |
| 520-052-441450 | State Grants | 0.00 | 15,640.00 | 0.00 | | | |
| 520-052-451100 | Water Charges | 1,211,414.69 | 1,395,763.10 | 2,310,000.00 | 2,500,000.00 | 2,500,000.00 | 2,500,000.00 |
| 520-052-457100 | Engineering Fees | 662.90 | 10,313.66 | 1,000.00 | 12,500.00 | 12,500.00 | 12,500.00 |
| 520-052-471100 | Interest | 5,592.82 | 14,957.33 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 520-052-478000 | Miscellaneous Revenue | 48,814.61 | 43,786.98 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 520-052-479030 | Surplus Property | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 | 300.00 |
| 520-052-495400 | Loan Proceeds | 0.00 | 0.00 | 0.00 | 12,489.00 | 12,489.00 | 12,489.00 |
| | Revenue Total: | 1,266,485.02 | 4,354,399.07 | 5,038,672.00 | 4,018,759.00 | 4,018,759.00 | 4,018,759.00 |
| Expense | | | | | | | |
| 520-052-511100 | Salaries | 127,836.02 | 136,653.60 | 281,927.00 | 322,969.00 | 322,969.00 | 322,969.00 |
| 520-052-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 520-052-521100 | Insurance Benefits | 27,826.39 | 27,648.66 | 65,255.00 | 72,297.00 | 72,297.00 | 72,297.00 |
| 520-052-521200 | FICA Taxes | 9,779.52 | 10,452.91 | 21,439.00 | 24,708.00 | 24,708.00 | 24,708.00 |
| 520-052-521300 | PERS | 23,220.59 | 25,195.73 | 53,282.00 | 70,659.00 | 70,659.00 | 70,659.00 |
| 520-052-521360 | Other Benefits | 858.05 | 1,664.91 | 0.00 | 5,175.00 | 5,175.00 | 5,175.00 |
| 520-052-521400 | WF Life Insurance | 294.65 | 241.42 | 612.00 | | | |
| 520-052-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 345.00 | 345.00 | 345.00 |
| 520-052-521600 | Unemployment Insurance | 113.96 | 130.10 | 2,044.00 | 322.00 | 322.00 | 322.00 |
| 520-052-521800 | Workers' Comp Insurance | 6,531.56 | 4,374.58 | 13,542.00 | 17,118.00 | 17,118.00 | 17,118.00 |
| 520-052-521900 | Transit Tax | 1,612.85 | 801.93 | 0.00 | 1,938.00 | 1,938.00 | 1,938.00 |
| 520-052-521901 | Other - Drug Tests | 20.00 | 0.00 | 50.00 | | | |
| 520-052-522100 | FSA Fee | 31.57 | 36.64 | 50.00 | | | |
| 520-052-601100 | Supplies | 67,582.59 | 78,434.74 | 100,000.00 | 125,000.00 | 125,000.00 | 125,000.00 |
| 520-052-601200 | Postage | 0.00 | 871.64 | 1,750.00 | | | |
| 520-052-601300 | Printing | 0.00 | 12.00 | 50.00 | | | |
| 520-052-601400 | Copier Charges | 18.86 | 18.26 | 1,375.00 | | | |
| 520-052-601500 | Public Notices | 0.00 | 1,209.89 | 100.00 | | | |
| 520-052-601600 | Organizational Fees | 6,135.00 | 5,523.75 | 10,000.00 | 14,000.00 | 14,000.00 | 14,000.00 |
| 520-052-601700 | Memberships | 365.00 | 1,140.00 | 2,000.00 | 2,200.00 | 2,200.00 | 2,200.00 |
| 520-052-601800 | Books and Subscriptions | 97.75 | 21.75 | 300.00 | 150.00 | 150.00 | 150.00 |
| 520-052-601900 | Uniforms | 610.38 | 468.11 | 1,000.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 520-052-602100 | Employee Recruitment | 39.62 | 81.00 | 100.00 | 150.00 | 150.00 | 150.00 |
| 520-052-602200 | Conferences | 607.79 | 253.40 | 1,750.00 | 1,250.00 | 1,250.00 | 1,250.00 |
| 520-052-602300 | Training & Professional Advan... | 180.00 | 656.54 | 1,000.00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 520-052-602500 | Meetings & Meals | 338.35 | 276.51 | 100.00 | 350.00 | 350.00 | 350.00 |
| 520-052-603100 | Mileage Reimbursement | 92.79 | 9.79 | 500.00 | 50.00 | 50.00 | 50.00 |
| 520-052-603200 | Vehicle -Fuel | 5,211.65 | 2,647.10 | 15,000.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 520-052-603400 | Vehicle Reg/Licenses | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 520-052-603500 | Vehicle Repair & Maintenance | 1,203.43 | 3,639.89 | 4,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|--|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 520-052-604100 | Repairs & Maintenance | 19,451.03 | 83,047.38 | 65,000.00 | 125,000.00 | 125,000.00 | 125,000.00 |
| 520-052-605100 | Contractual Services | 18,098.30 | 17,192.91 | 40,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 520-052-605300 | Contractual Services - Water | 250,130.85 | 275,103.97 | 550,000.00 | 625,000.00 | 625,000.00 | 625,000.00 |
| 520-052-605350 | Contractual Servies - Utility Bill... | 8,021.99 | 8,705.40 | 21,000.00 | 24,000.00 | 24,000.00 | 24,000.00 |
| 520-052-606100 | Equipment Rental | 1,627.70 | 12,744.00 | 7,500.00 | 22,000.00 | 22,000.00 | 22,000.00 |
| 520-052-607100 | Utilities | 48,019.51 | 48,122.26 | 117,500.00 | 120,000.00 | 120,000.00 | 120,000.00 |
| 520-052-608100 | Professional Services | 6,832.20 | 31,032.58 | 6,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 520-052-608102 | City Attorneys | 0.00 | 0.00 | 1,000.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 520-052-608200 | Professional Services - Enginee... | 10,289.25 | 36,008.82 | 10,000.00 | 70,000.00 | 70,000.00 | 70,000.00 |
| 520-052-609100 | Insurance | 13,080.69 | 15,339.09 | 26,250.00 | 32,700.00 | 32,700.00 | 32,700.00 |
| 520-052-610200 | Fees | 289.69 | 332.27 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 520-052-628200 | Credit Card Merchant Fee | 3,776.33 | 6,445.07 | 7,500.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 520-052-650100 | Chemicals | 0.00 | 0.00 | 250.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 520-052-650201 | Program - Water Conservation | 0.00 | 0.00 | 2,400.00 | 2,400.00 | 2,400.00 | 2,400.00 |
| 520-052-650300 | Regulatory Fees | 2,103.67 | 2,688.25 | 1,500.00 | 4,500.00 | 4,500.00 | 4,500.00 |
| 520-052-650500 | Water Testing | 4,030.00 | 4,585.00 | 9,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 520-052-650505 | Water Supply | 109,224.38 | 133,285.02 | 290,000.00 | 330,000.00 | 330,000.00 | 330,000.00 |
| 520-052-732000 | Water System Improvements | 467.50 | 0.00 | 0.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| 520-052-732003 | Water Automated Meter Read... | 0.00 | 0.00 | 150,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| 520-052-740100 | Computer Equipment | 343.68 | 1,055.62 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 520-052-760000 | Machinery & Equipment | 10,005.93 | 0.00 | 35,000.00 | 51,239.00 | 51,239.00 | 51,239.00 |
| 520-052-772000 | Major Repairs Water System | 0.00 | 8,398.68 | 25,000.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| 520-052-812100 | Loan Principal | 0.00 | 0.00 | 0.00 | 5,249.00 | 5,249.00 | 5,249.00 |
| 520-052-910110 | Transfer to General Fund | 54,117.50 | 52,000.00 | 104,000.00 | 105,363.00 | 105,363.00 | 105,363.00 |
| 520-052-910370 | Transfer to Opr Ctr Fund | 0.00 | 0.00 | 0.00 | 3,240.00 | 3,240.00 | 3,240.00 |
| 520-052-910670 | Transfer to Op Ctr ISF | 0.00 | 7,290.00 | 14,579.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 520-052-950000 | Contingency | 0.00 | 0.00 | 1,159,208.00 | 9,530.00 | 9,530.00 | 9,530.00 |
| | Expense Total: | 840,518.57 | 1,045,841.17 | 3,222,513.00 | 2,830,857.00 | 2,830,857.00 | 2,830,857.00 |
| | Department: 052 - Water Operations Surplus (Deficit): | 425,966.45 | 3,308,557.90 | 1,816,159.00 | 1,187,902.00 | 1,187,902.00 | 1,187,902.00 |
| Department: 152 - Water Capital Improvements | | | | | | | |
| Revenue | | | | | | | |
| 520-152-401000 | Beginning Balance | 0.00 | -613,959.00 | -630,741.00 | 84,448.00 | 84,448.00 | 84,448.00 |
| 520-152-433520 | Water SDC | 181,189.62 | 208,642.80 | 200,000.00 | 330,000.00 | 330,000.00 | 330,000.00 |
| 520-152-471100 | Interest | 5,227.28 | 4,970.70 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 520-152-478000 | Miscellaneous Revenue | 0.00 | 0.00 | 25,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| 520-152-495400 | Loan Proceeds | 5,714.32 | 5,970.90 | 0.00 | | | |
| | Revenue Total: | 192,131.22 | -394,374.60 | -400,741.00 | 434,448.00 | 434,448.00 | 434,448.00 |
| Expense | | | | | | | |
| 520-152-608100 | Professional Services | 0.00 | 0.00 | 0.00 | | | |
| 520-152-732000 | Water System Improvements | 0.00 | 0.00 | 0.00 | 450,000.00 | 450,000.00 | 450,000.00 |
| 520-152-783100 | Bull Run Intertie | 33,185.27 | 0.00 | 0.00 | | | |
| 520-152-812150 | Loan Principal | 0.00 | 271,892.15 | 551,316.00 | 582,341.00 | 582,341.00 | 582,341.00 |
| 520-152-812303 | State Revolving Loan Principal | 113,974.37 | 110,661.23 | 218,885.00 | 224,203.00 | 224,203.00 | 224,203.00 |
| 520-152-832303 | State Revolving Loan Interest | 14,751.11 | 10,150.51 | 17,802.00 | 8,897.00 | 8,897.00 | 8,897.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 520-152-832910 Loan Interest | 0.00 | 437,242.97 | 627,415.00 | 356,909.00 | 356,909.00 | 356,909.00 |
| Expense Total: | 161,910.75 | 829,946.86 | 1,415,418.00 | 1,622,350.00 | 1,622,350.00 | 1,622,350.00 |
| Department: 152 - Water Capital Improvements Surplus (Deficit): | 30,220.47 | -1,224,321.46 | -1,816,159.00 | -1,187,902.00 | -1,187,902.00 | -1,187,902.00 |
| Fund: 520 - WATER FUND Surplus (Deficit): | 456,186.92 | 2,084,236.44 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | 456,186.92 | 2,084,236.44 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

Sewer Operations - The Sewer Fund operates, maintains and improves the wastewater treatment, collection and pumping systems. The treatment system consists of a 1.25 MGD (millions of gallons per day) advanced tertiary treatment plant. The City contracts for operation and maintenance services at the treatment plant with CH2M Inc. Ultraviolet disinfection is used on the treated effluent to eliminate chlorinated discharges to Tickle Creek. An innovative 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.

Sewer Capital Improvements - Minor improvements are planned at the wastewater treatment plant to better manage the treatment process during high flow events. A Sewer Facilities Plan is proposed for the upcoming biennium using a State Revolving Fund loan. The Plan will help determine the timing and cost of a wastewater plant expansion and provide guidance on providing sewer service to areas that will be added to the Urban Growth Boundary. We continue to set aside money in the Sewer Bond Reserve Fund for early payoff of the USDA-Rural Development loan.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.31 | 0.31 | 0.31 | 0.31 |
| Public Works Crew Leader | 0.25 | 0.25 | 0.31 | 0.31 |
| Public Works Utility Worker | 1.49 | 1.24 | 1.24 | 1.24 |
| Engineering Technician | 0.20 | 0.20 | 0.24 | 0.24 |
| Utility Clerk | 0.20 | 0.20 | 0.20 | 0.20 |
| Court Clerk | 0.12 | 0.12 | - | - |
| Planning Assistant | 0.06 | - | - | - |
| Administrative Assistant | 0.05 | 0.03 | 0.06 | 0.05 |
| Transit Assistant | 0.05 | 0.05 | 0.05 | 0.05 |
| Permit Technician | 0.03 | 0.03 | 0.03 | 0.03 |
| Total | 2.76 | 2.43 | 2.44 | 2.43 |

Sewer Fund

FUND:
530 - Sewer Fund

DEPARTMENT:
053 and 153

DEPARTMENT HEAD:
Mike Walker,
Public Works Director

LOCATION:
Operations Center
16610 Champion Way

FUND RESOURCES:

- Charges for Services

SUB-FUNDS:

- Operations
- Capital Improvements



ACCOMPLISHMENTS – Fiscals Year 15-17

- ✓ Cleaned over 9,000 lineal feet of 6” though 12” sanitary sewers.
- ✓ Cleaned over 20,500 lineal feet of 8” through 21” sewer, completed over 41 spot repairs on sewer mains and laterals.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Update Wastewater Systems Development Charges.
- ✓ Continue with video-inspection and spot repaired program.
- ✓ Upgrade communications and data acquisition software and controllers at pump stations.
- ✓ Complete Wastewater System Facilities Plan.

BUDGET HIGHLIGHTS

- ✓ Plans to purchase new Public Works vehicles to replace aging fleet.
- ✓ Other capital improvements in conjunction with the Sewer Facilities Plan and sewer extensions.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 530 - SEWER FUND | | | | | | |
| 053 - Operations | | | | | | |
| Beginning Balance | - | 245,742 | 261,059 | 251,800 | 251,800 | 251,800 |
| Sewer Charges | 1,077,567 | 1,172,250 | 2,408,500 | 2,550,000 | 2,550,000 | 2,550,000 |
| Engineering Fees | 663 | 8,991 | 1,000 | 6,000 | 6,000 | 6,000 |
| Interest | 2,896 | 5,000 | 4,000 | 1,500 | 1,500 | 1,500 |
| Miscellaneous Revenue | 19,500 | 33,159 | 5,000 | 5,000 | 5,000 | 5,000 |
| Surplus Property | - | - | - | 100 | 100 | 100 |
| Loan Proceeds | - | - | - | 12,489 | 12,489 | 12,489 |
| Total 053 - Operations: | 1,100,626 | 1,465,143 | 2,679,559 | 2,826,889 | 2,826,889 | 2,826,889 |
| 153 - Capital Improvements | | | | | | |
| Beginning Balance | - | 200,503 | 119,780 | 414,646 | 414,646 | 414,646 |
| AFRD Due CoS Bluff Est I | - | - | 10,000 | - | - | - |
| Sewer SDC | 219,189 | 185,773 | 303,239 | 175,000 | 175,000 | 175,000 |
| North Bluff Sewer SDCs | 28,278 | 24,743 | 25,000 | 2,000 | 2,000 | 2,000 |
| Interest | - | - | - | 500 | 500 | 500 |
| Loan Proceeds | - | - | - | 250,000 | 250,000 | 250,000 |
| Total 153 - Capital Improvements: | 247,466 | 411,019 | 458,019 | 842,146 | 842,146 | 842,146 |
| Total Fund: 530 - SEWER FUND: | 1,348,092 | 1,876,162 | 3,137,578 | 3,669,035 | 3,669,035 | 3,669,035 |
| Requirements | | | | | | |
| Fund: 530 - SEWER FUND | | | | | | |
| 053 - Sewer Operations | | | | | | |
| Personnel Services | 198,123 | 208,076 | 438,191 | 515,531 | 515,531 | 515,531 |
| Materials & Services | 737,195 | 807,096 | 1,469,365 | 1,684,425 | 1,684,425 | 1,684,425 |
| Capital Outlay | 35,549 | 117,455 | 536,500 | 483,239 | 483,239 | 483,239 |
| Debt Service | - | - | - | 5,249 | 5,249 | 5,249 |
| Transfers | 61,160 | 66,055 | 132,110 | 126,925 | 126,925 | 126,925 |
| Contingency | - | - | 91,989 | 11,520 | 11,520 | 11,520 |
| Total 053 - Sewer Operations: | 1,032,026 | 1,198,681 | 2,668,155 | 2,826,889 | 2,826,889 | 2,826,889 |
| 153 - Sewer Capital Improvements | | | | | | |
| Capital Outlay | - | 36,749 | 35,000 | 502,000 | 502,000 | 502,000 |
| Debt Service | 167,211 | 167,211 | 334,423 | 55,000 | 55,000 | 55,000 |
| Transfers | - | - | 100,000 | 200,000 | 200,000 | 200,000 |
| Contingency | - | - | - | 85,146 | 85,146 | 85,146 |
| 153 - Sewer Capital Improvements: | 167,211 | 203,960 | 469,423 | 842,146 | 842,146 | 842,146 |
| Total Fund: 530 - SEWER FUND: | 1,199,237 | 1,402,641 | 3,137,578 | 3,669,035 | 3,669,035 | 3,669,035 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|---|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 530 - SEWER FUND | | | | | | | |
| Department: 053 - Sewer Operations | | | | | | | |
| Revenue | | | | | | | |
| 530-053-401000 | Beginning Balance | 0.00 | 245,742.00 | 261,059.00 | 251,800.00 | 251,800.00 | 251,800.00 |
| 530-053-452100 | Sewer Charges | 1,077,566.72 | 1,172,250.45 | 2,408,500.00 | 2,550,000.00 | 2,550,000.00 | 2,550,000.00 |
| 530-053-457100 | Engineering Fees | 662.90 | 8,991.16 | 1,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 530-053-471100 | Interest | 2,896.47 | 4,999.97 | 4,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 530-053-478000 | Miscellaneous Revenue | 19,500.00 | 33,158.92 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 530-053-479030 | Surplus Property | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 530-053-495400 | Loan Proceeds | 0.00 | 0.00 | 0.00 | 12,489.00 | 12,489.00 | 12,489.00 |
| Revenue Total: | | 1,100,626.09 | 1,465,142.50 | 2,679,559.00 | 2,826,889.00 | 2,826,889.00 | 2,826,889.00 |
| Expense | | | | | | | |
| 530-053-511100 | Salaries | 127,836.06 | 137,730.47 | 281,927.00 | 322,969.00 | 322,969.00 | 322,969.00 |
| 530-053-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 530-053-521100 | Insurance Benefits | 27,824.85 | 27,975.94 | 65,255.00 | 72,297.00 | 72,297.00 | 72,297.00 |
| 530-053-521200 | FICA Taxes | 9,779.42 | 10,535.19 | 21,439.00 | 24,708.00 | 24,708.00 | 24,708.00 |
| 530-053-521300 | PERS | 23,220.47 | 25,436.21 | 53,282.00 | 70,659.00 | 70,659.00 | 70,659.00 |
| 530-053-521360 | Other Benefits | 858.17 | 1,664.94 | 0.00 | 5,175.00 | 5,175.00 | 5,175.00 |
| 530-053-521400 | SF Life Insurance | 294.45 | 243.27 | 612.00 | | | |
| 530-053-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 345.00 | 345.00 | 345.00 |
| 530-053-521600 | Unemployment Insurance | 114.04 | 131.10 | 2,044.00 | 322.00 | 322.00 | 322.00 |
| 530-053-521800 | Workers' Comp Insurance | 6,531.52 | 3,515.11 | 13,542.00 | 17,118.00 | 17,118.00 | 17,118.00 |
| 530-053-521900 | Transit Tax | 1,612.85 | 807.07 | 0.00 | 1,938.00 | 1,938.00 | 1,938.00 |
| 530-053-521901 | Other - Drug Tests | 20.00 | 0.00 | 50.00 | | | |
| 530-053-522100 | FSA Fee | 31.60 | 36.63 | 40.00 | | | |
| 530-053-601100 | Supplies | 11,107.13 | 12,520.43 | 21,000.00 | 22,000.00 | 22,000.00 | 22,000.00 |
| 530-053-601200 | Postage | 171.00 | 792.73 | 1,750.00 | 1,700.00 | 1,700.00 | 1,700.00 |
| 530-053-601300 | Printing | 0.00 | 12.00 | 50.00 | 25.00 | 25.00 | 25.00 |
| 530-053-601400 | Copier Charges | 0.28 | 0.00 | 1,375.00 | 300.00 | 300.00 | 300.00 |
| 530-053-601500 | Public Notices | 0.00 | 49.45 | 50.00 | 300.00 | 300.00 | 300.00 |
| 530-053-601600 | Organizational Fees | 0.00 | 180.25 | 1,000.00 | 500.00 | 500.00 | 500.00 |
| 530-053-601700 | Memberships | 75.00 | 426.10 | 500.00 | 500.00 | 500.00 | 500.00 |
| 530-053-601800 | Books and Subscriptions | 21.75 | 21.75 | 100.00 | 50.00 | 50.00 | 50.00 |
| 530-053-601900 | Uniforms | 604.38 | 468.12 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 530-053-602100 | Employee Recruitment | 39.63 | 88.50 | 100.00 | 125.00 | 125.00 | 125.00 |
| 530-053-602200 | Conferences | 607.81 | 0.00 | 1,200.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 530-053-602300 | Training & Professional Advan... | 517.50 | 256.54 | 1,200.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 530-053-602500 | Meetings & Meals | 88.00 | 181.31 | 50.00 | 200.00 | 200.00 | 200.00 |
| 530-053-603100 | Mileage Reimbursement | 92.78 | 9.79 | 500.00 | 25.00 | 25.00 | 25.00 |
| 530-053-603200 | Vehicle - Fuel | 5,211.69 | 2,647.12 | 13,000.00 | 9,000.00 | 9,000.00 | 9,000.00 |
| 530-053-603400 | Vehicle Reg/Licenses | 0.00 | 0.00 | 100.00 | | | |
| 530-053-603500 | Vehicle Repair & Maintenance | 1,245.31 | 3,400.65 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 530-053-604100 | Repairs & Maintenance | 35,241.51 | 55,179.34 | 90,000.00 | 150,000.00 | 150,000.00 | 150,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 530-053-605100 | Contractual Services | 14,653.39 | 33,351.44 | 25,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 530-053-605300 | Contractual Services - Sewer | 595,683.87 | 619,175.60 | 1,177,040.00 | 1,250,000.00 | 1,250,000.00 | 1,250,000.00 |
| 530-053-605350 | Contractual Services - Utility Bil.. | 7,575.49 | 7,569.70 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 530-053-606100 | Equipment Rental | 0.00 | 1,110.00 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 530-053-607100 | Utilities | 13,907.73 | 15,243.01 | 35,850.00 | 35,000.00 | 35,000.00 | 35,000.00 |
| 530-053-608100 | Professional Services | 1,860.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 530-053-608200 | Professional Services - Enginee... | 6,776.25 | 11,612.52 | 12,500.00 | 22,000.00 | 22,000.00 | 22,000.00 |
| 530-053-609100 | Insurance | 28,707.12 | 30,669.78 | 30,000.00 | 71,700.00 | 71,700.00 | 71,700.00 |
| 530-053-610200 | Fees | 315.46 | 310.01 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 530-053-628200 | Credit Card Merchant Fee | 3,362.61 | 7,030.97 | 5,000.00 | 17,000.00 | 17,000.00 | 17,000.00 |
| 530-053-650300 | Regulatory Fees | 9,328.94 | 4,788.67 | 17,500.00 | 17,500.00 | 17,500.00 | 17,500.00 |
| 530-053-732003 | Sewer Automated Meter Read... | 0.00 | 0.00 | 100,000.00 | | | |
| 530-053-733000 | Sewer System Improvements | 0.00 | 28,167.00 | 150,000.00 | 280,000.00 | 280,000.00 | 280,000.00 |
| 530-053-740100 | Computer Equipment | 343.69 | 1,055.63 | 2,500.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 530-053-760000 | Machinery & Equipment | 20,704.92 | 10,217.50 | 77,000.00 | 52,239.00 | 52,239.00 | 52,239.00 |
| 530-053-773000 | Major Repairs - Sewer | 14,500.10 | 50,667.36 | 60,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 530-053-780000 | Oversizing/Special Proj. | 0.00 | 27,347.22 | 147,000.00 | 125,000.00 | 125,000.00 | 125,000.00 |
| 530-053-812100 | Loan Principal | 0.00 | 0.00 | 0.00 | 5,249.00 | 5,249.00 | 5,249.00 |
| 530-053-910110 | Transfers to General Fund | 61,159.50 | 58,766.00 | 117,532.00 | 112,231.00 | 112,231.00 | 112,231.00 |
| 530-053-910370 | Transfer to Facilities Maint. Fu... | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| 530-053-910670 | Transfer to Op Ctr ISF | 0.00 | 7,289.00 | 14,578.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 530-053-950000 | Contingency | 0.00 | 0.00 | 91,989.00 | 11,520.00 | 11,520.00 | 11,520.00 |
| | Expense Total: | 1,032,026.27 | 1,198,681.42 | 2,668,155.00 | 2,826,889.00 | 2,826,889.00 | 2,826,889.00 |
| | Department: 053 - Sewer Operations Surplus (Deficit): | 68,599.82 | 266,461.08 | 11,404.00 | 0.00 | 0.00 | 0.00 |
| Department: 153 - Sewer Capital Improvements | | | | | | | |
| Revenue | | | | | | | |
| 530-153-401000 | Beginning Balance | 0.00 | 200,503.00 | 119,780.00 | 414,646.00 | 414,646.00 | 414,646.00 |
| 530-153-428303 | AFRD Due CoS Bluff Est I | 0.00 | 0.00 | 10,000.00 | | | |
| 530-153-433530 | Sewer SDC | 219,188.51 | 185,773.28 | 303,239.00 | 175,000.00 | 175,000.00 | 175,000.00 |
| 530-153-433535 | North Bluff Sewer SDCs | 28,277.76 | 24,743.04 | 25,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 530-153-471100 | Interest | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 530-153-495400 | Loan Proceeds | 0.00 | 0.00 | 0.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| | Revenue Total: | 247,466.27 | 411,019.32 | 458,019.00 | 842,146.00 | 842,146.00 | 842,146.00 |
| Expense | | | | | | | |
| 530-153-733000 | Sewer System Improvements | 0.00 | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| 530-153-773020 | North Bluff Sewer SDC Reim | 0.00 | 36,748.88 | 25,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 530-153-773025 | AFRD Reimbursement | 0.00 | 0.00 | 10,000.00 | | | |
| 530-153-812302 | USDA Principal | 52,427.00 | 54,917.00 | 112,444.00 | 55,000.00 | 55,000.00 | 55,000.00 |
| 530-153-832302 | USDA Interest | 114,784.00 | 112,294.00 | 221,979.00 | | | |
| 530-153-910440 | Transfer to Bond Reserve Fund | 0.00 | 0.00 | 100,000.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| 530-153-960000 | Contingency | 0.00 | 0.00 | 0.00 | 85,146.00 | 85,146.00 | 85,146.00 |
| | Expense Total: | 167,211.00 | 203,959.88 | 469,423.00 | 842,146.00 | 842,146.00 | 842,146.00 |
| | Department: 153 - Sewer Capital Improvements Surplus (Deficit): | 80,255.27 | 207,059.44 | -11,404.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 530 - SEWER FUND Surplus (Deficit): | 148,855.09 | 473,520.52 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 148,855.09 | 473,520.52 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

Stormwater Operations. The Stormwater Fund operates and maintains the storm water 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 annual pruning and weeding of these facilities are required.

Stormwater Capital Improvements. Projects proposed for next biennium include: Reline or replace the existing 36” culvert under South Bluff Rd. Upsize the 36” culvert under Sunset St.

PERSONNEL SUMMARY – Full Time Equivalents (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|-----------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.07 | 0.07 | 0.07 | 0.07 |
| Public Works Crew Leader | 0.25 | 0.25 | 0.07 | 0.07 |
| Public Works Utility Worker | 0.53 | 0.28 | 0.28 | 0.28 |
| Engineering Technician | 0.20 | 0.20 | 0.17 | 0.07 |
| Utility Clerk | 0.20 | 0.20 | 0.20 | 0.20 |
| Court Clerk | 0.11 | 0.11 | - | - |
| Planning Assistant | 0.06 | - | - | - |
| Administrative Assistant | 0.05 | 0.03 | - | - |
| Transit Assistant | 0.05 | 0.05 | 0.05 | 0.05 |
| Total | 1.52 | 1.19 | 0.84 | 0.74 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ All catch basins and over 6,000 feet of stormwater lines were cleaned in the current biennium.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Continue to clean all stormwater treatment filters and catch basins regularly.
- ✓ Prepare for NPDES permitting requirements for stormwater now that the City is 10,000 in population.

Stormwater Fund

FUND:
550 - Stormwater Fund

DEPARTMENT:
055 and 155

DEPARTMENT HEAD:
Mike Walker,
Public Works Director

LOCATION:
Operations Center
16610 Champion Way

FUND RESOURCES:

- Charges for Services

SUB-FUNDS:

- Operations
- Capital Improvements



- ✓ Rehab and upsize road crossing culverts in two areas.

BUDGET HIGHLIGHTS

- ✓ Plans to purchase new Public Works vehicles to replace aging fleet.
- ✓ Other capital improvements in conjunction with culvert rehab and replacement.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 550 - STORMWATER | | | | | | |
| 055 - Operations | | | | | | |
| Beginning Balance | - | 691,719 | 695,013 | 517,849 | 517,849 | 517,849 |
| Stormwater Charges | 219,775 | 228,133 | 440,000 | 460,000 | 460,000 | 460,000 |
| Engineering Fees | 663 | 2,508 | 1,000 | 2,500 | 2,500 | 2,500 |
| Interest | 2,256 | 3,025 | 3,000 | 3,000 | 3,000 | 3,000 |
| Miscellaneous Revenue | - | 410 | - | 1,000 | 1,000 | 1,000 |
| Surplus Property | - | - | - | - | - | - |
| Loan Proceeds | - | - | - | 12,488 | 12,488 | 12,488 |
| Total 055 - Operations: | 222,694 | 925,795 | 1,139,013 | 996,837 | 996,837 | 996,837 |
| 155 - Capital Improvements | | | | | | |
| Beginning Balance | - | (136,307) | (136,810) | 10,503 | 10,503 | 10,503 |
| Total 155 - Capital Improvements: | - | (136,307) | (136,810) | 10,503 | 10,503 | 10,503 |
| Total Fund: 550 - STORMWATER: | 222,694 | 789,488 | 1,002,203 | 1,007,340 | 1,007,340 | 1,007,340 |
| Requirements | | | | | | |
| Fund: 550 - STORMWATER | | | | | | |
| 055 - Stormwater Operations | | | | | | |
| Personnel Services | 82,698 | 99,767 | 202,358 | 269,560 | 269,560 | 269,560 |
| Materials & Services | 24,552 | 61,646 | 58,965 | 119,650 | 119,650 | 119,650 |
| Capital Outlay | 1,409 | 1,056 | 43,500 | 101,239 | 101,239 | 101,239 |
| Debt Service | - | - | - | 5,249 | 5,249 | 5,249 |
| Transfers | 10,084 | 16,891 | 33,782 | 42,173 | 42,173 | 42,173 |
| Contingency | - | - | 534,338 | 9,609 | 9,609 | 9,609 |
| Total 055 - Stormwater Operations: | 118,743 | 179,360 | 872,943 | 547,480 | 547,480 | 547,480 |
| 155 - Stormwater Capital Improvements | | | | | | |
| Materials & Services | - | - | - | 40,000 | 40,000 | 40,000 |
| Capital Outlay | - | - | 10,000 | 300,000 | 300,000 | 300,000 |
| Debt Service | 58,480 | 57,580 | 119,260 | 119,860 | 119,860 | 119,860 |
| Total 155 - Stormwater Capital Improvements: | 58,480 | 57,580 | 129,260 | 459,860 | 459,860 | 459,860 |
| Total Fund: 550 - STORMWATER: | 177,223 | 236,940 | 1,002,203 | 1,007,340 | 1,007,340 | 1,007,340 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|--|------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 550 - STORMWATER | | | | | | | |
| Department: 055 - Stormwater Operations | | | | | | | |
| Revenue | | | | | | | |
| 550-055-401000 | Beginning Balance | 0.00 | 691,719.00 | 695,013.00 | 517,849.00 | 517,849.00 | 517,849.00 |
| 550-055-452500 | Stormwater Charges | 219,775.22 | 228,132.83 | 440,000.00 | 460,000.00 | 460,000.00 | 460,000.00 |
| 550-055-457100 | Engineering Fees | 662.90 | 2,508.16 | 1,000.00 | 2,500.00 | 2,500.00 | 2,500.00 |
| 550-055-471100 | Interest | 2,256.00 | 3,024.75 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 550-055-478000 | Miscellaneous Revenue | 0.00 | 410.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 550-055-479030 | Surplus Property | 0.00 | 0.00 | 0.00 | | | |
| 550-055-495400 | Loan Proceeds | 0.00 | 0.00 | 0.00 | 12,488.00 | 12,488.00 | 12,488.00 |
| Revenue Total: | | 222,694.12 | 925,794.74 | 1,139,013.00 | 996,837.00 | 996,837.00 | 996,837.00 |
| Expense | | | | | | | |
| 550-055-511100 | Salaries | 52,610.50 | 65,609.46 | 130,172.00 | 167,767.00 | 167,767.00 | 167,767.00 |
| 550-055-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 550-055-521100 | Insurance Benefits | 12,216.25 | 14,878.68 | 32,039.00 | 43,803.00 | 43,803.00 | 43,803.00 |
| 550-055-521200 | FICA Taxes | 4,024.67 | 5,017.64 | 9,902.00 | 12,832.00 | 12,832.00 | 12,832.00 |
| 550-055-521300 | PERS | 9,401.02 | 11,305.06 | 23,782.00 | 34,242.00 | 34,242.00 | 34,242.00 |
| 550-055-521360 | Other Benefits | 162.16 | 632.47 | 0.00 | 1,725.00 | 1,725.00 | 1,725.00 |
| 550-055-521400 | SW Life Insurance | 129.26 | 119.08 | 297.00 | | | |
| 550-055-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 190.00 | 190.00 | 190.00 |
| 550-055-521600 | Unemployment Insurance | 49.10 | 62.99 | 944.00 | 168.00 | 168.00 | 168.00 |
| 550-055-521800 | Workers' Comp Insurance | 3,337.32 | 1,738.55 | 5,147.00 | 7,826.00 | 7,826.00 | 7,826.00 |
| 550-055-521900 | Transit Tax | 731.31 | 381.25 | 0.00 | 1,007.00 | 1,007.00 | 1,007.00 |
| 550-055-521901 | Other - Drug Tests | 20.00 | 0.00 | 50.00 | | | |
| 550-055-522100 | FSA Fee | 16.18 | 22.15 | 25.00 | | | |
| 550-055-601100 | Supplies | 8,197.25 | 14,055.09 | 15,000.00 | 22,000.00 | 22,000.00 | 22,000.00 |
| 550-055-601200 | Postage | 0.00 | 831.05 | 15.00 | 400.00 | 400.00 | 400.00 |
| 550-055-601400 | Copier Charges | 0.07 | 0.00 | 25.00 | 25.00 | 25.00 | 25.00 |
| 550-055-601500 | Public Notices | 0.00 | 0.00 | 25.00 | 25.00 | 25.00 | 25.00 |
| 550-055-601600 | Organizational Fees | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 550-055-601700 | Memberships | 75.00 | 21.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 550-055-601800 | Books and Subscriptions | 21.75 | 21.75 | 50.00 | 50.00 | 50.00 | 50.00 |
| 550-055-601900 | Uniforms | 604.37 | 468.06 | 750.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 550-055-602100 | Employee Recruitment | 39.63 | 73.50 | 50.00 | 150.00 | 150.00 | 150.00 |
| 550-055-602200 | Conferences | 607.87 | 0.00 | 750.00 | 700.00 | 700.00 | 700.00 |
| 550-055-602300 | Training | 2.50 | 41.57 | 500.00 | 500.00 | 500.00 | 500.00 |
| 550-055-602500 | Meetings & Meals | 26.82 | 195.24 | 25.00 | 100.00 | 100.00 | 100.00 |
| 550-055-603100 | Mileage Reimbursement | 75.12 | 9.77 | 300.00 | 200.00 | 200.00 | 200.00 |
| 550-055-603200 | Vehicle - Fuel | 5,211.75 | 2,647.11 | 14,000.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| 550-055-603400 | Vehicle Reg/License | 0.00 | 0.00 | 25.00 | 50.00 | 50.00 | 50.00 |
| 550-055-603500 | Vehicle Repair & Maintenance | 1,203.43 | 3,400.70 | 3,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 550-055-604100 | Repairs & Maintenance | 1,198.11 | 11,129.77 | 10,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 550-055-605100 | Contractual Services | 0.00 | 3,724.88 | 2,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 550-055-605350 | Contractual Services - Utility Bil.. | 4,776.05 | 7,626.17 | 4,750.00 | 16,000.00 | 16,000.00 | 16,000.00 |
| 550-055-606100 | Equipment Rental | 0.00 | 7,319.94 | 1,500.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 550-055-607100 | Utilities | 757.49 | 913.00 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 550-055-608100 | Professional Services | 450.00 | 450.00 | 1,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 550-055-608200 | Professional Services - Enginee... | 550.00 | 4,824.96 | 3,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 550-055-610200 | Fees | 206.24 | 321.12 | 100.00 | 750.00 | 750.00 | 750.00 |
| 550-055-628200 | Credit Card Merchant Fee | 530.04 | 3,500.90 | 1,000.00 | 14,000.00 | 14,000.00 | 14,000.00 |
| 550-055-650300 | Regulatory Fees | 18.75 | 70.88 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 550-055-732000 | Improvements | 0.00 | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 550-055-740000 | Furniture & Office Equipment | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 |
| 550-055-740100 | Computer Equipment | 343.69 | 1,055.63 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 550-055-760000 | Machinery & Equipment | 1,065.25 | 0.00 | 42,500.00 | 49,739.00 | 49,739.00 | 49,739.00 |
| 550-055-812100 | Loan Principal | 0.00 | 0.00 | 0.00 | 5,249.00 | 5,249.00 | 5,249.00 |
| 550-055-910110 | Transfer to General Fund | 10,084.00 | 9,689.00 | 19,378.00 | 27,479.00 | 27,479.00 | 27,479.00 |
| 550-055-910370 | Transfer to Facilities Maint. Fu... | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| 550-055-910670 | Transfer to Op Ctr ISF | 0.00 | 7,202.00 | 14,404.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 550-055-950000 | Contingency | 0.00 | 0.00 | 534,338.00 | 9,609.00 | 9,609.00 | 9,609.00 |
| | Expense Total: | 118,742.95 | 179,360.42 | 872,943.00 | 547,480.00 | 547,480.00 | 547,480.00 |
| | Department: 055 - Stormwater Operations Surplus (Deficit): | 103,951.17 | 746,434.32 | 266,070.00 | 449,357.00 | 449,357.00 | 449,357.00 |
| Department: 155 - Stormwater Capital Improvements | | | | | | | |
| Revenue | | | | | | | |
| 550-155-401000 | Beginning Balance | 0.00 | -136,307.00 | -136,810.00 | 10,503.00 | 10,503.00 | 10,503.00 |
| | Revenue Total: | 0.00 | -136,307.00 | -136,810.00 | 10,503.00 | 10,503.00 | 10,503.00 |
| Expense | | | | | | | |
| 550-155-608200 | Professional Services - Enginee... | 0.00 | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 550-155-732000 | Improvements | 0.00 | 0.00 | 10,000.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| 550-155-812300 | Bond Principal | 30,000.00 | 30,000.00 | 65,000.00 | 70,000.00 | 70,000.00 | 70,000.00 |
| 550-155-836900 | Bond Interest | 28,480.00 | 27,580.00 | 54,260.00 | 49,860.00 | 49,860.00 | 49,860.00 |
| | Expense Total: | 58,480.00 | 57,580.00 | 129,260.00 | 459,860.00 | 459,860.00 | 459,860.00 |
| | Department: 155 - Stormwater Capital Improvements Surplus (Deficit): | -58,480.00 | -193,887.00 | -266,070.00 | -449,357.00 | -449,357.00 | -449,357.00 |
| | Fund: 550 - STORMWATER Surplus (Deficit): | 45,471.17 | 552,547.32 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 45,471.17 | 552,547.32 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

SandyNet Operations: SandyNet is the City of Sandy’s Municipal Internet Service utility. The purpose of SandyNet is to provide fast, reliable, and affordable Internet connectivity to the citizens and businesses in the Sandy area. This is accomplished by using a variety of technologies including wireless and fiber optic networks.

SandyNet Capital Improvements: Capital expenditures planned for in this budget include the expansion of the SandyNet Fiber network into new developments as well as beginning a phased approach to business and multiple dwelling unit installations. Network infrastructure upgrades are also forecasted.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|--------------------------|-------------|-------------|-------------|-------------|
| IT Director | 0.80 | 0.50 | 0.50 | 0.50 |
| Network Technician | 1.00 | - | - | - |
| IT Analyst | 0.90 | 1.38 | 1.50 | 1.50 |
| Telecom Utility Worker | 3.00 | - | - | - |
| Utility Clerk | 0.20 | 0.20 | 0.20 | 0.20 |
| Court Clerk | 0.15 | 0.15 | - | - |
| Administrative Assistant | 0.05 | 0.03 | - | - |
| IT Intern | - | 0.85 | - | - |
| Network Administrator | - | 0.70 | - | - |
| Total | 6.10 | 3.81 | 2.20 | 2.20 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Utilizing G.Fast equipment we have connected the first Multiple Dwelling Unit (MDU) property in Sandy. Progress continues on deploying to the remaining properties.
- ✓ Worked with several developers to provide guidance and recommendations on in home wiring and connectivity.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Continue to work toward expansion of fiber optic network in the business community.
- ✓ Complete development and licensing program on SandyNet software.

Telecommunications Fund

FUND:
560 - Telecommunications Fund

DEPARTMENT:
056 and 156

DEPARTMENT HEAD:
Joe Knapp,
General Manager

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Charges for Services

SUB-FUNDS:

- Operations
- Capital Improvements



- ✓ Explore options to promote the development of "smart homes" within new subdivisions.
- ✓ Identify strategies for eliminating the "digital divide" in Sandy.

BUDGET HIGHLIGHTS

- ✓ Internet access fee costs are projected to increase due to the need to accommodate more fiber customer traffic and allow for increased redundancy.

BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 560 - TELECOMMUNICATIONS FUND | | | | | | |
| 056 - Operations | | | | | | |
| Beginning Balance | - | 292,723 | 338,268 | 124,227 | 124,227 | 124,227 |
| FTTH Charges | 124,590 | 746,226 | 1,958,191 | 2,741,946 | 2,741,946 | 2,741,946 |
| Voice Charges | 2,140 | 23,024 | 57,600 | 75,120 | 75,120 | 75,120 |
| Video Charges | - | 193 | 20,160 | - | - | - |
| Wireless Charges | 302,436 | 95,523 | 128,000 | 21,332 | 21,332 | 21,332 |
| Business Charges | 84,299 | 114,666 | 304,000 | 340,310 | 340,310 | 340,310 |
| BIP Rural Charges | 100,658 | 89,286 | 200,000 | 191,281 | 191,281 | 191,281 |
| Equipment Sales | 22,816 | 2,508 | 3,000 | - | - | - |
| Software Licensing Fees | - | - | 10,000 | 12,000 | 12,000 | 12,000 |
| Interest | - | (1,642) | - | (8,000) | (8,000) | (8,000) |
| Miscellaneous Revenue | 77,650 | 16,593 | 44,000 | 18,000 | 18,000 | 18,000 |
| Transfer from General Fund | 75,000 | - | 150,000 | 162,817 | 162,817 | 162,817 |
| Total 056 - Operations: | 789,588 | 1,379,101 | 3,213,219 | 3,679,033 | 3,679,033 | 3,679,033 |
| 156 - Capital Improvements | | | | | | |
| Beginning Balance | - | (213,471) | (46,994) | (597,002) | (597,002) | (597,002) |
| Fiber Installation Charges | - | 22,650 | 35,000 | 56,074 | 56,074 | 56,074 |
| Interest | 11,997 | - | - | - | - | - |
| Bond Proceeds | - | - | - | - | - | - |
| Bond Premium | - | - | - | - | - | - |
| Loan Proceeds | - | 124,363 | 124,364 | 268,506 | 268,506 | 268,506 |
| Loan Proceeds fm SBR Fund | 500,000 | - | - | 500,000 | 500,000 | 500,000 |
| Total 156 - Capital Improvements: | 511,997 | (66,458) | 112,370 | 227,578 | 227,578 | 227,578 |
| Total 560 - TELECOMMUNICATIONS FUND: | 1,301,585 | 1,312,643 | 3,325,589 | 3,906,611 | 3,906,611 | 3,906,611 |
| Requirements | | | | | | |
| Fund: 560 - TELECOMMUNICATIONS FUND | | | | | | |
| 056 - Operations | | | | | | |
| Personnel Services | 232,245 | 436,213 | 913,951 | 1,175,479 | 1,175,479 | 1,175,479 |
| Materials & Services | 223,083 | 266,580 | 607,230 | 579,344 | 579,344 | 579,344 |
| Capital Outlay | - | 301 | - | - | - | - |
| Transfers | 29,835 | 28,667 | 57,335 | 111,732 | 111,732 | 111,732 |
| Contingency | - | - | 12,074 | 47,609 | 47,609 | 47,609 |
| Total 056 Operations: | 485,163 | 731,761 | 1,590,590 | 1,914,164 | 1,914,164 | 1,914,164 |
| 156 - Capital Improvements | | | | | | |
| Capital Outlay | 6,494,669 | 528,866 | 770,059 | 561,102 | 561,102 | 561,102 |
| Debt Service | 317,999 | 438,205 | 964,940 | 1,431,345 | 1,431,345 | 1,431,345 |
| Total 156 - Capital Improvements: | 6,812,668 | 967,071 | 1,734,999 | 1,992,447 | 1,992,447 | 1,992,447 |
| Total Fund: 560 - TELECOMMUNICATIONS FUND: | 7,297,831 | 1,698,832 | 3,325,589 | 3,906,611 | 3,906,611 | 3,906,611 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|---|----------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 560 - TELECOMMUNICATIONS FUND | | | | | | | |
| Department: 056 - Telecom Operations | | | | | | | |
| Revenue | | | | | | | |
| 560-056-401000 | Beginning Balance | 0.00 | 292,723.00 | 338,268.00 | 124,227.00 | 124,227.00 | 124,227.00 |
| 560-056-451500 | FTTH Charges | 124,590.48 | 746,226.13 | 1,958,191.00 | 2,741,946.00 | 2,741,946.00 | 2,741,946.00 |
| 560-056-451510 | Voice Charges | 2,139.98 | 23,023.79 | 57,600.00 | 75,120.00 | 75,120.00 | 75,120.00 |
| 560-056-451520 | Video Charges | 0.00 | 192.50 | 20,160.00 | | | |
| 560-056-451700 | Wireless Charges | 302,436.35 | 95,522.59 | 128,000.00 | 21,332.00 | 21,332.00 | 21,332.00 |
| 560-056-451800 | Business Charges | 84,298.55 | 114,666.49 | 304,000.00 | 340,310.00 | 340,310.00 | 340,310.00 |
| 560-056-451900 | BIP Rural Charges | 100,657.72 | 89,286.41 | 200,000.00 | 191,281.00 | 191,281.00 | 191,281.00 |
| 560-056-457000 | Equipment Sales | 22,815.64 | 2,508.37 | 3,000.00 | | | |
| 560-056-457200 | Software Licensing Fees | 0.00 | 0.00 | 10,000.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 560-056-471100 | Interest | 0.00 | -1,641.50 | 0.00 | -8,000.00 | -8,000.00 | -8,000.00 |
| 560-056-478000 | Miscellaneous Revenue | 77,649.73 | 16,593.38 | 44,000.00 | 18,000.00 | 18,000.00 | 18,000.00 |
| 560-056-490110 | Transfer from General Fund | 75,000.00 | 0.00 | 150,000.00 | 162,817.00 | 162,817.00 | 162,817.00 |
| | Revenue Total: | 789,588.45 | 1,379,101.16 | 3,213,219.00 | 3,679,033.00 | 3,679,033.00 | 3,679,033.00 |
| Expense | | | | | | | |
| 560-056-511100 | Salaries | 160,691.63 | 313,375.70 | 637,266.00 | 776,669.00 | 776,669.00 | 776,669.00 |
| 560-056-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 560-056-521100 | Insurance Benefits | 27,312.68 | 50,259.38 | 110,969.00 | 130,563.00 | 130,563.00 | 130,563.00 |
| 560-056-521200 | FICA Taxes | 12,292.95 | 23,617.98 | 48,239.00 | 59,420.00 | 59,420.00 | 59,420.00 |
| 560-056-521300 | PERS | 23,972.09 | 35,421.46 | 86,859.00 | 149,728.00 | 149,728.00 | 149,728.00 |
| 560-056-521360 | Other Benefits | 577.19 | 7,646.27 | 15,000.00 | 28,030.00 | 28,030.00 | 28,030.00 |
| 560-056-521400 | TC Life Insurance | 290.38 | 420.43 | 648.00 | | | |
| 560-056-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 762.00 | 762.00 | 762.00 |
| 560-056-521600 | Unemployment Insurance | 158.73 | 304.63 | 3,181.00 | 776.00 | 776.00 | 776.00 |
| 560-056-521800 | Workers' Comp Insurance | 4,913.29 | 3,316.85 | 11,789.00 | 24,871.00 | 24,871.00 | 24,871.00 |
| 560-056-521900 | Transit Tax | 2,006.54 | 1,832.70 | 0.00 | 4,660.00 | 4,660.00 | 4,660.00 |
| 560-056-522100 | FSA Fee | 29.53 | 17.94 | 0.00 | | | |
| 560-056-601100 | Supplies | 36,112.00 | 25,617.49 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 560-056-601200 | Postage | 235.50 | 1,142.17 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 560-056-601300 | Printing | 0.00 | 12.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 560-056-601400 | Copier Charges | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 560-056-601600 | Organizational Fees | 390.46 | 153.93 | 0.00 | 200.00 | 200.00 | 200.00 |
| 560-056-601800 | Books and Subscriptions | 1,599.99 | 980.00 | 4,000.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 560-056-601900 | Uniforms | 391.35 | 1,718.82 | 2,800.00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 560-056-602100 | Employee Recruitment | 55.00 | 186.00 | 0.00 | | | |
| 560-056-602200 | Conferences | 4,130.57 | 4,832.29 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 560-056-602300 | Training & Professional Advan... | 2,895.94 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 560-056-602500 | Meetings & Meals | 746.50 | 1,912.54 | 1,500.00 | 3,500.00 | 3,500.00 | 3,500.00 |
| 560-056-603100 | Mileage Reimbursement | 1,080.58 | 3,104.56 | 3,000.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| 560-056-603200 | Vehicle - Fuel | 2,003.68 | 2,690.04 | 5,000.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| 560-056-603500 | Vehicle Repair & Maintenance | 530.38 | 4,621.02 | 3,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|--|-------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------------|------------------------------|
| 560-056-604100 | Repairs & Maintenance | 10,790.49 | 8,052.95 | 15,000.00 | 14,000.00 | 14,000.00 | 14,000.00 |
| 560-056-605100 | Contractual Services | 18,901.01 | 40,972.49 | 79,000.00 | 80,000.00 | 80,000.00 | 80,000.00 |
| 560-056-605350 | Contractual Services - Utility Bi.. | 5,158.30 | 3,885.43 | 6,480.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| 560-056-606100 | Equipment Rental | 0.00 | 15.00 | 0.00 | | | |
| 560-056-606110 | Leased Lines | 0.00 | 0.00 | 0.00 | | | |
| 560-056-606120 | Building Rent | 8,000.00 | 9,600.00 | 24,000.00 | 24,000.00 | 24,000.00 | 24,000.00 |
| 560-056-606200 | Wireless Customer Equip. | 10,253.96 | 19,722.32 | 50,000.00 | | | |
| 560-056-606210 | Internet Access Fees | 89,806.01 | 89,379.24 | 228,000.00 | 250,894.00 | 250,894.00 | 250,894.00 |
| 560-056-607100 | Utilities | 7,633.03 | 9,124.23 | 15,000.00 | 18,000.00 | 18,000.00 | 18,000.00 |
| 560-056-607170 | Hosted Voice Charges | 6,789.63 | 25,045.34 | 58,800.00 | 72,000.00 | 72,000.00 | 72,000.00 |
| 560-056-608100 | Professional Services | 0.00 | 0.00 | 2,000.00 | | | |
| 560-056-609100 | Insurance | 2,324.55 | 2,731.93 | 15,000.00 | 5,800.00 | 5,800.00 | 5,800.00 |
| 560-056-609200 | Advertising | 11,404.85 | 6,861.71 | 25,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 560-056-610200 | Fees | 74.98 | 177.55 | 250.00 | 350.00 | 350.00 | 350.00 |
| 560-056-628200 | Credit Card Merchant Fee | 1,655.45 | 3,940.79 | 3,000.00 | 9,000.00 | 9,000.00 | 9,000.00 |
| 560-056-650300 | Regulatory Fees | 118.75 | 100.00 | 400.00 | 400.00 | 400.00 | 400.00 |
| 560-056-740100 | Computer Equipment | 0.00 | 300.90 | 0.00 | | | |
| 560-056-910110 | Transfer to General Fund | 29,835.00 | 28,667.00 | 57,335.00 | 99,732.00 | 99,732.00 | 99,732.00 |
| 560-056-910670 | Transfer to Op Center IS Fund | 0.00 | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 560-056-950000 | Contingency | 0.00 | 0.00 | 12,074.00 | 47,609.00 | 47,609.00 | 47,609.00 |
| | Expense Total: | 485,162.97 | 731,761.08 | 1,590,590.00 | 1,914,164.00 | 1,914,164.00 | 1,914,164.00 |
| | Department: 056 - Telecom Operations Surplus (Deficit): | 304,425.48 | 647,340.08 | 1,622,629.00 | 1,764,869.00 | 1,764,869.00 | 1,764,869.00 |

Department: 156 - SandyNet Capital Improvements

| Revenue | | | | | | | |
|--------------------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 560-156-401000 | Beginning Balance | 0.00 | -213,471.00 | -46,994.00 | -597,002.00 | -597,002.00 | -597,002.00 |
| 560-156-451530 | Fiber Installation Charges | 0.00 | 22,650.00 | 35,000.00 | 56,074.00 | 56,074.00 | 56,074.00 |
| 560-156-471100 | Interest | 11,996.98 | 0.00 | 0.00 | | | |
| 560-156-495300 | Loan Proceeds | 0.00 | 124,363.01 | 124,364.00 | 268,506.00 | 268,506.00 | 268,506.00 |
| 560-156-495644 | Loan Proceeds fm SBR Fund | 500,000.00 | 0.00 | 0.00 | 500,000.00 | 500,000.00 | 500,000.00 |
| | Revenue Total: | 511,996.98 | -66,457.99 | 112,370.00 | 227,578.00 | 227,578.00 | 227,578.00 |

| Expense | | | | | | | |
|--------------------------------|--------------------------|--------------|------------|------------|------------|------------|------------|
| 560-156-740100 | Computer Equipment | 759.32 | 6,746.07 | 8,059.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 560-156-740200 | Telecom Equipment | 13,623.15 | 653.16 | 0.00 | 169,625.00 | 169,625.00 | 169,625.00 |
| 560-156-740202 | FTTH Equipment | 3.87 | 334,325.93 | 450,000.00 | 193,975.00 | 193,975.00 | 193,975.00 |
| 560-156-740300 | Wireless Network | 5,863.67 | 4,493.69 | 15,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| 560-156-750000 | Vehicles | 0.00 | 0.00 | 0.00 | 98,881.00 | 98,881.00 | 98,881.00 |
| 560-156-780110 | Fiber Installions | 0.00 | 82,532.94 | 171,000.00 | 78,621.00 | 78,621.00 | 78,621.00 |
| 560-156-780120 | Fiber Project | 6,474,419.12 | 100,113.86 | 126,000.00 | | | |
| 560-156-812100 | Loan Principal | 0.00 | 9,556.11 | 33,000.00 | 172,598.00 | 172,598.00 | 172,598.00 |
| 560-156-812200 | Interfund Loan Principal | 29,427.00 | 126,124.35 | 255,254.00 | 328,022.00 | 328,022.00 | 328,022.00 |
| 560-156-816005 | Revenue Bond Principal | 0.00 | 0.00 | 70,000.00 | 320,000.00 | 320,000.00 | 320,000.00 |
| 560-156-830001 | Interfund Loan Interest | 2,489.00 | 11,871.03 | 22,111.00 | 16,584.00 | 16,584.00 | 16,584.00 |
| 560-156-832903 | Loan Interest | 0.00 | 1,866.08 | 7,000.00 | 19,384.00 | 19,384.00 | 19,384.00 |
| 560-156-836902 | Revenue Bond Interest | 284,589.86 | 287,787.50 | 575,575.00 | 572,757.00 | 572,757.00 | 572,757.00 |

Budget Worksheet

| | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 560-156-870000 Paying Agent Fees | 1,493.50 | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Expense Total: | 6,812,668.49 | 967,070.72 | 1,734,999.00 | 1,992,447.00 | 1,992,447.00 | 1,992,447.00 |
| Department: 156 - SandyNet Capital Improvements Surplus (Deficit): | -6,300,671.51 | -1,033,528.71 | -1,622,629.00 | -1,764,869.00 | -1,764,869.00 | -1,764,869.00 |
| Fund: 560 - TELECOMMUNICATIONS FUND Surplus (Deficit): | -5,996,246.03 | -386,188.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Surplus (Deficit): | -5,996,246.03 | -386,188.63 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Operation Center Internal Service Fund accounts for pooled resources from funds that occupy the Operations Center building to allocate costs associated with shared invoices. Costs are allocated to departments and programs funds based on square feet of building space occupied.

Revenue sources are transfers from the following funds/departments; Water, Sewer, Storm Water, Street, Transit, Telecommunications and General Fund departments; Police, Non-Departmental, and Parks, Building & Grounds.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

None.

BUDGET HIGHLIGHTS

- ✓ The capital division budget and beginning balance were moved to a newly created Facilities Maintenance Internal Service Fund.

Operations Center Internal Service Fund

FUND:
670 – Operations Center
Fund

DEPARTMENT:
000, 099, and 167

DEPARTMENT HEAD:
Mike Walker,
Public Works Director

LOCATION:
Operations Center
16610 Champion Way

FUND RESOURCES:

- Indirect Service
Revenue

SUB-FUNDS:

- Operations



BUDGET COMPARISON



**City of Sandy, Oregon
Adopted Budget For the 2017-2019 Biennium**

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|--|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 670 - OP CTR INTERNAL SERVICE FUND | | | | | | |
| 000 - Operations | | | | | | |
| Beginning Balance | - | (847) | 1,755 | 342 | 342 | 342 |
| Other Agencies | - | 7,500 | 7,500 | - | - | - |
| Interest | 649 | 737 | 500 | 2,100 | 2,100 | 2,100 |
| Transfer from GF City Council | - | - | - | 730 | 730 | 730 |
| Transfer from GF Parks, Building & Grounds | - | - | - | 6,554 | 6,554 | 6,554 |
| Transfer from GF Police | - | 10,629 | 21,257 | 5,813 | 5,813 | 5,813 |
| Transfer from Street Fund | - | 5,670 | 11,339 | 11,455 | 11,455 | 11,455 |
| Transfer from Transit Fund | - | 19,749 | 39,497 | 42,541 | 42,541 | 42,541 |
| Transfer from Water Fund | - | 5,670 | 11,339 | 11,455 | 11,455 | 11,455 |
| Transfer from Sewer Fund | - | 5,670 | 11,339 | 11,455 | 11,455 | 11,455 |
| Transfer from Stormwater Fund | - | 5,582 | 11,165 | 11,455 | 11,455 | 11,455 |
| Transfer from SandyNet | - | - | - | 12,000 | 12,000 | 12,000 |
| Total 000 - Operations: | 649 | 60,359 | 115,691 | 115,900 | 115,900 | 115,900 |
| 167 - Capital Improvements | | | | | | |
| Beginning Balance | - | 110,000 | 110,000 | - | - | - |
| Transfer from General Fund | - | 42,500 | 85,000 | - | - | - |
| Transfer from Street Fund | - | 1,620 | 3,239 | - | - | - |
| Transfer from Transit Fund | - | 6,022 | 12,043 | - | - | - |
| Transfer from Water Fund | - | 1,620 | 3,240 | - | - | - |
| Transfer from Sewer Fund | - | 1,620 | 3,239 | - | - | - |
| Transfer from Stormwater Fund | - | 1,617 | 3,239 | - | - | - |
| Total 167 - Capital Improvements: | - | 164,999 | 220,000 | - | - | - |
| Total 670 - OP CTR INTERNAL SERVICE FUND: | 649 | 225,358 | 335,691 | 115,900 | 115,900 | 115,900 |
| Requirements | | | | | | |
| Fund: 670 - OP CTR INTERNAL SERVICE FUND | | | | | | |
| 099 - Operations | | | | | | |
| Materials & Services | 52,764 | 56,812 | 106,500 | 110,900 | 110,900 | 110,900 |
| Capital Outlay | - | 10,286 | 3,000 | 5,000 | 5,000 | 5,000 |
| Contingency | - | - | 6,191 | - | - | - |
| Total 099 - Operations: | 52,764 | 67,098 | 115,691 | 115,900 | 115,900 | 115,900 |
| 167 - Capital Improvements | | | | | | |
| Capital Outlay | - | - | 50,000 | - | - | - |
| Transfers | - | - | 170,000 | - | - | - |
| Total 167 - Capital Improvements: | - | - | 220,000 | - | - | - |
| Total Fund: 670 - OP CTR INTERNAL SERVICE FUND: | 52,764 | 67,098 | 335,691 | 115,900 | 115,900 | 115,900 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|---|---|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| Fund: 670 - OP CTR INTERNAL SERVICE FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 670-000-401000 | Beginning Balance | 0.00 | -847.00 | 1,755.00 | 342.00 | 342.00 | 342.00 |
| 670-000-442500 | Other Agencies | 0.00 | 7,500.00 | 7,500.00 | | | |
| 670-000-471100 | Interest | 648.52 | 736.74 | 500.00 | 2,100.00 | 2,100.00 | 2,100.00 |
| 670-000-490024 | Transfer from GF City Council | 0.00 | 0.00 | 0.00 | 730.00 | 730.00 | 730.00 |
| 670-000-490035 | Transfer from GF Parks, Buildi... | 0.00 | 0.00 | 0.00 | 6,554.00 | 6,554.00 | 6,554.00 |
| 670-000-490110 | Transfer from GF Police | 0.00 | 10,628.50 | 21,257.00 | 5,813.00 | 5,813.00 | 5,813.00 |
| 670-000-490240 | Transfer from Street Fund | 0.00 | 5,670.00 | 11,339.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 670-000-490270 | Transfer from Transit Fund | 0.00 | 19,749.00 | 39,497.00 | 42,541.00 | 42,541.00 | 42,541.00 |
| 670-000-490520 | Transfer from Water Fund | 0.00 | 5,670.00 | 11,339.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 670-000-490530 | Transfer from Sewer Fund | 0.00 | 5,670.00 | 11,339.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 670-000-490550 | Transfer from Stormwater Fund | 0.00 | 5,582.00 | 11,165.00 | 11,455.00 | 11,455.00 | 11,455.00 |
| 670-000-490560 | Transfer from SandyNet | 0.00 | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| | Revenue Total: | 648.52 | 60,359.24 | 115,691.00 | 115,900.00 | 115,900.00 | 115,900.00 |
| | Department: 000 - Undesignated Total: | 648.52 | 60,359.24 | 115,691.00 | 115,900.00 | 115,900.00 | 115,900.00 |
| Department: 099 - No Operating Division | | | | | | | |
| Expense | | | | | | | |
| 670-099-601100 | Supplies | 5,356.60 | 4,668.16 | 15,000.00 | 13,500.00 | 13,500.00 | 13,500.00 |
| 670-099-604100 | Repairs & Maintenance | 5,472.93 | 8,484.62 | 14,500.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 670-099-605100 | Contractual Services | 8,254.27 | 10,472.47 | 15,000.00 | 17,000.00 | 17,000.00 | 17,000.00 |
| 670-099-607100 | Utilities | 29,934.36 | 28,370.37 | 55,000.00 | 59,000.00 | 59,000.00 | 59,000.00 |
| 670-099-609100 | Insurance | 3,745.64 | 4,816.84 | 7,000.00 | 9,400.00 | 9,400.00 | 9,400.00 |
| 670-099-760000 | Machinery & Equipment | 0.00 | 0.00 | 1,000.00 | | | |
| 670-099-770000 | Major Repairs & Maintenance | 0.00 | 10,286.00 | 2,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 670-099-950000 | Contingency | 0.00 | 0.00 | 6,191.00 | | | |
| | Expense Total: | 52,763.80 | 67,098.46 | 115,691.00 | 115,900.00 | 115,900.00 | 115,900.00 |
| | Department: 099 - No Operating Division Total: | 52,763.80 | 67,098.46 | 115,691.00 | 115,900.00 | 115,900.00 | 115,900.00 |
| Department: 167 - ISF Capital Improvements | | | | | | | |
| Revenue | | | | | | | |
| 670-167-401000 | Beginning Balance | 0.00 | 110,000.00 | 110,000.00 | | | |
| 670-167-490110 | Transfer from General Fund | 0.00 | 42,500.00 | 85,000.00 | | | |
| 670-167-490240 | Transfer from Street Fund | 0.00 | 1,620.00 | 3,239.00 | | | |
| 670-167-490270 | Transfer from Transit Fund | 0.00 | 6,022.00 | 12,043.00 | | | |
| 670-167-490520 | Transfer from Water Fund | 0.00 | 1,620.00 | 3,240.00 | | | |
| 670-167-490530 | Transfer from Sewer Fund | 0.00 | 1,620.00 | 3,239.00 | | | |
| 670-167-490550 | Transfer from Stormwater Fund | 0.00 | 1,617.00 | 3,239.00 | | | |
| | Revenue Total: | 0.00 | 164,999.00 | 220,000.00 | 0.00 | 0.00 | 0.00 |
| Expense | | | | | | | |
| 670-167-770000 | Major Repairs & Maintenance | 0.00 | 0.00 | 50,000.00 | | | |

Budget Worksheet

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--------------------------------|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| 670-167-950000 | Contingency | 0.00 | 0.00 | 170,000.00 | | | |
| | Expense Total: | 0.00 | 0.00 | 220,000.00 | 0.00 | 0.00 | 0.00 |
| | Department: 167 - ISF Capital Improvements Surplus (Deficit): | 0.00 | 164,999.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 670 - OP CTR INTERNAL SERVICE FUND Surplus (Deficit): | -52,115.28 | 158,259.78 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | -52,115.28 | 158,259.78 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Facilities Maintenance Internal Service Fund is intended for major maintenance, repairs and replacements at City-owned buildings.

Transfers into this fund come from various other funds that are housed in buildings open to the public. Contributions are based on a percentage of each department budget.

The fund is currently building a reserve to accumulate resources dedicated to future major facility maintenance or repair projects for City Hall, Police Station, Operations Center, Library and Community Center.

PERSONNEL SUMMARY

None.

ACCOMPLISHMENTS – Fiscal Years 15-17

None.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Engage a consultant to perform facility condition assessments on City buildings including:
 - An inventory of buildings
 - Determine the general condition and remaining life of building shells, roof systems, HVAC (heating, ventilation, and air conditioning) systems, etc.
 - Rate the condition of existing buildings and provide cost estimates to prioritize maintenance projects
 - Develop criteria for use of maintenance funds

BUDGET HIGHLIGHTS

None.

Facilities Maintenance Internal Service Fund

FUND:
680 – Facilities
Maintenance Fund

DEPARTMENT:
068

DEPARTMENT HEAD:
Kim Yamashita,
City Manger

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- General Revenue

SUB-FUNDS:

- Operations



BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 680 - FACILITIES MAINTENANCE INTERNAL SERVICE FUND | | | | | | |
| 068 - Operations | | | | | | |
| Beginning Balance | - | - | - | 220,000 | 220,000 | 220,000 |
| Transfer from General Fund | - | - | - | 85,000 | 85,000 | 85,000 |
| Transfer from Street Fund | - | - | - | 3,239 | 3,239 | 3,239 |
| Transfer from Transit Fund | - | - | - | 12,043 | 12,043 | 12,043 |
| Transfer from Water Fund | - | - | - | 3,240 | 3,240 | 3,240 |
| Transfer from Sewer Fund | - | - | - | 3,239 | 3,239 | 3,239 |
| Transfer from Stormwater Fund | - | - | - | 3,239 | 3,239 | 3,239 |
| Total 068 - Operations: | - | - | - | 330,000 | 330,000 | 330,000 |
| Total 680 - FACILITIES MAINTENANCE IS FUND: | - | - | - | 330,000 | 330,000 | 330,000 |
| Requirements | | | | | | |
| Fund: 680 - FACILITIES MAINTENANCE INTERNAL S | | | | | | |
| 068 - Operations | | | | | | |
| Materials & Services | - | - | - | 50,000 | 50,000 | 50,000 |
| Contingency | - | - | - | 280,000 | 280,000 | 280,000 |
| Total 068 - Operations: | - | - | - | 330,000 | 330,000 | 330,000 |
| FACILITIES MAINTENANCE INTERNAL SERVICE FUND: | - | - | - | 330,000 | 330,000 | 330,000 |



Sandy, OR

Budget Worksheet

Account Summary

| | | Total Activity | Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|---|---|----------------|----------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 680 - FACILITIES MAINTENANCE INTERNAL SERVICE FUND | | | | | | | |
| Department: 068 - Facilities Maintenance Operations | | | | | | | |
| Revenue | | | | | | | |
| 680-068-401000 | Beginning Balance | 0.00 | 0.00 | 0.00 | 220,000.00 | 220,000.00 | 220,000.00 |
| 680-068-490110 | Transfer from General Fund | 0.00 | 0.00 | 0.00 | 85,000.00 | 85,000.00 | 85,000.00 |
| 680-068-490240 | Transfer from Street Fund | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| 680-068-490270 | Transfer from Transit Fund | 0.00 | 0.00 | 0.00 | 12,043.00 | 12,043.00 | 12,043.00 |
| 680-068-490520 | Transfer from Water Fund | 0.00 | 0.00 | 0.00 | 3,240.00 | 3,240.00 | 3,240.00 |
| 680-068-490530 | Transfer from Sewer Fund | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| 680-068-490550 | Transfer from Stormwater Fund | 0.00 | 0.00 | 0.00 | 3,239.00 | 3,239.00 | 3,239.00 |
| | Revenue Total: | 0.00 | 0.00 | 0.00 | 330,000.00 | 330,000.00 | 330,000.00 |
| Expense | | | | | | | |
| 680-068-605100 | Contractual Services | 0.00 | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 680-068-950000 | Contingency | 0.00 | 0.00 | 0.00 | 280,000.00 | 280,000.00 | 280,000.00 |
| | Expense Total: | 0.00 | 0.00 | 0.00 | 330,000.00 | 330,000.00 | 330,000.00 |
| | Department: 068 - Facilities Maintenance Operations Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund: 680 - FACILITIES MAINTENANCE INTERNAL SERVICE FUND Surp.. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

PURPOSE AND FUNCTION

The Sandy Urban Renewal Agency was created by the City Council in 1998, to complete improvements in the downtown and commercial areas using tax increment financing.

The Board of the Urban Renewal Agency consists of the City Council, plus a representative of the Sandy Fire District, and a Sandy Chamber of Commerce representative.

Past projects have included:

- Construction of a public parking lot
- Relocating utility wires underground and improving the “streetscape” on Proctor Boulevard
- Converting the “Fire Annex” to an emergency operations center and constructing a new downtown police station.

In FY 2017 -2019 will be the continuation of the facade improvement program and planning for completion of streetscape improvements on Pioneer Blvd. and the remainder of Proctor Blvd.

PERSONNEL SUMMARY – Full Time Equivalent (FTE)

| Title | 17-19 | 15-17 | 13-15 | 11-13 |
|------------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.07 | 0.07 | 0.07 | 0.07 |
| Planning & Building Director | 0.20 | 0.35 | 0.35 | 0.07 |
| Associate Planner | 0.10 | 0.20 | 0.20 | 0.13 |
| Economic Development Manager | 0.10 | - | - | - |
| Total | 0.47 | 0.62 | 0.62 | 0.27 |

ACCOMPLISHMENTS – Fiscal Years 15-17

- ✓ Completed a \$10,000,000 financing to purchase the Cedar Ridge property.
- ✓ Several buildings had façade work completed during the current biennium. The program continues to be a very visible and popular program.
- ✓ Updated the Urban Renewal Plan.

GOALS AND FOCUS FOR Fiscal Years 17-19

- ✓ Continue the façade improvement program.
- ✓ Streetscape improvements, including the newly implemented public infrastructure program.

Urban Renewal Fund

FUND:
720 – Urban Renewal Fund

DEPARTMENT:
000, and 072

DEPARTMENT HEAD:
Kim Yamashita,
City Manager

LOCATION:
City Hall
39250 Pioneer Blvd.

FUND RESOURCES:

- Property Tax Revenue

SUB-FUNDS:

- N/A



- ✓ Implement new plan amendment if state statute requirements are met.
- ✓ Continue with the Aquatic/Recreation Center project.

BUDGET HIGHLIGHTS

- ✓ Property tax revenue projections assume a 3% increase in assessed value for each fiscal year with a 95% collection rate. The projected assessed value beginning in FY 17-18 is \$ 92,525,406.
- ✓ It is anticipated that the Fire District will use their remaining allotment for improvements to their Fire Hall in this biennium.
- ✓ Debt service payments continue for the urban renewal bonds used to construct the police station and initial purchase of the Cedar Ridge property.

BUDGET COMPARISON



City of Sandy, Oregon Adopted Budget For the 2017-2019 Biennium

| | 2014-2015 Actual | 2015-2016 Actual | 2015-2017 Current Budget | 2017-2019 Proposed by Budget Officer | 2017-2019 Approved by Budget Committee | 2017-2019 Adopted by Governing Body |
|---|---------------------|---------------------|--------------------------------|--|---|--|
| Resources | | | | | | |
| Fund: 720 - URBAN RENEWAL AGENCY FUND | | | | | | |
| Beginning Balance | - | 1,493,848 | 1,493,848 | 8,130,114 | 8,130,114 | 8,130,114 |
| Current Year Property Tax | 1,404,084 | 1,467,607 | 3,002,415 | 3,041,900 | 3,041,900 | 3,041,900 |
| Prior Year Property Tax | 28,550 | 24,398 | - | 40,000 | 40,000 | 40,000 |
| Interest | 7,135 | 12,747 | 3,000 | 27,000 | 27,000 | 27,000 |
| Loan Proceeds | - | - | 10,000,000 | - | - | - |
| Total 720 - URBAN RENEWAL AGENCY FUND: | 1,439,769 | 2,998,601 | 14,499,263 | 11,239,014 | 11,239,014 | 11,239,014 |
| Requirements | | | | | | |
| Fund: 720 - URBAN RENEWAL AGENCY FUND | | | | | | |
| Personnel Services | 72,554 | 76,522 | 161,473 | 120,470 | 120,470 | 120,470 |
| Materials & Services | 34,178 | 10,127 | 27,003 | 101,550 | 101,550 | 101,550 |
| Capital Outlay | 152,319 | 342,794 | 12,558,000 | 8,033,956 | 8,033,956 | 8,033,956 |
| Debt Service | 463,528 | 528,784 | 1,690,445 | 1,868,490 | 1,868,490 | 1,868,490 |
| Transfers | - | 6,251 | 12,503 | 18,899 | 18,899 | 18,899 |
| Contingency | - | - | 49,839 | 1,095,649 | 1,095,649 | 1,095,649 |
| Total 720 - URBAN RENEWAL AGENCY FUND: | 722,578 | 964,477 | 14,499,263 | 11,239,014 | 11,239,014 | 11,239,014 |



Sandy, OR

Budget Worksheet

Account Summary

| | | 2014-2015 Total Activity | 2015-2016 Total Activity | 2015-2017 Total Budget | 2017-2019 Proposed | 2017-2019 Approved | 2017-2019 Adopted |
|--|--|-----------------------------|-----------------------------|---------------------------|-----------------------|-----------------------|----------------------|
| Fund: 720 - URBAN RENEWAL AGENCY FUND | | | | | | | |
| Department: 000 - Undesignated | | | | | | | |
| Revenue | | | | | | | |
| 720-000-401000 | Beginning Balance | 0.00 | 1,493,848.43 | 1,493,848.00 | 8,130,114.00 | 8,130,114.00 | 8,130,114.00 |
| 720-000-410100 | Current Year Property Tax | 1,404,084.37 | 1,467,607.11 | 3,002,415.00 | 3,041,900.00 | 3,041,900.00 | 3,041,900.00 |
| 720-000-410200 | Prior Year Property Tax | 28,549.83 | 24,398.13 | 0.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| 720-000-471100 | Interest | 7,134.86 | 12,747.42 | 3,000.00 | 27,000.00 | 27,000.00 | 27,000.00 |
| 720-000-495400 | Loan Proceeds | 0.00 | 0.00 | 10,000,000.00 | | | |
| | Revenue Total: | 1,439,769.06 | 2,998,601.09 | 14,499,263.00 | 11,239,014.00 | 11,239,014.00 | 11,239,014.00 |
| Expense | | | | | | | |
| 720-000-870000 | Paying Agent Fees | -45,231.99 | 0.00 | 0.00 | | | |
| | Expense Total: | -45,231.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Department: 000 - Undesignated Surplus (Deficit): | 1,485,001.05 | 2,998,601.09 | 14,499,263.00 | 11,239,014.00 | 11,239,014.00 | 11,239,014.00 |
| Department: 072 - Urban Renewal | | | | | | | |
| Expense | | | | | | | |
| 720-072-511100 | Salaries | 50,316.72 | 52,546.04 | 108,508.00 | 81,375.00 | 81,375.00 | 81,375.00 |
| 720-072-511200 | Overtime | 0.00 | 0.00 | 0.00 | | | |
| 720-072-521100 | Insurance Benefits | 6,320.81 | 6,623.51 | 17,858.00 | 11,193.00 | 11,193.00 | 11,193.00 |
| 720-072-521200 | FICA Taxes | 3,849.30 | 4,014.57 | 8,249.00 | 6,227.00 | 6,227.00 | 6,227.00 |
| 720-072-521300 | PERS | 9,416.03 | 10,654.31 | 22,016.00 | 18,835.00 | 18,835.00 | 18,835.00 |
| 720-072-521360 | Other Benefits | 1,265.22 | 1,308.87 | 2,456.00 | 1,437.00 | 1,437.00 | 1,437.00 |
| 720-072-521400 | UR Life Insurance | 78.85 | 64.18 | 358.00 | | | |
| 720-072-521500 | Workers' Benefit Fund | 0.00 | 0.00 | 0.00 | 58.00 | 58.00 | 58.00 |
| 720-072-521600 | Unemployment Insurance | 48.00 | 51.49 | 789.00 | 82.00 | 82.00 | 82.00 |
| 720-072-521800 | Workers' Comp Insurance | 663.88 | 958.45 | 1,239.00 | 775.00 | 775.00 | 775.00 |
| 720-072-521900 | Transit Tax | 594.93 | 300.09 | 0.00 | 488.00 | 488.00 | 488.00 |
| 720-072-601100 | Supplies | 675.78 | 254.83 | 500.00 | 950.00 | 950.00 | 950.00 |
| 720-072-601400 | Copier Charges | 0.00 | 0.00 | 0.00 | | | |
| 720-072-601500 | Public Notices | 0.00 | 0.00 | 0.00 | 600.00 | 600.00 | 600.00 |
| 720-072-601600 | Organizational Fees | 516.09 | 237.66 | 0.00 | | | |
| 720-072-604100 | Island Maintenance | 534.75 | 0.00 | 10,000.00 | | | |
| 720-072-605100 | Contractual Services | 0.00 | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| 720-072-608100 | Professional Services | 25,945.15 | 9,635.00 | 4,000.00 | | | |
| 720-072-640300 | General Overhead | 6,506.00 | 0.00 | 12,503.00 | | | |
| 720-072-716000 | Improvements | 44,362.63 | 73,445.31 | 1,300,000.00 | | | |
| 720-072-716010 | City Hall Improvements | 0.00 | 0.00 | 0.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| 720-072-716090 | Banners & Hardware | 0.00 | 0.00 | 8,000.00 | | | |
| 720-072-716200 | Pedestrian Signals | 0.00 | 0.00 | 30,000.00 | | | |
| 720-072-722510 | Community Center/Aquatic Fa... | 0.00 | 0.00 | 6,500,000.00 | 4,135,898.00 | 4,135,898.00 | 4,135,898.00 |
| 720-072-731000 | Infrastructure | 0.00 | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| 720-072-760500 | Fire Equipment & Improvemen... | 0.00 | 268,390.70 | 4,120,000.00 | 3,048,058.00 | 3,048,058.00 | 3,048,058.00 |
| 720-072-784003 | Building Improvement | 107,956.14 | 957.50 | 600,000.00 | 600,000.00 | 600,000.00 | 600,000.00 |
| 720-072-812100 | Loan Principal | 0.00 | 0.00 | 540,355.00 | | | |

Budget Worksheet

| | | 2014-2015 | 2015-2016 | 2015-2017 | 2017-2019 | 2017-2019 | 2017-2019 |
|--------------------------------|---|-----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|
| | | Total Activity | Total Activity | Total Budget | Proposed | Approved | Adopted |
| 720-072-812200 | Interfund Loan Principal | 40,000.00 | 60,000.00 | 140,000.00 | 80,000.00 | 80,000.00 | 80,000.00 |
| 720-072-814100 | Bond Principal | 377,769.22 | 426,836.23 | 875,193.00 | 1,290,889.00 | 1,290,889.00 | 1,290,889.00 |
| 720-072-830001 | Interfund Loan Interest | 3,600.00 | 2,800.00 | 4,400.00 | 1,600.00 | 1,600.00 | 1,600.00 |
| 720-072-832903 | Loan Interest | 0.00 | 0.00 | 59,645.00 | | | |
| 720-072-834100 | Bond Interest | 42,158.80 | 39,147.72 | 70,852.00 | 496,001.00 | 496,001.00 | 496,001.00 |
| 720-072-870000 | Paying Agent Fees | 45,231.99 | 0.00 | 0.00 | | | |
| 720-072-910110 | Transfer to General Fund | 0.00 | 6,251.00 | 12,503.00 | 18,899.00 | 18,899.00 | 18,899.00 |
| 720-072-950000 | Contingency | 0.00 | 0.00 | 49,839.00 | 1,095,649.00 | 1,095,649.00 | 1,095,649.00 |
| | Expense Total: | 767,810.29 | 964,477.46 | 14,499,263.00 | 11,239,014.00 | 11,239,014.00 | 11,239,014.00 |
| | Department: 072 - Urban Renewal Total: | 767,810.29 | 964,477.46 | 14,499,263.00 | 11,239,014.00 | 11,239,014.00 | 11,239,014.00 |
| | Fund: 720 - URBAN RENEWAL AGENCY FUND Surplus (Deficit): | 717,190.76 | 2,034,123.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Report Surplus (Deficit): | 717,190.76 | 2,034,123.63 | 0.00 | 0.00 | 0.00 | 0.00 |